

PARISH COUNCIL
PARISH OF TERREBONNE



Terrebonne Parish School Board Office
201 Stadium Drive
Houma, LA 70360

AGENDA

Wednesday, December 1, 2021
6:00 PM

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

Darrin W. Guidry, Sr.
CHAIRMAN

Daniel Babin
VICE-CHAIRMAN
DISTRICT 1

John Navy

DISTRICT 2

Carl Harding

DISTRICT 3

Gerald Michel

DISTRICT 4

John Amedee

Suzette Thomas,
COUNCIL CLERK

DISTRICT 5

Jessica Domangue

DISTRICT 6

Darrin Guidry

DISTRICT 7

Daniel Babin

DISTRICT 8

Dirk Guidry

DISTRICT 9

Steve Trosclair

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

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

INVOCATION

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER

ROLL CALL

APPROVE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON NOVEMBER 10, 2021.

DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON

NOVEMBER 17, 2021.

APPROVE ACCOUNTS PAYABLE BILL LISTS FOR 11/15/2021, 11/22/2021 & 11/29/2021.

APPROVE MANUAL CHECK LISTING FOR OCTOBER 2021

1. GENERAL BUSINESS:

A. 6:00 P.M. - A PUBLIC HEARING RELATIVE TO:

An ordinance amending and supplementing Ordinance No. 9267, which created the "North Terrebonne Parish Recreation District" in accordance with L.A.R.S. 33:4562 ET SEQ regarding recreation districts.

1. Consider adoption of the proposed ordinance.

B. Discussion and possible action relative to correcting the scoring sheet for Hurricane Ida SDE Services Procurement.

C. RESOLUTION: Authorizing the Parish President to execute all necessary documents to submit an application to the Administration for Children and Families for the Head Start Program in Terrebonne Parish and to execute the FY 2022 Five Year Head Start Budget Application.

D. RESOLUTION: Giving preliminary approval to the issuance of Fifty Million Dollars (\$50,000,000.00) of Taxable Hurricane Recovery Revenue Bonds Series 2022 of the Parish of Terrebonne, State of Louisiana; providing certain terms of said bonds; making application to the State Bond Commission for approval; authorizing certain actions of the executive officers; and providing for matters in connection therewith.

E. Introduce an ordinance to amend the Terrebonne Parish Consolidated Government Code of Ordinances by Amending Chapter 22 Article VII, "Drainage" to Levees and call a public hearing on said matter on Wednesday, December 15, 2021 at 6:30 p.m.

2. PUBLIC WISHING TO ADDRESS THE COUNCIL:

A. As per speaker cards.

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

A. An ordinance to amend the 2021 Adopted Operating Budget, 5-Year Capital Outlay Budget and Budgeted Positions of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters:

- I. Animal Shelter-donations, \$50,000
 - II. American Rescue Plan, \$1,400,000
 - III. Adaptive Park Bathroom, \$52,000
 - IV. General Fund-grant, \$1,000
 - V. Houma Downtown Development, \$145,359
 - VI. Section 8 Voucher Program, \$13,250
 - VII. Houma Downtown Development, \$6,580
 - VIII. Section 8, -0-
 - a. add Administrative Coordinator I, Grade 104
1. Consider adoption of the ordinance.

B. An ordinance to amend Section 21-30(a) and Section 21-31 of Chapter 21. Article II of the Parish Code of Ordinances to include Houma Heights Parks among the list of Parish parks.

1. Consider adoption of the ordinance.

3. COMMITTEE REPORTS:

A. Public Services Committee, 11/29/2021*

B. Budget and Finance Committee, 11/29/21*

***(Ratification of minutes calls Public Hearings on 12/15/2021 at 6:30 p.m.)**

4. APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES AND COMMISSIONS:

- A. HOUMA AREA CONVENTION AND VISITORS BUREAU (HACVB):** Two expiring terms on 12-31-21 (Both representing Civic Non-Profit Organization(s)). Ms. Julie Falgout expresses her interest in being reappointed. Mr. William Bisland submits resume and application for consideration.
- B. TEDA:** Two expiring terms on 09-09-21. One representing each of the following: Terrebonne Parish Council and the Houma Terrebonne Chamber of Commerce. Mr. Joseph Boudreaux, II, representing the Chamber of Commerce, submits application for consideration.

5. VACANCIES TO VARIOUS BOARDS, COMMITTEES AND COMMISSIONS:

- A. Veteran's Memorial District:** One (1) unexpired term due to a resignation and one (1) expired term (Representing the Vietnam Veterans of America).
- Recreation District No. 2,3:** One (1) unexpired term due to a resignation.
- Recreation District No. 3A:** One (1) expired term and one (1) unexpired term due to a resignation.
- Recreation District No. 6:** One (1) expired term.
- Recreation District No. 7:** One (1) expired term.
- Bayou Blue Fire Protection District:** One (1) expired term.
- Terrebonne Parish Tree Board:** One (1) vacancy due to a resignation.
- Children and Youth Services Board:** One (1) expired term (representing City Court).
- TEDA:** One (1) expired term (representing Terrebonne Parish Council).
- Coastal Zone Management and Restoration:** One (1) expired term (representing the Public).
- Planning Commission:** One (1) expired term.
- Hospital Service District No. 1 Board:** One (1) vacancy due to a resignation.

6. COUNCIL MEMBERS REQUEST DISCUSSION OF:

- A. Councilman Carl Harding requests:** Discussion relative to a cost-of-living increase for fire and police department retirees.

7. ANNOUNCEMENTS:

- A.** Parish President
- B.** Council Members

8. MONTHLY ENGINEERING REPORTS:

- A.** Milford and Associates, Inc.
- B.** T. Baker Smith

9. ADJOURN

Category Number:
Item Number:



Wednesday, December 1, 2021

Item Title:

INVOCATION

Item Summary:

INVOCATION

Category Number:
Item Number:



Wednesday, December 1, 2021

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE

Category Number:
Item Number:



Wednesday, December 1, 2021

Item Title:

Approve Minutes of the Regular Council Session held on November 10, 2021

Item Summary:

APPROVE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON NOVEMBER 10, 2021.

Category Number:
Item Number:



Wednesday, December 1, 2021

Item Title:

Distribute Minutes of Regular Council Session held on November 17, 2021

Item Summary:

**DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON
NOVEMBER 17, 2021.**

Category Number:
Item Number:



Wednesday, December 1, 2021

Item Title:

Accounts Payable Bill Lists for 11/15/2021, 11/22/2021 & 11/29/2021

Item Summary:

APPROVE ACCOUNTS PAYABLE BILL LISTS FOR 11/15/2021, 11/22/2021 & 11/29/2021.

ATTACHMENTS:

Description

Accounts Payable Bill Lists for
11/15/2021, 11/22/2021 & 11/29/2021

Upload Date

11/17/2021

Type

Executive Summary



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
ACCOUNTS PAYABLE BILL LISTS FOR 11/15/2021, 11/22/2021 & 11/29/2021

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

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

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

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

s/Kandace M. Mauldin, CFO
Signature

November 18, 2021
Date

Category Number:
Item Number:



Wednesday, December 1, 2021

Item Title:

Manual Check Listing-October 2021

Item Summary:

APPROVE MANUAL CHECK LISTING FOR OCTOBER 2021

ATTACHMENTS:

Description

Manual Check Listing-October 2021

Upload Date

11/17/2021

Type

Executive Summary



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
MANUAL CHECK LISTING- OCTOBER 2021

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

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

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

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

_____s/Kandace Mauldin, CFO

November 18, 2021

Signature

Date



Wednesday, December 1, 2021

Item Title:

Amend North Terrebonne Recr Ord

Item Summary:

6:00 P.M. - A PUBLIC HEARING RELATIVE TO:

An ordinance amending and supplementing Ordinance No. 9267, which created the "North Terrebonne Parish Recreation District" in accordance with LA R.S. 33:4562 ET SEQ regarding recreation districts.

1. Consider adoption of the proposed ordinance.

ATTACHMENTS:

Description	Upload Date	Type
North Terrebonne Par Rec Sub Ord	11/4/2021	Ordinance
Executive Summary	11/5/2021	Cover Memo

The following ordinance, having been introduced on **November 10, 2021**, Notice of Public Hearing having been published in official journal on **November 12, 2021**, and a public hearing thereon having been held on **Wednesday, December 1, 2021**, was offered for final adoption by _____ and seconded by _____:

**AMENDING AND SUPPLEMENTAL
ORDINANCE NO. _____**

**AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE
NO. 9267, WHICH CREATED THE “NORTH TERREBONNE PARISH
RECREATION DISTRICT” IN ACCORDANCE WITH LA. R.S. 33:4562 ET
SEQ REGARDING RECREATION DISTRICTS**

WHEREAS, the Parish of Terrebonne, State of Louisiana (the “**Parish**”), acting through the Terrebonne Parish Council (the “**Council**”), acting as its governing authority of the Parish adopted Ordinance No. 9267 on June 9, 2021 (the “**Bond Ordinance**”), creating the North Terrebonne Parish Recreation District, Parish of Terrebonne, State of Louisiana (the “**District**”) and setting the geographical boundaries thereof; and

WHEREAS, the Council appointed all members of the Council to serve in the limited capacity as interim governing authority of the District; and

WHEREAS, the Council seeks to amend the Bond Ordinance with respect to Section 4 entitled “**Termination of the District**”; and

WHEREAS, the Council seeks to conform the Bond Ordinance accordingly with an effective date upon signature of the Council Chairman, and to provide that this Amending and Supplemental Ordinance shall take effect immediately upon signature of the Council Chairman;

NOW, THEREFORE, BE IT ORDAINED by the Council that Section 4 entitled “Termination of District” in the Bond Ordinance shall be amended and supplemented to delete the following date of termination of the District, as follows:

SECTION 4. Termination of District. If the registered voters within the boundaries of each Terrebonne Recreation District No. 1, 2-3, No. 8, and No. 9 fail to approve *ad valorem* taxes for the purpose of providing financial support of the operation and capital improvements for the District ~~on or before December 31, 2021~~, the District created herein shall terminate by operation of law and sunset on ~~December 31, 2021~~ **(I guess this should read on or before April 30, 2022)** without any further action by the Council or the governing authority of the District.

BE IT FURTHER ORDAINED that Section 4 entitled “Termination of District” in the Bond Ordinance shall be amended to read as follows:

SECTION 4. Termination of District. If the registered voters within the boundaries of each Terrebonne Recreation District No. 1, 2-3, No. 8, and No. 9 fail to approve *ad valorem* taxes for the purpose of providing financial support of the operation and capital improvements for the District on or before April 30, 2022, the District created herein shall terminate by operation of law and sunset on April 30, 2022 without any further action by the Council or the governing authority of the District.

BE IT FURTHER ORDAINED that this Amending and Supplemental Ordinance shall become effective immediately upon the signature of the Council Chairman.

The foregoing Amending and Supplemental Ordinance having been submitted to a vote, the vote thereon was as follows:

MEMBER	DISTRICT	YEA	NAY	ABSENT	ABSTAINING
JOHN NAVY	1				
CARL “CARLEE” HARDING	2				
GERALD MICHEL	3				
JOHN AMEDÉE	4				
JESSICA DOMANGUE	5				
DARRIN GUIDRY (CHAIRMAN)	6				
DANIEL “DANNY” BABIN (VICE CHAIRMAN)	7				
DIRK GUIDRY	8				
STEVE TROSCLAIR	9				

WHEREUPON, the presiding officer declared the above Amending and Supplemental Ordinance duly adopted on **November 10, 2021**.

**TERREBONNE PARISH COUNCIL
TERREBONNE PARISH CONSOLIDATED GOVERNMENT
STATE OF LOUISIANA**

DARRIN GUIDRY, CHAIRMAN

SUZETTE THOMAS, CLERK

**STATE OF LOUISIANA
PARISH OF TERREBONNE**

CERTIFICATE OF AUTHENTICITY

I, the undersigned Clerk of the Terrebonne Parish Council, Parish of Terrebonne, State of Louisiana (the “**Council**”), acting as the governing authority of the North Terrebonne Parish Recreation District (the “**District**”) do hereby certify that the foregoing pages constitute a true and correct copy of the proceedings taken by the Council on **November 10, 2021** entitled:

AN ORDINANCE AMENDING AND SUPPLEMENTING ORDINANCE NO. 9267, WHICH CREATED THE “NORTH TERREBONNE PARISH RECREATION DISTRICT” IN ACCORDANCE WITH LA. R.S. 33:4562 ET SEQ REGARDING RECREATION DISTRICTS

IN FAITH WHEREOF, witness my official signature and the impress of the official seal of said Council on **November 10, 2021**.

**TERREBONNE PARISH COUNCIL
TERREBONNE PARISH CONSOLIDATED GOVERNMENT
STATE OF LOUISIANA**

DARRIN GUIDRY, CHAIRMAN

SUZETTE THOMAS, CLERK

(SEAL)



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Amend North Terrebonne Recreation Ordinance

PROJECT SUMMARY (200 WORDS OR LESS)

Introduce an ordinance amending and supplementing Ordinance No. 9267, which created the “North Terrebonne Parish Recreation District” in accordance with LA R.S. 33:4562 ET SEQ regarding recreation districts; and call a public hearing on, December 1, 2021, at 6:00 p.m.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

N/A

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

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Suzette Thomas

11/04/2021

Signature

Date



Wednesday, December 1, 2021

Item Title:

Motion to Correct the Backup Material for Resolution 21-345 to Correct Scoring Sheet for Hurricane Ida SDE Services Procurement

Item Summary:

Discussion and possible action relative to correcting the scoring sheet for Hurricane Ida SDE Services Procurement.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	11/23/2021	Executive Summary
Cover Memo	11/23/2021	Cover Memo
Corrected Scoring Sheet	11/22/2021	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE				
Discussion and Possible Action of Amending Resolution 21-345 to Include Corrected Scoring Sheet for Hurricane Ida SDE Services Procurement				
PROJECT SUMMARY (200 WORDS OR LESS)				
On November 10, 2021, the Council passed Resolution 21-345 authorizing the Parish President to execute an agreement with Desire Line, LLC for Hurricane Ida Substantial Damage Data Collections and Determinations. During the meeting, it was brought up that the score ranking sheet that was originally uploaded to Novus had a typographical error in the column headings and that a corrected ranking sheet was provided to Council staff via email on November 9, 2021, but by then it was too late to replace the version on the online Council regular meeting agenda. The purpose of this discussion is to again note the corrected version and to request a motion to formally add the corrected ranking sheet as an addendum to the original backup material.				
PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)				
The Parish is required to determine the extent of damages on all houses in the special flood hazard area that may not be compliant with the current base flood elevation standards required by the NFIP. Structures that are substantially damaged must be informed of the determination and the obligations under the Flood Damage Prevention Ordinance to elevate, relocate, or demolish the structure. FEMA will pay a procured consultant for site inspections for substantial damage determinations through the SDE 3.0 software.				
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

Chris Pulaski

11/22/2021

Signature

Date



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



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

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

MEMORANDUM

To: Hon. Gordon E. Dove
Parish President

From: Chris Pulaski
Director, Planning & Zoning Department

Date: November 23, 2021

Re: Requested Motion to Add Corrected Scoring Sheet to Nov 10 Agenda Item

At the direction of Parish Legal and Purchasing, we are requesting that the Council add this corrected scoring sheet to the agenda backup material for the SDE procurement. The original score sheet had a typographical error in the column headings and although we did submit a corrected version to Council Staff on Nov 9, it was too late to replace the online agenda backup material prior to the Nov 10 meeting.

Please feel free to contact me at (985) 873-6569 or at cpulaski@tpcg.org with any questions concerning this matter.

Substantial Damage Estimation Services
Hurricane Ida
Ranking and Scoring 2021

Criteria	Maximum Score (Worth 90 Points)	CSRS	ICF	Dynamic	DesireLine
Technical Proposal Evaluation		X NR			
1. Company Background and Experience	40		30	40	35
2. Approach and Methodology	25		15	20	25
3. Proposed Staff Qualifications	25		15	15	20
Cost Proposal Evaluation					
4. Cost	10		0.1	0.1	10.0
Total Possible Points	100		60	75	90
Final		0	60	75	90

Reviewed: 11/4-5/21

James Lee
Alphonso
[Signature]
[Signature]



Wednesday, December 1, 2021

Item Title:

Head Start 2022 Funding Application

Item Summary:

RESOLUTION: Authorizing the Parish President to execute all necessary documents to submit an application to the Administration for Children and Families for the Head Start Program in Terrebonne Parish and to execute the FY 2022 Five Year Head Start Budget Application.

ATTACHMENTS:

Description	Upload Date	Type
Ex Summary	11/29/2021	Executive Summary
Resolution	11/29/2021	Resolution
Application	11/29/2021	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

Head Start 2022 Funding Application
PROJECT SUMMARY (200 WORDS OR LESS)
A Resolution Authorizing the Parish President to execute all necessary documents to submit an application to the Administration for Children and Families for the Head Start Program in Terrebonne Parish and to execute the FY 2022 Five Year Head Start Budget Application <u>07</u>

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
To provide Head Start services in 10 classrooms which serve 170 children
TOTAL EXPENDITURE
\$2,049,689.46
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)
ACTUAL ESTIMATED
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)
N/A NO YES IF YES AMOUNT BUDGETED: \$2,049,689.46

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

Kelli Cunningham

Signature

11/23/2021

Date

Resolution

A Resolution Authorizing the Parish President to execute all necessary documents to submit an application to the Administration for Children and Families for the Head Start Program in Terrebonne Parish and to execute the FY 2022 Five Year Head Start Budget Application.

WHEREAS, it is necessary that an application be submitted by the governing body and the Head Start Policy Council.

NOW THEREFORE BE IT RESOLVED that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government does hereby authorize the Parish President, Gordon E. Dove, to sign and submit the application to Administration for Children and Families to provide Head Start services.

BE IT FURTHER RESOLVED that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government does hereby authorize the Parish President to sign the agreement associated with this application and any certifications, modifications, etc. that may be associated with the implementation of the agreement.

Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

Year Two

06CH010297

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Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

Year Two

06CH010297

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Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

Year Two

06CH010297

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Section I. Program Design and Approach to Service Delivery

Terrebonne Parish Consolidated Government continues to provide Head Start Services and has done so since 2004. In 2004, TPCG was awarded grantee status to provide Head Start programming without the partnership with the neighboring parish. Since Terrebonne Parish Consolidated Government has had the Head Start grant, program administrator and staff have worked with local community partners to ensure that the many needs of the children and families enrolled in the Head Start Program are met. A communitywide assessment is conducted as needed with revisions annually to determine programmatic needs. The Self Assessment is

conducted annually by staff in collaboration with administrators, parents and community as required by the Head Start Performance Standards. Based on findings from the Community and Self Assessments, strategic planning takes place to set goals to strengthen existing programming. Findings of the above-mentioned tools indicated needs in the following areas:

a.) Community Assessment

- Characteristics of the needs of dual language learning include the integration of all language during child programming hours, children building foundations in all language through phonemic awareness and overall language development, and programs providing equal access to all languages through program instruction. On the 2012 PIR, the grantee reported that no families were in the need for English as a Second Language training or support services. Since the Community Assessment was completed in 2013, there has been a steady growth in the numbers of families enrolling children who do not speak English. Program Staff must ensure that the need for English as a Second Language training and support services are in place.
- Terrebonne Parish, Louisiana exhibits a population in need for Head Start Programming for primarily three-year old children and their families in the areas of Houma, Schriever, and Gray. The community data indicates an extremely low population of eligible children in the Gibson area continuing to make a fully enrolled Head Start classroom very difficult to maintain. Based on zip code data trends, recruitment efforts must continue to be focused in the Gibson area to meet the funded enrollment for the one classroom designated for Head Start programming. Enrollment continues to be a challenge in this area of Terrebonne Parish.
- The Head Start grantee is serving a significant portion of Part B eligible children and well above the 10% Head Start Act requirement. Additional discussion through the interagency agreement with the Part B provider would benefit the Head Start grantee to ensure support and services in this natural environment.

- The community would benefit from information, education, and partnerships in health and mental health risk factors. The number of children with asthma is consistently above 20% of the total Head Start eligible children served by the grantee; however, additional Health Education is not documented. The availability of mental health services after referral is unknown and needs to be strengthened for future programming.

b.) Self-Assessment (2020 Fiscal Year)

- Health and Safety, specifically supervision of children will be improved to ensure the safety of all children enrolled in all ten classrooms.
- Ongoing Monitoring will improve in all aspects of the Head Start Program, specifically the Ongoing Monitoring plan will be reviewed and revised.
- The plan for Reporting of Critical Incidents will be utilized and properly executed to ensure that all agencies are made aware of any critical issues that may have occurred within any of the Head Start classrooms. Revisions are done as needed to ensure that this procedure continues to be relevant and up to date.
- Improved Program Governance, specifically the recruitment of committed members.
- Improvement in CLASS Scores in Instructional Support.
- Improved Parent, Family, Community Engagement.
- Improved Fatherhood Engagement Activities.
- Data will be collected and analyzed for program improvement.
- Professional Development in the ChildPlus data system.

SUB-SECTION A: Goals

1.

Goal #1: To ensure that teachers will utilize developmentally appropriate practices and intentional teaching strategies in the classroom environment to promote optimal learning and development at all ages of development.

Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

Year Two

06CH010297

Objective 1: Provide professional development to teachers in areas of need as indicated by CLASS assessments, student data reports generated through Teaching Strategies Gold, and teacher surveys in accordance with areas indicated in Terrebonne Parish Head Start's school readiness goals.

Year 1: School readiness goals are well established and utilized in ensuring that classroom teachers follow best practices in classroom instruction. Data analysis is an essential part of the Terrebonne Parish Head Start Program. During its annual self-assessment, a careful examination of CLASS walkthroughs and child outcomes through GOLD system serves as documentation to set programmatic goals. Professional development for the year 2021-22 will include priority areas as indicated from this data in the areas of (Teaching Strategies GOLD Snapshot Report):

- Mathematics concepts
- Cognitive
- Language

With concentration of strategies in the areas of (CLASS INSTRUMENT and as indicated in teacher surveys):

- Concept Development
- Quality of Feedback
- Language Modeling

Year 2-5: In subsequent years,

- Continue to use CLASS Observations to examine needs of program.
- Utilize Teaching Strategies GOLD Snapshot Reports to analyze students' data to focus on student's needs.
- Compile teacher surveys requesting areas of need
- Track performance of students as they enter kindergarten to monitor the impact of the Head Start Program

Continued data collection from the CLASS Observation scores and Teaching Strategies Gold Outcomes reports is used to find any professional development needs; materials/supply needs as well as any changes are needed in the School Readiness plan.

Expected Outcomes for Goal #1:

- Class scores will be increased, especially in Instructional Support.
- Children's growth and progress towards kindergarten readiness will be increased
- Teaching Staff will increase their skills and knowledge of what is required for School Readiness

Measured progress toward these goals will be documented by:

- CLASS Observation Summary Reports
- Teaching Strategies Gold Reports
- Surveys
- Home Visit information
- Practice Based Coaching data

Improvement has been shown by the CLASS scores during the 2020-21 school year. The Practice Based Coaching plan has been implemented with success due to the challenges of COVID. Coaches met with the "coachees" virtually. Parent surveys and information obtained during home visits continues to indicate parent satisfaction in child outcomes. All centers maintained their CLASS scores in the last school year. All Centers have continued to have a "3 Star" rating on the louisianabelieves.com website.

At the conclusion of the Five-Year Grant, it is expected that all teaching staff members, including Assistant Teachers, will show an increased understanding of the CLASS process and an increase in scores. All of which will directly impact teacher/child interactions by improving quality. Improved teacher/child interactions will translate into improved child outcomes and the children transitioning to Preschool or Kindergarten will show all the School Readiness skills needed to succeed at the next level.

Goal #2

Head Start staff will work with families to identify appropriate practices that complement the stages of their developing child and to provide opportunities for parents to enhance their parenting skills, knowledge and understanding of the educational and developmental needs and activities of their children. To utilize the PFCE Framework to assist parents in becoming advocates for their children and being actively engaged and empowered.

OBJECTIVE 1: Empower parents by providing information through literature, parent workshops and encouragement of actively volunteering in classroom setting to ensure they will become their child's first teacher and advocate in response to the needs of their children.

Year 1: Offering some meetings in the evening will allow more participation of working parents and possibly increase participation of fathers. Parent meetings are held during the school day and do not accommodate working families. Parent meetings have been held during the school day and do not accommodate working families.

Year 2-5: Continue to develop and expand topics offered to parents in the areas showing the need for growth from data. Continue to expand partnerships with local agencies and providers to better serve children and families. Continue to offer Parenting Classes using the Parenting Curriculum (STEP/Preschool) for all families to have the opportunity to participate in to enhance parenting skills, discipline skills, etc.

Expected Outcomes for Goal #2:

- More participation in the Parent Committees from parents/guardians including fathers in the Head Start Program
- More parent volunteers in the classrooms
- More opportunities for families to get their needs met through expansion of partnerships

Measured progress toward these goals will be documented by:

- Parent Committee Sign-in Sheets
- Volunteer Sign-in Sheets
- Goals met on Partnerships as indicated on Program Information Report (PIR)

Parent Committee meetings continue to be an important component for our families. Many parents enjoy the opportunity to work with others to meet goals that they set at the beginning of the school year. Planning and implementing fund raising activities, field trips and other events offers parents opportunities to do create things for the children enrolled in each center. Work continues to build up each parent committee and to have consistent participation throughout the school year.

More Fatherhood activities will be planned at each center. These activities specifically target fathers to encourage their involvement with their child at school. There was little improvement in the participation of fathers/male role models in the activities offered during the 2020-2021 school year. It is hoped that success with these activities will be increased during the 2021-2022 school year.

Due to COVID, it is not possible for volunteers to come into the centers, but we continue to encourage volunteers to help in other ways. It is critical to include parents or guardians who would like to volunteer so that they will have a better understanding of what is involved.

To increase the success of the Family Partnership process, a monthly meeting will continue to be scheduled with the Family Involvement Specialist and the teaching staff members who also serve as family workers. This monthly meeting continues to be a great benefit for communication between all involved and the teaching staff members have a better understanding of the follow-up that must take place to assist the families to succeed in reaching the goals that they set on their Family Partnership Agreement. Teaching staff members are required to call the families after the children leave for the day to touch base and to follow-up on the goals, to offer support, and to be an advocate for the family.

Goal #3: To increase Head Start Staff members ability to speak to English as a Second Language families, specifically Spanish speaking families to ensure that the communication is there to better serve the children and families.

Year 1: All teaching staff members in all centers will use the Rosetta Stone software to begin to learn Spanish. Interpreters will also be utilized until staff members are able to communicate on their own with Spanish speaking families.

Year 2-5: As new teaching staff members are hired; a focus will be made to ensure that dual language staff members are hired if possible.

Expected Outcomes for Goal #3:

- Better communication between staff and families
- More staff members in place who speak Spanish
- Staff will be better able to serve Spanish speaking families

Measured progress toward these goals will be documented by:

- Spanish speaking families will be better served by the Head Start Program because communication will be more understandable and their needs for their child will be met.
- Spanish speaking teaching staff members will have been hired to ensure better communication for Spanish speaking families.

The need for this goal continues to be shown as a need in the annual self-assessment done during 2020 Community Assessment completed in 2020. Terrebonne Parish continues to have an increase in the population of Hispanic families and the Head Start Program has increased enrollment of dual language children.

The ability to communicate in Spanish with the Hispanic families who do not speak English has increased by way of phone applications, but communication continues to be a challenge. Work will continue to recruit and hire full time teaching staff members who are bilingual.

Goal #4: To collaborate with Terrebonne Parish School District's Special Education to coordinate services through agencies to ensure early intervention services for special populations.

Objective 1: Strengthen networks between Head Start and programs services children with disabilities prior to preschool age.

Year 1-5: Continue participation by Head Start staff members in the Regional Interagency Coordination Council for Region 3 to ensure that all children are being identified for early intervention in our area. Continue to build efforts to strengthen supports of families with children with disabilities.

Year 5: Analyze efforts to ensure that proper identification has been taking place over the period of the grant. Case Management meetings will each center to ensure full inclusion is scheduled prior to the start of the school year. Meetings with all providers and the parent/guardian are scheduled prior to the first day the child starts with Head Start as needed to ensure that any child with a disability is being served properly and fully. Revisit this to ensure early intervention has been offered appropriately across Terrebonne Parish.

Expected Outcomes for Goal #4:

- Early identification of children with disabilities
- Increase support for families with children with disabilities
- Continued partnership with all agencies who

Measured progress toward these goals will be documented by:

- Enrollment of children with disabilities
- PIR will show numbers of children served with disabilities
- Transition reports

Terrebonne Parish Consolidated Government's Head Start Program continues to have a great relationship with Terrebonne Parish School District. Collaboration between the two agencies for children with special needs works seamlessly. Response to Intervention, referrals and specialists providing services in each of the classrooms is planned and implemented between the two agencies. Children with special needs can obtain the services they need onsite without issue.

2. Long Range Goals and Short-Term Objectives

Terrebonne Parish Consolidated Government's Head Start staff use information or data obtained through the annual self-assessment, community assessment as well as data from

the CLASS Observations and Teaching Strategies Gold Child Outcomes reports to make decisions for planning.

3. School Readiness Goals for 2021-2022:

Social & Emotional Development Goals:

Children will demonstrate positive relationships and interactions with adults and peers, self-regulate their feelings and behaviors, and develop self concept.

Objectives:

- Children will manage their emotions and feelings by recognizing and naming their own feelings, managing their emotions appropriately, and being able to express appropriate emotions to a matched experience or feeling.
- Children will follow limits and expectations.
- Children will interact with peers and adults by engaging cooperative work/play with peers and adults; sharing with others; taking turns during small/large group activities and taking turns during conversations.
- Children will solve problems when engaging in positive peer relationships, interacting positively with others, and showing respect for others.

Perceptual Motor and Physical Development Goals:

Children will demonstrate fine and gross motor skills and practice health and safety habits.

Objectives:

- Children will demonstrate traveling skills. This may include maintaining balance while on a balance beam, running, jumping, and/or hopping.
- Children will demonstrate gross motor skills. This might include demonstrating coordination spatial awareness, physical strength to climb up and down stairs/ladder and pedaling and/or steering equipment with wheels.

- Children will demonstrate fine motor skills when using fingers and hands to grasp, cut, hold, and use an eating utensil, and hold and use writing/drawing utensils.
- Children will practice healthy and age-appropriate safety habits that include hand washing, tooth brushing and toileting.

Language and Literacy Development Goals:

Children will demonstrate and/or use increasingly complex and varied language. Children will demonstrate exploration of the world of books, learn how language can be broken into words and/or syllables; name/write letters of the alphabet, and recognize that letters of the alphabet have sounds.

Objectives:

- Children will use social rules of language. This will include engaging in small and/or large group discussions; responding to open-ended questions and engaging in conversations with peers and/or adults.
- Children will use sound knowledge. This might include rhyming words, inventing rhymes and/or repetitive phrases, and being able to understand and identify various sound of language.
- Children will use and show an appreciation for books by listening to books being read aloud; being able to identify the characteristic of a book (front, back, spine, pages); understanding the difference between print and pictures/illustrations; and holding a book so that it opens right to left.
- Children will use emergent reading skills to demonstrate knowledge of print concepts; using illustrations/pictures to tell a story and identifying features in print to make judgments about text.
- Children will write to convey meaning; this will include using writing/drawing utensils to draw pictures and write numbers and letters in his or her name.

Cognitive Goals:

Children will demonstrate multiple ways to solve problems; symbolic thinking and explore their surroundings through observation.

Objectives:

- Children will engage in Socio-dramatic play. This might include portraying events with props and/or objects; using their imagination to reenact events; and engaging in role play such as acting out a nursery rhyme.
- Children will demonstrate the ability to compare and measure objects using attributes of length, weight, long, short, big, and small as well as showing awareness of time concepts and sequence classification.
- Children will demonstrate the understanding of numbers and counting. This might include counting the number of objects; count to tell how many; recognizes numbers and comparing numbers.

Approaches to Learning Goal:

Children will demonstrate a positive approach to learning through engagement, attentiveness, persistence, and curiosity.

Objectives:

- Children will be persistent when engaged in a task such as opening their milk container, putting a puzzle together and when solving other problems that requires patience and time.
- Children will attend/engage in play-based learning to explore, investigate, and acquire knowledge about themselves and their environment; this might include observing and imitating and completing simple and complex tasks on their own.

Terrebonne Parish Consolidated Government's Head Start School Readiness plan is reviewed annually. The Education Specialist convenes a School Readiness committee meeting and invites Governing Board, Policy Council members, parents, community partners and all staff to attend. Each group has a voice in how the goals are chosen and developed.

After the annual review of the School Readiness Plan during the fall of 2015, it was determined that no changes to the goals and objectives were needed.

4. Program Impacts:

At the conclusion of the five-year grant period, it is the hope that if all goals and objectives have been met, Terrebonne Parish Head Start will have made the difference in the following areas:

- Increased child outcomes for all children transitioning to Preschool or Kindergarten. The data for all children will show that they have the skills needed to succeed at the next level based on the School Readiness goals and objectives.
- Parents and guardians will realize by their active participation in the Head Start Program, how important their role as their child's first teacher is and will continue to be active in their child's journey as life-long learners.
- Terrebonne Parish Head Start staff members will be better able to communicate with families who speak Spanish only either because they have learned with online software or through other means. Spanish speaking families will feel more comfortable communicating their needs with staff members and their children's needs will be met.
- Children with disabilities will be identified early and their needs will be met through a system of agencies and providers.
- The long-range planning indicated a change to include the need to hire staff members who speak Spanish so that staff members can better communicate with Spanish only speaking families.
- Progress will be made in growth areas indicated in the Self-Assessment Action plan completed in 2021. Work towards more staff members being able to communicate with Spanish speaking families will continue. Supporting teaching staff who work with children with severe behavioral issues is taking place in conjunction with Terrebonne Parish School District and with professional development. Use of the Head Start T/TA

systems has been offered in this area and the information obtained is shared with all teaching staff members.

SUB-SECTION B: Service Delivery

1. Needs of Children and Families

a. Through a thorough review of community data as well as information from actual Head Start eligible children and their families, the following trends were revealed through the community assessment for Terrebonne Parish in the State of Louisiana:

1) Terrebonne Parish Louisiana exhibits a population in need for Head Start Programming for primarily three-year old children and their families in the areas of Houma, Schriever, Gibson and Gray. The lack of a wait list of children in the Gibson area continues to be an issue. A focused recruitment in this area of Terrebonne Parish continues.

2) The Head Start grantee is serving a significant portion of Part B eligible children and well above the 10% Head Start Act requirement. Additional discussion through the interagency agreement with the Part B provider will continue to be beneficial to ensure support and services in the natural environment of the Head Start classrooms.

3) The community would benefit from information, education, and partnerships in the area of health and mental health risk factors. The number of children with asthma is consistently above 20% of the total Head Start eligible children served by the grantee; however, additional Health Education is not documented. The availability of mental health services for young children has increased and the ability to refer families has been successful. This continues to be an area that must be strengthened, however.

4) The data collected for this community assessment was challenging in the areas of Part C, Part B, Foster Care, Child Abuse and Neglect, and Mental Health. The grantee's planning and service provision would be benefited from ongoing communication with community partners to share

ideas and information. Interagency agreements are facilitated; however, implementation on data sharing is viewed as a challenge.

b. Health

Prenatal Care

Prenatal care is recognized as an important means of providing medical, nutritional, and educational interventions to reduce the risk of adverse pregnancy outcomes and to identify women at high risk for these outcomes. Women in prenatal care routinely receive tests for complete blood count and blood type, diabetes, syphilis, and other conditions. Newborn children are routinely tested for errors of inborn metabolism and other problems. Although these outcomes are rare, a positive test result triggers interventions that benefit both mother and child. Screening and testing undertaken as part of prenatal care has been responsible for substantial improvements in health and well-being. Beyond the positive effect on birth outcomes, prenatal care is a vital part of women's health care, as many women (particularly adolescents, minorities, and women of low socio-economic status) start wellbeing checkups only because of pregnancy.

Medical Insurance

Improving the well-being of mothers, infants, and children is an important public health goal for Head Start Programming. Their well-being determines the health of the next generation and can help predict future public health challenges for families, communities, and the health care system. The cognitive and physical development of infants and children are also influenced by the health, nutrition, and behaviors of their mothers during pregnancy and early childhood. The Grantee must assist families to obtain medical insurance to ensure the overall health needs are met. In the year of 2018-2019, the grantee reported that 92.7% of families accessed Medicaid

coverage or La Chip benefits; and 0.03% had private insurance. Eight families did not report that they had any insurance and received assistance from program staff to find the coverage needed.

Nutrition

The three main factors that affect weight are: metabolism, food intake, and activity level. While some individuals may have underlying physical disorders that cause them to gain or lose too much weight, most people can control their weight by matching their food intake to their activity level. Even though an individual's Body Mass Index (BMI) is, for the most part, within his or her control, the percentage of people in the United States who are overweight or obese has been steadily and dramatically on the rise. Adult obesity in Louisiana rose from 16% in 1991 to 27% in 2004, with the largest jump seen in the 18- to 24-year-old age group. Subsequently, adult obesity has continued to rise to 33.9% in 2009, with the highest prevalence in the 55- to 64-year-old age group (39.2%). Being overweight and/or obese substantially increases the risk for hypertension, high cholesterol, type II diabetes (adult onset), heart disease, stroke, and various cancers.

Based on the Grantee Head Start 2019-2020 PIR, 18.4% of children served were classified with obese with a BMI of at or above the 95th percentile. An addition 16.8% had a BMI the 85th percentile.

Immunization

Vaccines are among the most effective and reliable methods to prevent and control disease. Every year, they prevent countless serious illnesses and thousands of possible deaths. About 100 million vaccine doses are given annually in the United States, most of them to infants and children as part of their routine immunization schedule.

Children are beneficiaries of the protection from infectious diseases that vaccines offer. While a few vaccines have prevented diseases from spreading, not all diseases have disappeared.

The number of pertussis cases reported annually in Louisiana has ranged from 10 to 21 cases since 2000. The undocumented fear that receiving the vaccine will do harm to the child should clearly outweigh the effects of a child's inability to fight a harmful disease.

The Head Start Program was able to report a 100% success rate for children served on its 2019-2020 PIR school year. Many children needed their four-year shots after the program closed due to COVID-19.

Oral Health

Based on the 2006 Louisiana Health Report Card, recommendations for Oral Health included strengthening the fluoridation program infrastructure within Office of Public Health; provide education to the public, policy makers, and dentists regarding the status of optimal water fluoridation in Louisiana; and work with DHH Bureau of Health Services Financing to increase dental coverage for at-risk special-needs populations. Terrebonne Parish water report indicates 0.6 fluoride on average in Houma and 0.7 for Schriever. Recommendations are to maintain fluoride levels between 0.7 and 1.2.

The number of children who received preventative Dental Care since last year's PIR was reported was 110 children. In addition, 37 children were identified for needing additional dental treatment. 25 of the 37 of those children received the dental treatment recommended during the school year and prior to the program closing due to COVID-19.

Disabilities

In the State of Louisiana, the provider of services for Part C eligible children and families is the Department of Health and Hospitals through a contract with the Office for Citizens with Developmental Disabilities. This change occurred in July of 2007 and the transition is still completing.

Early Steps is Louisiana's Early Intervention System under the Individuals with Disabilities Education Act, Part C. Early Steps provides services to families with infants and toddlers from birth to three years (36 months) who have a medical condition likely to result in a developmental delay, or who have developmental delays.

Physicians and other healthcare professionals are mandated by the Federal Part C law to refer to Early Steps children between the ages of birth to three with a suspected developmental delay, and anyone may make a referral to Early Steps. Children with delays in cognitive, motor, vision, hearing, communication, social-emotional or adaptive development may also be eligible for services. If a child who fits any of these criteria, the Head Start Disability Manager refers the child to the System Point of Entry (SPOE) at Southern Louisiana Area Health Education Center.

The Part B program is facilitated by Pupil Appraisal in Terrebonne Parish School Board. The Grantee consistently enrolls children with signed Individual Education Plans into the program at the beginning of each year and identifying additional children thereafter.

Needs of Dual language learning:

Characteristics of the needs of dual language learning include the integration of all language during child programming hours, children building foundations in all language through phonemic awareness and overall language development, and programs providing equal access to all languages through program instruction.

Many families who are dual language learners have begun to enroll their children into the Head Start Program. The increase in dual language learners has been increasing each year. The total percentage of families who were dual language learners during the 2018-2019 school year was 8.6%. The need to accommodate the needs of the dual language learners and their families by adding teaching staff who speak Spanish continues to be a priority.

2. Service Area

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The service areas in Terrebonne Parish that have been identified as showing the most need for Head Start services are listed below:

Gibson, LA (70356)

In 2010, there were 166 children under the age of five reported to live in this area. However, as the children grew older, it appears that families are moving out of this area. City data reflects up to a 22% decrease in children between the ages of 5 and 18 from 2009 to 2010. The population is most stable in families with very young children or in retirement age range. The community is supported by the Terrebonne parish School Board that provides a pre-k programming.

Houma (city)

Houma is a city in Terrebonne Parish, Louisiana, and the largest principal city of the Houma–Bayou Cane–Thibodaux Metropolitan Statistical Area. The city's powers of government have been absorbed by the parish, which is now run by the Terrebonne Parish Consolidated Government. The population was 33,727 at the 2010 census, an increase of 1,334 over the 2000 tabulation of 32,393. The city is nearly two thirds white.

The median income for a household in the city in 2010 was \$34,471, and the median income for a family was \$40,679. Males had a median income of \$35,897 versus \$22,202 for females. The per capita income for the city was \$17,720. About 16.4% of families and 20.8% of the population were below the poverty line, including 30.7% of those under age 18 and 17.3% of those ages 65 or over.

Population in 2011: 33,731. Population changes since 2000: +4.1%

White alone - 21,658 (64.2%)

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Black alone - 8,196 (24.3%)

Hispanic - 1,626 (4.8%)

American Indian alone - 1,312 (3.9%)

Two or more races - 543 (1.6%)

Asian alone - 340 (1.0%)

Other race alone - 32 (0.09%)

Native Hawaiian and Other Pacific Islander alone - 20 (0.06%)

Percentage of residents living in poverty in 2009: 16.4%

(8.7% for White Non-Hispanic residents, 34.5% for Black residents, 14.2% for Hispanic or Latino residents, 32.0% for American Indian residents, 16.0% for other race residents, 22.9% for two or more races residents)

The zip codes in Houma include 70360, 70361, 70363 and 70364. After reviewing data by zip code, there appears to be a shift in populations for children ages 5-18 out of the 70363-zip code. In addition, the 70360 zip code had fewer tax returns reported at a gross income of less than \$25,000.

Schriever, LA (70395)

The demographics in this area are reported to be a majority of white individuals who are married and possess a high school diploma. These persons hold employment in construction, oil/gas, or manufacturing. The percentage of residents living in poverty in 2009 was 15.2% which was an increase of 2.4% since 2000. The demographics of this sub-population include 12.9% for White Non-Hispanic residents, 26.9% for Black residents, 0.0% for Hispanic or Latino residents, and 0.0% for two or more races residents.

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There were 2,000 households out of which 41.9% had children under the age of 18 living with them, 61.0% were married couples living together, 14.1% had a female householder with no husband present, and 20.9% were non-families. 16.1% of all households were made up of individuals and 6.0% had someone living alone who was 65 years of age or older. The average household size was 2.94 and the average family size was 3.29.

In the area the population was spread out with 29.6% under the age of 18, 11.4% from 18 to 24, 30.6% from 25 to 44, 20.4% from 45 to 64, and 8.0% who were 65 years of age or older. The median age was 32 years. For every 100 females there were 94.8 males. For every 100 females aged 18 and over, there were 93.6 males.

The median income for a household in the CDP was \$38,884, and the median income for a family was \$42,982. Males had a median income of \$33,338 versus \$21,477 for females. The per capita income for the CDP was \$14,449. About 10.0% of families and 12.8% of the population were below the poverty line, including 15.2% of those under age 18 and 12.2% of those ages 65 or over.

Gray, LA (70359)

The median income for a household in 2000 was \$28,517, and the median income for a family was \$35,727. Males had a median income of \$31,827 versus \$19,792 for females. The per capita income for the CDP was \$12,676. About 21.4% of families and 23.7% of the population were below the poverty line, including 34.1% of those under age 18 and 14.3% of those ages 65 or over. By 2010, the population has increased by 12.6%. Percentage of residents living in poverty in 2009 was 24.1% (9.2% for White Non-Hispanic residents, 40.7% for Black residents, 0.0% for Hispanic or Latino residents, 29.7% for American Indian residents, 0.0% for other race residents, 67.6% for two or more races residents). There was a reported increase in children birth to five by 33.77% from 2000 to 2010.

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There are no proposed changes to any of the areas that are currently served by Terrebonne Parish Consolidated Government's Head Start program at this time.

3. & 4. Justification of Proposed Funded Enrollment and Program Options:

a. Terrebonne Parish Consolidated Government chooses to provide a center-based, full day, partial- year option for the children and families. In conjunction with the Terrebonne Parish School District, the center-based choice is the option felt to provide the most opportunities for the children enrolled to build all the skills needed to be Prekindergarten or Kindergarten ready when they leave Head Start.

Head Start children attend class each day of the week during the school year for six and half hours per day. This time frame allows the teaching staff to afford the most opportunity for learning during the morning time, factoring in time for required meals as well as a "nap time" for the children. Programming is scheduled from 8:30 am to 3:00 pm each day.

Terrebonne Parish Consolidated Government's Head Start Program opts for providing services during a traditional school year (August to May) or as a partial year. This option is elected due to the availability of food service through the local school district.

b. Special Situation: Enrollment Reduction or Expansion

Terrebonne Parish Consolidated Government is not considering expansion or reduction of funded enrollment since last year. It is proposed that this program continue servicing 170 children and families in the current locations that are listed in 2. Service Area.

5. Centers and Facilities:

Terrebonne Parish as a whole, has been devastated by Hurricane Ida. Four out of five of the Head Start centers were damaged. Repairs and remediation are taking place at this time so

that all centers can reopen to serve the children and families. More information regarding the timeline for reopening will be forthcoming.

a. The locations that have been in use for many years continue to provide services to the neediest families in the areas chosen. These locations have been in the areas that the data shows that have most families in need based on income eligibility guidelines.

b. The staff members are trained annually and as needed to ensure that they can meet the health and safety needs of the children enrolled in the Head Start Program. Training requirements through the Louisiana Department of Education's Early Learning Licensing Regulations, the Louisiana Office of Public Health and the State Fire Marshal's office are used to ensure that all staff members have the knowledge of the guidelines and procedures to keep all children safe within the facilities, playground areas, on field trips and in Head Start vehicles.

Policies and procedures are in place and are reviewed by all staff annually and as needed to ensure that everyone is prepared to handle situations that may arise daily or in an emergency.

The facilities used also meet the guidelines through the Louisiana Department of Education's Early Learning Licensing Regulations, the Louisiana Office of Public Health, and the State Fire Marshal's office to ensure the health and safety of the children enrolled in the Head Start Program. The facilities used by the Head Start Program are inspected annually by all three State Agencies to ensure that staff members are following all regulations.

6. Recruitment and Selection:

The recruitment strategies used to ensure that services are provided to children and families in the greatest need begin with the selection criteria use by the Head Start Program. The Selection Criteria Committee reviews the criteria used in the past to select the neediest of the needy in Terrebonne Parish and those children and families recently selected. If the PIR data shows that any family issues have changed then the criteria used changes. For example, during a

recent school year, the PIR data showed that great grandparents were raising children. More points were given to this type of family because of their need for assistance.

Recruitment of children and families begins in their communities. Flyers are mailed out, posted at local stores and staff members have gone door to door to introduce the program to families in the areas that are low-income areas that have the greatest need.

During the spring of 2020, the Head Start Program began working with the ACT III Network that includes all publically funded preschool programs and childcare centers that receive Child Care Assistance Payments through the Louisiana Department of Education to recruit and enroll families together so that all families have the chance to have their child placed in the best childcare or preschool option that meets their needs. There will be one application for families to fill out to apply for any of the publically funded preschool or childcare centers. The application is no longer done online but is offered along with the Head Start application.

In partnership with Terrebonne Parish School District, Head Start staff members work to identify any need that the children have that may require an evaluation. Response to Intervention tactics that are used to first work with the child to build skills and if needed, a referral is made to the local school board for evaluation. The Head Start Program does not have any issue with meeting the 10% requirement to work with children with disabilities. Currently, the percentage of children with disabilities enrolled in the Head Start Program is 20.53% (23 children) and several children have been-identified and referred for further evaluation by school board staff.

7. Transportation:

There are a small percentage of families who struggle with transporting their children to and from the Head Start centers. Families find a way to work out getting their child to and from school each day. Family Involvement staff members assist families with identifying ways to ensure that all children can attend Head Start. Some of these ways are to connect families with

other families who live in the same area to carpool or to share information on the bus routes in their area. Terrebonne Parish Consolidated Government's Head Start Program continues to not have the funds to provide transportation.

8. Educational Services:

a. The Head Start Program has Lead Teachers in the ten classrooms that have the appropriate degree and experience in Early Childhood Education and are trained to use the Creative Curriculum. Each Lead Teacher uses the Creative Curriculum, child outcomes data, and information from the parents to design a learning plan for each child in their classroom. Other data such as the Brigance assessment and observations are used to track and ensure that all children meet their individual goals as well as meet the School Readiness Goals as outlined in Sub-Section C.

8. Health:

a. Head Start staff members begin working with parents and guardians during the first meeting to request that their child receives a physical and dental exam from their medical and dental providers. If the parent or guardian does not have a medical or dental home, information is given to them, and assistance is provided to make the necessary appointments. Transportation is also provided if needed to ensure that the health needs are met.

Head Start staff members share with parents and guardians during the first home visit and orientation that all children will brush their teeth daily. The toothbrushes and toothpaste are provided to all children by the program. Oral health is also included in the curriculum planning so that not only are the children brushing their teeth, but they are also exposed to good information at their developmental level on the benefits of having good oral health.

The Head Start Program participates in the Child and Adult Care Food Program through the Department of Education's Division of Nutrition. Following the guidelines of the CACFP

and by contracting with a local Dietician, the Head Start Program ensures that the meals provided to the children enrolled meet the USDA requirements. Terrebonne Parish Consolidated Government contracts with the local school district to provide meals for the children at all five centers.

b. As parents and guardians return their dental and physical forms to the Health Specialist, these forms are reviewed to find out if any concerns were noted. If so, the Health Specialist follows up with the parents and guardians to find out if the necessary appointments were made and to help with the follow up appointments if needed. The Health Specialist uploads all the data on each dental and physical form into the tracking software and runs a report monthly and as needed to track whether the parent or guardian has completed the follow up appointments. All the follow up appointments are within the mandated timelines. If needed, transportation to follow up appointments is available.

9. Family Services and Social Services:

a. During the initial home visit, family workers introduce the parents and guardians to the Family Partnership Process. Parents and guardians, who choose to participate in the Family Partnership Process, list the goals and priorities for their family. Once the family workers review the Family Partnership Agreement with the family, they share the necessary information with the family to assist them in meeting their goal. For example, if a family is looking for low-income housing, the family worker shares a list of options in Terrebonne Parish. The Family worker will help such as help with phone calls, etc. to support the parent or guardian to meet their goal of finding low-income housing. Periodically, the family worker will call or talk with the parent or guardian to find out the status of finding low-income housing and help as needed.

At parent committee meetings, the Family Involvement Specialist invites the agencies and providers that partner with the Head Start Program to share information on what their program provides. The Family Involvement Specialist surveys the parents and guardians to find

out what topics they are interested in hearing about as well as reviews the Family Partnership agreements to choose those providers who can share information that might best meet the parents and guardians' goals.

b. Teaching staff members are included in the parent committee meeting so that they can share what activities will be going on in the classrooms during the next few weeks or months. Parents and guardians are invited to volunteer in the classrooms to assist teaching staff and are invited to participate in center wide activities such as Fall Fest or other holiday celebrations.

The teaching staff members act as the family workers so that the relationship between staff and families could grow in a meaningful way. The teacher/family worker can not only discuss the child's growth and development in the classroom, but she can also follow up with the parent to find out how the status of meeting the goals set on the Family Partnership agreement.

c. Each teacher/family worker is assigned half of the classroom's families on his or her caseload. There are 17 children enrolled in each classroom. This low caseload number allows for the opportunity to build deeper relationships with parents and guardians.

During the first home visit, the teacher/family workers have conversations with each parent or guardian to find out what their needs or priorities are for themselves, their children, and their family. These initial conversations or assessments help the teacher/family worker determine the approach that will be used to assist the family to meet the goals they choose to put on the Family Partnership Agreement.

d. To facilitate parent participation, program events, parent committee meetings, program committee meetings are offered at times that are most convenient to the families. The parents and guardians at each center choose the time and date of the parent committee. Transportation and babysitting are offered for Policy Council members so that their participation is supported. To

get parent/guardian participation, the Health Services Advisory Committee meets at a time that best meets the family's needs.

e. To ensure that the program has the maximum child attendance, procedures are in place so that the teaching staff informs the Family Involvement Specialist as soon as a concern with attendance arises. A weekly meeting is held with the ERSEA Specialist, Family Involvement Specialist, and the Head Start Administrator. The Family Involvement Specialist reviews the weekly absentee report and contacts each Lead Teacher to find out the status of attendance. If needed, a meeting with the parent or guardian takes place to find out what the issues may be blocking attendance and assistance is offered. If no contact is available, a home visit is made by the Family Involvement Specialist and the Teacher/family worker assigned to the family. Support to find out what the issue is for the lack of attendance and support is given to the family so that the child's attendance increases.

10. Terrebonne Parish Consolidated Government does not provide Early Head Start services.

11. Transition:

b. On an annual basis, Head Start staff members arrange for a Transition visit for each child to the elementary school that they will be attending Preschool or Kindergarten during the next school year. The Transition visit includes meeting the Principal, Master Teacher, and other staff members. Head Start children visit Preschool or Kindergarten classrooms, walk through the classes to meet the Preschool or Kindergarten Teachers and if possible, can participate in a small or large group activity with the other children currently enrolled in the class. While present at the elementary schools, Preschool Teaching staff members meet with the Head Start parents and guardians to share information on what to expect when they enroll their children in the preschool or kindergarten classes.

c. Early Head Start services are not provided but if a parent or guardian chooses to transfer their child from one Head Start classroom to another during the school year, assistance with that move is given to the child and family to make the move as smooth and stress free as possible.

12. Coordination:

a. The Head Start Program is a partner in the ACT III Network (T-PIECE) in Terrebonne Parish. The other partners include public preschool programs and private childcare centers who receive Child Care Assistance Payments (CCAP). Through the network, training and technical assistance has been provided to increase the quality of early childhood services that include information on increasing capacity for the teachers in the classrooms, health, and developmental services.

The regional Resource and Referral agency is also working with the network partners to increase capacity in using the CLASS observation instrument, Teaching Strategies Gold, and curriculum. The Louisiana Department of Education recently approved using the Creative Curriculum in the public preschool programs.

b. The Head Start Program has a Memorandum of Understanding with both the local school district (Part C) and the Early Steps Program (Part B) to ensure that any child with disabilities is served in the most appropriate setting.

The MOU with the Early Steps Program is in place to ensure that any child who reaches the age of three years is referred to the Head Start Program for placement. Applications are provided to Early Steps staff members to share with families who are ready for their child to transition out of the program and into another appropriate educational setting. A Head Start staff member attends the quarterly Regional Interagency Coordination Council meeting to ensure collaboration and communication between agencies.

The Head Start Program has an Interagency Agreement with Terrebonne Parish School District to ensure that referrals are received and processed and that services to children enrolled in the Head Start Program who have Individual Education Plans receive the services on site at the five Head Start centers. The interagency agreement also includes a partnership for sharing professional development opportunities for both Head Start and school district staff members to continue to build capacity amongst teaching staff working with children with disabilities.

Once a Head Start teaching staff member identifies a child who may need early intervention, an intervention plan is created and started with the child. If those interventions fail the teaching staff informs their supervisor and the child's needs are discussed at a case staffing meeting. If the case staffing committee members feel that more assistance is needed, a referral will be made to the local school system. First, the family is contacted by the Disabilities Specialist to discuss the concern and to fill out the referral packet. The packet is sent to the Pupil Appraisal office within the Special Education division of the local school district. A screening is scheduled and if needed a full evaluation is completed on the child by school board staff. An IEP is then completed and is shared with the appropriate Head Start staff members so that those staff members know what services are being offered and to incorporate the child's needs into the individual plan created by Head Start teaching staff members for that child.

SUB-SECTION C: Approach to School Readiness

There are no changes in this section.

1. Child Assessment Data

- a. The child assessment tool that is used for the initial developmental screening is the Brigance Early Childhood screening tool. This screening tool is used because it has shown success in identifying developmental delays in language, motor, self-help, and the

social emotional area of development. This initial screening tool was chosen because it best fit the children enrolled in the Head Start program.

b. The data obtained from the Brigance screening tool and from Teaching Strategies Gold are used to develop each child's individual program plan and used to track child outcomes. Data is also used to ensure that all School Readiness goals/objectives are met for the Head Start Program. Data is used to look at trends in the classrooms, centers, and the program for professional development needs of the teaching staff.

Child Outcomes data is obtained and inputted into Teaching Strategies Gold three times per school year. Teaching staff upload daily observations into the data system to show growth and/or to see the needs of the children on an ongoing basis. If a child has met his or her goals, then the teacher adds more to his/her plan. If the child shows that he/she is struggling with a particular goal, then the teacher may adjust the goals to help the child master it.

- c.
 - i. The Child Outcomes data along with data obtained from the Concepts of Print and daily observations are used to track the Head Start Program's progress towards meeting the goals and objectives on the School Readiness and PFCE Plans. Adjustments in the classrooms and program planning/procedures are made as needed to ensure that goals and objectives are met.
 - ii. Data is shared with parents, Policy Council members, Governing Board, and the community in several ways. Committee meetings are scheduled to share the information directly with the parents. The data is shared with the Policy Council and Governing Board in the monthly packets and the data is posted on the Head Start link that is on the TPCG website (www.tpcg.org).

- iii. Data is used for constant improvement in all areas of the Head Start program. Child assessment data collected and data from the annual Program Information Report, self assessment, CLASS scores, community assessment, parent surveys and more is used to improve the outcomes for the children and families enrolled. Annually, each content area plan is reviewed and revised as needed. The data from the reports mentioned above are used for program improvement and staff development.
- d. All staff members involved in the use of assessment tools, data collection, data input and reporting are trained and retrained as needed to ensure the fidelity of assessment tools are maintained. Ongoing monitoring of the staff members who use the various assessment tools will do to ensure that each one is using the tool appropriately and without bias. Double coding is and will continue to be performed as necessary to ensure that the assessor is completing assessments properly.
2. Curriculum:
- a. The Creative Curriculum for Preschoolers is the curriculum used by the Head Start Program. The curriculum was chosen because it best meets the developmental needs of the three and four-year old children enrolled in the program. It is rich in the language and literacy components, and it incorporates the cultural needs of the children and families who participate in the Head Start Program.
- b. The Creative Curriculum is incorporated fully into Teaching Strategies Gold. As the teaching staff members identify the needs of the child, Teaching Strategies Gold offers suggestions to build the skills to meet the goals that come directly out of the curriculum.
- c. The curriculum is aligned with the Head Start Child Development and Early Learning Framework and the Louisiana Early Learning Guidelines. Having a curriculum that aligns with the Head Start Child Development and Early Learning Framework and the state

guidelines ensures that the Head Start Program has a tool that will ensure that the children enrolled will meet the school readiness goals they need to succeed when they transition to Preschool or Kindergarten.

3. Staff-Child Interaction Observation Tools:

a. The Head Start Program uses the CLASS Observation tool to ensure that the most appropriate teacher/child interactions are occurring in the each of the ten classrooms.

b. The scores obtained from the observations conducted using the CLASS Observation instrument are used for constant program improvement.

c. The data obtained from the CLASS scores is used to drive professional growth. As each observation is completed on each Lead teacher, a debriefing is held with the Lead teacher and CLASS observer. Scores are not shared at that debrief, but information on areas of strength and areas for growth are shared. If necessary, an action plan is set up for the Lead Teacher to build the skills for growth.

CLASS scores are also used to look at the program as a whole. When an observation is completed, it is just a snapshot of one day in that classroom and of the Lead teacher. The data is used to improve the skills of all staff.

d. The Head Start Program now has five Reliable CLASS Observers on staff. Annually, each Reliable CLASS observer must retake the CLASS Reliability test and score a certain score to maintain her status as a Reliable CLASS Observer. This is mandated through Teachstone, Inc. Funding and training are made available to these Reliable CLASS Observers to ensure that they maintain the proper understanding of the CLASS tool. Calibration for all observers is done twice per year through the Louisiana Department of Education as well.

SUB-SECTION D: Parent, Family and Community Engagement

There are no changes in this section.

1. Families are included in every aspect of the goal setting process so that the goals and objectives that are identified are their own. During the initial home visit, families meet with the Teacher/Family Worker who offers the opportunity for the family to participate in the Family Partnership Process. The process is explained to the family and if the family chooses to participate, a conversation takes place with the Teacher/Family worker to identify the family's priorities. These priorities are then discussed to set up the goals and objectives to meet these priorities.

As the relationship develops, the Family workers learn the best approach to use with the family. Some families need more assistance than others. The Social Services Specialist assists the Teacher/Family Worker in sharing information on where the family can get the assistance, they need to meet the goal. Phone numbers, addresses, contact names and more are given to the families. Each week, the teaching staff/family workers touch base with the family to find out the status of meeting the goals and to find out if more assistance is needed. This continues until the goal is met.

Head Start staff members, including parents and teaching staff, are currently working on an Action Plan that includes data collected that has been used to target outcome areas that the group wants to target to increase growth. All Head Start staff must be included in the decision-making process in choosing goals/objectives or priorities for any action plan to have success.

2. With the assistance of the Head Start T/TA Early Childhood Specialist, the Head Start staff used the Integrating Strategies for Program Progress (ISPP) to increase engagement with all staff members in the Head Start Parent, Family, and Community Engagement Framework. The ISPP will be completed by parents and all staff members. This tool was used to identify outcome

areas that need growth. Goals and objectives will be set by the group for each outcome to develop stronger family outcomes. This work is in progress. A PFCE Action Plan has also been developed to pinpoint specific areas to target to assist families. Use of the PFCE Action plan began at the start of the 2020-2021 school year.

3. Data collected from the Family Partnership Agreements and parent surveys will be used along with PIR data to support goals and objectives in the School Readiness and PFCE Plan. The data collected on family progress will be analyzed by Head Start staff and parents to assist in determining the goals and objectives program wide but also for individual children.

SUB-SECTION E: Governance, Organizational and Management Structures, and Ongoing

There are no changes in this section.

Oversight

1. The Governing Board of Terrebonne Parish Consolidated Government is the local Parish Council.

a. b. c. Governing Board (Parish Council) members have no financial conflicts of interest with the Head Start Program. Members do not receive any compensation for directly providing services for the Head Start program and there are no family members of Governing Board members employed by the grantee who work for the Head Start Program.

The Parish Council members (Governing Board) are elected officials. In Section 642 ©(B-D) of the Head Start Act, (v) “Exceptions shall be made to the requirements of clauses (i) through (iv) for members of a governing body when those members oversee a public entity and are selected to their positions with the public entity by public election or political appointment”.

2. a. Once the grantee received the funding to operate the Head Start Program, the formal structure for program governance was established with the Governing Board. It is understood that the Governing Board that it has the legal and fiscal responsibility of the Head Start program. Oversight of the quality of services has been given to grantee staff within the Housing and Human Services Department of Terrebonne Parish Consolidated Government. The oversight of the services falls to the Director of the Housing and Human Services Department and the Head Start Administrator. The financial structure of Terrebonne Parish Consolidated Government allows for proper accountability of the Federal funds for the Head Start Program.

b. The Head Start Administrator is responsible for monthly reporting of information including expenditures, credit card expenses and program planning. The Policy Council and Governing Board members receive a monthly packet that includes the Policy Council agenda, supporting documentation, monthly expenditures with credit card expenses listed in a special document for checks and balances.

c. The Governing Board chooses and approves the auditor and the annual audit report. The Chief Fiscal Officer may make a recommendation to the Governing Board on options for the official Parish Auditor, but the ultimate approval comes from the Governing Board.

d. Policy Council members are included in every aspect of the planning and decision-making process within the Head Start Program. Policy Council members are included in all planning committees, i.e., Education/Transition Committee, Health Services Advisory Committee, and School Readiness/PFCE Committee among many. Work at the committee level is brought to the Policy Council for their approval and then sent to the Governing Board.

e. Representatives on the Policy Council are chosen from the community and from the Head Start Centers. The five Head Start centers are located throughout the community and serve families who live in those very diverse communities.

f. Overall agency priorities and operational systems are set by the Head Start Administrator with the assistance of the Housing and Human Services Director. Monitoring of the systems of the Head Start Program falls to the Head Start Administrator. Systems are in place to conduct daily, weekly, monthly, annual review of program systems. Management staff members continue to work in conjunction with leadership to provide ongoing monitoring that ultimately ensures that quality services are provided in a safe and healthy environment to all children and families enrolled in the Head Start Program.

g. The Community Assessment, Self-Assessment, ongoing monitoring, and outcomes-based evaluation is done with the leadership of the Head Start Administrator. Planning for completion and analysis of the data collected is set in program plans as outlined in the Head Start Performance Standards and the Head Start Act. All data collected is used to evaluate the quality of the services provided so that constant improvement is possible.

3. There has been no delegation of responsibilities of any advisory committees by the Governing Board.

4. There are five Head Start Centers within Terrebonne Parish Consolidated Government's Head Start Program. Each center is representative of the community where it is located. One Parent Representative and one Parent Alternate Representative is elected to represent the center on the Policy Council. The Parent Representative and Alternate Representatives are elected by their peers at the Parent Committee at each Head Start Center.

There are three Community Representatives on the Policy Council. One Community Representative is a Parish Council member who is appointed by the Chairperson of the Governing Board. The two other Community Representatives are elected by the Parent Representatives of the Parish Council.

5. Included in the attachments is a copy the organizational chart for the Head Start Program. The Housing and Human Services Director manages the state and federal grants related to human services. The Head Start Administrator is responsible for the total operation of the Head Start Program and reports to the Housing and Human Services Director. There are five Program Specialists who are responsible for their assigned content areas and each Program Specialist reports to the Head Start Administrator. The Program Specialists include an Education Specialist, Social Services Specialist, Community Outreach Specialist, Health Specialist, and a Nutrition Specialist.

6. Terrebonne Parish Consolidated Government hiring process for Head Start employees begins with a drug screen and a criminal background check. The criminal background check is obtained through the Louisiana State Police. Once the criminal background check has been completed, the applicant is sent to receive a physical and a tuberculosis screening. Each employee receives an updated physical every three years as is required by the Louisiana Department of Education Early Learning Center Licensing Regulations. Each Program Specialist has a tracking system for ensuring that their subordinates are up to date on their physicals. Human Resource staff will arrange for the employee to receive the physical through the medical provider contracted through Terrebonne Parish Consolidated Government.

7. An organizational chart is in place to ensure that quality services are delivered to the children and families enrolled in the Head Start Program. There is an Ongoing Monitoring plan that all management staff follow to ensure that quality services and the children are served in a safe and healthy environment.

Head Start Administrator

The Head Start Administrator has a bachelor's degree in Home Economics, major focus was Child Development. The Head Start Administrator has been employed by the grantee for twenty years and has thirty-seven years of experience working with children and families.

Education Specialist

The Education Specialist has a bachelor's degree in Early Childhood Education. She has been employed by the grantee for twenty-two years and has thirty-six years' experience working with children and families. She has seven teaching experience in preschool classrooms. She is a CLASS Reliable Observer. The Education Specialist is responsible for the training needs for the education staff and is a Pathways approved trainer.

Health, Mental Health, Disabilities Specialist

The Health, Mental Health and Disabilities Specialist has an associate degree in Early Childhood Education. She has been employed by the grantee for twenty-three years. The grantee contracts with a Mental Health professional to provide the classroom observations that are required through the Head Start Performance Standards. Disabilities services are coordinated with the local education agency to ensure access for the children and families. This Specialist tracks the health and dental needs of the children and assists the families with referrals as needed.

Community Outreach Specialist

The Community Outreach Specialist is responsible for Eligibility, Recruitment, Selections, Enrollment and Attendance. She has been employed by the grantee for eighteen years and has sixteen years of experience working with children and families as a preschool teacher. The Community Outreach Specialist is also responsible for ensuring that the program is connected to all appropriate partnering agencies so that the children and families have easy access to services they need in Terrebonne Parish.

Family Involvement Specialist

The Family Involvement Specialist is responsible for all the Parent, Family, and Community Engagement and parent involvement activities. She supervises the family workers (teaching staff) to ensure that every family has been offered the opportunity to participate in the Family Partnership Agreement process and to be an active participant in the Head Start Program. She has been employed by the grantee for ten years and has ten plus years of experience working with families.

Nutrition Specialist

The Nutrition Specialist is responsible for oversight of the Child and Adult Care Food Program. She supervises six Food Service Technicians. The grantee contracts with the local education agency for meals. The Nutrition Specialist has been employed by the grantee for fourteen years and has been in her current position for eleven years. The Nutrition Specialist is responsible for ensuring that all food service workers receive the required training and are following all Head Start, Health Department and Child and Adult Care Food Program guidelines.

Fiscal Staff

Fiscal staff are hired and employed by the grantee. These employees are not Head Start employees who only work for the Head Start Program for a small percentage of time. The grantee ensures that these employees have the qualifications and experience needed.

8. Comprehensive services that include facilitating effective teacher-child interactions will be provide by teaching staff by implementation of the CLASS tool, Second Step Early Learning, and Teaching Strategies Gold activities. There are now five Reliable CLASS Observers on staff who can provide mentoring and guidance to ensure positive outcomes in the classrooms. The T/TA Early Childhood Specialist provides regular and ongoing guidance for Practice-based Coaching for the “Peer Coaches” on staff. All children have individualized plans with parent input. All education staff members have built their capacity to used data to show growth in the

children in their classrooms which enable the teachers to support positive outcomes in the children. All staff members have professional development plans to support their ongoing professional growth. These plans are reviewed several times during each school year to ensure that training/capacity building is meeting the goals.

9. The leadership team of the Head Start Program meets weekly for planning purposes. Content area plans are reviewed annually and as needed including parents, Policy Council and Governing Board members to ensure that plans are in line with School Readiness and PFCE plans. These plans are approved by Policy Council and Governing Boards. Data is used to drive planning. CLASS scores, PIR data, child outcomes data, Self Assessment and Community Assessment data is used for planning. Parents, Policy Council and Governing Board, and the community are informed of the School Readiness and PFCE Plans, Child Outcomes Data, PIR and the annual report on the grantee's website (www.tpcg.org). Financial reports are given to the Policy Council and Governing Board monthly including a report on credit card expenditures. The Self-Assessment is conducted by management staff members.

Once the data was collected, an Action Plan was set to show what growth areas need attention and the plan for correction including who is responsible and the timeline given for completing. The 2019 Self-Assessment Action plan has been uploaded onto the HSES. This plan is shared with the Policy Council and Governing Board for approval.

10. Parent surveys are given by the Family Involvement Specialist to determine the training topics that the parents desire. These training are given at parent committee meetings, or a special training is set a location where all parents can attend. Parents are invited to staff training sessions as appropriate. Policy Council and Governing Board members are trained annually in November of each year. The Policy Council members are seated in October and are trained at the beginning of the next Policy Council meeting. Governing Board members receive their annual training along with the annual report in November. Faculty and staff members receive the required DOE

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Early Learning Center Licensing Regulations training during training sessions scheduled during the summer. Ongoing training occurs during the school year to address topics chosen by staff member or topics driven by review of child outcomes data, etc.

Section II. Budget and Budget Justification Narrative

A. PERSONNEL

Terrebonne Parish Consolidated Government's Head Start Program has thirty-seven employees who receive 100% of their salary from Head Start funds. There are five other employees who spend a smaller percentage of time working on Head Start issues. These employees receive a portion of their salary from Head Start funds. These employees include the Housing and Human Services Director, his executive secretary, HHS Administrative Coordinator, the Federal Grants Accountant, and an Accountant I.

In compliance with ACF-PI- HS-08-03, Terrebonne Parish Consolidated Government assures that no funds are charged to the Head Start grant or any other Federal program either as a direct cost or any pro-ration as an indirect cost for any employee whose compensation exceeds \$ 172,200.00.

Program Costs

Wages	239-193-8111-01	\$	935,963
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Administrative Costs

Wages	239-658-8111-10	\$	93,976
Admin Allocation	239-658-8171-51	\$	7,597
Allocated Salaries	239-658-8176-53	\$	34,806

Total Personnel (excluding substitutes) \$ 1,072,342

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B. FRINGE BENEFITS

Terrebonne Parish Consolidated Government's Head Start Program sets aside money in the annual Head Start budget that is allocated to pay the employer's portion for the fringe benefits for all employees. Funds allocated through the general funds will be used to cover most of the cost of the fringe benefits for the Head Start employees.

FICA	239-193-8121-01	\$	61,653	
Unemployment Compensation	239-193-8132-01	\$	14,878	
Group	239-193-8131-01	\$	53,304	
Admin Personnel Fringes	239-658-8111-99	\$	7,081	
			<u>Total Fringe Benefits</u>	<u>\$ 136,915</u>

E. SUPPLIES

1. Office Supplies

Funding is allocated for Program and Administrative staff to purchase needed office supplies. Not only are supplies such as pens, paper, etc. purchased, stamps, laminating paper and other types of supplies are needed for the Head Start staff to have what they need to provide quality services to children and families. A portion of the cost to renew anti-virus software for classroom and administrative computers is set aside in this line item.

Operating Supplies	239-193-8225-01	\$	375
Office Supplies & Postage	239-193-8225-25	\$	15,300

Office Supplies & Postage	239-658-8211-01	\$	130
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Total			<u>\$15,805</u>
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2. Child and Family Services Supplies

This line item includes Classroom Materials and supplies and Health Services supplies.

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The Education Specialist and the teaching staff work together to purchase supplies and materials that are developmentally and age appropriate for use in preschool classrooms. These materials may include but are not limited to replenishing art supplies, easel paper, scissors, and more. Puzzles and math manipulatives and books are consumable items that need replacing often. Gross motor materials and outdoor play supplies are also purchased with the money allocated in this line item.

The items in the Health Services Supplies allocation include diapers, pull-ups, toothbrushes, toothpastes, latex gloves, and first aid supplies for all classrooms to have available to meet the needs of the children and staff throughout the school year.

	Classroom Materials and Supplies	239-193-8225-21	\$	11,225
	Health Services Supplies	239-193-8225-22	\$	3,250
3. Food				
	Total Child and Family Services Supplies		\$	<u>14,475</u>

Service Supplies

The supplies in this line item include Disposable Nutrition supplies and Kitchen/Cleaning supplies.

Disposable Nutrition Supplies (239-193-8225-23)

Supplies allocated to this line item include items such as hairnets, aprons, food handler's gloves, thermometers, ice chests, food warmers, carts, etc.

Kitchen/Cleaning Supplies (239-193-8225-24)

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Items in this line item include bleach, mops, brooms, dish soap, etc. is purchased for use in all classrooms and kitchens in the Terrebonne Parish Consolidated Government's Head Start Program. The Teachers, Assistant Teachers, and Food Service Technicians strive to have a healthy and clean environment in each classroom by meeting the regulation set by the Health Department's Sanitation Code as well as the Day Care Licensing, Class "A" regulations.

Disposable Nutrition Supplies	239-193-8225-23	\$	3,250
Kitchen/Cleaning Supplies	239-193-8225-24	\$	18,000
Total Food Service Supplies		\$	21,250

TOTAL SUPPLIES

\$ 51,530

F. CONTRACTUAL

2. Child Services Consultants

Health/Disabilities Services (239-193-8325-01)

The Head Start Program contracts with a Mental Health Consultant each year to ensure that the children and families enrolled in the program have access to consult with a mental health professional. The mental health consultant reviews each child's mental health screening and will make recommendations to the Health Specialist and parents if needed.

Mental Health Consultant

The mental health consultant is available to observe each classroom as needed during a school year and she assists the teaching staff by preparing a behavior plan if needed. The Mental Health consultant will also make subsequent visits to follow-up on any behavior plan that is put in place to ensure that the plan is meeting the needs of the child and if not, would make any adjustments that are needed. The Mental Health consultant is also available for training staff and parents on mental health, behavioral concerns, stress, depression, and other topics.

Nutrition Consultant

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Annually, the Nutrition Specialist sits with the Dietitian to review all the menus provided by the Food Vendor to ensure that each meal conforms to the CACFP requirements and to ensure that the meal provides the components of a healthy diet for preschool age children. If needed, the Nutrition Specialist meets with the Dietitian to discuss any child whose height/weight indicates that there might be an issue. The Dietitian is available to meet with any parent to discuss concerns regarding their child's nutritional health.

Health/Disabilities Services	239-193-8325-01	\$	2,500
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Disabilities Services	239-193-8353-36	\$	250
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Health Services	239-193-8353-35	\$	250
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8. Other Contracts

There is a contract in place for Terrebonne Parish Consolidated Government's Head Start Program to provide services for children and families. These contracts include a janitorial contract for the administrative office.

Janitorial Contract	239-658-8325-10	\$	3,500
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Copier Contract	239-193-8323-01	\$	4,500
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Copier Contract	239-658-8323-01	\$	0.00
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Other Contracts & Rentals	239-658-8325-01	\$	0.00
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TOTAL CONTRACTUAL			\$ 8,865.00
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H. OTHER

4. Rent

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The lease for the Gibson Center is contracted through the Recreation District # 8 in Gibson, LA. This lease covers the cost of the lot that the portable classroom is set up on for servicing the children and families in the Gibson community.

Rent	239-658-8322-02	\$	1,800
	Total Rent	\$	1,800

3. Utilities/Phone

Communication services, including phone and facsimile services, are connected in each classroom or site and for the administrative staff who are housed in the Housing and Human Services Department. Funds are allocated based on past years usage. Cell phone allowance or pagers for administrative staff are paid for through this line item.

Communication Equipment	239-193-8316-01	\$	38,000
Communication Equipment	239-658-8316-01	\$	3,500
Utilities (Electricity)	239-193-8311-01	\$	21,670
Utilities (Classroom)	239-193-8311-03	\$	2,500
Gas	239-193-8313-01	\$	500
	Total Utilities/Phone	\$	66,395

4. Building & Child Liability Insurance

Terrebonne Parish Consolidated Government's Head Start Program purchases Building, General Liability and Child Accident Insurance annually to ensure that this type of insurance covers all the buildings and the children who participate in the Head Start Program in case an accident occurs on our premises. The Child Accident Insurance is also a requirement of the DSS, Bureau of Licensing requires for each Head Start Center.

Physical Plant Insurance	239-193-8333-01	\$	2,723
Other Insurance (Child Liability)	239-193-8331-06	\$	1,000

Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

Year Two

06CH010297

Cyber security Liability

Insurance	239-193-8334-16	\$	773
General Liability Insurance	239-658-8331-01	\$	48,054
Total Building & Child Liability Insurance		\$	52,550

5. Building Maintenance/Repair and Other Occupancy

The Head Start Program maintains all the building leased or owned. Expenses for pest control, bottled water for the classrooms, lawn service, licensing fees, alarm monitoring fees, fire extinguisher inspections, etc. are included as other occupancy.

Building Maintenance &

Repair	239-193-8412-01	\$	25,000
Equipment Repairs	239-193-8422-20	\$	0.00
Other Fees	239-193-8349-01	\$	22,000
Other Fees	239-658-8349-01	\$	1,500
Licenses & Permits	239-193-8342-04	\$	575
Total Building Maintenance/Repair and Other			
Occupancy		\$	49,275

8. Local Travel

Funds in this line item are allocated for non-vehicular field trips and on-site visits from the petting zoo, Mobile Aquarium for the Teachers and Assistant Teachers to plan with the Education Specialist as a supplement to the curriculum used in the classrooms. Many of the field trips approved for the children to go on are local and either are free or have a low entry fee. Funds for fuel expenses and vehicle repair are included in this line item.

Child Field Trips	239-193-8393-02	\$	250
Vehicle Repair	239-193-8421-01	\$	550
Gas & Oil	239-193-8224-01	\$	4,520
Mileage (In-parish)	239-193-8393-08	\$	8,500

Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

Year Two

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Total Local \$ 13,820

12. Substitute Teachers (if not paid benefits)

Ten Substitute Assistant Teachers have been hired to work on a Part-time basis to be available to take a full-time Teacher or Assistant Teacher's place when sick or on vacation. The funds allocated are calculated at 1040 hours per each individual Substitute Assistant Teacher's hourly rate to set aside enough funds to cover the needs that arise during the year for full time staff to use accrued annual leave, sick leave, or a long-term absence due to illness or other medical concern.

Substitute Teachers	\$	55,910
Total Substitute Teachers	\$	55,910

13. Parent Services

There two activities in this line item that include Transition Activities and Parent Activities.

There are five Parent Committees, one located at each Head Start site. Funds are allocated for Parent Activities that are approved and voted on for each committee. These funds can be used for training, travel, and other activities that build parent competencies in child development, discipline, mental health, and more. Trainers have been contracted to provide mental health information, breast cancer awareness and parenting issues. Funds are allocated for activities that involve transitioning families into and out of the Head Start Program.

Parent Activities	239-193-8353-37	\$	250
Transition Activities	239-193-8353-38	\$	250
Total Parent Services		\$	500

14. Accounting and Legal Services

Annually, a full audit of Terrebonne Parish Consolidated Government and a single audit for the Head Start Program are completed by an approved accounting firm. Funds are allocated for this purpose to pay for the single audit that is required by the federal government. Occasionally, leases or interagency agreements are sent to the parish attorney so that she can ensure that each agreement or lease is properly laid out.

Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

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Legal Fees	239-658-8341-01	\$	2,000
Audit Fees	239-658-8343-01	\$	1,500
Total Accounting & Legal Services		\$	<u>3,500</u>

17. Other

Disabilities Services

During the budget committee meetings and Health Services Advisory Committee meetings discussions of setting aside funds to purchase materials or services for children with disabilities is always a priority. Occasionally, the Head Start Program has enrolled a child with a disability that requires the program staff to purchase special material and supplies that will assist the teaching staff and others working with the child and family to meet the child's needs in the classroom such as visual aids, changing tables, or adaptive equipment.

Health Services

Occasionally, there are children enrolled in the Head Start Program without insurance (private, LaChip or Medicaid coverage). Each of these children needs a physical and dental exam. Funds are set aside to pay for such services until the child's family can obtain LaChip, private insurance, or become eligible for Medicaid coverage.

Funds are allocated in this line item to pay for pre-employment physicals for perspective employees who have interviewed and have been recommended for hire. These funds are set aside should there be turnover in the Head Start staff during the fiscal year.

Employee Physicals	239-193-8141-00	\$	0.00
Employee Physicals	239-658-8141-01	\$	1,750
Other Employee Requirements	239-658-8142-01	\$	2,140
Total Other		\$	<u>3,890.00</u>

TOTAL OTHER

\$ 247,640

Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

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TOTAL PROGRAM OPERATIONS **\$1,519,427**

HEAD START COSTS FOR TRAINING AND TECHNICAL ASSISTANCE

(239-620-8393-01)

C. STAFF OUT OF TOWN TRAVEL **\$ 7,978**

Funds from the Training and Technical Assistance dollars allocated to Terrebonne Parish Consolidated Government's Head Start Program are set aside in this line item for to provide for opportunities for all staff to attend state, regional or national conferences that would allow the Teachers and Assistant Teachers to reach the goals set up in their Professional Development Plans. Funds are also set aside to pay for coursed needed for Assistant Teacher to obtain and maintain their Child Development Credential (CDA). Employees of Terrebonne Parish Consolidated Government are reimbursed for the courses they take that are required for their employment. Please see PY 2018 T/TA Plan.

F. CONTRACTUAL **\$ 9,500**

2. Health/Disabilities Services **\$ 2,900**

Funds are set aside to provide for training in emergency situations as well as the overall health and mental health of the children. Consultants will be used to provide in-house training on mental health issues as well as training on infection control in childcare settings. Parents will be invited to attend any of these trainings offered as well.

5. Training and Technical Assistance **\$ 6,600**

In the PY 2007 T/TA Plan, plans are in place to continue to build a strong foundation in Program governance. Funds are set aside for more training in this area to have a consultant come in to work with all policy groups in Terrebonne Parish Consolidated Government's Head Start

Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

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Program. Money is set aside to provide for the 12 clock hours of training for all teaching staff that is required by day care licensing. Funds in the amount of \$ 1000.00 are set aside to provide consultants to speak to parents on issues that directly impact their families.

H. OTHER

8. Local Travel \$ 2,000

Funds are set-aside for Teachers and Assistant Teacher to provide the opportunity to attend the local university to obtain their Associate's or Bachelor's degrees and Child Development Associate Credentials.

TOTAL FOR TRAINING AND TECHNICAL ASSISTANCE **\$ 19,478**

NON-FEDERAL SHARE (Cash and in-kind)

B. FRINGE BENEFITS

Currently, the funds allocated to Terrebonne Parish Consolidated Government to operate the Head Start Program do not cover all the costs to do so as is expected. Therefore, Terrebonne Parish Consolidated Government had made the commitment to the Head Start Program by allocated general funds to cover the costs above what is given from the federal government. Funds are allocated to cover a portion of the costs to pay for the Social Security taxes, and the state disability for the Head Start employees. The allocation of general funds also covers the costs of the Health/ Dental insurance. The Health/Dental insurance costs continue very costly which explains why the percentage for fringe benefits is so high at 43.20%. Terrebonne Parish Consolidated Government's Head Start funds pay 80% of the costs for Health/Dental insurance.

Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

Year Two

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Each employee pays the difference of 20%. Terrebonne Parish Consolidated Government will allocate general fund dollars above the 20% Non-Federal Share requirement to pay for the cost of the Group Insurance.

Medicare	(239-659-8122-02)	\$ 15,745
Pension	(239-659-8122-01)	\$ 63,706
Worker's Compensation	(239-659-8132-01)	\$ 10,790
Group Insurance	(239-659-8131-01)	<u>\$ 279,340</u>
TOTAL FRINGE BENEFITS		\$ 369,581

F. CONTRACTUAL

3. Food Service

The Head Start Program will receive funds from the Community Development Block Grant that will be allocated to pay for the cost of meals that are not reimbursed by the Department of Education's Division of Nutrition Assistance Child and Adult Care Food Program (CACFP).

Terrebonne Parish Consolidated Government's Head Start Program contracts with one food service vendor to provide meals for all the Head Start children enrolled. Teachers and Assistant Teachers are required to eat with the children, so money is allocated to pay for those meals as well as one meal a day for the Foster Grandparents who work in several of the Head Start classrooms. The Terrebonne Parish Consolidated Government's Head Start Program has an agreement with the State of Louisiana Department of Education, Division of Nutrition's Child Adult Care Food Program. The Head Start Program receives reimbursement for Free meals each month for all Head Start children. During the next federal fiscal year of 2016-2017, Terrebonne Parish Consolidated Government's Head Start Program will have Food Service Agreements with only one vendor. The Food Service vendor will charge the Head Start Program more than the reimbursement rate for meals received from CACFP. The reimbursement rate for a "Free" is \$ 5.79 per child per day. Terrebonne Parish

Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

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School Board charges our program \$ 7.30 per child per day. Funds are set-aside in this line item to pay for the difference between the vendor costs and the reimbursement received from CACFP.

Food	(239-659-8222-02)	\$ 65,000
TOTAL CONTRACTUAL		\$ 65,000

H. OTHER

2. Rent

The Community Development Block Grant pays the lease for Holy Rosary 1 & 2 Head Start. The Houma–Terrebonne Housing Authority donates the use of two duplex units to the Head Start Program for classroom use along with outdoor space for a playground.

Holy Rosary 1 & 2 Head Start	(239-659-8322-02)	\$ 22,272
Admin office space	(239-659-8322-03)	<u>\$ 21,342</u>
	Total	\$ 43,614

4. Utilities

General funds will be allocated to pay for the usage of utilities by the Head Start Program in the Housing and Human Services Department located at 809 Barrow Street. Funds are allocated to pay for utilities that include electric service, water, gas, and sewage at all sites including the administrative offices located in the Department of Housing and Human Services.

Utilities –Office	(239-659-8311-03)	\$ 2,000
Communication Equipment	(239-659-8316-01)	<u>\$ 2,500</u>
	Total	\$ 4,500

6. Building Maintenance/Repair and Other Occupancy

General funds will be allocated for the purchase of vehicle insurance for the vehicles used to provide the variety of services that are included in the Head Start Program from daily meal service, home visits, medical appointments, and staff travel for local and out of town training.

Terrebonne Parish Consolidated Government 2021-2026 Five Year Grant Application

Year Two

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Funds are allocated in these two accounts to pay for any improvements or repairs that may be needed for parish owned buildings. Funds in this account are set aside for the cost to surplus broken or old equipment that can no longer be used in Head Start classrooms. The Purchasing Department within Terrebonne Parish Consolidated Government charges a fee when items are sent to be surplus.

Vehicle Insurance	(239-659-8332-01)	\$ 13,091
Building Improvements	(239-659-8932-03)	\$ 15,000
	Total	<u>\$ 28,091</u>
TOTAL OTHER		\$ 76,204
TOTAL NON-FEDERAL SHARE (Cash and in-kind)		\$501,785

Terrebonne Parish Consolidated Government continues to fund the Head Start Program with more than the 20% NFS required by the Office of Head Start. The true cost to operate the program is shown on the Head Start Enterprise System. All funds are set aside for the Head Start Program and if not allocated, the funds are moved into a fund balance for future needs.



Wednesday, December 1, 2021

Item Title:

RESOLUTION: Giving preliminary approval to the issuance of Fifty Million Dollars (\$50,000,000.00) of Taxable Hurricane Recovery Revenue Bonds Series 2022

Item Summary:

RESOLUTION: Giving preliminary approval to the issuance of Fifty Million Dollars (\$50,000,000.00) of Taxable Hurricane Recovery Revenue Bonds Series 2022 of the Parish of Terrebonne, State of Louisiana; providing certain terms of said bonds; making application to the State Bond Commission for approval; authorizing certain actions of the executive officers; and providing for matters in connection therewith.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	11/29/2021	Executive Summary
Resolution	11/29/2021	Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Giving preliminary approval to the issuance of Fifty Million Dollars (\$50,000,000.00) of Taxable Hurricane Recovery Revenue Bonds Series 2022

PROJECT SUMMARY (200 WORDS OR LESS)

RESOLUTION: Giving preliminary approval to the issuance of Fifty Million Dollars (\$50,000,000.00) of Taxable Hurricane Recovery Revenue Bonds Series 2022 of the Parish of Terrebonne, State of Louisiana; providing certain terms of said bonds; making application to the State Bond Commission for approval; authorizing certain actions of the executive officers; and providing for matters in connection therewith.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

N/A

TOTAL EXPENDITURE

N/A

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Bond Counsel / Council Staff

11/24/2021

Signature

Date

The following resolution was offered by _____ and seconded by _____.

RESOLUTION NO. 2021 - _____

A RESOLUTION GIVING PRELIMINARY APPROVAL TO THE ISSUANCE OF FIFTY MILLION DOLLARS (\$50,000,000.00) OF TAXABLE HURRICANE RECOVERY REVENUE BONDS SERIES 2022 OF THE PARISH OF TERREBONNE, STATE OF LOUISIANA; PROVIDING CERTAIN TERMS OF SAID BONDS; MAKING APPLICATION TO THE STATE BOND COMMISSION FOR APPROVAL; AUTHORIZING CERTAIN ACTIONS OF THE EXECUTIVE OFFICERS; AND PROVIDING FOR MATTERS IN CONNECTION THEREWITH.

WHEREAS, the Parish of Terrebonne, State of Louisiana (the “**Parish**”) is a political subdivision of the State of Louisiana (the “**State**”) authorized to issue revenue bonds or notes for the purpose of providing funding to the Parish to pay operations and expenses for the current and upcoming fiscal years of the Parish and to finance the acquisition, construction, rehabilitation and equipping of capital projects within the jurisdiction of the Parish for use by the public; and

WHEREAS, the Parish desires to incur debt and issue not to exceed Fifty Million Dollars (\$50,000,000) of Taxable Hurricane Recovery Revenue Bonds Series 2022 (the “**Bonds**”), in the manner authorized and provided by Section 1430 of Title 39 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority (the “**Act**”) for the purpose of (i) paying any costs associated with debris removal or the demolition, rehabilitation, repair, reconstruction, renovation, restoration and improvement of the Parish's facilities resulting from or related to Hurricane Ida, including purchasing any furnishings, fixtures and equipment incidental or necessary in connection therewith; (ii) providing funding to the Parish to pay operations and expenses for the current and upcoming fiscal years; (iii) funding a reserve, if required; and (iv) paying the costs of issuance of the Bonds (collectively, “**Authorized Purposes**”); and

WHEREAS, the Parish desires to provide funding for the Authorized Purposes through the issuance of the Bonds for a term not to exceed fifteen (15) years from the date of issuance thereof, and to bear interest at a rate or rates not to exceed six per centum (6%) per annum; and;

WHEREAS, Act, it is now the desire of the Parish to adopt this Resolution in order to provide for the issuance in one or more series of not exceeding Fifty Million Dollars (\$50,000,000) of the Parish of Terrebonne, State of Louisiana Taxable Hurricane Revenue Bonds, Series 2022, which will be secured by and payable from a pledge and dedication of reimbursements from private insurance and Federal Emergency Management Agency (“**FEMA**”) and all other funds or revenues received or to be received by the Parish to the extent legally available for the payment of principal and interest on the Bonds, provided that no such funds or revenues shall be so included which have been or are in the future legally dedicated and required for purposes inconsistent therewith by the electorate, by the terms of specific grants, by the terms of existing obligations previously issued or to be issued, or by operation of law; and

WHEREAS, the Terrebonne Parish Council, Terrebonne Parish Consolidated Government, as governing authority of the Parish (the “**Governing Authority**”), desires to grant preliminary approval for the issuance of the Bonds and to make formal application to the Louisiana State Bond Commission for approval to issue the Bonds;

NOW, THEREFORE, BE IT RESOLVED by the Governing Authority, as follows:

SECTION 1. Preliminary Approval of Bonds. Preliminary approval is given to the issuance of not exceeding \$50,000,000.00 aggregate principal amount of Parish of Terrebonne, State of Louisiana Taxable Hurricane Recovery Revenue Bonds, Series 2022, to be issued in one or more series, taxable or tax-exempt, for the purpose of providing funding for the Authorized Purposes. The Bonds will be secured by and payable from a pledge and dedication of reimbursements from private insurance and FEMA and all other funds or revenues received or to be received by the Parish to the extent legally available for the payment of principal and interest on the Bonds, provided that no such funds or revenues shall be so included which have been or are in the future legally dedicated and required for purposes inconsistent therewith by the electorate, by the terms of specific grants, by the terms of existing obligations previously issued or to be issued, or by operation of law. The Bonds shall bear interest at a rate or rates not to exceed six percent (6%) per annum, to be sold at the prices and in the manner to be determined by subsequent proceedings of this Governing Authority, and will mature over a period not exceeding fifteen (15) years from the date issuance thereof, all in the manner provided by the Act.

SECTION 2. State Bond Commission Approval. Application is hereby formally made to the Louisiana State Bond Commission, Baton Rouge, Louisiana, for its consent and authority to issue and sell the aforesaid Bonds, and a certified copy of this resolution shall be forwarded to the Louisiana State Bond Commission on behalf of the Governing Authority, together with a letter requesting the prompt consideration and approval of this application. By virtue of the Parish's application for, acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval(s) resolved and set forth herein, it resolves that it understands and agrees that such approval(s) are expressly conditioned upon, and it understands, agrees and binds itself, its successors and assigns to, full and continuing compliance with the "State Bond Commission Policy on Approval of Proposed Use of Swaps, or other forms of Derivative Products Hedges, Etc." (the “**Policy**”), adopted by the Louisiana State Bond Commission on July 20, 2006, as to the borrowing(s) and other matter(s) subject to the approval(s), including subsequent application and approval under said Policy of the implementation or use of any swap(s) or other product(s) or enhancement(s) covered thereby. For purposes of meeting the requirements of the May 11, 2009, memorandum of the Director of the Louisiana State Bond Commission to all bond counsel, any proceedings of the Parish relating to the Bonds that refers to a principal amount or interest rate of the Bond shall be deemed to include the words "not to exceed" or "not exceeding" whether so stated or not, and any reference to a final maturity date or term contained herein shall be deemed to include the words "to mature on or before" whether so stated or not.

SECTION 3. Bond Counsel. This Governing Authority finds and determines that a real necessity exists for the employment of special bond counsel in connection with the issuance of the Bonds, and accordingly, Mahtook & LaFleur, (Eric LaFleur) New Orleans, Louisiana, is hereby employed as Bond Counsel to do and perform comprehensive legal and coordinate professional work with respect to the issuance and sale of the Bonds. Bond Counsel shall prepare and submit to this Governing Authority for adoption all of the proceedings incidental to the authorization, issuance, sale and delivery of the Bonds, shall counsel and advise this Governing Authority as to

the issuance and sale the Bond and shall furnish its opinion covering the legality of the issuance of the Bonds. The fee of Bond Counsel shall be fixed at a sum not exceeding the maximum fee allowed by the Louisiana Attorney General's fee schedule for comprehensive, legal and coordinate professional work in the issuance of revenue bonds and based on the amount of bonds actually issued, sold, delivered and paid for, plus "out-of-pocket" expenses, said fees to be contingent upon the issuance, sale and delivery of said Bonds. A certified copy of this resolution shall be submitted to the Attorney General of the State of Louisiana for his written approval of the employment and of the fees described herein, and the Council Clerk is hereby empowered and directed to issue payment or to authorize payment Bond Counsel upon completion of the work and under the conditions specified herein.

SECTION 4. Municipal Advisor. The Governing Authority hereby confirms its prior appointment of Sisung Securities Corporation to act as its Municipal Advisor ("Municipal Advisor") pursuant to the provisions of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the rules promulgated thereunder by the Securities and Exchange Commission. The Governing Authority hereby acknowledges that it is represented by the Municipal Advisor and will rely upon the advice of the Municipal Advisor with respect to the Bonds. The fee to be paid the Municipal Advisor shall be payable solely from the proceeds of the Bonds when and if issued, and the amount thereof shall be subject to the approval of the State Bond Commission.

SECTION 5. Declaration of Official Intent. Prior to the delivery of the Bonds, the Parish anticipates that it may advance a portion of the costs of the Authorized Purposes from its General Fund and other available funds. Upon the issuance of the Bonds, the Parish reasonably expects to reimburse any such expenditures of other available funds from a portion of the proceeds of the Bonds. Any such allocation of proceeds of the Bonds for reimbursement will be with respect to capital expenditures (as defined in Reg. 1.150-1(b)) and will be made upon the delivery of the Bonds and not later than one year after the later of (i) the date such expenditure was paid or (ii) the date on which the Project was placed in service. This Section is intended to be a declaration of official intent within the meaning of Reg. 1.150-2.

SECTION 6. Executive Officers. The Chairman and the Council Clerk of the Governing Authority are hereby authorized to do all things necessary, on the advice of Bond Counsel and Municipal Advisor, to effectuate and implement this Resolution, including the publication and recordation hereof as may be required by the Act.

SECTION 7. Electronic Signatures. The Parish herein authorizes and agrees to the use of electronic signatures by and/or from members of the Governing Authority, the Chairman, the Council Clerk, Bond Counsel, Municipal Advisor, and bond purchaser or investors in connection with any and all documents related to the application for the authority to issue bonds and those documents related to the bond issuance. The authorization provided for herein includes but is not limited to the retention and storage of all records required by law in electronic format. The provisions of this section are authorized in accordance with the Louisiana Uniform Electronic Transactions Act (La. R.S. 9§2601, et seq)

SECTION 8. Execution of Documents and Certificates. In connection with the issuance and sale of the Bonds, the Chairman and the Council Clerk (collectively, the “**Executive Officers**”) are each authorized, empowered and directed to execute on behalf of the Issuer such documents, including, but not limited to, the bond purchase agreement, term sheet, commitment or other documents required by lender or investors provided that any of the aforementioned

documents must conform with the parameters of this Resolution, certificates and instruments as they may deem necessary, upon the advice of Bond Counsel, to effect the transactions contemplated by the bond resolution to be adopted by the Issuer, the signatures of the Executive Officers on such documents, certificates and instruments to be conclusive evidence of the due exercise of the authority granted hereunder.

SECTION 9. Effective Date. This Resolution shall become effective immediately upon adoption or at the earliest date allowed by law.

The following resolution having been submitted to a vote, the vote thereon was as follows:

COUNCIL MEMBER	DISTRICT	YEA	NAY	ABSENT	ABSTAINING
John Navy	1				
Carl “Carlee” Harding	2				
Michel, Gerald	3				
John Amedée	4				
Jessica Domingue	5				
Darren Guidry (Chairman)	6				
Daniel “Danny” Babin (Vice-Chairman)	7				
Dirk Guidry	8				
Steve Trosclair	9				

THUS DONE AND SIGNED at Houma, Louisiana, on **December 1, 2021**.

**TERREBONNE PARISH COUNCIL
PARISH OF TERREBONNE
STATE OF LOUISIANA**

DARRIN GUIDRY
CHAIRMAN

Attest:

By: _____
SUZETTE THOMAS, CLERK

CERTIFICATE OF AUTHENTICITY

STATE OF LOUISIANA

PARISH OF TERREBONNE

I, the undersigned Clerk to the Governing Authority for the Parish of Terrebonne (the "**Governing Authority**"), State of Louisiana, do hereby certify that the foregoing five (5) pages constitute a true and correct copy of the proceedings taken by said Governing Authority on **December 1, 2021** approving:

A RESOLUTION GIVING PRELIMINARY APPROVAL TO THE ISSUANCE OF FIFTY MILLION DOLLARS (\$50,000,000.00) OF TAXABLE HURRICANE RECOVERY REVENUE BONDS SERIES 2022 OF THE PARISH OF TERREBONNE, STATE OF LOUISIANA; PROVIDING CERTAIN TERMS OF SAID BONDS; MAKING APPLICATION TO THE STATE BOND COMMISSION FOR APPROVAL; AUTHORIZING CERTAIN ACTIONS OF THE EXECUTIVE OFFICERS; AND PROVIDING FOR MATTERS IN CONNECTION THEREWITH.

IN FAITH WHEREOF, witness my official signature made herein for and on behalf of the Parish of Terrebonne, State of Louisiana.

**TERREBONNE PARISH COUNCIL
PARISH OF TERREBONNE
STATE OF LOUISIANA**

By: _____
SUZETTE THOMAS
Clerk



Wednesday, December 1, 2021

Item Title:

Ordinance for Access to Levee Gates and Levees

Item Summary:

Introduce an ordinance to amend the Terrebonne Parish Consolidated Government Code of Ordinances by Amending Chapter 22 Article VII, "Drainage" to Levees and call a public hearing on said matter on Wednesday, December 15, 2021 at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	11/29/2021	Executive Summary
Ordinance	11/29/2021	Ordinance



EXECUTIVE SUMMARY

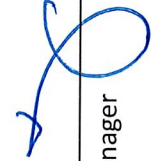

PROJECT TITLE
Ordinance to Amend the Terrebonne Parish Consolidated Government Code of Ordinances by Amending Chapter 22 Article VII, "Drainage" to Levees

PROJECT SUMMARY (200 WORDS OR LESS)
To Add Rules and Regulations to the Access of Levees and Levee Gates

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
To have clear written rules and regulations for the Drainage Department for the access for the levees

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

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



Mike Toups, Parish Manager

11-29-21

Date

Offered By:

Seconded By:

ORDINANCE NO.

AN ORDINANCE TO AMEND the Terrebonne Parish Consolidated Government Code of Ordinances by Amending Chapter 22 Article VII, "Drainage" to levees

Whereas, Section 1 - 06 of the Home Rule Charter for the Parish of Terrebonne provides that the parish government shall have the right, power and authority to pass all ordinances requisite or necessary to promote, protect and preserve the general welfare, safety, health, peace and good order of the parish, including, but not by way of limitation, the right, power and authority to pass ordinances on all subject matter necessary, requisite or proper for the management of the parish affairs, and all other subject matter without exception, subject only to the limitations that the same shall not be inconsistent with the Constitution or expressly denied by the general law applicable to the parish; and

Whereas, Section 2-11 of the Terrebonne Parish Home Rule Charter requires an ordinance to amend or repeal previous Ordinances, adopt, or amend an administrative code, and establish a rule or regulation imposing fines or other penalties; and

Whereas, in an effort to add rules and regulations to the access of levees and levee gates in accordance with Chapter 22 Article VII, "Drainage" of the Terrebonne Parish Consolidated Government Code of Ordinances; and

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

SECTION I

Section 22-190 of the Terrebonne Parish Code shall be enacted (using strikethrough to indicate deletions and underlining to indicate additions) and same are hereby adopted to read as follows:

Sec. 22-190. - Access to levee gates and levees.

- (a) TPCG shall have absolute control over who is allowed access to the levee gates and levees.
- (b) The Drainage Department shall create a written application.
- (c) The Drainage Department shall create written procedures for opening and closing the levee gates.
- (d) If a person wants access to a levee gate, he must fill out the application and follow the procedures for entrance that have been created by the drainage department.

SECTION II

Any section, clause, paragraph, provision, or portion of these regulations found to be invalid is severable and shall not affect the validity of the whole.

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 Chair declared the ordinance adopted on this, the ____ day of ____ 2021.

DARRIN GUIDRY, CHAIR
TERREBONNE PARISH
COUNCIL

SUZETTE THOMAS
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, 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 _____ 2021, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS ____ DAY OF 2021.

SUZETTE THOMAS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL

Category Number: 2.
Item Number: A.



Wednesday, December 1, 2021

Item Title:

Public Wishing to Address the Council

Item Summary:

As per speaker cards.



Wednesday, December 1, 2021

Item Title:

2021 Various Items for Budget Amendment

Item Summary:

An ordinance to amend the 2021 Adopted Operating Budget, 5-Year Capital Outlay Budget and Budgeted Positions of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters:

- I. Animal Shelter-donations, \$50,000
- II. American Rescue Plan, \$1,400,000
- III. Adaptive Park Bathroom, \$52,000
- IV. General Fund-grant, \$1,000
- V. Houma Downtown Development, \$145,359
- VI. Section 8 Voucher Program, \$13,250
- VII. Houma Downtown Development, \$6,580
- VIII. Section 8, -0-
 - a. add Administrative Coordinator I, Grade 104
- 1. Consider adoption of the ordinance.

ATTACHMENTS:

Description	Upload Date	Type
2021 Various Items for Budget Amendment	11/4/2021	Executive Summary
2021 Various Items for Budget Amendment	11/4/2021	Budget Amendment
2021 Various Items for Budget Amendment	11/4/2021	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Ordinance for a Budget Amendment

PROJECT SUMMARY (200 WORDS OR LESS)

AN ORDINANCE TO AMEND THE 2021 ADOPTED OPERATING BUDGET, 5-YEAR CAPITAL OUTLAY BUDGET AND BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. Animal Shelter-donations, \$50,000
- II. American Rescue Plan, \$1,400,000
- III. Adaptive Park Bathroom, \$52,000
- IV. General Fund-grant, \$1,000
- V. Houma Downtown Development, \$145,359
- VI. Section 8 Voucher Program, \$13,250
- VII. Houma Downtown Development, \$6,580
- VIII. Section 8, -0-
 - a. add Administrative Coordinator I, Grade 104

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

See above

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

/s/ Kayla Dupre

Signature

November 4, 2021

Date

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2021 ADOPTED OPERATING BUDGET, 5-YEAR CAPITAL OUTLAY BUDGET AND BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. Animal Shelter-donations, \$50,000
- II. American Rescue Plan, \$1,400,000
- III. Adaptive Park Bathroom, \$52,000
- IV. General Fund-grant, \$1,000
- V. Houma Downtown Development, \$145,359
- VI. Section 8 Voucher Program, \$13,250
- VII. Houma Downtown Development, \$6,580
- VIII. Section 8, -0-
 - a. add Administrative Coordinator I, Grade 104

SECTION I

WHEREAS, the Animal Shelter received a donation from PetSmart for \$50,000, and

WHEREAS, the donation will be put into the other fees account.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2021 Adopted Operating Budget be amended for the Animal Control Department. (Attachment A)

SECTION II

WHEREAS, Administration is requesting funding of \$1,400,000 for the In-fill Housing,
and

WHEREAS, the additional In-fill Housing will help address the current housing shortage,
and

WHEREAS, the funding source is from the First Time Homebuyer account.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2021 Adopted Operating Budget be amended for the In-fill Housing. (Attachment B)

SECTION III

WHEREAS, Administration is requesting additional funding of \$52,000 for the Adaptive Park Bathroom, and

WHEREAS, the additional funding will be matched by Recreation District 2/3, and

WHEREAS, the funding source is from the Sales Tax Revenue fund balance.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2021 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended for the Adaptive Park Bathroom. (Attachment C)

SECTION IV

WHEREAS, the Emergency Operations Center received a grant from The Williams Companies for \$1,000, and

WHEREAS, the funds will be put into the operating supplies account.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2021 Adopted Operating Budget be amended for the Emergency Operations Center. (Attachment D)

SECTION V

WHEREAS, the Downtown Development Board has received State Revenue Sharing from Hotel/Motel Tax in the amount of \$145,359, for the 2021 year, and

WHEREAS, the Hotel/Motel Tax has been allocated by the Downtown Development Board for beautification and operations of the Folklife Cultural Museum and to help maintain the existing buildings, parks, and the Court Square in the Historic District, as well as advertising to market Houma's Historic District attractions.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government that the 2021 Adopted Budget be amended to adjust various Downtown Development Corporation Accounts. (Attachment E)

SECTION VI

WHEREAS, Administration is requesting to amend the Operating Budget for the Section 8 Voucher Program due to damages from Hurricane Ida in the amount of \$13,250, and

WHEREAS, the funding source is from the Section 8 Voucher Program fund balance.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2021 Adopted Operating Budget be amended for the Section 8 Voucher Program. (Attachment F)

SECTION VII

WHEREAS, the Houma Downtown Development received a donation from People's Drug Store for \$6,580 to replace Christmas decorations, and
/

WHEREAS, the donation will be put into the Holiday/Expense Parade account.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2021 Adopted Operating Budget be amended for the Houma Downtown Development. (Attachment G)

SECTION VIII

WHEREAS, Administration is requesting to amend the Budgeted Positions, adding a full time Administrative Coordinator I, Grade 104 for the Section 8 Voucher Program, and

WHEREAS, the additional position will be assisting with the additional Section 8 vouchers, because of Hurricane Ida, and

WHEREAS, no additional funding is required for this position.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2021 Budgeted Positions be amended to recognize the necessary change for the Section 8 Voucher Program. (Attachment H)

SECTION IX

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, hereby authorizes Gordon Dove, Parish President, to execute any and all documents for these amendments as approved by the legal department.

SECTION X

If any work, 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 XI

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

Prepared By: Finance Department
PC File: 2021-Various Items – R
Date Prepared: 11/3/2021 BA #21

ATTACHMENT A - Animal Shelter

	2021		
	Adopted	Change	Amended
Donations-Animal Shelter	(32,500)	(50,000)	(82,500)
Other Fees	64,971	50,000	114,971

ATTACHMENT B - American Rescue Plan

	2021		
	Adopted	Change	Amended
FT Homebuyer-Parkwood	(1,400,000)	(1,400,000)	(2,800,000)
In-Fill Housing Parkwood	1,780,000	1,400,000	3,180,000

ATTACHMENT C - General Fund

	2021		
	Adopted	Change	Amended
Adaptive Park Bathrooms	150,000	52,000	202,000
Transfer from Sales Tax Revenue Fund	(544,299)	(52,000)	(596,299)
Transfer to Capital Projects Control	544,299	52,000	596,299
Fund Balance (decrease)	n/a	(52,000)	n/a

ATTACHMENT D - General Fund

	2021		
	Adopted	Change	Amended
Miscellaneous - Other	(25,000)	(1,000)	(26,000)
Operating Supplies	27,000	1,000	28,000

ATTACHMENT E - Houma Downtown Development

	2021		
	Adopted	Change	Amended
DDC Park Lot	24,600	37,200	61,800
DDC/Folk Operating Supplies	14,619	51,971	66,590
DDC/Folk Special Events	43,114	56,188	99,302
State-Hotel/Motel Tax Share	(80,915)	(145,359)	(226,274)

ATTACHMENT F - Section 8 Voucher Program

	2021		
	Adopted	Change	Amended
Salaries-Inspectors	1,729	2,000	3,729
Fringes-Inspectors	952	1,500	2,452
Office Supplies	8,000	6,000	14,000
Software Purchases	23,919	250	24,169
Office Equipment Contract	100	150	250
Office Equipment Rental	1,200	200	1,400
Other Fees	3,000	3,000	6,000
Membership Dues	1,200	150	1,350
Fund Balance (decrease)	n/a	(13,250)	n/a

ATTACHMENT G - Houma Downtown Development

	2021		
	Adopted	Change	Amended
Holiday Expense/Parade	40,000	6,580	46,580
Holiday Income	30,000	(6,580)	23,420

ATTACHMENT H - Section 8 Voucher Program

	2021						
	Adopted	Change	Amended	Level	MIN	MID	MAX
Admin Coord I	2	1	3	104	23,603	29,504	35,404

Section I

Kayla Dupre

From: Valerie Robinson
Sent: Monday, October 25, 2021 5:34 PM
To: Kayla Dupre
Subject: FW: Adoption Partner Emergency Relief Donation for Terrebonne Parish
Attachments: Award_Letter.pdf

Kayla,

Please move these funds to 151-442-8349-01. Thanks!

Best,

Valerie Robinson
Animal Shelter Director
Terrebonne Parish Animal Shelter
(985) 873-6709
(985) 580-8150 fax
www.tpcg.org/animalshelter

\$ 50,000

Follow us on facebook

-----Original Message-----

From: petsmartcharities@smartsimple.com <petsmartcharities@smartsimple.com>
Sent: Monday, October 25, 2021 4:20 PM
To: Valerie Robinson <vrobinson@tpcg.org>
Subject: Adoption Partner Emergency Relief Donation for Terrebonne Parish

External Sender

This email is from a sender outside of Terrebonne Parish Consolidated Government's email system. DO NOT click on any links, open any attachments, or reply unless you trust the sender and know the content is safe. If you are unsure or have questions, please contact Information Technology for assistance.

Dear Valerie,

PetSmart Charities is pleased to provide a donation to Terrebonne Parish, in the amount of \$50,000.00.

Please note by accepting this contribution, you agree that Terrebonne Parish, is a tax-exempt qualified charitable organization in the United States as either an entity organized and operated under Section 501(c)(3) of the Internal Revenue Code, a governmental entity, or an Indian tribal government and that the contribution will only be used to further your charitable purpose.

If you have any questions about this donation please reach out to your Adoptions Grants Manager, Kelly Balthazor at KBalthazor@PetSmartcharities.org Heidi Fulcher at HFulcher@PetSmartCharities.org.

Thank you for your commitment to helping pets in need.

Sincerely,



Our Vision: A lifelong, loving home for every pet

October 25, 2021

Valerie Robinson, Director
Terrebonne Parish
P.O. Box 2768
Houma, LA 70361

Dear Valerie,

PetSmart Charities is committed to assisting our partners in times of need. With the recent declaration of a FEMA major disaster for the impact of Hurricane Ida for Terrebonne Parish, Louisiana in which your organization is located, we wanted to help.

PetSmart Charities is pleased to provide a donation to Terrebonne Parish Animal Shelter in the amount of \$0,000.00. This contribution is a part of the PetSmart Charities Emergency Relief program. This unrestricted donation is to help support your organization's mission in a time of natural disaster.

Please note by accepting this contribution, you agree that Terrebonne Parish is a tax-exempt qualified charitable organization in the United States as either an entity organized and operated under Section 501(c)(3) of the Internal Revenue Code, a governmental entity, or an Indian tribal government and that the contribution will only be used to further your charitable purpose.

Thank you for your commitment to helping pets in need.

Sincerely,

A handwritten signature in cursive script that reads "Aimee Gilbreath".

Aimee Gilbreath
President

Kelly BalthazorHeidi Fulcher
Adoption Grants Manager



Transaction Details List View | Last 7 Days

Terrebonne Parish Consolidated Governmentmen - TERRCON

Account Number0062276496

Account NameGeneral Fund

CurrencyUSD

Balances as of10/28/2021 06:48:22

Transactions As Of10/28/2021 06:48:29

TODAY'S BALANCES

Opening Ledger443,491.45

Opening Available438,389.98

Current Available476,247.70

TRANSACTION DETAILS

Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Transaction Detail
10/27/2021	ACH CREDIT RECEIVED	50,000.00	9456315		EDI PYMNTS PETSMA

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 151-000-6741-01

GENERAL FUND

NO DEPARTMENT NAME

DONATIONS-ANIMAL SHELTER

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	30,000	119,600.00-	0	89,600
CLOSED:				
2015	33,040	48,565.97-	N/A	15,526
2016	34,500	65,041.65-	N/A	30,542
2017	38,000	88,756.70-	N/A	50,757
2018	0	7,519.80-	N/A	7,520
2019	95,000	88,317.00-	N/A	6,683-
2020	28,000	28,350.47-	N/A	350

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 151-442-8349-01

GENERAL FUND

ANIMAL CONTROL

OTHER FEES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	62,471	12,800.58	11,380	38,290
CLOSED:				
2015	0	76.50	N/A	77-
2016	0	.00	N/A	0
2017	38,000	27,516.20	N/A	10,484
2018	50,484	43,840.00	N/A	6,644
2019	34,644	19,398.00	N/A	15,246
2020	45,933	18,461.65	N/A	27,471

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Kayla Dupre

From: Kandace Mauldin
Sent: Wednesday, November 3, 2021 11:13 AM
To: Kayla Dupre
Subject: Budget Amendment

We need to do the following budget amendments:

1. Need to move \$1,400,000 from 201-206-833⁵⁵5-02 (First Time Homebuyer) to 201-206-833⁵5-01 In-Fill Housing. This is to help us to address the housing shortage because of the Hurricane.
2. Need to add \$52,000 from 255 fund balance to the Adaptive Park Bathroom, Account 659-501-8913-31.

Thanks

Kandace M. Mauldin, CPA

Chief Financial Officer

Terrebonne Parish Consolidated Government

P. O. Box 2768

Houma, LA 70361

Office: 985-873-6459

FAX: 985-873-6457



FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 201-206-8355-02

AMERICAN RESCUE PLAN

AMERICAN RESCUE PLAN

FT HOMEBUYER - PARKWOOD

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	1,400,000	.00	0	1,400,000
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 201-206-8355-01

AMERICAN RESCUE PLAN

AMERICAN RESCUE PLAN

IN-FILL HOUSING PARKWOOD

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	1,780,000	.00	0	1,780,000
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 659-501-8913-31

CAPITAL PROJECTS CONTRL

PARKS & GROUNDS

ADAPTIVE PARK BATHROOMS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	150,000	.00	0	150,000
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	150,000	.00	N/A	150,000

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 659-000-7102-55

CAPITAL PROJECTS CONTRL

NO DEPARTMENT NAME

SALES TAX REVENUE FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	544,299	544,299.00-	0	0
CLOSED:				
2015	2,075,000	2,075,000.00-	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	862,158	862,158.00-	N/A	0
2019	42,878	42,878.00-	N/A	0
2020	50,000	50,000.00-	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

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CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL



The Williams Companies, Inc.
One Williams Center
Tulsa, OK 74103

Section 10

CHECK NUMBER: 6000002095

PAY DATE	SUPPLIER NO	SUPPLIER NAME	CHECK TOTAL
11-OCT-21	729166	TERREBONNE PARISH EMERGENCY OPERATIONS CENTER	1,000.00

Invoice Date	Purchase Order / Invoice Or Credit Memo / Invoice Description	Gross	Discount	Net
06-OCT-21	/ 06-OCT-21-729166 /	1,000.00	0.00	1,000.00
<i>Budget Amendment - 151-912-8225-01 6499-00</i> <i>grant for general operating support</i>				
		Page Totals	0.00	1,000.00

Supplier Support 1-866-778-2665; WilliamsAP@us.ibm.com

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT.

CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM



The Williams Companies, Inc..
One Williams Center
Tulsa, OK 74103

JPMorgan Chase Bank, N.A.
70-2322/719
Chicago, IL

CHECK NO: 6000002095

Check Date: 11-OCT-21

One Thousand Dollars And Zero Cents

CHECK AMOUNT

\$1,000.00

PAY TO THE ORDER OF TERREBONNE PARISH EMERGENCY OPERATIONS CENTER
101 GOVT ST
GRAY, LA 70359 United States

Peter A. Burgess

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 151-000-6499-00

GENERAL FUND

NO DEPARTMENT NAME

MISCELLANEOUS - OTHER

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	25,000	39,827.23-	0	14,827
CLOSED:				
2015	0	40,071.07-	N/A	40,071
2016	0	12,550.44-	N/A	12,550
2017	0	10,571.71-	N/A	10,572
2018	0	42,753.21-	N/A	42,753
2019	25,000	35,545.25-	N/A	10,545
2020	27,000	66,471.31-	N/A	39,471

ENTER = CONTINUE

CF04 = DSP DETAIL

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CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 151-912-8225-01

GENERAL FUND

EMERGENCY PREPAREDNESS

OPERATING SUPPLIES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	27,000	17,376.17	3,447	6,177
CLOSED:				
2015	46,134	19,514.58	N/A	26,619
2016	32,187	27,761.76	N/A	4,425
2017	83,751	66,204.13	N/A	17,547
2018	22,447	26,649.50	N/A	4,203-
2019	24,317	27,015.75	N/A	2,699-
2020	60,216	23,335.75	N/A	36,880

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Act 1 of 2020-2021 Budget Breakdown

		Adopted		
		BA	Budget	
151-652-8322-03	Parking Lot Rental	37,200	24,600	61,800
151-652-8225-01	DDC/Folk Operating Supplies	51,971	14,619	66,590
151-652-8325-03	DDC/Folk Special Events	56,188	43,114	99,302

\$ 145,359

Revenue

151-000-6352-01 STATE - HOTEL/MOTEL TAX SHARE ~~\$143,387.57~~ ^{145,359}

Waiting on Anne to tell me where to allocate since 6/25/21

1,971.72 Final
54,537.55 3rd Pmt
88,850.02 4th Pmt

Rec. 8/13/2021
Rec. 6/25/2021
Check was Rec. 11/25/2020 & depo error to 151-000-6353-00
Did not find out until 6/28/2021 fro

Section 7



Houma Downtown Development Corporation

317 Goode Street, Houma, LA 70360
phone 985-873-6408 apicou@tpcg.org

Date: November 1, 2021

To: Kandace Mauldin, Kayla Dupre and Rhonda Samanie

From: Anne Picou, Main St

Re: HDDC budget allocation for remaining funds Act 1 2020-2021

OK
AMP
11-1-21

The Houma Downtown Development Corporation (HDDC) has \$145,359.29 remaining from Act 1 of 2020-2021. The accounts that need to be addressed to keep our responsibilities active and moving projects forward in the historic district are:

- Operating Supplies: \$50,000 ¹⁴⁷¹⁵ → 151-652-8225-01
 - Special Events: \$56,187.57 → 151-652-8325-03
 - Parking lot/Michel Claudet \$1,200 x 12 = \$24,000 (September \$15,000) subtract four (4) months. Sept, October, November and December \$4,800
 - Michel claudet \$10,200 start January 2022. \$13,200 → 151-652-8322-03
 - Parking lot/Briar patch \$1,200 x 12 = \$24,000 January 2022 ✓
- Total comes to \$ 143,387.58

Note: Operating supplies handles invoices for responsibilities within the historic district. Special events include the Farmer's Market at marina and Tuesday market along with next year implementing local song writers and partnering with other nonprofits for events within the district. The leases for two (2) parking lots within the district are crucial for economic development within the district. Visitors need to park and feel safe when visiting downtown Houma. Having signage to identify public parking on each end of the district helps entice folks to visit the area.

Cc: Director of Planning & Zoning: Christopher Pulaski
HDDC President: Leo Ledet



Rhonda Samanie

From: Anne Picou
Sent: Tuesday, November 2, 2021 11:55 AM
To: Rhonda Samanie
Subject: RE: Act 1 2020 budget accounts for HDDC responsibilities within the district.

The remaining funds, I would place in operating expenses.
Thank you.

From: Rhonda Samanie
Sent: Tuesday, November 2, 2021 9:18 AM
To: Anne Picou
Subject: RE: Act 1 2020 budget accounts for HDDC responsibilities within the district.

Anne,

Just want to make sure I understand how you want the money distributed.

\$ 50,000.00 Operating Supplies
\$ 56,187.57 Special Events
\$ 13,200.00 Parking Lot Michel Claudet
\$ 24,000.00 Parking Lot Briar Patch
\$143,387.58 Total

Is this correct?

You had \$145,359.29 to allocate. You still have \$1,971.71 left. Where do you want to put?

Rhonda

From: Anne Picou <apicou@tpcg.org>
Sent: Monday, November 1, 2021 4:38 PM
To: Kandace Mauldin <kmauldin@tpcg.org>; Kayla Dupre <kdupre@tpcg.org>; Rhonda Samanie <rsamanie@tpcg.org>
Cc: Christopher Pulaski <cpulaski@tpcg.org>
Subject: Act 1 2020 budget accounts for HDDC responsibilities within the district.

Rhonda,
Please give me a call if I need to make any changes. I truly thank you for your help, time and patience with this budget.
Best regards,
Anne

Anne Picou
Main Street Manager
985-873-6408



TERREBONNE PARISH CONSOLIDATED GOVERNMENT
CUSTOMER SERVICE DIVISION
8026 Main Street (Lobby) - Houma, Louisiana 70360

OFFICIAL RECEIPT

CUSTOMER COPY

Phone (985) 873-6462

Receipt No. 0122698

Date 06/25/2021 01:13 PM

Name/Address

STATE OF LOUISIANA
DEPARTMENT OF THE TREASURY
BATON ROUGE, LA 70804

REFERENCE NUMBERS

U/B Account No.

A/R Invoice No.

License/Registration No.

Reference

SALES TAX DEDICATIONS / ACT 1 2020-2021

FEES AND PAYMENTS

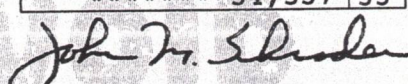
Description	G/L Account	Fees	Electronic Pmt.	Regular Pmt.
STATE - HOTEL/MOTEL TAX SHARE	151-000-6352-01	54,537.55		
CHECK #69480				54,537.55
Total		54,537.55	.00	54,537.55

FOR INTERNAL USE ONLY

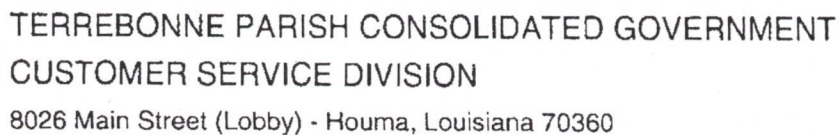
Received by RGROS
Amt. Rec'd. \$*****54,537.55

Notes
(OT) \$54,537.55 CK #69480

STATE OF LOUISIANA - DEPARTMENT OF TREASURY							
AGENCY PHONE # PROVIDED. CALL AGENCY WITH QUESTIONS. IF NO ANSWER, CALL OSRAP AT THE NUMBER SHOWN BELOW.							
AGY	AGENCY NAME	AGY PH NO	DOC NUMBER	REF. CD NO.	INVOICE NO.	COMMENT	AMOUNT
901	SALES TAX DEDICATIONS	(225)342-0052	21HTNE48/01		ACT1 4TH	HOUMA DDC	54,537.55
151-000-6352-01 Act 1-2020-2021							
RECEIVED							
JUN 25 2021							
TPCG FINANCE DEPT							
CHECK NO: 00004869480 CHECK CAT: 99 VENDOR: HOUMA DOWNTOWN DEVELOPMENT DATE: 06-18-21							TOTAL 54,537.55
STUB AND CHECK CLEARANCE INFO AT HTTP://WWW.DOA.LOUISIANA.GOV/FINDPAYMENTS							
CALL OSRAP AT (225) 342-1097 FOR ENROLLMENT IN THE ACH DIRECT PAYMENT OPTION.							

CHECK IS VOID IF GREEN COLORED BACKGROUND IS ABSENT		CHECK DATE
CHECK VOID 180 DAYS FROM DATE PAY TO THE ORDER OF HOUMA DOWNTOWN DEVELOPMENT CORP PO BOX 2768 HOUMA LA 70361 PAY EXACTLY THE SUM OF *****54,537 DOLLARS AND 55 CENTS OSRAP PAYABLE AT: JPMorgan Chase Bank, N.A. Baton Rouge, Louisiana		06-18-21 CHECK NO. 00004869480 AMOUNT *****54,537 55
STATE OF LOUISIANA DEPARTMENT OF THE TREASURY BATON ROUGE, LOUISIANA 70804		950000698 8-475/652  TREASURER, STATE OF LOUISIANA

⑈0004869480⑈ ⑆065204757⑆ 950000698⑈



ACCOUNTING COPY

Phone (985) 873-6462

Date 11/25/2020 12:39 PM

Name/Address	REFERENCE NUMBERS
STATE OF LOUISIANA-DEPARTMENT OF THE TREASURY HOUMA, LA	U/B Account No. A/R Invoice No. License/Registration No.
Reference	

FEES AND PAYMENTS			
Description	G/L Account	Fees	Electronic:Pmt. Regular:Pmt.
SEVERANCE TAXES	151-000-6353-00	88,850.02	
CHECK #45312			88,850.02
Total		88,850.02	88,850.02

FOR INTERNAL USE ONLY	
Received by NDUFRENE	<u>Notes</u>
Amt. Rec'd. \$*****88,850.02	(OT) \$88,850.02 CK #45312

CHECK VOID

180 DAYS FROM DATE

PAY TO THE ORDER OF
HOUMA DOWNTOWN DEVELOPMENT
CORP
PO BOX 2768

STATE OF LOUISIANA
DEPARTMENT OF THE TREASURY
BATON ROUGE, LOUISIANA 70804

85000098

3-473192

CHECK DATE
11-20-20

CHECK NO.

00004845312

HOUMA

LA 70361

PAY EXACTLY THE SUM OF

*****88,850 DOLLARS AND 02 CENTS

OSRAP

PAYABLE AT: JPMorgan Chase Bank, N.A.
Baton Rouge, Louisiana

AMOUNT

*****88,850 02

TREASURER, STATE OF LOUISIANA

⑈0004845312⑈ ⑈065204757⑈ 950000698⑈

113020 - 95610002051026 - >065503681<

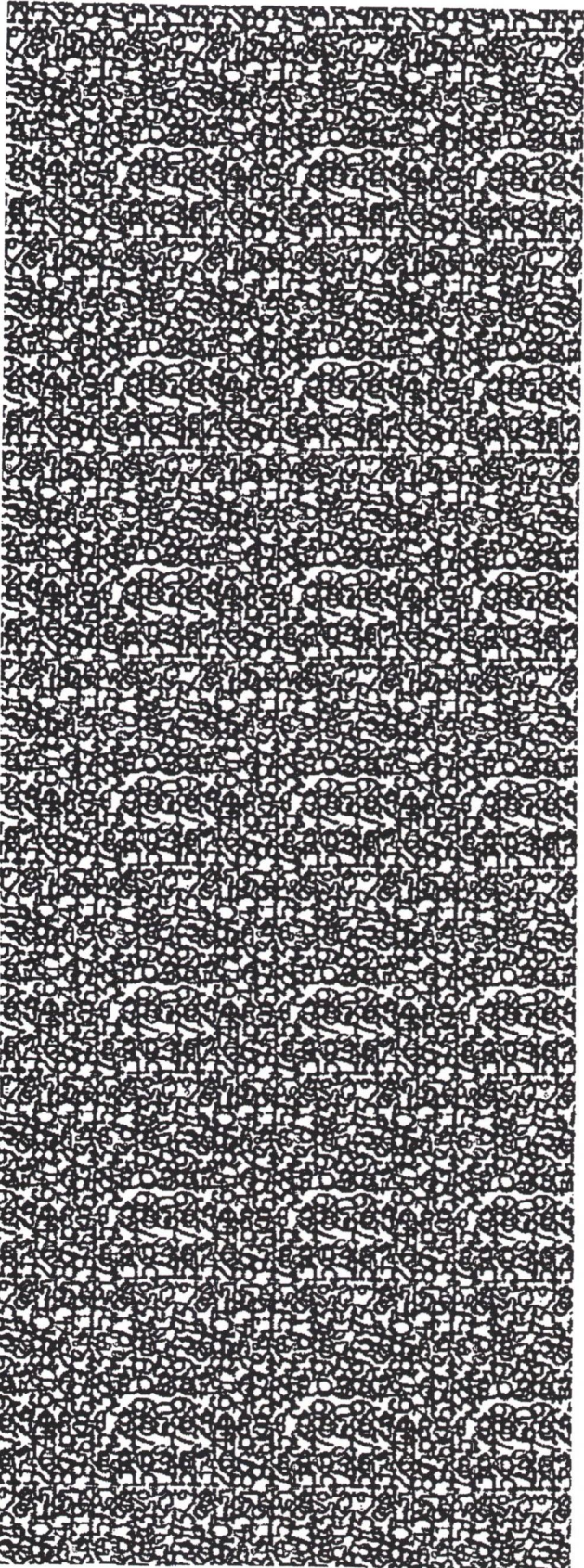
ENDORSE CHECK HERE



X
TERREBOUQUE PARISH CONS-GOVT
GENERAL FUND ACCT 62276496
HOUMA, LA 70361
PO BOX 2768
Terrebonne Parish Consolidated Government
DEPOSITORY BANK ENDORSEMENT

151-000-6353-00

88,850.02

CALL OSRAP AT (225) 342-1097 FOR ENROLLMENT IN THE ACH DIRECT PAYMENT OPTION.



JOURNAL ENTRY		DOCUMENT DATE		MMYY NO.	DOCUMENT NO.
		6/28/2021	62021	185	
151-000-6353-00 151-000-6352-01	DESCRIPTION 2020 HDDC Funds 2020 HDDC Funds Check deposited in wrong account- rec. 11/20/2020 For HDDC	DEBIT 88,850.02	CREDIT 88,850.02		
CODED: Rhonda 6/28/21		APPROVED: 		KEYPUNCHED: 	

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/04/21

ACCT: 151-652-8322-03

GENERAL FUND

ECONOMIC DEVEL. - OTHER

DDC PARKING LOT RENTAL

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	24,600	9,600.00	4,800	10,200
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	16,800	7,200.00	N/A	9,600

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 151-652-8225-01

GENERAL FUND

ECONOMIC DEVEL. - OTHER

DDC/FOLK OPERATING SUPPLIES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	14,619	16,521.69	3,953	5,856-
CLOSED:				
2015	32,845	27,429.30	N/A	5,416
2016	19,110	23,989.30	N/A	4,879-
2017	24,425	19,064.13	N/A	5,361
2018	80,707	51,301.68	N/A	29,405
2019	28,500	32,270.92	N/A	3,771-
2020	38,126	26,506.79	N/A	11,619

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 151-652-8325-03

GENERAL FUND

ECONOMIC DEVEL. - OTHER

DDC/FOLK SPECIAL EVENTS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	43,114	45,558.39	6,727	9,171-

CLOSED:

2015	80,863	84,006.73	N/A	3,144-
2016	95,100	85,203.75	N/A	9,896
2017	111,996	94,884.49	N/A	17,112
2018	92,402	86,448.23	N/A	5,954
2019	78,943	73,866.95	N/A	5,076
2020	55,076	41,961.63	N/A	13,114

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 151-000-6352-01

GENERAL FUND

NO DEPARTMENT NAME

STATE - HOTEL/MOTEL TAX SHARE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	80,915	226,275.07-	0	145,360
CLOSED:				
2015	675,000	675,000.00-	N/A	0
2016	278,719	282,081.00-	N/A	3,362
2017	300,000	300,000.00-	N/A	0
2018	229,474	269,432.39-	N/A	39,958
2019	186,916	186,916.88-	N/A	1
2020	256,159	316,607.34-	N/A	60,448

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section VI

Terrebonne Parish Consolidated Government
Section 8 Voucher Program
Budget Amendment
11/2/2021

		Current	Adjustment	Final
219-604-8111-20	Salaries - Inspectors	1,729	2,000	3,729
219-604-8111-29	Fringes - Inspectors	952	1,500	2,452
219-604-8211-01	Office Supplies	8,000	6,000	14,000
219-604-8211-03	Software Purchases	23,919	250	24,169
219-604-8323-01	Office Equipment Contract	100	150	250
219-604-8323-02	Office Equipment Rental	1,200	200	1,400
219-604-8349-01	Other Fees	3,000	3,000	6,000
219-604-8392-01	Membership Dues	1,200	150	1,350
219-000-5111-00	Fund Balance	-	(13,250)	-

BA
A line item is needed to cover the cost of purchasing new office supplies/furniture damaged during Hurricane Ida for the Section 8 Program. *as well as increase the salaries for the additional inspections performed by the inspectors.*

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/01/21

ACCT: 219-000-5111-00

SECTION 8 VOUCHER

NO DEPARTMENT NAME

FUND BALANCE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	0	423,958.29-	0	0
CLOSED:				
2015	0	134,427.03-	N/A	134,427
2016	0	164,062.54-	N/A	164,063
2017	0	210,557.90-	N/A	210,558
2018	0	271,777.09-	N/A	271,777
2019	0	189,593.25-	N/A	189,593
2020	0	255,445.13-	N/A	255,445

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Rayanna Smith

From: Kandace Owens
Sent: Friday, October 8, 2021 8:43 AM
To: Rayanna Smith
Subject: Fund Balance Transfer

Good Morning,

Please transfer \$5946.36 from the Section 8 fund balance to 219-604-8211-01 for the purchase of our filing cabinets. Please let me know if you need any other information.

Thanks!

Kandace Owens

Section 8 Administrator
Terrebonne Parish Consolidated Government
Housing & Human Services
E-mail: Kowens@tpcg.org
Office: 985-873-6594
Fax: 985-873-6434
809 Barrow Street
Houma, LA 70360



Saltwater Fishing Capital of the World

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 219-604-8111-20

SECTION 8 VOUCHER

VOUCHERS PROGRAM

SALARIES - INSPECTORS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	1,729	2,871.30	0	1,142-
CLOSED:				
2015	1,530	259.34	N/A	1,271
2016	0	16,778.93	N/A	16,779-
2017	4,271	14,663.85	N/A	10,393-
2018	13,156	2,745.17	N/A	10,411
2019	5,676	1,612.61	N/A	4,063
2020	5,296	3,328.71	N/A	1,967

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/04/21

ACCT: 219-604-8111-29

SECTION 8 VOUCHER

VOUCHERS PROGRAM

FRINGES - INSPECTORS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	952	1,752.08	0	800-
CLOSED:				
2015	207	118.76	N/A	88
2016	0	11,343.19	N/A	11,343-
2017	2,191	9,916.92	N/A	7,726-
2018	9,496	1,535.59	N/A	7,960
2019	3,976	840.51	N/A	3,135
2020	2,942	1,527.53	N/A	1,414

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 219-604-8211-01

SECTION 8 VOUCHER

VOUCHERS PROGRAM

OFFICE SUPPLIES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	8,000	11,480.45	159	3,639-
CLOSED:				
2015	7,200	7,033.36	N/A	167
2016	8,800	7,743.83	N/A	1,056
2017	8,640	6,962.67	N/A	1,677
2018	8,640	5,987.00	N/A	2,653
2019	8,681	7,529.34	N/A	1,152
2020	8,681	8,275.42	N/A	406

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 219-604-8211-03

SECTION 8 VOUCHER

VOUCHERS PROGRAM

SOFTWARE PURCHASES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	23,919	24,157.72	0	239-
CLOSED:				
2015	5,790	9,489.00	N/A	3,699-
2016	10,000	9,044.20	N/A	956
2017	15,901	13,431.00	N/A	2,470
2018	11,700	11,068.35	N/A	632
2019	12,000	12,789.43	N/A	789-
2020	13,000	20,895.00	N/A	7,895-

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/03/21

ACCT: 219-604-8323-01

SECTION 8 VOUCHER

VOUCHERS PROGRAM

OFFICE EQUIPMENT CONTRACT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	100	188.63	0	89-
CLOSED:				
2015	225	526.83	N/A	302-
2016	775	94.08	N/A	681
2017	95	133.01	N/A	38-
2018	95	86.24	N/A	9
2019	94	94.08	N/A	0
2020	94	15.68	N/A	78

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 219-604-8323-02

SECTION 8 VOUCHER

VOUCHERS PROGRAM

OFFICE EQUIPMENT RENTAL

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	1,200	1,142.30	0	58
CLOSED:				
2015	1,797	1,946.17	N/A	149-
2016	1,797	789.76	N/A	1,007
2017	850	1,372.70	N/A	523-
2018	850	1,217.85	N/A	368-
2019	1,065	1,139.89	N/A	75-
2020	1,100	970.61	N/A	129

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 219-604-8349-01

SECTION 8 VOUCHER

VOUCHERS PROGRAM

OTHER FEES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	3,000	4,064.66	123	1,188-
CLOSED:				
2015	2,300	9,282.74	N/A	6,983-
2016	2,300	2,337.14	N/A	37-
2017	2,300	2,385.35	N/A	85-
2018	2,300	2,355.50	N/A	56-
2019	2,811	2,795.15	N/A	16
2020	2,361	2,646.02	N/A	285-

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

ACCT: 219-604-8392-01

SECTION 8 VOUCHER

VOUCHERS PROGRAM

MEMBERSHIP DUES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	1,200	1,150.00	180	130-
CLOSED:				
2015	630	810.00	N/A	180-
2016	800	810.00	N/A	10-
2017	810	810.00	N/A	0
2018	810	810.00	N/A	0
2019	1,314	1,314.00	N/A	0
2020	1,200	1,314.00	N/A	114-

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section VII

HDDC Donations

**Adopted
Budget**

Donation Amt

151-651-8361-02

Holiday Expense/Parade

\$ 6,580 \$ 40,000 \$ 46,580

\$ 6,580 \$ 40,000 \$ 46,580

Revenue

151-000-6478-00

Holiday Income

\$ 6,580

Rec. from Anne-11/2/2021
People's Drug Store to help replace X-Mas
Decorations after storm

Rhonda Samanie

From: Anne Picou
Sent: Monday, November 1, 2021 5:33 PM
To: Kandace Mauldin; Kayla Dupre; Rhonda Samanie
Cc: Christopher Pulaski
Subject: FW: Float rental
Attachments: Resolution (2021 float rental).docx; exec sum (2021 float rental).docx; funding for 2021 floats and expenses.docx

Good day to all,

The HDDC will contribute to the 2021 Christmas fund by moving \$4,000. A check in the amount of \$6,580.00 from People's Drug Store will be added to this year's Christmas expense fund. The third attachment is a letter for the breakdown of float rentals, and reoccurring expenses each year without adding for unforeseen expenses. If we need to start a campaign for the annual Christmas parade, then we will need a break down of all expenses and a letter can be mailed out to all businesses within the parish for consideration to sponsor the annual Christmas parade. We can discuss further for next year.

Thank you kindly for everyone's help.

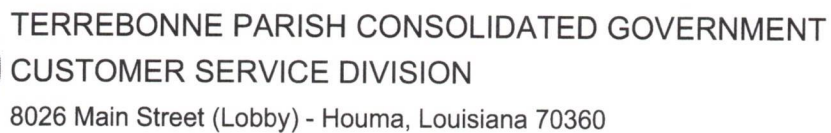
Best regards,

Anne

From: Sharon Ellis
Sent: Monday, November 1, 2021 3:33 PM
To: Anne Picou
Subject: Float rental

We will be uploading the Resolution/Executive Summary for Council to approve the 2021 float rental. Attached FYI. Let me know if you have any questions or need to add any information to the Resolution and/or Executive Summary.

Sharon M. Ellis
Sr. Procurement Specialist
Terrebonne Parish Consolidated Government
Purchasing Division
301 Plant Road
Houma LA 70363
985 746 6705
985 873 6766 (fax)



ACCOUNTING COPY

Phone (985) 873-6462

Date 11/03/2021 01:32 PM

Name/Address PEOPLES DRUG STORE INC HOUMA, LA	REFERENCE NUMBERS	
	U/B Account No.	
	A/R Invoice No.	
	License/Registration No.	
Reference		

FEES AND PAYMENTS				
Description	G/L Account	Fees	Electronic Pmt.	Regular Pmt.
HOLIDAY INCOME	151-000-6478-00	6,580.00		
<hr/>				
CHECK #16936				6,580.00
Total		6,580.00	.00	6,580.00

FOR INTERNAL USE ONLY	
Received by NDUFRENE Amt. Rec'd. \$*****6,580.00	Notes (OT) \$6,580.00 CK #16936

PEOPLES DRUG STORE INC.
7869 MAIN STREET (985) 873-8526
HOUMA, LA 70360

Regions Bank
84-362/654

116936

7/15/2021

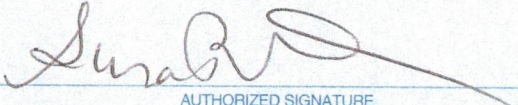
PAY TO THE
ORDER OF TPCG

\$ **6,580.00

Six Thousand Five Hundred Eighty and 00/100 ***** DOLLARS

TPCG
p o box 6097
Houma, LA 70361

MEMO


AUTHORIZED SIGNATURE

⑈116936⑈ ⑆065403626⑆ 45 1017 2588⑈

~~Purchase Christmas Decorations~~

Christmas Expense
Account.



FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/04/21

ACCT: 151-651-8361-02

GENERAL FUND

PUBLICITY

HOLIDAY EXPENSE/PARADE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	40,000	24,774.50	15,225	1
CLOSED:				
2015	47,500	39,969.64	N/A	7,530
2016	55,000	66,924.16	N/A	11,924-
2017	52,000	50,661.70	N/A	1,338
2018	61,335	65,799.31	N/A	4,464-
2019	54,450	67,387.65	N/A	12,938-
2020	40,000	39,423.75	N/A	576

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
SEPTEMBER 30, 2021 - MONTH LAST CLOSED

11/04/21

ACCT: 151-000-6478-00

GENERAL FUND

NO DEPARTMENT NAME

HOLIDAY INCOME

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	30,000	37,400.00-	0	7,400
CLOSED:				
2015	18,000	18,825.00-	N/A	825
2016	79,500	83,350.00-	N/A	3,850
2017	40,000	47,087.89-	N/A	7,088
2018	49,335	52,780.00-	N/A	3,445
2019	42,450	45,325.00-	N/A	2,875
2020	40,000	30,000.00-	N/A	10,000-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section VIII

Kayla Dupre

From: Kandace Mauldin
Sent: Friday, October 22, 2021 7:32 PM
To: Kayla Dupre
Subject: Fwd: Additional Position in Section 8
Attachments: image001.jpg

Please add to the next round of budget amendments.

Sent from my iPhone

Begin forwarded message:

From: Kelli Cunningham <kcunningham@tpcg.org>
Date: October 22, 2021 at 10:47:59 AM CDT
To: Kandace Mauldin <kmauldin@tpcg.org>
Cc: Mike Toups <mctoups@tpcg.org>
Subject: Additional Position in Section 8

Kandace,

We have been tasked by HUD with helping navigate 200 Senator Circle vouchers and we will be gaining approximately 300 Tenant Protection Vouchers for the Bayou Towers residents. Because of this heavy caseload, I need to add an Administrative Coordinator 1 to my Section 8 Division.

Please let me know what you need from me to get this accomplished.

Thank you

Kelli Cunningham, Director
Department of Housing & Human Services
Terrebonne Parish Consolidated Government



4800 Hwy 311, Houma, LA 70360
985-219-2903

219-604



Wednesday, December 1, 2021

Item Title:

An Ordinance to amend Section 21-30(a) and Section 21-31 of Chapter 21, Article II, of the Parish Code to include Houma Heights Park

Item Summary:

An ordinance to amend Section 21-30(a) and Section 21-31 of Chapter 21, Article II of the Parish Code of Ordinances to include Houma Heights Parks among the list of Parish parks.

1. Consider adoption of the ordinance.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	11/1/2021	Executive Summary
Cover Memo	11/1/2021	Cover Memo
Resolution	11/1/2021	Resolution
Proposed Ordinance	11/1/2021	Ordinance
Exhibit A - Amendments	11/1/2021	Exhibit



EXECUTIVE SUMMARY
(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Resolution introducing an Ordinance to amend Section 21-30(a) and Section 21-31 of Chapter 21, Article II, of the Parish Code to include Houma Heights Park and calling for a public hearing on Wednesday December 1, 2021 at 6:30 pm.

PROJECT SUMMARY (200 WORDS OR LESS)
A Resolution giving Notice of Intent to adopt an Ordinance to amend Section 21-30(a) and Section 21-31 of Chapter 21, Recreation and Parks, Article II, Parish Generally, of the Parish Code to include Houma Heights Park among the list of parks.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
Houma Heights Park (Twin Span Park) is a redevelopment of the space under the Twin Spans on the east side of the ICWW on both the north and south banks. This will include a walking track and other amenities. By adding the re-envisioned park to the list, it will establish the parks hours (essentially dusk until dawn) and list it amongst the drug free zones thus giving our law enforcement personnel the ability to fine and remove those who violate these ordinances.

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

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

Chris Pulaski
Christopher Pulaski, PLA
Planning & Zoning Director

11/1/21
Date



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



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

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

MEMORANDUM

To: Hon. Gordon E. Dove
Parish President

From: Chris Pulaski
Director, Planning & Zoning Department

Date: November 1, 2021

Re: Resolution to Introduce Ordinance to amend Sec 21-30(a) and Sec 21-31 to include Houma Heights Park among list of parks

This proposed inclusion of Houma Heights Park will allow for this park to be included as a park to establish hours of operation and list it as a drug free zone so that HPD may enforce these ordinances.

Please feel free to contact me at (985) 873-6569 or at cpulaski@tpcg.org with any questions concerning this matter.

OFFERED BY:
SECONDED BY:

RESOLUTION NO.

A Resolution giving Notice of Intent to adopt an ordinance to amend Section 21-30(a) and Section 21-31 of Chapter 21, Recreation and Parks, Article II, Parish Generally, of the Parish Code to include Houma Heights Park in order to establish hours of operation and list it as a drug free zone for the use and enjoyment of the citizens of Terrebonne Parish.

THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council (Community Development and Planning Committee), on behalf of the Terrebonne Parish Consolidated Government, that notice of intent is given for adopting an ordinance to amend Section 21-30(a) and Section 21-31 of Chapter 21, Recreation and Parks, Article II, Parish Generally, of the Parish Code to include Houma Heights Park in order to establish hours of operation and list it as a drug free zone.

BE IT FURTHER RESOLVED that a public hearing on said ordinance be called for Wednesday, December 1, 2021 at 6:30 p.m.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

NOT VOTING:

ABSENT:

The Chairman declared the resolution adopted on this, the _____ day of _____, 2021.

* * * * *

I, SUZETTE THOMAS, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Community Development and Planning Committee on _____, 2021 and subsequently ratified by the Assembled Council in Regular Session on _____, 2021 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS _____ DAY OF _____, 2021.

SUZETTE THOMAS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL

OFFERED BY:
SECONDED BY:

ORDINANCE NO.

AN ORDINANCE TO AMEND SECTION 21-30(A) AND SECTION 21-31 OF CHAPTER 21, RECREATION AND PARKS, ARTICLE II PARISH GENERALLY, OF THE TERREBONNE PARISH CODE.

WHEREAS, Sec. 1-06 of the Home Rule Charter for the Parish of Terrebonne provides that parish government shall have the right, power and authority to pass all ordinances requisite or necessary to promote, protect and preserve the general welfare, safety, health, peace and good order of the parish, including, but not by way of limitation, the right, power and authority to pass ordinances on all subject matter necessary, requisite or proper for the management of parish affairs, and all other subject matter without exception, subject only to the limitation that the same shall not be inconsistent with the constitution or expressly denied by general law applicable to the parish; and

WHEREAS, the Terrebonne Parish Council and Terrebonne Parish Administration wishes to include Houma Heights Park under Section 21-30(a) and Section 21-31 in order to establish hours of operation and list the park as a drug free zone for the use and enjoyment of the citizens of Terrebonne Parish; and

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

SECTION I

Chapter 21, Article II, Section 21-30(a) and Section 21-31 of the Terrebonne Parish Code be amended as per the attached Exhibit A.

SECTION II

If any word, clause, phrase, section or other portion of this ordinance shall be declared null, void, invalid, illegal or unconstitutional, the remaining words, clauses, phrases, sections 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 III

This ordinance shall become effective upon approval by the Parish President.

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:

ABSTAINING:

NOT VOTING:

ABSENT:

The Chairman declared the ordinance adopted on this, the _____ day of _____ 2021.

DARRIN GUIDRY, CHAIRMAN
TERREBONNE PARISH COUNCIL

SUZETTE THOMAS
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, SUZETTE THOMAS, 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 _____, 2021, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS ____ DAY OF _____, 2021.

SUZETTE THOMAS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL

Exhibit A – Amendments to Sec. 21-30(a) and 21-31

Sec. 21-30. - Same—In parks, playgrounds.

(a) The use, possession or presence of alcoholic beverages shall be prohibited in the confines of the parks/playgrounds listed below:

Dumas Park

Southside Park

Hormann Park

Lee Avenue Park

Ernest C. Moss Memorial Park

Charlton P. Rozands Park

Barrios Park

June Drive Park

Mulberry Park

Summerfield Park

Southdown West Park

Harmon Park

Authement Street Park

Morning Star Baptist Church located at [108](#) Livas Lane

Houma Heights Park

Sec. 21-31. - Drug-free zones.

In accordance with the provisions of Act 171 of the 1989 Legislature (R.S. 17:402 et seq.), the maps attached to the ordinances from which this section is derived and incorporated herein by reference are hereby established as the boundaries of the following parks and recreation areas, which are hereby established as drug-free zones of Terrebonne Parish:

Bourg Recreation Complex

Dumas Auditorium and Recreation Complex

Charlton P. Rozands Park

Lee Avenue Park

VFW Park between Barrow and Roussel

Ernest C. Moss Memorial Park

Houma Highrise Complex

Crozier Subdivision Park

Gibson Recreation Complex

Donner Recreation Complex

Recreation District No. 9 Complex area

Village East Park

Friendswood School and Park

Dulac Community Center

Bayou Dularge Recreation Center

Grand Caillou Swimming Pool and Playground

East Houma Recreation Complex (located on the air base)

Mahler Street Park

Legion Avenue Park

Harmon Park

Williams Avenue Recreation Complex

Legion Park Area

Schriever Recreation Center

Andrew Price Recreation Center

Gray Recreation Park Site

Oakshire Recreation Park/Gym

Authement Street Park

St. Gregory Catholic School (District 4)

Mount Olive Baptist Church in Gray

Mount Vernon United Methodist Church in Gray

Eaglewright Baptist Church along Highway 316

First Baptist Church along Highway 24 South

First Baptist Church along Main Street

New St. Matthews Baptist Church along Smith Lane

New Rising Sun Baptist Church along St. Charles

New Salem Baptist Church along Lafayette Street

Beautiful Zion Baptist Church along Railroad Street

Wesley United Methodist Church along Canal Street

Pleasant View Baptist Church along Naquin Street

House of the Lord along Hobson Street

An unknown named church along Antoine Street

Sunlight Baptist Church along Bull Run Road

St. Lawrence Catholic Church along Bull Run Road

Triumph Baptist Church along Highway 182

St. James Baptist Church along South Bayou Black Drive

St. Patrick Catholic Church along Carrol Street

Mount Pilgrim Baptist Church along Parish Road 15

Beulah Baptist Church along Parish Road 15

Smithridge Gym/Ball Park(located in the Smithridge Community of Chauvin)

Morning Star Baptist Church located at [108](#) Livas Lane

Merry Oaks Preschool (Ord. No. 8275)

Houma Heights Park

(Ord. No. 4733, § I, 11-6-91; Ord. No. 4734, § I, 11-20-91; Ord. No. 4754, § I, 1-8-92; Ord. No. 4783, § I, 2-26-92; Ord. No. 4815, § I, 4-8-92; Ord. No. 4822, § I, 4-22-92; Ord. No. 4855, § I, 6-10-92; Ord. No. 4940, § I, 10-14-92; Ord. No. 5200, § I, 2-23-94; Ord. No. 5227, § I, 4-27-94; Ord. No. 5239, § I, 5-11-94; Ord. No. 5250, § I, 5-25-94; Ord. No. 5765, § I, 4-9-97; Ord. No. 5775, § I, 5-14-97; Ord. No. 5910, § I, 5-27-98; Ord. No. 5930, § I, 7-8-98; Ord. No. 5966, § I, 9-23-98; Ord. No. 6265, § I, 6-28-00; Ord. No. 6278, § I, 7-26-00; Ord. No. 6742, § I, 3-26-03; Ord. No. 8275, § I, 3-27-13)

Cross reference— Drug-free zones, § 13-3.

Category Number: 3.
Item Number: A.



Wednesday, December 1, 2021

Item Title:

Public Services Committee

Item Summary:

Public Services Committee, 11/29/2021*



Wednesday, December 1, 2021

Item Title:

Budget and Finance Committee

Item Summary:

Budget and Finance Committee, 11/29/21*

***(Ratification of minutes calls Public Hearings on 12/15/2021 at 6:30 p.m.)**



Wednesday, December 1, 2021

Item Title:

Houma Area Convention and Visitors Bureau

Item Summary:

HOUMA AREA CONVENTION AND VISITORS BUREAU (HACVB): Two expiring terms on 12-31-21 (Both representing Civic Non-Profit Organization(s)). Ms. Julie Falgout expresses her interest in being reappointed. Mr. William Bisland submits resume and application for consideration.

ATTACHMENTS:

Description	Upload Date	Type
Term Expiration Notice	11/19/2021	Cover Memo
Notice to the Public	11/19/2021	Cover Memo
Application - Julie J. Falgout	11/19/2021	Cover Memo
Letter of Support - Julie J. Falgout	11/22/2021	Cover Memo
Resume - William B. Bisland, Sr.	11/19/2021	Cover Memo
Letter of Support - William B. Bisland, Sr.	11/19/2021	Cover Memo
Application - William B. Bisland, Sr.	11/19/2021	Cover Memo

DARRIN W. GUIDRY, SR., CHAIRMAN

DANIEL BABIN, VICE-CHAIRMAN

DISTRICT 1
JOHN NAVY
DISTRICT 3
GERALD MICHEL
DISTRICT 5
JESSICA DOMANGUE
DISTRICT 7
DANIEL BABIN
DISTRICT 9
STEVE TROSCLAIR



DISTRICT 2
CARL A. HARDING
DISTRICT 4
JOHN P. AMEDÉE
DISTRICT 6
DARRIN W. GUIDRY, SR.
DISTRICT 8
DIRK J. GUIDRY
COUNCIL CLERK
SUZETTE THOMAS

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

September 21, 2021

MEMO TO: Suzette Thomas
Council Clerk

FROM: Tammy Triggs *tet*
Assistant Council Clerk

RE: Term Expirations

This is to advise that the following persons' terms on their respective boards/committees/commissions will expire during the month of October 2021.

Airport Commission	Jeff Teuton	10-14-21*
Recreation District No. 7	Dean Robichaux	10-24-21*
Coastal Zone Management	Barry J. Soudelier (Rec. Fishing)	10-31-21
	Matthew Benoit (Property Owner)	10-31-21
	Ernest J. Babin, Jr. (Public)	10-31-21
	Robert M. Champagne, Jr. (Public)	10-31-21
→ HACVB	Andréé Buquet Casey (Mil. Museum)	12-31-21
	Mary Lynn Bisland (Civ. Non-Profit)	12-31-21
	Julie Falgout (Civ. Non-Profit)	12-31-21

By copy of this memo, individuals are being requested to email *Council Clerk Suzette Thomas* at suthomas@tpcg.org or *Assistant Council Clerk Tammy Triggs* at ttriggs@tpcg.org to express their wishes with regards to (re)appointment to said positions *prior to the term expiration date*. If you have any question, please feel free contact our office at (985) 873-6519.

/tet
cc: Council Agenda File
Organizations/Individuals

“NOTICE TO THE PUBLIC”

The Terrebonne Parish Council is seeking individuals to serve on various boards, committees, and commissions designed to maintain and improve the quality of life in our community. The agencies in need of members are governmental or quasi-governmental organizations that require people who are familiar with each agency and are willing to give of their time and talents. The Parish Council will consider at its **NOVEMBER 17, 2021, Regular Session** meeting the following vacancies and appointments:

RECREATION DISTRICT NO. 2-3: One unexpired term due to a resignation

RECREATION DISTRICT NO. 3A: One expired term and one unexpired term due to a resignation.

RECREATION DISTRICT NO. 6: One expired term.

RECREATION DISTRICT NO. 7: One expiring term on 10-24-21.

RECREATION DISTRICT NO. 10: One expiring term on 12-13-21.

BAYOU BLUE FIRE PROTECTION DISTRICT: One expired term.

COTEAU FIRE PROTECTION DISTRICT BOARD: One unexpired term due to a resignation.

VILLAGE EAST FIRE PROTECTION DISTRICT BOARD: One expired term.

FIRE PROTECTION DISTRICT NO. 10: One expiring term.

CHILDREN AND YOUTH SERVICES BOARD: One (1) expiring term on 11-10-21 (Representing City Court and six (6) expired terms. (One representing each of the following: Office of Juvenile Justice, Gulf Coast Teaching and Family Services, DHH Office of Behavioral Health, Options for Independence, Houma Police Department, and a Faith-Based Organization representative).

VETERANS' MEMORIAL DISTRICT: One unexpired term due to a resignation and one (1) term expiring on 09-17-21 (Representing the Vietnam Veterans of America).

TEDA: Two expiring terms on 09-09-21. (One representing each of the following: Terrebonne Parish Council and the Houma Terrebonne Chamber of Commerce)

TERREBONNE PARISH TREE BOARD: One vacancy due to a resignation.

COASTAL ZONE MANAGEMENT AND RESTORATION: Three (3) expiring terms on 10-31-21. (One representing the Public, one representing Recreational Fishing and one representing Property Owner(s)).

→ **HOUMA AREA CONVENTION AND VISITORS BUREAU (HACVB):** Two expiring terms on 12-31-21. (Both representing Civic Non- Profit Organization(s).

PLANNING COMMISSION: One (1) expiring term on 11-01-21.

MUNICIPAL CIVIL SERVICE BOARD: Two (2) expiring terms on 11-29-21.

HOSPITAL SERVICE DISTRICT NO. 1 BOARD: One vacancy due to a resignation.

Interested individuals wishing to be appointed to a Recreation Board must be a resident of the Recreation District and be willing to attend regularly scheduled meetings to discuss and take action on matters pertaining to recreational facilities and activities therein.

Anyone nominating an individual or interested in serving on these boards should contact the Council Clerk's Office (985-873-6519) or council@tpcg.org. Applicants should download and complete the application on the Parish's webpage at <http://www.tpcg.org> under the Boards, Committees, and Commissions tab. The completed application should be returned to the Council Clerk's Office no later than 4:00 p.m. on the **Monday, November 15, 2021**. A brief résumé and/or letter of interest in serving should also be submitted.

**TAMMY TRIGGS, ASSISTANT COUNCIL CLERK
TERREBONNE PARISH COUNCIL**

* * * * *



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: November 8, 2021

I, Julis J Falgout, of full majority age, whose primary
(Applicant's Name)
residence and permanent mailing address is 10278 E Park Ave.,
(Address)
Houma, La 70363, Telephone number is (985) 856-2477,
(City, State, and Zip Code)
and E-mail is jfalgo@lsu.edu, wish to qualify for appointment
as a member of the Houma Area Convention and Visitors Center in Terrebonne Parish,
(Board/Committee/Commission)

State of Louisiana, and states to be correct and true the following:

- A. Applicant has maintained his/her primary residence in Terrebonne Parish at
10278 E Park Ave., Houma, La 70363 for 12 consecutive years.
(Primary residential address, City, State, Zip Code) (No. of yrs.)

Applicant affirms he/she is a registered voter of Terrebonne Parish and resides in Council
District No. 9.

- B. If applying for membership as a member of a Fire Protection District Board, applicant
affirms that he/she is a resident property owner/taxpayer of _____
(Fire District)
and Council District No. _____.

- C. If applying for membership as a member of a Recreation District Board, applicant affirms
that he/she is a resident of the _____ Yes _____ No _____
(Recreation District)
and Council District No. _____.

- D. Applicant affirms that he/she has not been convicted of a felony Yes ☒ No _____.

To the best of his/her knowledge, applicant affirms that he/she will not receive any personal
economic benefit¹ by serving as a member of Houma Area Convention and Visitors Center.
(Board/Committee/Commission)

- E. To the best of his/her knowledge, no member of the applicant's immediate² family will
receive any personal economic benefit¹ from his/her service on
Houma Area Convention and Visitors Center.
(Board/Committee/Commission)

- F. Applicant is aware of the Houma Area Convention and Visitors Center board criteria and
attendance requirements. (Board/Committee/Commission)
Yes ☒ or No _____.

RECEIVED
NOV 19 2021
12:32 pm
TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with Louisiana Sea Grant at LSU
(Name of Employer)

will not result in any economic gains for business purposes nor does said employment conflict with dual office holding provisions.

H. Are you employed by any Federal, State, or Local Government? Yes ☒ or No. ☐

State job duties and responsibilities:

Seafood Industry Liaison, education and outreach programs for Louisiana's commercial fishing and seafood industry.

www.laseagrant.org

I. Are you appointed to any Federal, State, or Local Board/Commission/Committee?

Yes ☒ or No. ☐

If yes, explain:

Houma Area Convention and Visitors Center

J. Are you elected to any Federal, State, or Local Office? Yes ☐ or No. ☒

If yes, explain:

K. Are you a Judge, employee, or agent of any Court System? Yes ☐ or No. ☒

State job duties and responsibilities:

L. Are you a Sheriff, Deputy Sheriff, Assessor or employed by the Assessor, Clerk of Court or employed by the Clerk of Court Office? Yes ☐ or No ☒

State job duties and responsibilities:

M. Are you currently under and have taken the Oath of Office and/or posted a bond?

Yes ☐ or No ☒

If yes, explain:

N. Have you served as an Elected Official or Parish Agency Head within the last two years?

Yes ☐ or No ☒

If yes, explain:

O. Have you served as a member of a Board/Commission/Committee within the last two years?

Yes ☒ or No ☐

If yes, explain: Houma Area Convention and Visitors Center


Applicant must complete and return this application along with a copy of their resume to:

MS. SUZETTE THOMAS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL
POST OFFICE BOX 2768, HOUMA, LA 70361
E-MAIL: council@tpcg.org or FAX: (985) 873-6521

Applications should be submitted by 9:00 a.m. the Friday prior to the Regular Council Session.

Applicants should contact the Council Clerk's office to see when the Regular Council Session will be held.

***NOTE: Providing false information on this application is grounds for immediate removal from any board or commission.**


Signature of the applicant

1. "Personal Economic Benefit" for purposes of this application, shall mean that no applicant or his/her immediate family will receive any economic benefit from the applicant's service on said Board, Committee, or Commission. The applicant's actions/transactions while serving on the Board/Committee/Commission may not result in profits for him/herself or his/her immediate family. A per diem received by the applicant for his/her service on any board or commission does not constitute personal economic benefit within the meaning of Provision E.

2. "Immediate Family" for purposes of this application means his/her children, the spouses of his/her children, brothers, sisters, parents, spouse, and the parents of his/her spouse.

3. If any applicant is not aware of the meeting requirements of the particular Board/Commission/Committee to which he/she is applying for membership, he/she should determine this information by contacting the respective Board or by contacting the Terrebonne Parish Council Office.

Revision Date: _____



LOUISIANA SHRIMP ASSOCIATION

P.O. Box 1088 Grand Isle, La. 70358

504-382-9341

November 20, 2021

To: Ms. Suzette Thomas

I am sending our recommendation asking that you keep Julie J. Falgout as a Board Member on the Houma Area Convention & Visitors Bureau.

Mrs. Falgout has always been a vital part of our state with her knowledge and understanding of our commercial fishing and seafood Industry. She knows the importance of the industry to our way of life and tourism.

Louisiana Shrimp Association (LSA), which represents seafood harvesters and seafood related businesses in the state, has worked with Mrs. Falgout for many years on numerous projects benefiting the commercial seafood industry. These projects also benefit our state economy and tourism. She is kind and courteous and very knowledgeable in her employment field and in our state affairs. I feel confident expressing our full support for her.

LSA's Board of Directors consists of members throughout the state of Louisiana. LSA's Terrebonne Parish Board Member, Angela Portier has also expressed to us her recommendation to have Mrs. Falgout added to the Houma Area Convention & Visitors Bureau Board of Directors position.

We highly recommend her for this board position and believe she would be a great addition to your board.

Sincerely,

Aey J. Cooper, Jr.
President

RESUME

William B. Bisland, Sr. (Nickname "Brunnie").

Born - November 11, 1947, in Houma, LA. Lifelong resident of Houma.

Residence – 216 Rue Christe, Houma, LA. 70360-5973; since 2013.

Marital Status – Married to the former Mary Lynn C. Theriot, since 1971.

Education – 1965 graduate, Terrebonne High School.

1969 graduate, L.S.U. (Baton Rouge), bachelor's degree (zoology and chemistry).

1975 graduate, Nicholls State University, master's degree (educational administration and supervision).

Work – 1969 – 1975, classroom teacher, Oaklawn Junior High School.

1975 – 1996, banking business, Community Homestead Association / Teche Federal Savings Bank

1997 – 2005, self-employed, Owner / Operator of Master's Touch (massage therapy clinic).

2006 – 2016, self-employed, Owner / Operator of Cartridge World (printer cartridge re-manufacturer).

2017 – 2019, office manager of Dipnotiq Protective Solutions (ceramic coatings for autos and boats).

2019 – present, self-employed, independent, venture capitalist (invest in early-stage start-up businesses).

Community Involvement – 1970's and 1980's, member of Board of Directors of The Houma-Terrebonne Chamber of Commerce; and The United Way For South Louisiana.

1977 – present, member of The Rotary Club of Houma.

Faith – Member of Living Word Church (non-denominational, Christian) since 1992.

Activities – Health, fitness, and nutrition; reading; politics.



Rotary Club of Houma

P.O. Box 811
Houma, LA 70361

November 3, 2021

Ms. Suzette Thomas, Council Clerk
Terrebonne Parish Council
P.O. Box 2768
Houma, La. 70361

Ms. Thomas,

The Rotary Club of Houma, as a civic, non-profit organization, is submitting a name to the Terrebonne Parish Council for a seat on the Board of Directors of The Houma Area Convention and Visitors Bureau (HACVB), from its membership.

Our nominee is William "Brunnie" Bisland, Sr. This nomination is to fill a seat of one of the current HACVB Board members whose term is expiring December 31st.

Thank you for your consideration of our Club's nominee.

A handwritten signature in blue ink that reads "Stephanie Corso".

Stephanie Corso
President



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 11-05-21

I, WILLIAM B. BISLAND, SR., of full majority age, whose primary
(Applicant's Name)

residence and permanent mailing address is 216 RUE CHAISTE,
(Address)

Houma, LA. 70360-5973, Telephone number is 985 870-0598.
(City, State, and Zip Code)

and E-mail is 476run@gmail.com, wish to qualify for appointment

as a member of the Houma Area Convention AND VISITORS BUREAU in Terrebonne Parish,
(Board/Committee/Commission) (HACUB)

State of Louisiana, and states to be correct and true the following:

A. Applicant has maintained his/her primary residence in Terrebonne Parish at
216 RUE CHAISTE, HOUMA, LA. 70360-5973 for 9 consecutive years.
(Primary residential address, City, State, Zip Code) (No. of yrs.)

Applicant affirms he/she is a registered voter of Terrebonne Parish and resides in Council
District No. 6 (DARRIN GUNNY)

B. If applying for membership as a member of a Fire Protection District Board, applicant
affirms that he/she is a resident property owner/taxpayer of _____
(Fire District)
and Council District No. _____.

C. If applying for membership as a member of a Recreation District Board, applicant affirms
that he/she is a resident of the _____ Yes _____ No _____
(Recreation District)
and Council District No. _____.

D. Applicant affirms that he/she has not been convicted of a felony Yes ☒ No _____.

To the best of his/her knowledge, applicant affirms that he/she will not receive any personal
economic benefit¹ by serving as a member of HACUB.
(Board/Committee/Commission)

E. To the best of his/her knowledge, no member of the applicant's immediate² family will
receive any personal economic benefit¹ from his/her service on
HACUB.
(Board/Committee/Commission)

F. Applicant is aware of the HACUB board criteria and
attendance requirements. (Board/Committee/Commission)
Yes ☒ or No _____.

RECEIVED
9:30 am
NOV 17 2021

TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with SELF-EMPLOYED / RETIRED
(Name of Employer)

will not result in any economic gains for business purposes nor does said employment conflict with dual office holding provisions.

H. Are you employed by any Federal, State, or Local Government? Yes ___ or No. ☒

State job duties and responsibilities:

I. Are you appointed to any Federal, State, or Local Board/Commission/Committee?

Yes ___ or No. ☒

If yes, explain:

J. Are you elected to any Federal, State, or Local Office? Yes ___ or No. ☒

If yes, explain:

K. Are you a Judge, employee, or agent of any Court System? Yes ___ or No. ☒

State job duties and responsibilities:

L. Are you a Sheriff, Deputy Sheriff, Assessor or employed by the Assessor, Clerk of Court or employed by the Clerk of Court Office? Yes ___ or No. ☒

State job duties and responsibilities:

M. Are you currently under and have taken the Oath of Office and/or posted a bond?

Yes ___ or No. ☒

If yes, explain:

N. Have you served as an Elected Official or Parish Agency Head within the last two years?

Yes ___ or No. ☒

If yes, explain:

O. Have you served as a member of a Board/Commission/Committee within the last two years?

Yes _____ or No ☒

If yes, explain: _____

Applicant must complete and return this application **along with a copy of their resume** to:

**MS. SUZETTE THOMAS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL
POST OFFICE BOX 2768, HOUMA, LA 70361
E-MAIL: council@tpcg.org or FAX: (985) 873-6521**

Applications should be submitted by **9:00 a.m. the Friday prior to the Regular Council Session.**

Applicants should contact the Council Clerk's office to see when the Regular Council Session will be held.

***NOTE: Providing false information on this application is grounds for immediate removal from any board or commission.**

William B. Bisland, Sr.
Signature of the applicant

1. "Personal Economic Benefit" for purposes of this application, shall mean that no applicant or his/her immediate family will receive any economic benefit from the applicant's service on said Board, Committee, or Commission. The applicant's actions/transactions while serving on the Board/Committee/Commission may not result in profits for him/herself or his/her immediate family. A per diem received by the applicant for his/her service on any board or commission does not constitute personal economic benefit within the meaning of Provision E.

2. "Immediate Family" for purposes of this application means his/her children, the spouses of his/her children, brothers, sisters, parents, spouse, and the parents of his/her spouse.

3. If any applicant is not aware of the meeting requirements of the particular Board/Commission/Committee to which he/she is applying for membership, he/she should determine this information by contacting the respective Board or by contacting the Terrebonne Parish Council Office.

Revision Date: _____



Wednesday, December 1, 2021

Item Title:

TEDA

Item Summary:

TEDA: Two expiring terms on 09-09-21. One representing each of the following: Terrebonne Parish Council and the Houma Terrebonne Chamber of Commerce. Mr. Joseph Boudreaux, II, representing the Chamber of Commerce, submits application for consideration.

ATTACHMENTS:

Description	Upload Date	Type
Term Expiration Notice	11/23/2021	Cover Memo
Notice to the Public	11/23/2021	Cover Memo
Application - Joseph Boudreaux, II	11/23/2021	Cover Memo
Nomination Letter - Chamber of Commerce	11/23/2021	Cover Memo

DARRIN W. GUIDRY, SR., CHAIRMAN

DANIEL BABIN, VICE-CHAIRMAN

DISTRICT 1
JOHN NAVY
DISTRICT 3
GERALD MICHEL
DISTRICT 5
JESSICA DOMANGUE
DISTRICT 7
DANIEL BABIN
DISTRICT 9
STEVE TROSCLAIR



DISTRICT 2
CARL A. HARDING
DISTRICT 4
JOHN P. AMEDÉE
DISTRICT 6
DARRIN W. GUIDRY, SR.
DISTRICT 8
DIRK J. GUIDRY
COUNCIL CLERK
SUZETTE THOMAS

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

August 10, 2021

MEMO TO: Suzette Thomas
Council Clerk

FROM: Tammy Triggs
Assistant Council Clerk

RE: **Term Expirations**

This is to advise that the following persons' terms on their respective boards/committees/commissions will expire during the month of September 2021.

Board of Adjustments	Matthew Chatagnier	09-01-21
	David Tauzin	09-01-21
→ TEDA	Ivan Williams (Council)	09-09-21
	Chris Lapeyre (Chamber)	09-09-21
	Jason Underwood (SCIA)	09-09-21
Recreation District No. 1	Karen Moore	09-10-21
	Christine Parr Vitter	09-12-21
Veterans Memorial	C. J. Christ (Military Museum)	09-17-21
	Cliff Chaisson (Vietnam Vet.)	09-17-21
	Will Theriot (Leg. Del. South)	09-17-21

By copy of this memo, individuals are being requested to email **Council Clerk Suzette Thomas** at **suthomas@tpcg.org** to express their wishes with regards to (re)appointment to said positions **prior to the term expiration date**. If you have any question, please feel free contact our office at (985) 873-6519.

/tet
cc: Council Agenda File
Organizations/Individuals

“NOTICE TO THE PUBLIC”

The Terrebonne Parish Council is seeking individuals to serve on various boards, committees, and commissions designed to maintain and improve the quality of life in our community. The agencies in need of members are governmental or quasi-governmental organizations that require people who are familiar with each agency and are willing to give of their time and talents. The Parish Council will consider at its **DECEMBER 1, 2021, Regular Session** meeting the following vacancies and appointments:

RECREATION DISTRICT NO. 2-3: One unexpired term due to a resignation

RECREATION DISTRICT NO. 3A: One expired term and one unexpired term due to a resignation.

RECREATION DISTRICT NO. 6: One expired term.

RECREATION DISTRICT NO. 7: One expiring term on 10-24-21.

BAYOU BLUE FIRE PROTECTION DISTRICT: One expired term.

COTEAU FIRE PROTECTION DISTRICT BOARD: One unexpired term due to a resignation.

VILLAGE EAST FIRE PROTECTION DISTRICT BOARD: One expired term.

FIRE PROTECTION DISTRICT NO. 10: One expiring term.

CHILDREN AND YOUTH SERVICES BOARD: One (1) expiring term on 11-10-21 (Representing City Court and six (6) expired terms. (One representing each of the following: Office of Juvenile Justice, Gulf Coast Teaching and Family Services, DHH Office of Behavioral Health, Options for Independence, Houma Police Department, and a Faith-Based Organization representative).

VETERANS' MEMORIAL DISTRICT: One unexpired term due to a resignation and one (1) term expiring on 09-17-21 (Representing the Vietnam Veterans of America).

→ **TEDA:** Two expiring terms on 09-09-21. (One representing each of the following: Terrebonne Parish Council and the Houma Terrebonne Chamber of Commerce)

TERREBONNE PARISH TREE BOARD: One vacancy due to a resignation.

COASTAL ZONE MANAGEMENT AND RESTORATION: One (1) expiring term on 10-31-21. (Representing the Public).

HOUMA AREA CONVENTION AND VISITORS BUREAU (HACVB): Two expiring terms on 12-31-21. (Both representing Civic Non- Profit Organization(s)).

PLANNING COMMISSION: One (1) expiring term on 11-01-21.

HOSPITAL SERVICE DISTRICT NO. 1 BOARD: One vacancy due to a resignation.

Interested individuals wishing to be appointed to a Recreation Board must be a resident of the Recreation District and be willing to attend regularly scheduled meetings to discuss and take action on matters pertaining to recreational facilities and activities therein.

Anyone nominating an individual or interested in serving on these boards should contact the Council Clerk's Office (985-873-6519) or council@tpcg.org. Applicants should download and complete the application on the Parish's webpage at <http://www.tpcg.org> under the Boards, Committees, and Commissions tab. The completed application should be returned to the Council Clerk's Office no later than 4:00 p.m. on the **Monday, November 29, 2021**. A brief résumé and/or letter of interest in serving should also be submitted.

TAMMY TRIGGS, ASSISTANT COUNCIL CLERK
TERREBONNE PARISH COUNCIL



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 11/8/21

I, Joseph Boudreaux II, of full majority age, whose primary
(Applicant's Name)
residence and permanent mailing address is 241 Oakdale Loop,
(Address)
Houma, LA 70360, Telephone number is (985) 856-4277,
(City, State, and Zip Code)
and E-mail is jebsrental@gmail.com, wish to qualify for appointment
as a member of the TEDA Board in Terrebonne Parish,
(Board/Committee/Commission)

State of Louisiana, and states to be correct and true the following:

A. Applicant has maintained his/her primary residence in Terrebonne Parish at
241 Oakdale Loop, Houma, LA 70360 for 19 consecutive years.
(Primary residential address, City, State, Zip Code) (No. of yrs.)

Applicant affirms he/she is a registered voter of Terrebonne Parish and resides in Council
District No. _____.

B. If applying for membership as a member of a Fire Protection District Board, applicant
affirms that he/she is a resident property owner/taxpayer of _____
(Fire District)
and Council District No. _____.

C. If applying for membership as a member of a Recreation District Board, applicant affirms
that he/she is a resident of the _____ Yes _____ No _____
(Recreation District)
and Council District No. _____.

D. Applicant affirms that he/she has not been convicted of a felony Yes ☒ No _____.

To the best of his/her knowledge, applicant affirms that he/she will not receive any personal
economic benefit¹ by serving as a member of TEDA Board.
(Board/Committee/Commission)

E. To the best of his/her knowledge, no member of the applicant's immediate² family will
receive any personal economic benefit¹ from his/her service on

TEDA Board.
(Board/Committee/Commission)

F. Applicant is aware of the TEDA board criteria and
attendance requirements. (Board/Committee/Commission)

Yes ☒ or No _____.

G. Applicant affirms that his/her employment with J E Boudreaux Services, Inc.
(Name of Employer)

will not result in any economic gains for business purposes nor does said employment conflict with dual office holding provisions.

H. Are you employed by any Federal, State, or Local Government? Yes ☐ or No. ☒
State job duties and responsibilities:

I. Are you appointed to any Federal, State, or Local Board/Commission/Committee?
Yes ☐ or No. ☒
If yes, explain:

J. Are you elected to any Federal, State, or Local Office? Yes ☐ or No. ☒
If yes, explain:

K. Are you a Judge, employee, or agent of any Court System? Yes ☐ or No. ☒
State job duties and responsibilities:

L. Are you a Sheriff, Deputy Sheriff, Assessor or employed by the Assessor, Clerk of Court or employed by the Clerk of Court Office? Yes ☐ or No ☒
State job duties and responsibilities:

M. Are you currently under and have taken the Oath of Office and/or posted a bond?
Yes ☐ or No ☒
If yes, explain:

N. Have you served as an Elected Official or Parish Agency Head within the last two years?
Yes ☐ or No ☒
If yes, explain: _____

O. Have you served as a member of a Board/Commission/Committee within the last two years?

Yes _____ or No ☒

If yes, explain: _____

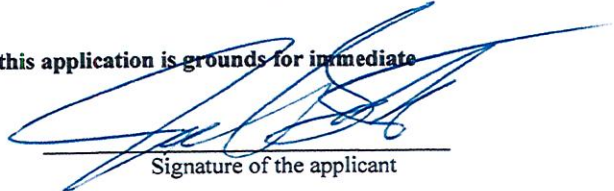
Applicant must complete and return this application **along with a copy of their resume** to:

**MS. SUZETTE THOMAS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL
POST OFFICE BOX 2768, HOUMA, LA 70361
E-MAIL: council@tpcg.org or FAX: (985) 873-6521**

Applications should be submitted by **9:00 a.m. the Friday prior to the Regular Council Session.**

Applicants should contact the Council Clerk's office to see when the Regular Council Session will be held.

***NOTE: Providing false information on this application is grounds for immediate removal from any board or commission.**



Signature of the applicant

1. "Personal Economic Benefit" for purposes of this application, shall mean that no applicant or his/her immediate family will receive any economic benefit from the applicant's service on said Board, Committee, or Commission. The applicant's actions/transactions while serving on the Board/Committee/Commission may not result in profits for him/herself or his/her immediate family. A per diem received by the applicant for his/her service on any board or commission does not constitute personal economic benefit within the meaning of Provision E.

2. "Immediate Family" for purposes of this application means his/her children, the spouses of his/her children, brothers, sisters, parents, spouse, and the parents of his/her spouse.

3. If any applicant is not aware of the meeting requirements of the particular Board/Commission/Committee to which he/she is applying for membership, he/she should determine this information by contacting the respective Board or by contacting the Terrebonne Parish Council Office.

Revision Date: _____



6133 Highway 311
Houma, Louisiana 70360

Phone: 985.876.5600

Fax: 985.876.5611

info@houmachamber.com

www.houmachamber.com

November 5, 2021

Terrebonne Economic Development Authority
Attn: Matt Rookard, Executive Director
Post Office Box 2768
Houma, LA 70361

Dear Mr. Rookard,

The Houma Terrebonne Chamber of Commerce Board approved on Friday, November 5, 2021, the appointment of Mr. Joe Boudreaux on Terrebonne Economic Development Authority Board of Commissioners. Mr. Boudreaux will serve as the Houma Terrebonne Chamber of Commerce representative.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Michael Garcia". The signature is fluid and cursive, with a long horizontal stroke at the end.

Dr. Michael Garcia
Chairman of the Board of Directors

cc: Nicol Montiville, CEO

RECEIVED
NOV 08 2021
9:57am
TERREBONNE PARISH
COUNCIL



Wednesday, December 1, 2021

Item Title:

Notice to the Public

Item Summary:

Veteran's Memorial District: One (1) unexpired term due to a resignation and one (1) expired term (Representing the Vietnam Veterans of America).

Recreation District No. 2,3: One (1) unexpired term due to a resignation.

Recreation District No. 3A: One (1) expired term and one (1) unexpired term due to a resignation.

Recreation District No. 6: One (1) expired term.

Recreation District No. 7: One (1) expired term.

Bayou Blue Fire Protection District: One (1) expired term.

Terrebonne Parish Tree Board: One (1) vacancy due to a resignation.

Children and Youth Services Board: One (1) expired term (representing City Court).

TEDA: One (1) expired term (representing Terrebonne Parish Council).

Coastal Zone Management and Restoration: One (1) expired term (representing the Public).

Planning Commission: One (1) expired term.

Hospital Service District No. 1 Board: One (1) vacancy due to a resignation.

ATTACHMENTS:

Description

Notice to the Public

Upload Date

11/22/2021

Type

Cover Memo

“NOTICE TO THE PUBLIC”

The Terrebonne Parish Council is seeking individuals to serve on various boards, committees, and commissions designed to maintain and improve the quality of life in our community. The agencies in need of members are governmental or quasi-governmental organizations that require people who are familiar with each agency and are willing to give of their time and talents. The Parish Council will consider at its **DECEMBER 1, 2021, Regular Session** meeting the following vacancies and appointments:

RECREATION DISTRICT NO. 2-3: One unexpired term due to a resignation

RECREATION DISTRICT NO. 3A: One expired term and one unexpired term due to a resignation.

RECREATION DISTRICT NO. 6: One expired term.

RECREATION DISTRICT NO. 7: One expiring term on 10-24-21.

BAYOU BLUE FIRE PROTECTION DISTRICT: One expired term.

COTEAU FIRE PROTECTION DISTRICT BOARD: One unexpired term due to a resignation.

VILLAGE EAST FIRE PROTECTION DISTRICT BOARD: One expired term.

FIRE PROTECTION DISTRICT NO. 10: One expiring term.

CHILDREN AND YOUTH SERVICES BOARD: One (1) expiring term on 11-10-21 (Representing City Court and six (6) expired terms. (One representing each of the following: Office of Juvenile Justice, Gulf Coast Teaching and Family Services, DHH Office of Behavioral Health, Options for Independence, Houma Police Department, and a Faith-Based Organization representative).

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TEDA: Two expiring terms on 09-09-21. (One representing each of the following: Terrebonne Parish Council and the Houma Terrebonne Chamber of Commerce)

TERREBONNE PARISH TREE BOARD: One vacancy due to a resignation.

COASTAL ZONE MANAGEMENT AND RESTORATION: One (1) expiring term on 10-31-21. (Representing the Public).

HOUMA AREA CONVENTION AND VISITORS BUREAU (HACVB): Two expiring terms on 12-31-21. (Both representing Civic Non- Profit Organization(s)).

PLANNING COMMISSION: One (1) expiring term on 11-01-21.

HOSPITAL SERVICE DISTRICT NO. 1 BOARD: One vacancy due to a resignation.

Interested individuals wishing to be appointed to a Recreation Board must be a resident of the Recreation District and be willing to attend regularly scheduled meetings to discuss and take action on matters pertaining to recreational facilities and activities therein.

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TAMMY TRIGGS, ASSISTANT COUNCIL CLERK

TERREBONNE PARISH COUNCIL

* * * * *



Wednesday, December 1, 2021

Item Title:

Cost of Living Increase for Fire and Police Retirees

Item Summary:

Councilman Carl Harding requests: Discussion relative to a cost-of-living increase for fire and police department retirees.

ATTACHMENTS:

Description

Executive Summary

Upload Date

11/29/2021

Type

Executive Summary



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Cost of Living Increase for Fire and Police Retirees

PROJECT SUMMARY (200 WORDS OR LESS)
Discussion relative to a cost-of-living increase for fire and police department retirees.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
N/A

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

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

<i>Carl Harding</i>	<i>11/29/2021</i>
_____	_____
Signature	Date

Category Number: 7.
Item Number: A.



Wednesday, December 1, 2021

Item Title:

Parish President Announcements

Item Summary:

Parish President

Category Number: 7.
Item Number: B.



Wednesday, December 1, 2021

Item Title:

Council Members Announcements

Item Summary:

Council Members

Category Number: 8.
Item Number: A.



Wednesday, December 1, 2021

Item Title:

Milford and Associates, Inc.

Item Summary:

Milford and Associates, Inc.

ATTACHMENTS:

Description

Milford and Associates, Inc.

Upload Date

11/23/2021

Type

Report

PROJECT STATUS REPORT (VIA EMAIL khampton@tpcg.org)

December 1, 2021

1. PROJECT: COUNCIL DISTRICT 5

a. Parish Project No.: 20-ROAD-54

b. Title: PAVEMENT MARKINGS

PROJECT “PHASE 1A”

2. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement 5-OCT-20

b. Type (Hourly, Lump Sum, %) “LUMP SUM” & %

c. Total Fees (Basic Services) \$58,800.00

3. PLAN AND PREPARATION STATUS:

a. Study and Reports (%) 100%

b. Preliminary Design (%) 100%

c. Final Design (%) 90%

d. Bidding and Negotiating (%) 50%

e. Construction Admin (%) 2.5%

f. Estimated Bid Date 29JUNE21

g. Estimated Cost of Construction \$192,000

4. CONSTRUCTION STATUS:

a. Actual Bid Date 29JUNE21

b. Contractor SOUTHERN SYNERGY, LLC

c. Contract Amount \$152,239.00

d. Work Order Issued 6DEC21

e. Total Contract Time (Calendar Days) 56

f. Scheduled Completion Date 31JAN22

g. Time Elapse Days (%)

h. Project Complete (%)

i. Estimates Paid to Date (\$)

j. Date of Substantial Completion

5. PROJECT COORDINATOR: MILFORD & ASSOCIATES, INC.

6. REMARKS: PHASE 1A FULL WORK ORDER SET FOR 6DEC21.

F.E. Milford III, P.E.

PROJECT STATUS REPORT (VIA EMAIL khampton@tpcg.org)

December 1, 2021

1. PROJECT: COUNCIL DISTRICT 5

a. Parish Project No.: 20-ROAD-54

b. Title: PAVEMENT MARKINGS

PROJECT “PHASE 1B”

2. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement 5-OCT-20

b. Type (Hourly, Lump Sum, %) “LUMP SUM” & %

c. Total Fees (Basic Services) \$58,800.00

3. PLAN AND PREPARATION STATUS:

a. Study and Reports (%) 100%

b. Preliminary Design (%) 100%

c. Final Design (%) 90%

d. Bidding and Negotiating (%) 50%

e. Construction Admin (%) 0%

f. Estimated Bid Date

g. Estimated Cost of Construction

4. CONSTRUCTION STATUS:

a. Actual Bid Date TBD

b. Contractor

c. Contract Amount

d. Work Order Issued

e. Total Contract Time (Calendar Days)

f. Scheduled Completion Date

g. Time Elapse Days (%)

h. Project Complete (%)

i. Estimates Paid to Date (\$)

j. Date of Substantial Completion

5. PROJECT COORDINATOR: MILFORD & ASSOCIATES, INC.

6. REMARKS: PHASE 1B PLANS HAVE BEEN SUBMITTED TO THE PARISH FOR REVIEW.

F.E. Milford III, P.E.

Category Number: 8.
Item Number: B.



Wednesday, December 1, 2021

Item Title:

T. Baker Smith

Item Summary:

T. Baker Smith

ATTACHMENTS:

Description

T. Baker Smith

Upload Date

11/24/2021

Type

Report

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
MONTHLY STATUS REPORT FOR THE
PARISH COUNCIL MEETING, DECEMBER 1, 2021

PREPARED BY:



AMBER L. PLESSALA, P.E.
LEAD PROFESSIONAL – TERREBONNE PARISH

DECEMBER 2021

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

TBS ENGINEERING STATUS REPORT

November 10, 2021

1. PROJECT COORDINATOR Amber L. Plessala, P.E.

2. PROJECT:

- a. Parish Project No. 01-DRA-44
- b. TBS Project No 2001.0086
- c. Title Mount Pilgrim Forced Drainage Area 6-3-Humphries (District 2)

3. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement	December 26,2001
b. Type (Hourly, Lump Sum, %)	% Construction
c. Fees	
1. Total Estimated (Basic & Additional)	\$856,136.02
2. Current Budgeted Level	\$402,166.00
3. Remaining to be earned at current budgeted level	\$130,030.92
4. Earned to date	\$272,135.08

4. PLAN PREPARATION STATUS:

a. Right-of-way	20%
b. Permits	50%
c. Soil Survey	0%
d. Field Survey	40%
e. Preliminary Plans	50%
f. Final Plans	0%
g. Estimated Bid Date	Not yet established
h. Estimated Cost of Construction	\$3,715,550.00

5. CONSTRUCTION STATUS:

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

6. REMARKS:

TBS is awaiting TPCG Staff direction for when ready to proceed with this project. The permit was withdrawn in July 2019.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

TBS ENGINEERING STATUS REPORT

November 10, 2021

1. PROJECT COORDINATOR Amber L. Plessala, P.E.

2. PROJECT:

- a. Parish Project No. 02-DRA-28
- b. TBS Project No 2016.0217
- c. Title Phase 4, 1-1A FD Improvements-Pump Station

3. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement	July 19, 2002
b. Type (Hourly, Lump Sum, %)	% Construction, T&M
c. Fees	
1. Total Estimated (Basic & Additional)	\$844,960.22
2. Current Budgeted Level	\$744,338.02
3. Remaining to be earned at current budgeted level	\$13,379.05
4. Earned to date	\$730,958.97

4. PLAN PREPARATION STATUS:

a. Right-of-way	100%
b. Permits	100%
c. Soil Survey	100%
d. Field Survey	100%
e. Preliminary Plans	100%
f. Final Plans	100%
g. Estimated Bid Date	November 2018
h. Estimated Cost of Construction	\$3,325,675.00

5. CONSTRUCTION STATUS:

a. Actual Bid Date	December 18, 2018
b. Contractor	River Road Construction, Inc.
c. Contract Amount	\$3,381,328.19 (CO #3)
d. Date Work Order Issued	March 11, 2019
e. Total Contract Time (Days)	295 Calendar Days (CO #3)
f. Scheduled Completion Date	December 3, 2019
g. Time Elapsed Days (%)	249%
h. Project Complete (%)	100%
i. Estimates Paid to Date (\$)	\$3,181,348.40
j. Date of Substantial Completion	February 18, 2021

6. REMARKS:

A substantial completion inspection was held on February 18, 2021. Electrical contractors were on site on November 23, 2021 to troubleshoot issue with soft start contractors.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

TBS ENGINEERING STATUS REPORT

November 10, 2021

1. PROJECT COORDINATOR Amber L. Plessala, P.E.

2. PROJECT:

- a. Parish Project No. 09-DRA-06
- b. TBS Project No 2009.0656
- c. Title Drainage Areas near Lake Boudreaux Freshwater Introduction (District 7)

3. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement	<u>October 6, 2009</u>
b. Type (Hourly, Lump Sum, %)	<u>% Construction</u>
c. Fees	
1. Total Estimated (Basic & Additional)	<u>\$1,032,208.00</u>
2. Current Budgeted Level	<u>\$642,633.00</u>
3. Remaining to be earned at current budgeted level	<u>\$131,230.56</u>
4. Earned to date	<u>\$511,402.44</u>

4. PLAN PREPARATION STATUS:

a. Right-of-way	<u>0%</u>
b. Permits	<u>50%</u>
c. Soil Survey	<u>100%</u>
d. Field Survey	<u>90%</u>
e. Preliminary Plans	<u>100%</u>
f. Final Plans	<u>0%</u>
g. Estimated Bid Date	<u>Not yet established</u>
h. Estimated Cost of Construction	<u>\$6,178,733.00</u>

5. CONSTRUCTION STATUS:

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

6. REMARKS:

Additional field surveys were completed in May 2017. TBS submitted revised 30% Design in July 2017 for the North System. TBS is awaiting TPCG Staff direction to proceed with final design of North System and permit acquisition. TBS shall revise Amendment No. 3 upon Notice to Proceed.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

TBS ENGINEERING STATUS REPORT

November 10, 2021

1. PROJECT COORDINATOR Amber L. Plessala, P.E.

2. PROJECT:

- a. Parish Project No. 01-DRA-40
- b. TBS Project No 2010.0107
- Modeling & Improvements of 1-1B Drainage System Channels (Phase 1C,
- c. Title St. Louis Bayou, Country Estates to US 90)-District 5

3. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement	February 24, 2010
b. Type (Hourly, Lump Sum, %)	% Construction
c. Fees	
1. Total Estimated (Basic & Additional)	\$334,580.00
2. Current Budgeted Level	\$111,147.00
3. Remaining to be earned at current budgeted level	\$14,607.53
4. Earned to date	\$96,539.47

4. PLAN PREPARATION STATUS:

a. Right-of-way	8% (3 of 24)
b. Permits	100%
c. Soil Survey	N/A
d. Field Survey	100%
e. Preliminary Plans	100%
f. Final Plans	95%
g. Estimated Bid Date	Not yet established
h. Estimated Cost of Construction	\$1,283,500.00

5. CONSTRUCTION STATUS:

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

6. REMARKS:

TBS is awaiting staff direction for when they are ready to move forward with this project. TBS is coordinating with NLLD, LPG and TPCG Administration to consider some emergency cleanout work.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

TBS ENGINEERING STATUS REPORT

November 10, 2021

1. PROJECT COORDINATOR Amber L. Plessala, P.E.

2. PROJECT:

- a. Parish Project No. 01-DRA-40
- b. TBS Project No 2010.0100
- 1-1B F.D. System Channel Improvements (Phase 1D) St. Louis Bayou,
- c. Title US 90 to LA 316 (District 5)

3. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement	February 24, 2010
b. Type (Hourly, Lump Sum, %)	% Construction
c. Fees	
1. Total Estimated (Basic & Additional)	\$342,440.00
2. Current Budgeted Level	\$126,664.00
3. Remaining to be earned at current budgeted level	\$17,088.28
4. Earned to date	\$109,575.72

4. PLAN PREPARATION STATUS:

a. Right-of-way	35% (9 of 26)
b. Permits	100%
c. Soil Survey	N/A
d. Field Survey	100%
e. Preliminary Plans	100%
f. Final Plans	95%
g. Estimated Bid Date	Not yet established
h. Estimated Cost of Construction	\$1,249,000.00

5. CONSTRUCTION STATUS:

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

6. REMARKS:

TBS is awaiting staff direction for when they are ready to move forward with this project. TBS is coordinating with NLLD, LPG and TPCG Administration to consider some emergency cleanout work.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

TBS ENGINEERING STATUS REPORT

November 10, 2021

1. PROJECT COORDINATOR Amber Plessala, P.E.

2. PROJECT:

- a. Parish Project No. 01-DRA-40
- b. TBS Project No 2010.0115
 Modeling Improvements of 1-1B F.D. System Channels (Phase 3A, Reach 3)
- c. Title C.C.C. Ditch Widening (District 5)

3. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement	February 24, 2010
b. Type (Hourly, Lump Sum, %)	% Construction
c. Fees	
1. Total Estimated (Basic & Additional)	\$319,550.00
2. Current Budgeted Level	\$648,087.13
3. Remaining to be earned at current budgeted level	\$146,245.15
4. Earned to date	\$501,841.98

4. PLAN PREPERATION STATUS:

a. Right-of-way	95%
b. Permits	100%
c. Soil Survey	100%
d. Field Survey	95%
e. Preliminary Plans	100%
f. Final Plans	98%
g. Estimated Bid Date	Not yet established
h. Estimated Cost of Construction	\$1,421,500.00

5. CONSTRUCTION STATUS:

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

6. REMARKS:

TBS is awaiting staff direction for when they are ready to move forward with this project.
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TERREBONNE PARISH CONSOLIDATED GOVERNMENT

TBS ENGINEERING STATUS REPORT

November 10, 2021

1. PROJECT COORDINATOR Amber L. Plessala, P.E.

2. PROJECT:

- a. Parish Project No. 10-CDBG-WTR-70
- b. TBS Project No 2011.0086
Cedar Grove to Ashland Landfill Levee and Water Control Structure (CDBG)
- c. Title Project

3. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement	February 26, 2011
b. Type (Hourly, Lump Sum, %)	% Construction, T&M
c. Fees	
5. Total Estimated (Basic & Additional)	\$706,499.30
6. Current Budgeted Level	\$706,499.30
7. Remaining to be earned at current budgeted level	\$284,646.85
8. Earned to date	\$421,852.45

4. PLAN PREPARATION STATUS:

a. Right-of-way	80% (Phase I)
b. Permits	95% (Overall)
c. Soil Survey	50% (Overall)
d. Field Survey	100%
e. Preliminary Plans	100%
f. Final Plans	95% (Overall)
g. Estimated Bid Date	November 2021 (Phase 1)
h. Estimated Cost of Construction	\$2,566,655.00 (Phases I thru III)

5. CONSTRUCTION STATUS:

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

6. REMARKS:

USACE and LDNR have issued mitigation determination letters and TBS met with staff to discuss funding and payment of mitigation. TBS submitted final design plans for Phase I water control structure on August 10, 2021 and is awaiting comments. TBS is awaiting response from landowner, regarding servitudes.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

TBS ENGINEERING STATUS REPORT

November 10, 2021

1. PROJECT COORDINATOR Amber L. Plessala, P.E.

2. PROJECT:

- a. Parish Project No. 17-OYS-37
- b. TBS Project No 2017.0907
- c. Title Oyster Bed Surge Protection in Lake Chien and Tambour

3. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement	May 2, 2018
b. Type (Hourly, Lump Sum, %)	Lump Sum/T&M
c. Fees	
1. Total Estimated (Basic & Additional)	\$745,272.00 (Phase I)
2. Current Budgeted Level	\$665,272.00
3. Remaining to be earned at current budgeted level	\$151,214.57
4. Earned to date	\$514,057.43

4. PLAN PREPARATION STATUS:

a. Right-of-way	20%
b. Permits	80%
c. Soil Survey	100%
d. Field Survey	100%
e. Preliminary Plans	100%
f. Final Plans	95%
g. Estimated Bid Date	TBD
h. Estimated Cost of Construction	\$896,600.00 (PHASE I)

5. CONSTRUCTION STATUS:

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

6. REMARK

TBS has submitted final design plans for the overall project on August 19, 2021. CPRA has terminated the grant agreement. It is anticipated that a grant application for a larger project may be submitted. TBS has placed professional services on hold as directed by staff.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

TBS ENGINEERING STATUS REPORT

November 10, 2021

1. PROJECT COORDINATOR Cy Toups

2. PROJECT:

- a. Parish Project No. Resolution 21-101
- b. TBS Project No 2021.0277
- c. Title NEPA Environmental Services for Eastside Public Safety Substation

3. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement	April 2021
b. Type (Hourly, Lump Sum, %)	Lump Sum
c. Fees	
5. Total Estimated (Basic & Additional)	\$6,000.00
6. Current Budgeted Level	\$6,000.00
7. Remaining to be earned at current budgeted level	\$600.00
8. Earned to date	\$5,400.00

4. PLAN PREPARATION STATUS:

a. Right-of-way	N/A
b. Permits	30%
c. Soil Survey	N/A
d. Field Survey	N/A
e. Preliminary Plans	N/A
f. Final Plans	N/A
g. Estimated Bid Date	N/A
h. Estimated Cost of Construction	N/A

5. CONSTRUCTION STATUS:

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

6. REMARKS:

On September 16, 2021, TBS addressed HUD's comments on draft Phase I ESA and HUD Assessment Report. TBS will follow up with HUD on status of approval. TPCG provided a letter agreement to Staff to provide a wetland delineation and permitting acquisition. No action has been taken on these services at this time. TBS is anticipating a meeting with other design team and Staff to identify action items for moving forward. We last reached out to HUD on November 19, 2021 for a status on their review and have not heard back.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

TBS ENGINEERING STATUS REPORT

November 10, 2021

1. PROJECT COORDINATOR

2. PROJECT: Paul Olivier
- a. Parish Project No. N/A
- b. TBS Project No 2020.0775
- c. Title ROWS and Permitting for Country Estates Dr./St. Louis Bayou Bridge Replacement

3. PROFESSIONAL AGREEMENT:

a. Date of Original Agreement	September 16, 2020
b. Type (Hourly, Lump Sum, %)	Lump Sum
c. Fees	
3 Total Estimated (Basic & Additional)	\$27,600.00
4 Current Budgeted Level	\$27,600.00
5 Remaining to be earned at current budgeted level	\$2,820.00
6 Earned to date	\$24,780.00

4. PLAN PREPARATION STATUS:

a. Right-of-way	95%
b. Permits	N/A
c. Soil Survey	N/A
d. Field Survey	N/A
e. Preliminary Plans	100% (By LADOTD)
f. Final Plans	95% (By LADOTD)
g. Estimated Bid Date	N/A
h. Estimated Cost of Construction	N/A

5. CONSTRUCTION STATUS:

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

6. REMARKS:

TBS has submitted 95% final plans to LADOTD on August 17, 2021 and provided the final right of way maps to TPCG on August 19, 2021. TBS is currently addressing comments from LADOTD on 95% plans.