

PARISH COUNCIL
PARISH OF TERREBONNE



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

AGENDA

Wednesday, December 15, 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 17, 2021.

DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON

DECEMBER 1, 2021.

APPROVE ACCOUNTS PAYABLE BILL LISTS FOR 12/6/2021 & 12/13/2021

1. PUBLIC WISHING TO ADDRESS THE COUNCIL:

A. As per speaker cards.

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

A. An ordinance amending the Terrebonne Parish Code of Ordinances, Chapter 26. Utilities, Article II. Electricity, Division 2. Service Rates and Charges, providing a fee therein for Renewable Resource Net Metering.

1. Consider the adoption of the ordinance.

B. An ordinance to amend the Zoning Map of the Parish of Terrebonne so as to Rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential), Lot 16, Square 1, Barrowtown Subdivision, 2620 Bryant Street, Houma, Terrebonne Parish, Louisiana.

1. Consider adoption of the ordinance.

C. An ordinance to dedicate and accept the maintenance/operation of the street(s), drainage servitudes, sewer, and rights-of-way for "Adley Oaks Subdivision, Phase A;" energize and accept the streetlights; and to incorporate "Adley Avenue", "Oriole Street", and "Kingfisher Drive" into the Enhanced 911 Emergency Response System for the purpose of providing a better means of locating addresses.

1. Consider adoption of the ordinance.

D. An ordinance to authorize the Parish President to execute a Cooperative Endeavor Agreement between TPCG, the Houma Downtown Development Corporation, and Hache Grant Association, Inc for construction and placement of a bandstand at the Courthouse Square in Downtown Houma.

1. Consider adoption of the ordinance.

E. An ordinance to adopt the 2022 Operations and Maintenance budget, and the Five-Year Capital Improvements Budget, of the Terrebonne Parish Consolidated Government as presented by the Parish President and further amended by the Terrebonne Parish Council; to amend the Parish Compensation Plan for new and/or adjusted positions; approve a 4% cost of living increase for the Parish President's Departments and Council Staff; to address other matters relative thereto.

1. Consider adoption of the ordinance.

F. 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. Emergency Preparedness Department-EMPG, \$33,616

II. Animal Shelter-donations, \$10,000

III. Houma Police Dept - LA Commission on Law Enforcement Grant, \$208,005

IV. Animal Shelter-donations, \$3,936

V. Section 8 Voucher Program, \$1,838,899

VI. Parishwide Recreation, \$15,000

VII. Eastside Public Safety Substation, \$39,356

VIII. Dedicated Emergency Fund, \$44,011,215

IX. Utility Administration, -0-

a. add GIS & Records Coordinator, Grade 107

1. Consider adoption of the ordinance.

G. An ordinance to amend the 2021 Adopted Operating Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters:

I. 5% Budget Adjustment for Road Lighting District 1, \$22,500

II. 5% Budget Adjustment for Road Lighting District 3A, \$68,000

III. 5% Budget Adjustment for Road Lighting District 4, \$9,500

IV. 5% Budget Adjustment for Road Lighting District 6, \$17,500

- V. 5% Budget Adjustment for Road Lighting District 7, \$24,821
- VI. 5% Budget Adjustment for Road Lighting District 10, \$11,520
- VII. 5% Budget Adjustment for Public Safety Fund, \$860,282
- 1. Consider adoption of the ordinance.

- H. An ordinance to amend the Terrebonne Parish Consolidated Government Code of Ordinances by Amending Chapter 22 Article VII, "Drainage" to Levees.
- 1. Consider adoption of the ordinance.

2. COMMITTEE REPORTS:

- A. Accept the minutes of the Terrebonne Parish Sales and Use Tax Advisory Board meeting dated December 7, 2021 and consider ratification of the actions relative to:
 - 1) Declare items in the Sales & Use Tax Department as surplus property and dispose of same.
 - 2) Recommendation for the adoption of a resolution accepting the Louisiana Compliance Questionnaire for the 2021 year end audit.
 - 3) Accept the 2021 Projected Year End Budget.
 - 4) Accept the 2022 Proposed Budget.
- B. Public Services Committee, 12/13/2021
- C. Community Development and Planning Committee, 12/13/2021*
- D. Policy, Procedure, and Legal Committee, 12/13/2021
 (* Ratification of minutes calls Public Hearing on 01/12/2022 at 6:30 p.m.)

3. APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES AND COMMISSIONS:

- A. **Bayou Cane Fire Board:** Four expiring terms on 01-01-22. Mr. Edward Lawson expresses his interest in being reappointed. Mr. Robert Page expresses his interest in being reappointed. Mr. Hayward Sims, Jr. expresses his interest in being reappointed.
- B. **Schriever Fire Protection:** Two expiring terms on 01-01-22. Ms. Melinda Duncan expresses her interest in being reappointed.
- C. **Fire District No. 4 Board:** Three expiring terms on 01-01-22. Mr. Louis Pitre expresses his interest in being reappointment. Ms. Pamela Carlos expresses her interest in being reappointment. Mr. Cyril "Kirby" Verret expresses his interest in being reappointed.
- D. **Fire District No. 5:** Four expiring terms on 01-01-21. Mr. Jan Rogers expresses his interest in being reappointed. Mr. Gerald F. Arceneaux expresses his interest in being reappointed. Mr. Jody J. Blanchard submits application for consideration.
- E. **Fire District No. 6 Board:** Two (2) expiring terms on 01-01-22. Mr. Pete Lambert expresses his interest in being reappointed.
- F. **Fire District No. 9 Board:** Three (3) expiring terms on 01-01-22. Mr. Riley Gros expresses his interest in being reappointed. Mr. Lynn Giroir expresses his interest in being reappointed. Mr. Michael J. Armit expresses his interest in being reappointed.
- G. **Fire District No. 10 Board:** Three (3) expiring terms on 01-01-22. Mr. Samuel Small, Jr. expresses his interest in being reappointed.
- H. **Village East Fire Protection:** Three (3) expiring terms on 01-01-22. Mr. Roy J. Desmore expresses his interest in being reappointed. Mr. Louis Prosperie, Jr. expresses his interest in being reappointed. Mr. John Roy expresses his interest in being reappointed. Mr. Lydell Crochet submits application for consideration.
- I. **Houma-Terrebonne Housing Authority:** Parish President Gordon E. Dove recommends ratification of his re-appointment of Mr. Danny Picou.

4. 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.
Bayou Cane Fire: One (1) expiring terms on 01-01-22.
Coteau Fire Protection District Board: Three (3) expiring terms on 01-01-22 and one (1) unexpired term due to a resignation.
Schriever Fire Protection: One (1) expiring term on 01-01-22.
Fire District No. 5: Two (2) expiring terms on 01-01-22.
Fire District No. 6: One (1) expiring term on 01-01-22.
Fire District No. 7: Three (3) expiring terms on 01-01-22.
Fire District No. 8: Three (3) expiring terms on 01-01-22.
Fire District No. 10: Two (2) expiring terms on 01-01-22.
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.
Houma Housing Authority: One (1) expiring term on 01-01-22.

5. GENERAL BUSINESS:

- A. RESOLUTION:** Authorizing the signing of an agreement with Entergy for Parish Project No. 18-DRA-44, Elliot Jones Pump Station Project, Terrebonne Parish Consolidated Government, Terrebonne Parish, Louisiana, and authorizing the issuance of the Notice to Proceed.

6. ANNOUNCEMENTS:

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

7. ADJOURN

Category Number:
Item Number:



Wednesday, December 15, 2021

Item Title:

INVOCATION

Item Summary:

INVOCATION

Category Number:
Item Number:



Wednesday, December 15, 2021

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE

Category Number:
Item Number:



Wednesday, December 15, 2021

Item Title:

Approve Minutes of the Regular Council Session held on November 17, 2021

Item Summary:

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

Category Number:
Item Number:



Wednesday, December 15, 2021

Item Title:

Distribute Minutes of Regular Council Session December 1, 2021

Item Summary:

**DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON
DECEMBER 1, 2021.**

Category Number:
Item Number:



Wednesday, December 15, 2021

Item Title:

Accounts Payable Bill Lists for 12/6/2021 & 12/13/2021

Item Summary:

APPROVE ACCOUNTS PAYABLE BILL LISTS FOR 12/6/2021 & 12/13/2021

ATTACHMENTS:

Description

Accounts Payable Bill Lists for 12/6/2021
& 12/13/2021

Upload Date

12/8/2021

Type

Executive Summary



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
ACCOUNTS PAYABLE BILL LISTS FOR 12/6/2021 & 12/13/2021

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

December 8, 2021

Signature

Date

Category Number: 1.
Item Number: A.



Wednesday, December 15, 2021

Item Title:

Public Wishing to Address the Council

Item Summary:

As per speaker cards.



Wednesday, December 15, 2021

Item Title:

Renewable Resource Net Metering

Item Summary:

An ordinance amending the Terrebonne Parish Code of Ordinances, Chapter 26. Utilities, Article II. Electricity, Division 2. Service Rates and Charges, providing a fee therein for Renewable Resource Net Metering.

1. Consider the adoption of the ordinance.

ATTACHMENTS:

Description	Upload Date	Type
Renewable Resource Net Metering	11/1/2021	Executive Summary
Renewable Resource Net Metering	11/1/2021	Ordinance
Renewable Resource Net Metering	11/1/2021	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

ORDINANCE: Amending the Terrebonne Parish Code of Ordinances, Chapter 26. Utilities, Article II. Electricity, Division 2. Service Rates and Charges

PROJECT SUMMARY (200 WORDS OR LESS)

Ordinance amending the Terrebonne Parish Code of Ordinances, Chapter 26. Utilities, Article II. Electricity, Division 2. Service Rates and Charges, providing a fee therein for Renewable Resource Net Metering

TPCG engaged the services of GDS Associates, a professional utility consultant, to review the Louisiana Net Metering Rules and the similar fees of selected municipal electric utilities within and outside Louisiana and to recommend a fee for the System.

TOTAL EXPENDITURE

\$0.00

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

N/A

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

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A handwritten signature in black ink, appearing to be "J. R. B.", written over a horizontal line.

Signature

A handwritten date "11/1/21" in black ink, written over a horizontal line.

Date

.5OFFERED BY:

SECONDED BY:

ORDINANCE NO. _____

An ordinance amending the Terrebonne Parish Code of Ordinances, Chapter 26. Utilities, Article II. Electricity, Division 2. Service Rates and Charges, providing a fee therein for Renewable Resource Net Metering.

Whereas, the Terrebonne Parish Consolidated Government (TPCG), governing authority of the Parish of Terrebonne and City of Houma Louisiana, operates and maintains a combined electric and natural gas utility system (“the System”) organized under its Department of Utilities (“the Department”); 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, the System provides retail electric utility service within the corporate limits of the City of Houma and immediately adjacent geographic areas; and

Whereas, the Louisiana Renewable Energy Development Act (“the Act”), adopted as Act 653 by the Louisiana Legislature in their 2003 legislative session and codified as Chapter 50, Article 3061 et seq of the Louisiana Revised Statutes, requires all Louisiana electric utilities to “allow net energy metering facilities to be interconnected using a meter capable of registering the flow of electricity in two directions”; and

Whereas, the Act further requires that the Louisiana Public Service Commission (“LPSC”) establish appropriate rates, terms, and conditions for net energy metering contracts, including the assessment of a greater fee or charge if the costs of net energy metering outweigh the benefits of allocating the cost among the entire customer base, and that the net metering customer reimburse the utility for any costs in excess of those to serve a traditional customer; and

Whereas, by General Order the LPSC has established such regulations, commonly collectively referred to as the “Louisiana Net Metering Rules”, and

Whereas, the System is not subject to the jurisdiction of the LPSC but often relies on their orders as a guide to establishing parallel fees and regulations in the absence of compelling reasons to do otherwise, and

Whereas, TPCG engaged the services of GDS Associates, a professional utility consultant, to review the Louisiana Net Metering Rules and the similar fees of selected municipal electric utilities within and outside Louisiana and to recommend a fee for the System, and

Whereas, consistent with those recommendations, the Department has drafted and recommends a fee for the System to be incorporated into the Terrebonne Parish Code of Ordinances.

Now Therefore Be It Ordained by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government that the following Section 26-47 be appended to Terrebonne Parish Code Chapter 26. Utilities, Article II. Electricity, Division 2. Services Rates and Charges.

SECTION I

Section 26-47 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. 26-47. – Renewable Resource Net Metering

(a) Availability. This schedule, available as a supplement to customers of any class throughout the territory served by the electric utility, applies to the synchronous interconnection of qualified renewable energy resources and the compensation for excess energy delivered to the electric utility.

(b) Qualified Resources. Only those resources meeting all requirements of this paragraph (b) shall be considered Qualified Resources, being those resources which may qualify customers as being eligible for service under this schedule

(1) The following types of renewal energy resources shall be considered *Qualified Resources*

- Photovoltaic
- Wind
- Biomass
- Hydroelectric
- Geothermal Electric
- Fuel Cell
- Renewable Fuel

(2) Qualified Resources shall be limited in capacity to 25 kilowatts for the Residential customer class, 300 kilowatts for General Service customer classes, and in aggregate kilowatts to 0.5% of the annual electric utility peak demand.

(3) Only customer-owned renewable energy resources connected on the customer side of the electric utility meter and sized to meet all or part of the customer's electricity requirements shall be considered *Qualified Resources*.

(c) Interconnection.

(1) Application. Application for service under this schedule shall be made to the Department of Utilities in the form prescribed by the Department of Utilities.

(2) Interconnection Agreement. Approved applicants shall be required to execute a form of Interconnection Agreement prescribed by the Department of Utilities setting forth the commercial and technical terms of service not otherwise provided herein.

(3) Metering. The Department of Utilities shall install or cause to be installed appropriate bi-directional kilowatt-hour metering, the cost of which shall be deferred by the applicant customer as hereinafter provided.

(d) Charges and Credits.

(1) Customer Charge. A charge of \$5.00 shall apply to each account serviced under this schedule each month in addition to all other charges applicable under this section and the Customer Charge for the applicable customer classification as elsewhere provided in this chapter.

(2) Demand and Energy Charges and Energy Credits.

a. Demand and Energy Charges. Power and energy charges for metered kilovolt-ampere demand and/or kilowatt-hour energy consumption shall be as prescribed for the applicable customer class as elsewhere provided in this chapter.

b. Energy Credits. Metered Qualified Resource production in kilowatt-hours in excess of consumption and delivered to the electric utility shall result in Energy Credits in kWh, which kWh credits shall accumulate month-to-month, the total of which shall be compensable on an annual basis at a unit rate equal to the electric utility's average avoided wholesale cost of energy effective on or before December 31st of each year, which amount shall be credited to the customer account.

c. On the last bill in December, if an amount is owed to a customer for energy credits, it shall first be deducted from the December electricity utilities bill by TPCG. If the credit owed exceeds the December bill, TPCG shall refund payment to the customer.

d. Renewable Energy Credits. Any renewable energy credits accrued as a result of or in any way attributable to the installation and/or operation of any *Qualified Resource* under this section shall be the sole property of the customer, who shall be solely responsible for any accounting or transacting of said credits for his sole benefit.

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

**CHAPTER 50. LOUISIANA RENEWABLE ENERGY
DEVELOPMENT ACT**

§3061. Legislative findings

The legislature hereby finds and declares that:

- (1) Net energy metering encourages the use of renewable energy resources and renewable energy technologies. Increasing the consumption of renewable energy resources promotes the wise use of Louisiana's natural energy resources to meet a growing energy demand, increases Louisiana's use of indigenous energy fuels and fosters investment in emerging renewable technologies to stimulate economic development and job creation in the state.
- (2) Louisiana should actively encourage the manufacture of new technologies through promotion of emerging energy technologies. Net energy metering could help to further attract energy technology manufacturers, providing a foothold for these technologies in the Louisiana economy, and easier customer access to these technologies.

Acts 2003, No. 653, §1, eff. Oct. 1, 2003.

§3062. Definitions

As used in this Chapter, the following words and phrases shall have the meaning ascribed to them in this Section, unless the context clearly indicates otherwise:

- (1) "Commission" means the Louisiana Public Service Commission or other appropriate governing body for an electric utility.
- (2) "Electric utility" means a public or investor-owned utility, an electric cooperative, municipal utility, or any private power supplier or marketer that is engaged in the business of supplying electric energy to the ultimate consumer.
- (3) "Net energy metering" means measuring the difference between electricity supplied by an electric utility and the electricity generated by a net energy metering customer and sold back to the electric utility over the applicable billing period.
- (4) "Net energy metering customer" means an owner of a net energy metering facility.
- (5) "Net energy metering facility" means a facility for the production of electrical energy that:
 - (a) Uses solar, wind, hydroelectric, geothermal, or biomass resources to generate electricity including but not limited to fuel cells and micro turbines that generate electricity if the fuel source is entirely derived from renewable resources.
 - (b) Has a generating capacity of not more than twenty-five kilowatts for residential use or three hundred kilowatts for commercial or agricultural use.
 - (c) Is located in Louisiana.
 - (d) Can operate with an electric utility's existing transmission and distribution facilities.
 - (e) Is intended primarily to offset part or all of the net energy metering customer requirements for electricity.

Acts 2003, No. 653, §1, eff. Oct. 1, 2003; Acts 2008, No. 543, §1, eff. June 30, 2008.

§3063. Net energy metering

A. An electric utility that offers residential or commercial electrical service, or both, shall allow net energy metering facilities to be interconnected using a meter capable of registering the flow of electricity in two directions.

B. The commission, after notice and opportunity for public comment:

(1) Shall establish appropriate rates, terms, and conditions for net energy metering contracts.

(2) Shall authorize an electric utility to assess a net energy metering customer a greater fee or charge, of any type, if the electric utility's direct costs of interconnection and administration of net energy metering outweigh the distribution system, environmental, and public policy benefits of allocating the cost among the electric utility's entire customer base. The net metering customer shall reimburse the utility for any costs in excess of those to serve a traditional customer.

C. Nothing in this Chapter shall derogate from the commission's constitutional authority to regulate, as applicable, all common carriers and public utilities, particularly the authority to implement rules, regulations, and tariffs to ensure that neither an electric utility nor its ratepayers shall be adversely affected, or to subsidize activities authorized under this Chapter.

Acts 2003, No. 653, §1, eff. Oct. 1, 2003; Acts 2008, No. 543, §1, eff. June 30, 2008.



Wednesday, December 15, 2021

Item Title:

Rezone from R-1 to R-3, 2620 Bryant Street

Item Summary:

An ordinance to amend the Zoning Map of the Parish of Terrebonne so as to Rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential), Lot 16, Square 1, Barrowtown Subdivision, 2620 Bryant Street, Houma, Terrebonne Parish, Louisiana.

1. Consider adoption of the ordinance.

ATTACHMENTS:

Description	Upload Date	Type
Rezone from R-1 to R-3, 2620 Bryant Street	11/1/2021	Executive Summary
Rezone from R-1 to R-3, 2620 Bryant Street	11/1/2021	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential), Lot 16, Square 1, Barrowtown Subdivision, 2620 Bryant Street

PROJECT SUMMARY (200 WORDS OR LESS)

Rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential), Lot 16, Square 1, Barrowtown Subdivision, 2620 Bryant Street, Houma, Terrebonne Parish, Louisiana; Mable Lyons, applicant; The Houma-Terrebonne Regional Planning Commission has **recommended approval** of the rezone request.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

A Resolution giving notice of intent to adopt an ordinance to amend the zoning map of the Parish of Terrebonne so as to Rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential), Lot 16, Square 1, Barrowtown Subdivision, 2620 Bryant Street, Houma, Terrebonne Parish, Louisiana; Mable Lyons, applicant; and calling a Public Hearing on said matter for Wednesday, December 15, 2021 at 6:30 p.m.

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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☐ 9

Signature

Date



TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

P.O. BOX 2768 • HOUMA, LOUISIANA 70361
985-868-5050 • WWW.TPCG.ORG



Department of Planning & Zoning

MEMORANDUM

TO: Mr. Mike Toups, Parish Manager
Terrebonne Parish Consolidated Government

FROM: Becky M. Becnel, Minute Clerk *bmb*
Houma-Terrebonne Regional Planning Commission

THRU: Christopher M. Pulaski, PLA, Director *[Signature]*
Planning & Zoning Department

DATE: October 29, 2021

SUBJECT: Item for Parish Council Consideration
Application for Zoning Map Amendment
Rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential), Lot
16, Square 1, Barrowtown Subdivision, 2620 Bryant Street, Houma, Terrebonne
Parish, Louisiana; Mable Lyons, applicant

It is respectfully requested that the following item be placed on the next Community Development and Planning Committee meeting agenda for consideration:

- A Resolution giving notice of intent to adopt an ordinance to amend the zoning map of the Parish of Terrebonne so as to rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential), Lot 16, Square 1, Barrowtown Subdivision, Houma, Terrebonne Parish, Louisiana; Mable Lyons, applicant; and calling a Public Hearing on said matter for Wednesday, December 15, 2021 at 6:30 p.m.

The Houma-Terrebonne Regional Planning Commission, convening as the Zoning & Land Use Commission, at its meeting of October 21, 2021, voted to recommend **approval** of this request to the Parish Council. Please find attached the following documents:

- Proposed Resolution;
- Proposed Ordinance;
- Vicinity map / Plat depicting property in question;
- Staff Recommendation

If you have any questions, or require additional information in this matter, please advise.

Attachments

cc: Councilman Darrin Guidry, *Chairman*
Councilman John Navy, *District 1*
Suzette Thomas, *Council Clerk*
Council Reading File
Correspondence File

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

A RESOLUTION GIVING NOTICE OF INTENT TO ADOPT AN ORDINANCE TO AMEND THE ZONING MAP OF THE PARISH OF TERREBONNE SO AS TO REZONE FROM R-1 (SINGLE-FAMILY RESIDENTIAL) TO R-3 (MULTI-FAMILY RESIDENTIAL); LOT 16, SQUARE 1, BARROWTOWN SUBDIVISION, 2620 BRYANT STREET; HOUMA, TERREBONNE PARISH, LOUISIANA; MABLE LYONS, APPLICANT; AND CALLING A PUBLIC HEARING ON SAID MATTER FOR WEDNESDAY, DECEMBER 15, 2021 AT 6:30 P.M.

BE IT RESOLVED by the Terrebonne Parish Council (Community Development and Planning Committee), that notice be hereby given to adopt an ordinance to amend the Zoning Map of the Parish of Terrebonne so as to rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential), Lot 16, Square 1, Barrowtown Subdivision, 2620 Bryant Street, Houma, Terrebonne Parish, Louisiana; and

NOW, THEREFORE, BE IT RESOLVED that a public hearing be called on said matter for Wednesday, December 15, 2021 at 6:30 p.m.

THERE WAS RECORDED:

YEAS: _____

NAYS: _____

ABSTAINING: _____

ABSENT: _____

_____ The Chairman declared this resolution ADOPTED/NOT ADOPTED on this, the _____ day of _____, 2021.

DARRIN GUIDRY, CHAIRMAN
TERREBONNE PARISH COUNCIL

* * * * *

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

SUZETTE THOMAS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL

OFFERED BY:
SECONDED BY:

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE ZONING MAP OF THE PARISH OF TERREBONNE SO AS TO REZONE FROM R-1 (SINGLE-FAMILY RESIDENTIAL) TO R-3 (MULTI-FAMILY RESIDENTIAL); LOT 16, SQUARE 1, BARROWTOWN SUBDIVISION, 2620 BRYANT STREET, HOUMA, TERREBONNE PARISH, LOUISIANA; MABLE LYONS, APPLICANT.

WHEREAS, the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, hereby declares that it has adopted a resolution giving notice of intent to adopt the following ordinance hereto; and

WHEREAS, the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, has conducted a public hearing on Wednesday, December 15, 2021; and

WHEREAS, after considering all comments received, if any, the following action is hereby taken.

NOW, THEREFORE, BE IT ORDAINED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the Zoning Map of the Parish of Terrebonne be hereby amended so as to rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential), Lot 16, Square 1, Barrowtown Subdivision, 2620 Bryant Street, Houma, Terrebonne Parish, Louisiana.

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

THERE WAS RECORDED:

YEAS: _____

NAYS: _____

ABSTAINING: _____

ABSENT: _____

The Chairman declared this ordinance ADOPTED/NOT 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

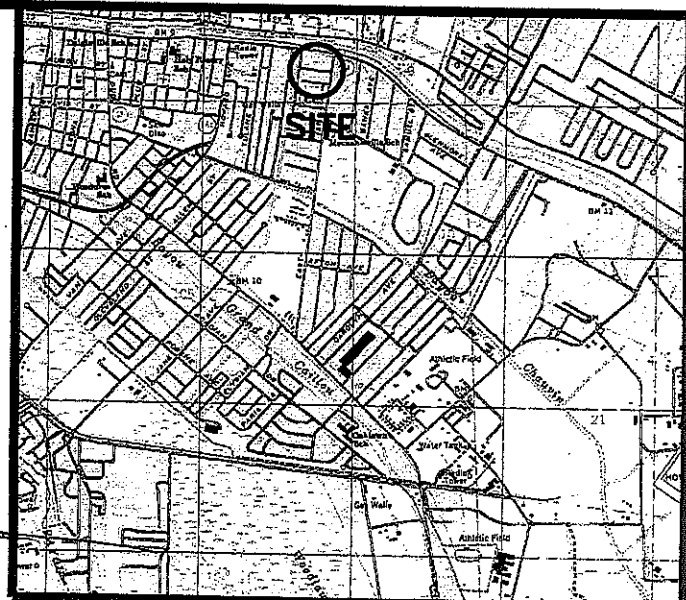
Date and Time Returned to Council Clerk:

* * * * *

I, SUZETTE THOMAS, 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



VICINITY MAP



THIS SURVEY BASED ON MAP PREPARED BY ACHEE & WILKINSON SURVEYORS ENTITLED "MAP OF BARROWTOWN IN TERREBONNE PARISH IN SECTION 8, T17S-R17E, AND DATED JULY 11, 1908. BEARINGS SHOWN HEREON ARE BASED ON SAID MAP.

THIS LOT IS LOCATED IN ZONE "C" AS SHOWN ON FEDERAL EMERGENCY MANAGEMENT AGENCY MAP, COMMUNITY NO. 220220, PANEL NO. 0005, SUFFIX "C", AND DATED MAY 19, 1981. (ZONE "C" IS AN AREA OF MINIMAL FLOODING). F.E.M.A. 2006 ADVISORY PANEL NO. LA-R103 DOES NOT AFFECT THIS PROPERTY. THE 2021 PRELIMINARY FIRM COMMUNITY NO. 22109C, PANEL NO. 0252 SUFFIX "E" PLACES THIS PROPERTY IN ZONE "X" AND HAS NO AFFECT ON THIS PROPERTY.

THIS MAP WAS PREPARED FOR INFORMATIONAL PURPOSES ONLY AND IS NOT IN FULL COMPLIANCE WITH THE MINIMUM STANDARDS FOR PROPERTY BOUNDARY SURVEYS.

MAP SHOWING LOT 16, SQUARE 1 OF
BARROWTOWN SUBD TO BE REZONED
FROM ZONE R-1 TO ZONE R-3
LOCATED IN SECTION 8, T17S-R17E,
TERREBONNE PARISH, LOUISIANA

JULY 16, 2021

SCALE: 1" = 200'

KENETH L. REMBERT, SURVEYOR
635 SCHOOL ST., HOUMA, LA.
PH. (985) 879-2782





**Zoning & Land Use Commission
Staff Report**

October 21, 2021
Agenda Item F.1

LOCATION:	2620 Bryant Street	APPLICANT:	Mable Lyons
APPROVAL REQUESTED:	Rezone from R-1 (Single-Family Residential) to R-3 (Multi-Family Residential))	RECOMMENDATION:	Approval

PROPOSAL:

Rezone lot from R-1 to R-3 to allow for placement of a mobile home.

ANALYSIS:

Applicant has submitted the reason for the amendment is Change in Conditions and that they cannot afford a traditional frame house. There are a number of legal, non-conforming mobile homes in the area and there have been several zoning amendments in the past to R-3 for placement of mobile homes. For many parish residents, mobile homes are the only affordable housing type available. The most recent rezoning involved a large-scale rezone of the entire area, but it was decided to keep it on a case by case basis. The application is exempt from the minimum lot size requirement for R-3 zoning since it abuts a C-2 General Commercial zone which are the lots that front East Main Street which is an existing mobile home park.

All public notice requirements have been met. Staff received one call objecting to the request.

\$ one call no objection

RECOMMENDATION:

APPROVAL

Christopher M. Pulaski, PLA, Director
Planning & Zoning Department
Terrebonne Parish Consolidated Government



Wednesday, December 15, 2021

Item Title:

Adley Oaks Subdivision, Phase A

Item Summary:

An ordinance to dedicate and accept the maintenance/operation of the street(s), drainage servitudes, sewer, and rights-of-way for “Adley Oaks Subdivision, Phase A;” energize and accept the streetlights; and to incorporate “Adley Avenue”, “Oriole Street”, and “Kingfisher Drive” into the Enhanced 911 Emergency Response System for the purpose of providing a better means of locating addresses.

1. Consider adoption of the ordinance.

ATTACHMENTS:

Description	Upload Date	Type
Adley Oaks Subdivision, Phase A	11/23/2021	Executive Summary
Adley Oaks Subdivision, Phase A	11/23/2021	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Adley Oaks Subdivision, Phase A

PROJECT SUMMARY (200 WORDS OR LESS)

Dedication and acceptance of the maintenance/operation of the street(s), drainage servitudes, sewer, and rights-of-way; energize and accept the streetlights; and the incorporation of "Adley Avenue", "Oriole Street", and "Kingfisher Drive"

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

A Resolution giving Notice of Intent to adopt an Ordinance to dedicate and accept the maintenance/operation of the street(s), drainage servitudes, sewer, and rights-of-way for "Adley Oaks Subdivision, Phase A;" energize and accept the streetlights and to incorporate "Adley Avenue", "Oriole Street", and "Kingfisher Drive" into the Enhanced 911 Emergency Response System for the purpose of providing a better means of locating addresses.

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

Signature

Date



TERREBONNE PARISH
CONSOLIDATED GOVERNMENT

P.O. BOX 2768 • HOUMA, LOUISIANA 70361
985-868-5050 • WWW.TPCG.ORG



Department of Planning & Zoning

November 22, 2021

MEMO TO: Mike Toups, Parish Manager
TPCG Administration

FROM: Becky M. Becnel, Minute Clerk *bmb*
Houma-Terrebonne Regional Planning Commission

THRU: Christopher M. Pulaski, PLA, Director *[Signature]*
TPCG Planning & Zoning Department

SUBJECT: Adley Oaks Subdivision, Phase A
Dedication and acceptance of the maintenance/operation of the street(s), drainage servitudes, sewer, and rights-of-way; energize and accept the street lights; and the incorporation of the street(s); Quality Engineering & Surveying, L.L.C.

Please be advised that the attached Resolution and Ordinance are being sent to the Parish Council for their review for approval or denial for the above referenced subdivision.

Should you have any questions or require more information, please advise.

/bmb

Attachments

cc: Councilman Darrin Guidry, *Council Chairman*
Councilman John Amedée, *District 4*
Suzette Thomas, *Council Clerk*
Council Reading File
Correspondence File

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

A Resolution giving Notice of Intent to adopt an Ordinance to dedicate and accept the maintenance/operation of the street(s), drainage servitudes, sewer, and rights-of-way for “Adley Oaks Subdivision, Phase A;” energize and accept the streetlights and to incorporate “Adley Avenue”, “Oriole Street”, and “Kingfisher Drive” into the Enhanced 911 Emergency Response System for the purpose of providing a better means of locating addresses.

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 dedicate and accept the maintenance/operation of the street(s), drainage servitudes, sewer, and rights-of-way for “Adley Oaks Subdivision, Phase A;” energize and accept the street lights; and to incorporate “Adley Avenue”, “Oriole Street”, and “Kingfisher Drive” into the Enhanced 911 Emergency Response System for the purpose of providing a better means of locating addresses.

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

THERE WAS RECORDED:

YEAS: _____

NAYS: _____

ABSTAINING: _____

ABSENT: _____

The Chairman declared this resolution ADOPTED/NOT ADOPTED on this, the _____ day of _____, 2021.

DARRIN GUIDRY, CHAIRMAN
TERREBONNE PARISH COUNCIL

I, SUZETTE THOMAS, 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 & Planning Committee on _____, 2021 and subsequently ratified by the Assembled Council in Regular Session on _____, 2021, at which meeting a quorum was present.

SUZETTE THOMAS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL

OFFERED BY:
SECONDED BY:

ORDINANCE NO. _____

AN ORDINANCE DEDICATING AND ACCEPTING THE MAINTENANCE/OPERATION OF THE STREET(S), DRAINAGE SERVITUDES, SEWER, AND RIGHTS-OF-WAY FOR “ADLEY OAKS SUBDIVISION, PHASE A;” ENERGIZE AND ACCEPT THE STREETLIGHTS; AND TO INCORPORATE “ADLEY AVENUE”, “ORIOLE STREET”, AND “KINGFISHER DRIVE” INTO THE ENHANCED 911 EMERGENCY RESPONSE SYSTEM FOR THE PURPOSE OF PROVIDING A BETTER MEANS OF LOCATING ADDRESSES; AND TO SET FORTH AN EFFECTIVE DATE FOR THE INCORPORATION OF STREET NAME(S), TO INFORM THE PROPER AGENCIES OF THE STREET NAME(S), AND TO AUTHORIZE THE INSTALLATION OF THE APPROPRIATE STREET SIGN(S), AND TO ADDRESS OTHER MATTERS RELATIVE THERETO.

SECTION I

BE IT ORDAINED that the Terrebonne Parish Council, on behalf of Terrebonne Parish Consolidated Government, dedicates and accepts the maintenance/operation of the street(s), drainage servitudes, sewer, and rights-of-way; and energize and accept the streetlights as depicted on a plat, prepared on August 19, 2021, by Quality Engineering & Surveying, L.L.C. titled “Adley Oaks Subdivision, Phase A”, a copy of which is attached hereto and made a part hereof;

BE IT FURTHER ORDAINED effective on the _____ day of _____, 2021, that “Adley Avenue”, “Oriole Street”, and “Kingfisher Drive” be incorporated into the Enhanced 911 Emergency Response System;

BE IT FURTHER ORDAINED that a copy of this ordinance be submitted to the Terrebonne Parish Communications Board, local U.S. Postal Services, fire districts, Acadian Ambulance, Terrebonne Parish Sheriff’s Office, and any other appropriate agency; and

BE IT FURTHER ORDAINED that the Parish Forces be directed to install the proper street sign on the appropriate street, and that any other actions relative thereto be addressed.

SECTION II

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

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: _____

ABSENT: _____

The Chairman declared the ordinance ADOPTED/NOT 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

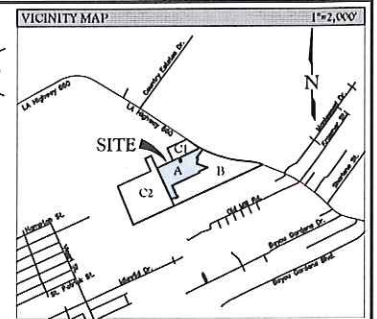
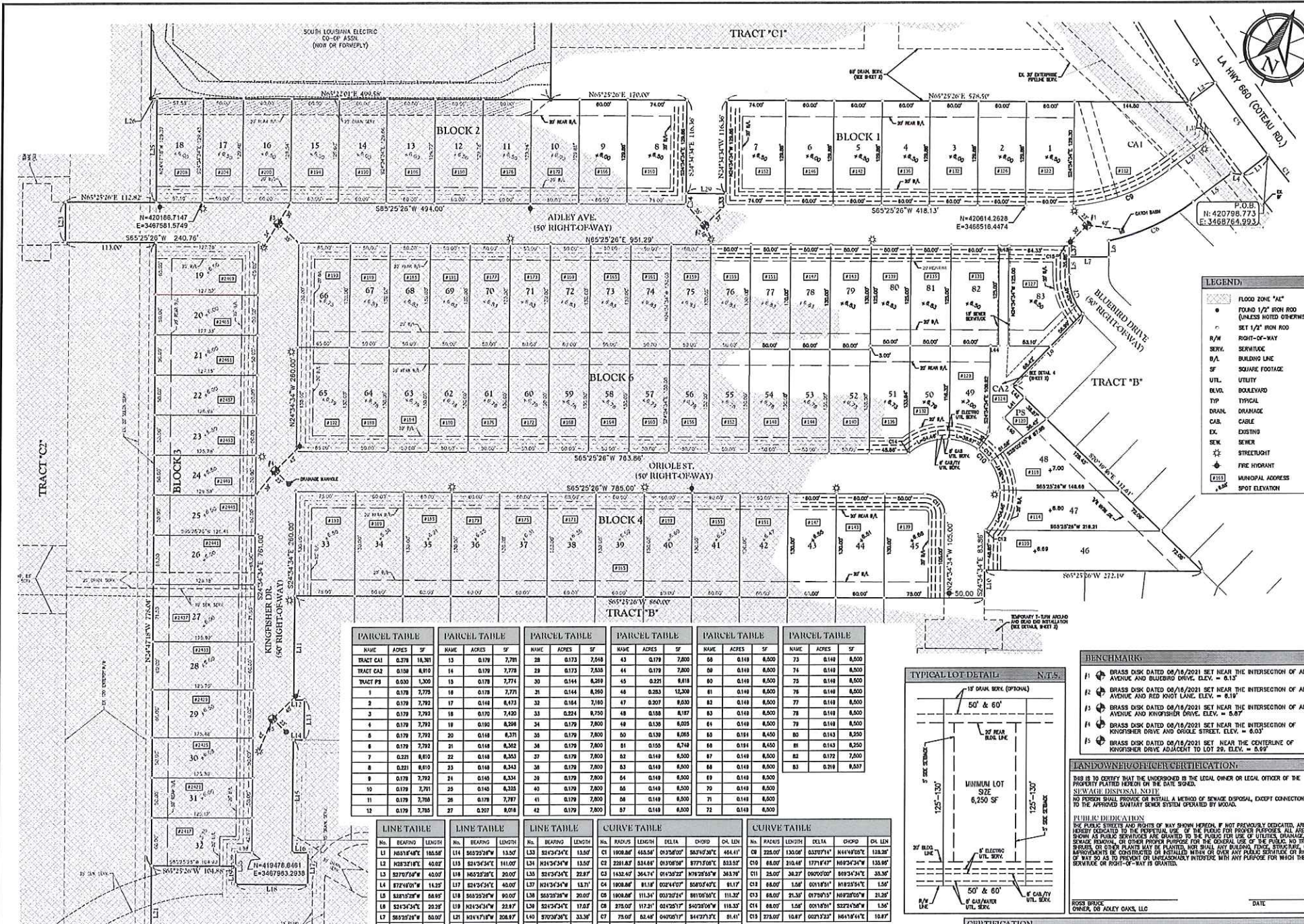
Date and Time Returned to Council Clerk:

* * * * *

I, SUZETTE THOMAS, Clerk of 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



GENERAL NOTES

PROPERTY RESTRICTIONS, EASEMENTS, RIGHTS-OF-WAY, EASEMENTS AND/OR OTHER RIGHTS, OTHER THAN THOSE NOTED, MAY EXIST ON THIS PROPERTY AND OWNERS OR POTENTIAL BUYERS SHOULD ALSO BE AWARE OF RESTRICTIONS FOR VARIATION OF TITLE AND/OR ACTUAL OWNERSHIP WAS NOT IN THE SCOPE OF THIS SURVEY MADE BY QUALITY ENGINEERING AND SURVEYING, LLC.

THE WORDS "CERTIFY", "CERTIFIED", OR "CERTIFICATION" AS USED HEREIN IS UNDERSTOOD TO BE AN AFFIDAVIT OF PROFESSIONAL OPINION BY THE SURVEYOR BASED UPON HIS BEST KNOWLEDGE, INFORMATION, AND BELIEF, AS SUCH, IT DOES NOT CONSTITUTE A GUARANTEE NOR A WARRANTY, EXPRESSED OR IMPLIED.

IF SHOWN, ANY LINES ASSOCIATED WITH SECTION, TOWNSHIP, RANGE NOT OUTLINED FROM AGRAL BOUNDARY, FROM FLOOD INSURANCE RATE MAPS AND YOUR OWNERSHIP MAPS, THESE LINES ARE SHOWN FOR REFERENCE ONLY AND WERE NOT FIELD VERIFIED AT THE TIME THIS SURVEY WAS PERFORMED.

IF SHOWN, ADJACENT PROPERTY OWNER INFORMATION HAS BEEN TAKEN FROM AVAILABLE INFORMATION PROVIDED ON THE PARCEL ASSessor'S GIS WEBSITE AND/OR TAX ROLLS.

SPECIAL FLOOD HAZARD ZONE DESIGNATION

THIS PROPERTY IS LOCATED IN ZONES "C1" & "C2" AS SHOWN ON FEDERAL DEPARTMENT OF AGRICULTURE, NATURAL RESOURCES SERVICE, FLOOD INSURANCE RATE MAP, DATED MAY 1, 1984, (ZONE "C1" HAS A BASE FLOOD ELEVATION OF 15.00 FEET, THE FLOOD, FEB. 28, 2008, ADJUSTED FLOOD, NO. 14-252 PLATE A PORTION OF THIS PROPERTY IN ZONE "C1" WITH A BASE FLOOD ELEVATION OF 15.00 FEET, PRELIMINARY OTHER COMBINATION NO. 20100, PLATE NO. 0115, PLACES THIS PROPERTY IN ZONE "C1" AND HAS A BASE FLOOD ELEVATION REQUIREMENT OF 15.00 FEET.

WETLAND DELINEATION DISCLAIMER

QUALITY ENGINEERING AND SURVEYING, LLC HAS NOT AND DOES NOT PROVIDE WETLAND DELINEATION OR DETERMINATION AND HAS NOT REQUESTED NOR INCLUDED IN THIS SURVEY, QUALITY ENGINEERING AND SURVEYING, LLC DOES NOT RECEIVE NOR REQUEST THE LOCATION OF WETLAND AREAS AS DETERMINED BY THE APPROPRIATE AGENCIES, SUCH AS U.S. ARMY CORPS OF ENGINEERS OR STATE OF LOUISIANA DEPARTMENT OF WATERS AND WETLANDS.

LOUISIANA ONE CALL

THE UNDERGROUND UTILITIES SHOWN HEREIN HAVE BEEN LOCATED FROM LA ONE CALL MAPS, VISIBLE UTILITY FEATURES, AND/OR PREVIOUS CONSTRUCTION DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN CORRESPOND TO ALL UTILITIES IN THE AREA, OTHER THAN AS SHOWN OR INDICATED. THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN THE EXACT LOCATION INDICATED. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES, EXCEPT FOR ABOVE GROUND VISIBLE UTILITY FEATURES.

UTILITIES NOTED

THE UTILITIES SHOWN HEREIN WERE LOCATED FROM ABOVE GROUND, VISIBLE EVIDENCE ONLY. ONLY THOSE UTILITIES THAT WERE LOCATED WITHIN THE BOUNDARY OF THE SURVEY ARE SHOWN. OTHER UTILITIES ARE CONSIDERED TO EXIST EVEN IF NOT SHOWN HEREIN.

DATE OF BEARINGS

THE BEARINGS SHOWN HEREIN ARE BASED ON THE LOUISIANA STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (1783), AND 1983 (2011, EPOCH 2010.00) AS DETERMINED BY GPS OBSERVATIONS.

DATE OF ELEVATIONS

THE ELEVATIONS SHOWN HEREIN ARE BASED ON THE "NORTH AMERICAN VERTICAL DATUM OF 1988 (DAVD 1988)" UTILIZING LOCAL MEANSEA LEVEL NORTH AMERICAN REAL TIME NETWORK (RTN) SYSTEM, EPOCH 2010.00.

ZONING

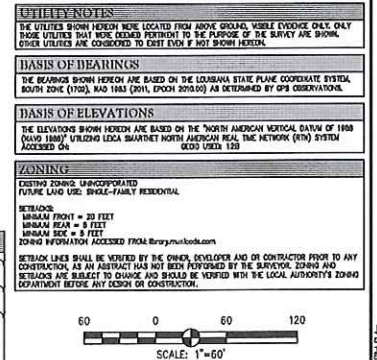
CENTRO ZONING, UNINCORPORATED
FUTURE LAND USE: SINGLE-FAMILY RESIDENTIAL

SETBACKS

MINIMUM FRONT = 30 FEET
MINIMUM REAR = 30 FEET
MINIMUM SIDE = 5 FEET

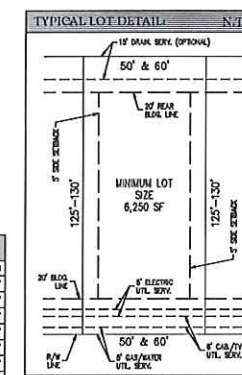
THE INFORMATION ACCESSIBLE FROM [braymiller.com](https://www.braymiller.com)

SETBACK LINES SHALL BE VERIFIED BY THE OWNER, DEVELOPER AND/OR CONTRACTOR PRIOR TO ANY CONSTRUCTION, AS AN ABSTRACT HAS NOT BEEN PERFORMED BY THE SURVEYOR. THE SURVEYOR'S RECORDS ARE SUBJECT TO CHANGE AND SHOULD BE VERIFIED WITH THE LOCAL AUTHORITY ZONING DEPARTMENT BEFORE ANY CONSTRUCTION.



NAME	ACRES	SF	NAME	ACRES	SF	NAME	ACRES	SF	NAME	ACRES	SF	NAME	ACRES	SF	NAME	ACRES	SF
TRACT C1	0.179	14,361	13	0.179	7,778	28	0.173	7,548	43	0.179	7,800	58	0.119	8,500	73	0.119	8,500
TRACT C2	0.179	8,810	14	0.179	7,778	29	0.173	7,548	44	0.179	7,800	59	0.119	8,500	74	0.119	8,500
TRACT P1	0.000	1,300	15	0.179	7,778	30	0.144	8,249	45	0.221	8,810	60	0.119	8,500	75	0.119	8,500
1	0.179	7,778	16	0.179	7,778	31	0.144	8,249	46	0.283	12,308	61	0.119	8,500	76	0.119	8,500
2	0.179	7,778	17	0.144	8,473	32	0.144	7,185	47	0.307	9,850	62	0.119	8,500	77	0.119	8,500
3	0.179	7,778	18	0.170	8,750	33	0.224	9,750	48	0.158	8,187	63	0.119	8,500	78	0.119	8,500
4	0.179	7,778	19	0.180	8,298	34	0.179	7,800	49	0.130	8,025	64	0.119	8,500	79	0.119	8,500
5	0.179	7,778	20	0.144	8,371	35	0.179	7,800	50	0.130	8,025	65	0.119	8,500	80	0.119	8,500
6	0.179	7,778	21	0.144	8,371	36	0.179	7,800	51	0.130	8,025	66	0.119	8,500	81	0.119	8,500
7	0.221	8,810	22	0.144	8,371	37	0.179	7,800	52	0.149	8,500	67	0.119	8,500	82	0.119	8,500
8	0.221	8,810	23	0.144	8,371	38	0.179	7,800	53	0.149	8,500	68	0.119	8,500	83	0.119	8,500
9	0.179	7,778	24	0.144	8,371	39	0.179	7,800	54	0.149	8,500	69	0.119	8,500			
10	0.179	7,778	25	0.144	8,371	40	0.179	7,800	55	0.149	8,500	70	0.119	8,500			
11	0.179	7,778	26	0.179	7,778	41	0.179	7,800	56	0.149	8,500	71	0.119	8,500			
12	0.179	7,778	27	0.207	8,018	42	0.179	7,800	57	0.149	8,500	72	0.119	8,500			

LINE TABLE	LINE TABLE	LINE TABLE	CURVE TABLE	CURVE TABLE
NO. BEARING LENGTH	NO. BEARING LENGTH	NO. BEARING LENGTH	NO. BEARING LENGTH DELTA CHORD DL LCH	NO. BEARING LENGTH DELTA CHORD DL LCH
11 88°51'45" 168.86	111 88°52'38" 133.67	113 81°53'42" 133.67	11 88°51'45" 168.86	111 88°52'38" 133.67
12 88°51'45" 42.07	112 81°53'42" 111.07	114 81°53'42" 133.67	12 88°51'45" 42.07	112 81°53'42" 111.07
13 87°07'47" 42.07	113 81°53'42" 20.07	115 81°53'42" 133.67	13 87°07'47" 42.07	113 81°53'42" 20.07
14 87°07'47" 11.25	114 81°53'42" 42.07	116 81°53'42" 133.67	14 87°07'47" 11.25	114 81°53'42" 42.07
15 88°51'45" 68.87	115 81°53'42" 80.07	117 81°53'42" 133.67	15 88°51'45" 68.87	115 81°53'42" 80.07
16 88°51'45" 22.27	116 81°53'42" 22.87	118 81°53'42" 173.87	16 88°51'45" 22.27	116 81°53'42" 22.87
17 88°51'45" 62.07	117 81°53'42" 22.87	119 81°53'42" 33.87	17 88°51'45" 62.07	117 81°53'42" 22.87
18 81°53'42" 12.17	118 81°53'42" 22.87	121 81°53'42" 33.87	18 81°53'42" 12.17	118 81°53'42" 22.87
19 81°53'42" 12.17	119 81°53'42" 12.37	122 81°53'42" 21.37	19 81°53'42" 12.17	119 81°53'42" 12.37
20 81°53'42" 33.07	120 81°53'42" 8.07	123 81°53'42" 11.87	20 81°53'42" 33.07	120 81°53'42" 8.07
21 81°53'42" 133.07	121 81°53'42" 12.07	124 81°53'42" 12.07	21 81°53'42" 133.07	121 81°53'42" 12.07
22 81°53'42" 11.37	122 81°53'42" 11.37	125 81°53'42" 23.87	22 81°53'42" 11.37	122 81°53'42" 11.37
23 81°53'42" 62.07	123 81°53'42" 58.87		23 81°53'42" 62.07	123 81°53'42" 58.87



- BENCHMARK**
- 1 BRASS DISK DATED 08/18/2011 SET NEAR THE INTERSECTION OF ADLEY AVENUE AND RED KNOT LANE, ELEV. = 6.12'
 - 2 BRASS DISK DATED 08/18/2011 SET NEAR THE INTERSECTION OF ADLEY AVENUE AND KINGFISHER DRIVE, ELEV. = 6.07'
 - 3 BRASS DISK DATED 08/18/2011 SET NEAR THE INTERSECTION OF KINGFISHER DRIVE AND ORIOLE STREET, ELEV. = 6.03'
 - 4 BRASS DISK DATED 08/18/2011 SET NEAR THE INTERSECTION OF KINGFISHER DRIVE ADJACENT TO LOT 29, ELEV. = 6.09'

LANDOWNERS/OWNER CERTIFICATION:

THIS IS TO CERTIFY THAT THE UNDERGROUND IS THE LEGAL OWNER OR LEGAL OFFICER OF THE PROPERTY PLATTED HEREON ON THE DATE SIGNED.

PUBLIC DEDICATION:

THE PUBLIC STREETS AND RIGHTS OF WAY SHOWN HEREON, IF NOT PREVIOUSLY DEDICATED, ARE HEREBY DEDICATED TO THE PUBLIC USE OF THE PUBLIC FOR PROPER PAVEMENT, UTILITIES, DRAINAGE, SEWER REMOVAL, OR OTHER PROPER PURPOSES FOR THE GENERAL USE OF THE PUBLIC. NO OTHER RIGHTS OR OTHER PLANTS MAY BE PLANTED, NOR SHALL ANY BUILDING, DRIVE, STRUCTURE, OR OTHER STRUCTURE BE CONSTRUCTED WITHIN OR ON ANY PUBLIC RIGHT-OF-WAY OR RIGHT-OF-WAY SO AS TO PREVENT OR UNREASONABLY INTERFERE WITH ANY PURPOSE FOR WHICH THE SERVICE OR RIGHT-OF-WAY IS GRANTED.

ROSS BRUCE, OWNER, DB ADLEY OAKS, LLC

DATE

CERTIFICATION

THIS IS TO CERTIFY THAT THIS PLAT IS MADE IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 33:5001 ET. SEQ. AND CONFORMS TO PARISH ORDINANCES GOVERNING THE SUBDIVISION OF LAND. THIS PLAT IS MADE IN ACCORDANCE WITH THE STANDARDS OF PRACTICE FOR BOUNDARY SURVEYS FOR A CLASS C SURVEY AND IT WAS THE INTENT TO SUBMIT THIS SURVEYED TRACT INTO THE PLATTED SUBDIVISION. THIS CERTIFICATION IS SPECIFICALLY RESTRICTED TO THE QUANTITY OF REQUIRED SUBDIVISION OF PROPERTY ONLY, AND DOES NOT EXTEND TO THIRD PARTIES UNLESS THE PLAT IS PROPERLY REVISED BY THE CERTIFIER TO REFLECT THE SAME.

PRELIMINARY DOCUMENT FOR REVIEW ONLY

This document is not to be used for construction, bidding, recordation, conveyance, title, or as the basis for the issuance of a permit.

SETH J. MOSBY, PLS #0073

DATE

APPROVAL

APPROVED AND ACCEPTED THIS DATE _____

BY THE HOUMA - TERREBOONE REGIONAL PLANNING COMMISSION

BY _____ FOR _____

FINAL PLAT

OF

ADLEY OAKS SUBDIVISION, PHASE A

LOTS 1 - 83

&

TRACTS "CA1", "CA2", "PS", "B", "C1", & "C2"

FORMERLY

THE RICHARD LANDRY, et al PROPERTY

LOCATED IN SECTIONS 84 & 85, TOWNSHIP 18 SOUTH, RANGE 17 EAST, SOUTHEASTERN LAND DISTRICT WEST OF THE MISSISSIPPI RIVER, TERREBOONE PARISH, LOUISIANA

DB Adley Oaks, LLC
4411 RICHARDSON ROAD, SUITE G
BATON ROUGE, LOUISIANA 70805

DATE: AUGUST 19, 2021

PROJECT: N/A

FILED: N/A

RECORD: 2

BOOK: 19-055

DATE: 8/19/2021

BY: SETH J. MOSBY, PLS #0073

QUALITY ENGINEERING AND SURVEYING, LLC

1 OF 3

**Terrebonne Parish Consolidated Government
Infrastructure Warranty**

A. For a period of three hundred and sixty-five (365) days from the acceptance date by the Terrebonne Parish Council; developer/subdivider warrants that all public streets and all dedicated infrastructure shall remain free of defective materials and workmanship; shall remain completed in accordance with the plans and specifications of the project; and shall comply with all state and local laws.

B. If within one year after the date of Council acceptance any work is found to be defective or not in compliance as set out above, developer/subdivider shall within 50 days of notification, without cost to Parish, and in accordance with Parish's written instructions make all required repairs or corrections.

If placed on notice by TPCG pursuant to this part, the parish engineering department will re-inspect for warranty release only after receiving certification from the developer's engineer that the work has been accomplished.

C. The defects not cured to the satisfaction of TPCG within fifty days of notification will be turned over the Terrebonne Parish Consolidated Government legal department for resolution.

D. Contractor's obligations under this warranty are in addition to any other obligation or warranty. The provisions of this warranty shall not be construed as a substitute for or a waiver of the provisions of any applicable statute of limitation.

Adley Oaks

Name of Subdivision

Date of Council Acceptance

Ron D Br

Developer Signature

Quality Engineering & Surveying, LLC

18320 Hwy 42 Port Vincent, LA 70726
Adley Oaks - Dantin Bruce Development, LLC

September 8, 2020

PHASE A PRELIMINARY SOI (TURN LANE PLANS NOT INCLUDED)

ITEM NO.	Description	Unit	Quantity	Unit Price	Total
CLEARING & EARTHWORK					
1	Fine Grading of Roadway	L.F.	3,531	4.50	15,889.50
2	Earthwork	C.Y.	4,700	5.00	23,500.00
3	Muck and Fill LA 660 Roadside Ditch for 54" RCP Adley Avenue Crossing	L.F.	105	6.00	630.00
4	Utility Location and Coordination with Utility Companies	Lump	1	2,500.00	2,500.00
5	Muck and Fill Existing Temporary Swales Installed in Grading Plans	L.F.	800	6.00	4,800.00
6	Temporary Ditch Grading	L.F.	740	6.25	4,625.00
CLEARING & EARTHWORK SUBTOTAL					\$51,944.50
PAVING					
7	6" P.C. Concrete Pavement	S.Y.	10,577	47.50	502,407.50
8	12" Pumped Mississippi Sand	S.Y.	10,577	9.75	103,125.75
9	1'-0" P.C. Mountable Type Integral Concrete Curb, per DOTD Standard Plan CP-01	L.F.	6,555	6.00	39,330.00
10	8" Limestone over 7 oz. Geotextile Fabric for Temporary T-Turnarounds	S.Y.	478	26.00	12,428.00
11	8" Thick Aggregate Over 7 oz. Geotextile Fabric and Compacted Base, Serving Tract "PS"	S.Y.	76	26.00	1,976.00
12	8" Thick Concrete Drive Apron over 8" Lime Treated Base and Compacted Base, Serving Tract "PS"	S.Y.	24	112.00	2,688.00
13	8" Thick Concrete Drive Apron over 8" Lime Treated Base and Compacted Base, Serving Monument Road at Adley and Bluebird	S.Y.	49	112.00	5,488.00
14	Handicap Ramp	Each	1	1,000.00	1,000.00
PAVING SUBTOTAL					\$668,443.25
DRAINAGE					
15	Plug Drainage Pipe End for Future Connection	Each	1	300.00	300.00
16	CB-06	Each	18	3,150.00	56,700.00
17	CB-07	Each	4	3,600.00	14,400.00
18	CB-08	Each	1	6,800.00	6,800.00
19	CB-08 (Conflict Box for Drainage and Sewer)	Each	1	7,300.00	7,300.00
20	R-CB-11	Each	1	3,500.00	3,500.00
21	R-CB-11JB	Each	3	3,000.00	9,000.00

22	15" PVC Storm Drain Pipe	L.F.	410	49.50	20,295.00
23	18" PVC Storm Drain Pipe	L.F.	23	51.00	1,173.00
24	18" UF Storm Drain Pipe	L.F.	166	67.25	11,163.50
25	24" PVC Storm Drain Pipe	L.F.	1,208	72.00	86,976.00
26	30" PVC Storm Drain Pipe	L.F.	720	101.00	72,720.00
27	36" PVC Storm Drain Pipe	L.F.	127	105.00	13,335.00
28	36" UF Storm Drain Pipe	L.F.	112	115.00	12,880.00
29	42" UF Storm Drain Pipe	L.F.	461	132.00	60,852.00
30	54" RCP Storm Drain Pipe	L.F.	116	215.00	24,940.00
				DRAINAGE SUBTOTAL	\$402,334.50
	SANITARY SEWER				
31	Sanitary Sewer Manhole (0-6' Depth; Includes Concrete Pad Around Cover)	Each	3	2,700.00	8,100.00
32	Sanitary Sewer Manhole (6-8' Depth; Includes Concrete Pad Around Cover)	Each	5	2,800.00	14,000.00
33	Sanitary Sewer Manhole (8-10' Depth; Includes Concrete Pad Around Cover)	Each	2	3,100.00	6,200.00
34	Sanitary Sewer Manhole (10-12' Depth; Includes Concrete Pad Around Cover)	Each	3	4,000.00	12,000.00
35	Sanitary Sewer Drop Manhole (10-12' Depth; Includes Concrete Pad Around Cover)	Each	1	4,700.00	4,700.00
36	Sanitary Sewer Manhole (12-14' Depth; Includes Concrete Pad Around Cover)	Each	1	6,600.00	6,600.00
37	8" PVC Sanitary Sewer Pipe (0-6' Depth)	L.F.	753	31.00	23,343.00
38	8" PVC Sanitary Sewer Pipe (6-8' Depth)	L.F.	1,045	33.00	34,485.00
39	8" PVC Sanitary Sewer Pipe (8-10' Depth)	L.F.	1,223	36.00	44,028.00
40	8" PVC Sanitary Sewer Pipe (10-12' Depth)	L.F.	592	55.00	32,560.00
41	8" PVC Sanitary Sewer Pipe (12-14' Depth)	L.F.	59	60.00	3,540.00
42	10" PVC Sanitary Sewer Pipe (12-14' Depth)	L.F.	37	75.00	2,775.00
43	Sanitary Sewer Terminus	Each	2	2,900.00	5,800.00
44	Sanitary Sewer Service (Same Side)	Each	38	450.00	17,100.00
45	Sanitary Sewer Service (Opposite Side)	Each	32	1,300.00	41,600.00
46	Sanitary Sewer Service (Same Side to MH)	Each	1	825.00	825.00
47	Sanitary Sewer Service (Opposite Side to MH)	Each	1	1,300.00	1,300.00
48	Sanitary Sewer Double Service (Same Side)	Each	5	700.00	3,500.00
49	Sanitary Sewer Double Service (Opposite Side)	Each	0	NO BID	NO BID
50	Sanitary Sewer Double Service (Same Side to MH)	Each	1	1,600.00	1,600.00
51	Sanitary Sewer Double Service (Opposite Side to MH)	Each	0	NO BID	NO BID
52	Contractor to Plug Hole in SSMH for Future Connection	Each	4	600.00	2,400.00
				SANITARY SEWER SUBTOTAL	\$266,456.00

	GAS				
	N/A; gas installation to be coordinated by owner				NO BID
				GAS SUBTOTAL	NO BID
	WATER				
53	8" Water Line (Including All Required Sample Taps, Fittings, Caps, Valves, etc., except Gate Valves and Air Release Valves)	L.F.	3,149	24.25	76,363.25
54	10" Water Line Bore Under LA 660 (Approx. 110 L.F., Includes All Fittings)	Lump	1	12,000.00	12,000.00
55	10" Gate Valve	Each	1	3,000.00	3,000.00
56	8" Gate Valve	Each	16	1,800.00	28,800.00
57	Fire Hydrant Assembly (Includes 6" Gate Valve)	Each	7	4,000.00	28,000.00
58	Flushing Apparatus (Includes 4" Gate Valve)	Each	1	2,500.00	2,500.00
59	1" Air Release Valve for Bore Under Acadian Natural Gas pipeline	Each	2	4,000.00	8,000.00
60	Connection to Waterworks District 1 Main on LA 660 (Includes All Coordination and Fees)	Lump	1	5,500.00	5,500.00
				WATER SUBTOTAL	\$164,163.25
	EROSION CONTROL				
61	Installation and Maintenance of Erosion Control	Lump	1	16,000.00	16,000.00
62	Limestone Construction Entrance (12" Thick)	Each	1	4,000.00	4,000.00
63	18" - 30# Rip Rap Over 7oz. Geotextile Fabric	SY	556.0	77.00	42,812.00
64	Inlet Protection	Each	25	150.00	3,750.00
65	Hydromulching Ditch Banks, Servitudes, & Right of Way (Includes Seed)	AC	4.51	1,650.00	7,441.50
66	Seed and Fertilize Exposed Areas with Bermuda or Rye Grass	AC	0.41	1,400.00	574.00
67	Double Net Straw - Erosion Control Blanket	SY	3,976	3.50	13,916.00
				EROSION CONTROL SUBTOTAL	\$88,493.50
	SIGNAGE & MISC. ITEMS				
68	Street Sign (2 Plates, No Outlet)	Each	1	350.00	350.00
69	Street Sign (2 Plates)	Each	2	300.00	600.00
70	Regulatory Signs	Each	9	275.00	2,475.00
71	Temporary Dead End Installation	Each	5	1,500.00	7,500.00
72	Permanent End-of-Roadway Installation (Type D Per DOTD Detail HS-03)	Each	1	3,000.00	3,000.00
				SIGNAGE & MISC. SUBTOTAL	\$13,925.00
73	Maintenance Bond/Maintenance Agreement			@ NO DIRECT PAY	
				SUBTOTAL FOR ADLEY OAKS PHASE A	\$1,655,760.00

Quality Engineering & Surveying, LLC

18320 Hwy 42 Port Vincent, LA 70726
Adley Oaks - Dantin Bruce Development, LLC

September 4, 2020

PHASE A PRELIMINARY SOI (PUMP STATION AND FORCE MAIN)

ITEM NO.	Description	Unit	Quantity	Unit Price	Total
SANITARY SEWER					
1	72" Sanitary Sewer Pump Station (Includes All Items for a Working Pump Station Meeting Pollution Control Standards; Includes Electrical Service, Panels, ARV on the Header Piping, All Piping and Valves Up to Beginning of Underground 6" PVC Force Main)	Lump	1	210,000.00	210,000.00
2	6" PVC Force Main	L.F.	1,739	21.00	36,519.00
3	6" HDPE Force Main (Bore Through Wetlands, Approx. 400 L.F.)	Lump	1	48.00	19,200.00
4	2" Air Release Valve (No Vacuum Valve) Per Pollution Control Standard Details	Each	1	3,905.00	3,905.00
5	6' Cedar Wood Fence	L.F.	124	31.00	3,844.00
6	Double 6' Swing Gates with Lock and Hasp	Each	1	1,500.00	1,500.00
7	1" Water Service Line	L.F.	146	30.00	4,380.00
8	Water and Hose Bibb Connection to Pump Station with Backflow Preventor	Each	1	2,000.00	2,000.00
9	Tie-In to Offsite Terrebonne Parish Pollution Control Wastewater Treatment Plant (Includes All Fees, Coordination, etc.)	Lump	1	2,400.00	2,400.00
SANITARY SEWER SUBTOTAL:					\$283,748.00
Maintenance Bond/Maintenance Agreement @ NO DIRECT PAY					
TOTAL FOR ADLEY OAKS PHASE A					\$1,939,508.00

**ENGINEER'S CERTIFICATION
FOR
ADLEY OAKS SUBDIVISION PHASE A**

I, the undersigned Professional Engineer, hereby certify to the best of my knowledge and belief that the public street, storm drainage and sanitary sewer improvements were constructed in accordance with the approved construction plans prepared by this firm. Any changes to the approved plans known to me are noted on record drawings accompanying this certification.

This certification is based on observations by me or my designated representatives, certificates of compliance furnished by manufacturers, and tests of materials of construction by an approved laboratory.

QUALITY ENGINEERING & SURVEYING, L.L.C.



William H. Purser, P.E.

Engineering Manager

July 30, 2021



(Professional Engineer's Seal)

RECEIVED

AUG - 2 2021

ENGINEERING



Wednesday, December 15, 2021

Item Title:

Ordinance for CEA between TPCG, HDDC, and Hache Grant Association, Inc for Bandstand at Courthouse Square

Item Summary:

An ordinance to authorize the Parish President to execute a Cooperative Endeavor Agreement between TPCG, the Houma Downtown Development Corporation, and Hache Grant Association, Inc for construction and placement of a bandstand at the Courthouse Square in Downtown Houma.

1. Consider adoption of the ordinance.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	11/18/2021	Executive Summary
Proposed Ordinance	11/18/2021	Ordinance
Cover Memo	11/18/2021	Cover Memo
Bandstand CEA	11/18/2021	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Consider the introduction of an ordinance to authorize the Parish President to enter into and ratify a Cooperative Endeavor Agreement between TPCG, HDDC, and Hache Grant Association, Inc. for the purpose of constructing and placing a bandstand at the Courthouse Square in Downtown Houma and calling a public hearing on said matter on Wednesday, December 15, 2021 at 6:30 p.m.

PROJECT SUMMARY (200 WORDS OR LESS)
The Hache Grant Association Inc. has been fundraising over the past year to be able to design and construct a bandstand similar to the original turn of the century bandstand that was originally located at the Courthouse Square. The HDDC and TPCG have been supporters of the HGA’s fundraising events which have also served to improve the economic development of Downtown. The HDDC and TPCG further support HGA’s effort by working with them to find a suitable location on the Courthouse Square. The design will be reminiscent of the original thru the use of historical photos. Legal has recommended that this partnership and the associated CEA be codified thru an ordinance.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
HGA, HDDC and TPCG envision the Courthouse Square Bandstand encouraging building a sense of community and place by providing a venue whereby residents and visitors of all ages be exposed to our region’s music, arts, and culture. On the advent of Terrebonne Parish’s Bicentennial, the bandstand will also serve as a fitting tribute to our community’s founders and those who came before us. This project further demonstrates our community’s ability to come together for a common goal since the funds to construct the bandstand were raised locally by grassroots organization and their donors.

TOTAL EXPENDITURE				
\$0				
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)				
<u>ACTUAL</u> – N/A			ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)				
<u>N/A</u>	NO	YES	IF YES AMOUNT BUDGETED:	

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

Christopher Pulaski
Signature

11/18/21
Date

OFFERED BY:
SECONDED BY:

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING THE PARISH PRESIDENT TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT WITH THE HOUMA DOWNTOWN DEVELOPMENT CORPORATION (“HDDC”), HACHE GRANT ASSOCIATION, INC. (“HGA”) and TERREBONNE PARISH CONSOLIDATED GOVERNMENT (“TPCG”) PROMOTING THE HISTORY OF HOUMA, TERREBONNE PARISH, LOUISIANA, BY HDDC AND HGA CONSTRUCTING A REPLICA OF A BANDSTAND THAT WAS PART OF THE HISTORY OF HOUMA, LOUISIANA ON THE COURTHOUSE SQUARE AT A MUTUALLY AGREED UPON LOCATION AND TRANSFERRING OWNERSHIP THEREOF TO TPCG BY DONATION; AND TO PROVIDE FOR RELATED MATTERS THERETO

WHEREAS, Article VII, Section 14 of the Louisiana Constitution provides that, “[F]or public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private corporation or individual”; and

WHEREAS, TPCG, HDDC and HGA are working together wherein HDDC and HGA shall create a replica of a historic bandstand on the courthouse square, which is being designed to have the capability to be moved should the need arise, for a public purpose that promotes the history of Houma, Terrebonne Parish, Louisiana, and enhances the life of all of the citizens of the Parish of Terrebonne; and

WHEREAS, TPCG, HDDC, and HGA envision the Bandstand on the courthouse square promoting the history of Houma, Terrebonne Parish, Louisiana, and enhancing the life of all of the citizens of the Parish of Terrebonne; and

WHEREAS, The Bandstand replica, in accordance with the initial plan or proposal, will be available for all to see, including events held in downtown Houma; and

WHEREAS, Entering into this cooperative endeavor agreement for the public purpose of promoting the history of Houma, Terrebonne Parish, Louisiana, is for the good of all of the citizens of the Parish of Terrebonne; and

WHEREAS, out of an abundance of caution and since immovable property of TPCG is being used and/or will be used in connection with the Cooperative Endeavor Agreement, including but not limited to the placement and construction of the Bandstand, Parish Administration respectfully requests the Council to approve this ordinance authorizing the Parish President, Gordon E. Dove, to execute a Cooperative Endeavor Agreement by and between the Houma Downtown Development Corporation (“HDDC”), Hache Grant Association, Inc. (“HGA”) and Terrebonne Parish Consolidated Government (“TPCG”) for the purpose of promoting the history of Houma, Terrebonne Parish, Louisiana, by HDDC and HGA constructing a replica of a bandstand that was part of the history of Houma, Louisiana, on the courthouse square at a mutually agreed upon location and transferring ownership thereof to TPCG by donation; and

NOW THEREFORE BE IT ORDAINED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the Parish President, Gordon E. Dove, be authorized to execute the Cooperative Endeavor Agreement by and between the Houma Downtown Development Corporation (“HDDC”), Hache Grant Association, Inc. (“HGA”) and Terrebonne Parish Consolidated Government (“TPCG”) for the purpose of promoting the history of Houma, Terrebonne Parish, Louisiana, by HDDC and HGA constructing a replica of a bandstand that was part of the history of Houma, Louisiana, on the courthouse square at a mutually agreed upon location and transferring ownership thereof to TPCG by donation;

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 _____ day of _____, 2021.

_____, 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



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 18, 2021

Re: Courthouse Square Bandstand CEA

Proposed ordinance to authorize and ratify the CEA between HGA, HDDC and TPCG for the construction and placement of an historical style bandstand in the Courthouse Square. Legal recommended that we codify the CEA with an ordinance since the structure is being placed on public property.

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

**COOPERATIVE ENDEAVOR AGREEMENT
BETWEEN TERREBONNE PARISH CONSOLIDATED GOVERNMENT,
HOUMA DOWNTOWN DEVELOPMENT CORPORATION AND
HACHE GRANT ASSOCIATION, INC.**

I. PARTIES

- 1.1 This Cooperative Endeavor Agreement (“Agreement”) has been entered into on the dates set forth herein by and between:

TERREBONNE PARISH CONSOLIDATED GOVERNMENT, (herein sometimes referred to as "TPCG " or “Owner”), address 8026 Main Street, a political subdivision of the State of Louisiana, herein represented by Mike Toups, its Parish Manager, by virtue of his authority granted by Gordon E. Dove, President of Terrebonne Parish Consolidated Government and by virtue of Terrebonne Parish Ordinance No. _____, a copy of which is attached hereto and made a part hereof; and

HOUMA DOWNTOWN DEVELOPMENT CORPORATION (herein sometimes referred to as "HDDC"), a Non-Profit Corporation of the State of Louisiana, whose address is 317 Goode Street, Houma, Louisiana 70360, herein represented by its duly authorized President, Leo Ledet; and

HACHE GRANT ASSOCIATION, INC., (hereinafter referred to as “HGA”), a Non-Profit Corporation of the State of Louisiana, whose address is 8043 Main Street, Houma, Louisiana 70360, herein represented by its duly authorized President, Noah Lirette;

who, in order to serve the public for the purposes hereinafter stated, declared and acknowledged, as follows:

II. PREAMBLES

- 2.1 WHEREAS, Article VII, Section 14 of the Louisiana Constitution further provides that "For a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation or individual; and,
- 2.2 WHEREAS, Louisiana Constitution Article VI, Section 20, Louisiana Revised Statutes 33:1324 and Section 1-07 of the Terrebonne Parish Charter provides "the parish government is authorized, as provided by state law, to enter into joint service agreements or cooperative efforts with other governmental agencies and political subdivisions"; and,
- 2.3 WHEREAS, Section 1-05 of the Terrebonne Parish Charter in its pertinent part provides that “The parish government shall have and exercise such other powers, rights, privileges, immunities, authority and functions not inconsistent with this charter as may be conferred on or granted to a local governmental subdivision by the constitution and general laws of the state, and more specifically, the parish government shall have and is hereby granted the right and authority to exercise any power and perform any function necessary, requisite or proper for the management of its affairs, not denied by this charter, or by general law, or inconsistent with the constitution” and furthermore, Section 1-07 of the Terrebonne Parish Charter provides "the parish government is authorized, as provided by state law, to enter into joint service agreements or cooperative efforts with other governmental agencies and political subdivisions"; and
- 2.4 WHEREAS, HDDC in association with HGA desires to hire a contractor (hereinafter sometimes referred to as “Contractor”) to construct a replica of a Bandstand that was part of the history of Houma; and
- 2.5 WHEREAS, HDDC and HGA would like to construct said Bandstand on the Courthouse Square, at a location mutually agreeable to all parties hereto for TPCG. The Bandstand will attempt to be designed so that it can be moved, if needed; and

- 2.6 WHEREAS, HDDC and HGA will furnish the labor and materials through a Contractor to construct the Bandstand; and
- 2.7 WHEREAS, prior to beginning construction, HDDC and HGA will provide the drawings and the design of the Bandstand to TPCG for TPCG's approval and also HDDC and HGA will submit the necessary plans and other required information to TPCG Building Permit Office for review and approval;

III. TERMS

- 3.1 HDDC and HGA will design and construct through a Contractor the Bandstand on site at a location in the courthouse square mutually agreeable by all parties hereto at the expense of HDDC and HGA (hereinafter sometimes referred to as "Work"); and
- 3.2 Prior to beginning construction, HDDC and HGA will submit to TPCG, for its approval, the drawings and design of the Bandstand and also HDDC and HGA will submit the necessary plans and other required information to TPCG Building Permit Office for review and approval; and
- 3.3 Upon completion of construction of the Bandstand, HDDC and HGA does hereby transfer any and all ownership of the Bandstand and any components thereto to TPCG, free and clear of any liens or encumbrances; and
- 3.4 After approval of the drawings and the design of the Bandstand and the approval of the location of the Bandstand in the Courthouse Square by all parties hereto, HDDC and HGA shall begin construction of the Bandstand through a Contractor and shall diligently continue their efforts to complete the Bandstand within a reasonable amount of time, not to exceed six (6) months; and
- 3.5 TPCG may remove the Bandstand after construction if it creates an unreasonable risk of liability to TPCG or an unreasonable risk of injury to persons or property, in the event of a natural disaster such as a flood or hurricane, or in the event the Bandstand no longer fulfills the needs or goals of TPCG;
- 3.6 Any and all contributions of HDDC and/or HGA towards construction of the work, except design of the Work, shall be performed under the direction and for the Contractor;

IV. INSURANCE

- 4.1 As part of the terms and conditions of this Agreement HDDC and HGA shall require their Contractor to procure and maintain during the duration of this Agreement or until the Bandstand is completed and accepted by TPCG, insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the terms of this Agreement by HDDC and HGA, their agents, representatives, Contractor, contractors, and employees (collectively HDDC, HGA and their Contractor referred to as "DADC-HGA-C").

A. Minimum Limits of Insurance:

1. General Liability: \$1,000,000 combined single limits per occurrence for bodily injury, personal injury and property damage;
2. Auto Liability:
 - a. Minimal acceptable limit \$1,000,000 Combined Single Limits for bodily injury and property damage; and
 - b. Liability coverage to be provided for Any Auto **or** All Owned Autos and Hired and Non-owned Autos.
3. Workers' Compensation Insurance is required_ to meet the applicable statutory requirements and Employers' Liability insurance with limits of not less than \$1,000,000 and shall include:
 - a. Alternate Employer Endorsement
 - b. Voluntary Compensation Endorsement
4. Builder's Risk: See Section 4.1 C below

5. Contractor's Liability: \$1,000,000 combined single limits per occurrence for bodily injury, personal injury and property damage and also see Section 4.1B below;

B. Contractor's Liability Insurance:

Contractor shall purchase in its name, and maintain at its sole cost and expense, such liability and other insurance as set out in the insurance requirements noted above. This insurance will provide coverage for claims and/or suits which may arise out of or result from the Contractor's performance and furnishing of the Work, whether it is performed by the Contractor, any sub-contractor, partner, supplier, or by anyone directly or indirectly employed by any of them to perform or furnish any of the Work, or by anyone for whose acts any of them may be liable.

If applicable, the Contractor shall require all subcontractors to maintain, in limits equal to or greater than Contractor's, the same insurance coverage for Work performed or materials provided for the Work. Contractor shall insert this requirement in all contracts or agreements with all entities and/or persons who perform any Work under this contract. At no time shall Contractor allow any subcontractors to perform Work without the required types and limits of insurance coverage. In the event of a subcontractor's non-compliance with this requirement, the Contractor shall be responsible for any damages or liabilities arising from the subcontractor's work, actions, or inactions.

C. Builders Risk Insurance:

Contractor shall purchase and maintain an "all risk" Builder's Risk insurance upon the entire Work which is the subject of the Contract, at the site, to the full insurable value thereof, and shall purchase the policy with the Owner as the Named Insured. If the Contractor has a blanket Builder's Risk policy, it shall be endorsed to include the Work, with the Owner listed as a Named Insured with regard to the Work. The Builders Risk policy must, at a minimum, cover for such amount of the Work as is determined by all parties, as per the Engineer and/or Architect. This insurance shall include, as Named Insureds, HDDC, HGA, the Contractor, any Subcontractors, any Sub-Subcontractors, and/or any vendors deemed appropriate by the Contractor.

The policy shall insure against the perils of fire, flood, and extended coverage and shall include "all risk" insurance for physical damage, including, without duplication of coverage,

- theft,
- testing as appropriate for the type of project,
- debris removal,
- damage to any Work-related property stored in the open, resulting from a non-excluded peril, and
- vandalism.

D. Other Insurance Provisions:

The policies are to contain, or be endorsed to contain, the following provisions:

1. a. TPCG, HDDC, HGA are to be added as "additional insureds" for all insurance policies for General Liability, Automobile Liability Coverage, Workers' Compensation and Employer's Liability

Coverage and also as respects liability arising out of activities performed by or behalf of DDDC, HGA and Contractor; products and completed operations of DDDC, HGA and Contractor; premises owned, occupied or used by DDDC, HGA and Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the TPCG. It is understood that the business auto policy under "Who is an insured" automatically provides liability coverage in favor of the TPCG.

- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the TPCG.
 - c. The receiving party's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - d. All policies of insurance shall, where applicable, favor all receiving parties with a waiver of subrogation.
- 2. Workers' Compensation and Employer's Liability Coverage. Contractor and its insurer shall agree to **waive all rights of subrogation against the TPCG** and against each "additional insured" party, its officers, officials, employees and volunteers for losses arising from work performed by the insuring party for each "additional insured" party or HDDC and/or HGA or for losses arising from work performed by or for HDDC and/or HGA for the TPCG.
- 3. All Coverages.
 - a. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the TPCG.
 - b. All policies above endorsed to be primary coverage to any other coverage.
 - c. Coverages should be endorsed to cover proper "territory" of operations.
- E. Acceptability of Insurers. Insurance is to be placed with insurers with an A.M. BEST'S RATING OF NO LESS THAN A:VI. This requirement will be waived for workers' compensation coverage only if the workers' compensation coverage is placed with companies who participate in the State of Louisiana Worker's Assigned Risk Pool or Louisiana Workers' Compensation Corporation.
- F. Verification of Coverage. DDDC-HGA-C shall furnish the TPCG with certificates of insurance effecting coverage required. The certificate for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. THE CERTIFICATES ARE TO BE RECEIVED AND APPROVED BY THE TPCG BEFORE WORK COMMENCES. The TPCG reserves the right to require complete, certified copies of all required insurance policies, at any time.
- G. Subcontractors. Contractor shall include all subcontractors as insureds under its policies or shall furnish separate certificates for each subcontractor. All coverage for subcontractors shall be subject to all of the requirements stated herein.
 - 1. Workers' Compensation and Employers Liability Coverage

Contractor and its insurer shall agree to waive all rights of subrogation against each "additional insured" party, its officers, officials, employees and volunteers for losses arising from work performed by the insuring party for each "additional insured" party.

2. All Coverages

- a. Each insurance policy required by this article shall be endorsed to state that coverage shall not be suspended, voided, cancelled by any party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to each party listed as "additional insured."
- b. All policies above endorsed to be primary coverage to any other coverage.
- c. Coverages should be endorsed to cover proper "territory" of operations.
- d. All policies of insurance shall, where applicable, favor all receiving parties with a waiver of subrogation.

H. Acceptability of Insurers

Insurance is to be placed with insurers authorized in Louisiana, with a Best's rating of no less than A-V1.

I. Verification of Coverage

HDHC-HGA-C shall furnish to TPCG certificates of insurance effecting coverage required by this article. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by the TPCG before work commences. TPCG reserves the right to require complete, certified copies of all required policies, at any time.

V. INDEMNIFICATION

- 5.1 HDHC, HGA and Contractor agree to defend, indemnify, save, and hold harmless the Terrebonne Parish Consolidated Government, including all parish departments, agencies, councils, boards and commissions, their officers, agents, servants and employees, including volunteers, from and against any and all claims, lawsuits and demands for damages under any theory of liability as allowed by law, whether contractual, tortuous, or implied, arising from this Agreement and/or from the construction of the Bandstand, whether for breach of contract, injury or death to any person, or for the damage, loss or destruction of any property, including loss of use, which may occur or in any way grow out of any breach, act or omission, whether intentional or unintentional, and any negligence, or liability of HDHC and/or HGA and/or Contractor, any of their subcontractors, agents, volunteers, servants, officers and/or employees, related to the performance or nonperformance of this Agreement or obligations herein entered into, including and as a result of any such claims, lawsuits and demands, HDHC, HGA and Contractor agree to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits related thereto, at its sole expense, even if such claim, demand or suit is groundless, false or fraudulent. Damages are defined to include, but not be limited to, general, special, punitive, exemplary, delay, attorney fees, court costs, fines, penalties, interest, and/or expenses.
- 5.2 In the event of joint and concurrent negligence of the HDHC and/or HGA and/or Contractor and also TPCG, responsibility and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Louisiana, without, however, waiving any governmental immunity available to the TPCG under Louisiana law and without waiving any defenses of the parties hereto.

VI. TERMINATION

- 6.1. This Agreement is temporary and shall terminate upon the satisfactory performance of the parties hereto, or earlier upon the violation of the conditions of this Agreement at the option of TPCG. This Agreement may also be terminated earlier by written mutual agreement and consent of TPCG, HDHC and HGA, or by thirty (30) days written notice by any party

to the other. The obligations of HDDC, HGA and Contractor under this Section V. INDEMNIFICATION of this Agreement shall remain in effect after termination.

- 6.2 Notwithstanding anything herein to the contrary, upon termination of this Agreement TPCG shall have the option to either require HDDC and HGA to remove the Bandstand from the courthouse square or TPCG's premises at HDDC's expense or to retain the Bandstand at whatever stage of completion it is in at the time of termination of this Agreement.

VII. COMPLIANCE WITH LAWS

- 7.1 The parties hereto and their employees, contractors and agents shall comply with all applicable federal, state and local laws and ordinances in carrying out the provisions of this Agreement.

VIII. CHOICE OF LAW

- 8.1 This Agreement shall be governed by Louisiana law and the provisions of this Agreement shall be enforced and brought in the Thirty-Second Judicial District Court, Terrebonne Parish, Louisiana.

IX. NON-APPROPRIATION

- 9.1 Notwithstanding any provisions herein, in the event sufficient funds are not appropriated by the governing authority of the TPCG in any fiscal year covered by this contract, this Agreement may be terminated by TPCG giving notice to the HDDC and HGA of such facts and the Parish's intention to terminate its obligation.

X. ASSIGNABILITY

- 10.1 The parties shall not at any time assign this Agreement or part hereof, or any right or privilege granted hereby, without prior written consent of the other, which shall not be arbitrarily withheld. The provisions of this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

XI. LEGAL CONSTRUCTION

- 11.1 In case any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Agreement shall be considered as if such invalid, illegal, or unenforceable provision had never been contained in this Agreement.

XII. AMENDMENT

- 12.1 No amendment to this Agreement shall be effective unless it is in writing, signed by the duly authorized representatives of both parties.

XIII. NO WAIVER

- 13.1. The failure of either party to enforce any of the terms of this Agreement or to provide any of the supporting documentation in any particular instance shall not constitute a waiver of, or preclude the subsequent enforcement of, any or all of the terms or conditions of this Agreement.

XIV. NOTICES

- 14.1 All notices, requests, demands and other communications required or permitted hereunder shall be in writing and shall be given by 1) hand delivery; (2) first-class registered or certified mail with postage prepaid; (3) or overnight receipt courier service to the addresses of the parties first appearing above. The addresses may be changed by appropriate notice to the other party.

XV. FINANCIAL DISCLOSURE AND AUDIT

- 15.1 All parties acknowledge that this Agreement involves a governmental entity. Therefore, each recipient may be audited in accordance with R.S. 24:513. If the amount of public funds received by the provider is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the project goals and objectives.
- 15.2 All parties acknowledge that this Agreement involves a governmental entity. It is hereby acknowledged that the Louisiana law provides that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration auditors shall have the option of inspecting and auditing all data, records and accounts which relate to this Agreement, upon request. Records shall be made available during normal working hours for this purpose.

XVI. ENTIRE AGREEMENT

- 16.1 This Agreement, including its attachments and its preambles, and any applicable state and federal laws pertinent hereto, comprises the complete and exclusive statement of the Agreement of the Parties concerning the subject matter hereof, and supersedes all previous statements, representations, and agreements concerning the subject matter hereof.

XVII. COUNTERPARTS

- 17.1 This Agreement may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement. A signed copy of this Agreement transmitted by facsimile, email or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this Agreement.

XVIII. SIGNATURES

- 18.1 TERREBONNE PARISH CONSOLIDATED GOVERNMENT:

THUS DONE AND SIGNED on this _____ day of _____ 2021, before me, Notary Public, and in the presence of the undersigned competent witnesses in the City of Houma, Parish of Terrebonne, State of Louisiana after a thorough reading of the whole.

WITNESSES:

**TERREBONNE PARISH
CONSOLIDATED GOVERNMENT**

Print Name: _____

BY: MIKE TOUPS, Parish Manager

Print Name: _____

**VINCENT DAGATE, JR. (#01319)
NOTARY PUBLIC**

18.2 HOUMA DOWNTOWN DEVELOPMENT CORPORATION:

THUS DONE AND SIGNED on this _____ day of _____ 2021, before me, Notary Public, and in the presence of the undersigned competent witnesses in the City of Houma, Parish of Terrebonne, State of Louisiana after a thorough reading of the whole.

WITNESSES: HOUMA DOWNTOWN DEVELOPMENT CORPORATION

Print Name: _____ BY: LEO LEDET, President

Print Name: _____

NOTARY PUBLIC
Print Name: _____
License No. _____

18.3 HACHE GRANT ASSOCIATION, INC.:

THUS DONE AND SIGNED on this _____ day of _____ 2021, before me, Notary Public, and in the presence of the undersigned competent witnesses in the City of Houma, Parish of Terrebonne, State of Louisiana after a thorough reading of the whole.

WITNESSES: HACHE GRANT ASSOCIATION, INC.

Print Name: _____ BY: NOAH LIRETTE, President

Print Name: _____

NOTARY PUBLIC
Print Name: _____
License No. _____



Wednesday, December 15, 2021

Item Title:

Ordinance to adopt the 2022 O&M Budget and the 5-Year Capital Improvements

Item Summary:

An ordinance to adopt the 2022 Operations and Maintenance budget, and the Five-Year Capital Improvements Budget, of the Terrebonne Parish Consolidated Government as presented by the Parish President and further amended by the Terrebonne Parish Council; to amend the Parish Compensation Plan for new and/or adjusted positions; approve a 4% cost of living increase for the Parish President's Departments and Council Staff; to address other matters relative thereto.

1. Consider adoption of the ordinance.

ATTACHMENTS:

Description	Upload Date	Type
Ordinance to adopt the 2022 O&M Budget and the 5-Year Capital Improvements	11/22/2021	Executive Summary
Ordinance to adopt the 2022 O&M Budget and the 5-Year Capital Improvements	11/22/2021	Ordinance



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Ordinance for 2022 Budget Adoption

PROJECT SUMMARY (200 WORDS OR LESS)
AN ORDINANCE TO ADOPT THE 2022 OPERATIONS AND MAINTENANCE BUDGET, AND THE FIVE-YEAR CAPITAL IMPROVEMENTS BUDGET, OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT AS PRESENTED BY THE PARISH PRESIDENT AND FURTHER AMENDED BY THE TERREBONNE PARISH COUNCIL; TO AMEND THE PARISH COMPENSATION PLAN FOR NEW AND/OR ADJUSTED POSITIONS; APPROVE A 4% COST OF LIVING INCREASE FOR THE PARISH PRESIDENT’S DEPARTMENTS AND COUNCIL STAFF; AND TO ADDRESS OTHER MATTERS RELATIVE THERETO.

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

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

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

_____/s/ Kayla Dupre

_____November 10, 2021

Signature

Date

OFFERED BY:
SECONDED BY:

ORDINANCE NO.

AN ORDINANCE TO ADOPT THE 2022 OPERATIONS AND MAINTENANCE BUDGET, AND THE FIVE-YEAR CAPITAL IMPROVEMENTS BUDGET, OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT AS PRESENTED BY THE PARISH PRESIDENT AND FURTHER AMENDED BY THE TERREBONNE PARISH COUNCIL; TO AMEND THE PARISH COMPENSATION PLAN FOR NEW AND/OR ADJUSTED POSITIONS; APPROVE A 4% COST OF LIVING INCREASE FOR THE PARISH PRESIDENT’S DEPARTMENTS AND COUNCIL STAFF; AND TO ADDRESS OTHER MATTERS RELATIVE THERETO.

SECTION I

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Operations and Maintenance Budget, and the Five-Year Capital Improvements Budget, of the Terrebonne Parish Consolidated Government be hereby adopted, as presented by the Parish President, and further amended by the Terrebonne Parish Council.

SECTION II

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

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

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

NOT VOTING:

ABSENT:

The Chairman declared the ordinance adopted on this, the ____day of December, 2021.

DARRIN GUIDRY, SR., CHAIRMAN
TERREBONNE PARISH COUNCIL

SUZETTE THOMAS, COUNCIL CLERK
TERREBONNE PARISH COUNCIL

* * * * *

Date and Time Delivered to Parish President:

Approved _____ Vetoed _____

Gordon 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 December 15, 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



Wednesday, December 15, 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. Emergency Preparedness Department-EMPG, \$33,616
- II. Animal Shelter-donations, \$10,000
- III. Houma Police Dept - LA Commission on Law Enforcement Grant, \$208,005
- IV. Animal Shelter-donations, \$3,936
- V. Section 8 Voucher Program, \$1,838,899
- VI. Parishwide Recreation, \$15,000
- VII. Eastside Public Safety Substation, \$39,356
- VIII. Dedicated Emergency Fund, \$44,011,215
- IX. Utility Administration, -0-
 - a. add GIS & Records Coordinator, Grade 107
 - 1. Consider adoption of the ordinance.

ATTACHMENTS:

Description	Upload Date	Type
2021 Various Items for Budget Amendment	11/23/2021	Executive Summary
2021 Various Items for Budget Amendment	11/23/2021	Budget Amendment
2021 Various Items for Budget Amendment	11/23/2021	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.
<div>I. Emergency Preparedness Department-EMPG, \$33,616</div> <div>II. Animal Shelter-donations, \$10,000</div> <div>III. Houma Police Dept - LA Commission on Law Enforcement Grant, \$208,005</div> <div>IV. Animal Shelter-donations, \$3,936</div> <div>V. Section 8 Voucher Program, \$1,838,899</div> <div>VI. Parishwide Recreation, \$15,000</div> <div>VII. Eastside Public Safety Substation, \$39,356</div> <div>VIII. Dedicated Emergency Fund, \$44,011,215</div> <div>IX. Utility Administration, -0-</div> <div>a. add GIS & Records Coordinator, Grade 107</div>

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

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

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

_____/s/ Kayla Dupre_____
Signature

____November 22, 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. Emergency Preparedness Department-EMPG, \$33,616
- II. Animal Shelter-donations, \$10,000
- III. Houma Police Dept - LA Commission on Law Enforcement Grant, \$208,005
- IV. Animal Shelter-donations, \$3,936
- V. Section 8 Voucher Program, \$1,838,899
- VI. Parishwide Recreation, \$15,000
- VII. Eastside Public Safety Substation, \$39,356
- VIII. Dedicated Emergency Fund, \$44,011,215
- IX. Utility Administration, -0-
 - a. add GIS & Records Coordinator, Grade 107

SECTION I

WHEREAS, the Parish has been awarded \$33,616 for the Emergency Management Performance Grant Program - 2021 from the State of Louisiana, Governor's Office of Homeland Security and Emergency Preparedness, and

WHEREAS, the dollars will be reimbursement for the operations associated with the Office of Emergency Preparedness including daily duties conducted by the office staff.

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

SECTION II

WHEREAS, the Animal Shelter received a donation from PetSmart for \$10,000, and

WHEREAS, the donation will be put into the other fees 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 Animal Control Department. (Attachment B)

SECTION III

WHEREAS, the Parish received funds from Louisiana Commission on Law Enforcement and the Administration of Criminal Justice Fiscal Year 2020-2021 Crime Victim Assistance Grant (Grant #2018-VA-5079) for \$208,005, and

WHEREAS, the 2021-2022 Crime Victim Assistance Grant (Grant #2019-VA-5903) will provide funding for assistance, referrals, and direct immediate crisis services to victims through the utilization of several different law enforcement agencies and victim advocates, and

WHEREAS, the 2021-2022 Crime Victim Assistance Grant (Grant #2018-VA-5903) will also cover overtime cost of the Houma Police Department, Assumption Parish Sheriff's Office, and Thibodaux Police Department as victim advocates, along with funding for The Haven for improved servers for victims within Region 11 Sane Program, and

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 to reflect the funding of the Crime Victim Assistance Grant Award. (Attachment C)

SECTION IV

WHEREAS, the Animal Shelter receives donations to purchase medicine for the animals at the shelter, and

WHEREAS, the donations of \$3,936 will be put into the Medical and Drugs 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 Animal Control Department. (Attachment D)

SECTION V

WHEREAS, the Section 8 Voucher Program has received funding of \$1,838,899 from Housing and Urban Development, and

WHEREAS, the funding will be used for two hundred sixty-five (265) temporary emergency vouchers for Bayou Towers.

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 E)

SECTION VI

WHEREAS, Administration is requesting additional funding of \$15,000 for the Parishwide Recreation Tennis Courts, and

WHEREAS, the funding source is from the Parishwide Recreation 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 Tennis Courts. (Attachment F)

SECTION VII

WHEREAS, Administration is requesting additional funding of \$39,356 for the Eastside Public Safety Substation, 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 Eastside Public Safety Substation. (Attachment G)

SECTION VIII

WHEREAS, Hurricane Ida caused catastrophic damage to Terrebonne Parish, and

WHEREAS, TPCG responded to the disaster for the purpose of protecting the health, safety and welfare of its citizens, and

WHEREAS, Administration is requesting funding of \$44,011,215 for expenses affiliated with Hurricane Ida, and

WHEREAS, the revenues collected from insurance and FEMA claims will reimburse the Parish for these expenses.

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 Hurricane Ida expenses. (Attachment H)

SECTION IX

WHEREAS, Administration is requesting to amend the Budgeted Positions, adding a full time GIS & Records Coordinator, Grade 107 for Utilities Administration, and

WHEREAS, the additional position will be assisting with the GIS and office duties for Utilities, 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 Utilities Administration. (Attachment I)

SECTION X

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 XI

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 XII

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.

ATTACHMENT A - OEP

	2021		
	Adopted	Change	Amended
Operating Supplies	27,000	33,616	60,616
Office of Emergency Preparedness		(33,616)	(33,616)

ATTACHMENT B - Animal Shelter

	2021		
	Adopted	Change	Amended
Other Fees	114,971	10,000	124,971
Donation-Animal Shelter	(82,500)	(10,000)	(92,500)

ATTACHMENT C - LCLE

	2021		
	Adopted	Change	Amended
LCLE Victims Assistance	(180,886)	(208,005)	(388,891)
Overtime Pay-2nd Grant	66,941	66,320	133,261
Other Fees	192,955	134,000	326,955
Operating Supplies		1,920	1,920
Machinery & Equipment		5,765	5,765
Crime Victims Assistance		(66,320)	(66,320)
Fund Balance (increase)	n/a	66,320	n/a

ATTACHMENT D - Animal Shelter

	2021		
	Adopted	Change	Amended
Medical & Drugs	73,077	3,936	77,013
Donations-Meds for Animal Shelter	(12,729)	(3,936)	(16,665)

ATTACHMENT E - Section 8 Voucher

	2021		
	Adopted	Change	Amended
HCV-Emerg Vouchers		1,838,899	1,838,899
HCV-Emerg Vouchers		(1,838,899)	(1,838,899)

ATTACHMENT F - Parishwide Recreation

	2021		
	Adopted	Change	Amended
Other Contracts & Rentals	81,711	15,000	96,711
Fund Balance (decrease)	n/a	(15,000)	n/a

ATTACHMENT G - Eastside Public Safety Substation

	2021		
	Adopted	Change	Amended
Eastside Substation	890,378	39,356	929,734
transfer from Sales Tax Revenue Fund		(39,356)	(39,356)
Transfer to HUID CDBG Rec Cons		39,356	39,356
Fund Balance (decrease)O	n/a	(39,356)	n/a

ATTACHMENT H - Dedicated Emergency Fund

	2021		
	Adopted	Change	Amended
Hurricane Ida-FEMA reimbursement		(44,011,215)	(44,011,215)
Hurricane Ida	3,000,000	44,011,215	47,011,215

ATTACHMENT I - Utility Administration

	2021						
	Adopted	Change	Amended	Level	MIN	MID	MAX
GIS & Records Coord.	0	1	1	107	29,730	37,163	44,595

Terrebonne Parish Consolidated Government
Office of Emergency Preparedness
Emergency Management Performance Grant (EMPG)
Budget Amendment
11/9/2021

	Current	Adjustment	Final
151-912-8225-01 Operating Supplies	27,000	33,616	60,616
151-000-6318-05 EMPG	-	(33,616)	(33,616)

Budget for FY 2021 EMPG claims.

Section 1



**GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND EMERGENCY PREPAREDNESS
STATE OF LOUISIANA**



GRANT AWARD SHEET

1. SUB-RECIPIENT NAME AND ADDRESS (INCLUDING ZIP CODE) Terrebonne Parish Consolidated Government Gordon Dove 8026 Main St. Ste. 700 Houma, LA 70360	3. GRANT AWARD NUMBER EMT-2021-EP-00001-S01
	4. CFDA NUMBER 97.042
	5. ACTION INITIAL GRANT AWARD
	6. AWARD DATE 9/22/2021
2. GRANT TITLE Emergency Management Performance Grant - Fiscal Year 2021	7. GOHSEP GRANT SPECIALIST Ashley Givens 225.922.0260 ashley.givens@la.gov

SECTION I. GRANT AWARD AMOUNT

8. GRANT AWARD AMOUNT

\$33,616.16

SECTION II. GRANT PERFORMANCE PERIOD

9. GRANT PERFORMANCE PERIOD

BEGIN DATE 10/1/2020 END DATE 5/31/2023

SECTION III. GRANT AWARD SPECIAL CONDITIONS

10. SPECIAL CONDITIONS

The above named grant and related award package is conditionally awarded to your agency subject to your agency's acceptance of the following: 1) special conditions as set forth by GOHSEP, 2) federal grant agreement articles and 3) compliance with the federal Notice of Funding Opportunity Announcement (NOFO) issued for this award and 4) FEMA Preparedness Grants Manual. See attached grant agreement articles and NOFO for specific details.


Please make sure you read and understand the special conditions, grant agreement articles and NOFO as they outline the terms and conditions of your grant award. A copy of these documents must be maintained for your official file.

This grant award is 100% federal funded; therefore, your agency, as the sub-recipient is not required to provide either in-kind match or cash match.

Before you request and receive any of the federal grant funds awarded to your agency, you must establish acceptance of the grant by satisfying the following:

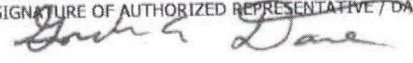
- 1) please sign and date both the Grant Award Sheet (page 1) and attached grant agreement articles (page 8),
- 2) complete the Designation of Sub-recipient Point of Contact/FFATA reporting requirement form,
- 3) return all completed documents to your designated GOHSEP Homeland Security Grant Specialist, and SEE ADDITIONAL SPECIAL CONDITIONS CONTINUED ON PAGES 2-5.

SECTION IV. SAA AUTHORIZATION

11. TYPED NAME OF SAA OR AUTHORIZED REPRESENTATIVE James B. Waskom Director	12. SIGNATURE OF SAA OR AUTHORIZED REPRESENTATIVE / DATE  9/22/2021
---	--

SECTION V. SUB-RECIPIENT ACCEPTANCE

By my signature below, I attest that I am the duly authorized representative to sign on behalf of the sub-recipient participating in this grant and, on behalf of the sub-recipient, accept and will comply with the special conditions, grant agreement articles and grant guidance, which are required for participation in this grant program.

13. PRINTED NAME/TITLE OF AUTHORIZED REPRESENTATIVE Gordon E. Dove, Terrebonne Parish President	14. SIGNATURE OF AUTHORIZED REPRESENTATIVE / DATE  10/28/2021
--	--



GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND EMERGENCY PREPAREDNESS

STATE OF LOUISIANA

AWARD CONTINUATION SHEET



GRANT AWARD NO. EMT-2021-EP-00001-S01

CFDA NO. 97.042

AWARD DATE: 9/22/2021

SPECIAL CONDITIONS CONTINUED

A. State Administrative Agency (SAA) Pre-Approval of all Sub-recipient Expenditures

Sub-recipient must obtain approval of their project application by the SAA prior to any obligation/expenditure for equipment, training, exercise, planning, organizational and/or management & administrative projects. Failure to obtain prior approval by the SAA may result in de-obligation of funding.

B. Prior Approval for Modification of Approved Budget and Projects

Sub-recipient must report any deviations from your SAA approved budget where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%).

C. Compliance with all SAA Established Deadlines

As established by the SAA, sub-recipient must meet imposed deadlines regarding grant award timelines. If extensions to the established deadlines are warranted, the sub-recipient will be required to submit detailed justification, in which the SAA may or may not grant the extension.

D. La. R.S. 29:727

Sub-recipient shall comply with La. R.S. 29:727, including the requirement in La. R.S. 29:727(l) that requires each Parish or Police Jury President, through the Parish Director of Homeland Security and Emergency Preparedness, to form a Parish Emergency Management Advisory Committee (PEMAC). Failure to comply with La. R.S. 29:727 for awarded grant funds may jeopardize all grant funding awarded by the SAA potentially resulting in the suspension and/or de-obligation of this award.

E. Data Collection

Sub-recipient agrees to cooperate with any national and state; assessments, evaluation efforts, and/or data and information collection requests.

F. Compliance with Reporting Requirements

Sub-recipient must comply with all SAA Reporting Requirements including, but not limited to, EMPG Quarterly Reports due to the SAA no later than 15 days past the last day of the quarter, i.e., Jan. – Mar., due April 15th, Apr. – Jun., due Jul. 15th, Jul. – Sep., due Oct. 15th, Oct. – Dec., due Jan. 15th. SAA will send notices to sub-recipient and provide reporting formats in advance.

G. NIMS Adoption and Implementation

Sub-recipients are required to maintain adoption and implementation of NIMS. DHS/FEMA describes the specific activities involved in NIMS implementation in the NIMS Implementation Objectives (<https://www.fema.gov/implementation-guidance-and-reporting>). Incident management activities require carefully managed resources (personnel, teams, facilities, equipment, and/or supplies). Utilization of the standardized resource management concepts, such as typing, credentialing, and inventorying, promote a strong national mutual aid capability needed to support delivery of core capabilities. Recipients should manage resources purchased or supported with DHS/FEMA grant funding according to NIMS resource management guidance. Additional information on resource management and NIMS resource typing definitions and job titles/position qualifications is available under <http://www.fema.gov/resource-management-mutual-aid>.

H. EMPG Initial Application Funded Planning, Training and Exercise Projects

Sub-recipients must ensure at least (87.5%) of all projects that include Planning, Training, and/or Exercise deliverables align closely with closing capability gaps identified and documented in the state's most recent THIRA/SPR submission, as submitted by the SAA in the initial application. See FY2021 EMPG Parish Budget and Projects.



GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND EMERGENCY PREPAREDNESS



STATE OF LOUISIANA

AWARD CONTINUATION SHEET

GRANT AWARD NO. EMT-2021-EP-00001-501

CFDA NO. 97.042

AWARD DATE: 9/22/2021

SPECIAL CONDITIONS CONTINUED

I. Identifying EMPG Priorities

Sub-recipients are required to prioritize grant funding to demonstrate how FY2021 EMPG Program funded investments support closing capability gaps identified in the Threat and Hazard Identification and Risk Assessment (THIRA)/Stakeholder Preparedness Review (SPR). Other relevant information sources can be utilized (i.e. after-action reports following exercises or real world events, audit and monitoring findings, Hazard Mitigation Plans and/or other deliberate planning products, as submitted by the SAA in the initial application. See FY2021 EMPG Parish Budget and Projects.

J. EMPG Quarterly Reporting Requirements

1. PERSONNEL Quarterly Reporting Requirements

Each sub-recipient quarterly report should include the following information for each emergency management personnel supported (fully or partially) by EMPG:

Personnel Details

- Agency
- First and Last Name
- Title
- Position code (if applicable)
- If position is occupied or vacant
- Federal EMPG percentage of salary paid

All EMPG funded personnel are expected to be trained emergency managers. In addition to training activities aligned to and addressed in the IPP, all EMPG -funded personnel full- and part-time sub-recipients shall complete the following training requirements and record proof of completion:

- NIMS Training, Independent Study (IS)-100 (any version), IS-200 (any version), IS-700 (any version), and IS-800 (any version) and
- Professional Development Series (PDS) OR the Emergency Management Professionals Program (EMPP) Basic Academy listed in the chart below.

Professional Development Series or Basic Academy		
PDS		Basic Academy
Professional Development Series		Basic Academy Pre-requisites and Courses
IS-120.a An Introduction to Exercises	OR	IS-100 (any version) Introduction to the Incident Command System
IS-230.d Fundamentals of Emergency Management		IS-700 (any version) National Incident Management System (NIMS)-An Introduction
IS-235.b Emergency Planning		IS-800 (any version) National Response Framework, An Introduction
IS-240.b Leadership and Influence		IS-230.d Fundamentals of Emergency Management
IS-241.b Decision Making and Problem Solving		E/L101 Foundations of Emergency Management
IS-242.b Effective Communication		E/L102 Science of Disasters
IS-244.b Developing and Managing Volunteers		E/L103 Planning Emergency Operations
		E/L104 Exercise Design
		E/L105 Public Information & Warning

All personnel are encouraged to take the updated versions when available, but it is not a requirement.



GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND EMERGENCY PREPAREDNESS

STATE OF LOUISIANA



AWARD CONTINUATION SHEET

GRANT AWARD NO. EMT-2021-EP-00001-S01

CFDA NO. 97.042

AWARD DATE: 9/22/2021

SPECIAL CONDITIONS CONTINUED

2. EXERCISE Data Quarterly Reporting Requirements

Sub-recipient must develop and maintain a progressive exercise program consistent with the National Exercise Program base plan and the Homeland Security Exercise and Evaluation Program (HSEEP) guidelines. Exercise activities should align to a current IPP developed through an annual IPPW. **An After Action Report/Improvement Plan (AAR/IP) shall be completed for each exercise and submitted to the SAA.**

Sub-recipient must report the following:

- Date of the After Action Report/Improvement Plan (AAR/IP) submitted
- Date of the exercise
- If exercise fulfills progressive exercise requirement
- Exercise funded with EMPG
- Exercise identified in IPP
- Exercise Name
- Exercise Type
- Total Participants
- Total Participants funded by EMPG

3. TRAINING Data Quarterly Reporting Requirements

EMPG funds may be used for a range of emergency management-related training activities to enhance the capabilities of state and local emergency management personnel through the establishment, support, conduct, and attendance of training. EMPG funds used for training should support the nationwide implementation of NIMS. The NIMS Training Program establishes a national curriculum for NIMS and provides information on NIMS courses.

Sub-recipient must report the following:

- Training is Identified in Multi-Year IPP
- Training is an EMPG required course
- Training Name
- Course Date
- Course End Date
- Total Course Hours
- Number of Personnel Trained
- Number of Personnel Trained/Completed Course Funded by EMPG

K. Integrated Preparedness Plan (IPP) and Integrated Preparedness Plan Workshop (IPPW)

While there are no minimum exercise requirements for FY 2021 EMPG, sub-recipient is required to develop a Integrated Preparedness Plan (IPP), and update it annually. **Sub-recipient must submit their existing IPP to the SAA by September 30th of each year.** In addition, the sub-recipient is required to conduct an **Integrated Preparedness Plan Workshop (IPPW)** to be completed annually by June 30th. **Sub-recipient must submit the IPPW sign in sheet to the SAA.** Sub-recipient can either participate in their Regional IPP or have a parish specific IPP.

L. Emergency Operation Plan (EOP)

Sub-recipient must update their EOP at least once every two years. An evaluation matrix to describe and calculate the percentage towards compliance with CPG 101 v.2 is available in WebEOC. **Sub-recipient must submit the CPG 101 v.2 to the SAA every two years.**

M. Compliance with 2 C.F.R. Part 200.

Sub-recipient must follow the applicable provisions of the uniform administrative requirements, cost principles, audit requirements for federal grant awards, and maintain formal written policies in accordance with the Title 2, Subtitle A, Chapter 2, Part 200 of the Code of Federal Regulations (C.F.R.) – 2 C.F.R. Part 200.

Link to the C.F.R. is listed below:

- **2 C.F.R. Part 200:** http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl



GOVERNOR'S OFFICE OF HOMELAND SECURITY
AND EMERGENCY PREPAREDNESS

STATE OF LOUISIANA



AWARD CONTINUATION SHEET

GRANT AWARD NO. EMT-2021-EP-00001-S01

CFDA NO. 97.042

AWARD DATE: 09/22/2021

SPECIAL CONDITIONS CONTINUED

N. Procurement and Documentation

1. Procurement

Through audits and compliance visits conducted by DHS Office of Inspector General (OIG), FEMA and SAA grant monitoring, findings have shown that some sub-recipients have not fully adhered to the proper procurement requirements when spending grant funds. Anything less than full compliance with Federal procurement policies jeopardizes the integrity of the grant as well as the grant program. Noncompliance with the Federal procurement rules may result in FEMA and/or the SAA imposing specific conditions as described in 2 C.F.R. § 200.207 or other remedies for noncompliance under 2 C.F.R. 200.338.

2. Documentation

Sub-recipient is required to maintain and retain the following:

- Backup documentation, such as bids and quotes.
- Cost/price analyses on file for review by Federal personnel, if applicable.
- Other documents required by Federal regulations applicable at the time a grant is awarded to sub-recipient.
- Specifications
- Solicitations
- Competitive quotes or proposals
- Basis for selection decisions
- Purchase orders
- Contracts
- Invoices
- Cancelled checks

Sub-recipient should keep detailed records of all transactions involving the grant. FEMA and/or the SAA may at any time request copies of purchasing documentation along with copies of cancelled checks for verification. A sub-recipient that fails to fully document all purchases will find their expenditures questioned and subsequently disallowed.

O. Management and Administrative Requirements

Management and Administration (M&A) activities are those defined as directly relating to the management and administration of EMPG Program funds, such as financial management and monitoring. It should be noted that salaries of local emergency managers are not typically categorized as M&A, unless local Emergency Management Agency (EMA) chooses to assign personnel to specific M&A activities. Sub-recipient may retain and use up to **three percent (3%)** of the amount received from the SAA for local M&A purposes.

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
OCTOBER 31, 2021 - MONTH LAST CLOSED

11/22/21

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	17,889.48	3,072	6,039
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

Section 11

Kayla Dupre

From: Valerie Robinson
Sent: Friday, November 5, 2021 1:08 PM
To: Kayla Dupre
Subject: RE: Adoption Partner Emergency Relief Donation for Terrebonne Parish

Yes please ma'am. 😊

Best,

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

Follow us on facebook

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

From: Kayla Dupre <kdupre@tpcg.org>
Sent: Friday, November 5, 2021 1:06 PM
To: Valerie Robinson <vrobinson@tpcg.org>
Subject: FW: Adoption Partner Emergency Relief Donation for Terrebonne Parish

Did you want these funds (\$10,000) put into account 151-442-8349-01?

Thanks,

Kayla Dupre
Comptroller
Terrebonne Parish Consolidated Government
8026 Main St., Suite 300, Houma, LA 70360
Phone: (985) 873-6452 fax: (985) 873-6457 kdupre@tpcg.org

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

From: Valerie Robinson <vrobinson@tpcg.org>
Sent: Saturday, September 4, 2021 3:06 PM
To: Kayla Dupre <kdupre@tpcg.org>
Subject: FW: Adoption Partner Emergency Relief Donation for Terrebonne Parish

FYI

Best,

Valerie Robinson
Animal Shelter Director

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

Follow us on facebook

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

From: petsmartcharities@smartsimple.com <petsmartcharities@smartsimple.com>
Sent: Friday, September 3, 2021 10:10 AM
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 \$10,000.00.

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, Heidi Fulcher at HFulcher@PetSmartCharities.org.

Thank you for your commitment to helping pets in need.

Sincerely,
PetSmart Charities

This message was sent from a notification-only email address that does not accept incoming email. Please do not reply to this message.



Our Vision: A lifelong, loving home for every pet

September 03, 2021

Valerie Robinson
Manager
Terrebonne Parish
P.O. Box 2768
Houma, LA
70361
United States

Dear Valerie Robinson,

PetSmart Charities is committed to assisting our partners in times of need. For the county in which the recent declaration of a FEMA major disaster for the in which your organization is located, we wanted to help.

PetSmart Charities is pleased to provide a donation to Terrebonne Parish in the amount of \$10,000.00. 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 black ink that reads "Aimee Gilbreath".

Aimee Gilbreath
President

Heidi Fulcher
Adoption Grants Manager



Transaction Details List View | Last 30 Days

Terrebonne Parish Consolidated Governmen - TERRCON

Account Number	0062276496	Balances as of	10/07/2021 09:41:30
Account Name	General Fund	Transactions As Of	10/07/2021 09:41:33
Currency	USD		

TODAY'S BALANCES

Opening Ledger	514,531.62	Opening Available	501,118.39	Current Available	514,531.62
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TRANSACTION DETAILS

Post Date	Transaction Description	Amount	Bank Reference	Customer Reference	Transaction Detail
09/08/2021	ACH CREDIT RECEIVED	10,000.00	1007555511		EDI PYMNTS PETSMART CHA

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

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	89,971	27,843.61	3,425	58,702
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

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

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	57,500	119,600.00-	0	62,100
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

Terrebonne Parish Consolidated Government
 LCLE
 Victim's Assistance Grant #5903
 Budget Amendment
 11/4/2021

	Current	Adjustment	Final
216-000-6342-02 Revenue	(180,886)	(208,005)	(388,891)
216-215-8112-02 Overtime Pay	66,941	66,320	133,261
216-215-8349-01 Consultants	192,955	134,000	326,955
216-215-8225-01 Operating Supplies	-	1,920	1,920
216-215-8915-06 Machinery&Equipment	-	5,765	5,765
204-211-8172-15 Allocation	-	(66,320)	(66,320)
204-000-5111-00 Fund Balance		66,320.00	

The grant provides funding for assistance, referrals and direct immediate crisis services to victims through the utilization of several different law enforcement agencies and victim advocates.

Grant funding is for Houma Police Department and consultant agencies including Assumption Parish Sheriff's Office, Thibodaux Police Department, and The Haven.

Section III

	Federal	Cash Match	Total
Houma PD	66,320	16,500	82,500
The Haven	106,000	26,500	132,500
Assumption Parish SO	20,000	5,000	25,000
Thibodaux PD	8,000	2,000	10,000
	200,320	50,000	250,000
	Federal	Cash Match	Total
Houma PD	1,920	480	2,400
Houma PD	5,765	1,441	7,206
	7,685	1,921	9,606
TOTAL	208,005	51,921	259,606

↓
 Match requirement
 has been waived by
 LGLE

State of Louisiana

Office of the Governor

Louisiana Commission on Law Enforcement
and Administration of Criminal Justice

JOHN BEL EDWARDS
GOVERNOR

JIM CRAFT
EXECUTIVE DIRECTOR



VOCA EMERGENCY MANDATORY MATCH WAIVER NOTICE

Recipient Agency:	Terrebonne Parish Consolidated Government-Houma Police Department		
Project Title:	Victim Assistance Program		
Project Start Date:	7/1/2021	Project End Date:	6/30/2022
Federal Fiscal Year:	2019	Fiscal Code:	VA
Award Category:	01/03/04	Subgrant Number:	5903
Date of Determination:	11/1/2021		

Description of Project:

The VOCAL Project will focus on giving referral and direct immediate crisis services to victims by using crime victim advocates from several different law enforcement agencies and victim advocates from The Haven.

Decision: ☒ Approve ☐ Deny

Justification for Decision:

An emergency match waiver is being initiated by LCLE and provided to all open FY2019 VOCA-funded subawards in compliance with The VOCA Fix to Sustain the Crime Victims Fund Act of 2021. The emergency mandatory match waiver will apply to all matching requirements, in its entirety, that remain unmet at the time this waiver is granted for this VOCA-funded project.

Mandatory Emergency Match Waiver Granted as of 9/30/2021:

Federal Award Total Reimbursed:	\$0
Match Total Met:	\$0
Federal Award Balance:	\$208,005
Match Amount Balance:	\$0

(Note: Once this Mandatory Emergency Match Waiver Notice is received, you are asked to submit a modification to remove the unmet match amounts from your budget.)


Signature of Executive Director

11/8/21
Date

STEVE TROSCAIR, CHAIRMAN

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



DARRIN W. GUIDRY, SR., VICE-CHAIRMAN

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 26, 2021

MEMO TO: Chief Dana T. Coleman
Houma Police Department

FROM: Suzette Thomas
Council Clerk

RE: **2021 – 2022 Crime Victim Assistance Grant**

Attached is a copy of Resolution No. 21-316 which authorizes the execution of an application to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice for the aforementioned grant.

By copy of this memo, the appropriate individuals are being advised of this action. Should you have any questions regarding this matter, feel free to contact me.

/st

Attachment

cc: Mr. Steve Ponville, Public Safety Director
Ms. Kandace Mauldin, Chief Financial Officer
Mrs. Kayla Dupre, Comptroller
Captain Bobbie O'Bryan w/ original
Mrs. Leilani Adams, Parish President's Secretary
Council Reading File

OFFERED BY: MR. D. BABIN
SECONDED BY: MR. D. W. GUIDRY, SR.

RESOLUTION NO. 21-316

A resolution authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice 2021-2022 Crime Victim Assistance grant for the Houma Police Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto.

WHEREAS, the Houma Police Department of the Terrebonne Parish Consolidated Government has been approved to apply for an application for a grant from the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice Fiscal Year 2021-2022 Crime Victim Assistance funding in the amount of Two Hundred Thousand dollars (\$200,000.00) for the Terrebonne Parish Consolidated Government. The Fiscal Year 2021-2022 Crime Victim Assistance Fund will be used to facilitate overtime compensation for Post Certified Police Officers and Deputies as victim advocates, along with funding for The Haven for improved services for victims within Region 11 Sane Program which consist of six different parishes within Louisiana Department of Health Region 3 and,

WHEREAS, the Parish Administrative staff and the Parish Finance Department will oversee the application process in the implementation and meeting all the requirements set forth by the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice and,

NOW, THEREFORE BE IT RESOLVED, that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, authorizes the Parish President to execute any and all necessary documents to implement the grant upon awarded amount from the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice and to address other matters relative thereto.

THERE WAS RECORDED:

YEAS: J. Domangue, D. W. Guidry, Sr., D. Babin, D. J. Guidry, S. Trosclair, C. Harding, G. Michel, and J. Amedée.

NAYS: None.

NOT VOTING: None.

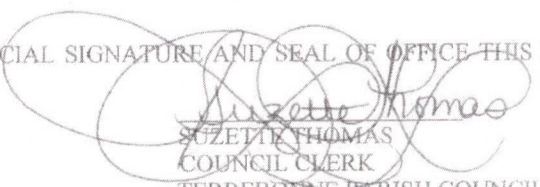
ABSTAINING: None.

ABSENT: J. Navy.

The Chairman declared the resolution adopted on this the 23rd day of August 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 Budget and Finance Committee on August 23, 2021, and subsequently ratified by the Assembled Council in Regular Session on August 25, 2021, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 26th DAY OF AUGUST 2021.


SUZETTE THOMAS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL

State of Louisiana

Office of the Governor
Louisiana Commission on Law Enforcement
and Administration of Criminal Justice



ORIGINAL

JOHN BEL EDWARDS
GOVERNOR

JIM CRAFT
EXECUTIVE DIRECTOR



July 2, 2021

Mr. Gordon Dove
Parish President
Terrebonne Parish Consolidated Government - Houma Police Department
8026 Main Street
PO Box 2768
Houma, Louisiana 70360-2768

Dear Mr. Dove:

I am pleased to inform you that the Louisiana Commission on Law Enforcement (LCLE) approved the application for federal/state funds. Identifying information for this award is as follows:

Subgrant Number:	2019-VA-01/03/04-5903 (Use on all correspondence)
Project Title:	"Victim Assistance Program 7 (Duplicate 7/26/21)"
Project Period:	2019-VA: 7/1/2021 - 6/30/2022 2019-VA: 7/1/2021 - 6/30/2022 2019-VA: 7/1/2021 - 6/30/2022
	Federal Funds: 2019-VA: \$20,000.00 CFDA No: 16.575 Federal Award No.: 2019-V2-GX-0059 2019-VA: \$20,000.00 CFDA No: 16.575
Award:	Federal Award No.: 2019-V2-GX-0059 2019-VA: \$160,000.00 CFDA No: 16.575 Federal Award No.: 2019-V2-GX-0059
	Total Subgrant: \$200,000.00

This is one time funding.

This subgrant is hereby offered on the condition that Terrebonne Parish Consolidated Government - Houma Police Department complies in administering the program, with all the representations contained in its application, as amended, including the standard subgrant conditions that have been incorporated by reference.

Certified Assurances accepted at the time of application outline the requirements for implementation of this project within a prescribed period of time. If this project is not operational within the prescribed period, written notification should be given to LCLE stating reasons for failure to begin on the anticipated start date. Projects remaining not operational for a prescribed period thereafter will require an additional written statement explaining the delay. Where warranted, the LCLE may extend the implementation date further; however, it retains the right to cancel any project not implemented within the prescribed period rather than approve the extension. The award does not obligate the Louisiana Commission on Law Enforcement to fund this project beyond the current period.

Your prompt attention to the condition(s) will ensure the timely release of subgrant funds, however, failure to satisfy the condition(s) may result in cancellation of this subgrant.

The reporting requirements for this subgrant may be found by navigating to the Reporting Requirements page under the Project tab in Egrants. Failure to follow the reporting requirements may cause an interruption in receipt of subgrant funds.

The award of this subgrant will become effective when LCLE receives this letter with your signature (blue ink) as the authorized official of Terrebonne Parish Consolidated Government - Houma Police Department.

It is vital for designated project staff to review the Applicant's Manual to ensure that this program will be conducted in accordance with all applicable guidelines. Future funding is contingent not only on the availability of funding, but proper grant management, which includes meeting the goals and objectives and submitting timely and accurate quarterly, interim and annual reports.

Our staff welcomes questions regarding subgrant matters. If you have programmatic questions, please contact the program manager. Should you have fiscal questions, please contact the Grants Section staff. Their contact information can be obtained via our website, www.lcle.la.gov. The LCLE and its staff wish you success in conducting this project.

Sincerely,



Jim Craft
Executive Director

SPECIAL CONDITION(S)

This award is subject to compliance with the following condition(s), in addition to the applicable Standard Subgrant Conditions that have been incorporated by reference:

- (1) If a project is not operational within 60 days of the original starting date of the subgrant period, the subgrantee must report by letter to the State (Louisiana Commission on Law Enforcement) the steps taken to initiate the project, the reasons for delay and the expected starting date.

If a project is not operational within 90 days of the original starting date of the subgrant period, the subgrantee must submit a second statement to the Louisiana Commission on Law Enforcement, explaining the implementation delay. Upon receipt of the 90-day letter, the Louisiana Commission on Law Enforcement may cancel the project and request grantor agency approval to redistribute the funds to other project areas. The Louisiana Commission on Law Enforcement may also, where extenuating circumstances warrant, extend the implementation date of the project past the 90-day period. When this occurs, the appropriate subgrant files and records must so note the extension.

- (2) The applicant agrees to comply with the organizational audit requirements of 2 CFR 200: Uniform Guidance – Uniform Administrative Requirements, Cost Principles, and Audit Requirements – Subpart F Audit Requirements, and further understands and agrees that funds may be withheld, or other related requirements may be imposed, if outstanding audit issues (if any) (and any other audits of OJP grants funds) are not satisfactorily and promptly addressed, as further described in the current edition of the DOJ Grants Financial Guide.

If you have expended \$750,000 or more during the non-Federal entity's fiscal year in Federal awards, you must have a single or program specific audit conducted in that year in accordance with provisions of this part.

If an audit discloses findings or recommendations, then a corrective action plan must be submitted along with the audit report and it must include the name(s) of the contact person(s) responsible for corrective action, the corrective action planned, and the anticipated completion date. If the auditee does not agree with the audit findings or believes corrective action is not required, then the corrective action plan must include an explanation and specific reasons. LCLE also requires a timetable for performance and/or implementation dates for each recommendation and a description of monitoring to be conducted to ensure implementation.

Agencies receiving these funds may be subject to LA R.S. 24:513, which requires the submission of financial statements to the Louisiana Legislative Auditor (LLA). To determine the level of engagement and reports required please contact your accounting professional and/or the office of the LLA (www.lla.la.gov)

A copy of the reports/statements/letters submitted as part of the reporting package must be forwarded to the LCLE to auditor@lcle.la.gov no later than six (6) months after the agency's fiscal year end. Agencies who fail to submit timely audit reports to LCLE are subject to funds being withheld until this requirement is met.

- (3) The subgrantee agrees to comply with all certified assurances made at the time of application.

- (4) The applicant agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and OJP). The applicant also agrees to comply with applicable restrictions on awards to first-tier subrecipients that do not acquire and provide a Data Universal Numbering System (DUNS) number. The details of applicant obligations are posted on the Office of Justice Programs website at <http://www.ojp.gov/funding/sam.html>. (Award condition: Registration with the System for Award Management and Universal Identifier Requirements), and re incorporated by reference here. This special condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name.)

All applicants must have a Data Universal Numbering System (DUNS Number). Information can be obtained at www.dnb.com or 1-866-705-5711.

The applicant agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (Or with a successor government-wide system officially designated by OMB and OJP). Information can be obtained at www.sam.gov.

SAM renewals completed during an open project period must be forwarded to the appropriate LCLE program manager. Printout must contain the renewal expiration date as well as the Exclusion Yes/No answer.

- (5) Ten percent (10%) of federal funds will be withheld by Louisiana Commission on Law Enforcement until a monitoring review is performed, documented and subsequently approved by Louisiana Commission on Law Enforcement for release of this special condition.
- (6) Reimbursement for any budget line item listed as "TBD" will not be paid until a modification has been submitted to and approved by LCLE specifying the identification of the "TBD" line item.
- (7) Supporting documents must accompany your designated quarter's fiscal report. Examples of supporting documents are, but are not limited to:
1. Personnel and Fringe – A payroll register that identifies employee, position, applicable pay period, gross salary, and if any, associated fringe benefits. Time Sheets or time and effort certifications must also be provided.
 2. Travel - Mileage logs, lodging invoices, conference agenda, airline boarding passes and receipts, etc.
 3. Equipment – Copies of invoices. These invoices should include the vendor's name, invoice number, item description, serial numbers for equipment (if applicable), quantity purchased and invoice amounts.
 4. Supplies & Operating Expenses Costs – Invoices or other documents demonstrating an obligation of payment to the vendor. Invoices/documents must identify vendor, item description and invoice amount.
 5. Contract Services – signed executed contract, copies of invoices for services. Invoices should include a description of the services billed to the subrecipient. (A duplicate contract is not needed for each fiscal report).

Expenditures will not be approved when expenditure supporting documents are not submitted with a fiscal report.

- (8) No release of funds by Louisiana Commission on Law Enforcement until prior project, 5079, is finalized.
- (9) Subgrantee assures that it shall submit, at such times and in such form as may be prescribed, such reports as LCLE may require, including quarterly and final fiscal reports, quarterly and final program reports, quarterly program income reports, and annual performance reports. Quarterly Program Reports and Fiscal Reports are due within 15 days of the close of the reporting period. Fiscal Reports are due quarterly. However, if the subgrantee needs to report more frequently, it may submit Fiscal Reports on an interim, "monthly" basis.
- (10) Subgrantee agrees that it will review pertinent information regarding this subgrant award via the website, www.lcle.la.gov. This website contains miscellaneous reporting forms, instructions as well as links to state and federal guidelines that are necessary for compliance as set forth in the Certified Assurances agreed upon at the time of application.
- (11) All systems developed or purchased and under this subgrant shall meet all specifications for Louisiana Information Based Reporting System (LIBRS) criminal history system reporting as are in effect at the time of the subgrant award.
- (12) Subgrantee agrees to begin or continue participating in the Uniform Crime Reporting (UCR) Program or the Louisiana Incident Based Reporting (LIBRS) Program of the Louisiana Commission on Law Enforcement. If at any time subgrantee fails to continue participation in either of the above mentioned programs, funds will be frozen until reporting is up-to-date.
- (13) The Louisiana State Travel Guidelines stipulate that mileage reimbursement is limited to a 99-mile round trip to attend meetings, trainings, conferences, etc., along with the mandatory use of a rental car using the approved Louisiana state rate. However, there is a state-approved exception to this guideline to receive reimbursement of actual mileage accrued if a subgrantee agency does not have an agency vehicle and/or rental vehicle available to provide direct services to victims of crime.
- (14) Subgrantee agrees to submit all required data to the State's Louisiana Information Based Reporting System (LIBRS)/Uniform Crime Reporting (UCR) Program in accordance with the requirements of the applicable program and to submit all required arrest, fingerprinting cards, and related data to the Bureau of Criminal Identification in the time and manner specified by the Bureau.

ACCEPTED ON BEHALF OF THE SUBGRANTEE:

	<u>PARISH MANAGER</u>	8/4/21
(Name)	Mike Toups Parish Manager Authorized Designee Record #1627089	(Title) (Date)

bo

CC: MasterFile

ADDENDUM
VOCA 2019 AWARD LETTERS

Federal award date:
September 13, 2019

Total federal amount awarded - \$31,857,165

Total federal amount obligated - \$30,888,190

Approved federal and match budget is available for review within LCLE
grants management system.

These federal funds are not used for Research and Development.

PROJECT MODIFICATION REQUEST

1. Subgrant Number: 2019-VA-01/03/04-5903		2. Amendment Number: 1	
3. Subgrantee: Terrebonne Parish Consolidated Government - Houma Police Department		4. Created Date: 7/18/2021	
5. Parish: Terrebonne		6. Award Date: 6/30/2021	
7. Project Title: Victim Assistance Program 7			
8. Approved Project Period: From: 7/1/2021 To: 6/30/2022		9. Modified Project Period: From: 7/1/2021 To: 6/30/2022	
10. Total Approved Budget by FUND SOURCE:	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts
Federal	200,000.00	807685 208,005.00	8,005.00
State	0.00	0.00	0.00
Project Income	0.00	0.00	0.00
Interest	0.00	0.00	0.00
State Match	0.00	0.00	0.00
Cash Match (New Approp.)	50,001.00	51921 51,601.00	1,600.00
In-Kind Match	0.00	0.00	0.00
Project Income Match	0.00	0.00	0.00
TOTAL	250,001.00	259,606.00	9,605.00
11. Budgetary Information	a. Current Subgrant Budget	b. Requested Subgrant Budget	c. Net Change Plus (minus) Dollar Amounts
Personnel	75,001.00	82,500.00	7,499.00
Employee Benefits	0.00	0.00	0.00
Travel (Including Training)	0.00	0.00	0.00
Equipment	0.00	7,206.00	7,206.00
Supplies & Operating Expenses	0.00	2,400.00	2,400.00
Consultants	175,000.00	167,500.00	(7,500.00)
Construction	0.00	0.00	0.00
Other	0.00	0.00	0.00
TOTAL	250,001.00	259,606.00	9,605.00

12. Signatures:

Financial Officer: Mrs. Jordan Kelly

Date

Project Director: Captain Bobbie O'Bryan

Date

FOR LCLE USE ONLY

Recommendation:

Grants Section

Date

Program Manager

Date

Recommendation:

Grants Management Per

Approved

Disapproved

Section Manager

Date

LOUISIANA COMMISSION ON LAW ENFORCEMENT
SIGNATURE PAGE TO SUBGRANT AMENDMENT

SUBGRANTEE Terrebonne Parish Consolidated Government - Houma Police Department
SUBGRANT# 2019-VA-01/03/04-5903
AMENDMENT# 1

13. This AMENDMENT to the existing Subgrant Agreement which was entered into by the Louisiana Commission on Law Enforcement and the above-referenced Subgrantee will serve to revise and be a supplement to said Subgrant Agreement.

WHEREAS, the Subgrantee has submitted the attached Project Modification Request which explains and justifies the requested amendments.

NOW THEREFORE, in consideration of the promises herein contained in the Project Modification Request and with the intent to be legally bound, the parties agree to the amendments.

All other terms and conditions of the original Subgrant Agreement and prior amendments will remain in full force and effect throughout the duration of the Subgrant Agreement.

DATE

Terrebonne Parish Consolidated Government - Houma Police Department

NAME OF SUBGRANTEE

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

(SEAL)

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

LCLE USE ONLY

In response to this Project Modification Request, LCLE funds are hereby obligated for the project described by the subgrantee in the approved application and the Project Modification Request, subject to subgrantee acceptance.

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

14. Explanation or Justification of Requested Modification:

There are three Request for modification within this budget. The first is to purchase a DNA Refrigerator for one of the rural parishes to be able to improve a direct service for victims within their parish by storing the victim's DNA sexual assault kit properly. The second is to be able to purchase several sexual assault kits so we can have our SANE nurses carrying a universal sexual assault kit when some of the rural parishes can not afford to purchase sexual assault kits. Third is adjusting Thibodaux PD advocates budget from 25K to 10K due to their agency unbale to exhaust all their funding for the passed two years. Since our program is over seven parishes within the Bayou/River region, we have only one focus: " Victim's First".

15. BUDGET DETAILS

A. AGENCY BUDGETS

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Terrebonne Parish Consolidated Government - Houma Police Department	259,606.00	259,606.00
Total:	259,606.00	259,606.00

Recipient Agency: Terrebonne Parish Consolidated Government - Houma Police Department

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	82,500.00	82,500.00
EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	7,206.00	7,206.00
SUPPLIES & OPERATING EXPENSES	2,400.00	2,400.00
CONSULTANTS	167,500.00	167,500.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	259,606.00	259,606.00

Applicant Agency: Terrebonne Parish Consolidated Government - Houma Police Department

BY SOURCE	YEAR 1	TOTAL
FEDERAL	208,005.00	208,005.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	51,601.00	51,601.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	259,606.00	259,606.00

15. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Terrebonne Parish Consolidated Government - Houma Police Department

YEAR 1

PERSONNEL

Justification: Funding will be used to pay Overtime for the Houma Police Department to a Group of crime victims advocates

				<u>COST</u>
Position:	Group of Crime Victim Advocates			
Name:	TPCG-Houma Police Department			
	# Budgeted Hours / Week	# Weeks	Hourly Pay Rate	
	29.594	x 52	x 53.61	82,500.00
Standard working hours per week: 29.594 hrs.			% Budgeted Hours: 100	
Personnel - Year 1 Total:				82,500.00

EQUIPMENT

Justification: The reason the purchase of a DNA refrigerator is because we have learned that some of the rural parishes do not have funding to purchase the proper DNA refrigerator to store their sexual assault kits. This purchase will be able to make sure that one of the rural parishes are able to providing the proper DNA refrigerator storage for sexual assault kits while improving serves for victims within their parish.

				<u>COST</u>
Item:	DNA Refrigerator			
	Total Unit Cost per item	Quantity	% Applied to Grant	
	7,206.00	x 1	x 100.00	7,206.00
Equipment - Year 1 Total:				7,206.00

SUPPLIES & OPERATING EXPENSES

Justification: The reason for the purchasing of the sexual assault kits are because some of the rural parishes do not have funding to purchase sexual assault kits for their victims. Also by having one universal sexual assault kit for all parishes. It makes it easier for our local SANE nurses to carry one sexual assault kit instead of six different sexual assault kits when we are providing the serves within their parish for their victims.

				<u>COST</u>
Supply Item:	Sexual Assault Kits			
	Unit Cost Per Item	Quantity	% Applied To Grant	
	24.00	100.00	100.00	2,400.00
Supplies & Operating Expenses - Year 1 Total:				2,400.00

15. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Terrebonne Parish Consolidated Government - Houma Police Department

CONSULTANTS - CONSULTANT

Justification: Funding will be used to pay Overtime for the Assumption Sheriff Office and Thibodeaux PD to a Group of crime victims advocates at their office.

The Haven will pay for advocates, SART Coordinator and SANE nurses stand by time

COST

Name / Position:	Group of Advocates		
Service Provided:	The Haven		
	Cost per	Duration	
	30.00 per Hour	x 4416.66667 Hour(s)	132,500.00

Name / Position:	Group of Crime Victim Advocates		
Service Provided:	Assumption Parish Sheriff Office		
	Cost per	Duration	
	53.61 per Hour	x 466.3309 Hour(s)	25,000.00

Name / Position:	Group of Crime Victim Advocates		
Service Provided:	Thibodeaux Police Department		
	Cost per	Duration	
	53.61 per Hour	x 186.532363 Hour(s)	10,000.00

Consultants - Consultant - Year 1 Total: 167,500.00

YEAR 1 TOTAL: 259,606.00

Applicant Hereby Applies to the LCLE for Financial
Support for the Within-Described Project:

Receipt Date	Award Date	Subgrant Number(s)
11/12/2020	6/30/2021	2019-VA-01/03/04 5903

1. Type of Funds for which you are applying	Victims Of Crime Act- Victims Assistance (Federal 16.575 VOCA)		
2. Applicant	Name Of Applicant: Terrebonne Parish Consolidated Government - Houma Police Department		
	Federal I.D: 726001390		Parish: Terrebonne
	Street Address Line 1: 8026 Main Street		
	Address Line 2:		Address Line 3: PO Box 2768
	City: Houma		State: LA Zip: 70360-2768
3. Recipient Agency	Terrebonne Parish Consolidated Government - Houma Police Department		
4. Project Director	Name: Captain Bobbie O'Bryan		Title: Administrator Agency: Terrebonne Parish Consolidated Government - Houma
	Street Address Line 1: 500 Honduras Street		
	Address Line 2:		Address Line 3: PO Box 2768
	City: Houma		State: LA Zip: 70360-2788
	Phone: 985-873-6308	Fax: 985-872-4670	Email: bobryan@tpcg.org
5. Financial Officer	Name: Mrs. Jordan Kelly		Title: Accountant I Agency:
	Street Address Line 1: 8026 W Main St.		
	Address Line 2:		Address Line 3:
	City: Houma		State: LA Zip: 70360
	Phone: 985-873-6446 x1326	Fax:	Email: jkelly@tpcg.org
6. Contact	Name: Lieutenant Christina Farmer		Title: Agency: Houma Police Department
	Street Address Line 1: 500 Honduras		
	Address Line 2: 500 Honduras		Address Line 3:
	City: Houma		State: LA Zip: 70360
	Phone: 985-873-6371 x6340	Fax:	Email: cfarmer@tpcg.org
7. Brief Summary of Project	Short Title (May not exceed 50 characters) Victim Assistance Program 7 (Do Not Exceed Space Provided) The VOCAL Project will focus on giving referral and direct immediate crisis services to victims by using crime victim advocates from several different law enforcement agencies and victim advocates from The Haven		

8. Subgrant Budget TOTAL BUDGET BY CATEGORY

BUDGET CATEGORY	AMOUNT
PERSONNEL	75,001.00
EMPLOYEE BENEFITS	0.00
TRAVEL (INCLUDING TRAINING)	0.00
EQUIPMENT	0.00
SUPPLIES & OPERATING EXPENSES	0.00
CONSULTANTS	175,000.00
CONSTRUCTION	0.00
OTHER	0.00
TOTAL	250,001.00

9. TOTAL BUDGET BY FUND SOURCE

FUND SOURCE	AMOUNT	PERCENT
FEDERAL	200,000.00	80%
STATE	0.00	
PROJECT INCOME	0.00	
INTEREST	0.00	
STATE MATCH	0.00	
CASH MATCH (NEW APPROP.)	50,001.00	20%
IN-KIND MATCH	0.00	
PROJECT INCOME MATCH	0.00	
TOTAL	250,001.00	100%

10. Project Start Date: 7/1/2021

Project End Date: 6/30/2022

11. IN WITNESS WHEREOF, the Applicant has caused this subgrant application to be executed, attested, and ensealed by its proper officials, pursuant to legal action authorizing the same to be done.

DATE

Terrebonne Parish Consolidated Government - Houma Police Department
NAME OF APPLICANT AGENCY

SIGNATURE OF AUTHORIZED OFFICIAL

TITLE OF AUTHORIZED OFFICIAL

(SEAL)

NOTE: The original copy must be signed in ink.
Titles of all signatories must be inserted.

LCLE USE ONLY

In response to this application, LCLE funds are hereby obligated for the project described by the subgrantee in the referenced application, subject to applicant acceptance.

EXECUTIVE DIRECTOR

DATE

Louisiana Commission on Law Enforcement

12. BUDGET DETAILS**A. AGENCY BUDGETS**

BY RECIPIENT AGENCY	YEAR 1	TOTAL
Terrebonne Parish Consolidated Government - Houma Police Department	250,001.00	250,001.00
Total:	250,001.00	250,001.00

Recipient Agency: Terrebonne Parish Consolidated Government - Houma Police Department

BY CATEGORY	YEAR 1	TOTAL
PERSONNEL	75,001.00	75,001.00
EMPLOYEE BENEFITS	0.00	0.00
TRAVEL (INCLUDING TRAINING)	0.00	0.00
EQUIPMENT	0.00	0.00
SUPPLIES & OPERATING EXPENSES	0.00	0.00
CONSULTANTS	175,000.00	175,000.00
CONSTRUCTION	0.00	0.00
OTHER	0.00	0.00
Total:	250,001.00	250,001.00

Applicant Agency: Terrebonne Parish Consolidated Government - Houma Police Department

BY SOURCE	YEAR 1	TOTAL
FEDERAL	200,000.00	200,000.00
STATE	0.00	0.00
PROJECT INCOME	0.00	0.00
INTEREST	0.00	0.00
STATE MATCH	0.00	0.00
CASH MATCH (NEW APPROP.)	50,001.00	50,001.00
IN-KIND MATCH	0.00	0.00
PROJECT INCOME MATCH	0.00	0.00
Total:	250,001.00	250,001.00

12. BUDGET DETAILS**A. AGENCY BUDGETS**

Line Item Details for: Terrebonne Parish Consolidated Government - Houma Police Department

YEAR 1**PERSONNEL****Justification:** Funding will be used to pay Overtime for the Houma Police Department to a Group of crime victims advocates**COST****Position:** Group of Crime Victim Advocates**Name:** TPCG-Houma Police Department

Budgeted Hours / Week

26.904

Weeks

x 52

Hourly Pay Rate

x 53.61

75,001.00

Standard working hours per week: 26.904 hrs.

% Budgeted Hours: 100

Personnel - Year 1 Total: 75,001.00**CONSULTANTS - CONSULTANT****Justification:** Funding will be used to pay Overtime for the Assumption Sheriff Office and Thibodeaux PD to a Group of crime victims advocates at their office.

The Haven will pay for advocates, SART Coordinator and SANE nurses stand by time

COST**Name / Position:** Group of Advocates**Service Provided:** The Haven**Cost per**

30.00 per Hour

Duration

x 4166.6666 Hour(s)

125,000.00

Name / Position: Group of Crime Victim Advocates**Service Provided:** Assumption Parish Sheriff Office**Cost per**

53.61 per Hour

Duration

x 466.3309 Hour(s)

25,000.00

Name / Position: Group of Crime Victim Advocates**Service Provided:** Thibodaux Police Department**Cost per**

53.61 per Hour

Duration

x 466.3309 Hour(s)

25,000.00

Consultants - Consultant - Year 1 Total: 175,000.00

12. BUDGET DETAILS

A. AGENCY BUDGETS

Line Item Details for: Terrebonne Parish Consolidated Government - Houma Police Department

YEAR 1 TOTAL: 250,001.00

13. SECTIONS:**A. LCLE Budget Summary With Cash & InKind Match**

1. Itemize the Budget Category expenditures.

(Verify that the Total Amount equals the Calculated Paid Amount and these totals must equal the Budget Section totals.)

ID	Budget Category	Total Amount	Amount Paid with Federal Dollars	Amount Paid with Cash Match	Amount Paid with In-Kind Match	Calculated Paid Amounts
1.1	Personnel	75,001	60,000	15,001	0	75,001
1.2	Consultants	175,000	140,000	35,000	0	175,000
Total: Σ		250,001	200,000	50,001	0	250,001

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 216-000-6342-02

LCLE

NO DEPARTMENT NAME

LCLE VICTIMS ASSISTANCE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	180,886	180,886.00-	0	0

CLOSED:

2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	186,773	62,661.00-	N/A	124,112-
2018	184,940	185,712.00-	N/A	772
2019	177,271	177,271.00-	N/A	0
2020	300,000	119,114.00-	N/A	180,886-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 216-215-8112-02

LCLE

VICTIMS ASSISTANCE

OVERTIME PAY-2ND GRANT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	66,941	80,922.60	0	13,982-

CLOSED:

2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	125,000	40,131.03	N/A	84,869
2018	59,869	59,897.27	N/A	28-
2019	100,000	99,144.19	N/A	856
2020	120,537	53,596.04	N/A	66,941

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 216-215-8349-01

LCLE

VICTIMS ASSISTANCE

OTHER FEES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	192,955	155,834.00	0	37,121
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	77,270	78,193.00	N/A	923-
2020	179,463	67,508.00	N/A	111,955

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section IV

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/10/21

SEPTEMBER 30, 2021 - MONTH LAST CLOSED

ACCT: 151-000-6741-18

GENERAL FUND

NO DEPARTMENT NAME

DONATIONS-MEDS FOR ANIMAL SHEL

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	12,729	16,665.17-	0	3,936
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	7,939	10,015.05-	N/A	2,076
2019	11,701	12,796.35-	N/A	1,095
2020	12,553	14,727.18-	N/A	2,174

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

\$ 3936.17

Section IV

Terrebonne Parish Consolidated Government
Section 8 Voucher Program
Budget Amendment
11/16/2021

		Current	Adjustment	Final
219-000-6315-06	HCV-Emerg Vouchers	-	(1,838,899)	(1,838,899)
219-602-8353-23	HCV-Emerg Vouchers	-	1,838,899	1,838,899

A budget amendment is needed to add funding received from HUD for 265 temporary emergency vouchers for Bayou Towers.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

Financial Management Center
2380 McGee, Suite 400
Kansas City, MO 64108-2605

OFFICE OF PUBLIC AND INDIAN HOUSING

November 12, 2021

LA211
Terrebonne Parish Consolidated Govt
P O Box 2768
Houma, LA 70361

Dear Executive Director:

SUBJECT: Section 8 Housing Choice Voucher Program – Tenant Protection – Sunset Provision
Property: Bayou Towers

This letter is to notify you that funds have been obligated to provide relocation vouchers for Public Housing units lost in connection with a HUD-approved demolition/disposition plan at the above-named property.

These funds will automatically be disbursed to your agency and will be evenly spread over the term of the contract. The terms of the funding, including the approximate amount of the monthly payment are reflected in the table below.

Increment Number	Program Funding	No. of Units	Budget Authority Assigned	Effective Date	Term	Approx Mthly Disb
LA211VO0170	VO	265	\$1,838,899	10/1/2021	12	\$ 153,242

The Consolidated and Further Continuing Resolution Act 2015 (the Act) provides \$130 million for Tenant Protection Vouchers (TPVs) and includes a new provision prohibiting the reissuance of certain TPVs that are initially funded out of this appropriation. The Act provides that any TPV that is not defined as a "replacement voucher" by HUD may not be reissued by the PHA after the initial family that received the voucher is no longer receiving the voucher assistance, and the authority for the PHA to issue the voucher "shall cease to exist".

The newly awarded vouchers are not replacement vouchers and will "sunset" at such time that the initial family issued the voucher is no longer receiving voucher assistance, the voucher will not receive renewal funding the subsequent calendar year and the number of authorized units covered by the PHA's Consolidated Annual Contributions Contract (CACC) will be reduced accordingly.

These vouchers will be reported under the Tenant Protection category in VMS and should also be reported in PIC as Tenant Protection vouchers on line 2n. The reported information will be used to confirm leasing of these vouchers and monitor any reductions in leasing that has occurred.

Enclosed is your Notice to Amend the Consolidated Annual Contributions Contract (CACC) with revised funding exhibits reflecting the change(s) described above. The amendment notice and revised funding exhibits should be filed with your most recent CACC. No execution by HUD or your PHA is required.

Public housing agencies receiving an increment in excess of \$100,000 in Budget Authority (BA) are required to submit Form HUD-50071, Certification of Payments to Influence Federal Transactions, and if applicable, Form SF-LLL, Disclosure of Lobbying Activities. If this letter notifies you of a renewal in excess of \$100,000, and your PHA has not submitted the Form(s) HUD-50071 (and SF-LLL where applicable) for your current fiscal year; the documents must be submitted to your Financial Analyst at the Financial Management Center (FMC) within 30 days of the date of this letter. These forms are located on the Internet at the following addresses:

Form HUD-50071

<https://www.hud.gov/sites/documents/50071.pdf>

Form SF-LLL

<https://files.hudexchange.info/resources/documents/HUD-Form-Sflll.pdf>

If you have any questions about the matters discussed in this letter, please contact your Financial Analyst (FA) at the Financial Management Center (FMC).

Sincerely,

Jennifer D. Marshall

Digitally signed by Jennifer D. Marshall
DN: CN = Jennifer D. Marshall, C = US
O = Financial Management Center
OU = Division Director
Reason: I am approving this document

Jennifer D. Marshall
Division Director

Attachments

**Consolidated
Annual Contributions Contract**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

Rental Voucher Program

Section 8

**HUD NOTICE TO HOUSING AGENCY AMENDING
CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT**

Housing Agency: Terrebonne Parish Consolidated Govt (LA211)

In accordance with Paragraph 2.c. of the Consolidated Annual Contributions Contract between HUD and the HA, you are notified that the funding exhibit of the Consolidated Annual Contributions Contract is hereby revised to add a new funding increment as provided in the attached revised funding exhibit. (This notice adds one or more funding increments listed on the attached funding exhibit.)

The revised funding exhibit is attached to this HUD notice. This revised funding exhibit replaces and revises the prior funding exhibit.

In accordance with Paragraph 2.d. of the Consolidated Annual Contributions Contract, this HUD notice and the attached funding exhibit constitutes an amendment to the Consolidated Annual Contributions Contract.

United States of America Secretary of Housing and Urban Development
Authorized Representative

Robert Boepple, Director
Financial Management Center

Date of Document:

11/12/2021

U.S. Department of Housing and Urban Development
PIH Section 8 - Funding Exhibit
Program-Based



ACC NUMBER: LA211VO
FIELD OFFICE: 6HPH
NORFO, PIH
HA NUMBER: LA211
TERREBONNE PARISH CONSOLIDATED GOVT
P O BOX 2768
HOUMA, LA 70361-0000
HA FISCAL YEAR END: 12/31
PROGRAM TYPE: VOUCHER PROGRAM

FI Number	First Date of Term	Last Date of Term	Contract Term	Budget Authority	Units Count
LA211VO0161	11-01-2020	12-31-2020	2	\$418,527.00	522
LA211VO0162	12-01-2020	12-31-2020	1	\$52.00	N/A
LA211VO0163	01-01-2021	02-28-2021	2	\$430,358.00	522
LA211VO0164	03-01-2021	03-31-2021	1	\$215,859.00	522
LA211VO0165	04-01-2021	05-31-2021	2	\$427,220.00	522
LA211VO0166	06-01-2021	09-30-2021	4	\$833,481.00	522
LA211VO0167	10-01-2021	10-31-2021	1	\$211,880.00	522
LA211VO0168	11-01-2021	11-30-2021	1	\$211,873.00	522
LA211VO0169	12-01-2021	12-31-2021	1	\$211,872.00	522
LA211VO0170	10-01-2021	09-30-2022	12	\$1,838,899.00	265
LA211VOI100	01-01-2021	01-31-2021	1	\$1.00	2
LA211VOI101	02-01-2021	02-28-2021	1	\$1.00	2
LA211VOI102	03-01-2021	03-31-2021	1	\$1.00	2
LA211VOI103	04-01-2021	04-30-2021	1	\$1.00	2
LA211VOI104	05-01-2021	05-31-2021	1	\$1.00	2
LA211VOI105	06-01-2021	06-30-2021	1	\$1.00	2
LA211VOI106	07-01-2021	07-31-2021	1	\$1.00	2
LA211VOI107	08-01-2021	08-31-2021	1	\$1.00	2
LA211VOI108	09-01-2021	09-30-2021	1	\$1.00	2
LA211VOI109	10-01-2021	10-31-2021	1	\$1.00	2
LA211VOI110	11-01-2021	11-30-2021	1	\$1.00	2
LA211VOI111	12-01-2021	12-31-2021	1	\$1.00	2
LA211VOIC98	11-01-2020	11-30-2020	1	\$1.00	2
LA211VOIC99	12-01-2020	12-31-2020	1	\$1.00	2
LA211VOPR20	09-01-2021	09-30-2021	1	\$5,636.00	N/A

Rayanna Smith

From: Parker, Loretta J <Loretta.J.Parker@hud.gov>
Sent: Tuesday, November 16, 2021 10:09 AM
To: Antoine Foret
Cc: Rayanna Smith
Subject: FW: LA211VO0170 - Sunset Vouchers
Attachments: LA211_ACC_20211112_TPV_VO0170_Sunset Vouchers.pdf; 1 - LA211 - RNP-HHR_1-1-21 has Sunset.xlsx

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.

1st attachment is your official, signed contract letter and exhibit for the "265" Sunset Vouchers you've been awarded. They are effective 10/1/2021 and this initial funding lasts for 12 months.

2nd attachment is my personal RNP/HUD-Held Reserve worksheet that has the Sunset obligation and payments included. (VMS data can be changed at any time. I updated this a couple of days ago.)

Please read the attached contract letter carefully because it discusses how "Sunset" vouchers work. Basically over time, as the specific clients leave the HCV program, the # of Sunset baseline vouchers will decrease, and perhaps ultimately disappear altogether. You will need to track these specific clients separately and report them as Tenant Protection in VMS and PIC, as long as they remain on the HCV program.

12 months of funding is 1,838,899. If you divide 1,838,899 by 12, you get an approximate monthly payment of 153,242. Due to rounding, a few of the month's pmts are a few dollars different, but most of the monthly pmts are 153,242. Since the effective date of the contract is 10/1/2021, and we're already in November, later this week you will receive the Oct 2021 & the Nov 2021 pmts. Then for Dec 2021 – Sep 2022, the pmts are set up for the 2nd day of each month. Below are the payments for this that I've set up.

Oct 2021	153,240
Nov 2021	153,242
Dec 2021	153,242
Jan 2022	153,239
Feb 2022	153,242
Mar 2022	153,242
Apr 2022	153,242
May 2022	153,242
June 2022	153,242
July 2022	153,242
Aug 2022	153,242
Sep 2022	153,242
Total	1,838,899

Kayla Dupre

From: Kandace Mauldin
Sent: Wednesday, November 17, 2021 7:21 AM
To: Kayla Dupre
Subject: Budget Amendment

We need to do a budget amendment for \$15,000 to account 280-535-8325-01 with the funding coming from Fund Balance

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

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 280-535-8325-01

PARISHWIDE RECR. FUND

TENNIS COURTS

OTHER CONTRACTS & RENTALS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	81,711	90,433.37	3,500	12,222-
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	19,450	7,395.00	N/A	12,055
2018	30,450	30,000.00	N/A	450
2019	63,500	59,309.23	N/A	4,191
2020	81,711	82,718.37	N/A	1,007-

ACCOUNT EXCEEDS BUDGET AMOUNT

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section VII

Kayla Dupre

From: Kandace Mauldin
Sent: Wednesday, November 17, 2021 7:18 AM
To: Kayla Dupre
Subject: FW: Eastside Public Safety Substation - EPSS Budget Amendment
Attachments: Opinion of Probable Cost - 10272021.pdf; Budget Summary Amendment 44 dated 6-14-2021.xlsx

We need to do a budget amendment for the \$39,355.67. The funding is from Fund 255

From: Jennifer Gerbasi <jgerbasi@tpcg.org>
Sent: Tuesday, November 16, 2021 2:13 PM
To: Kandace Mauldin <kmauldin@tpcg.org>
Cc: Kayla Dupre <kdupre@tpcg.org>; Christopher Pulaski <cpulaski@tpcg.org>; Caroline Callais <ccallais@tpcg.org>
Subject: Eastside Public Safety Substation - EPSS Budget Amendment

Greetings,

This is some backup for the budget amendment for the Eastside Public Safety Substation. There is a deficit of 39,355.67. The OPC attached is \$1,045,014.94. That is the bare bones budget without any alternates or contingency other than what David Rome put in his estimate.

Line 47 in the budget summary for the current CDBG allocation of funds approved - \$1,005,659.27. I couldn't highlight the line in the PDF.

Please advise if you have questions or concerns.

Cheers,

Jennifer

Jennifer C. Gerbasi
Terrebonne Parish Consolidated Government
Recovery Assistance and Mitigation Planning
8026 Main Street, Second Floor
Houma, Louisiana 70360
P: 985-873-6565 F: 985-580-8141

641-211-8912-01



WWW.DDGPC.COM

DDG Project No. 21-160A

TPCG

Police Substation

OPINION OF PROBABLE COST

TPCG POLICE SUBSTATION – HOUMA, LOUISIANA

October 27, 2021

Description	Cost
Estimated Cost of Modular Building (per Eagle Quote)	\$ 375,576.00
Ballistic Rating for Building and Inflation	\$ 100,000.00
Foundation and Ramp	\$ 80,000.00
Modular Delivery and Placement	\$ 40,000.00
Permits and Fees	\$ 5,000.00
Security Lighting	\$ 2,500.00
Construction Sign	\$ 3,000.00
Cameras Inside and Out	\$ 15,000.00
Recording Fees	\$ 2,081.00
Environmental Review	\$ 6,000.00
Mailing	\$ 275.00
Utility Hookup / Site Prep / Parking Lot / Driveway, Etc.	\$ 250,850.94
Generator	\$ 30,000.00
Legal Fees	\$ 5,000.00
Geotechnical Services	\$ 4,700.00
Architecture / Engineering	\$ 126,032.00
TOTAL PROJECT COST	\$ 1,045,014.94

PROJECT ASSUMPTIONS

1. Design of the Pre-Manufactured Modular Police station is excluded.
2. Landscaping design and planting materials are excluded.
3. Wetlands mitigation or delineations services.
4. Fast Track design services are excluded.
5. 3rd Party Management Coordination is excluded.
6. Traffic Impact Analysis is excluded.
7. Alternates and Contingency is excluded.
8. Project Management is excluded.

This opinion of probable cost (OPC) is a high-level general cost overview of a project that includes initial pricing opinions that are likely to change as the project develops or is formally bid by general contractors using actual costs from subcontractor trades. This should not be construed as a "Bid" for the work, or an attempt define the actual cost of the work.

**ARCHITECT OF RECORD
STAMP AND SIGNATURE**



DUPLANTIS DESIGN GROUP, PC

314 East Bayou Road, Thibodaux, LA 70301
(O) 985.447.0090 (F) 985.447.7009

THIBODAUX
COVINGTON

BATON ROUGE
HOUSTON

**Parish Application for Gustav Ike CDBG Disaster Funding
Budget Summary Sheet v.3**

Parish =	Terrebonne	
Parish Allocation =	\$123,270,148.00	Tier III Change -
Add'l Affordable Rental Allocation =	\$10,000,000	Funding transferred from Unallocated
Amendment Number =	44	To Eastside Public Safety Substation
Date of Amendment Submission =	6/14/2021	

ESTIMATED BUDGET (PARISH ALLOCATION ONLY)

Cat	Project Type	Project Description	Estimated Budget	% of Bgt	Primary/Alternate	
ADM	Admin	Overall Administration of Grant	\$616,351.00	0.5%	Primary	
INF	Infrastructure Recovery	Non-fed levee - Reach E - Falgout Ca	\$15,810,355.94	12.8%	Primary	55PARA3312
INF	Infrastructure Recovery	Non-fed levee - Suzie Canal Ext. (Nor	\$6,128,327.47	5.0%	Primary	55PARA3303
INF	Infrastructure Recovery	Non-fed levee - Ashland North	\$2,634,981.54	2.1%	Primary	55PARA3305
INF	Infrastructure Recovery	Non-fed levee - Cane Break to Ashlan	\$721,854.05	0.6%	Primary	55PARA3308
INF	Infrastructure Recovery	Non-fed levee - Shrimpers Row	\$0.00	N/A	Alternate	55PARA3302
INF	Infrastructure Recovery	Non-fed levee - Upper Dularge (East)	\$376,491.34	0.3%	Primary	55PARA3301
INF	Infrastructure Recovery	Non-fed levee - Pointe Aux Chenes	\$1,537,175.99	1.2%	Primary	55PARA3304
INF	Infrastructure Recovery	Non-fed levee - Ward 7	\$20,929,369.99	17.0%	Primary	55PARA3306
INF	Infrastructure Recovery	Non-fed levee - East Houma Surge Le	\$2,985,000.00	2.4%	Primary	55PARA3311
INF	Infrastructure Recovery	Forced Drainage - Upper Grand Caillc	\$4,509,460.50	3.7%	Primary	55PARA3402
INF	Infrastructure Recovery	Forced Drainage - Ashland Drainage	\$3,309,886.52	2.7%	Primary	55PARA3401
INF	Infrastructure Recovery	Forced Drainage - Baroid Pump Statio	\$4,877,237.12	4.0%	Primary	55PARA3403
INF	Infrastructure Recovery	Forced Drainage - Buquet Drainage In	\$916,536.73	0.7%	Primary	55PARA3404
INF	Infrastructure Recovery	Forced Drainage - Summerfield Pump	\$4,115,108.36	3.3%	Primary	55PARA3405
INF	Infrastructure Recovery	Ashland Drainage Pump Station Outfa	\$511,234.85	0.4%	Primary	55PARA3313
INF	Infrastructure Recovery	Waterworks Valve Replacement for H	\$879,022.24	0.7%	Primary	55PARA2301
INF	Infrastructure Recovery	Juvenile Facility	\$10,370,744.33	8.4%	Primary	55PARA3201
INF	Infrastructure Recovery	Animal Shelter	\$0.00	N/A	Alternate	55PARA3202
INF	Infrastructure Recovery	DPW Administrative Building	\$6,160,717.19	5.0%	Primary	55PARA3203
INF	Infrastructure Recovery	Gray Facility (Gray Sewer Ext)	\$2,205,416.00	1.8%	Primary	55PARA2302
INF	Infrastructure Recovery	Clean Waterways/ Derelict Vessels	\$939,096.53	0.8%	Primary	55PARA3601
INF	Infrastructure Recovery	Falgout Canal Pontoon Bridge	\$2,603,749.01	2.1%	Primary	55PARA2102
INF	Infrastructure Recovery	Parkwood Place	\$3,100,000.00	2.5%	Primary	55PARA3702
INF	Infrastructure Recovery	Peltier Plantation	\$0.00	N/A	Alternate	55PARA3701
PLAN	Community Resiliency	Owner Occupied Housing - Housing S	\$69,370.03	0.1%	Primary	55PARA9101
ECR	Economic Recovery & Revitalization	Generator Hookup Grant	\$0.00	N/A	Alternate	55PARA7301
HSG	Homeowner Compensation/Incentive	1st Time Homebuyers Assistance	\$3,875,007.06	3.1%	Primary	55PARA1301
HSG	Homeowner Compensation/Incentive	Homeowner Buyout	\$4,407,081.40	3.6%	Primary	55PARA1302
HSG	Homeowner Rehabilitation	Repair Assistance - Owner Occupied	\$750,461.84	0.6%	Primary	55PARA1101
HSG	Neighborhood Redevelopment	Demolition of Blighted Properties	\$49,420.98	0.0%	Primary	55PARA1701
HSG	Homeowner Compensation/Incentive	Homeowner Buyout	\$0.00	N/A		
ECR	Economic Recovery & Revitalization	Elevation Assistance	\$0.00	N/A		
HSG	Rental Rehabilitation	Repair Assistance - Renter Occupied	\$0.00	N/A		
INF	Infrastructure Recovery	Clean Waterways/ Derelict Vessels	\$0.00	N/A		
INF	Infrastructure Recovery	Eastside Public Safety Substation	\$1,005,659.27	0.8%	Primary	
INF	Infrastructure Recovery	Intercoastal Canal / Palm Avenue	\$0.00	N/A		
INF	Infrastructure Recovery	Dr. Beatrous (Falgout Marina)	\$0.00	N/A		
INF	Infrastructure Recovery	Western Side of Falgout Canal Barge	\$16,875,030.72	13.7%	Primary	55PARA3314
INF	Infrastructure Recovery	Dularge Bridge	\$0.00	N/A		
ECR	Economic Recovery & Revitalization	Gray Facility	\$0.00	N/A		
INF	Infrastructure Recovery	Coteau Gravity Sewers (Evelyn Street	\$0.00	N/A		
PLAN	Community Resiliency	Temporary School Facility	\$0.00	N/A		
CRP	Coastal Restoration	Bayou Terrebonne Bank Stabilization	\$0.00	N/A		
CRP	Coastal Restoration	Marsh Rehabilitation	\$0.00	N/A		
ECR	Economic Recovery & Revitalization	Terrebonne Intermodal Facility	\$0.00	N/A		
ECR	Economic Recovery & Revitalization	Loan/Grant Program for storm-affecte	\$0.00	N/A		
ECR	Economic Recovery & Revitalization	Fisheries Cold Storage-Incubator Kitc	\$0.00	N/A		
HSG	Neighborhood Redevelopment	Hurricane Issac Public Assistance De	\$0.00	0.0%	Primary	
				N/A		
	Total of Primary Projects		\$123,270,148.00	100.0%		
	Total of Alternate Projects		\$0.00			

FOR PRIMARY PROJECT DISTRIBUTION (UNALLOCATED)

\$0.00 0.0%

Category Spending - Primary Projects

HSG	Housing		\$9,081,971.28	7.4%
INF	Infrastructure		\$113,502,455.69	92.1%
ECR	Economic Recovery		\$0.00	0.0%
CRP	Coastal Restoration		\$0.00	0.0%
PLAN	Planning		\$69,370.03	0.1%
ADM	Admin		\$616,351.00	0.5%

Category Spending - Alternate Projects

HSG	Housing		\$0.00
INF	Infrastructure		\$0.00
ECR	Economic Recovery		\$0.00
CRP	Coastal Restoration		\$0.00
PLAN	Planning		\$0.00
ADM	Admin		\$0.00

Does the Parish anticipate applying for additional funds from the State-administered Affordable Rental Housing Program?

Unsure

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2022 - FIVE YEAR CAPITAL OUTLAY
FUND 641 - FD 241 HUD CDBG RECOVERY CONSTRUCTION FUND

641-211-8912-01
CDBG EASTSIDE POLICE SUBSTATION

TOTAL FUNDING **\$ 929,734**
EXPENDITURES THRU 12/31/20 **-**
PROJECT BALANCE **\$ 929,734**

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS					
			2021	2022	2023	2024	2025	2026
Jun-21	LIA 31	FROM 641-302-8912-01 CDBG REC	24,629					
Jun-21	LIA 31	FROM 641-310-8916-01 CDBG REC	1					
Jun-21	LIA 31	FROM 641-351-8929-01 CDBG REC	362,117					
Jun-21	LIA 31	FROM 641-351-8929-07 CDBG REC	254,118					
Jul-21	ORD 9268	FROM FUND 241 CBDG RECOVERY	52,925					
Jul-21	ORD 9292	FROM 641 FUND BALANCE	196,588					
Dec-21	PENDING BA	FROM FUND 255 CAPITAL SALES TX FD	39,356					

FUNDS AVAILABLE	\$ -	\$ 929,734	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-----------------	------	------------	------	------	------	------	------	------

ENGINEER/ARCHITECT: **DAVID WAITZ ENGINEERING** **DESCRIPTION:** To design and construct a substation on the Eastside
DUPLANTIS DESIGN GROUP for the Police Department.

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 641-211-8912-01

FD241 HUD CDBG REC CONS

POLICE

EASTSIDE SUBSTATION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	890,378	10,626.99	3,916	875,835
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

Section VIII

Kayla Dupre

From: Kandace Mauldin
Sent: Monday, November 22, 2021 12:57 PM
To: Kayla Dupre
Subject: Hurricane Ida - Budget Amendment
Attachments: Budget Amendment - Rev and Exp.pdf

We need to do a budget amendment for Hurricane Ida revenues and expenses for \$44,011,215. Attached is the backup that I used to compute this number.

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



200-912-8422-75
6318-02

Fund/Dept	Dept Name	October Report	Nov paid	Leases (one month)	Encumbered	Total
290-111	Parish Council	8.00				8.00
290-122	Juvenile Services	5,546.00				5,546.00
290-151	Accounting	-				-
290-152	Customer Service	-				-
290-154	Purchasing	87.00				87.00
290-192	Information Tech	-				-
290-193	Planning	-	28,861.00	14,431.00		43,292.00
290-194	Govt Buildings	2,077,434.00			1,081.00	2,078,515.00
290-196	Auditoriums	1,260.00			72,790.00	74,050.00
290-197	Civic Center	313,706.00			398,334.00	712,040.00
290-201	Parish Prisoners	30,860.00			25,168.00	56,028.00
290-211	Police	32,960.00			71,395.00	104,355.00
290-222	Fire	31,598.00				31,598.00
290-302	Engineering	-				-
290-303	Garage	19.00				19.00
290-310	Road and Bridge	270,674.00			12,253.00	282,927.00
290-321	Road Lighting	-				-
290-351	Drainage	717,484.00			9,020.00	726,504.00
290-431	Sewerage Collection	21,329.00				21,329.00
290-432	Treatment Plant	38,736.00			1,702.00	40,438.00
290-441	Solid Waste Services	153,034.00			8,619,909.00	8,772,943.00
290-442	Animal Control	6,655.00	475.94			7,130.94
290-509	Recreation - Other	-				-
290-521	TPR Administration	49.00				49.00
290-535	Tennis Courts	14,300.00				14,300.00
290-604	Vouchers Program	-				-
290-611	CSBG Administration	-				-
290-643	CSBG Programs	-				-
290-652	Econ. Dev	-				-
290-653	Housing & Human Services	388,436.00	26,527.00	26,527.00	813,880.00	1,255,370.00
290-680	Marina	-				-
290-692	Vehicle Operations	-				-
290-693	Vehicle Maintenance	-				-
290-802	Electric Generation	388,672.00	10,339.50		175,762.00	574,773.50
290-803	Electric Distribution	5,483,116.00	2,718.00		1,145,405.00	6,631,239.00
290-806	Gas Distribution	8,819.00				8,819.00
290-807	Utility Administratin	3,808.00			5,735.00	9,543.00
290-808	GIS Mapping System	-				-
290-912	Emergency Preparedness	537,191.00				537,191.00
		10,525,781.00	68,921.44	40,958.00	11,352,434.00	21,988,094.44

Additional invoices
1,661,873.88
23,649,968.32

Additional Debris Cost 16,861,247
Additional Debris Estimate 5,000,000
Additional Expense estimate 1,500,000

Already Budgeted 47,011,215
(3,000,000)
Budget Amendment 44,011,215

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 200-912-8422-75

DEDICATED EMERGENCY FD

EMERGENCY PREPAREDNESS

HURRICANE IDA

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	3,000,000	.00	0	3,000,000

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

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, November 16, 2021 8:54 AM
To: Ernest Brown
Cc: Kayla Dupre
Subject: RE: Utilities; GIS & Record Coordinator
Attachments: GIS & Records Coordinator.doc

Will do.

Kayla, please add to the next budget amendments.

From: Ernest Brown <ebrown@tpcg.org>
Sent: Tuesday, November 16, 2021 8:08 AM
To: Kandace Mauldin <kmauldin@tpcg.org>
Subject: RE: Utilities; GIS & Record Coordinator

Yes, please start the process.

Ernest

From: Kandace Mauldin <kmauldin@tpcg.org>
Sent: Tuesday, November 16, 2021 8:07 AM
To: Ernest Brown <ebrown@tpcg.org>
Subject: RE: Utilities; GIS & Record Coordinator

Ernest,

The first thing that needs to be done is a budget amendment to add back this position. We can do that for the next round of Council meetings if we want to move forward with that. After the position is added back you would need to request to open the vacancy with HR.

Thanks
Kandace

From: Ernest Brown <ebrown@tpcg.org>
Sent: Monday, November 15, 2021 10:39 AM
To: Kandace Mauldin <kmauldin@tpcg.org>
Subject: Utilities; GIS & Record Coordinator

Kandace,

After meeting with Mike, we are trying to add a position to assist with some of the GIS/office duties for Utilities. Can you please explain the process to request a position that was not budgeted? I believe the last time the position was budgeted was in 2019, but was deleted doing budget cuts.

Thanks,

Ernest Brown
Utilities Director
Terrebonne Parish Consolidated Government
Department of Utilities
PH: (985) 873-6758

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

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

JOB DESCRIPTION

POSITION TITLE ...: Utility GIS and Records Coordinator
DEPARTMENT Utilities
DIVISION.....: Administration
GRADE 107
REVISED.....: 11/15/2021
REPORTS TO.....: Utilities Director
REVIEWED 11/15/2021
WAGES.....: Hourly

SUMMARY:

Incumbent to this position is responsible for development and maintenance of a complete and accurate record of all physical aspects of the electric and gas systems of the consolidated government. Maps, charts, plans, work orders and other records shall be developed and/or maintained as required to support the operation, maintenance, planning and construction activities of the various utilities sub-departments. Training and development of digitized mapping, and work order systems as well as computer-aided drafting shall be emphasized. As with all utilities positions, response at any time or working amended hours may be required as necessary to discharge requirements of the position or assist in emergencies.

BASIC FUNCTIONS:

- 01) Administers and personally participates in updating electric and gas system maps.
- 02) Coordinates the acquisition of and maintains records for all utilities rights-of-way.
- 03) Supervises and participates with subordinate personnel in drafting and work planning and dispatch as required to support maintenance, planning and construction efforts of the systems.
- 04) Reviews permit applications and recommends modifications or approval.
- 05) Coordinates miscellaneous permit applications.
- 06) Compiles complete and accurate records of all physical facilities and equipment for the department including specifications on completed projects.
- 07) Develops and supervises the implementation of computerized applications to achieve desired results in the areas of drafting and mapping.

OTHER REQUIREMENTS:

- 01) Good working knowledge of filing and other general office methods and practices.
- 02) Effective verbal and written communication skills.
- 03) Some knowledge of or ability to learn computer aided design (CAD) and geographic information systems (GIS) and data processing procedures and equipment.
- 04) Able to learn other duties as required by supervisor.
- 05) Ability to work amended or extra hours when necessary to support the department's functions.

EDUCATION/EXPERIENCE:

- 01) High School Diploma or equivalent educational certification and 2 (two) years experience in record keeping.
- 02) Also the ability to organize and manage complex records systems is desirable.
- 03) Any equivalent combination of education, training and/or experience may substitute.



Wednesday, December 15, 2021

Item Title:

2021 Various Items for Budget Amendment

Item Summary:

An ordinance to amend the 2021 Adopted Operating Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters:

- I. 5% Budget Adjustment for Road Lighting District 1, \$22,500
- II. 5% Budget Adjustment for Road Lighting District 3A, \$68,000
- III. 5% Budget Adjustment for Road Lighting District 4, \$9,500
- IV. 5% Budget Adjustment for Road Lighting District 6, \$17,500
- V. 5% Budget Adjustment for Road Lighting District 7, \$24,821
- VI. 5% Budget Adjustment for Road Lighting District 10, \$11,520
- VII. 5% Budget Adjustment for Public Safety Fund, \$860,282
- 1. Consider adoption of the ordinance.

ATTACHMENTS:

Description	Upload Date	Type
2021 Various Items for Budget Amendment	11/23/2021	Executive Summary
2021 Various Items for Budget Amendment	11/23/2021	Budget Amendment
2021 Various Items for Budget Amendment	11/23/2021	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 OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS. <div><div>I.</div><div>5% Budget Adjustment for Road Lighting District 1, \$22,500</div></div> <div><div>II.</div><div>5% Budget Adjustment for Road Lighting District 3A, \$68,000</div></div> <div><div>III.</div><div>5% Budget Adjustment for Road Lighting District 4, \$9,500</div></div> <div><div>IV.</div><div>5% Budget Adjustment for Road Lighting District 6, \$17,500</div></div> <div><div>V.</div><div>5% Budget Adjustment for Road Lighting District 7, \$24,821</div></div> <div><div>VI.</div><div>5% Budget Adjustment for Road Lighting District 10, \$11,520</div></div> <div><div>VII.</div><div>5% Budget Adjustment for Public Safety Fund, \$860,282</div></div>

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

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

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

/s/ Kayla Dupre
Signature

November 22, 2021
Date

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2021 ADOPTED OPERATING BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. 5% Budget Adjustment for Road Lighting District 1, \$22,500
- II. 5% Budget Adjustment for Road Lighting District 3A, \$68,000
- III. 5% Budget Adjustment for Road Lighting District 4, \$9,500
- IV. 5% Budget Adjustment for Road Lighting District 6, \$17,500
- V. 5% Budget Adjustment for Road Lighting District 7, \$24,821
- VI. 5% Budget Adjustment for Road Lighting District 10, \$11,520
- VII. 5% Budget Adjustment for Public Safety Fund, \$860,282

SECTION I

WHEREAS, the Parish is required to recognize projected revenues and expenditures which have an unfavorable variance of 5% or more over the current budget, and

WHEREAS, the Road Lighting District #1 revenues from the Ad Valorem Taxes requires a \$20,000 decrease and the State Revenue Sharing requires a \$2,500 decrease for a total decrease of \$22,500.

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 to recognize the necessary adjustment for the Road Lighting District #1. (Attachment A)

SECTION II

WHEREAS, the Parish is required to recognize projected revenues and expenditures which have an unfavorable variance of 5% or more over the current budget, and

WHEREAS, the Road Lighting District #3A expenses from the Street Lights-other requires a \$68,000 increase.

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 to recognize the necessary adjustment for the Road Lighting District #3A. (Attachment B)

SECTION III

WHEREAS, the Parish is required to recognize projected revenues and expenditures which have an unfavorable variance of 5% or more over the current budget, and

WHEREAS, the Road Lighting District #4 revenues from the Ad Valorem Taxes requires a \$8,000 decrease and the LAMP-interest requires a \$1,500 decrease for a total decrease of \$9,500.

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 to recognize the necessary adjustment for the Road Lighting District #4. (Attachment C)

SECTION IV

WHEREAS, the Parish is required to recognize projected revenues and expenditures which have an unfavorable variance of 5% or more over the current budget, and

WHEREAS, the Road Lighting District #6 expenditures from the Street Lights requires a \$14,000 increase, and

WHEREAS, the Road Lighting District #6 revenues from the Ad Valorem Taxes requires a \$1,500 decrease and the LAMP-interest requires a \$2,000 decrease for a total decrease of \$3,500.

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 to recognize the necessary adjustment for the Road Lighting District #6. (Attachment D)

SECTION V

WHEREAS, the Parish is required to recognize projected revenues and expenditures which have an unfavorable variance of 5% or more over the current budget, and

WHEREAS, the Road Lighting District #7 expenditures from the Street Lights requires a \$20,000 increase, and

WHEREAS, the Road Lighting District #7 revenues from the Ad Valorem Taxes requires a \$1,021 decrease, State Revenue Sharing requires a \$300 decrease, and the LAMP-interest requires a \$3,500 decrease for a total decrease of \$4,821.

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 to recognize the necessary adjustment for the Road Lighting District #7. (Attachment E)

SECTION VI

WHEREAS, the Parish is required to recognize projected revenues and expenditures which have an unfavorable variance of 5% or more over the current budget, and

WHEREAS, the Road Lighting District #10 revenues from the Ad Valorem Taxes requires a \$11,520 decrease.

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 to recognize the necessary adjustment for the Road Lighting District #10. (Attachment F)

SECTION VII

WHEREAS, the Parish is required to recognize projected revenues and expenditures which have an unfavorable variance of 5% or more over the current budget, and

WHEREAS, the Public Safety Fund expenditures from the Houma Police Department Salaries & Wages requires a \$749,949 increase and the Houma Fire Department Salaries & Wages requires a \$110,333 for a total increase of \$860,282.

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 to recognize the necessary adjustment for the Public Safety Fund. (Attachment G)

SECTION VIII

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 IX

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 X

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.

ATTACHMENT A - Road Lighting Dist #1

	2021		
	Adopted	Change	Amended
Ad Valorem Taxes	(92,161)	20,000	(72,161)
State Revenue Sharing	(5,000)	2,500	(2,500)
Fund Balance (decrease)	n/a	(22,500)	n/a

ATTACHMENT B - Road Lighting Dist #3A

	2021		
	Adopted	Change	Amended
Street Lights-Other	410,000	68,000	478,000
Fund Balance (decrease)	n/a	(68,000)	n/a

ATTACHMENT C - Road Lighting Dist #4

	2021		
	Adopted	Change	Amended
Ad Valorem Taxes	(169,332)	8,000	(161,332)
Interest-LAMP	(2,000)	1,500	(500)
Fund Balance (decrease)	n/a	(9,500)	n/a

ATTACHMENT D - Road Lighting Dist #6

	2021		
	Adopted	Change	Amended
Ad Valorem Taxes	(74,027)	1,500	(72,527)
Interest-LAMP	(3,400)	2,000	(1,400)
Street Lights-Other	125,000	14,000	139,000
Fund Balance (decrease)	n/a	(17,500)	n/a

ATTACHMENT E - Road Lighting Dist #7

	2021		
	Adopted	Change	Amended
Ad Valorem Taxes	(43,737)	1,021	(42,716)
State Revenue Sharing	(1,500)	300	(1,200)
Interest-LAMP	(5,000)	3,500	(1,500)
Street Lights-Other	150,000	20,000	170,000
Fund Balance (decrease)	n/a	(24,821)	n/a

ATTACHMENT F - Road Lighting Dist #10

	2021		
	Adopted	Change	Amended
Ad Valorem Taxes	(207,921)	11,520	(196,401)
Fund Balance (decrease)	n/a	(11,520)	n/a

ATTACHMENT G - Public Safety Fund

	2021		
	Adopted	Change	Amended
Salaries & Wages	4,265,047	749,949	5,014,996
Salaries & Wages	2,659,053	110,333	2,769,386
Fund Balance (decrease)	n/a	(860,282)	n/a

Section I

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 267-000-6351-00

ROAD LIGHTING DIST. 1

NO DEPARTMENT NAME

STATE REVENUE SHARING

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	5,000	2,437.00-	0	2,563-
CLOSED:				
2015	7,668	8,820.00-	N/A	1,152
2016	10,750	13,689.00-	N/A	2,939
2017	12,500	24,256.00-	N/A	11,756
2018	12,500	22,064.00-	N/A	9,564
2019	22,064	16,457.00-	N/A	5,607-
2020	10,000	4,406.00-	N/A	5,594-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 267-000-6111-00

ROAD LIGHTING DIST. 1

NO DEPARTMENT NAME

AD VALOREM TAXES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	92,161	72,063.96-	0	20,097-
CLOSED:				
2015	171,880	172,096.06-	N/A	216
2016	287,382	295,563.67-	N/A	8,182
2017	535,900	550,713.45-	N/A	14,813
2018	500,334	529,530.42-	N/A	29,196
2019	396,918	401,584.25-	N/A	4,666
2020	110,192	136,022.17-	N/A	25,830

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 269-321-8311-04

ROAD LIGHTING DIST. 3A

ROAD LIGHTING

STREET LIGHTS - OTHER

----- MONTHLY ACTIVITY -----			----- MONTHLY ACTIVITY -----		
2020,	<u>BUDGET</u>	<u>ACTUAL</u>	2021,	<u>BUDGET</u>	<u>ACTUAL</u>
BEG:		.00	BEG:		.00
JAN:	33,750	33,952.47	JAN:	34,166	37,065.89
FEB:	33,750	31,815.60	FEB:	34,166	37,407.32
MAR:	33,750	33,002.36	MAR:	34,166	38,064.13
APR:	33,750	33,232.54	APR:	34,166	40,799.41
MAY:	33,750	33,869.39	MAY:	34,166	40,999.19
JUN:	33,750	34,693.04	JUN:	34,166	38,800.65
JUL:	33,750	34,870.60	JUL:	34,166	51,761.30
AUG:	33,750	34,146.30	AUG:	34,166	39,537.44
SEP:	33,750	35,679.38	SEP:	34,166	38,468.64
OCT:	33,750	36,713.62	OCT:	34,166	39,820.69
NOV:	33,750	36,988.85	NOV:	34,166	21.58
DEC:	<u>33,750</u>	<u>37,977.85</u>	DEC:	<u>34,174</u>	
TOTAL	405,000	416,942.00	TOTAL	410,000	402,746.24

CF01 = EXIT CF02 = INPUT CF04 = DSP DET CF06 = DSP ENC CF08 = PRT DETAIL

Section III

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 270-000-6111-00

ROAD LIGHTING DIST. 4

NO DEPARTMENT NAME

AD VALOREM TAXES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	169,332	161,234.37-	0	8,098-
CLOSED:				
2015	243,550	246,571.97-	N/A	3,022
2016	124,319	128,030.79-	N/A	3,712
2017	196,797	192,885.72-	N/A	3,911-
2018	122,219	146,445.01-	N/A	24,226
2019	209,002	227,628.24-	N/A	18,626
2020	126,329	126,328.70-	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

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 270-000-6711-03

ROAD LIGHTING DIST. 4

NO DEPARTMENT NAME

INTEREST - LAMP

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	2,000	53.36-	0	1,947-
CLOSED:				
2015	0	106.61-	N/A	107
2016	0	855.28-	N/A	855
2017	300	1,452.31-	N/A	1,152
2018	300	3,999.81-	N/A	3,700
2019	300	4,171.06-	N/A	3,871
2020	1,300	1,196.55-	N/A	103-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section IV

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 272-000-6111-00

ROAD LIGHTING DIST. 6

NO DEPARTMENT NAME

AD VALOREM TAXES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	74,027	72,322.64-	0	1,704-
CLOSED:				
2015	118,160	118,201.62-	N/A	42
2016	106,327	108,102.68-	N/A	1,776
2017	84,463	79,866.24-	N/A	4,597-
2018	79,777	79,852.71-	N/A	76
2019	125,470	126,444.44-	N/A	974
2020	92,428	98,394.27-	N/A	5,966

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 272-000-6711-03

ROAD LIGHTING DIST. 6

NO DEPARTMENT NAME

INTEREST - LAMP

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	3,400	56.45-	0	3,344-
CLOSED:				
2015	0	172.52-	N/A	173
2016	0	1,384.78-	N/A	1,385
2017	300	2,351.47-	N/A	2,051
2018	1,200	6,476.38-	N/A	5,276
2019	1,200	6,547.46-	N/A	5,347
2020	3,500	1,849.59-	N/A	1,650-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 272-321-8311-04

ROAD LIGHTING DIST. 6

ROAD LIGHTING

STREET LIGHTS - OTHER

----- MONTHLY ACTIVITY -----		
2020,	<u>BUDGET</u>	<u>ACTUAL</u>
BEG:		.00
JAN:	10,416	10,255.77
FEB:	10,416	9,680.55
MAR:	10,416	9,872.98
APR:	10,416	10,213.19
MAY:	10,416	10,273.80
JUN:	10,416	10,240.93
JUL:	10,416	10,245.22
AUG:	10,416	10,022.05
SEP:	10,416	10,437.67
OCT:	10,416	10,711.74
NOV:	10,416	10,629.28
DEC:	<u>10,424</u>	<u>10,866.77</u>
TOTAL	125,000	123,449.95

----- MONTHLY ACTIVITY -----		
2021,	<u>BUDGET</u>	<u>ACTUAL</u>
BEG:		.00
JAN:	10,416	11,108.55
FEB:	10,416	10,988.90
MAR:	10,416	11,458.28
APR:	10,416	11,767.28
MAY:	10,416	11,939.23
JUN:	10,416	12,049.00
JUL:	10,416	11,629.93
AUG:	10,416	11,911.98
SEP:	10,416	11,877.04
OCT:	10,416	11,430.71
NOV:	10,416	
DEC:	<u>10,424</u>	
TOTAL	125,000	116,160.90

CF01 = EXIT CF02 = INPUT CF04 = DSP DET CF06 = DSP ENC CF08 = PRT DETAIL

Section V

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 273-000-6111-00

ROAD LIGHTING DIST. 7

NO DEPARTMENT NAME

AD VALOREM TAXES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	43,737	42,716.14-	0	1,021-
CLOSED:				
2015	66,095	66,354.02-	N/A	259
2016	198,542	201,820.43-	N/A	3,278
2017	68,698	68,213.80-	N/A	484-
2018	227,119	228,224.80-	N/A	1,106
2019	81,471	78,722.11-	N/A	2,749-
2020	114,718	114,744.77-	N/A	27

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 273-000-6351-00

ROAD LIGHTING DIST. 7

NO DEPARTMENT NAME

STATE REVENUE SHARING

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	1,500	1,200.00-	0	300-
CLOSED:				
2015	1,574	1,523.00-	N/A	51-
2016	4,000	4,301.00-	N/A	301
2017	4,000	1,568.00-	N/A	2,432-
2018	2,000	5,147.00-	N/A	3,147
2019	2,000	1,798.00-	N/A	202-
2020	2,000	2,904.00-	N/A	904

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 273-000-6711-03

ROAD LIGHTING DIST. 7

NO DEPARTMENT NAME

INTEREST - LAMP

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	5,000	84.94-	0	4,915-
CLOSED:				
2015	0	228.68-	N/A	229
2016	0	1,835.34-	N/A	1,835
2017	300	3,116.44-	N/A	2,816
2018	1,200	8,583.25-	N/A	7,383
2019	1,200	9,205.49-	N/A	8,005
2020	3,000	2,656.08-	N/A	344-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 273-321-8311-04

ROAD LIGHTING DIST. 7

ROAD LIGHTING

STREET LIGHTS - OTHER

----- MONTHLY ACTIVITY -----			----- MONTHLY ACTIVITY -----		
2020	<u>BUDGET</u>	<u>ACTUAL</u>	2021	<u>BUDGET</u>	<u>ACTUAL</u>
BEG:		.00	BEG:		.00
JAN:	12,500	12,111.69	JAN:	12,500	13,295.40
FEB:	12,500	11,597.80	FEB:	12,500	13,234.20
MAR:	12,500	11,802.11	MAR:	12,500	13,437.65
APR:	12,500	12,253.17	APR:	12,500	14,334.61
MAY:	12,500	12,348.19	MAY:	12,500	14,634.81
JUN:	12,500	12,210.59	JUN:	12,500	14,608.43
JUL:	12,500	12,237.82	JUL:	12,500	14,124.31
AUG:	12,500	12,099.51	AUG:	12,500	14,475.52
SEP:	12,500	12,704.85	SEP:	12,500	14,454.20
OCT:	12,500	13,172.71	OCT:	12,500	14,465.73
NOV:	12,500	13,100.40	NOV:	12,500	171.43
DEC:	<u>12,500</u>	<u>13,339.26</u>	DEC:	<u>12,500</u>	
TOTAL	150,000	148,978.10	TOTAL	150,000	141,236.29

CF01 = EXIT CF02 = INPUT CF04 = DSP DET CF06 = DSP ENC CF08 = PRT DETAIL

Section VI

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 276-000-6111-00

ROAD LIGHTING DIST. 10

NO DEPARTMENT NAME

AD VALOREM TAXES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	207,921	196,401.35-	0	11,520-
CLOSED:				
2015	101,782	103,725.68-	N/A	1,944
2016	114,467	114,258.28-	N/A	209-
2017	148,637	147,209.70-	N/A	1,427-
2018	113,233	113,524.34-	N/A	291
2019	170,094	170,788.16-	N/A	694
2020	86,507	86,511.18-	N/A	4

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section VII

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

11/22/21

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 204-211-8111-01

PUBLIC SAFETY FUND

POLICE

SALARIES & WAGES

----- MONTHLY ACTIVITY -----			----- MONTHLY ACTIVITY -----		
2020,	<u>BUDGET</u>	<u>ACTUAL</u>	2021,	<u>BUDGET</u>	<u>ACTUAL</u>
BEG:		.00	BEG:		.00
JAN:	366,666	304,115.41	JAN:	355,420	287,110.85
FEB:	366,666	286,965.45	FEB:	355,420	349,362.67
MAR:	366,666	306,958.52	MAR:	355,420	326,936.48
APR:	366,666	294,591.07	APR:	355,420	343,086.58
MAY:	366,666	289,507.71	MAY:	355,420	326,465.13
JUN:	366,666	326,806.81	JUN:	355,420	334,723.02
JUL:	366,666	431,001.26	JUL:	355,420	535,214.91
AUG:	366,666	297,508.55	AUG:	355,420	339,690.05
SEP:	366,666	457,130.46	SEP:	355,420	343,190.05
OCT:	366,666	378,396.01	OCT:	355,420	1,118,368.86
NOV:	366,666	392,219.44	NOV:	355,420	332,913.03
DEC:	<u>366,674</u>	<u>618,209.83</u>	DEC:	<u>355,427</u>	
TOTAL	4,400,000	4,383,410.52	TOTAL	4,265,047	4,637,061.63

CF01 = EXIT CF02 = INPUT CF04 = DSP DET CF06 = DSP ENC CF08 = PRT DETAIL

OCTOBER 31, 2021 - MONTH LAST CLOSED

ACCT: 204-222-8111-01

PUBLIC SAFETY FUND

FIRE - URBAN

SALARIES & WAGES

----- MONTHLY ACTIVITY -----			----- MONTHLY ACTIVITY -----		
2020,	<u>BUDGET</u>	<u>ACTUAL</u>	2021,	<u>BUDGET</u>	<u>ACTUAL</u>
BEG:		.00	BEG:		.00
JAN:	225,000	139,993.93	JAN:	221,587	115,251.95
FEB:	225,000	206,220.31	FEB:	221,587	206,416.24
MAR:	225,000	221,011.49	MAR:	221,587	203,038.84
APR:	225,000	213,906.08	APR:	221,587	201,562.14
MAY:	225,000	208,170.51	MAY:	221,587	199,474.46
JUN:	225,000	235,759.25	JUN:	221,587	220,108.73
JUL:	225,000	222,942.37	JUL:	221,587	227,597.97
AUG:	225,000	202,924.23	AUG:	221,587	193,005.65
SEP:	225,000	258,955.39	SEP:	221,587	190,775.80
OCT:	225,000	223,328.42	OCT:	221,587	568,971.22
NOV:	225,000	217,319.35	NOV:	221,587	193,305.19
DEC:	<u>225,000</u>	<u>328,266.11</u>	DEC:	<u>221,596</u>	
TOTAL	2,700,000	2,678,797.44	TOTAL	2,659,053	2,519,508.19

CF01 = EXIT CF02 = INPUT CF04 = DSP DET CF06 = DSP ENC CF08 = PRT DETAIL

Category Number:
Item Number: H.



Wednesday, December 15, 2021

Item Title:

Ordinance for Access to Levee Gates and Levees

Item Summary:

An ordinance to amend the Terrebonne Parish Consolidated Government Code of Ordinances by Amending Chapter 22 Article VII, "Drainage" to Levees.

1. Consider adoption of the ordinance.

ATTACHMENTS:

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



EXECUTIVE SUMMARY

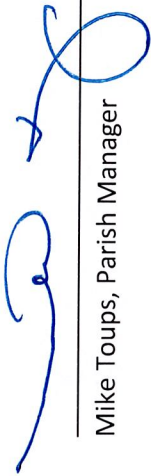
PROJECT TITLE
Ordinance to Amend the Terrebonne Parish Consolidated Government Code of Ordinances by Amending Chapter 22 Article VII, "Drainage" to Levees

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 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


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



Wednesday, December 15, 2021

Item Title:

Sales & Use Tax Advisory Board Meeting-December 7, 2021

Item Summary:

Accept the minutes of the Terrebonne Parish Sales and Use Tax Advisory Board meeting dated December 7, 2021 and consider ratification of the actions relative to:

- 1) Declare items in the Sales & Use Tax Department as surplus property and dispose of same.
- 2) Recommendation for the adoption of a resolution accepting the Louisiana Compliance Questionnaire for the 2021 year end audit.
- 3) Accept the 2021 Projected Year End Budget.
- 4) Accept the 2022 Proposed Budget.

ATTACHMENTS:

Description	Upload Date	Type
Resolution 2021	12/7/2021	Resolution
Minutes for December 7, 2021 Meeting	12/7/2021	Cover Memo
Compliance Questionnaire	12/7/2021	Backup Material
Budget 2022	12/7/2021	Backup Material

OFFERED BY: Mr. Darrin Guidry

SECONDED BY: Mrs. MayBelle Trahan

RESOLUTION

WHEREAS, the Louisiana Legislative Auditor's Office has requested the staff of the Terrebonne Parish Sales and Use Tax Office complete a Louisiana Compliance Questionnaire, and

WHEREAS, Mrs. Brandi B. Fontenot, Sales and Use Tax Director, has completed said survey and has recommended that the Sales and Use Tax Advisory Board adopt said survey.

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Sales and Use Tax Advisory Board that Mr. Gordon Dove, Parish President, be hereby authorized to sign the Louisiana Compliance Questionnaire to verify the acceptance of this document by the Advisory Board.

THERE WAS RECORDED:

YEAS: Mr. Gordon Dove, Mr. Darrin Guidry, Mr. John Amedee, Mr. Philip Martin, Mrs. MayBelle Trahan, Mr. Tim Soignet, Mrs. Mary Cosper LeBoeuf

NAYS: None.

ABSENT: Mr. Gregory Harding, Mr. Jack Moore

The Chairman declared the resolution adopted on this, the 7th day of December 2021.

**TERREBONNE PARISH
SALES AND USE TAX ADVISORY BOARD MEETING**

December 7, 2021

1. The Chairman, Parish President, Mr. Gordon Dove, called the meeting to order at 10:05 a.m. at Government Tower Conference Room. Following roll call the Pledge of Allegiance was said.
2. Upon roll call, Board Members recorded as present were: Mr. Gordon Dove, Parish President; Mr. Darrin Guidry, Parish Council Chairman; Mr. John Amedee, Budget & Finance Committee Chairman; Mr. Philip Martin, Superintendent of Schools; Mrs. MayBelle Trahan, School Board Vice-President; Mr. Tim Soignet, Terrebonne Parish Sheriff; Mrs. Mary Cospier LeBoeuf, Library Board of Control. Also present were: Mrs. Brandi Fontenot, Director, Sales & Use Tax Department; Mrs. Ann Thibodaux, Secretary, Sales & Use Tax Department and Mrs. Vickie Bourg, Financial Officer, Terrebonne Parish Sheriff's Office. Recorded as absent were Mr. Gregory Harding, School Board President and Mr. Jack Moore, Terrebonne Levee & Conversation District. A quorum was declared present.
3. **Item 1** – Request for approval to declare items in the Sales & Use Tax Department as surplus property and dispose of same.
4. Motion was made to accept by Mr. Darren Guidry, seconded by Mr. Philip Martin.

The Chairman called for a vote on the motion offered by Mr. Darrin Guidry.

UPON ROLL CALL THERE WAS RECORDED:

YEAS: Mr. Gordon Dove, Mr. Darrin Guidry, Mr. John Amedee, Mr. Phillip Martin, Mrs. MayBelle Trahan, Mr. Tim Soignet, Mrs. Mary Cospier LeBoeuf

NAYS: None.

NOT VOTING: None.

ABSENT: Mr. Gregory Harding, Mr. Jack Moore

The Chairman declared the motion passed.

5. **Item 2** – Adoption of a resolution accepting the Louisiana Compliance Questionnaire for the 2021 year-end audit.
6. Motion was made to accept by Mr. Darrin Guidry, seconded by Mrs. MayBelle Trahan.

The Chairman called for a vote on the motion offered by Mr. Darrin Guidry.

UPON ROLL CALL THERE WAS RECORDED:

YEAS: Mr. Gordon Dove, Mr. Darrin Guidry, Mr. John Amedee, Mr. Phillip Martin, Mrs. MayBelle Trahan, Mr. Tim Soignet, Mrs. Mary Cospier LeBoeuf

NAYS: None.

NOT VOTING: None.

ABSENT: Mr. Gregory Harding, Mr. Jack Moore

The Chairman declared the motion passed.

7. **Item 3** – Acceptance of the 2021 final operating budget.
8. Motion was made to accept by Mr. Tim Soignet, seconded by Mr. John Amedee.

The Chairman called for a vote on the motion offered by Mr. Tim Soignet.

UPON ROLL CALL THERE WAS RECORDED:

YEAS: Mr. Gordon Dove, Mr. Darrin Guidry, Mr. John Amedee, Mr. Phillip Martin, Mrs. MayBelle Trahan, Mr. Tim Soignet, Mrs. Mary Cosper LeBoeuf

NAYS: None.

NOT VOTING: None.

ABSENT: Mr. Gregory Harding, Mr. Jack Moore

The Chairman declared the motion passed.

9. **Item 4 – Presentation and request for acceptance of Proposed 2022 Operating Budget for the Sales and Use Tax Department.**

Mrs. Fontenot explained the following changes:

- **Personnel Services:** Personnel Services increased to reflect a 4% cost of living increase, the same as proposed by Mr. Dove for all employees of Parish Government
- **Supplies and Material:** Increase due to the increase in postage prices and office materials
- **Capital Expenses:** Purchase of (7) new computers and software, (3) scanners and a (1) new mail opener

10. Motion was made to accept by Mr. Philip Martin, seconded by Mr. John Amedee.

The Chairman called for a vote on the motion offered by Mr. Philip Martin.

UPON ROLL CALL THERE WAS RECORDED:

YEAS: Mr. Gordon Dove, Mr. Darrin Guidry, Mr. John Amedee, Mr. Philip Martin, Mrs. MayBelle Trahan, Mr. Tim Soignet, Mrs. Mary Cosper LeBoeuf

NAYS: None.

NOT VOTING: None.

ABSENT: Mr. Gregory Harding, Mr. Jack Moore

The Chairman declared the motion passed.

11. **Item 4 – Other Business.**

12. Mr. John Amedee moved, seconded by Mr. Darrin Guidry, "That there being no further business to come before this Board, the meeting be adjourned."

The Chairman called for a vote on the motion offered by Mr. John Amedee.

UPON ROLL CALL THERE WAS RECORDED:

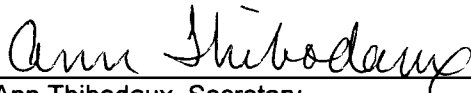
YEAS: Mr. Gordon Dove, Mr. Darrin Guidry, Mr. John Amedee, Mr. Philip Martin, Mrs. MayBelle Trahan, Mr. Tim Soignet, Mrs. Mary Cosper LeBoeuf

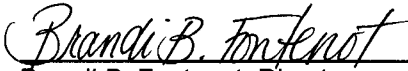
NAYS: None.

NOT VOTING: None.

ABSENT: Mr. Gregory Harding, Mr. Jack Moore

The Chairman declared the motion passed.


Ann Thibodaux, Secretary
Terrebonne Parish Sales & Use Tax Dept.


Brandi B. Fontenot, Director
Terrebonne Parish Sales & Use Tax Dept.

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements)**

Dear Chief Executive Officer:

Attached is the Louisiana Compliance Questionnaire that is to be completed by you or your staff. This questionnaire is a required part of a financial audit of Louisiana state and local government and quasi-public agencies. Upon completion, the questionnaire must be presented to and adopted by the governing body, if any, of your organization by means of a formal resolution in an open meeting. Independently elected officials should sign the document, in lieu of such a resolution.

The completed questionnaire and a copy of the adoption instrument, if appropriate, must be given to the auditor at the beginning of the audit. The auditor will, during the course of his regular audit, test the accuracy of the responses in the questionnaire. It is not necessary to return the questionnaire to my office.

Certain portions of the questionnaire may not be applicable to your organization, especially those related to federal financial assistance, the requirements of the *Single Audit Act*, and OMB Circular A-133. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his examination. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Daryl G. Purpera, CPA, CFE
Louisiana Legislative Auditor

Enclosure

**LOUISIANA COMPLIANCE QUESTIONNAIRE
(For Audit Engagements of Government Entities)**

December 7, 2021

**Bourgeois Bennett, LLC
Certified Public Accountants
Post Office Box 2168
Houma, LA 70361**

In connection with your audit of our financial statements as of **December 31, 2021** and for **the year then ended** for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our system of internal control as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of **December 1, 2021**.

PART I. AGENCY PROFILE

1. Name and address of the organization.

**Terrebonne Parish Sales & Use Tax Department
P. O. Box 670
Houma, LA 70361**

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

109,681 – Estimated by Suburban Stats, found by Google search.

3. List names, addresses, and telephone numbers of entity officials. [Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

**Gordon E. Dove – 5 Glen Oaks Drive, Houma, LA 70360, 985-873-3154
Philip E. Martin – 129 Lake Mechant Court, Houma, LA 70360, 985-868-9398
Mary Cosper LeBoeuf - 1400 Levee Drive, Houma, LA 70360, 985-851-3933
Maybelle N. Trahan – 5282 Bayouside Drive, Chauvin, LA 70344, 985-381-4533
Darrin Guidry – 113 Krumbhaar Dr., Houma, LA 70360, 985-688-6632
John Schoonenberg - 300 Lafayette Street, Houma, LA 70360, 985-868-7214
Jack W. Moore – P. O. Box 318, Montegut, LA 70377, 985-991-9430
John Amedee – 200 Rhett Place, Gray, LA 70359, 985-226-4444
Gregory Harding – 148 Columbus St, Houma, LA 70360, 985-688-0052
Tim Soignet—P.O. Box 1670, Houma, LA 70361, 985-665-8648**

4. Period of time covered by this questionnaire:
January 1, 2021 – December 31, 2021

5. The entity has been organized under the following provisions of the Louisiana Revised Statute (s) (LSA-RS) and, if applicable, local resolutions/ordinances.

Title 47 Sections 301-317 As Amended

6. Briefly describe the public services provided:

Collection & distribution of 5.5% parish-wide sales and use taxes, hotel/motel taxes, occupational license taxes and local bingo permits.

7. Expiration date of current elected/appointed officials' terms.

Parish President -Term expires 12:00 noon 1/11/2024

Council Chairman and Budget & Finance Chairman -Terms expire 1/11/2022

School Board Superintendent - Contract expires 06/30/2022

School Board President & Vice President - Terms expire 1/1/2022

Member - Library Board of Control - Serves until replaced by Library Board

Member - Levee District – serves concurrently with the governor

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$100,000 have been publicly bid.

B) All material and supply purchases exceeding \$20,000 have been publicly bid.

Yes [X] No []

**PART III. CODE OF ETHICS LAW FOR PUBLIC OFFICIALS
AND PUBLIC EMPLOYEES**

9. It is true that no employees or officials have accepted anything of value, whether in the form of a service, loan, or promise, from anyone that would constitute a violation of R.S. 42:1101-1124.

Yes [X] No []

10. It is true that no member of the immediate family of any member of the governing authority, or the chief executive of the governmental entity, has been employed by the governmental entity after April 1, 1980, under circumstances that would constitute a violation of R.S. 42:1119.

Yes [X] No []

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-16) R. S. 39:33, or R.S. 39:1331-1342, as applicable:

A. Local Budget Act

1. We have adopted a budget for the General Fund and all special revenue funds (R.S. 39:1305).

2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the General Fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public

inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget [R.S. 39:1309].

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).

8. To the extent that proposed expenditures were greater than \$500,000, the chief executive officer or equivalent notified in writing the governing authority during the year when actual receipts plus projected revenue collections for the year failed to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceeded budgeted expenditures by five percent or more (R.S. 39:1311).

9. The governing authority has amended its budget when notified, as provided by R.S.9:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more, or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven-primarily federal funds-from the requirement to amend revenues.).

Yes [☒] No [☐]

B. State Budget Requirements

1. The state agency has complied with the budgetary requirements of R.S. 39:33.

Yes [☐] No [☐] **N/A**

C. Licensing Boards

1. The licensing board has complied with the budgetary requirements of R. S. 39:1331-1342.

Yes [☐] No [☐] **N/A**

**PART V. ACCOUNTING, AUDITING, AND FINANCIAL
REPORTING LAWS**

12. We have maintained our accounting records in such a manner as to provide evidence of legal compliance and the preparation of annual financial statements to comply with R.S. 24:513 and 515, and/or 33:463.

Yes [☒] No [☐]

13. All non-exempt governmental records are available as a public record and have been retained for at least three years, as required by R.S. 44:1, 44:7, 44:31, and 44:36.

Yes [☒] No [☐]

14. We have filed our annual financial statements in accordance with R.S. 24:514, and 33:463 where applicable.

Yes [☐] No [☐] **N/A**

15. We have had our financial statements audited in a timely manner in accordance with R.S. 24:513.

Yes [☒] No [☐]

16. We have complied with R.S. 24:513 A. (3) regarding disclosure of compensation, reimbursements, benefits and other payments to the agency head, political subdivision head, or chief executive officer.

Yes ☒ No ☐

PART VI. MEETINGS

17. We have complied with the provisions of the Open Meetings Law, provided in R.S. 42:11 through 42:28.

Yes ☒ No ☐

PART VII. ASSET MANAGEMENT LAWS

18. We have maintained records of our fixed assets and movable property records, as required by R.S. 24:515 and/or 39:321-332, as applicable.

Yes ☒ No ☐

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

19. We have complied with the fiscal agency and cash management requirements of R.S. 39:1211-45 and 49:301-327, as applicable.

Yes ☒ No ☐

PART IX. DEBT RESTRICTION LAWS

20. It is true we have not incurred any long-term indebtedness without the approval of the State Bond Commission, as provided by Article VII, Section 8 of the 1974 Louisiana Constitution, Article VI, Section 33 of the 1974 Louisiana Constitution, and R.S. 39:1410.60-1410.65.

Yes ☒ No ☐

21. We have complied with the debt limitation requirements of state law (R.S. 39:562).

Yes ☒ No ☐

22. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:11410.62).

Yes ☐ No ☐ N/A

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

23. We have restricted the collections and expenditures of revenues to those amounts authorized by Louisiana statutes, tax propositions, and budget ordinances.

Yes ☒ No ☐

24. It is true we have not advanced wages or salaries to employees or paid bonuses in violation of Article VII, Section 14 of the 1974 Louisiana Constitution, R.S. 14:138, and AG opinion 79-729.

Yes ☒ No ☐

25. It is true that no property or things of value have been loaned, pledged, or granted to anyone in violation of Article VII, Section 14 of the 1974 Louisiana Constitution.

Yes ☒ No ☐

PART XI. ISSUERS OF MUNICIPAL SECURITIES

26. It is true that we have complied with the requirements of R.S. 39:1438.C.

Yes ☒ No ☐

PART XII. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

27. We have adopted a system of road administration that provides as follows:

- A. Approval of the governing authority of all expenditures, R.S. 48:755(A).
- B. Development of a capital improvement program on a selective basis, R.S. 48:755.
- C. Centralized purchasing of equipment and supplies, R.S. 48:755.
- D. Centralized accounting, R.S. 48:755.
- E. A construction program based on engineering plans and inspections, R.S. 48:755.
- F. Selective maintenance program, R.S. 48:755.
- G. Annual certification of compliance to the legislative auditor, R.S. 48:758.

Yes ☐ No ☐ **N/A**

School Boards

28. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-401.

Yes ☐ No ☐ **N/A**

29. We have complied with the regulatory circulars issued by the Louisiana Department of Education that govern the Minimum Foundation Program.

Yes ☐ No ☐ **N/A**

30. We have, to the best of our knowledge, accurately compiled the performance measurement data contained in the following schedules and recognize that your agreed-upon procedures will be applied to such schedules and performance measurement data:

Parish school boards are required to report, as part of their annual financial statements, measures of performance. These performance indicators are found in the supplemental schedules:

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenues Sources
- Schedule 2, Education Levels of Public School Staff
- Schedule 3, Number and Type of Public Schools
- Schedule 4, Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Schedule 5, Public School Staff Data: Average Salaries
- Schedule 6, Class Size Characteristics
- Schedule 7, Louisiana Educational Assessment Program (LEAP)
- Schedule 8, The Graduate Exit Exam (GEE)
- Schedule 9, iLEAP Tests

Yes ☐ No ☐ **N/A**

Tax Collectors

31. We have complied with the general statutory requirements of R.S. 47.

Yes ☐ No ☐ **N/A**

Sheriffs

32. We have complied with the state supplemental pay regulations of R.S. 33:2218.8

Yes ☐ No ☐ **N/A**

33. We have complied with R.S. 33:1432 relating to the feeding and keeping of prisoners.

Yes ☐ No ☐ **N/A**

District Attorneys

34. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.
Yes [] No [] **N/A**

Assessors

35. We have complied with the regulatory requirements found in Title 47.
Yes [] No [] **N/A**

36. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.
Yes [] No [] **N/A**

Clerks of Court

37. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.
Yes [] No [] **N/A**

Libraries

38. We have complied with the regulations of the Louisiana State Library.
Yes [] No [] **N/A**

Municipalities

39. Minutes are taken at all meetings of the governing authority. R.S. 42:7.1.
Yes [] No [] **N/A**
40. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal. R.S. 43:141-146 and A.G. 86-528.
Yes [] No [] **N/A**

41. All official action taken by the municipality is conducted at public meetings. R.S. 42:11 to 42:28.
Yes [] No [] **N/A**

Airports

42. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802.
Yes [] No [] **N/A**
43. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810).
Yes [] No [] **N/A**

44. All project funds have been expended on the project and for no other purpose (RS 2:810).
Yes [] No [] **N/A**

45. We have certified to the legislative auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811).
Yes [] No [] **N/A**

Ports

46. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452.
Yes [] No [] **N/A**
47. We have adopted a system of administration that provides for approval by the department for

any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460).

Yes [] No [] **N/A**

48. All project funds have been expended on the project and for no other purpose (R.S. 34:3460).

Yes [] No [] **N/A**

49. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460).

Yes [] No [] **N/A**

50. We have certified to the legislative auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461).

Yes [] No [] **N/A**

Sewerage Districts

51. We have complied with the statutory requirements of R.S. 33:3881-4159.10.

Yes [] No [] **N/A**

Waterworks Districts

52. We have complied with the statutory requirements of R.S. 33:3811-3837.

Yes [] No [] **N/A**

Utility Districts

53. We have complied with the statutory requirements of R.S. 33:4161-4546.21.

Yes [] No [] **N/A**

Drainage and Irrigation Districts

54. We have complied with the statutory requirements of R.S. 38:1601-1707 (Drainage Districts); R.S. 38:1751-1921 (Gravity Drainage Districts); R.S. 38:1991-2048 (Levee and Drainage Districts); or R.S. 38:2101-2123 (Irrigation Districts), as appropriate.

Yes [] No [] **N/A**

Fire Protection Districts

55. We have complied with the statutory requirements of R.S. 40:1491-1509.

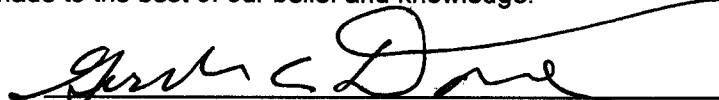
Yes [] No [] **N/A**

Other Special Districts

56. We have complied with those specific statutory requirements of state law applicable to our district.

Yes [] No [] **N/A**

The previous responses have been made to the best of our belief and knowledge.


GORDON E. DOVE
TERREBONNE PARISH CONSOLIDATED GOVT.


BRANDI B. FONTENOT
TERREBONNE PARISH SALES & USE TAX DEPT.

Terrebonne Parish Sales and Use Tax Dept
PROPOSED BUDGET FOR YEAR ENDING DECEMBER 31, 2021

	Current Year - December 31, 2021						Upcoming Year - 12/31/2022	
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)
	Original Budget	Last Adopted Budget	Actual Year-to-Date as of: 10/31/2021	Estimated Remaining for Year	Projected Actual Result at Year End	% Change Last Adopted Budget vs. Projected Actual Result at Year End	Proposed Budget	% Change Projected Actual Result at Year End vs. Proposed Budget
					[C + D]	[E / B - 1]		[G / E - 1]
SUMMARY OF REVENUES - BY SOURCES								
Local sources:								
Sales and use taxes	\$ 1,142,050.00	\$ 1,142,050.00	\$ 661,718.16	\$ 293,929.56	955,647.72	-16.3%	\$ 1,216,320.00	27.3%
Total Revenues from Local Sources	1,142,050.00	1,142,050.00	661,718.16	293,929.56	955,647.72	-16.3%	1,216,320.00	27.3%
Other sources								
Hotel/motel collection fee	30,000.00	30,000.00	40,606.25	5,000.00	45,606.25	52.0%	30,000.00	-34.2%
Licenses and permits	4,000.00	4,000.00	2,600.00	200.00	2,800.00	-30.0%	4,000.00	42.9%
Interest revenue	0.00	0.00	0.00	0.00	0.00		0.00	#DIV/0!
Bingo reimbursement	250.00	250.00	44.87	42.75	87.62	-65.0%	250.00	185.3%
Occupational license revenue	79,500.00	79,500.00	41,510.92	3,514.80	45,025.72	-43.4%	84,100.00	86.8%
Attorney fee revenue	7,000.00	7,000.00	202.48	-	202.48	-97.1%	7,000.00	3357.1%
Total Revenues from Other Sources	120,750.00	120,750.00	84,964.52	8,757.55	93,722.07	-22.4%	125,350.00	33.7%
Total Revenues by Sources	1,262,800.00	1,262,800.00	746,682.68	302,687.11	1,049,369.79	-16.9%	1,341,670.00	27.9%
SUMMARY OF EXPENDITURES - BY AGENCY								
Agency								
TPSUTD	1,262,800.00	1,262,800.00	723,498.77	325,871.02	1,049,369.79	-16.9%	1,341,670.00	27.9%
Total Expenditures by Agency	1,262,800.00	1,262,800.00	723,498.77	325,871.02	1,049,369.79	-16.9%	1,341,670.00	27.9%
SUMMARY OF EXPENDITURES - BY DEPARTMENTS								
Department								
Administration Dept								
General:								
Yearly payroll	375,000.00	375,000.00	212,034.72	75,463.19	287,497.91	-23.3%	390,000.00	35.7%
Payroll Taxes	30,000.00	30,000.00	15,306.14	5,682.20	20,988.34	-30.0%	39,000.00	85.8%
Life, Hosp, and Disability	161,000.00	161,000.00	80,268.46	17,118.04	97,386.50	-39.5%	167,000.00	71.5%
Retirement expenses	25,000.00	25,000.00	14,426.20	5,500.00	19,926.20	-20.3%	28,000.00	40.5%
W/C	1,000.00	1,000.00	765.42	234.58	1,000.00	0.0%	1,320.00	32.0%
Total General Administration	592,000.00	592,000.00	322,800.94	103,998.01	426,798.95	-27.9%	625,320.00	46.5%

Terrebonne Parish Sales and Use Tax Dept
PROPOSED BUDGET FOR YEAR ENDING DECEMBER 31, 2021

	Current Year - December 31, 2021						Upcoming Year - 12/31/2022	
Occupational:								
Yearly payroll - Occupational	40,000.00	40,000.00	19,487.44	0.00	32,947.69	-17.6%	40,000.00	21.4%
Payroll Taxes - Occupational	3,000.00	3,000.00	1,323.73	0.00	1,323.73	-55.9%	3,000.00	126.6%
Life, Hosp, and Disability - Occupational	19,000.00	19,000.00	9,874.48	0.00	9,983.60	-47.5%	19,000.00	90.3%
Retirement expenses - Occupational	3,000.00	3,000.00	1,411.10	140.00	1,551.10	-48.3%	3,000.00	93.4%
W/C - Occupational	100.00	100.00	47.46	3.51	50.97	-49.0%	100.00	96.2%
Total Occupational Administration	65,100.00	65,100.00	32,144.21	143.51	32,287.72	-50.4%	65,100.00	101.6%
Total Administration Department	657,100.00	657,100.00	354,945.15	104,141.52	459,086.67	-30.1%	690,420.00	50.4%
Operations Dept								
General:								
Office supplies	5,000.00	5,000.00	2,653.33	2,346.67	5,000.00	0.0%	7,500.00	50.0%
Postage	15,000.00	15,000.00	8,922.49	6,077.51	15,000.00	0.0%	20,000.00	33.3%
Printing and stationary	4,000.00	4,000.00	1,333.92	2,666.08	4,000.00	0.0%	4,000.00	0.0%
Bingo expenses	250.00	250.00	44.87	205.13	250.00	0.0%	250.00	0.0%
Machine rentals	20,000.00	20,000.00	12,949.79	7,050.21	20,000.00	0.0%	27,000.00	35.0%
Machine maintenance	6,000.00	6,000.00	2,816.26	3,183.74	6,000.00	0.0%	7,000.00	16.7%
Director's bond	2,000.00	2,000.00	2,335.00	0.00	2,335.00	16.8%	2,000.00	-14.3%
Employees' blanket bond	500.00	500.00	500.00	0.00	500.00	0.0%	500.00	0.0%
General liability insurance	26,000.00	26,000.00	26,785.00	0.00	26,785.00	3.0%	28,000.00	4.5%
Contents insurance	1,000.00	1,000.00	675.91	0.00	675.91	-32.4%	1,500.00	121.9%
Travel	5,500.00	5,500.00	494.81	1,283.60	1,778.41	-67.7%	5,500.00	209.3%
Office rent	47,200.00	47,200.00	39,306.60	7,861.32	47,167.92	-0.1%	47,200.00	0.1%
Attorney fees	40,000.00	40,000.00	23,330.00	9,000.00	32,330.00	-19.2%	40,000.00	23.7%
Other (tax liens and other legal documentation)	3,000.00	3,000.00	230.00	2,770.00	3,000.00	0.0%	3,000.00	0.0%
Telephone	7,000.00	7,000.00	3,732.42	3,267.58	7,000.00	0.0%	7,000.00	0.0%
Bank charges	500.00	500.00	-	0.00	-	-100.0%	500.00	#DIV/0!
Contract auditing	400,000.00	400,000.00	230,864.48	169,135.52	400,000.00	0.0%	400,000.00	0.0%
Dues & subscriptions	4,500.00	4,500.00	1,726.79	2,773.21	4,500.00	0.0%	4,500.00	0.0%
Miscellaneous (water; houma courier; emp. phy; drug screens)	1,250.00	1,250.00	512.36	737.64	1,250.00	0.0%	1,500.00	20.0%
Continuing education	1,000.00	1,000.00	0.00	0.00	-	-100.0%	1,000.00	#DIV/0!
Office equipment	0.00	-	-	0.00	-	#DIV/0!	24,300.00	#DIV/0!
Total General Operations	589,700.00	589,700.00	359,214.03	218,358.21	577,572.24	-2.1%	632,250.00	9.5%
Occupational:								
Legal fees	1,500.00	1,500.00	0.00	315.00	315.00	-79.0%	1,500.00	376.2%
Office supplies	1,500.00	1,500.00	1,041.70	300.00	1,341.70	-10.6%	2,500.00	86.3%
Postage	7,000.00	7,000.00	4,768.71	2,231.29	7,000.00	0.0%	9,000.00	28.6%

Terrebonne Parish Sales and Use Tax Dept PROPOSED BUDGET FOR YEAR ENDING DECEMBER 31, 2021									
	Current Year - December 31, 2021						Upcoming Year - 12/31/2022		
Printing and stationary	3,000.00	3,000.00	1,980.00	125.00	2,105.00	-29.8%	3,000.00		42.5%
Office machine maintenance	3,000.00	3,000.00	1,576.30	400.00	1,976.30	-34.1%	3,000.00		51.8%
Total Operations Department Expenditures	16,000.00	16,000.00	9,366.71	3,371.29	12,738.00	-20.4%	19,000.00		49.2%
Total Operations Department	605,700.00	605,700.00	368,580.74	221,729.50	590,310.24	-2.5%	651,250.00		10.3%
Total Expenditures by Departments	1,262,800.00	1,262,800.00	723,525.89	325,871.02	1,049,396.91	-16.9%	1,341,670.00		27.9%
SUMMARY OF EXPENDITURES - BY FUNCTIONS									
Function									
General Government	1,262,800.00	1,262,800.00	723,525.89	325,871.02	1,049,396.91	-16.9%	1,341,670.00		27.9%
Total Expenditures by Functions	1,262,800.00	1,262,800.00	723,525.89	325,871.02	1,049,396.91	-16.9%	1,341,670.00		27.9%
SUMMARY OF EXPENDITURES - BY CHARACTERS									
Character									
Current Expenditures									
Personal Services	657,100.00	657,100.00	354,945.15	104,141.52	459,086.67	-30.1%	690,420.00		50.4%
Supplies and Materials	35,500.00	35,500.00	20,700.15	13,746.55	34,446.70	-3.0%	46,000.00		33.5%
Other Services and Charges	561,200.00	561,200.00	343,488.03	204,399.21	547,887.24	-2.4%	570,950.00		4.2%
Repairs and Maintenance	9,000.00	9,000.00	4,392.56	3,583.74	7,976.30	-11.4%	10,000.00		25.4%
Total Current Expenditures	1,262,800.00	1,262,800.00	723,525.89	325,871.02	1,049,396.91	-16.9%	1,317,370.00		25.5%
Capital Outlays									
Office equipment	-	-	-	0.00	-	#DIV/0!	24,300.00		#DIV/0!
Total Capital Outlays	-	-	-	0.00	-	#DIV/0!	24,300.00		#DIV/0!
Total Expenditures by Characters	1,262,800.00	1,262,800.00	723,525.89	325,871.02	1,049,396.91	-16.9%	1,341,670.00		27.9%
SUMMARY OF FUND BALANCE									
Net change in fund balance	\$ -	\$ -	23,183.91	(23,183.91)	\$ -		\$ -		
Estimated Beginning Fund Balance	\$ -	-	-	-	-		-		
Estimated Ending Fund Balance	\$ -	\$ -	\$ 23,183.91	\$ (23,183.91)	\$ -		\$ -		

Category Number: 2.
Item Number: B.



Wednesday, December 15, 2021

Item Title:

Public Services Committee

Item Summary:

Public Services Committee, 12/13/2021

Category Number: 2.
Item Number: C.



Wednesday, December 15, 2021

Item Title:

Community Development and Planning Committee

Item Summary:

Community Development and Planning Committee, 12/13/2021*



Wednesday, December 15, 2021

Item Title:

Policy, Procedure, and Legal Committee

Item Summary:

Policy, Procedure, and Legal Committee, 12/13/2021

(* Ratification of minutes calls Public Hearing on 01/12/2022 at 6:30 p.m.)



Wednesday, December 15, 2021

Item Title:

Bayou Cane Fire District

Item Summary:

Bayou Cane Fire Board: Four expiring terms on 01-01-22. Mr. Edward Lawson expresses his interest in being reappointed. Mr. Robert Page expresses his interest in being reappointed. Mr. Hayward Sims, Jr. expresses his interest in being reappointed.

ATTACHMENTS:

Description	Upload Date	Type
Term Expiration Notice	11/30/2021	Cover Memo
Notice to the Public	11/30/2021	Cover Memo
Application - Edward Lawson	11/30/2021	Cover Memo
Memo- Robert Page	12/13/2021	Cover Memo
Application - Hayward Sims, Jr.	12/13/2021	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

November 23, 2021

MEMO TO: Suzette Thomas
Council Clerk

FROM: Tammy Triggs *TT*
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 January 2022.

Houma Housing Authority	Charleta M. Lyons (Par. Pres.)	01-01-22
	Barry Bonvillain (Par. Pres.)	01-01-22
Schriever Fire Protection	Janette Schexnayder	01-01-22
	Melinda Duncan	01-01-22
Village East Fire Protection	Louis Prosperie, Jr.	01-01-22
	John Roy	01-01-22
	Roy J. Desmore	01-01-22
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	Robert Parr	01-01-22
	Patricia Prestenbach	01-01-22*
Fire District No. 4	Louis Pitre	01-01-22
	Cyril A. "Kirby" Verret	01-01-22
	Pamela Carlos	01-01-22
Fire District No. 7	Bruce R. Wolf	01-01-22*
	Marty Dupre	01-01-22
	Cecil Lapyerouse	01-01-22
Fire District No. 8	Michael Anthony	01-01-22
	Johnny Marks	01-01-22
	Richard Price	01-01-22

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Fire District No. 9	Riley Gros	01-01-22
	Lynn Giroir	01-01-22
	Michael J. Armit	01-01-22
Fire District No. 10	Regina Pierron	01-01-22
	Samuel Small, Jr.	01-01-22
	Davon K. Charles	01-01-22
Fire Protection No. 6	Kevin P. Belanger	01-01-22
	Peter G. Lambert	01-01-22*
Fire Protection No. 5	Gerald F. Arceneaux	01-01-22
	Jan Rogers	01-01-22
	Arlen A. Charpentier, Sr.	01-01-22
	Kurt Charpentier	01-01-22
→ Bayou Cane Fire	Nicholas Hebert	01-01-22
	Edward Lawson	01-01-22
	Hayward Sims, Jr.	01-01-22*
	Robert Page	01-01-22

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*. All applicants are required to fill out new board applications which can be found on the Terrebonne Parish website at tpcg.org. 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 15, 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 expired term.

BAYOU BLUE FIRE PROTECTION DISTRICT: One expired term.

→ **BAYOU CANE FIRE:** Four expiring terms on 01-01-22.

COTEAU FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one unexpired term due to a resignation.

VILLAGE EAST FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one expired term.

SCHRIEVER FIRE PROTECTION: Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 4: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 5: Four expiring terms on 01-01-22.

FIRE DISTRICT NO. 6: Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 7: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 8: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 9: Three expiring terms on 01-01-22.

FIRE PROTECTION DISTRICT NO. 10: Three expiring terms on 01-01-22 and one expired term.

CHILDREN AND YOUTH SERVICES BOARD: Seven expired terms (One representing each of the following: City Court, 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 expired term (Representing the Vietnam Veterans of America).

TEDA: One expired term. (Representing the Terrebonne Parish Council)

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

COASTAL ZONE MANAGEMENT AND RESTORATION: One expired term. (Representing the Public).

PLANNING COMMISSION: One expired term.

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

HOUMA HOUSING AUTHORITY: Two expiring terms on 01-01-22.

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, December 13, 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: 11/11/21

I, Edward Lawson, of full majority age, whose primary
(Applicant's Name)
residence and permanent mailing address is 117 Richard Drive-Houma,
(Address)
La. 70364, Telephone number is (85) 665-0083.
(City, State, and Zip Code)
and E-mail is edlawson1980@gmail.com, wish to qualify for appointment
as a member of the Bayou Cane Fire Protection District 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
117 Richard Dr. Houma, La. 70364 for 32 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. 5.

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 Bayou Cane
(Fire District)
and Council District No. 5.

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 BCFPD
(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 True
BCFPD
(Board/Committee/Commission)

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

RECEIVED
9:30 am
NOV 17 2021

TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with Terr. Par. Cons. Government (TPCG)
(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:

Customer Service Manager - Oversee numerous Collection Services for TPCG. [incl. billings - chg. day coll. - Various Licenses & Registrations, etc.]

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

Yes ☒ or No ☐

If yes, explain:

Bayou Canine Fore Protection District whereby my term expires January 2022.

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:

De. Sheriff (Part time) - Assist in Correction Division, Inmate Release Program, and various Security Details.

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

Yes ☒ or No ☐

If yes, explain:

As both a BCPD Bd. Member, & as De. Sheriff.

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:

BCFPD

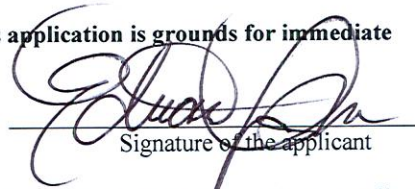
Applicant must complete and return this application **along with a copy of their resume** to:

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: _____

Tammy Triggs

From: Suzette Thomas
Sent: Friday, December 3, 2021 8:15 AM
To: Robert Page
Cc: khebert@bcfire.org; Tammy Triggs
Subject: Re: Bayou Cane Fire

Mr. Page,

Thus confirms receipt of your interest in continuing to serve. Please complete the updated board application located on the Parish's webpage and submit it to the Council office.

Thank you,
Suzette Thomas

On Dec 3, 2021 7:56 AM, Robert Page <robert@cpageinsurance.com> wrote:

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.

Mrs. Suzette and Kay,

Please find attached by re-appointment application for the Bayou Cane Fire Department for my current term expiring January 01, 2022. Let me know if you need anything else.

Thank You,
Robert P. Page | President
Charles A. Page and Sons Insurance Agency
Phone: 985.872.5711 | Fax: 985.876.3636
5911 Main Street | P.O. Box 20010
Houma, Louisiana 70360
www.cpageinsurance.com

RECEIVED
DEC 03 2021
TERREBONNE PARISH
COUNCIL

Please note that you may not rely on e-mail communication to us to report a claim or to give us instructions to place, bind, change or terminate coverage unless we have subsequently confirmed to you in writing that we have received your message and will be taking the action you have requested.

****CONFIDENTIALITY NOTICE:** The information contained in this e-mail message, including any attachments, is for the sole use of the intended recipient (s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient and have received this communication in error, please contact the sender by reply e-mail and destroy all copies of the original message.





TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12-13-21

I, Hayward Sims, Jr., of full majority age, whose primary
(Applicant's Name)
residence and permanent mailing address is 211 Ann Carol Street,
(Address)
Houma, La., 70360, Telephone number is (98) 851-4323,
(City, State, and Zip Code)
and E-mail is simsjrhayward@yahoo.com, wish to qualify for appointment
as a member of the Bayou Cane Fire 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
211 Ann Carol Street, Houma, La., 70360 for _____ 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 Bayou Cane
(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 X.

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 Bayou Cane Fire 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
Bayou Cane Fire Board.
(Board/Committee/Commission)

F. Applicant is aware of the Bayou Cane Fire board criteria and
attendance requirements. (Board/Committee/Commission)
Yes X or No _____.

RECEIVED
DEC 13 2021
4:53 am
TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with _____
(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. X
State job duties and responsibilities:

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

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

K. Are you a Judge, employee, or agent of any Court System? Yes _____ or No. X
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 X
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 X
If yes, explain:

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

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

Yes X or No

If yes, explain: Bayou Cane Fire Board

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

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TERREBONNE PARISH COUNCIL
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Revision Date: December 9, 2020



Wednesday, December 15, 2021

Item Title:

Schriever Fire Protection Board

Item Summary:

Schriever Fire Protection: Two expiring terms on 01-01-22. Ms. Melinda Duncan expresses her interest in being reappointed.

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Memo- Melinda Duncan	11/30/2021	Cover Memo

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November 23, 2021

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FROM: Tammy Triggs *ter*
Assistant Council Clerk

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TEDA: One expired term. (Representing the Terrebonne Parish Council)

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

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

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

* * * * *

Tammy Triggs

From: Suzette Thomas
Sent: Monday, November 29, 2021 9:54 AM
To: Tammy Triggs
Subject: FW: Board Chairman Schriever Fire Protection

fyi

From: Melinda Duncan <melindald4@gmail.com>
Sent: Monday, November 29, 2021 9:43 AM
To: Suzette Thomas <suthomas@tpcg.org>
Subject: Board Chairman Schriever Fire Protection

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 Ms Thomas,

I received your letter about our District Board Terms expiring. I wish to renew my position as District Board Chairman for the Schriever Fire Department for the upcoming 2022 year.

Thank you,

Melinda L. Duncan
Realtor
eXp Realty, LLC
949 Ryan Street, Ste. 240
Lake Charles, La. 70601
Cell (985)414-4255
Office (888)247-9882 Ext.174
melinda.duncan@exprealty.com

Tammy Triggs

From: Suzette Thomas
Sent: Monday, November 29, 2021 9:54 AM
To: Melinda Duncan
Cc: Tammy Triggs
Subject: RE: Board Chairman Schriever Fire Protection

Ms. Duncan,

This confirms receipt of your interest in continuing to serve. It will be place on the Council agenda for consideration.

Thank you,

Suzette Thomas, ASBA, CMA

Council Clerk
Office of the Terrebonne Parish Council
Terrebonne Parish Consolidated Government
8026 Main Street, Suite 600
Houma, LA 70360



CONFIDENTIALITY NOTICE

This email communication may contain confidential and privileged information which also may be legally protected from unauthorized disclosure. This information and its communication is intended only for the use of the recipient(s) identified above. If you are not the intended recipient of this communication and the information, we request that you not review, use, disseminate, distribute, download, or copy all or any part of the communication. You are also notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of the information herein is prohibited by law. If you have received this communication in error, please notify us (by reply email or facsimile, if possible) and delete or destroy the communication and the information contained therein including any attachments or links.

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Wednesday, December 15, 2021

Item Title:

Fire District No. 4 Board

Item Summary:

Fire District No. 4 Board: Three expiring terms on 01-01-22. Mr. Louis Pitre expresses his interest in being reappointment. Ms. Pamela Carlos expresses her interest in being reappointment. Mr. Cyril "Kirby" Verret expresses his interest in being reappointed.

ATTACHMENTS:

Description	Upload Date	Type
Term Expiration Notice	11/30/2021	Cover Memo
Notice to the Public	11/30/2021	Cover Memo
Memo - Pamela Carlos	11/30/2021	Cover Memo
Memo - Louis Pitre	11/30/2021	Cover Memo
Memo - Cyril "Kirby" Verret	12/2/2021	Cover Memo
Application - Cyril "Kirby" Verret	12/7/2021	Cover Memo
Resume - Cyril "Kirby" Verret	12/7/2021	Cover Memo

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

November 23, 2021

MEMO TO: Suzette Thomas
Council Clerk

FROM: Tammy Triggs *TT*
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 January 2022.

Houma Housing Authority	Charleta M. Lyons (Par. Pres.)	01-01-22
	Barry Bonvillain (Par. Pres.)	01-01-22
Schriever Fire Protection	Janette Schexnayder	01-01-22
	Melinda Duncan	01-01-22
Village East Fire Protection	Louis Prosperie, Jr.	01-01-22
	John Roy	01-01-22
	Roy J. Desmore	01-01-22
Coteau Fire Protection	Roy S. Trahan	01-01-22
	Robert Parr	01-01-22
	Patricia Prestenbach	01-01-22*
→ Fire District No. 4	Louis Pitre	01-01-22
	Cyril A. "Kirby" Verret	01-01-22
	Pamela Carlos	01-01-22
Fire District No. 7	Bruce R. Wolf	01-01-22*
	Marty Dupre	01-01-22
	Cecil Lapyerouse	01-01-22
Fire District No. 8	Michael Anthony	01-01-22
	Johnny Marks	01-01-22
	Richard Price	01-01-22

DARRIN W. GUIDRY, SR., CHAIRMAN

DANIEL BABIN, VICE-CHAIRMAN

DISTRICT 1
JOHN NAVY
DISTRICT 3
GERALD MICHEL
DISTRICT 5
JESSICA DOMANGUE
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DANIEL BABIN
DISTRICT 9
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Fire District No. 9	Riley Gros	01-01-22
	Lynn Giroir	01-01-22
	Michael J. Armit	01-01-22
Fire District No. 10	Regina Pierron	01-01-22
	Samuel Small, Jr.	01-01-22
	Davon K. Charles	01-01-22
Fire Protection No. 6	Kevin P. Belanger	01-01-22
	Peter G. Lambert	01-01-22*
Fire Protection No. 5	Gerald F. Arceneaux	01-01-22
	Jan Rogers	01-01-22
	Arlen A. Charpentier, Sr.	01-01-22
	Kurt Charpentier	01-01-22
Bayou Cane Fire	Nicholas Hebert	01-01-22
	Edward Lawson	01-01-22
	Hayward Sims, Jr.	01-01-22*
	Robert Page	01-01-22

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/tèt

cq: 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 15, 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 expired term.

BAYOU BLUE FIRE PROTECTION DISTRICT: One expired term.

BAYOU CANE FIRE: Four expiring terms on 01-01-22.

COTEAU FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one unexpired term due to a resignation.

VILLAGE EAST FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one expired term.

SCHRIEVER FIRE PROTECTION: Two expiring terms on 01-01-22.

→ **FIRE DISTRICT NO. 4:** Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 5: Four expiring terms on 01-01-22.

FIRE DISTRICT NO. 6: Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 7: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 8: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 9: Three expiring terms on 01-01-22.

FIRE PROTECTION DISTRICT NO. 10: Three expiring terms on 01-01-22 and one expired term.

CHILDREN AND YOUTH SERVICES BOARD: Seven expired terms (One representing each of the following: City Court, 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 expired term (Representing the Vietnam Veterans of America).

TEDA: One expired term. (Representing the Terrebonne Parish Council)

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

COASTAL ZONE MANAGEMENT AND RESTORATION: One expired term. (Representing the Public).

PLANNING COMMISSION: One expired term.

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

HOUMA HOUSING AUTHORITY: Two expiring terms on 01-01-22.

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, December 13, 2021**. A brief résumé and/or letter of interest in serving should also be submitted.

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

A MESSAGE FOR: T. Triggs

FROM Pam Carlos DATE 11/30/21

OF Fire Prot. Dist. No. 4 TIME 1:44 ^{A.M.} ~~P.M.~~

PHONE (985) 665-3864 AREA CODE NUMBER EXT. ☐ **URGENT**

☒ TELEPHONED ☐ CAME TO SEE YOU ☐ RETURNED YOUR CALL

MESSAGE: ☒ PLEASE CALL ☐ WANTS TO SEE YOU ☐ WILL CALL AGAIN

Expressing interest in reappoint-
ment to board; no Internet or
e-mail at this time SIGNED Keith Hampton

RECEIVED

NOV 30 2021

1:44pm

TERREBONNE PARISH
COUNCIL

Tammy Triggs

From: Louis Pitre <chockey1941@gmail.com>
Sent: Tuesday, November 30, 2021 1:31 PM
To: Tammy Triggs
Subject: Reappointment

External Sender

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I would like to be reappointed to Fire District No. 4 Board.

Thank You

Louis P. Pitre

RECEIVED
NOV 30 2021
1:31pm
TERREBONNE PARISH
COUNCIL

I would like to let you know that I would like to be reappointed to the Fire District #4 Board.

I am glad to have served and there is much more to be done for our district and I would like to continue in service to our community.

Thank You,

Cyril A. "Kirby" Verret
District #4A Fireboard

RECEIVED
DEC 02 2021
2:16 pm
TERREBONNE PARISH
COUNCIL

Tammy Triggs

From: Suzette Thomas
Sent: Thursday, December 2, 2021 2:16 PM
To: Verret, Kirby
Cc: Daniel Babin; Tammy Triggs
Subject: RE: request to be re-appointed

This confirms receipt of your e-mail.

Thank you,

Suzette Thomas, ASBA, CMA
Council Clerk
Office of the Terrebonne Parish Council
Terrebonne Parish Consolidated Government
8026 Main Street, Suite 600
Houma, LA 70360



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From: Verret, Kirby <KirbyVerret@tpsd.org>
Sent: Wednesday, December 1, 2021 3:37 PM
To: Suzette Thomas <suthomas@tpcg.org>
Cc: Verret, Kirby <KirbyVerret@tpsd.org>; Daniel Babin <dbabin@tpcg.org>
Subject: request to be re-appointed

External Sender

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Good afternoon,



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12-1-2021

I, Cyril A. "Kirby" Verret, of full majority age, whose primary
(Applicant's Name)

residence and permanent mailing address is 183 Coast Guard Road,
(Address)

Dulac, Louisiana 70353, Telephone number is (985) 856-5037,
(City, State, and Zip Code)

and E-mail is ckirbyverret@icloud.com, wish to qualify for appointment

as a member of the Fire Protection District 4A 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
183 Coast Guard Road, Dulac, Louisiana 70353 for 40+ 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. 7.

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 Protection District #4
(Fire District)
and Council District No. 7.

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 X 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 Fire Protection District #4.
(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
Fire Protection District #4.
(Board/Committee/Commission)

F. Applicant is aware of the Fire Protection District #4A board criteria and
attendance requirements. (Board/Committee/Commission)

Yes X or No _____.

RECEIVED
DEC 07 2021
3:20 pm
TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with Terrebonne Parish School District
(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 work for the school system under Title VI Indian Education to improve attendance and graduation rates of students

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

Yes ☒ or No. ☐.

If yes, explain:

Terrebonne Parish Recreation District #4, Terrebonne Council on Aging

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 X or No _____

If yes, explain: Fire District 4A, Recreation District 4, Terrebonne Council on Aging

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.**

C. Kirby Verret

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: _____

Short Resume'

C. Kirby Verret

183 Coast Guard Road

Dulac, Louisiana 70353

Attended Bayou Dularge Baptist Indian Mission School

Lower Dularge Public Indian School (school only went to 8th grade)

St. Francis Boys' School

Houma Central Catholic High School

Graduate of: Vandebilt Catholic High School: 1967, first class of school. (could not attend public high school due to being a Native American) received first boy's Diploma and first Most Spirited award

Nicholls State University, completed degree requirements August-1971

Received degree in Business, May 1972

Attended Perkins School of Theology(COSS), Southern Methodist University 1988-1993

Dallas, Texas

Graduate: Wesley Theological Seminary, Washington, D.C. 1996(COSS)

Advanced Educational Courses, Nicholls State University

Employment: Coordinator of Title VII Indian Education Program, Terrebonne Parish School Board 1980- to present

Work to help increase high school graduation rate and go to college among Native Americans students

Pastor of Clanton Chapel United Methodist Church, Dulac, Louisiana- 1988- to present

Helped Clanton Chapel to be a "survivor church," by building support for the only Native American United Methodist Church in the Louisiana Annual Conference through working with other UM and other Churches

Former French Radio DJ for KHOM-FM radio, 1983-1988

Current Member: Salvation Army Board-Vice chair,

Recreation District #4 Grand Caillou –Dulac Board Chairman

Grand Caillou Fire District 4A Board-Member

Terrebonne Council on Aging Board- Vice-Chairman-currently Chairman

Louisiana Conference Native American Ministries (LACONAM) – Chairman

Member of the Native American International Caucus of the United Methodist Church

Member of the Native American Comprehensive Plan of the UMC

Former member: State of Louisiana Human Rights Commission- Commissioner 3rd District



Former member: ADAC Board member (Alcohol Drug abuse Council for South Louisiana) successful in helping clients rebuild their lives.

And many other organizations:

Advocate for the Morganza to the Gulf Hurricane Protection Levee System – successful in having the system moved south of Dulac, and our Annual Conference backed us.

Coordinated the Ecumenical Live Walk of the Cross in Dulac since 1988- present

Former Tribal Chairman of United Houma Nation Tribal Council-1979-1981-, 1984-1992

Tribal Council for United Houma Nation for 22 years

Served on first Terrebonne Parish Coastal Zone Management Committee

Served on Lafourche-Terrebonne Head Start Committee

Terrebonne Head Start committee

Served as Chairman of Terrebonne Council on Aging

Co-founder of Bayou Interfaith (BISCO) for Lafourche Terrebonne Area

Co-Founder of Dulac Ministerial Association

Board member of Dulac Community Center, also served as Chairman



Wednesday, December 15, 2021

Item Title:

Fire District No. 5 Board

Item Summary:

Fire District No. 5: Four expiring terms on 01-01-21. Mr. Jan Rogers expresses his interest in being reappointed. Mr. Gerald F. Arceneaux expresses his interest in being reappointed. Mr. Jody J. Blanchard submits application for consideration.

ATTACHMENTS:

Description	Upload Date	Type
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Resume - Jan Rogers	12/3/2021	Cover Memo
Application - Gerald F. Arceneaux	12/3/2021	Cover Memo
Resume - Gerald F. Arceneaux	12/3/2021	Cover Memo
Memo - Gerald F. Arceneaux	12/3/2021	Cover Memo
Application - Jody J. Blanchard	12/7/2021	Cover Memo

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DANIEL BABIN, VICE-CHAIRMAN

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



DISTRICT 2
CARL A. HARDING
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DIRK J. GUIDRY
COUNCIL CLERK
SUZETTE THOMAS

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suthomas@tpcg.org www.tpcg.org

November 23, 2021

MEMO TO: Suzette Thomas
Council Clerk

FROM: Tammy Triggs *TT*
Assistant Council Clerk

RE: Term Expirations

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	Johnny Marks	01-01-22
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DARRIN W. GUIDRY, SR., CHAIRMAN

DANIEL BABIN, VICE-CHAIRMAN

DISTRICT 1
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	Robert Page	01-01-22

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/tet

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

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RECREATION DISTRICT NO. 7: One expired term.

BAYOU BLUE FIRE PROTECTION DISTRICT: One expired term.

BAYOU CANE FIRE: Four expiring terms on 01-01-22.

COTEAU FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one unexpired term due to a resignation.

VILLAGE EAST FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one expired term.

SCHRIEVER FIRE PROTECTION: Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 4: Three expiring terms on 01-01-22.

→ **FIRE DISTRICT NO. 5:** Four expiring terms on 01-01-22.

FIRE DISTRICT NO. 6: Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 7: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 8: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 9: Three expiring terms on 01-01-22.

FIRE PROTECTION DISTRICT NO. 10: Three expiring terms on 01-01-22 and one expired term.

CHILDREN AND YOUTH SERVICES BOARD: Seven expired terms (One representing each of the following: City Court, 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 expired term (Representing the Vietnam Veterans of America).

TEDA: One expired term. (Representing the Terrebonne Parish Council)

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

COASTAL ZONE MANAGEMENT AND RESTORATION: One expired term. (Representing the Public).

PLANNING COMMISSION: One expired term.

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

HOUMA HOUSING AUTHORITY: Two expiring terms on 01-01-22.

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, December 13, 2021**. A brief résumé and/or letter of interest in serving should also be submitted.

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

Tammy Triggs

From: Suzette Thomas
Sent: Friday, December 3, 2021 8:22 AM
To: janr@gulfinlandinc.com
Cc: Tammy Triggs
Subject: Re: Fire District 5 Re-Appointment

Jan,

This e-mail confirms receipt of your e-mail and interest in continuing to serve.

Please complete the updated board application located on the Parish's webpage and submit it to the Council Office.

Thank you,
Suzette Thomas

On Dec 3, 2021 6:45 AM, janr@gulfinlandinc.com wrote:

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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.

I respectfully request that the council re-appoint me to the Fire Protection District 5 Board.

Thank you for your consideration.

Jan Rogers
Safety Manager
Gulf Inland Contractors, Inc
PO Box 2204
Houma, LA 70361
Office (985) 851-1667
Cell (985) 860-8131
Email: janr@gulfinlandinc.com

RECEIVED
DEC 03 2021
8:22am
TERREBONNE PARISH
COUNCIL

Tammy Triggs

From: Suzette Thomas
Sent: Friday, December 3, 2021 8:15 AM
To: Robert Page
Cc: khebert@bcfire.org; Tammy Triggs
Subject: Re: Bayou Cane Fire

Mr. Page,

Thus confirms receipt of your interest in continuing to serve. Please complete the updated board application located on the Parish's webpage and submit it to the Council office.

Thank you,
Suzette Thomas

On Dec 3, 2021 7:56 AM, Robert Page <robert@cpageinsurance.com> wrote:

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.

Mrs. Suzette and Kay,

Please find attached by re-appointment application for the Bayou Cane Fire Department for my current term expiring January 01, 2022. Let me know if you need anything else.

Thank You,
Robert P. Page | President
Charles A. Page and Sons Insurance Agency
Phone: 985.872.5711 | Fax: 985.876.3636
5911 Main Street | P.O. Box 20010
Houma, Louisiana 70360
www.cpageinsurance.com

Please note that you may not rely on e-mail communication to us to report a claim or to give us instructions to place, bind, change or terminate coverage unless we have subsequently confirmed to you in writing that we have received your message and will be taking the action you have requested.

****CONFIDENTIALITY NOTICE:** The information contained in this e-mail message, including any attachments, is for the sole use of the intended recipient (s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient and have received this communication in error, please contact the sender by reply e-mail and destroy all copies of the original message.





TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12/3/21

I, JAN ROGERS, of full majority age, whose primary
(Applicant's Name)
residence and permanent mailing address is 4133 Bayou Estates Dr.,
(Address)
Bourg, LA 70343, Telephone number is (985) 860-8131,
(City, State, and Zip Code)
and E-mail is JanJROGERS@charter.net, wish to qualify for appointment
as a member of the FIRE Protection Dist #5 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
4133 Bayou Estates Dr. Bourg LA 70343 for 21 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. YES.

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 Dist # 5
(Fire District)
and Council District No. 9.

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 FIRE Protection Dist #5.
(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
FIRE Protection Dist #5.
(Board/Committee/Commission)

F. Applicant is aware of the FIRE Protection Dist #5 board criteria and
(Board/Committee/Commission)
attendance requirements.
Yes ☒ or No _____.

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COUNCIL

G. Applicant affirms that his/her employment with Gulf Inland Contractors
(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:

FIRE Protection DIST #5

COASTAL RESTORATION + PRESERVATION Committee

Houma Terrebonne Planning + Zoning Commission

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: FIRE Protection Dist #5

COASTAL Restoration & Preservation Committee

Houma/Terrebonne Planning & Zoning Commission

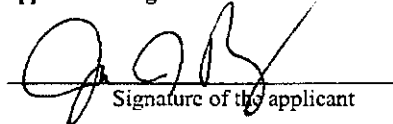
Applicant must complete and return this application along with a copy of their resume to:

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: _____

JAN J. ROGERS

4133 BAYOU ESTATES DRIVE, BOURG, LA 70343
Cell: 985-860-8131 • Home: 985-876-0709 • janjrogers@charter.net

SUMMARY

Safety/Health/Environmental Professional with a dedicated focus for providing needed resources to accomplish work in a safe, healthy and environmentally sound way, with extensive experience in oil and gas industry providing cost effective solutions to complex safety and regulatory issues in support of the low cost operations. Known for the ability to facilitate meetings and training in a manner that encourages collaboration and participation working with all levels within and outside the organization. With a servant leadership style which elevates people to be their best.

PROFILE

HSSEA MANAGER

- Excellent interpersonal and communication skills.
- Highly organized and goal-oriented.
- Strong critical thinking and problem-solving skills.
- Excellent work ethic.

EDUCATION

Nicholls State University
Bachelor of Science in Business Administration
Associate of Science in Petroleum Safety
Associate of Science in Petroleum Technology

Thibodaux, LA
Dec. 1979
Dec. 1985
Dec. 1988

WORK EXPERIENCE

Gulf Inland Contractors Inc.
SAFETY MANAGER

Houma, LA
Sept. 2020-Present

- Process and develop Safety and Health Standards
- Educate and train field personnel
- Audit facilities to determine compliance
- Accident and Incidents and conduct investigations and Root Cause Analysis
- Deliver safety briefings to all field personnel
- Maintain client contacts and participate in client meetings
- Oversee random drug and alcohol testing for employees
- Safety Representative requiring company legal representation of depositions and trial matters
- Assist Project Managers in work plan development
- Develop Safe Work Plans and Emergency Response Plans per client requests.
- Conduct Safety/Environmental Audits of company facilities
- Interact with DISA, IS Network, Veriforce, NCMS.

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Wood.

HSSEA MANAGER

Houma, LA
May 2016 – April 2020

- Process and develop Safety and Health Standards
- Educate and train field personnel
- Audit facilities to determine compliance
- Respond to Accident and Incidents and conduct investigations and Root Cause Analysis
- Deliver safety briefings to all field personnel
- Maintain client contacts and participated in client meetings
- Weekly crew changes
- Daily safety management of Houma operations office
- Corporate Safety Representative requiring company legal representation for depositions and trial matters
- Assist Project Managers in crew changes in their absence
- Maintain client relations with HSE Professionals
- Conduct Safety/Environmental Audits of company facilities throughout US operations
- Offshore Operators Committee Member participating in JSA simplification re-write.
- Mentor new HSE representatives coming from field locations to office setting.
- Maintain logs and vehicles with GPS tracking and mentor drivers with deficiencies.

Wood Group

BUSINESS MANAGER

Houma, LA
Aug 2014 - 2016

- Daily Management of Houma Operations Office
- Mentor QHSE/Measurement Operations Manager
- Maintain client contacts
- Weekly Crew Changes
- Participate in accounting/finance meetings
- Review Contracts with new vendors.
- Maintain Insurance certificates for vendors
- Maintain relationship with landlord on leased properties

Wood Group

QHSE MANAGER

Houma, LA
Feb 2004 – Aug 2014

- Process and develop Safety and Health Standards
- Educate and train field personnel
- Audit facilities to determine compliance
- Respond to Accident and Incidents and conduct investigations and Root Cause Analysis
- Deliver safety briefings to all field personnel
- Maintain client contacts and participate in client meetings
- Weekly crew changes
- Daily safety management of Houma operations office
- Corporate Safety Representative requiring company legal representation of depositions and trial matters
- Assist Project Managers in crew changes in their absence

- Maintain client relations with HSE Professionals
- Conduct Safety/Environmental Audits of company facilities

Union Oil Company of California (dba Unocal)

Houma/Lafayette, LA

Sr. Staff HSE Supervisor

Sept. 1980 - Feb 2004

- Process and develop Safety and Health Standards
- Educate and train field personnel in CPR/First Aid, Water Survival, Accident Investigation, Fire Fighting, and Hazardous Material response.
- Audit facilities to determine compliance throughout US operations
- Recognized by Unocal Corporate Safety Department as Certified Instructor in the fields of Fire Fighting, Hazardous Materials and Oil Spill Response instructing 40 hour schools in Reno, Nevada, College Station and Galveston Texas.
- Respond the Emergencies Worldwide (Fire, Haz Mat, Oil Spill) Unocal ERST Emergency Response Strike Team) Safety Officer, Public Information Officer, Liaison Officer
- Respond to Accidents and Incidents and conduct investigations and ensure practices were put in place to prevent recurrence.
- Co-developed and rolled out Fit for Duty Policy. Setting a standard providing the ability to manage injuries more cost effectively through work hardening programs, light duty programs and ensuring employees are capable of performing work duties after an injury.
- Capitalized on extensive knowledge of regulations in order to reduce fines imposed by regulators, but more importantly saving the reputation of the company.
- Deliver safety briefings to all field personnel.
- Taught all regulatory training to field personnel in one day format with an annual cost savings of \$600,000.
- Responsible for acquiring bids for safety and health related items for facilities.
- Developed and administered Fire Retardant Clothing Program for business unit so as to provide the maximum protection for employees

Acadian Ambulance Service

Houma, LA

PRN Emergency Medical Technician

Sept. 1991 – June 2010

Worked on PRN basis providing pre-hospital care for the sick and injured on ground ambulance. To remain compliant a 32 hour refresher training course and 48 hours of continuing education hours required every 2 years to maintain certification.

Patterson Truck Line

Houma, LA

Shipping and Receiving Coordinator

Jan. 1980 – Sept 1980

Managed inventory control of pipe yard tubulars and movements within yard as well as shipping and receiving of pipe via truck, vessel and rail to yard, offshore and onshore locations.

Terrebonne Parish School Board

Houma, LA

Bus Driver while attending college

June 1977- Dec. 1979

Transported high school students to South Terrebonne High School and then transported college students from southern Terrebonne Parish to Nicholls State University.

Personal Activities

Terrebonne Parish Consolidated Waterworks District Water Board Member

1987-1989

Bourg Fire Department (Assistant Chief/Training Officer)	June 1974 – 1989
• District 5 Board Member (Currently Vice Chairman)	Jan 2008 –Present
Terrebonne Men’s Carnival Club (Krewe of Hercules)	April 1999 – Present
• Past Parliamentarian	2007 – 2009
• Secretary	2010 – Present
Fletcher Technical Community College Integrated Petroleum Technology Advisory Committee	December 2013 – 2020
Member Houma Terrebonne Chamber of Commerce	2009- Present
Member South Central Industrial Association (SCIA)	2008-Present
Member Gulf Coast Safety and Training Group	2007-Present
Member of St. Ann Catholic Church Stewardship Committee	2008-Present
St. Ann Catholic Church Ushers Group	2000-Present
Coastal Zone Management and Coastal Restoration Advisory Board	April 2016- Present
Offshore Operators Committee (OOC) Member Representative (Unocal & Wood)	March 1998- 2020
Nationally Registered Emergency Medical Technician	1990-2018
Houma/Terrebonne Regional Planning Commission	December 2020- Present

References available upon request



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12/3/21

I, GORDON F. ARCONADO, of full majority age, whose primary
(Applicant's Name)

residence and permanent mailing address is 117 HOTARD STREET,
(Address)

BOUG, LA 70343, Telephone number is (985) 290-1855.
(City, State, and Zip Code)

and E-mail is geraldcno86@gmail.com wish to qualify for appointment
as a member of the FIRE PROTECTION DISTRICT NO. 5 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
117 HOTARD STREET, BOUG, LA 70343 for 16 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 PROTECTION DISTRICT NO. 5
(Fire District)
and Council District No. 9.

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 FIRE PROTECTION DISTRICT NO. 5.
(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
FIRE PROTECTION DISTRICT NO. 5.
(Board/Committee/Commission)

F. Applicant is aware of the FIRE PROTECTION DISTRICT NO. 5 board criteria and
attendance requirements. (Board/Committee/Commission)
Yes ☒ or No _____.

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G. Applicant affirms that his/her employment with SELF
(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:

Racoon District No. 5

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:

Louisiana Bar

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: _____

FIRE PROTECT DISTRICT NO. 5

POZOR DISTRICT NO. 5

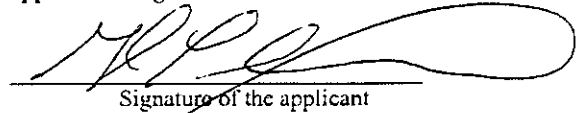
Applicant must complete and return this application along with a copy of their resume to:

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: _____

117 Hotard Street
Bourg, LA. 70343
(985) 594-4199 phone
(985) 290-1855 mobile

GERALD F. ARCENEUX

CONFIDENTIAL RESUME

Education: **Loyola University School of Law, New Orleans, Louisiana**

Juris Doctor (J.D.) December 2003
Class Rank: Top Five Percent – 13th out of 278
Magna Cum Laude Graduate - GPA: 3.624
William Crowe Scholar
Alpha Sigma Nu National Honor Society
Dean's Scholarship Recipient (Three Years)
Law Excellence Award – Louisiana Civil Procedure
Law Excellence Award – Business Organizations
Law Excellence Award – Western Legal Traditions
Law Excellence Award – Products Liability

Nicholls State University, Thibodaux, Louisiana

Bachelor of Arts (B.A.) May, 1992
Cum Laude Graduate
Harvey J. Peltier Award in American History
Phi Alpha Theta National Honor Society
Jessie J. Boudreaux Leadership Award

**Legal
Experience:**

Hailey, McNamara, Hall, Larmann & Papale, LLP

Special Counsel (August 2018 - Present)

Specializing primarily in insurance defense, professional negligence defense, construction litigation. Responsible for all aspects of assigned cases.

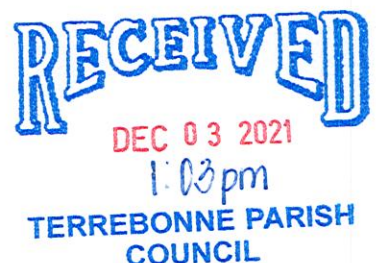
Gerald F. Arceneaux, APLC

Attorney at Law (May 2004 – Present)

Specializing in business formations, business transactions, asset and stock purchases, business litigation, real estate transactions to include residential closings as counsel for Active Title, LLC, successions and estate planning.

Weil & Associates

Special Counsel (May 2005 – August 2018)



Specializing primarily in medical malpractice defense litigation as counsel for the Medical Malpractice Protection Plan and responsible for all aspects of assigned cases to include the following: responding to claims, preparing submissions of evidence to medical review panels, attending medical review panel proceedings, answering petitions, drafting pleadings, motions, appeals, and supervisory writs, attending hearings, taking and reporting on plaintiffs' and medical physicians' depositions, participating in settlement negotiations, and serving as trial attorney.

Taylor, Wellons, Politz & Duhe', APLC
Special Counsel (April 2008 - August 2016)

Specializing primarily in insurance defense, professional negligence construction law, and business formation and advice was responsible for all aspects of assigned cases.

Guste, Barnett & Shushan, L.L.P. October 2002-May 2005
Law Clerk/Attorney at Law

Significant responsibility for client matters in medical malpractice defense, business formation, collections, commercial litigation, insurance defense, real estate transactions, and employment discrimination.

Equal Employment Opportunity Commission (EEOC), 2001-2002
Volunteer Law Clerk

Served as law clerk for three Administrative Law Judges, and responsibilities included drafting memorandums, coordinated hearings and drafting opinions.

**Professional
Licenses and
Organizations:**

Admitted to practice law in all State Court of Louisiana
Admitted to Eastern District of Louisiana
Admitted to Western District of Louisiana
Admitted to Middle District of Louisiana
Member Louisiana State Bar Association
Member Federal Bar Association
Member Terrebonne Parish Bar Association
Chairman, Terrebonne Parish Recreation District No. 5
Vice-Chairman, Terrebonne Parish Fire District No. 5

**Other Experience
Prior to Law
School:**

Interstate Brands Corporation, 2000-2002
Regional Sales Manager

**Computer
Skills:**

Danny & Clydes Food Stores, 1992-2000

Regional Supervisor

Proficient in Windows, Word Perfect, Microsoft Word, Westlaw, Lexis, Microsoft Excel, and Microsoft Power Point

Tammy Triggs

From: Gerald Arceneaux <geraldrcno86@gmail.com>
Sent: Friday, December 3, 2021 1:03 PM
To: Suzette Thomas; Tammy Triggs
Subject: Fire Protection District 5 - Gerald F. Arceneaux
Attachments: Fire Disrict Appl.pdf; GFA Resume.pdf

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.

Ms. Thomas and Ms. Triggs:

In response to correspondence dated November 23, 2021, I write to express my wishes to be reappointed to Fire District 5. As directed, attached is the completed application and a copy of my resume.

Please let me know if you have any questions.

Thank you



Virus-free. www.avast.com

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DEC 03 2021
1:03pm
TERREBONNE PARISH
COUNCIL



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12-7-21

I, Jody J. Blanchard, of full majority age, whose primary
(Applicant's Name)

residence and permanent mailing address is 103 Row Street,
(Address)

Bourg, LA 70343, Telephone number is (985) 855-3949.
(City, State, and Zip Code)

and E-mail is jodylaw28@gmail.com, wish to qualify for appointment

as a member of the Bourg Fire Dept. 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
103 Row St. Bourg, LA 70343 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. 8.

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 Bourg
(Fire District)
and Council District No. 9.

C. If applying for membership as a member of a Recreation District Board, applicant affirms
that he/she is a resident of the N/A 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 Bourg Fire Dept.
(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

Bourg Fire Dept.
(Board/Committee/Commission)

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

Yes ✓ or No —.

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9:40 am
TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with LOUISIANA STATE POLICE (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:

RECENTLY RETIRED

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

Yes ___ or No. ☒

If yes, explain:

N/A

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

If yes, explain:

N/A

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

State job duties and responsibilities:

N/A

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:

N/A

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

Yes ___ or No. ☒

If yes, explain:

N/A

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

Yes ___ or No. ☒

If yes, explain:

N/A

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

Yes _____ or No ☒

If yes, explain: N/A

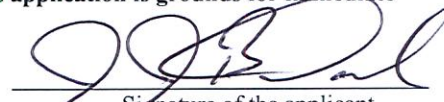
Applicant must complete and return this application along with a copy of their resume to:

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: _____



Wednesday, December 15, 2021

Item Title:

Fire District No. 6 Board

Item Summary:

Fire District No. 6 Board: Two (2) expiring terms on 01-01-22. Mr. Pete Lambert expresses his interest in being reappointed.

ATTACHMENTS:

Description	Upload Date	Type
Term Expiration Notice	12/3/2021	Cover Memo
Notice to the Public	12/3/2021	Cover Memo
Application - Pete Lambert	12/3/2021	Cover Memo
Memo - Pete Lambert	12/3/2021	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

November 23, 2021

MEMO TO: Suzette Thomas
Council Clerk

FROM: Tammy Triggs *ter*
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 January 2022.

Houma Housing Authority	Charleta M. Lyons (Par. Pres.)	01-01-22
	Barry Bonvillain (Par. Pres.)	01-01-22
Schriever Fire Protection	Janette Schexnayder	01-01-22
	Melinda Duncan	01-01-22
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	John Roy	01-01-22
	Roy J. Desmore	01-01-22
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	Robert Parr	01-01-22
	Patricia Prestenbach	01-01-22*
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	Pamela Carlos	01-01-22
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	Marty Dupre	01-01-22
	Cecil Lapyerouse	01-01-22
Fire District No. 8	Michael Anthony	01-01-22
	Johnny Marks	01-01-22
	Richard Price	01-01-22

DARRIN W. GUIDRY, SR., CHAIRMAN

DANIEL BABIN, VICE-CHAIRMAN

DISTRICT 1
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Fire District No. 9	Riley Gros Lynn Giroir Michael J. Armit	01-01-22 01-01-22 01-01-22
Fire District No. 10	Regina Pierron Samuel Small, Jr. Davon K. Charles	01-01-22 01-01-22 01-01-22
→ Fire Protection No. 6	Kevin P. Belanger Peter G. Lambert	01-01-22 01-01-22*
Fire Protection No. 5	Gerald F. Arceneaux Jan Rogers Arlen A. Charpentier, Sr. Kurt Charpentier	01-01-22 01-01-22 01-01-22 01-01-22
Bayou Cane Fire	Nicholas Hebert Edward Lawson Hayward Sims, Jr. Robert Page	01-01-22 01-01-22 01-01-22* 01-01-22

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*. All applicants are required to fill out new board applications which can be found on the Terrebonne Parish website at tpcg.org. 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 15, 2021, Regular Session** meeting the following vacancies and appointments:

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

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RECREATION DISTRICT NO. 6: One expired term.

RECREATION DISTRICT NO. 7: One expired term.

BAYOU BLUE FIRE PROTECTION DISTRICT: One expired term.

BAYOU CANE FIRE: Four expiring terms on 01-01-22.

COTEAU FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one unexpired term due to a resignation.

VILLAGE EAST FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one expired term.

SCHRIEVER FIRE PROTECTION: Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 4: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 5: Four expiring terms on 01-01-22.

→ **FIRE DISTRICT NO. 6:** Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 7: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 8: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 9: Three expiring terms on 01-01-22.

FIRE PROTECTION DISTRICT NO. 10: Three expiring terms on 01-01-22 and one expired term.

CHILDREN AND YOUTH SERVICES BOARD: Seven expired terms (One representing each of the following: City Court, 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 expired term (Representing the Vietnam Veterans of America).

TEDA: One expired term. (Representing the Terrebonne Parish Council)

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

COASTAL ZONE MANAGEMENT AND RESTORATION: One expired term. (Representing the Public).

PLANNING COMMISSION: One expired term.

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

HOUMA HOUSING AUTHORITY: Two expiring terms on 01-01-22.

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, December 13, 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: 12/03/21

I, PETER G. LAMBERT of full majority age, whose primary
(Applicant's Name)

residence and permanent mailing address is 861 Hwy 55,
(Address)

MONTAGUT LA 70377 Telephone number is (985) 594-9880
(City, State, and Zip Code)

and E-mail is N/A, wish to qualify for appointment

as a member of the FIRE DIST #6 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
861 Hwy 55 MONTAGUT LA 70377 for 140 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.

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 6
(Fire District)
and Council District No. 9.

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 FIRE DIST #6.
(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

FIRE DIST #6
(Board/Committee/Commission)

F. Applicant is aware of the FIRE DIST #6 board criteria and
attendance requirements. (Board/Committee/Commission)

Yes ✓ or No _____.

G. Applicant affirms that his/her employment with Terrebonne Levee & Conservation District
(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:

Terrebonne Levee & Conservation District

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 X

If yes, explain: _____

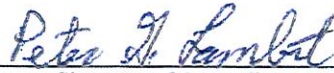
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POST OFFICE BOX 2768, HOUMA, LA 70361
E-MAIL: council@tpcg.org or FAX: (985) 873-6521

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.

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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.

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Revision Date: _____

A MESSAGE FOR: Suzette T.

FROM	Mr. Pete Lambert	DATE	12.3.21
OF	861 Hwy 55, Montegut, LA	TIME	8:44 ^{A.M.} P.M.
PHONE	(985) 860-6124		<input type="checkbox"/> URGENT
	<small>AREA CODE</small>	<small>NUMBER</small>	<small>EXT.</small>
<input checked="" type="checkbox"/> TELEPHONED	<input type="checkbox"/> CAME TO SEE YOU	<input type="checkbox"/> RETURNED YOUR CALL	
MESSAGE:	<input checked="" type="checkbox"/> PLEASE CALL	<input type="checkbox"/> WANTS TO SEE YOU	<input type="checkbox"/> WILL CALL AGAIN
wants to be reappointed to the Fire 6 Board			
SIGNED			TET



Wednesday, December 15, 2021

Item Title:

Fire District No. 9 Board

Item Summary:

Fire District No. 9 Board: Three (3) expiring terms on 01-01-22. Mr. Riley Gros expresses his interest in being reappointed. Mr. Lynn Giroir expresses his interest in being reappointed. Mr. Michael J. Armit expresses his interest in being reappointed.

ATTACHMENTS:

Description	Upload Date	Type
Term Expiration Notice	12/6/2021	Cover Memo
Notice to the Public	12/6/2021	Cover Memo
Memo - Riley Gros	12/6/2021	Cover Memo
Memo of Interest - Fire 9 Board	12/13/2021	Cover Memo
Application - Riley Gros	12/13/2021	Cover Memo
Application - Michael J. Armit	12/13/2021	Cover Memo
Application - Lynn Giroir	12/13/2021	Cover Memo

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

November 23, 2021

MEMO TO: Suzette Thomas
Council Clerk

FROM: Tammy Triggs *ter*
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 January 2022.

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	Marty Dupre	01-01-22
	Cecil Lapyerouse	01-01-22
Fire District No. 8	Michael Anthony	01-01-22
	Johnny Marks	01-01-22
	Richard Price	01-01-22

DARRIN W. GUIDRY, SR., CHAIRMAN

DANIEL BABIN, VICE-CHAIRMAN

DISTRICT 1
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GERALD MICHEL
DISTRICT 5
JESSICA DOMANGUE
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	Lynn Giroir	01-01-22
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Fire District No. 10	Regina Pierron	01-01-22
	Samuel Small, Jr.	01-01-22
	Davon K. Charles	01-01-22
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	Peter G. Lambert	01-01-22*
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	Jan Rogers	01-01-22
	Arlen A. Charpentier, Sr.	01-01-22
	Kurt Charpentier	01-01-22
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	Edward Lawson	01-01-22
	Hayward Sims, Jr.	01-01-22*
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/tet

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FIRE DISTRICT NO. 7: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 8: Three expiring terms on 01-01-22.

➔ **FIRE DISTRICT NO. 9:** Three expiring terms on 01-01-22.

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TAMMY TRIGGS, ASSISTANT COUNCIL CLERK

TERREBONNE PARISH COUNCIL

A MESSAGE FOR: Guzette T

FROM	Biley Grob	DATE	12-03-21
OF	Fire 9	TIME	2:45 ^{A.M.} _{P.M.}
PHONE	AREA CODE	NUMBER	EXT.
<input checked="" type="checkbox"/> TELEPHONED	<input checked="" type="checkbox"/> CAME TO SEE YOU	<input type="checkbox"/> RETURNED YOUR CALL	<input type="checkbox"/> URGENT
MESSAGE:	<input checked="" type="checkbox"/> PLEASE CALL	<input type="checkbox"/> WANTS TO SEE YOU	<input type="checkbox"/> WILL CALL AGAIN
wanto to be reappointed			
SIGNED <i>ter</i>			

Tammy Triggs

From: Terri St. Peter <terri@gbstaxes.com>
Sent: Friday, December 10, 2021 3:53 PM
To: Suzette Thomas
Cc: Tammy Triggs
Subject: Fire District # 9-Board Member Renewals

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.

Ms. Suzette:

Please accept this as confirmation that the following Board Members of Terrebonne Parish Fire Dist # 9 wish to remain on the Fire District Board and as such ask the Parish Council please consider re-appointing them:

Riley Gros
Lynn Giroir
Michael Armit

I thank you for your assistance with this matter.

Many Thanks,

Terri P. St. Peter, E.A., A.T.P., A.T.A.

General Business Services
107 Verret Street
Houma, LA 70360
985-868-2872-Office
985-868-5350-Fax



To ensure compliance with IRS Circular 230, any U.S. Federal tax advice provided in this communication is not intended or written to be used by the recipient or any other taxpayer for the purpose of avoiding tax penalties that may be imposed on the recipient or any other taxpayer, or in promoting, marketing or recommending to another party, partnership, other entity, investment plan, arrangement or other transaction addressed herein.



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12-11-21

I, Riley Gros, of full majority age, whose primary
(Applicant's Name)

residence and permanent mailing address is 3742 S. Jean Mandalay Rd.
(Address)

Houma, LA 70360, Telephone number is (985) 688-2366
(City, State, and Zip Code)

and E-mail is none, wish to qualify for appointment

as a member of the Terrebonne Parish Fire in Terrebonne Parish,
(Board/Committee/Commission) Protection Dist. #9

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

A. Applicant has maintained his/her primary residence in Terrebonne Parish at
3742 S. Jean Mandalay Rd. for 62 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 T.P.F.D. #9
(Fire District)
and Council District No. 9.

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 X.

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 Terrebonne Parish Fire
(Board/Committee/Commission) Protection Dist. #9

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

Terrebonne Parish Fire Protection Dist. #9
(Board/Committee/Commission)

F. Applicant is aware of the Terrebonne Parish Fire Protection board criteria and
attendance requirements. (Board/Committee/Commission) Dist. #9

Yes X or No _____.

RECEIVED

DEC 13 2021

12:21 pm

TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with 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 X
State job duties and responsibilities:

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

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

K. Are you a Judge, employee, or agent of any Court System? Yes ___ or No X
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 X
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 X
If yes, explain:

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

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

Yes X or No _____

If yes, explain: Served on Terrebonne Parish Fire Protection Dist. #9

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: December 9, 2020



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12-11-21

I, Michael Armit, of full majority age, whose primary
(Applicant's Name)

residence and permanent mailing address is 306 Broad St.
(Address)

Houma, LA 70360, Telephone number is 985 857-8444
(City, State, and Zip Code)

and E-mail is none, wish to qualify for appointment

as a member of the Board - Terrebonne Parish Fire
(Board/Committee/Commission) Protection Dist. #9

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

A. Applicant has maintained his/her primary residence in Terrebonne Parish at

306 Broad St. Houma, LA for 25 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 T.P.F.D. #9
(Fire District)

and Council District No. 9.

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 X.

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 Terrebonne Parish Fire
(Board/Committee/Commission) Protection Dist. #9

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

Terrebonne Parish Fire Protection Dist. #9
(Board/Committee/Commission)

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

Yes X or No _____

RECEIVED

DEC 13 2021

12:21pm

TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with 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 X or No

If yes, explain:

Terrebonne Parish Fire
Protection District #9

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Michael Armit
Signature of the applicant

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Revision Date: December 9, 2020



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12-11-21

I, Lynn Giroir, of full majority age, whose primary
(Applicant's Name)

residence and permanent mailing address is 217 Libette ST.
(Address)

Bouma LA 70360 telephone number is 985 804-9266
(City, State, and Zip Code)

and E-mail is None, wish to qualify for appointment

as a member of the Terrebonne Parish Fire in Terrebonne Parish,
(Board/Committee/Commission) Protection Dist. #9

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

A. Applicant has maintained his/her primary residence in Terrebonne Parish at
217 Libette ST. for 30 consecutive years.
(Primary residential address, City, State, Zip Code) (No. of yrs.)
Bouma, LA

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 Terrebonne Parish Fire
(Fire District) Protection Dist. #9
and Council District No. 9.

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 X.

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 Terrebonne Parish Fire
(Board/Committee/Commission) Protection Dist. #9

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

Terrebonne Parish Fire Protection Dist. #9
(Board/Committee/Commission)

F. Applicant is aware of the T.P.F.D. #9 board criteria and
attendance requirements. (Board/Committee/Commission)

Yes X or No _____.

RECEIVED

DEC 13 2021

12:21 pm

TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with Gulf Island
(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 X
State job duties and responsibilities:

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

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

K. Are you a Judge, employee, or agent of any Court System? Yes ___ or No X
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 X
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 X
If yes, explain:

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

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

Yes X or No _____

If yes, explain: Currently serving as Board of
Commission Terrebonne Parish
Fire Protection Dist #9.

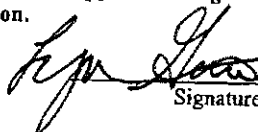
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Signature of the applicant

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Revision Date: December 9, 2020



Wednesday, December 15, 2021

Item Title:

Fire District No. 10 Board

Item Summary:

Fire District No. 10 Board: Three (3) expiring terms on 01-01-22. Mr. Samuel Small, Jr. expresses his interest in being reappointed.

ATTACHMENTS:

Description	Upload Date	Type
Term Expiration Notice	12/6/2021	Cover Memo
Notice to the Public	12/6/2021	Cover Memo
Memo - Samuel Small, Jr.	12/6/2021	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

November 23, 2021

MEMO TO: Suzette Thomas
Council Clerk

FROM: Tammy Triggs *ter*
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 January 2022.

Houma Housing Authority	Charleta M. Lyons (Par. Pres.)	01-01-22
	Barry Bonvillain (Par. Pres.)	01-01-22
Schriever Fire Protection	Janette Schexnayder	01-01-22
	Melinda Duncan	01-01-22
Village East Fire Protection	Louis Prosperie, Jr.	01-01-22
	John Roy	01-01-22
	Roy J. Desmore	01-01-22
Coteau Fire Protection	Roy S. Trahan	01-01-22
	Robert Parr	01-01-22
	Patricia Prestenbach	01-01-22*
Fire District No. 4	Louis Pitre	01-01-22
	Cyril A. "Kirby" Verret	01-01-22
	Pamela Carlos	01-01-22
Fire District No. 7	Bruce R. Wolf	01-01-22*
	Marty Dupre	01-01-22
	Cecil Lapyerouse	01-01-22
Fire District No. 8	Michael Anthony	01-01-22
	Johnny Marks	01-01-22
	Richard Price	01-01-22

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
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Fire District No. 9	Riley Gros	01-01-22
	Lynn Giroir	01-01-22
	Michael J. Armit	01-01-22
→ Fire District No. 10	Regina Pierron	01-01-22
	Samuel Small, Jr.	01-01-22
	Davon K. Charles	01-01-22
Fire Protection No. 6	Kevin P. Belanger	01-01-22
	Peter G. Lambert	01-01-22*
Fire Protection No. 5	Gerald F. Arceneaux	01-01-22
	Jan Rogers	01-01-22
	Arlen A. Charpentier, Sr.	01-01-22
	Kurt Charpentier	01-01-22
Bayou Cane Fire	Nicholas Hebert	01-01-22
	Edward Lawson	01-01-22
	Hayward Sims, Jr.	01-01-22*
	Robert Page	01-01-22

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*. All applicants are required to fill out new board applications which can be found on the Terrebonne Parish website at tpcg.org. 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 15, 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 expired term.

BAYOU BLUE FIRE PROTECTION DISTRICT: One expired term.

BAYOU CANE FIRE: Four expiring terms on 01-01-22.

COTEAU FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one unexpired term due to a resignation.

VILLAGE EAST FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one expired term.

SCHRIEVER FIRE PROTECTION: Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 4: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 5: Four expiring terms on 01-01-22.

FIRE DISTRICT NO. 6: Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 7: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 8: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 9: Three expiring terms on 01-01-22.

→ **FIRE PROTECTION DISTRICT NO. 10:** Three expiring terms on 01-01-22 and one expired term.

CHILDREN AND YOUTH SERVICES BOARD: Seven expired terms (One representing each of the following: City Court, 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 expired term (Representing the Vietnam Veterans of America).

TEDA: One expired term. (Representing the Terrebonne Parish Council)

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

COASTAL ZONE MANAGEMENT AND RESTORATION: One expired term. (Representing the Public).

PLANNING COMMISSION: One expired term.

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

HOUMA HOUSING AUTHORITY: Two expiring terms on 01-01-22.

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, December 13, 2021**. A brief résumé and/or letter of interest in serving should also be submitted.

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

A MESSAGE FOR: Buzette

FROM Samuel Emaile DATE 12.06.24
OF Fire District 10 TIME 11:03 A.M.
PHONE (985) 860-7476 EXT. ☐ **URGENT**

☒ TELEPHONED ☐ CAME TO SEE YOU ☐ RETURNED YOUR CALL

MESSAGE: ☒ PLEASE CALL ☐ WANTS TO SEE YOU ☐ WILL CALL AGAIN

wants to be reappointed to Fire
District 10. Doesn't have access to
email or internet SIGNED Tet



Wednesday, December 15, 2021

Item Title:

Village East Fire Protection

Item Summary:

Village East Fire Protection: Three (3) expiring terms on 01-01-22. Mr. Roy J. Desmore expresses his interest in being reappointed. Mr. Louis Prosperie, Jr. expresses his interest in being reappointed. Mr. John Roy expresses his interest in being reappointed. Mr. Lydell Crochet submits application for consideration.

ATTACHMENTS:

Description	Upload Date	Type
Term Expiration Notice	12/8/2021	Cover Memo
Notice to the Public	12/8/2021	Cover Memo
Letter of Interest - Roy J. Desmore	12/8/2021	Cover Memo
Application - Roy J. Desmore	12/8/2021	Cover Memo
Letter of Interest - Village East Fire Protection District	12/13/2021	Cover Memo
Application - Louis Prosperie, Jr.	12/13/2021	Cover Memo
Application - John I. Roy	12/13/2021	Cover Memo
Application - Lydell Crochet	12/13/2021	Cover Memo

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
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	Johnny Marks	01-01-22
	Richard Price	01-01-22

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DISTRICT 3
GERALD MICHEL
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	Michael J. Armit	01-01-22
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	Peter G. Lambert	01-01-22*
Fire Protection No. 5	Gerald F. Arceneaux	01-01-22
	Jan Rogers	01-01-22
	Arlen A. Charpentier, Sr.	01-01-22
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	Edward Lawson	01-01-22
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FIRE DISTRICT NO. 7: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 8: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 9: Three expiring terms on 01-01-22.

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PLANNING COMMISSION: One expired term.

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

HOUMA HOUSING AUTHORITY: Two expiring terms on 01-01-22.

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, December 13, 2021**. A brief résumé and/or letter of interest in serving should also be submitted.

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

Tammy Triggs

From: Armond Triche <vevfd101@yahoo.com>
Sent: Wednesday, December 8, 2021 1:45 PM
To: Tammy Triggs
Subject: Roy Desmore
Attachments: roy app 2021-12-08_133857.pdf

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.

Roy Desmore would like to be reappointment to Village East Fire Protection Board
rjd_985@yahoo.com
985-991-4480

RECEIVED
DEC 08 2021
1:45 pm
TERREBONNE PARISH
COUNCIL



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12-8-21

request
Reappointment

I, Roy J Desmertz, of full majority age, whose primary
(Applicant's Name)

residence and permanent mailing address is 9228 E Park Ave,
(Address)

Houma LA 70363, Telephone number is (855) 991-4480,
(City, State, and Zip Code)

and E-mail is _____, wish to qualify for appointment

as a member of the Village East Fire Protection 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
9228 E Park Ave Houma LA 70363 for 6 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 Village East Fire
(Fire District)
and Council District No. 9.

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 Village East Fire Protection
(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
Village East Fire Protection.
(Board/Committee/Commission)

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

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DEC 08 2021
1:45 pm
TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with None
(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: Village East Fire Protection

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.**

Roy Desmore
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: _____

Tammy Triggs

From: Armond Triche <vevfd101@yahoo.com>
Sent: Monday, December 13, 2021 1:47 PM
To: Tammy Triggs
Subject: reappointment and new appointment
Attachments: sly 2021-12-13_134112.pdf; johnny 2021-12-13_133926.pdf; louis 2021-12-13_133815.pdf

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Attached are the applications for village east fire protection district

Lydell Crochet requesting new appointment
John I Roy requesting reappointment
Louis Prosperie requesting reappointment

Village East Fire Dept
Chief Armond Triche
985-851-1200

RECEIVED
DEC 13 2021
1:47pm
TERREBONNE PARISH
COUNCIL



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12-13-21

Request
reappointment

I, Louis Prosperie Jr., of full majority age, whose primary
(Applicant's Name)
residence and permanent mailing address is 210 Lafayette Woods Blvd.
(Address)
Houma LA 70363, Telephone number is (868) 9205
(City, State, and Zip Code)

and E-mail is _____, wish to qualify for appointment
as a member of the Village East Fire Protection 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
210 Lafayette Woods Blvd Houma LA 70363 for 6 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 Village East
(Fire District)
and Council District No. 9.

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 Village East Fire Protection
(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
Village East Fire Protection
(Board/Committee/Commission)

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

RECEIVED

DEC 13 2021

1:47 pm

TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with None
(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:

Village East Fire Board

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: _____



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12-13-2021

Request
reappointment

I, John I. Roy, of full majority age, whose primary
(Applicant's Name)
residence and permanent mailing address is 9937 East Park Ave
(Address)
Houma, LA 70363. Telephone number is (985) 709-1188
(City, State, and Zip Code)
and E-mail is JOHNNYR@JOHNNYSENGINE.COM, wish to qualify for appointment
as a member of the Village East Fire Protection 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
9937 East Park Ave Houma LA 70363 for 29 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 Village East
(Fire District)
and Council District No. 9.

- 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 Village East Fire Protection
(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
Village East Fire Protection
(Board/Committee/Commission)

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

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DEC 13 2021
1:47 pm
TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with None
(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: I currently sit on
Village East Fire Protection Board

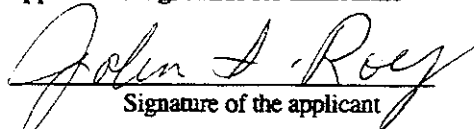
Applicant must complete and return this application along with a copy of their resume to:

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.

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Signature of the applicant

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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: _____



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 12/13/21

request
New appointment

I, Lydell
Lydell Crochet, of full majority age, whose primary
(Applicant's Name)
residence and permanent mailing address is 11 Kingsridge Loop
(Address)
Itoumit, LA 70367. Telephone number is (985) 637-1916
(City, State, and Zip Code)
and E-mail is slcrochete@att.net, wish to qualify for appointment
as a member of the Village East Fire Protection 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
11 Kingsridge Loop for 43 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. 1.

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 Village East
(Fire District)
and Council District No. 1.

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 Village East Fire Protection
(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
Village East Fire Protection
(Board/Committee/Commission)

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

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G. Applicant affirms that his/her employment with None
(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: _____

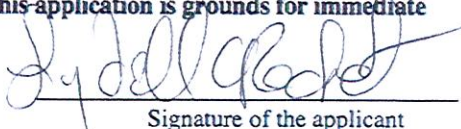
Applicant must complete and return this application along with a copy of their resume to:

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.

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Signature of the applicant

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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 15, 2021

Item Title:

Houma-Terrebonne Housing Authority Appointment

Item Summary:

Houma-Terrebonne Housing Authority: Parish President Gordon E. Dove recommends ratification of his re-appointment of Mr. Danny Picou.

ATTACHMENTS:

Description

Appointment Letter

Upload Date

12/7/2021

Type

Backup Material



GORDON E. DOVE
PARISH PRESIDENT

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



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

November 30, 2021

Nikita Gilton, Executive Director
Houma-Terrebonne Housing Authority
P.O. Box 3816
Houma, LA 70361-3816

Re: Houma-Terrebonne Housing Authority BOC Re-Appointment – Danny Picou

Dear Ms. Gilton:

As per La. R.S. 40:531, I am hereby re-appointing Mr. Danny Picou to the Houma-Terrebonne Housing Authority Board of Commissioners. His current term will expire in January 2022.

Mr. Picou has served the Houma-Terrebonne Housing Authority well and I am honored to reappointment him to serve another term.

Respectfully,

Gordon E. Dove
Parish President

Cc: Ms. Suzette Thomas, Council Clerk
Council Reading File



Wednesday, December 15, 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.

Bayou Cane Fire: One (1) expiring terms on 01-01-22.

Coteau Fire Protection District Board: Three (3) expiring terms on 01-01-22 and one (1) unexpired term due to a resignation.

Schriever Fire Protection: One (1) expiring term on 01-01-22.

Fire District No. 5: Two (2) expiring terms on 01-01-22.

Fire District No. 6: One (1) expiring term on 01-01-22.

Fire District No. 7: Three (3) expiring terms on 01-01-22.

Fire District No. 8: Three (3) expiring terms on 01-01-22.

Fire District No. 10: Two (2) expiring terms on 01-01-22.

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.

Houma Housing Authority: One (1) expiring term on 01-01-22.

ATTACHMENTS:

Description

Notice to the Public

Upload Date

12/2/2021

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 15, 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 expired term.

BAYOU BLUE FIRE PROTECTION DISTRICT: One expired term.

BAYOU CANE FIRE: Four expiring terms on 01-01-22.

COTEAU FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one unexpired term due to a resignation.

VILLAGE EAST FIRE PROTECTION DISTRICT BOARD: Three expiring terms on 01-01-22 and one expired term.

SCHRIEVER FIRE PROTECTION: Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 4: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 5: Four expiring terms on 01-01-22.

FIRE DISTRICT NO. 6: Two expiring terms on 01-01-22.

FIRE DISTRICT NO. 7: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 8: Three expiring terms on 01-01-22.

FIRE DISTRICT NO. 9: Three expiring terms on 01-01-22.

FIRE PROTECTION DISTRICT NO. 10: Three expiring terms on 01-01-22 and one expired term.

CHILDREN AND YOUTH SERVICES BOARD: Seven expired terms (One representing each of the following: City Court, 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 expired term (Representing the Vietnam Veterans of America).

TEDA: One expired term. (Representing the Terrebonne Parish Council)

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

COASTAL ZONE MANAGEMENT AND RESTORATION: One expired term. (Representing the Public).

PLANNING COMMISSION: One expired term.

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

HOUMA HOUSING AUTHORITY: Two expiring terms on 01-01-22.

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, December 13, 2021**. A brief résumé and/or letter of interest in serving should also be submitted.

TAMMY TRIGGS, ASSISTANT COUNCIL CLERK
TERREBONNE PARISH COUNCIL

* * * * *



Wednesday, December 15, 2021

Item Title:

Agreement with Entergy for Elliot Jones PS

Item Summary:

RESOLUTION: Authorizing the signing of an agreement with Entergy for Parish Project No. 18-DRA-44, Elliot Jones Pump Station Project, Terrebonne Parish Consolidated Government, Terrebonne Parish, Louisiana, and authorizing the issuance of the Notice to Proceed.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	12/13/2021	Executive Summary
Resolution	12/13/2021	Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE	
18-DRA-44	Elliot Jones Pump Station Project

PROJECT SUMMARY (200 WORDS OR LESS)
Construction of a new drainage pump station

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
This resolution allows for the for the Parish President to enter into an agreement with Entergy.

TOTAL EXPENDITURE		
TBD		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	NO	<u>YES</u> IF YES AMOUNT BUDGETED: \$13,056,540.00

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

Jeanne P. Bray

12/13/2021

Signature

Date

OFFERED BY:
SECONDED BY:

RESOLUTION

A resolution authorizing the signing of an agreement with Entergy for Parish Project No. 18-DRA-44, Elliot Jones Pump Station Project, Terrebonne Parish Consolidated Government, Terrebonne Parish, Louisiana, and authorizing the issuance of the Notice to Proceed.

WHEREAS, the Terrebonne Parish Consolidated Government did receive construction bids on Parish Project No. 18-DRA-44, Elliot Jones Pump Station Project, Terrebonne Parish, Louisiana, and,

WHEREAS, the Entergy poles need to be relocated along with other items in order for access to the Pump Station that is currently under construction, and

NOW, THEREFORE, BE IT RESOLVED that the Terrebonne Parish Consolidated Government authorizes the Parish President to execute an agreement with Entergy for this project, and

WHEREUPON the motion was put to a vote and the vote thereon was as follows:

YEAS:
NAYS:
NOT VOTING:
ABSENT

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

* * * * *

I, SUZETTE THOMAS, Clerk of the Terrebonne Parish Council, Houma, Louisiana, do hereby certify that the foregoing is a true and correct copy of the RESOLUTION adopted by the Terrebonne Parish Council on _____, 2021, at which meeting a quorum was present.

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

SUZETTE THOMAS, CLERK
TERREBONNE PARISH COUNCIL

Category Number: 6.
Item Number: A.



Wednesday, December 15, 2021

Item Title:

Parish President Announcements

Item Summary:

Parish President

Category Number: 6.
Item Number: B.



Wednesday, December 15, 2021

Item Title:

Council Members Announcements

Item Summary:

Council Members
