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# TERREBONNE PARISH COUNCIL

## BUDGET AND FINANCE COMMITTEE

Mr. John Amedee	Chairman
Mr. Dirk Guidry	Vice-Chairman
Mr. John Navy	Member
Mr. Carl Harding	Member
Mr. Gerald Michel	Member
Ms. Jessica Domangue	Member
Mr. Darrin W. Guidry, Sr.	Member
Mr. Daniel Babin	Member
Mr. Steve Trosclair	Member



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.

### AGENDA

August 23, 2021  
5:35 PM

Robert J. Bergeron Government Tower Building  
8026 Main Street  
2nd Floor Council Meeting Room  
Houma, LA 70360

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NOTICE TO THE PUBLIC: If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located **on 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**

**CALL MEETING TO ORDER**

**INVOCATION**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

1. **RESOLUTION:** Concurring with the recommendation of the Parish Administration to award the contact for RFP 19-PURH-41(Re-Advertisement) Security Guard Services for Various Parish Owned Locations to Lofton Security Service, Inc.
2. **RESOLUTION:** Authorizing the filing of an application with the Louisiana Department of Transportation of Development for a grant under any of the following FTA programs managed through Louisiana Department of Transportation and Development:
  - 49 CFR 5311, Formula Grant for Rural Areas
  - 49 CFR 5339, Grants for Bus and Bus Facility Program

3. **RESOLUTION:** Authorizing the Parish President to execute and submit 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.
4. **RESOLUTION:** Authorizing the Parish President to execute and submit an application form to the Louisiana Highway Safety Commission (LHSC) for the Federal Fiscal Year 2021/2022 LHSC Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government and to address other matters relative thereto.
5. **RESOLUTION:** Authorizing the Parish President to execute an Intergovernmental Agreement on the behalf of Terrebonne Parish Consolidated Government with Terrebonne Parish Recreation District No. 2,3 to fund the construction of restrooms at Summerfield Park.
6. **RESOLUTION:** Authorizing Council Chairman Darrin W. Guidry, Sr. to execute the engagement agreement with Bourgeois Bennett LLC, CPA's for the years ending December 31, 2021, 2022 and 2023.
7. Introduce an ordinance to amend the 2021 Adopted Operating Budget and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters:
  - I. Sanitation-Vegetation, \$10,221
  - II. Animal Shelter-donations, \$12,536
  - III. Sanitation-new department, \$238,800
  - IV. Public Safety Pension & Relief Fund, \$35,667
  - V. Capital Improvement Bond Sinking, \$1,598,196and call a public hearing on said matter on Wednesday, September 8, 2021 at 6:30 p.m.
8. Adjourn

Category Number:  
Item Number:



Monday, August 23, 2021

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**Item Title:**

INVOCATION

**Item Summary:**

INVOCATION

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Category Number:  
Item Number:



Monday, August 23, 2021

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**Item Title:**

PLEDGE OF ALLEGIANCE

**Item Summary:**

PLEDGE OF ALLEGIANCE

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Monday, August 23, 2021

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**Item Title:**

RESOLUTION: Authorizing awarding the contract for RFP 19-PURH-41(Re-Advertisement) Security Guard Services for Various Parish Owned Locations

**Item Summary:**

**RESOLUTION:** Concurring with the recommendation of the Parish Administration to award the contact for RFP 19-PURH-41(Re-Advertisement) Security Guard Services for Various Parish Owned Locations to Lofton Security Service, Inc.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	8/19/2021	Executive Summary
Resolution	8/19/2021	Resolution
Support Material	8/19/2021	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

**RESOLUTION:** To Award RFP 19-PURH-41 Security Guard Services for Various Parish Owned Locations

### PROJECT SUMMARY (200 WORDS OR LESS)

To authorizing the Terrebonne Parish Consolidated Government to contract with Lofton Security Service, Inc. for security guard services

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

To provide uniformed, unarmed guard service to protect/prevent Visitors, Parish personnel and property from thieves, vandals and/or violence at various parish owned sites

### TOTAL EXPENDITURE

\$325,000.00

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

ACTUAL

☒ ESTIMATED

### IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

☒ YES

IF YES AMOUNT  
BUDGETED:

Various using  
departments/divisions budgeted  
individually

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

☒ PARISHWIDE

1

2

3

4

5

6

7

8

9

Signature

Date

**OFFERED BY:**

**SECONDED BY:**

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

**RESOLUTION** authorizing awarding the contract for RFP 19-PURH-41(Re-Advertisement) Security Guard Services for Various Parish Owned Locations. Authorizing the Parish President to execute the contract and to provide for related matters.

**WHEREAS**, on July 26, 2021, the Terrebonne Parish Consolidated Government received proposals for security guard services for various Parish owned properties, and

**WHEREAS**, after careful review by Angela Guidry, Purchasing/Warehouse Manager and Captain Bobbie O'Bryan, Houma Police Department, is has been determined that the contact should be awarded to Lofton Security Services, Inc., and

**WHEREAS**, the term of the contract shall be effective from the date of the notice of award and will be effective for one (1) year and shall be subject to two (2) additional twelve (12) month renewal periods provided there is no change in the terms, conditions, specifications, and pricing structure. Such extensions may be granted if Contractor has adequately performed services during the initial term, and

**WHEREAS**, the Parish Administration has concurred with the recommendation that the contract for the above-mentioned proposal should be awarded to Lofton Security Services, Inc., as per the attached documents.

**NOW, THEREFORE BE IT RESOLVED** by the Terrebonne Parish Council, that the Parish President is authorized to execute on behalf of the Terrebonne Parish Consolidated Government any and all documents necessary to execute the contact for security guard service for various Parish owned properties as per the attached documents.

**THERE WAS RECORDED:**

**YEAS:**

**NAYS:**

**ABSTAINING:**

**ABSENT:**

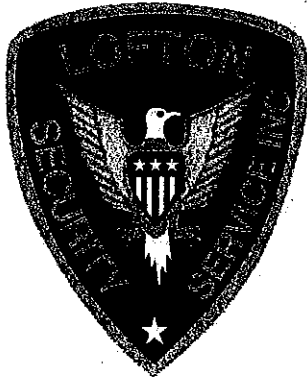
The Chairman declared this resolution adopted this \_\_\_\_\_ day of

\_\_\_\_\_ 2021.

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# LOFTON SECURITY SERVICE, INC.

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RFP #19-PURCH-41  
Security Officer Services for  
Various Parish Owned Locations

## **Terrebonne Parish Consolidated Government**

*Prepared by:*

**Kim Cancienne, Area Manager**  
4752 Hwy. 311, Suite 103  
Houma, LA 70360  
985.868.6483  
[KimC@loftonstaffing.com](mailto:KimC@loftonstaffing.com)

*Security Services Regulated by the Louisiana State Board of Private Security Examiners*



## 1.6. A.1. SIGNATURE AUTHORITY

**BE IT RESOLVED**, that G. Bart Lofton, Co-President is hereby authorized to submit proposals and execute agreements on behalf of Lofton Security Service, Inc. with Terrebonne Parish Consolidated Government, for the State of Louisiana.


**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of the Board of Directors and that said revocation will not take effect until Terrebonne Parish Consolidated Government, shall have been furnished a copy of said resolution, duly certified.

Lofton Security Service, Inc. confirms our ability to perform the services described in the RFP and our willingness to perform those services and enter into a contract with Terrebonne Parish Consolidated Government. By signing this letter, I (G. Bart Lofton) certify compliance with the signature authority required as a current corporate officer and verify the proposal terms for 90 days from submission.

Lofton Security Service, Inc. accepts the terms and conditions as outlined in the RFP and look forward to hearing from you.

Sincerely,

G. Bart Lofton  
Co-President, Lofton Staffing & Security Services

  
Authorized Signature

7/26/2021  
Date

Price Proposal Page (continued)

I HEREBY acknowledge receipt of the following Addenda: (Enter the number assigned to each of the addenda that the Proposer is acknowledging): Addendum #1-Proposal No.19-PURH-41

NAME OF PROPOSER: Lofton Security Service, Inc.

NAME OF AUTHORIZED SIGNATORY PROPOSER: (Printed or Typed) G. Bart Lofton

SIGNATURE OF AUTHORIZED SIGNATORY PROPOSER \*\* G. Bart Lofton

TITLE OF AUTHORIZED SIGNATORY PROPOSER: Co-President

DATE: 07/26/21

**Price Proposal Page (continued)**

<b>Item</b>	<b>Service Locations</b>	<b>Estimated Quantity</b>	<b>Proposed Amount</b>
1.	Guard Service: Site Supervisor/roams between the locations listed below	Estimated 40.00 hours weekly	Price per hour for this location \$ <u>20.44</u>
2.	Guard Service: Main Courthouse (Clerk of Court) 7856 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ <u>17.52</u>
3.	Guard Service: Courthouse Annex (Verret and Church Street Entrance) 7856 Main Street Houma, LA 70360	Estimated 120.00 hours weekly	Price per hour for this location \$ <u>17.52</u>
4.	Guard Service: TPCG Government Tower 8026 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ <u>17.52</u>
5.	Over Time Rate: Guard(s) at Main Courthouse and Courthouse annex (as needed)	1.00 hour (for pricing purposes)	Price per hour: \$ <u>25.58</u> \$ <u>25.58</u>
6.	Over Time Rate: Site Supervisor	1.00 hour (for pricing purposes)	Price Per hour: \$ <u>29.84</u>
7.	Guard Service: Terrebonne Parish Health Unit 600 Polk Street Houma, LA 70360	Estimated 40 hours weekly	Price per hour for this location \$ <u>14.60</u>
8.	Guard Service: Housing & Human Services 300 Bond Street Houma, LA 70360	Estimated 84.00 hours weekly	Price per hour for this location \$ <u>14.60</u>

Proposer acknowledges that quantities are not guaranteed, and final payment will be based on actual hourly quantities as documented.



# LOUISIANA STATE BOARD OF PRIVATE SECURITY EXAMINERS

This is to certify that

**Lofton Security Service Inc**

Has Been Awarded Company License # 565

**EXPIRES: 09/30/2021**

*M. H. Green*

CHAIRMAN



The information provided on this certificate is current as of 07/31/2020.  
Scan the QR code to retrieve or verify the current license status.

*[Signature]*

EXECUTIVE DIRECTOR



COPY



## Gina Bergeron

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**From:** Stephanie Richardson <stephanie@lsbpse.com>  
**Sent:** Tuesday, August 3, 2021 2:15 PM  
**To:** Gina Bergeron  
**Cc:** Angela Guidry; Sharon Ellis; Bobbie O'Bryan  
**Subject:** RE: LA State Board of Private Security Examiners - Request for Information

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### 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. Bergeron...I also wanted to let your office know that if you provide more details with regard to the current contract with Allied Universal (and their suggested deficiencies), we will look into that situation and take disciplinary action, if warranted.

Stephanie Richardson - Section Chief, Compliance & Investigations  
LA State Board of Private Security Examiners  
15703 Old Hammond Highway  
Baton Rouge, LA 70816  
225-272-2310, Ext. 217 (phone)  
225-272-5816 (fax)  
[stephanie@lsbpse.com](mailto:stephanie@lsbpse.com) (email)

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**From:** Stephanie Richardson  
**Sent:** Tuesday, August 3, 2021 2:09 PM  
**To:** Gina Bergeron <gbergeron@tpcg.org>  
**Cc:** Angela Guidry <aguidry@tpcg.org>; Sharon Ellis <sellis@tpcg.org>; Bobbie O'Bryan <bobbryan@tpcg.org>  
**Subject:** RE: LA State Board of Private Security Examiners - Request for Information

Ms. Bergeron...We have the following information to report to your office:

1. Allied Universal – in compliance
2. Lofton Security Service, Inc. – in compliance
3. Signal 88 Security (trade name for J & B Security, LLC) – in compliance
- \* 4. Vets Securing America – **not** in compliance
5. Inner Parish Security Corp. – in compliance

Stephanie Richardson - Section Chief, Compliance & Investigations  
LA State Board of Private Security Examiners  
15703 Old Hammond Highway  
Baton Rouge, LA 70816  
225-272-2310, Ext. 217 (phone)  
225-272-5816 (fax)  
[stephanie@lsbpse.com](mailto:stephanie@lsbpse.com) (email)

Vets

Price Proposal Page (continued)

Item	Service Locations	Estimated Quantity	Proposed Amount
1.	Guard Service: Site Supervisor/roams between the locations listed below	Estimated 40.00 hours weekly	Price per hour for this location \$ 21.43
2.	Guard Service: Main Courthouse (Clerk of Court) 7856 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ 17.79
3.	Guard Service: Courthouse Annex (Verret and Church Street Entrance) 7856 Main Street Houma, LA 70360	Estimated 120.00 hours weekly	Price per hour for this location \$ 17.79
4.	Guard Service: TPCG Government Tower 8026 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ 17.79
5.	Over Time Rate: Guard(s) at Main Courthouse and Courthouse annex (as needed)	1.00 hour (for pricing purposes)	Price per hour: \$ 24.90 \$
6.	Over Time Rate: Site Supervisor	1.00 hour (for pricing purposes)	Price Per hour: \$ 30.00
7.	Guard Service: Terrebonne Parish Health Unit 600 Polk Street Houma, LA 70360	Estimated 40 hours weekly	Price per hour for this location \$ 17.79
8.	Guard Service: Housing & Human Services 300 Bond Street Houma, LA 70360	Estimated 84.00 hours weekly	Price per hour for this location \$ 17.79

Proposer acknowledges that quantities are not guaranteed, and final payment will be based on actual hourly quantities as documented.

Price Proposal Page (continued)

I HEREBY acknowledge receipt of the following Addenda: (Enter the number assigned to each of the addenda that the Proposer is acknowledging): Addendum # 1 dated July 20, 2021

NAME OF PROPOSER: Vets securing America

NAME OF AUTHORIZED SIGNATORY PROPOSER: (Printed or Typed) Gerald Gregory

SIGNATURE OF AUTHORIZED SIGNATORY PROPOSER \*\* 

TITLE OF AUTHORIZED SIGNATORY PROPOSER: President

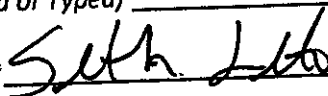
DATE: 7/22/2021

## Addendum Acknowledgement

HEREBY acknowledge receipt of the following Addenda: (Enter the number assigned to each of the addenda that the Proposer is acknowledging): Addendum #1

NAME OF PROPOSER: Inner Parish Security Corporation

NAME OF AUTHORIZED SIGNATORY PROPOSER: (Printed or Typed) Seth Leto

SIGNATURE OF AUTHORIZED SIGNATORY PROPOSER \*\* 

TITLE OF AUTHORIZED SIGNATORY PROPOSER: Corporate Operations Administrator

DATE: July 22, 2021



## Fee Proposal

Item	Service Locations	Estimated Quantity	Proposed Amount
1.	Guard Service: Site Supervisor/rooms between the locations listed below	Estimated 40.00 hours weekly	Price per hour for this location \$ <u>17.75</u>
2.	Guard Service: Main Courthouse (Clerk of Court) 7856 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ <u>17.16</u>
3.	Guard Service: Courthouse Annex (Verret and Church Street Entrance) 7856 Main Street Houma, LA 70360	Estimated 120.00 hours weekly	Price per hour for this location \$ <u>17.16</u>
4.	Guard Service: TPCG Government Tower 8026 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ <u>14.80</u>
5.	Over Time Rate: Guard(s) at Main Courthouse and Courthouse annex (as needed)	1.00 hour (for pricing purposes)	Price per hour: \$ <u>25.74</u> \$ <u>25.74</u>
6.	Over Time Rate: Site Supervisor	1.00 hour (for pricing purposes)	Price Per hour: \$ <u>26.63</u>
7.	Guard Service: Terrebonne Parish Health Unit 600 Polk Street Houma, LA 70360	Estimated 40 hours weekly	Price per hour for this location \$ <u>14.80</u>
8.	Guard Service: Housing & Human Services 300 Bond Street Houma, LA 70360	Estimated 84.00 hours weekly	Price per hour for this location \$ <u>14.80</u>

Proposer acknowledges that quantities are not guaranteed, and final payment will be based on actual hourly quantities as documented.



# Price Proposal Acknowledgment Receipt

I HEREBY acknowledge receipt of the following Addenda: (Enter the number assigned to each of the addenda that the Proposer is acknowledging): 19-PURH-41 RFP (Re-Ad) ADD 1

NAME OF PROPOSER: Bourgeois Security, Inc. dba Signal 88 Security of Baton Rouge & Houma

NAME OF AUTHORIZED SIGNATORY PROPOSER: (Printed or Typed) Jason Bourgeois

SIGNATURE OF AUTHORIZED SIGNATORY PROPOSER \*\* 

TITLE OF AUTHORIZED SIGNATORY PROPOSER: Owner / CEO

DATE: 7/20/2021

# Price Proposal Form

Item	Service Locations	Estimated Quantity	Proposed Amount
1.	Guard Service: Site Supervisor/rooms between the locations listed below	Estimated 40.00 hours weekly	Price per hour for this location \$ <u>27.75</u>
2.	Guard Service: Main Courthouse (Clerk of Court) 7856 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ <u>22.88</u>
3.	Guard Service: Courthouse Annex (Verret and Church Street Entrance) 7856 Main Street Houma, LA 70360	Estimated 120.00 hours weekly	Price per hour for this location \$ <u>22.88</u>
4.	Guard Service: TPCG Government Tower 8026 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ <u>22.88</u>
5.	Over Time Rate: Guard(s) at Main Courthouse and Courthouse annex (as needed)	1.00 hour (for pricing purposes)	Price per hour: \$ <u>34.32</u> \$ <u>34.32</u>
6.	Over Time Rate: Site Supervisor	1.00 hour (for pricing purposes)	Price Per hour: \$ <u>41.63</u>
7.	Guard Service: Terrebonne Parish Health Unit 600 Polk Street Houma, LA 70360	Estimated 40 hours weekly	Price per hour for this location \$ <u>22.88</u>
8.	Guard Service: Housing & Human Services 300 Bond Street Houma, LA 70360	Estimated 84.00 hours weekly	Price per hour for this location \$ <u>22.88</u>

Proposer acknowledges that quantities are not guaranteed, and final payment will be based on actual hourly quantities as documented.



Item	Service Locations	Estimated Quantity	Proposed Amount
1.	Guard Service: Site Supervisor/rooms between the locations listed below	Estimated 40.00 hours weekly	Price per hour for this location \$ <u>17.88</u>
2.	Guard Service: Main Courthouse (Clerk of Court) 7856 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ <u>16.55</u>
3.	Guard Service: Courthouse Annex (Verret and Church Street Entrance) 7856 Main Street Houma, LA 70360	Estimated 120.00 hours weekly	Price per hour for this location \$ <u>16.55</u>
4.	Guard Service: TPCG Government Tower 8026 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ <u>15.23</u>
5.	Over Time Rate: Guard(s) at Main Courthouse and Courthouse annex (as needed)	1.00 hour (for pricing purposes)	Price per hour: \$ <u>24.82</u> \$ <u>24.82</u>
6.	Over Time Rate: Site Supervisor	1.00 hour (for pricing purposes)	Price Per hour: \$ <u>26.82</u>
7.	Guard Service: Terrebonne Parish Health Unit 600 Polk Street Houma, LA 70360	Estimated 40 hours weekly	Price per hour for this location \$ <u>15.23</u>
8.	Guard Service: Housing & Human Services 300 Bond Street Houma, LA 70360	Estimated 84.00 hours weekly	Price per hour for this location \$ <u>15.23</u>

Proposer acknowledges that quantities are not guaranteed, and final payment will be based on actual hourly quantities as documented.

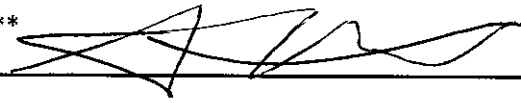
Price Proposal Page (continued)

I HEREBY acknowledge receipt of the following Addenda: (Enter the number assigned to each of the addendathat the Proposer is acknowledging): Addendum #1

NAME OF PROPOSER: Universal Protection Service, LLC d/b/a Allied Universal Security Services

NAME OF AUTHORIZED SIGNATORY PROPOSER: (Printed or Typed) Steven Reffit

SIGNATURE OF AUTHORIZED SIGNATORY PROPOSER \*\*



TITLE OF AUTHORIZED SIGNATORY PROPOSER: General Manager

DATE: 7/22/21

Met Minimum Requirements of the RFP	Lofton	Inner Parish Security Corp.	Vets Securing America	Signal 88	Allied Universal
	Complied	Failed to provide copy of License	* Not in compliance with the state	Failed to provide copy of License	Failed to provide electronic copy



Monday, August 23, 2021

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**Item Title:**

SPA Rural Transit

**Item Summary:**

**RESOLUTION:** Authorizing the filing of an application with the Louisiana Department of Transportation of Development for a grant under any of the following FTA programs managed through Louisiana Department of Transportation and Development:

- 49 CFR 5311, Formula Grant for Rural Areas
- 49 CFR 5339, Grants for Bus and Bus Facility Program

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	8/19/2021	Executive Summary
Resolution	8/19/2021	Resolution



**EXECUTIVE SUMMARY**

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
SPA Rural Transit

PROJECT SUMMARY (200 WORDS OR LESS)
A resolution authorizing the filing of an application with the Louisiana Department of Transportation of Development for a grant under any of the following FTA programs managed through Louisiana Department of Transportation and Development: <ul style="list-style-type: none"><li>• 49 CFR 5311, Formula Grant for Rural Areas</li><li>• 49 CFR 5339, Grants for Bus and Bus Facility Program</li></ul>

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

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

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

\_\_\_\_\_  
s/Kandace M. Mauldin, CFO

Signature

\_\_\_\_\_  
August 16, 2021

Date

OFFERED BY:  
SECONDED BY:

**RESOLUTION NO. 21-\_\_**

**WHEREAS**, the Secretary of Transportation and Development is authorized to make grants for mass transportation projects;

**WHEREAS**, the contract for financial assistance will impose certain obligations upon the applicant, including the provisions by it of the local share of project costs;

**WHEREAS**, it is required by the Louisiana Department of Transportation and Development in accord with the provisions of Title VI of the Civil Rights Act of 1964, that in connection with the filing of an application for assistance that it will comply with Title VI of the Civil Rights Act of 1964 and the U.S. Department of Transportation requirements thereunder; and

**WHEREAS**, it is the goal of the Applicant that minority business enterprise be utilized to the fullest extent possible in connection with this project, and that definitive procedures shall be established and administered to ensure that minority businesses shall have the maximum feasible opportunity to compete for contracts when procuring construction contracts, supplies, equipment, or consultant and other services.

**NOW, THEREFORE BE IT RESOLVED**, by the Terrebonne Parish Council (Budget and Finance Committee):

1. That the Terrebonne Council on Aging, Inc. is authorized to execute and file an application on behalf of Terrebonne Consolidated Government with the Louisiana Department of Transportation and Development, to aid in the financing of operating and/or capital assistance projects pursuant to FTA transit programs.
2. That the Terrebonne Council on Aging, Inc. is authorized to execute and file with such applications an assurance or any other document required by the Louisiana Department of Transportation and Development effectuating the purposes of Title VI of the Civil Rights Act of 1964, as amended
3. That the Terrebonne Council on Aging, Inc. is authorized to furnish such additional information as the Louisiana Department of Transportation and Development may require in connection with the application or financial reimbursement of the project.
4. That the Terrebonne Council on Aging, Inc. is authorized to set and execute affirmative minority business policies in connection with the project's procurement needs.
5. That the Terrebonne Parish President is authorized to execute grant contract agreements on behalf of Terrebonne Parish Consolidated Government with the Louisiana Department of Transportation and Development for aid in the financing of the operating or capital assistance projects.
6. This resolution is applicable for a period of one year unless revoked by the governing body and copy of such revocation shall be furnished to the DOTD.

THERE WAS RECORDED:

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

NAYS: None.

ABSENT: None.

ABSTAINING: None.

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 meetings quorums were present.

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

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SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL



Monday, August 23, 2021

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**Item Title:**

LCLE 2021-2022 Crime Victim Assistance Grant

**Item Summary:**

**RESOLUTION:** Authorizing the Parish President to execute and submit 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.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
2021-2022 CVA ExecutiveSummary form.docx	8/19/2021	Executive Summary
CVA 2021-2022 Resolution.doc	8/18/2021	Resolution
CVA 2021-2022 award letter	8/18/2021	Backup Material
LDH_Regional 3 Map.pdf	8/18/2021	Backup Material





**EXECUTIVE SUMMARY**

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
LCLE FY 2021-2022 CVA Grant Program

PROJECT SUMMARY (200 WORDS OR LESS)
The Terrebonne Parish Consolidated Government will use CVA funds by LCLE to support the SANE program in six different parishes as well as Funds will be used to facilitate overtime compensation for Post Certified Police Officers and Deputies at the Houma PD, Thibodaux PD and Assumption SO as victim advocates, along with funding for The Haven for improved servers for victims within Region 11 Sane Program.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
LCLE FY 2021-2022 CVA funds will assist Government's support the SANE program in six different parishes, as well as ensure the sustenance of essential services for victims.

TOTAL EXPENDITURE				
\$200,000.00				
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

Chief Dana Coleman	08/18/2021
Signature	Date

OFFERED BY:  
SECONDED BY:

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

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 servers 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.

# 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 Federal Award No.: 2019-V2-GX-0059 2019-VA: \$160,000.00 CFDA No: 16.575 Federal Award No.: 2019-V2-GX-0059
Award:	
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](http://www.lcle.la.gov). The LCLE and its staff wish you success in conducting this project.

Sincerely,



Jim Craft  
Executive Director

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SPECIAL CONDITION(S)

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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.la.gov](http://www.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](mailto: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](http://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](http://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](http://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:

		
(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

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

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

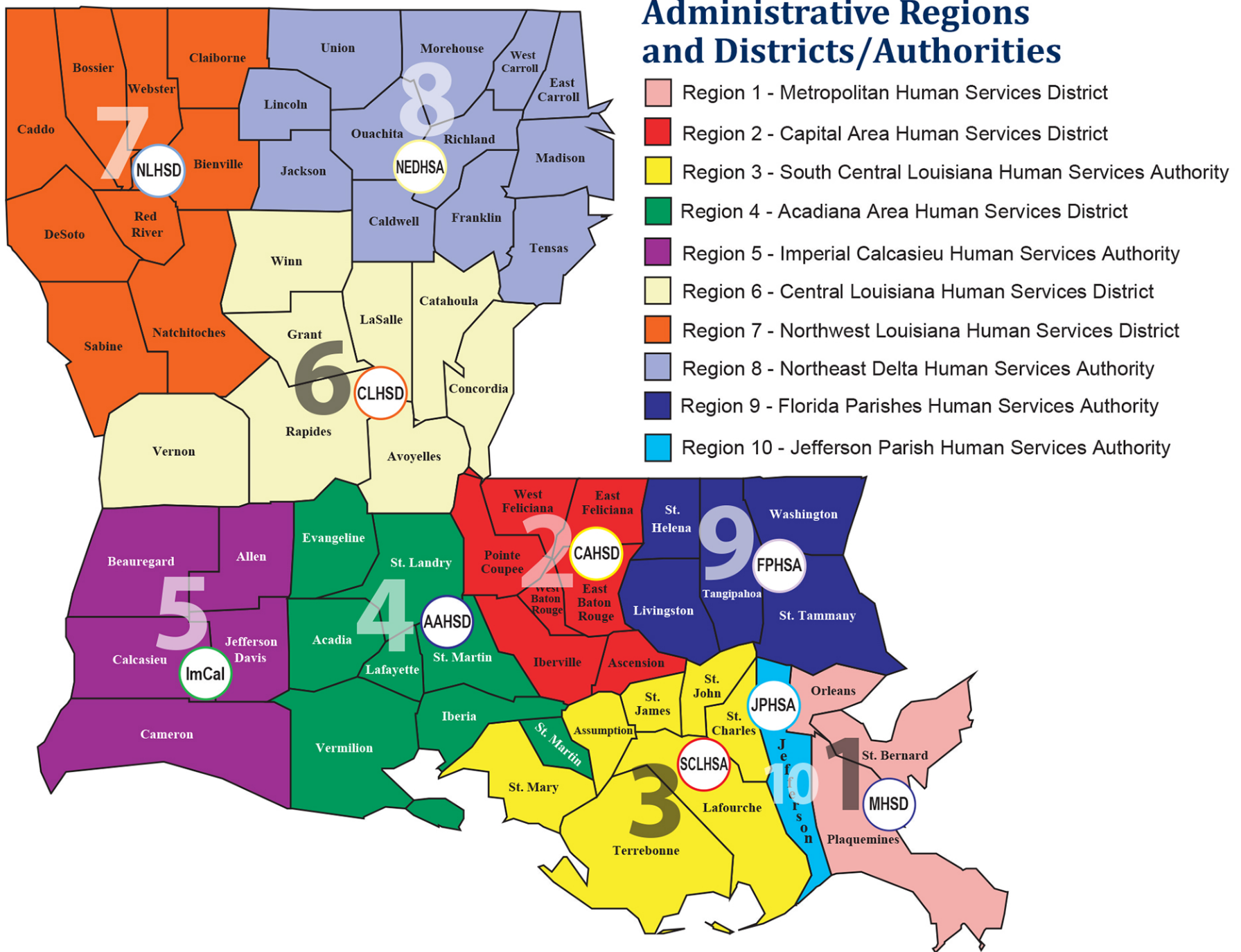
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Approved federal and match budget is available for review within LCLE grants management system.

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These federal funds are not used for Research and Development.

# Administrative Regions and Districts/Authorities





Monday, August 23, 2021

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**Item Title:**

Louisiana Highway Safety Commission (LHSC) for the Federal 2021/2022 Grant

**Item Summary:**

**RESOLUTION:** Authorizing the Parish President to execute and submit an application form to the Louisiana Highway Safety Commission (LHSC) for the Federal Fiscal Year 2021/2022 LHSC Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government and to address other matters relative thereto.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
ExecutiveSummary form.docx	8/19/2021	Executive Summary
2021-2022 LHSC Resolution.doc	8/18/2021	Resolution
LHSC Grant Proposal 2022.pdf	8/18/2021	Backup Material
2022-30-26 Houma PD Award Letter pdf.pdf	8/18/2021	Backup Material

OFFERED BY:  
SECONDED BY:

**RESOLUTION NO. 21-\_\_**

A resolution authorizing the Parish President to execute an application form to the Louisiana Highway Safety Commission (LHSC) for the Federal Fiscal Year 2021/2022 LHSC 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 implement an application for a grant from the Louisiana Highway Safety Commission (LHSC) for the Federal Fiscal Year 2021/2022 LHSC Grant in the amount of Eighty-One Thousand Five Hundred and Eighty Five dollars (\$81,585.00) for the Terrebonne Parish Consolidated Government, The Funding will provide grant funding to improve the effectiveness and safety of our Police Officers by providing them with overtime to address highway safety issues such as Seat Belt Enforcement, Impaired Driving, and Juvenile Underage Drinking Enforcement (JUDE); 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 Highway Safety Commission (LHSC).

**NOW, THEREFORE BE IT RESOLVED**, that the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, authorizes the Parish President to execute any and all necessary documents to implement the grant from the Louisiana Highway Safety Commission (LHSC) and to address other matters relative thereto.

THERE WAS RECORDED:

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

NAYS: None.

ABSENT: None.

ABSTAINING: None.

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 meetings quorums were present.

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

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SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

OFFERED BY:  
SECONDED BY:

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

A resolution authorizing the Parish President to execute an application form to the Louisiana Highway Safety Commission (LHSC) for the Federal Fiscal Year 2021/2022 LHSC 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 implement an application for a grant from the Louisiana Highway Safety Commission (LHSC) for the Federal Fiscal Year 2021/2022 LHSC Grant in the amount of Eighty-One Thousand Five Hundred and Eighty Five dollars (\$81,585.00) for the Terrebonne Parish Consolidated Government, The Funding will provide grant funding to improve the effectiveness and safety of our Police Officers by providing them with overtime to address highway safety issues such as Seat Belt Enforcement, Impaired Driving, and Juvenile Underage Drinking Enforcement (JUDE) 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 Highway Safety Commission (LHSC) 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 from the Louisiana Highway Safety Commission (LHSC) and to address other matters relative thereto.

## LHSC FFY 2022 PROPOSAL APPLICATION FORM

### Description Area

The following template shall be used for the completion of the full project proposal. Please complete ALL sections below. Please consider the following before completing the project proposal: &nbsp;To Save and Resume, users must scroll to the bottom of the form to find the option. &nbsp;Another important thing to note when using Save & Resume is that files uploaded to the form by the end users and signatures executed by the end user will NOT be saved to the form until the form is submitted to the database. Users should not upload files or sign the forms until they are ready to submit the project proposal.

## APPLICANT INFORMATION

Contracting Agency Name:	Terrebonne Parish Consolidated Government
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Agency Type	Local Government-Enforcement
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Contracting Agency Address	8026 W Main Street #101 Houma, LA 70360
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Contracting Agency Phone	(985) 873-6383
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Tax ID Number (must be 9 digits)	726001390
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DUNS Number (must be 9 digits)	969016468
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State Vendor Number	310003005
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LDR Number	EXEMPT
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Authorizing Official for Contracting Agency	Gordon Dove
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Title of Authorizing Official	Parish President
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Fiscal Officer for Contracting Agency	Kandace Mauldin
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Title of Fiscal Officer	Chief Financial Officer
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Implementing Agency	Houma Police Department
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Implementing Agency Address	500 Honduras Street Houma, LA 70360
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Implementing Agency Phone	(985) 873-6383
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<b>Project Director's Name</b>	Capt Bobbie O'Bryan
<b>Address</b>	500 Honduras Street Houma, LA 70360
<b>Contact information (tel, email, etc.):</b>	bobryan@tpcg.org
<b>Position in the organization:</b>	Administrative Captain
<b>Prior experience working with highway safety grants</b>	Capt. O'Bryan has been project director for La Highway Safety Grant for the past 10+ years

## PROJECT INFORMATION

<b>Project Start Date</b>	Oct 01, 2021
<b>Project End Date</b>	09/30/2022
<b>Project title</b>	Overtime Traffic Safety Enforcement
<b>Type of Project</b>	Traffic Safety Enforcement
<b>Program Area</b>	Impaired Driving Occupant Protection Distracted Driving Other
<b>Program Area Other-</b>	JUDE
<b>Proposed Amount Requested</b>	129930.00
<b>Total cost of the proposal</b>	129930.00
<b>Describe target audience</b>	All Drivers-(Impaired Driving, Occupant Protection, Distracted Driver) Juvenile and Underage Drivers-(JUDE)
<b>Location of the project</b>	City of Houma
<b>Description Area</b>	Description Area



## Problem Identification

The City of Houma is the largest city in the Parish of Terrebonne with a population of 32,18. It is host to many festivals and Mardi Gras parades. Alcohol is available at most of these type events. Alcohol related fatalities have increased almost double in 2020 (7 alcohol related) when compared to 2018 and 2019 (4 fatal alcohol related each year). In 2018 and 2019 the percentage of fatal crashes where seat belts were not used or improperly used was 25. The percentage increased to 50 for year 2020.

According to "2022 ID Summary"(Provided by LHSC), Terrebonne Parish is in Tier 1 for every category identified as high risks areas of the State of Louisiana.

According to stats provided obtained from  
<http://datareports.lsu.edu/SpecialReports.aspx> (years 2018-2020):

Seat Belt -Terrebonne Parish had 41 fatal crashes (Section K1), of which seat belt use was known in 14 fatal crashes, of which seat belts were not used or improperly used in 5 crashes (3 year average of 34% seat belt not used or improperly used).

Alcohol - Of the 41 fatal crashes in Terrebonne Parish (years 2018-2020), 15 were alcohol related (35%) (Section J11). Terrebonne Parish also had 192 alcohol related injury crashes (years 2018-2020) (Section J11). The City of Houma had 6 fatal crashes (2018-2020), of which 2 were alcohol related (Section D1). The City of Houma had 742 injury crashes (2018-2020), of which 39 were alcohol related.

JUDE - Terrebonne Parish had 2 alcohol related fatal crashes and 5 alcohol related injury crashes involving drivers 0-20 years of age, (years 2018-2020) (Section J1). Under the past 3 LHSC grants the Houma Police Department has issued 60 misdemeanor summonses for the sale of alcohol to persons under 21 and 6 misdemeanor summonses for possession of alcohol by persons under 21.

Distracted Driver - Terrebonne Parish had 17,183 crashes (2018-2020) of which 14,051 crashes are listed as "not distracted", 2016 are listed as "unknown", 145 listed as "not reported" and 971 are listed as distracted (cell phone, other electronic devices, other inside the vehicle, other outside the vehicle) (Section F6).

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**Specific Objective(s) and Performance  
Targets of the Project**

Emphasis Area: Fatality and Serious Injury Crashes

Target: Reduce traffic fatalities 1 percent per year from 14 (2018-2020 average) to 13 in 2022.

Target: Reduce serious traffic injuries by 1 percent from 247 (2018-2020 average) to 244 in 2022.

Emphasis Area: Alcohol related Fatality and Serious Crashes

Target: Reduce alcohol related traffic fatalities by 20 percent from 5 (2018-2020 average) to 4 in 2022.

Target: Reduce alcohol related serious injury crashes by 5 percent from 64 crashes (2018-2020 average) to 61 in 2022.

Target: Reduce alcohol fatality and serious injury crashes involving underage drivers from 7 (2018-2020 average) to 6 in 2022.

Emphasis Area: Occupant Protection

Target: Increase observed seat belt use of all occupants in passenger vehicles 2 percent from the current usage rate of 87.5% to 89.25%.

Target: Reduce Fatality and Serious Injury Crashes involving non restrained occupants from 34 percent (2018-2020 average) by 3 percent from to 33% in 2022.

Emphasis Area: Distracted Driver

Target: Reduce crashes involving Distracted Drivers by 2 percent from 324 (2018-2020 average) to 317 in 2022.

**Objectives**

1. To participant in, collect and report enforcement data for all LHSC occupant protection campaigns.
  2. To participate in, collect and report data for all LHSC impaired driving campaigns.
  3. To conducted 4 Impaired Driving Checkpoints.
  4. To conducted 4 Seat Belt Checkpoints
  5. To send 5 officers to Standardized Field Sobriety Training.
  6. To conduct nighttime occupant protection enforcement.
  7. To conduct enforcement operations targeting motorcycle endorsements.
  8. To conduct enforcement operations targeting seat belt use by occupants of pickup trucks.
  9. To conduct operations targeting underage sale and/or possession of alcohol.
-

[https://s3.amazonaws.com/files.formstack.com/uploads/3770573/88637256/785860948/88637256\\_terrebonne\\_parish\\_houma\\_pd\\_2019\\_single\\_audit.pdf](https://s3.amazonaws.com/files.formstack.com/uploads/3770573/88637256/785860948/88637256_terrebonne_parish_houma_pd_2019_single_audit.pdf)

## SUBMISSION

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Today's Date

Mar 30, 2020

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Send confirmation email to:

lbergeron@tpcg.org

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Applicant Signature



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JOHN BEL EDWARDS  
GOVERNOR

LISA FREEMAN  
EXECUTIVE DIRECTOR

**State of Louisiana**  
*Department of Public Safety and Corrections*  
*Louisiana Highway Safety Commission*

July 28, 2021

Cptn Bobbie O'Bryan  
Houma Police Department  
500 Honduras St  
Houma, La 70360

**Project Number and Title: 2022-30-26**  
**Proposed Award Amount: \$ 81,585.00**

Dear Cptn O'Byran:

Congratulations. The Louisiana Highway Safety Commission (LHSC) has tentatively approved the above referenced project for funding up to the amount noted above in Federal Fiscal Year 2022. Federal regulations require the LHSC to conduct a risk assessment before awarding funds to any subgrantee. The next step in the award process for your agency is to complete our online Pre-award Risk Assessment Form at [https://lhscstill.formstack.com/forms/ra\\_form\\_2022](https://lhscstill.formstack.com/forms/ra_form_2022).

This risk assessment form must be received in order for the LHSC to complete your award offer. We are asking that you submit the completed form as soon as possible but no later than 7 days after receipt of this letter. Failure to complete this risk assessment could impact the LHSC's ability to finalize your subgrant agreement.

Your Program Coordinator will prepare a draft subgrant agreement which will be emailed for your initial review. After all reviews and revisions are made to the draft subgrant agreement, a final version along with an instruction letter will be emailed. Your agency will then return the subgrant agreement with all of the necessary approvals and required documentation. Once our office has received appropriate state approval(s) as required by the State Office of Procurement you will receive a signed agreement and authorization to begin work.

We want your agreement to be processed within a reasonable time frame. In order to accomplish this, please let us know of any problems or questions you may have as soon you are aware.

Thank you for partnering with us to reduce the number of fatal and injury crashes in Louisiana.  
We look forward to working with you.

Please feel free to contact me if you need further assistance. Thank you.

Sincerely,

A handwritten signature in blue ink that reads "Cedric A. Benton".

Coordinator Name  
LHSC Program Coordinator

**"BUCKLE UP LOUISIANA. EVERY TRIP. EVERY TIME."**  
**LOUISIANA HIGHWAY SAFETY COMMISSION**  
**P.O. BOX 66336, BATON ROUGE, LA 70896 (225) 925-6991**  
[www.lahighwaysafety.org](http://www.lahighwaysafety.org)

Category Number:  
Item Number: 5.



Monday, August 23, 2021

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**Item Title:**

Restroom at Summerfield Park

**Item Summary:**

**RESOLUTION:** Authorizing the Parish President to execute an Intergovernmental Agreement on the behalf of Terrebonne Parish Consolidated Government with Terrebonne Parish Recreation District No. 2,3 to fund the construction of restrooms at Summerfield Park.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	8/18/2021	Executive Summary
Resolution	8/19/2021	Resolution
Backup	8/18/2021	Backup Material



## EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

### PROJECT TITLE

Restroom Facilities at Summerfield Park

### PROJECT SUMMARY (200 WORDS OR LESS)

A resolution to authorize the parish president to execute an intergovernmental agreement on behalf of Terrebonne Parish Consolidated Government with Terrebonne Parish Recreation District No. 2,3 to fund the construction of restrooms at Summerfield park

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

See Above

### TOTAL EXPENDITURE

\$150,000

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

ACTUAL

ESTIMATED

### IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

\$150,000

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

PARISHWIDE

1

2

3

4

5

6

7

8

9

s/Kandace M. Mauldin, CFO

8/17/2021

Signature

Date

OFFERED BY:  
SECONDED BY:

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

A RESOLUTION TO AUTHORIZE PARISH PRESIDENT GORDON E. DOVE TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT ON BEHALF OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT WITH TERREBONNE PARISH RECREATION DISTRICT NO. 2,3 TO FUND THE CONSTRUCTION OF RESTROOMS AT SUMMERFIELD PARK

**WHEREAS**, the “Local Services Law,” La. R.S. 33:1321, *et seq.*, provides that any parish or political subdivision of the state may make agreements among themselves to engage jointly in the construction or improvement of any public project or improvement provided that at least one of the participants to the agreement is authorized by law to complete the undertaking; and

**WHEREAS**, Terrebonne Parish Consolidated Government (TPCG) owns Summerfield Park, identified as Terrebonne Parish Tax Parcel ID Nos. 41792 and 41793 situated between Valhi Boulevard and San Antonio Drive in Houma, Louisiana;

**WHEREAS**, Terrebonne Parish Recreation District No. 2,3 (REC2,3) administers funding for, and operates, Summerfield Park through an intergovernmental agreement with the TPCG;

**WHEREAS**, TPCG and REC2,3 desire to cooperate and provide funding for the constructing and installation of restroom facilities on the premises of Summerfield Park;

**WHEREAS**, TPCG wishes to provide public funding towards the construction and installation of the restroom facilities up to \$150,000.00 in consideration for REC2,3’s oversight of construction and funding the remainder of the costs.

**NOW THEREFORE BE IT RESOLVED** by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that Parish President Gordon E. Dove is authorized to execute on behalf of the TPCG an Intergovernmental Agreement with the REC2,3 for the purposes of funding the construction and installation of restroom facilities at Summerfield Park in an amount not to exceed \$150,000.00.

**THERE WAS RECORDED:**

YEAS:

NAYS:

ABSTAINING:

ABSENT:

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

\* \* \* \* \*

I, SUZETTE THOMAS, Council Clerk of the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Budget and Finance



Committee on August 23, 2021 and subsequently ratified by the Assembled Council in Regular Session on August 25, 2021, at which meetings quorums were present.

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

---

SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

STATE OF LOUISIANA

PARISH OF TERREBONNE

INTERGOVERNMENTAL AGREEMENT

This agreement is made and entered into on the date and place indicated below between:

TERREBONNE PARISH CONSOLIDATED GOVERNMENT (“TPCG”), a political subdivision of the State of Louisiana, with a mailing address of PO Box 2768, Houma LA 70361, herein represented by its duly authorized Parish President, Gordon E. Dove, or his designee, by virtue of their authority under the Terrebonne Parish Council Resolution No. \_\_\_\_\_ and Terrebonne Parish, Louisiana COB/MOB Entry No. 1627089; and

TERREBONNE PARISH RECREATION DISTRICT NO. 2,3 (“REC2,3”) a taxing district and political subdivision of the State of Louisiana, with a mailing address of PO Box 4254, Houma LA 70361, represented herein by its duly authorized Chairman, Robbie Liner;

who appeared before the undersigned notaries public and competent witnesses and declared as follows:

PREAMBLES

WHEREAS, the “Local Services Law,” La. R.S. 33:1321, *et seq.*, provides that any parish or political subdivision of the state may make agreements among themselves to engage jointly in the construction or improvement of any public project or improvement provided that at least one of the participants to the agreement is authorized by law to complete the undertaking; and

WHEREAS, Terrebonne Parish Consolidated Government (TPCG) owns Summerfield Park, identified as Terrebonne Parish Tax Parcel ID Nos. 41792 and 41793 situated between Valhi Boulevard and San Antonio Drive in Houma, Louisiana;

WHEREAS, Terrebonne Parish Recreation District No. 2,3 (REC2,3) administers funding for, and operates, Summerfield Park through an intergovernmental agreement with the TPCG;

WHEREAS, TPCG and REC2,3 desire to cooperate and provide funding for the construction and installation of restroom facilities on the premises of Summerfield Park;

WHEREAS, TPCG wishes to provide public funding towards the construction and installation of the restroom facilities up to \$150,000.00 in consideration for REC2,3’s oversight of construction and funding the remainder of the costs;

NOW THEREFORE, in consideration of the mutual covenants herein contained, and the mutual benefits to be derived by both parties, and the public, the parties hereto agree as follows:

PURPOSE

The parties hereto enter into this Intergovernmental Agreement to cooperate in funding the construction of, and constructing, restroom facilities on the premises of Summerfield Park, immovable property identified as Terrebonne Parish Tax Parcel ID Nos. 41792 and 41793 situated between Valhi Boulevard and San Antonio Drive in Houma, Louisiana (hereinafter, the “Facilities”).

## EFFECTIVE DATE

The effective date of this agreement shall be the date of execution of the last party signing this agreement.

## SCOPE OF WORK

REC2,3 shall oversee and administer contracts for, and shall oversee and coordinate the work of, contractors and consultants necessary to design, bid (if necessary), permit, and construct to completion, the Facilities. TPCG and REC2,3 agree that plans for the Facilities are attached and made a part of this agreement. REC2,3 shall cause the Facilities to be constructed substantially similar to the attached plans. REC2,3 agrees to obtain written approval for any material changes to the plans prior to implementation.

## CONSIDERATION

In consideration for the work by the REC2,3, TPCG shall remit payment to REC2,3 in the total sum of One Hundred Fifty Thousand and No/100 Dollars (\$150,000.00), and no more. Payment of the total sum is due within 30 days after REC2,3 makes written request to TPCG for payment. REC2,3's written request for payment shall include (1) a copy the executed and recorded contract between REC2,3 and its construction contractor and (2) a copy of the Notice to Proceed REC2,3 issued to the contractor for construction of the Facilities.

The consideration herein is for the entire agreement.

## TERMS AND CONDITIONS

1. REC2,3 shall provide written notice to TPCG of the date of opening of construction bids. TPCG, at its option, may review bids of any bidders prior to award of bid for construction of the Facilities. TPCG may exercise this option by written or oral notice to REC2,3 at any time prior to the award of the construction contract.
2. TPCG may, at its sole discretion, perform periodic inspections as the work progresses on the Facilities.
3. REC2,3 shall cause all consultants and contractors to obtain and maintain for the duration of their work the proper licenses required by law and insurance coverage necessary to cover general and auto liability, workers' compensation, performance and payment, and completed works for the project.
4. REC2,3 shall cause all contracts between REC2,3 and its consultants, contractors, and subcontractors to include TPCG as an indemnified party and additional insured.
5. REC2,3 shall provide notice of substantial completion to TPCG.
6. The parties agree that REC2,3 shall be the owner of the project and Facilities until substantial completion of the construction of the Facilities. Upon substantial completion, the Facilities shall *ipso facto* constitute improvements of the immovable property, and ownership thereof shall revert to and be in favor of TPCG.

## EXPIRATION/TERMINATION

1. The term of this contract shall expire upon REC2,3's notice of substantial completion to TPCG.
2. This Agreement may be terminated by written mutual agreement and consent of the parties hereto. Also, either party may terminate this agreement by 30 days' written notice to the other provided no contract has been awarded for the construction of the Facilities.
3. Each party's obligations of indemnity and insurance (to the extent necessary for indemnification) shall survive the expiration or termination of this agreement.

## INDEMNIFICATION

To the fullest extent permitted by law, REC2,3 shall protect, defend, indemnify, save and hold harmless the TPCG and its officers, directors, agents, and servants, including volunteers, from and against any and all claims, demands, expense, losses, suits, costs, actions, fines, penalties, actions, and liability, whether actual or alleged, arising out of or resulting from injury, sickness, disease or death to any person or the damage, loss, expense or destruction of any property, including loss of use resulting therefrom, which may occur, be caused by, or in any way resulting from any actual or alleged act, omission, negligence, misconduct, or liability of the REC2,3, its agents, consultants, contractors, partners, servants, officers, volunteers, anyone directly or indirectly employed by it, and anyone for whose acts it may be liable, related to the performance or non-performance of the contract herein entered into, including any and all costs, fines, penalties, expense and/or attorney fees and expert witness fees incurred by TPCG, except those arising out of the negligence of the TPCG and its officers, directors, agents, and servants.

## ADDITIONAL TERMS AND CONDITIONS

1. Entire Agreement. This contract, including its preambles, exhibits, and attachments, embodies the complete agreement of the parties, superseding all oral or written, previous or contemporary agreements, between the parties relating to matters in this Agreement.
2. Amendment. No amendment to this agreement shall be effective unless it is in writing, signed by the duly authorized representatives of both parties.
3. Non-Waiver. 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, and or all of the terms or conditions of this Agreement.
4. Assignment. Neither party may assign or transfer any of its rights and obligations under this agreement, whether in whole or in part, without prior written agreement by the other.
5. Notices. Any notice permitted or required to be given herein shall be in writing delivered to the parties at the address first written hereinabove. Either party may change its address or designated representative for notice by submitting notice to the other party in writing as directed in this section.
6. Records. The parties shall maintain all books and records pertaining to this Agreement for a period of four years after the date of termination or expiration of this Agreement. At any time during the term of this Agreement, and upon expiration or termination of this Agreement, either party shall have the right to require the other to furnish copies of any and all documents, memoranda, notes, or other material, obtained or prepared in connection with this Agreement and the construction of the Facilities provided for herein within five (5) days of receipt of written notice.
7. Compliance with Laws. The parties shall comply with all federal, state, and local laws in connection with the work herein, including Chapter 15 of Title 42 of the Louisiana Revised Statutes (La. R.S. 42:1101 et. seq., Code of Governmental Ethics). Each party agrees to immediately notify the other if potential violations of the Code of Governmental Ethics arise at any time during the term of the Contract.
8. Non-Appropriation. Notwithstanding any provisions herein, in the event sufficient funds for the performance of this Agreement are not appropriated by the governing authority of the TPCG or REC2,3 in any fiscal year covered by this contract, this agreement may be terminated by one party giving notice to the other of such facts and its intention to terminate its financial obligation.
9. Severability. 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 enforceable provision had never been contained in this agreement.

SIGNATURES

THUS DONE AND SIGNED AT Houma, Terrebonne Parish, Louisiana, on the \_\_\_\_\_ day, of \_\_\_\_\_ 2021 in the presence of the undersigned competent witnesses, and me, Notary Public, duly authorized and acting for and in this said parish and state.

WITNESSES:

TERREBONNE PARISH  
CONSOLIDATED GOVERNMENT

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Michael C. Toups, Parish Manager and Designee for  
Gordon E. Dove, Parish President  
By virtue of COB/MOB Entry No. 1627089,  
Terrebonne Parish, Louisiana

\_\_\_\_\_  
NOTARY PUBLIC

THUS DONE AND SIGNED AT Houma, Terrebonne Parish, Louisiana, on the \_\_\_\_\_ day, of \_\_\_\_\_ 2021 in the presence of the undersigned competent witnesses, and me, Notary Public, duly authorized and acting for and in this said parish and state.

WITNESSES:

TERREBONNE PARISH RECREATION  
DISTRICT 2,3

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Robbie Liner, Chairman

\_\_\_\_\_  
NOTARY PUBLIC

Category Number:  
Item Number: 6.



Monday, August 23, 2021

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**Item Title:**

Audit Engagement

**Item Summary:**

**RESOLUTION:** Authorizing Council Chairman Darrin W. Guidry, Sr. to execute the engagement agreement with Bourgeois Bennett LLC, CPA's for the years ending December 31, 2021, 2022 and 2023.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
Executive Summary	8/19/2021	Executive Summary
Resolution	8/19/2021	Resolution
Backup	8/16/2021	Backup Material





# EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Audit Engagement

PROJECT SUMMARY (200 WORDS OR LESS)
<b>RESOLUTION:</b> Authorizing Council Chairman Darrin W. Guidry, Sr. to execute the engagement agreement with Bourgeois Bennett LLC, CPA’s for the years ending December 31, 2021, 2022 and 2023.

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

TOTAL EXPENDITURE			
\$197,500 for period ending December 31, 2021, adjusted to reflect annual consumer price index for urban wage earners for periods ending 2022 and 2023.			
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)			
ACTUAL		<u>ESTIMATED</u>	
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)			
<u>N/A</u>	NO	YES	IF YES AMOUNT BUDGETED: N/A

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

s/Kandace M. Mauldin, CFO

August 13, 2021

Signature

Date

OFFERED BY:  
SECONDED BY:

**RESOLUTION NO. 21-\_\_**

**WHEREAS**, the Terrebonne Parish Council wishes to engage the Audit Firm, Bourgeois Bennett LLC, CPAs, to perform the audit of the Terrebonne Parish Consolidated Government Financial Statements as of December 31, 2021, 2022 and 2023 and for the years then ended; and

**WHEREAS**, the audit will include the governmental activities, business-type activities, each major fund and the aggregate remaining fund information, including the notes to the financial statement; and

**WHEREAS**, the 2021 base fee of \$197,500 will be effective for the audit of financial statements for year ending 2021 and adjusted to reflect the annual consumer price index for urban wage earners for periods ending 2022 and 2023.

**NOW, THEREFORE BE IT RESOLVED**, by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that Council Chairman Darrin W. Guidry, Sr. is hereby authorized to execute the engagement agreement with Bourgeois Bennett LLC, CPAs for the years ending December 31, 2021, 2022 and 2023.

THERE WAS RECORDED:  
YEAS: J. Domangue, D. W. Guidry, Sr., D. Babin, D. J. Guidry, S. Trosclair, J. Navy, C. Harding, G. Michel, and J. Amedée.  
NAYS: None.  
ABSENT: None.  
ABSTAINING: None.  
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 meetings quorums were present.

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

\_\_\_\_\_  
SUZETTE THOMAS  
COUNCIL CLERK  
TERREBONNE PARISH COUNCIL

August 9, 2021

Mr. Darrin Guidry, Council Chair  
Terrebonne Parish Consolidated Government  
PO Box 2768  
Houma, LA 70361

Dear Mr. Guidry:

As certified public accountants licensed to practice in Louisiana, we are pleased to confirm our understanding of the services we are to provide Terrebonne Parish Consolidated Government (the Parish) as of and for the years ending December 31, 2021, 2022 and 2023.

### **Audit Scope**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, including the notes to the financial statements, which collectively comprise the basic financial statements, of the Parish as of and for the years ended December 31, 2021, 2022 and 2023.

Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Parish's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statement in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Parish's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis,
- Schedule of Funding Progress for the Primary Government OPEB Plan,
- Schedule of Funding Progress for Firemen's Pension and Relief Fund,
- Schedules of the Parish's Proportionate Share of the Net Pension Liability to the retirement plans,

- Schedules of the Parish's Contributions to the retirement plans,

We have also been engaged to report on supplementary information other than RSI that accompanies the Parish's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to basic financial statements as a whole:

- Combining and individual fund statements:
  - Non-major governmental funds
  - Internal service funds
  - Fiduciary funds
- Schedules of revenues, expenditures/expenses, and changes in fund balance -budget and actual:
  - Non-major governmental funds
  - Enterprise funds
  - Internal service funds
- Schedules of capital assets used in the operation of governmental funds.
- Uniform financial reporting standards for public housing authorities' financial data.
- Schedule of compensation, benefits and other payments to agency head or chief executive officer.
- Schedule of compensation paid to Council.
- Schedule of Utilities Fund – property, plant and equipment.
- Schedule of expenditures of federal awards – to be issued with the Single Audit Reports.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information:

- Net Position by Component
- Changes in Net Position
- Governmental Activities Tax Revenues by Source
- Fund Balances of Governmental Funds
- Changes in Fund Balances of Governmental Funds
- Assessed Value and Estimated Actual Value of Taxable Property
- Property Tax Rates

Principal Property Taxpayers  
Property Tax Levies and Collections  
Sales Tax Revenues  
Ratios of Outstanding Debt by Type  
Ratios of General Bonded Debt Outstanding  
Direct and Overlapping Governmental Activities Debt  
Legal Debt Margin Information  
Pledged-Revenue Coverage  
Demographic and Economic Statistics  
Principal Employers  
Full-time Equivalent Parish Government Employees by Function  
Capital Asset Statistics by Function  
Operating Indicators by Function  
Schedule of Insurance in Force - Utilities Fund  
Schedule of Utility Customers-Urban Services District-Utilities Fund

It is our understanding that our audit will encompass the following funds:

Terrebonne Parish Consolidated Government (primary government)  
General fund  
All special revenue funds  
Capital projects fund  
Debt service fund  
All enterprise funds  
All internal service funds  
All fiduciary funds

It is our understanding that the following component units, to be included in your basic financial statements, will be audited by us under separate engagement letters.

Terrebonne Sales and Use Tax Department  
Terrebonne Parish Fire District:  
Nos. 4A, 10, Schriever and Village East  
Terrebonne Levee and Conservation District  
Terrebonne ARC  
Terrebonne Council on Aging, Inc.  
Terrebonne Parish Recreation District  
Nos. 1, 4, 5, 9, 10 and 11  
Terrebonne Parish Library  
Consolidated Waterworks District No. 1  
City Court of Houma

It is our understanding that the following component units, to be included in your basic financial statements will be audited by other firms of certified public accountants.

Fireman's Pension and Relief Fund  
Houma-Terrebonne Public Trust Financing Authority  
Houma-Terrebonne Regional Planning Commission  
Terrebonne Parish Assessor  
Terrebonne Parish Clerk of Court  
Thirty-Second Judicial District Attorney  
Thirty-Second Judicial District Court  
Terrebonne Parish Communications District  
Terrebonne Parish Coroner  
Terrebonne Parish Economic Development Authority  
Terrebonne Parish Fire Districts  
Nos. 5, 6, 7, 8, 9, Bayou Cane, and Coteau  
Terrebonne General Medical Center  
Terrebonne Parish Recreation Districts  
Nos. 2/3, 3, 6, 7 and 8  
Terrebonne Parish Veterans' Memorial District  
Houma Area Convention and Visitors Bureau  
Houma-Terrebonne Airport Commission  
Terrebonne Parish Port Commission

Our report on the above described basic financial statements, insofar as they relate to the amounts included for these particular funds, will be based on the reports of the other auditors. We will make reference to the above named component unit auditors' reports in our report on your financial statements. Our audit will also include performing procedures on the above described component units or requesting the other firms of certified public accountants to perform procedures on the financial information of the above component units to enable us to express such an opinion. It is our understanding that the reports on these components will be available by May 15, 2022, 2023 and 2024.

### **Audit Objectives**

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles, and to report on the fairness of the supplementary information referred to in the fourth paragraph of the previous section, when considered in relation to the financial statements taken as a whole. The objective also includes reporting on:

- Internal control related to the financial statements and compliance with laws, regulations, contracts and grant agreements, noncompliance with which could have a material effect on the financial statements, in accordance with *Government Auditing Standards*.
- Internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts and grants agreements



that could have a material effect on each major program in accordance *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

- The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe a) the scope of testing of internal control over financial reporting and compliance and the result of testing and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, b) the scope of testing internal control over compliance for major programs and major program compliance and the result of that testing and to provide an opinion on compliance but not to provide an opinion on the effectiveness of internal control over compliance, and c) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* in considering internal control over compliance and major program compliance. The paragraph will also state the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and other procedures we consider necessary to enable us to express such opinions and to render the required reports. Our audit will comply with the provisions of Louisiana Revised Statute 24:513 and the provision of the *Louisiana Governmental Audit Guide*, published jointly by the Society of Louisiana Certified Public Accountants and the Louisiana Legislative Auditor.

Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* compliance opinions are other than unmodified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement. Should such situation arise, we will notify you and the Legislative Auditor.

We will use professional judgment in determining the standards that apply to the work to be conducted. If this engagement will not satisfy the requirements of all audit report users, laws and regulations, we will notify you as soon as this comes to our attention. We will then submit another engagement letter for your approval that complies with the applicable requirements and will seek approval of the Legislative Auditor for the engagement. We will consider all standards that may apply, but in particular, we will determine whether a different type of engagement is needed based on:

- State of Louisiana's audit law.

- Audit requirements of *Government Auditing Standards*.
- *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* when federal award expenditures equal or exceed \$750,000 for the fiscal year.
- Bond requirements, either to issue bonds or as a bond indenture provision.
- Other contractual requirements.

### **Management's Responsibilities**

Management of the Parish is responsible for the basic financial statements and all accompanying information, as well as all representations contained therein. Management is also responsible for identifying government award programs and understanding and complying with the compliance requirements, and for preparation of the schedule of expenditures of federal awards in accordance with the requirements of *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. As part of the audit, we will assist with the preparation of your financial statements, schedule of expenditures of federal awards, and related notes. You are responsible for making all management decisions and performing all management functions relating to the financial statements, schedule of expenditures of federal awards, and related notes, and for accepting full responsibility for such decisions. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and schedule of expenditures of federal awards and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards and related notes prior to their issuance, and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management of the Parish is responsible for establishing and maintaining internal controls, including internal controls over compliance, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met and that there is a reasonable assurance that government programs are administered in compliance with compliance requirements. You are responsible for the selection and application of accounting principles; for the fair presentation in the financial statements of the respective financial position of the governmental activities, business-type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information of the Parish, and the respective changes in financial position and, where applicable, cash flows in conformity with U.S. generally accepted account principles; and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and the financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which

you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within government from whom we determine it is necessary to obtain audit evidence.

Your responsibilities also include identifying significant vendor relationships in which the vendor has responsibility for program compliance, and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and confirming in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the Parish involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Parish received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the Parish complies with applicable laws, regulations, contracts, agreements, and grants. Additionally, as required by *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, it is management's responsibility to follow up and take corrective action on reported audit findings, and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review on April 30, 2022, 2023 and 2024.

You are responsible for preparation of the schedule of expenditures of federal awards in conformity with *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for the presentation of the schedule of expenditures of federal awards in accordance with *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; (b) you believe the schedule of expenditures of federal awards, including its form and content is fairly presented in accordance with *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for the changes); (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagement, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagement, performance audits or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

### **Audit Procedures - General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audits will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets or (4) violations of laws or governmental regulations that are attributable to the Parish or to acts by management or employees acting on behalf of the Parish. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material



effect on the financial statements or major programs. However, we will inform the appropriate level of management of any fraudulent financial reporting, misappropriation of assets, or material abuse that come to our attention and will also notify the Legislative Auditor in writing. Furthermore, should we become aware of fraud or misappropriation of assets we shall also notify the appropriate enforcement agency, including the local district attorney and sheriff. We will also inform the appropriate level of management of any material errors or violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required by *Government Auditing Standards*, the *Louisiana Governmental Audit Guide* and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagements, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

#### **Audit Procedures – Internal Control**

Our audit will include obtaining an understanding of the Parish and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements, and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA

professional standards, *Governmental Auditing Standards* and *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

### **Audit Procedures - Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Parish's compliance with applicable laws and regulations and the provisions of contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant *Governmental Auditing Standards*.

*Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable laws and regulations and the provisions of contracts and grant agreements applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* for the types of compliance requirements that could have a direct and material effect on each of the Parish's major programs. The purpose of these procedures will be to express an opinion on the Parish's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

### **Audit Administration, Fees and Other**

Immediately upon completion of the engagement, the auditor shall send a copy of the reporting package to the Parish and the Legislative Auditor (one pdf file). The reporting package will consist of the data collection form to be prepared by management, and:

1. An opinion (or disclaimer of opinion) as to whether the financial statements are presented fairly in all material respects in conformity with accounting principles generally accepted in the United States, when applicable an opinion (or disclaimer of opinion) as to whether the schedule of expenditures of federal awards and the schedules of combining and individual funds, statements of revenues, expenditures/expenses and changes in fund balance - budget and actual, schedules of capital assets used in governmental funds, schedule of financial data of public housing authorities and the schedule of property, plant and equipment of the Utilities Fund are presented fairly in all material respects in relation to the financial statements taken as a whole. It is our understanding that these statements will include a schedule of compensation, benefits and other payments to agency head or chief executive officer, a schedule of per diem paid to the Council members and a schedule of expenditures of federal awards (if applicable). The schedules will be reviewed as part of our audit in an attempt to provide supplemental information assurance on the schedule as part of our audit report.
2. A report on internal control and compliance with laws and regulations material to the financial statements and, when applicable, major federal programs. This report shall describe the scope

of testing of internal control and compliance, the results of the tests, and, where applicable, refer to the separate schedule of findings and questioned costs. The state laws and regulations included in this report shall include all of the compliance matters included in the *Louisiana Compliance Questionnaire*.

3. A report on internal control and compliance with laws, regulations, and the provisions of contracts or grant agreements, noncompliance with which could have a material effect on major programs. The report will include an opinion (or disclaimer of opinion) as to whether you have complied with laws, regulations, and the provisions of contracts or grant agreements which could have a direct and material effect on each major program, and, where applicable, refer to the separate schedule of findings and questioned costs.
4. If applicable, a summary schedule of findings and questioned costs.
5. If applicable, a summary schedule of the current status of any prior findings, which you will prepare.
6. Management's corrective action plans, which you will prepare.
7. If applicable, a management letter to convey suggestions and recommendations not suitable for the foregoing reports. We will ask you to respond to any matters included in the management letter and include your response as a part of the issued management letter, or you may place your response to these matters in your corrective action plans.

We will assist you in the preparation of the data collection form and sign, or disclaim the form. In the preparation of the form should there be any material disagreements, we reserve the right to refuse to sign the form and report such matters to the appropriate federal officials and the Legislative Auditor.

Either the auditor or the Parish shall send a copy of the report, any management letter, and management's corrective action plan, if applicable, to each member of the governing board, each federal grantor agency providing direct federal assistance and the federal cognizant agency, and to each state grantor agency and any state cognizant agency, if applicable.

It is management's responsibility to submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse.

Our audit will include a review of any prior-year suggestions and recommendations and will indicate the extent to which the summary schedule of prior year audit findings is fairly stated. As to any current-year recommendations and suggestions, we will afford you the opportunity to respond to such matters and will include your response(s) in management's corrective action plan.

The audit documentation for this engagement is the property of Bourgeois Bennett, LLC, and



constitutes confidential information. However, the audit documentation shall be available for inspection by the Legislative Auditor, any successor auditor, and/or any organization authorized by the Louisiana State Board of Certified Public Accountants to perform audit documentation reviews as part of a quality assurance program. We will follow the Legislative Auditor's policy regarding confidentiality of audit/engagement documentation found at Section 350.02 of the Louisiana Governmental Audit Guide when giving access to audit documentation to any parties other than those previously named individuals and organizations.

Should we become aware of any illegal acts, we shall make our audit documentation available to the local district attorney or any other state or federal enforcement or regulatory agency without liability. The audit documentation shall be retained by Bourgeois Bennett, LLC for a minimum of five years after the issuance of the report.

Subsequent to the issuance of the report, should it be necessary to alter or reissue the report and/or any management letter, Bourgeois Bennett, LLC shall distribute such reissued report and/or management letter in the same manner as the original report and management letter.

We expect to begin our audit on approximately March 15, 2022, 2023, and 2024 and to issue our reports no later than June 30, 2022, 2023 and 2024.

Paul Pechon is the engagement partner and is responsible for supervising the engagement and signing the report. It is our understanding that you have assigned your Chief Financial Officer, Ms. Kandace Mauldin, 985-873-6459, as your representative during the engagement.

Our fees for all services are related to our standard hourly rates in effect at the time services are performed. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit.

We estimate a base fee equal to the fee for the 2020 audit (approximately \$197,500) will be effective for the audit of the basic financial statements as of and for the year ending December 31, 2021. In addition, the base fee shall be adjusted to reflect the annual consumer price index for the south region wage earners at May 31, 2022, 2023, and 2024. This fee is based on the assumption that you will provide assistance, anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Any amendments to the not-to-exceed amount of the fees will be in writing and signed by both our firm and the Parish. Our invoices for these fees will be rendered each month as work progresses and are payable upon presentation.

Since this is a multi-year engagement entered into, all outstanding invoices for work performed during any prior engagement will be paid in full before work commences on the current engagement.

The Legislative Auditor will be notified immediately, in writing, if our audit is cancelled or if there are any significant disagreements. The Legislative Auditor will be notified immediately in writing

if there are any changes in this agreement or if there are any restrictions placed on our staff during the audit that would impact the scope of the audit, which includes the failure to produce required records in a timely manner, or the nature of the tests required under the previously discussed standards. If federally-assisted programs are involved, we are required to notify the cognizant or oversight agency.

The procedures we will perform in our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the written and oral representations that we receive from management. In view of the foregoing, the Parish agrees to release our firm and its personnel from any liability and costs relating to our services under this letter resulting from false or misleading representations made to us by any member of the Parish's management.

In addition, the Parish further agrees to indemnify and hold us harmless for any liability and all reasonable costs, including legal fees that we may incur as a result of the services performed under these engagement in the event there are false or misleading representations made to us by any member of the Parish's management.

You agree that our maximum liability to you for any reason related to the services provided in the performance of these engagements will be limited to an amount equal to two times our fees, except to the extent determined to result from our gross negligence or willful misconduct.

During the course of our audit, it is possible that we may observe opportunities for economies of operation and for improved internal administrative and accounting controls, or we may observe variances with applicable laws and regulations or other matters that should be brought to your attention. Our comments and recommendations concerning such matters, if any, will be conveyed to you in writing.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of our contract. Our peer review report dated December 2019 accompanies this letter.

You may request that we perform additional nonattest services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We may also issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Under the provisions of *Government Auditing Standards*, our ability to provide nonattest services may result in an impairment of our independence, and therefore may be limited for the duration of this engagement and for the period covered by this engagement. We will consult those standards and Legislative Auditor's Office to determine whether such impairment exists, prior to the performance of any nonattest services.

These limited procedures may not meet the needs of all users of audit reports, who may require additional information and assurance on internal control and compliance with laws and

regulations. In accordance with *Government Auditing Standards*, you should consider whether additional testing of controls and compliance are necessary to supplement the financial statements audit's coverage of these areas and to meet the reasonable needs of report users. These additional needs are quite often met in two ways, by:

- supplemental (or agreed upon) procedures, or
- an examination resulting in an opinion.

We are available to discuss the expanded needs of report users, the nature of this expanded audit work and the degree to which these types of examinations, or other examinations, will meet the needs of the Parish and its report users.

### Approval

We appreciate the opportunity to be of service to the Parish and believe this letter accurately summarizes the significant terms of our engagement. If these comments and arrangements meet with your approval, please sign below and return the agreement to us.

In accordance with the provisions of state law, this engagement agreement must be approved by the Legislative Auditor prior to commencement of our work. Upon your signature and approval, we will seek approval of the Legislative Auditor of this engagement.

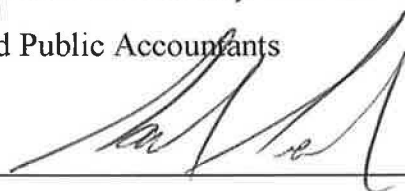
We look forward to a pleasant association and the opportunity to provide the services included in this engagement. If you have any questions, please let us know.

Respectfully,

*Bourgeois Bennett, L.L.C.*

Certified Public Accountants

By



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Enclosure

This letter correctly sets forth the understanding of the Terrebonne Parish Consolidated Government.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## Report on the Firm's System of Quality Control

To the Shareholders of  
Bourgeois Bennett, LLC  
and the Society of Louisiana CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Bourgeois Bennett, LLC, (the firm) in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing a system of quality and complying with it to provide the firm reasonable assurance of performing and reporting in conformity with applicable professional standards in all material aspects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards when appropriate, and for remediating weakness in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Bourgeois Bennett, LLC in effect for the year ended May 31, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Bourgeois Bennett, LLC has received a peer review rating of *pass*.

*KraftCPAs PLLC*

KraftCPAs PLLC  
December 27, 2019



Society of Louisiana  
Certified Public Accountants



May 08, 2020

Eric Fullmer  
Bourgeois Bennett, L.L.C.  
111 Veterans Memorial Blvd FL 17  
Metairie, LA 70005-3028

Dear Eric Fullmer:

It is my pleasure to notify you that on May 08, 2020, the Louisiana Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is November 30, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,

Stacey Lockwood, CAE  
Director of Ethics and Practice Quality  
slockwood@lcpa.org  
504-904-1136

cc: Sean Owens, Linda Eberle

Firm Number: 900010007017

Review Number: 569580



Monday, August 23, 2021

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**Item Title:**

2021 Various Items for Budget Amendment

**Item Summary:**

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

I. Sanitation-Vegetation, \$10,221

II. Animal Shelter-donations, \$12,536

III. Sanitation-new department, \$238,800

IV. Public Safety Pension & Relief Fund, \$35,667

V. Capital Improvement Bond Sinking, \$1,598,196

and call a public hearing on said matter on Wednesday, September 8, 2021 at 6:30 p.m.

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**ATTACHMENTS:**

<b>Description</b>	<b>Upload Date</b>	<b>Type</b>
2021 Various Items for Budget Amendment	8/19/2021	Executive Summary
2021 Various Items for Budget Amendment	8/19/2021	Budget Amendment
2021 Various Items for Budget Amendment	8/19/2021	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 AND 5-YEAR CAPITAL OUTLAY BUDGET OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. Sanitation-Vegetation, \$10,221
- II. Animal Shelter-donations, \$12,536
- III. Sanitation-new department, \$238,800
- IV. Public Safety Pension & Relief Fund, \$35,667
- V. Capital Improvement Bond Sinking, \$1,598,196

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

See above

### TOTAL EXPENDITURE

N/A

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

ACTUAL

ESTIMATED

### IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT  
BUDGETED:

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

PARISHWIDE

1

2

3

4

5

6

7

8

9

/s/ Kayla Dupre

Signature

August 19, 2021

Date



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

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

- I. Sanitation-Vegetation, \$10,221
- II. Animal Shelter-donations, \$12,536
- III. Sanitation-new department, \$238,800
- IV. Public Safety Pension & Relief Fund, \$35,667
- V. Capital Improvement Bond Sinking, \$1,598,196

#### SECTION I

WHEREAS, the Sanitation Vegetation Department received \$10,221 reimbursement for damages to a tractor, and

WHEREAS, this reimbursement needs to be reflected in the Machinery and Equipment account.

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

#### SECTION II

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

WHEREAS, the donations will be put into the Medical and Drugs account for \$12,536.

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, Administration is requesting to amend the Sanitation Vegetation Operating Budget by adding various accounts, and

WHEREAS, the budgeted dollars for the change is \$238,800, and

WHEREAS, the funding source is from the Sanitation net position.

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 Budgeted Positions be amended to recognize the necessary change for the Vegetation Department. (Attachment C)

#### SECTION IV

WHEREAS, Administration is requesting the transfer of funds to the Public Safety Pension and Relief Fund for the repayment of the capital lease for the Houma Fire Department, and

WHEREAS, the funding of \$35,667 will come from the Public Safety Fund, 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 Public Safety Pension and Relief Fund. (Attachment D)

## SECTION V

WHEREAS, Administration is requesting a decrease in the transfer of funds to the Capital Improvement Bond Sinking Fund from the Sales Tax Revenue Fund, and

WHEREAS, the decrease of \$1,598,196 will increase the Sales Tax Revenue Fund, 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 Capital Improvement Bond Sinking Fund. (Attachment E)

## SECTION VI

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 VII

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 VIII

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 - Sanitation**

	2021		
	Adopted	Change	Amended
Compensation Property Damange	(10,821)	(10,221)	(21,042)
Machinery & Equipment		10,221	10,221

**ATTACHMENT B - Animal Shelter**

	2021		
	Adopted	Change	Amended
Donations-Meds for Animal Shelter	(2,367)	(10,362)	(12,729)
Medical & Drugs	60,541	12,536	73,077
Fund Balance (decrease)	n/a	(2,174)	n/a

**ATTACHMENT C - Sanitation**

	2021		
	Adopted	Change	Amended
Machinery & Equipment	735,887	(356,868)	379,019
Machinery & Equipment	10,221	356,868	367,089
Travel & Training		2,000	2,000
Communication Equip Repairs		10,000	10,000
Auto & Truck Repairs		30,000	30,000
Tires Purchased		15,000	15,000
Tire Repair		10,000	10,000
Paint/Body Repairs		1,000	1,000
Towing & Recovery		5,000	5,000
Equipment Repairs		80,000	80,000
On/Off Road Rolling Equip Repairs		85,000	85,000
Equipment Reimbursement		800	800
Net Position (decrease)	n/a	(238,800)	n/a

**ATTACHMENT D - Public Safety Pension & Relief Fund**

	2021		
	Adopted	Change	Amended
Transfer from Public Safety Fund		(35,667)	(35,667)
Fund Balance (increase)	n/a	35,667	n/a
Transfer to P/S Pension & Relief Fund		35,667	35,667
Fund Balance (decrease)	n/a	(35,667)	n/a

**ATTACHMENT E - Capital Improvement Bond Sinking**

	2021		
	Adopted	Change	Amended
Transfer from Sales Tax Rev Fund		1,598,196	1,598,196
Fund Balance (decrease)	n/a	(1,598,196)	n/a
Transfer to Capital Improvement Bd Sink		(1,598,196)	(1,598,196)
Fund Balance (increase)	n/a	1,598,196	n/a

# Section I

## Kayla Dupre

**From:** Clay Naquin  
**Sent:** Monday, August 16, 2021 11:41 AM  
**To:** Kayla Dupre  
**Cc:** Kristie Ellender  
**Subject:** Re: Recovery - property damage 2021 new Holland Tractor  
**Attachments:** image001.jpg

Kayla,

Can you have this insurance claim transfer to vegetarian capital machinery and equipment.

Thanks,

Clay Naquin  
Solid Waste Director

353-445-8915-DK

---

**From:** Kelly T. Bye <kbye@tpcg.org>  
**Sent:** Monday, August 9, 2021 10:52:17 AM  
**To:** Kayla Dupre <kdupre@tpcg.org>; Rayanna Smith <rsmith@tpcg.org>; Clay Naquin <cnaquin@tpcg.org>  
**Cc:** Collette Dupre <cbdupre@tpcg.org>  
**Subject:** Recovery - property damage 2021 new Holland Tractor

Attached, please find check #3001819788, in the amount of \$10,221.32, made payable to Terrebonne Parish Consolidated Government for damages to 2021 New Holland Tractor.  
Please deposit this check into the proper account for Solid Waste Account.

Kelly T Bye



Administrative Technician II/ Risk Management Department  
Terrebonne Parish Consolidated Government  
P.O. Box 2768, Houma, LA 70361-2768  
8026 Main Street, Suite 520, Houma, LA 70360  
**Phone:** (985)-873-6470  
**Fax:** (985)-873-6473  
**E-Mail:** [kbye@tpcg.org](mailto:kbye@tpcg.org)

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



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

# TERREBONNE PARISH CONSOLIDATED GOVERNMENT

## RISK MANAGEMENT

### “Memorandum”

**TO:** Customer Service

**FROM:** Kelly T. Bye  
Administrative Technician II

**DATE:** August 9, 2021

**SUBJECT:** Property Damage 2021 New Holland Tractor.

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Attached, please find check #3001819788 in the amount of \$10,221.32 made payable to TPCG for damages to the 2012 New Holland Tractor. Please deposit this check into the proper account for Solid Waste Department (Account #353-000-6912-00).

If you have any questions regarding the above, please call at (985) 873-6470.

Thanks for your time and help. Have a wonderful day.

Attachment(s)

**CC (Hard Copy):** Claim File  
Recovery File

**CC (Electronically):** Kayla Dupre, Accounting  
Rayanna Smith, Accounting  
Clay Naquin, Solid Waste

## **Kayla Dupre**

---

**From:** Kelly T. Bye  
**Sent:** Monday, August 9, 2021 10:52 AM  
**To:** Kayla Dupre; Rayanna Smith; Clay Naquin  
**Cc:** Collette Dupre  
**Subject:** Recovery - property damage 2021 new Holland Tractor  
**Attachments:** Solid Waste - 2012 New Holland Tractor - 4-22-21.doc.pdf

Attached, please find check #3001819788, in the amount of \$10,221.32, made payable to Terrebonne Parish Consolidated Government for damages to 2021 New Holland Tractor.  
Please deposit this check into the proper account for Solid Waste Account.

Kelly T Bye



Administrative Technician II/ Risk Management Department  
Terrebonne Parish Consolidated Government  
P.O. Box 2768, Houma, LA 70361-2768  
8026 Main Street, Suite 520, Houma, LA 70360  
**Phone:** (985)-873-6470  
**Fax:** (985)-873-6473  
**E-Mail:** [kbye@tpcg.org](mailto:kbye@tpcg.org)

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FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

8/17/21

JUNE 30, 2021 - MONTH LAST CLOSED

ACCT: 353-000-6912-00

SANITATION FUND

NO DEPARTMENT NAME

COMPENSATION PROPERTY DAMAGE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	10,821	21,042.64-	0	10,222
CLOSED:				
2015	0	.00	N/A	0
2016	0	.00	N/A	0
2017	4,464	4,464.10-	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	51.00-	N/A	51

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

## GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

8/17/21

JUNE 30, 2021 - MONTH LAST CLOSED

ACCT: 353-441-8915-06

SANITATION FUND

SOLID WASTE SERVICES

MACHINERY &amp; EQUIPMENT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	735,887	193,638.50	457,378	84,871
CLOSED:				
2015	165,310	.00	N/A	165,310
2016	225,032	.00	N/A	225,032
2017	193,186	.00	N/A	193,186
2018	804,871	.00	N/A	804,871
2019	246,864	.00	N/A	246,864
2020	355,000	.00	N/A	355,000

ENTER = CONTINUE

CF04 = DSP DETAIL

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL



# Section II

Animal Shelter Donations-Meds  
151-000-6741-18

	Balance
<b>2018</b>	
10,015.05 donations - BA transferred to Medical & Drugs (BA Sept 2018-\$4,768 & BA Dec 2018-\$3,171 BA April 2019-\$2,076)	-
<b>2019</b>	
12,796.35 donations - BA transferred to Medical & Drugs (BA April 2019-\$1,376, Sept 2019-\$8,453 & BA Dec 2019-\$1,872 BA Nov 2020-\$1,095)	-
<b>2020</b>	
14,727.18 donations - BA transferred to Medical & Drugs (BA Nov 2020-\$12,553, August 2021-\$2,174)	-
<b>2021</b>	
12,729.00 donations-BA transferred to Medical & Drugs (BA April 2021-\$2,367, August 2021-\$10,362)	-
<u>50,267.58</u>	

Total remaining: \$ -

FD171GG

## GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

8/13/21

JUNE 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	2,367	12,728.77-	0	10,362
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

10367-2021  
 2174-2020 FB  
12536 to

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

8/17/21

JUNE 30, 2021 - MONTH LAST CLOSED

ACCT: 151-442-8221-01

GENERAL FUND

ANIMAL CONTROL

MEDICAL & DRUGS

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2021	60,541	66,829.41	1,786	8,074-
CLOSED:				
2015	53,500	52,788.64	N/A	711
2016	52,000	61,200.93	N/A	9,201-
2017	78,100	75,798.89	N/A	2,301
2018	77,939	91,559.64	N/A	13,621-
2019	95,277	97,057.43	N/A	1,780-
2020	88,061	97,278.52	N/A	9,218-

ENTER = CONTINUE

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

ACCOUNT EXCEEDS BUDGET AMOUNT

## Section III

353-445-8393-01 Travel & Training Budget \$2,000  
353-445-8413-02 Communication Equip Repairs Budget \$10,000  
353-445-8421-01 Auto & Truck Repairs Budget \$30,000  
353-445-8421-02 Tires Purchased Budget \$15,000  
353-445-8421-03 Tire Repair Budget \$10,000  
353-445-8421-05 Paint/Body Repairs Budget \$1,000  
353-445-8421-06 Towing & Recovery Budget \$5,000  
353-445-8422-05 Equipment Repair Budget \$80,000  
353-445-8422-07 On/Off Road Rolling Eq. Repair Budget \$85,000  
353-445-8422-20 Equipment Reimbursement Budget \$800  
353-445-8915-06 Machinery & Equipment Budget \$356,868.44 {Chipper 40,687.00, Tractors \$316,181.44}

353-441-8915-06 MAT ~~235688.44~~  
I will send a separate email for the journal entry items.

Thanks,

Kristie Ellender  
Office Manager  
Terrebonne Parish  
Solid Waste Division  
[\(985\)873-6739](tel:(985)873-6739)



**From:** Clay Naquin <cnaquin@tpcg.org>  
**Sent:** Tuesday, July 27, 2021 11:02 AM  
**To:** Kristie Ellender <kellender@tpcg.org>  
**Subject:** FW: New Department

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



**From:** Kayla Dupre <[kdupre@tpcg.org](mailto:kdupre@tpcg.org)>  
**Sent:** Tuesday, July 27, 2021 10:12 AM

act  
not put  
on org.  
BT



## Kayla Dupre

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**From:** Kristie Ellender  
**Sent:** Monday, August 2, 2021 1:58 PM  
**To:** Kayla Dupre  
**Cc:** Clay Naquin  
**Subject:** RE: New Department

Mrs. Kayla,

Below are the account numbers we discusses. Please advise of any questions or concerns you may have. Mr. Clay will be back in the office tomorrow to review.

### Vegetation Division Budget

353-445-8111-01 Salaries & Wages (Mrs. Kayla Working on)  
353-445-8112-01 Overtime Pay Budget \$50,000  
353-445-8113-02 Accrued Sick Leave (Mrs. Kayla Working on)  
353-445-8114-02 Accrued Vacation (Mrs. Kayla Working on)  
353-445-8119-20 Salary Reimbursement (Mrs. Kayla Working on)  
353-445-8121-01 FICA (Mrs. Kayla Working on)  
353-445-8121-02 Medicare (Mrs. Kayla Working on)  
353-445-8122-01 Pension (Mrs. Kayla Working on)  
353-445-8122-05 Pension Expense-GASB68 (Mrs. Kayla Working on)  
353-445-8131-01 Group Insurance (Mrs. Kayla Working on)  
353-445-8131-05 Group Insurance- Retired (Mrs. Kayla Working on)  
353-445-8131-07 Postretirement Expense GASB 45 (Mrs. Kayla Working on)  
353-445-8132-01 Unemployment Compensation (Mrs. Kayla Working on)  
353-445-8133-01 Workmen's Compensation (Mrs. Kayla Working on)  
353-445-8141-01 Employment Physicals (Mrs. Kayla Working on)  
353-445-8142-01 Other Employee Requirements (Mrs. Kayla Working on)  
353-445-8211-01 Office Supplies Budget \$3,000  
353-445-8222-01 Uniforms Budget \$6,000  
353-445-8224-01 Gasoline & Oil Budget \$60,000  
353-445-8224-02 Lubricants Budget \$8,000  
353-445-8225-01 Operating Supplies Budget \$23,000  
353-445-8225-20 Materials Reimbursement Budget \$460  
353-445-8231-01 Gravel, Sand, Dirt, & Shells Budget \$5,000  
353-445-8235-01 Chemicals Budget \$21,000  
353-445-8241-01 Small Tools & Instruments Budget \$5,000  
353-445-8316-01 Communication Equip Services Budget \$10,000  
353-445-8323-12 Industrial Equip Rental Budget \$10,000  
353-445-8325-01 Other Contracts & Leases Budget 355, 150\*\*\*  
\*\*\* BLVDS Contract Budget \$135,150  
\*\*\* Norris & Boudreaux Contract Budget \$180,000  
\*\*\* Lofton Staffing Budget \$40,000  
353-445-8341-01 Legal Fees Budget \$3,000  
353-445-8349-01 Other Fees Budget \$2,500  
353-445-8391-02 Recording Fees Budget \$1,000  
353-445-8392-01 Membership Dues Budget \$250

To: Clay Naquin <[cnaquin@tpcg.org](mailto:cnaquin@tpcg.org)>  
Subject: New Department

I will work with you to setup the new department. What do you want the new department to be called? Send me the account numbers and the budget you want to setup in the new department. Also, we will need to do journal entries moving charges from Dept. 441 to the new dept. I will need to know what you want to move. Give me a call when you have a chance to discuss.

Thanks,

*Kayla Dupre*

Comptroller

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

*Section IV*

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**Kayla Dupre**

**From:** Kandace Mauldin  
**Sent:** Friday, August 6, 2021 9:14 AM  
**To:** Kayla Dupre  
**Subject:** Budget Amendment  
**Attachments:** Scan\_0020.pdf

We need to do a budget amendment for the transfers from 204 to 405 for \$35,667 (backup attached), for the repayment of the capital lease.

**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





Fund 405 Public Safety

			Interest Earned/Agent Fees	Balance Required To Date	
35,677 <sup>05</sup>	Aug-21	Deposits 7,135.41		7,135.41	
	Sep-21	7,135.41		14,270.81	
	Oct-21	7,135.41		21,406.22	
	Nov-21	7,135.41		28,541.62	
	Dec-21	7,135.41		35,677.03	Agrees to projected 2021 ending FB
55,894 <sup>02</sup>	Jan-22	7,135.41		42,812.43	
	Feb-22	7,135.41		49,947.84	
	Mar-22	4,162.32	(49,947.84)	4,162.32	
	Apr-22	4,162.32		8,324.64	
	May-22	4,162.32		12,486.96	
	Jun-22	4,162.32		16,649.28	
	Jul-22	4,162.32		20,811.60	
	Aug-22	4,162.32		24,973.92	
	Sep-22	4,162.32		29,136.24	
	Oct-22	4,162.32		33,298.56	
	Nov-22	4,162.32		37,460.88	
	Dec-22	4,162.32		41,623.20	Agrees to proposed 2022 ending FB

*Section V*

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**Kayla Dupre**

**From:** Kandace Mauldin  
**Sent:** Friday, August 6, 2021 9:08 AM  
**To:** Kayla Dupre  
**Subject:** Budget Amendment  
**Attachments:** DOC080621-001.pdf

We need to do a budget amendment reducing the transfers from Fund 255 to Fund 453 by \$1,598,196 (attached is the backup). This is due to the bonds being refinanced in late 2020 and allowing us to reduce the required transfers.

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



FUND 255 REQUIRED TRANSFERS TO FUND 453 FOR SALES TAX BONDS

	AMOUNT TRANSFERRED	PRINCIPAL	INTEREST EXP INTEREST REV FEES	CASH BALANCE		ANNUAL TRANSFER	REQUIRED MONTHLY TRANSFER
Dec-20	313,356.77		(43,416.90)	3,793,309.00	Beg. FB (453)		
Jan-21	313,356.77			4,106,665.77			
Feb-21			1,000,000.00	3,106,665.77			
Mar-21	267,022.23	1,950,000.00	483,407.63	940,280.37			
Apr-21	267,022.23			1,207,302.60			
May-21	267,022.23			1,474,324.83			
Jun-21	267,022.23			1,741,347.06		2021	2,182,512.38
Jul-21	267,022.23			2,008,369.29			
Aug-21	267,022.23			2,275,391.52			
Sep-21	267,022.23		767,406.50	1,775,007.25			
Oct-21				1,775,007.25			
Nov-21				1,775,007.25			
Dec-21			(21,431.00)	1,796,438.25	Projected Ending		
Jan-22	267,022.23			2,063,460.48			
Feb-22	267,022.23			2,330,482.71			
Mar-22	266,813.17	1,705,000.00	767,406.50	124,889.37			
Apr-22	266,813.17			391,702.54			
May-22	266,813.17			658,515.71			
Jun-22	266,813.17			925,328.88			
Jul-22	266,813.17			1,192,142.05		2022	3,202,176.15
Aug-22	266,813.17			1,458,955.22			
Sep-22	266,813.17		731,860.25	993,908.14			
Oct-22	266,813.17			1,260,721.31			
Nov-22	266,813.17			1,527,534.48			
Dec-22	266,813.17		4,375.00	1,789,972.65	Proposed Ending		

$2,182,512^{38}$   
 $< 3,780,708^{00} >$   


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 $1,598,195^{62}$