
TERREBONNE PARISH COUNCIL

BUDGET AND FINANCE COMMITTEE

Mr. Carl Harding	Chairman
Mr. John Amedee	Vice-Chairman
Mr. Dirk Guidry	Member
Mr. John Navy	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

September 12, 2022
5:30 PM

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

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

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

CALL MEETING TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

ROLL CALL

- 1. RESOLUTION:** Declaring buses, computers, monitors, uniforms, and other miscellaneous equipment from various departments/divisions with a value of less than \$5,000.00 as surplus and authorizing said items to be disposed of by any legally approved methods.
- 2. RESOLUTION:** Concurring with the Parish Administration to award the quote received for the washing and cleaning of all exterior surfaces of the Government Tower, Old Courthouse and Annex to Southern Cleaning & Restoration, LLC.
- 3. RESOLUTION:** Concurring with the Parish Administration authorizing the replacement of water heater from Coastal Mechanical Contractors, Inc., at the Terrebonne Parish Criminal Justice Complex.

4. **RESOLUTION:** Concurring with the Parish Administration to authorize awarding the Request for Proposal #22-GAS-36 2022 Gas Leak Survey Services to provide Gas Leak Survey Services from Southern Cross, LLC.
5. **RESOLUTION:** Concurring with the Parish Administration and approving payment for services received from Frisco Construction Company Inc., for the cleanup and hauling of trash from Bayou Dularge, Theriot Bridge.
6. **RESOLUTION:** Concurring with the Parish Administration authorizing approving the payment for services received from Onshore Materials, LLC for the barge rental.
7. **RESOLUTION:** Authorizing the award for the Airbase Temporary Fire Station Facility.
8. **RESOLUTION:** Authorizing the Parish President to enter into a Cooperative Endeavor Agreement with the Rotary Club of Houma.
9. **RESOLUTION:** Concurring with the recommendation to Parish Administration to award Bid 22-HPD-37 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV) to the lowest qualified bidder, Trapp Cadillac Chevrolet.
10. **RESOLUTION:** Authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice 2020 Crime Victim Assistance (VOCA) grant for the Houma Police Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto.
11. **RESOLUTION:** To reject all submittals for RFP 22-GUARD-31 Security Guard Services for Various Parish Owned Locations and requesting authorization to resolicit at a later date.
12. **RESOLUTION:** Authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice 2020 BJAG Multi-Jurisdictional Task Force Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto.
13. Introduce an ordinance to amend the 2022 Adopted Operating Budget, 5-Year Capital Outlay Budget, and Budgeted Positions of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters.

I. Road & Bridges, \$650,000

II. 5% Budget Adjustment for Road Lighting District 3A, \$47,539

III. Road Lighting District 6, \$25,000

IV. Criminal Court Fund, \$350,000

V. Marshal's Fund, \$65,000

VI. Bayou Country Sports Park, \$1,350,000

VII. Brady Road Bridge, \$1,500,000

VIII. Bayou Terrebonne Vegetative & Debris Removal, \$1,602,600

IX. General Fund, \$129,594

X. General Fund-donation, \$2,500

XI. Westside/Alma Drainage-Alma St., (\$620,000)

XII. Section 8 Voucher, \$50,000

XIII. FEMA Emergency Food/Shelter, \$894

XIV. Re-class Several CDBG Recovery Projects, \$656,210

XV. Information Technology Department Budgeted Positions Adjustments, \$3,137

XVI. Accounting Department Budgeted Positions Adjustments, (11,530)

and call a public hearing on said matter on Wednesday, September 28, 2022 at 6:30 p.m.

14. Introduce an ordinance to amend the 2022 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. American Rescue Plan, \$11,457,367

and call a public hearing on said matter on Wednesday, September 28, 2022 at 6:30 p.m.

15. Adjourn

Category Number:
Item Number:



Monday, September 12, 2022

Item Title:

INVOCATION

Item Summary:

INVOCATION

Category Number:
Item Number:



Monday, September 12, 2022

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE



Monday, September 12, 2022

Item Title:

Resolution to declare surplus items with a value of less than \$5,000

Item Summary:

RESOLUTION: Declaring buses, computers, monitors, uniforms, and other miscellaneous equipment from various departments/divisions with a value of less than \$5,000.00 as surplus and authorizing said items to be disposed of by any legally approved methods.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	8/24/2022	Executive Summary
Resolution	8/24/2022	Resolution
Backup Material	8/24/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Declaring buses, computers, monitors, uniforms, and other various miscellaneous items from various departments/divisions as surplus.

PROJECT SUMMARY (200 WORDS OR LESS)

Declaring as surplus, buses, computers, monitors, and other various miscellaneous items from Accounting, Civic Center, Drainage, Electric Generation, Fire, Fleet, Gas, Government Buildings, Head Start, Juvenile Detention, Police, and Transit Department/Division, and to acquire authorization to dispose of items through legally approved methods.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To legally dispose of surplus / obsolete equipment no longer needed by departments/divisions. To generate revenue, provide donations to nonprofit organizations, recycle when applicable, and dispose of damaged equipment.

TOTAL EXPENDITURE

Anticipated Revenue: \$21,439.00

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

☒ ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

☒ N/A

NO

YES

IF YES AMOUNT
BUDGETED:

☒ N/A

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

☒ PARISHWIDE

1

2

3

4

5

6

7

8

9

Sharon Ellis, Purchasing Manager

Signature

August 24, 2022

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

WHEREAS, Louisiana Statutory Law provides for the disposal of surplus movable property having a value of \$5,000.00 or less, in addition to other legally permissible means, at private sale which is, in the opinion of the governing authority, not needed for public purposes; and

WHEREAS, the movable property listed in the attached Exhibit A each have a valued of \$5,000.00 or less, as indicated by the values set out next to each item on the attached Exhibit A; and

WHEREAS, the parish administration has recommended that the movable property listed in the attached Exhibit A be declared surplus as the items are no longer useful, nor do they serve a public purpose and authorizes immediate award to the highest bidder for all items, including those where the highest bid exceeds \$5,000.00; and

NOW THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council that the movable property listed in the attached Exhibit A be declared surplus and that the Parish Administration be authorized to dispose of said items by private sale or by any other legally approved method to the highest bidder pursuant to statutory law, including those where the highest bid exceeds \$5,000.00.

UPON VOTE TAKEN, THERE WAS RECORDED:

YEAS

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared this resolution adopted on this, the _____ th day of _____, 2022.

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 the _____ th day of _____, 2022 and subsequently ratified by the Terrebonne Parish Council in Regular Session on the _____ day of _____, 2022 at which meeting a quorum was present.

CHAIR

EXHIBIT "A"
August 24, 2022 Surplus List

Accounting:

20 – Monitors/\$0
1 – Laptop/\$0

Civic Center:

1 – Printer/\$0

Drainage:

1 – CPU/\$0

Electric Generation:

4 – Tablets/\$0

Fire:

2 – Microwave/\$0
9 – Bunker Jackets/\$0
7 – Bunker Pants/\$0
2 – UPS/\$0
58 – Polo Shirts/\$0
33 – Uniform Pants/\$0
9 – Uniform Shirts/\$0
1 – Printer/\$0
1 – Time Clock/\$0
1 – Weed Eater/\$20
8 – Pairs of Gloves/\$0
4 – Pair of Boots/\$0
7 – Uniform Jackets/\$0
2 – Helmets/\$0
6 – SCBA/\$500
11 – SCBA MASK/\$10
2 – SCBA Regulators/\$10

Gas Department:

13 – Regulators/\$0
15 – Connectors/\$0

Government Buildings:

2 – Printers/\$0
1 – Generator/\$0

Head Start:

1 – Printer/\$0
40 – Childrens Chairs/\$3
15 – Folding Chairs/\$5

Juvenile Detention:

51 - Uniform Tops/\$1
43 – Uniform Pants/\$1

Police:

2 – Laptops/\$0

Transit:

8 – 2008 Gillig Buses/\$1,500
4 – 2011 Gillig Buses/\$1,500
1 – Refrigerant Recovery/\$

APPROVED

AUG 22 2022

BY

Information Technology Division

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
ACCOUNTING Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	JUNK

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

DELL LATITUDE E6410 (ST:BMFC0M1)

Laptop

ITEM IS LOCATED AT: 301 PLANT ROAD

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

KANDACE MAULDIN

Contact Person

Authorized by Dept. Head:

Signature

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

985-873-6454

Phone

8/23/2022

Date

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Accounting Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	5	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell P2117 ST# DGN4QS2 | Dell P2217 ST# JFN4QS2 | Dell P2217 ST# HGN4QS2

monitors

Dell P2217 ST# BGN4QS2 | Dell P2213f S/N: CN-0FP04F-72872-33J-C89M

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION
2	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell P2213f S/N: CN-0FP04F-72872-33J-C7CM

monitor

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

Kandace Mauldin

Contact Person

873-6454

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

APPROVED

AUG 19 2022

Information Technology Division

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

APPROVED

Aug 19 2022

Information Technology Division

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the ACCOUNTING Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	3	0	JUNK

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

P2219H(7SYJ8W2,C0YJ8W2,4PYJ8W2)

monitors

ITEM IS LOCATED AT: 301 PLANT ROAD

ITEM	QUANTITY	VALUE	CONDITION
2	10	0	JUNK

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

P2217H(1HN4QS2,GFN4QS2,GGN4QS2,FFN4QS2,5BN4QS2,B8N4QS2,JGN4QS2,1X8MRS2,7GN4QS2,3GN4QS2)

monitors

ITEM IS LOCATED AT: 301 PLANT ROAD

ITEM	QUANTITY	VALUE	CONDITION
3	1	0	JUNK

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

DELL MONITOR(DDSQZ62)

ITEM IS LOCATED AT: 301 PLANT ROAD

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

KANDACE MAULDIN

Contact Person

985-873-6454

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

Disposed of

The following Parish Property is requested to be declared surplus to the Civic Center Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
HP Printer	1	0	Junk/Broken

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

HP Printer Model #C8954B 8.7.2003 S/N MY3872B2XF
IT Dept declared it to be thrown. It is Broken.

ITEM IS LOCATED AT: Houma Terrebonne Civic Center
Barry Bonville Civic Center

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
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DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

Contact Person

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

3 2022

Information Technology Division

Date _____

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

APPROVED

MAY 19 2022

BY Information Technology Division

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the Utilities/Electric Generation Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

LG-VK700 tablet IMEI - 356578064382729

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

LG-VK700 tablet IMEI - 356578064381812

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

LG-VK700 Tablet IMEI - 356578064432532

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	Junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

LG - VK700 Tablet IMEI - 356578064382745

ITEM IS LOCATED AT:

Contact Person

Authorized by Dept. Head:

Signature

Phone

Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Fine Dept. Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>SCBA</u>	<u>6</u>	<u>3,000 (500 a piece)</u>	<u>Fair</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Honeywell Titan 30 minute 4500 PSI SCBA with Mask

ITEM IS LOCATED AT: 600 wood st.

ITEM	QUANTITY	VALUE	CONDITION
<u>SCBA Mask</u>	<u>11</u>	<u>130 (10 apiece)</u>	<u>Fair</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Spare Mask for Honeywell SCBA

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
<u>SCBA regulator</u>	<u>2</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

SCBA regulator for aerial ladder over 15 years old

ITEM IS LOCATED AT: 600 wood st.

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

Contact Person

Phone

Authorized by Dept. Head:

Signature

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

Disposed of

The following Parish Property is requested to be declared surplus to the Human Resources Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>Microwave</u>	<u>1</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
Sharp Carousel (broken)

ITEM IS LOCATED AT: 600 Wood St.

ITEM	QUANTITY	VALUE	CONDITION
<u>Microwave</u>	<u>1</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
Panasonic (broken)

ITEM IS LOCATED AT: 600 Wood St.

ITEM	QUANTITY	VALUE	CONDITION
<u>Bunker Jackets</u>	<u>9</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
unusable out of date

ITEM IS LOCATED AT: 600 Wood St.

ITEM	QUANTITY	VALUE	CONDITION
<u>Bunker Pants</u>	<u>7</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
unusable out of date

ITEM IS LOCATED AT: 600 Wood St.

Chief Corey Henry
Contact Person

873-6391
Phone

Authorized by Dept. Head: [Signature]
Signature

8/22/22
Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the Home Fire Department.

Disposed of

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>Cyber Power</u>	<u>1</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
Battery back up

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
<u>Polo shirts</u>	<u>58</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
old uniform shirts

ITEM IS LOCATED AT: 600 wood st.

ITEM	QUANTITY	VALUE	CONDITION
<u>uniform pants</u>	<u>33</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
old uniform pants

ITEM IS LOCATED AT: 600 wood st.

ITEM	QUANTITY	VALUE	CONDITION
<u>uniform shirts</u>	<u>9</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)
old button up uniform shirts

ITEM IS LOCATED AT: 600 wood st.

Chris Henry 873-6391
Contact Person Phone

Authorized by Dept. Head: [Signature] 7/22/22
Signature Date

Fleet Maintenance Supervisor: _____
(Vehicles/Heavy Equipment Only) Signature Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the Houma Fire Dept. Department.

Disposed of

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>Printer</u>	<u>1</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Brother HK-L23000

ITEM IS LOCATED AT: 600 Wood St.

ITEM	QUANTITY	VALUE	CONDITION
<u>Time Clock</u>	<u>1</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

No information found on it

ITEM IS LOCATED AT: 600 Wood St.

ITEM	QUANTITY	VALUE	CONDITION
<u>Battery back up</u>	<u>1</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Cyber Power struck by lightning

ITEM IS LOCATED AT: 600 Wood St.

ITEM	QUANTITY	VALUE	CONDITION
<u>Wreck car</u>	<u>1</u>	<u>20</u>	<u>Poor</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

St. 31 Km 55R PS 80R

ITEM IS LOCATED AT: 600 Wood St.

Chief Corey New 873-6391
Contact Person Phone

Authorized by Dept. Head: [Signature] 7/22/22
Signature Date

Fleet Maintenance Supervisor: _____
(Vehicles/Heavy Equipment Only) Signature Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the Fire Department.

Disposed of

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>gloves</u>	<u>8 pairs</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

out of date unusable

ITEM IS LOCATED AT: 600 Wood St.

ITEM	QUANTITY	VALUE	CONDITION
<u>Boots</u>	<u>4</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

structural firefighting boots usable (ripped)

ITEM IS LOCATED AT: 600 Wood St.

ITEM	QUANTITY	VALUE	CONDITION
<u>Jackets</u>	<u>7</u>	<u>0</u>	<u>Fair</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

uniform Jackets

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
<u>helmets</u>	<u>2</u>	<u>0</u>	<u>Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

firefighter helmet (broken)

ITEM IS LOCATED AT: 600 Wood St.

Chief Henry
Contact Person

873-6391
Phone

Authorized by Dept. Head:

Signature

7/22/22
Date

Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

279 ASHLAND LANDFILL RD
TPCG ASHLAND SANITARY LANDFILL
HOUMA, LA 70363
(985) 873-6782

Weighed: WEIGHMASTER 1
Deposit: WEIGHMASTER 1
BILL TO: 0
Cash Customer
Cash Customer

vehicle ID:
Reference:
NOTES:: HOUMA FIREDEPTMENT

DATE IN: 07/22/2022 TIME IN: 12:19:28
DATE OUT: 07/22/2022 TIME OUT: 12:33:53

INBOUND TICKET Number: 02-00208698

SCALE 1 GROSS WT.	7740 LB
SCALE 1 TARE WT.	7280 LB
NET WEIGHT	460 LB

Qty	Description	Amount
0.23	TIP EXEMPT	0.00
	Rate:	0.00

TICKET AMOUNT:	0.00
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X_____

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the GAS DEPARTMENT Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>Regulator</u>	<u>13</u>	<u>0</u>	<u>poor</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
<u>Imco Corrector</u>	<u>15</u>	<u>0</u>	<u>poor</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

Contact Person

Authorized by Dept. Head:

[Signature]
Signature

Phone

8/11/22
Date


Fleet Maintenance Supervisor:
(Vehicles/Heavy Equipment Only)

Signature

Date

Disposed of
Safety
Concerns

APPROVED

AUG 10 2022
BY 
Information Technology Division

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the Government Buildings Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
1	1	0	Junk - QP

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Lexmark CX410e SN:752728946DG3K

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION
2	1	0	Junk - QP

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Konica Minolta Magicolor 1690MF SN:A0HF012006815

ITEM IS LOCATED AT: 301 Plant Road

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: Suite 300 Government Tower

Katie Chelette

Contact Person

985-873-6575

Phone

Authorized by Dept. Head:


Signature

8-16-22
Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Auditoriums Department.

Note: For condition of items use one of the following:

New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
generator	1	0	junk

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

350 kw generator - Caterpillar 12 SR-4 Model bca00536 - Serial #
Being brought to 301 Plant Rd. on 8-11-2022 DD

ITEM IS LOCATED AT: 880 Verret St. - Municipal Auditorium

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT:

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 301 Plant Road as of 8-12-22

David Drury

Contact Person

985-860-1460

Phone

Authorized by Dept. Head:

Signature

8-10-22

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Head Start Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>children's chairs</u>	<u>40</u>	<u>13</u>	<u>fair</u> ✓

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

plastic blue chairs w/ metal legs

ITEM IS LOCATED AT: 1116 Church St (will bring to purchasing)

ITEM	QUANTITY	VALUE	CONDITION
<u>adult folding chairs</u>	<u>15</u>	<u>15</u>	<u>fair</u> ✓

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

tan/brown/beige adult folding chairs (metal)

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

Contact Person

Phone

Authorized by Dept. Head:

Diane S. Lowe

Signature

7/29/22

Date

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Juvenile Justice Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>See attach</u>	<u>See attach</u>		<u>Good</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Juvenile clothing Blue tops & Bottoms, different sizes.
See attach

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

ITEM	QUANTITY	VALUE	CONDITION

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: 180 Government St

Joseph Harris

Contact Person

Authorized by Dept. Head:

Signature

Fleet Maintenance Supervisor:

(Vehicles/Heavy Equipment Only)

Signature

985-853-1201

Phone

Date

Date

Tops & Bottoms

Small $\Rightarrow (01)$

$1 \times L \Rightarrow (01)$

$2 \times L \Rightarrow (12)$

$4 \times L \Rightarrow (02)$

$5 \times L \Rightarrow (01)$

Tops

$XS \Rightarrow (03)$

Med $\Rightarrow (02)$

Large $\Rightarrow (01)$

$XL \Rightarrow (15)$

$2XL \Rightarrow (04)$

$4XL \Rightarrow (07)$

$5XL \Rightarrow (01)$

$6XL \Rightarrow (01)$

51 tops
43 bottoms

Bottoms

Large $\Rightarrow (05)$

$XL \Rightarrow (12)$

$2XL \Rightarrow (01)$

$3XL \Rightarrow (02)$

$4XL \Rightarrow (04)$

$5XL \Rightarrow (01)$

$6XL \Rightarrow (01)$

APPROVED

MAY 18 2022

BY [Signature]
Information Technology Division

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the
Houma Police Department.

Note: For condition of items use one of the following:
New - Good - Fair - Poor - Junk

ITEM	QUANTITY	VALUE	CONDITION
<u>1</u>	<u>2</u>	<u>0</u>	<u>poor Junk</u>

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

Dell laptop latitude 5590TAG DGKVTN2

Dell laptop latitude 3580 TAG JY5DTJ2

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

ITEM	QUANTITY	VALUE	CONDITION
_____	_____	_____	_____

DESCRIPTION (MODEL, FEATURES, I.D. #, COLOR, MILEAGE, ETC.)

ITEM IS LOCATED AT: _____

<u>Christina A Farmer</u>	<u>9858736371</u>
Contact Person	Phone <u>5/22/02</u>
<u>[Signature]</u>	<u>5118 12020</u>
Authorized by Dept. Head:	Date
Signature	

Fleet Maintenance Supervisor:	_____
(Vehicles/Heavy Equipment Only) Signature	Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the

Transit Division

Public Works Department

NOTE: For condition of items, use one of the following:
New - Good - Fair - Poor - Junk

ITEM 1	Quantity	Value	Condition
--------	----------	-------	-----------

<u>2008 Gillig Low-Floor Bus</u>	<u>8</u>	<u>Unknown</u>	<u>Poor</u>
----------------------------------	----------	----------------	-------------

DESCRIPTION (Model, Features, I.D.#, Color, Mileage, etc.)

15GGB271281078796, 15GGB271481078797, 15GGB271681078798, 15GGB271881078799, 15GGB271081078800
15GGB271281078801, 15GGB271481078802, 15GGB271681078803

Item is located at: Transit Department

ITEM 2	Quantity	Value	Condition
--------	----------	-------	-----------

<u>2011 Gillig Low-floor Bus</u>	<u>4</u>	<u>Unknown</u>	<u>Poor</u>
----------------------------------	----------	----------------	-------------

DESCRIPTION (Model, Features, I.D.#, Color, Mileage, etc.)

15GGE2719B1092113, 15GGE2710B1092114, 15GGE2712B1092115, 15GGE2714B1092116

Item is located at: Transit Department

ITEM 3	Quantity	Value	Condition
--------	----------	-------	-----------

_____	_____	_____	_____
-------	-------	-------	-------

DESCRIPTION (Model, Features, I.D.#, Color, Mileage, etc.)

Item is located at: Transit Department

ITEM 4	Quantity	Value	Condition
--------	----------	-------	-----------

_____	_____	_____	_____
-------	-------	-------	-------

DESCRIPTION (Model, Features, I.D.#, Color, Mileage, etc.)

Item is located at: Transit Department

Contact Person: Gayle Vaughn

Telephone: 985-850-4616 ext. 409

Authorized by Dept. Head: Wendell Voisin
Signature

7/25/2022
Date

REPORT OF SURPLUS/OBSOLETE PROPERTY FORM

Complete form and make a copy for your department files. Send the original to Purchasing for disposal instructions.

The following Parish Property is requested to be declared surplus to the

Transit Division

Public Works Department

NOTE: For condition of items, use one of the following:
New - Good - Fair - Poor - Junk

ITEM 1	Quantity	Value	Condition
--------	----------	-------	-----------

<u>Robinair Refrigerant Recovery</u>	<u>1</u>	<u>Unknown</u>	<u>Poor</u>
--------------------------------------	----------	----------------	-------------

DESCRIPTION (Model, Features, I.D.#, Color, Mileage, etc.)
TPCG Tag 13470, Serial # 009357

Item is located at: Transit Department

ITEM 2	Quantity	Value	Condition
--------	----------	-------	-----------

_____	_____	_____	_____
-------	-------	-------	-------

DESCRIPTION (Model, Features, I.D.#, Color, Mileage, etc.)

Item is located at: Transit Department

ITEM 3	Quantity	Value	Condition
--------	----------	-------	-----------

_____	_____	_____	_____
-------	-------	-------	-------

DESCRIPTION (Model, Features, I.D.#, Color, Mileage, etc.)

Item is located at: Transit Department

ITEM 4	Quantity	Value	Condition
--------	----------	-------	-----------

_____	_____	_____	_____
-------	-------	-------	-------

DESCRIPTION (Model, Features, I.D.#, Color, Mileage, etc.)

Item is located at: Transit Department

Contact Person: Gayle Vaughn Telephone: 985-850-4616 ext. 409

Authorized by Dept. Head: Wendell Voisin
Signature

7/25/2022
Date



Monday, September 12, 2022

Item Title:

Resolution awarding the quote received for the washing and cleaning of all exterior surfaces of the Government Tower, Old Courthouse and Annex

Item Summary:

RESOLUTION: Concurring with the Parish Administration to award the quote received for the washing and cleaning of all exterior surfaces of the Government Tower, Old Courthouse and Annex to Southern Cleaning & Restoration, LLC.

ATTACHMENTS:

Description	Upload Date	Type
Exec Summary	8/29/2022	Executive Summary
Resolution	8/29/2022	Resolution
backup	8/29/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: awarding the quote received for the washing and cleaning of all exterior surfaces of the Government Tower, Old Courthouse and Annex.

PROJECT SUMMARY (200 WORDS OR LESS)

It has been determined that the quote received from Southern Cleaning & Restoration, LLC should be accepted for the washing and cleaning of all exterior surfaces of the Government Tower, Old Courthouse and Annex.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To wash and clean the exterior surfaces of the Government Tower, Old Courthouse and Annex.

TOTAL EXPENDITURE

\$129,594.00

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

\$129,594.00

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

6

7

8

9

Sharon Ellis, Purchasing Manager

Signature

8/26/2022

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. 22-

RESOLUTION to award quote received for the washing and cleaning of all exterior surfaces, including glass and screen materials for the Government Tower, Old Courthouse and Annex.

WHEREAS, quotes were obtained by the Terrebonne Parish Buildings Maintenance Division for the purpose of the cleaning and washing all exterior surfaces of the Government Tower, Old Courthouse and Annex, and

WHEREAS, after careful review by David Drury, Government Facilities Manager it has been determined that the proposed price of One Hundred Twenty-Nine Thousand, Five Hundred Ninety-four Dollars and Zero Cents (\$129,594.00) from Southern Cleaning and Restoration, LLC for the cleaning and washing of all exterior surfaces of the Government Tower, Old Courthouse and Annex should be accepted as per the attached documents, and

WHEREAS, the Parish Administration has recommended the acceptance of the proposed price for the aforementioned work at a cost of One Hundred Twenty-Nine Thousand, Five Hundred Ninety-four Dollars and Zero Cents (\$129,594.00) as per the attached documents.

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council (Budget & Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be approved and that the cleaning and washing of all of exterior surfaces of the Government Tower, Old Courthouse and Annex be accepted as per the attached forms.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

Sharon Ellis

From: Katie Chelette
Sent: Thursday, August 25, 2022 3:47 PM
To: Kandace Mauldin; Kayla Dupre
Cc: David Drury; Sharon Ellis
Subject: Exterior Building Cleaning

Good afternoon!!

The following quotes have been received for washing and cleaning of all exterior surfaces, including all glass and screen materials for the Government Tower, Old Courthouse and Annex. WE had them quote each building separately. I am seeking funding and approval to move forward with this project. Please advise as to how we should handle; either awarding on an individual basis or all together.

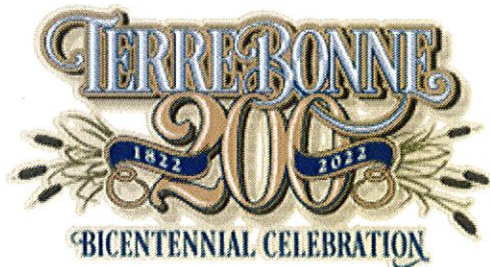
	<i>Southern Cleaning</i>	<i>1 NOLA Pro Wash</i>	<i>Titan Exterior</i>
<i>Tower</i>	<i>\$78,755.00</i>	<i>\$83,839.00</i>	<i>\$84,435.00</i>
<i>Courthouse</i>	<i>\$2,8944.00</i>	<i>\$30,614.00</i>	<i>\$32,120.00</i>
<i>Annex</i>	<i>\$21,895.00</i>	<i>\$23,513.00</i>	<i>\$33,032.00</i>
<i>Totals</i>	<i>\$129,594.00</i>	<i>\$137,966.00</i>	<i>\$149,587.00</i>

Have a great day!!!

Kindest Regards,

Katie E. Chelette

Katie E. Chelette
Administrative Coordinator II
Building Maintenance Department
Terrebonne Parish Consolidated Government (www.tpcg.org)
Phone: (985) 873-6575
Internal Ext: 1366
Email: kchelette@tpcg.org



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



Monday, September 12, 2022

Item Title:

Resolution authorizing the replacement of water heater at the Terrebonne Parish Criminal Justice Complex

Item Summary:

RESOLUTION: Concurring with the Parish Administration authorizing the replacement of water heater from Coastal Mechanical Contractors, Inc., at the Terrebonne Parish Criminal Justice Complex.

ATTACHMENTS:

Description	Upload Date	Type
Exec Summary	8/29/2022	Executive Summary
Resolution	8/29/2022	Resolution
backup	8/29/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
RESOLUTION: Authorizing the replacement of water heater at the Terrebonne Parish Criminal Justice Complex.

PROJECT SUMMARY (200 WORDS OR LESS)
Authorizing Coastal Mechanical Contractors, Inc., to replace the water heater at the Criminal Justice Complex (Jail).

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
To provide new water heater at the jail.

TOTAL EXPENDITURE		
\$61,977.00		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
ACTUAL	<u>ESTIMATED</u>	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	NO	<u>YES</u>
IF YES AMOUNT BUDGETED:		\$61,977.00

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

Sharon Ellis, Purchasing Manager
Signature

8/25/2022
Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. 22-

WHEREAS, prices were obtained by the Terrebonne Parish Consolidated Government for the purpose of replacing one (1) Heat Tran Water Heater Unit at the Terrebonne Parish Criminal Justice Complex, and

WHEREAS, in order to provide for the safety, health and welfare of all inmates and employees of the Terrebonne Parish Criminal Justice Complex, it is imperative that the water heater be replaced, and

WHEREAS, after careful review by David Drury, Facilities Manager it has been determined that the quote received from Coastal Mechanical Contractors, Inc., be accepted and the Heat Tran Water Heater be replaced for a cost of Sixty-One Thousand, Nine Hundred Seven-Seven Dollars and Zero Cents (\$61,977.00), and

WHEREAS, the Parish Administration has recommended the acceptance of the quote for the aforementioned Coastal Mechanical Contractors, Inc at a of Sixty-One Thousand, Nine Hundred Seventy-Seven Dollars and Zero Cents (\$61,977.00) as per the attached documents.

NOW, THEREFORE BE IT RESOLVED by the Terrebonne Parish Council (Budget & Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be approved and that the aforementioned Heat Tran Water Heater be accepted as per the attached documents.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

Sharon Ellis

From: David Drury
Sent: Thursday, August 25, 2022 8:59 AM
To: Katie Chelette
Cc: Junius Portier; Sharon Ellis
Subject: Jail #1 Water heater Purchase
Attachments: RE: Ashland Jail #1/ Water heater Replacement; FW: TPCG Jail Boiler Quote; FW: Terrebonne Parish Jail Hot Water Heater Replacement

Katie,

Please see the attachments.

- 1.Approval of purchase from Kayla Dupre with the account number to charge.
- 2.Quote from CMC Mr. Royal Havens in the amount of **\$61,977.00 best price.**
- 3.Quote from Mechanical Cooling Services in the amount of \$62,000.00

Junius was able to secure two quotes. No other company's provide this unit and therefore there will be no 3rd pricing obtained.

Please obtain P.O. # from Sharon and notify Junius and I once completed.

Regards,

David Drury
Facilities Manager
Terrebonne Parish Consolidated Government
P.O. Box 2768
Houma,LA 70360

Email : ddrury@tpcg.org

Office: 985-873-6850
Fax: 985-873-6851
Cell: 985-860-1460



COASTAL MECHANICAL CONTRACTORS, INC.
www.cmchouma.com

August 24, 2022

Terrebonne Parish Consolidated Government
Site:

3123 Grand Caillou Rd.
Houma, LA 70363

Attn: Mr. Junius Portier

CMC proposes to replace (1) Aerco boiler Model 1060 with new version of the existing boiler:

Aerco Innovation 1060 hot water boiler, natural gas fired condensing instantaneous hot water, condensing water discharge neutralizing kit.

- Includes all labor and materials to connect to the existing flue pipe, inlet/outlet water and condensing lines.
- CMC will use the existing power and controls connections if boiler is part of a network system.
- Excludes any new back net cards if needed.
- Manufacture warranty applies and CMC (1) year labor warranty applies.
- Includes boiler permit.

Price.....\$ 61,977.00

Sincerely,

Royal D. Havens

Coastal Mechanical Contractors

Louisiana Office of State Fire Marshal
Boiler Inspection Section
License to Install, Move, and Reinstall Boiler

Date Issued: 01/31/2022

Date Expires: 01/31/2023

License Number: 408

This is to certify that the below named licensee has duly qualified for and is hereby granted a License to Install, Move and Reinstall Power Boilers, Steam Heating Boilers, and Hot Water Heating Boilers pursuant to R.S. 23:543 and R.S. 23:544 of the Louisiana Boiler Inspection Law, Rules and Regulations.

License Issued To: COASTAL MECHANICAL CONTRACTORS INC

Mailing Address: 318 VENTURE BLVD.

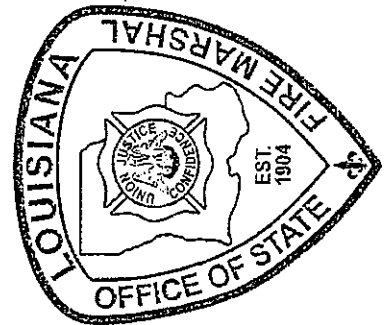
HOUMA, LA 70360

Physical Location: 318 VENTURE BLVD.

HOUMA, LA 70360

*This license is not transferrable and may be revoked or suspended with cause.
Display License in a conspicuous place at location.*

Total Fees Paid: \$0.00





1310 Driftwood Drive, Bossier City, LA 71111

Office Phone: 318-205-0621

PROPOSAL

Date: 8/17/22	Customer/Job: Terrebonne Parish Jail
Job Location: Houma, LA	P.O. #
Unit Model #: Aerco Hot Water Heater 1060	Unit Serial #:
Contractor License: 58662	Total Price: \$62,000.00

Job Scope: Replacement of (1) Aerco Hot Water Heater

- Secure all Permits and disconnect heater from service. Dispose of all Spoilage.
- Supply and Replace Heater with OEM Replacement Aerco Innovation 1060 Model.
- Re-connect to existing Lines and Controls.
- Perform Start-up and Confirm Proper Operation.
- Current Lead time on Parts is 8 weeks.
- Customer will have 1 Year Parts and Labor Warranty from Start Date.

Notes:

- Quoted price is good for 30 days
- Not included: Any parts, labor, or materials not mentioned in this scope

Thanks for the opportunity to submit this proposal. If you have any questions, please feel free to call me at any time.

Travis Brown
Cell: 318.794-4159
mcs_2013@yahoo.com

Customer Acceptance of Proposal: _____ Date: _____



Monday, September 12, 2022

Item Title:

Resolution authorizing awarding the Request for Proposal #22-GAS-36 2022 Gas Leak Survey Services to provide Gas Leak Survey Services

Item Summary:

RESOLUTION: Concurring with the Parish Administration to authorize awarding the Request for Proposal #22-GAS-36 2022 Gas Leak Survey Services to provide Gas Leak Survey Services from Southern Cross, LLC.

ATTACHMENTS:

Description	Upload Date	Type
Exec Summary	8/29/2022	Executive Summary
Resolution	8/29/2022	Resolution
backup	8/29/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
RESOLUTION: A Resolution authorizing awarding the Request for Proposal #22-GAS-36 2022 Gas Leak Survey Services to provide Gas Leak Survey Services.

PROJECT SUMMARY (200 WORDS OR LESS)
Authorize the award to Southern Cross, LLC for the 2022 Gas Leak Survey Services for the Utilities Department, Gas Distribution Division.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
To provide professional services to inspect portions of the Terrebonne Parish Consolidated Government Natural Gas Distribution Systems to detect, classify and report any leakage locations.

TOTAL EXPENDITURE		
\$30,184.00		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
<u>ACTUAL</u>	ESTIMATED	
IS PROJECTALREADY BUDGETED: (CIRCLE ONE)		
N/A	NO	<div><div><u>YES</u></div><div>IF YES AMOUNT BUDGETED:</div><div>\$30,184.00</div></div>

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

Sharon Ellis, Purchasing Mgr.
Signature

August 29, 2022
Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

RESOLUTION to award the Request for Proposal (RFP) # 22-GAS-36 2022 Gas Leak Survey Services to provide Gas Leak Survey Services for the Terrebonne Parish Consolidated Government, Utilities Department, Gas Division.

WHEREAS, on August 19, 2022, proposals were received by the Terrebonne Parish Consolidated Government, for RFP # 22-GAS-36 2022 Gas Leak Survey Services for Gas Leak Survey Services, and

WHEREAS, after careful review by the Purchasing-Warehouse Manager, Utilities Department and the Utilities/Gas Division it has been determined that the proposal from Southern Cross, LLC, should be accepted as per the attached documents, and

WHEREAS, quantities stated are given as a general guide for bidding, Terrebonne Parish Consolidated Government reserves the right to increase or decrease quantities as needed at the same unit prices, and

WHEREAS, the contract period shall begin upon execution of the contract and be effective until December 31, 2022, and

WHEREAS, the Parish Administration has concurred with the recommendation of the aforementioned Request for Proposal for the 2022 Gas Leak Survey Contract as per the attached documents, and

NOW THEREFORE BE IT RESOLVED, that the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government, awards the above mentioned to Southern Cross, LLC and that the Parish President and all other appropriate parties be and they are hereby, authorized to execute any and all contract documents associated therewith.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

Request for Proposals (Score Sheet)

RFP: 22-GAS-36: 2022 Gas Leak Survey Services

Due Date: August 19, 2022, at 2:00 pm

Firms			Southern Cross	Leak Detection Services, Inc	Olameter
Evaluation Criteria	Points	Score	Score	Score	Score
Background and Experience	0-30	25	20	25	
Capacity to Perform	0-40	35	25	30	
Cost	0-30	30	0	25	
Total Possible Points	100	90	45	80	

Evaluation Committee:

Devin D. Turner
Alfreda D. Turner

2019 Annual Leak Survey - Area I

Company	Daily Rate	# Days	OT Rate	# Hours	Total
Heath Consultants Inc	\$640.00	24.5	\$0.00	0	\$15,680.00
Heath Consultants Inc	\$640.00	24.5	\$0.00	0	\$15,680.00
Total Days		49		Grand Total	\$31,360.00

2022 Annual Leak Suvey - Area I Estimate

**Cost is based on the number of days from 2019 Leak Survey*

Company	Daily Rate	# Days	OT Rate	# Hours	Total
Southern Cross, LLC	\$616.00	49	\$816.00	0	\$30,184.00
Olameter, LLC	\$720.00	49	\$972.00	0	\$35,280.00
Leak Detection Service	\$1,864.64	49	\$1,864.64	0	\$91,367.36



Monday, September 12, 2022

Item Title:

Resolution authorizing approving the payment for service received for the cleanup and hauling trash from Bayou Dularge, Theriot Bridge

Item Summary:

RESOLUTION: Concurring with the Parish Administration and approving payment for services received from Frisco Construction Company Inc., for the cleanup and hauling of trash from Bayou Dularge, Theriot Bridge.

ATTACHMENTS:

Description	Upload Date	Type
Exec Summary	8/30/2022	Executive Summary
Resolution	8/30/2022	Resolution
back up	8/30/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: authorizing approving the payment for services received from Frisco Construction Company Inc., for the cleanup and hauling of trash from Bayou Dularge, Theriot Bridge.

PROJECT SUMMARY (200 WORDS OR LESS)

It has been determined that the quote received from Frisco Construction Company, Inc., should be accepted for the cleanup and hauling of trash from Bayou Dularge, Theriot Bridge.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To provide a clean and safe waterway.

TOTAL EXPENDITURE

\$64,174.95

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

\$64,174.95

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

2

3

4

5

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7

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9

Sharon Ellis, Purchasing Manager

Signature

8/29/2022

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING APPROVING THE PAYMENT
FOR SERVICES RECEIVED FROM FRISCO CONSTRUCTION
COMPANY, INC., FOR THE CLEAN UP AND HAULING OF
TRASH FROM BAYOU DULARGE, THERIOT BRIDGE AREA.**

WHEREAS, a quote was received by the Terrebonne Parish Consolidated Government, Public Works/Roads & Bridges for the cleanup of Bayou Dularge, Theriot Bridge Area from Frisco Construction Company, Inc., and

WHEREAS, after careful review by David Rome, Public Works Director it was determined that the quote of Sixty-four Thousand, One Hundred Seventy-Four Dollars and Ninety-five Cents (\$64,174.95) from Frisco Construction Company Inc., for the cleanup and hauling of trash from the above mentioned should be accepted as per the attached; and

WHEREAS, the Parish Administration has recommended the acceptance of the cost for the above mentioned at a cost of Sixty-four Thousand, One Hundred Seventy-Four Dollars and Ninety-five Cents (\$64,174.95) as per the attached, and

NOW, THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be approved and that the proposed for the cleanup and trash removal be accepted as per the attached.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

Frisco Construction Company, Inc.

PO Box 426
Bourg, LA 70343

Invoice

Date	Invoice #
8/12/2022	11329

Bill To
T.P.C.G.

Ship To
Clean Up Bayou Dularge Theriot Bridge area

P.O. Number	Terms	Job #	Ship	AFE #	Location	Customer Contact
	Net 30	22-152	8/12/2022		Dularge	
Quantity	Item Code	Description	U/M	Price Each	Amount	
1	Labor T&M	Labor - T&M Job		1,620.00	1,620.00	
1	Equipment T&M	Equipment with Operator T&M		1,362.50	1,362.50	
1	Third Party Charg...	Third Party Charges		2,480.80	2,480.80	
		Mobe & De-Mobe for Job				
9	Labor T&M	Labor - T&M Job		1,620.00	14,580.00	
9	Equipment T&M	Equipment with Operator T&M		1,282.50	11,542.50	
9	Third Party Charg...	Third Party Charges		647.39	5,826.51	
		9 Days cleaning up Bayou & hauling trash to Ashland Landfill 7/18/22-8/1/22				
<div>VEN# <u>11395</u></div> <div>PO# <u>2265293</u></div> <div>REQ# <u>251310843201</u></div> <div>ACCT# <u>251310843201</u></div> <div>TPCG - PUBLIC WORKS</div> <div>PURCHASING AUG 26 2022</div> <div>RECEIVED AUG 23 2022 Director of Public Works T.P.C.G. 8/25/22</div>						
Thank You!! We Appreciate Your Business.					Total	\$37,412.31
					Payments/Credits	\$0.00
					Balance Due	\$37,412.31

Acc# 251-310-8432-01

Frisco Construction Company, Inc.

PO Box 426
Bourg, LA 70343

Invoice

Date	Invoice #
8/23/2022	11342

Bill To
T.P.C.G. VEN.# 11395
PO.#
REQ.# 2265294
ACCT.# 2513108432 01
TPCG - PUBLIC WORKS

Ship To
Clean Up Bayou Dularge Theriot Bridge area

P.O. Number	Terms	Job #	Ship	AFE #	Location	Customer Contact
	Net 30	22-152	8/23/2022		Dularge	
Quantity	Item Code	Description	U/M	Price Each	Amount	
1	Labor T&M	Labor - T&M Job		1,620.00	1,620.00	
1	Equipment T&M	Equipment with Operator T&M		1,362.50	1,362.50	
1	Third Party Charg...	Third Party Charges		2,480.80	2,480.80	
		De-Mobe for Job				
6	Labor T&M	Labor - T&M Job		1,620.00	9,720.00	
6	Equipment T&M	Equipment with Operator T&M		1,282.50	7,695.00	
6	Third Party Charg...	Third Party Charges		647.39	3,884.34	
		6 Days cleaning up Bayou & hauling trash to Ashland Landfill 7/18/22-8/1/22				
<div>PURCHASING AUG 26 2022</div> <div>RECEIVED AUG 23 2022 Director of Public Works T.P.C.G. D. J. R. 8/25/22</div>						

Thank You!! We Appreciate Your Business.

Total \$26,762.64

Payments/Credits \$0.00

Balance Due \$26,762.64

Acct # 251-310-8432-01



Monday, September 12, 2022

Item Title:

Resolution authorizing approving the payment for services for barge rental.

Item Summary:

RESOLUTION: Concurring with the Parish Administration authorizing approving the payment for services received from Onshore Materials, LLC for the barge rental.

ATTACHMENTS:

Description	Upload Date	Type
Exec Summary	9/1/2022	Executive Summary
Resolution	9/1/2022	Resolution
backup	9/1/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: authorizing approving the payment for services received from Onshore Materials, LLC for the barge rental.

PROJECT SUMMARY (200 WORDS OR LESS)

It has been determined that the quote received from Onshore Materials, LLC should be accepted for the barge rental to allow equipment to access Brady Road.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

To provide equipment access to Brady Road.

TOTAL EXPENDITURE

\$55,000.00

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

ACTUAL

ESTIMATED

IS PROJECTALREADY BUDGETED: (CIRCLE ONE)

N/A

NO

YES

IF YES AMOUNT
BUDGETED:

\$55,000.00

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

PARISHWIDE

1

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Sharon Ellis, Purchasing Manager

Signature

8/31/2022

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING APPROVING THE PAYMENT
FOR SERVICES RECEIVED FROM ONSHORE MATERIALS,
LLC., FOR THE TEMPORARY BARGE RENTAL.**

WHEREAS, a quote was received by the Terrebonne Parish Consolidated Government, Public Works for the temporary barge rental to allow equipment to access Brady Road from Onshore Materials, LLC, and

WHEREAS, after careful review by David Rome, Public Works Director it was determined that the quote of Fifty-five Thousand Dollars and Zero Cents (\$55,000.00) from Onshore Materials, LLC for the barge rental from the above mentioned should be accepted as per the attached; and

WHEREAS, the Parish Administration has recommended the acceptance of the cost for the above mentioned at a Fifty-five Thousand Dollars and Zero Cents (\$55,000.00) as per the attached, and

NOW, THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be approved and that the proposed for the barge rental be accepted as per the attached.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:



Onshore Materials, LLC
"For Your Material Needs"

Onshore Materials, LLC

127 Lincoln Lane
Thibodaux, LA 70301

Phone: (985) 449-0391
Fax: (985) 447-6729

Invoice

Invoice Number

7467

Invoice Date

7/22/2022

Bill To: Terrbonne Parish Consolidated
8026 W Main St. #101

Houma, LA 70360

Re: T.P.C.G. - Barge Rental

Our Job No	Customer Job No	Customer PO	Payment Terms	Due Date
3223			Net 30 Days	8/21/2022
Description				Price

1 Month temporary barge rental in Bayou Dularge

55,000.00

PURCHASING
AUG 30 2022

VEN.# 22034
PO.# _____
REQ.# 226435
ACCT.# 252357832501
TPCG - PUBLIC WORKS

RECEIVED

AUG 25 2022

Director of
Public Works
T.P.C.G

Don V. Humphrey
8/30/22

Subtotal	\$	55,000.00
Sales Tax (if applicable)	\$	0.00
Total Due	\$	55,000.00

Thank you for your business!

Category Number:
Item Number: 7.



Monday, September 12, 2022

Item Title:

Airbase Fire Station - Temp Facility

Item Summary:

RESOLUTION: Authorizing the award for the Airbase Temporary Fire Station Facility.

ATTACHMENTS:

Description

Executive Summary

Resolution

Upload Date

9/6/2022

9/6/2022

Type

Executive Summary

Resolution



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
A resolution authorizing the award for the Airbase Temporary Fire Station Facility

PROJECT SUMMARY (200 WORDS OR LESS)
A resolution accepting the proposal for the airbase fire station temporary fire station facility from event solutions

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

TOTAL EXPENDITURE		
\$520,500		
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)		
ACTUAL	ESTIMATED	
IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)		
N/A	<u>NO</u>	YES
IF YES AMOUNT BUDGETED:		Will be reimbursed by FEMA

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

s/Kandace M. Mauldin, CFO

9/6/2022

Signature

Date

OFFERED BY:
SECONDED BY:

RESOLUTION NO. _____

**A RESOLUTION ACCEPTING THE PROPOSAL FOR THE
AIRBASE FIRE STATION TEMPORARY FIRE STATION
FACILITY FROM EVENT SOLUTIONS**

WHEREAS, requests for proposals were received by Terrebonne Parish Consolidated Government and its consultants for the temporary facilities at the airbase fire station that were damaged during hurricane Ida, and

WHEREAS, after the scoring process was complete it was determined that Event Solutions had the highest score and their proposal of Five-hundred twenty thousand five-hundred dollars (\$520,500) should be accepted, and

WHEREAS, the fees for the temporary facilities will be submitted and reimbursed by FEMA.

NOW, THEREFORE BE IT RESOLVED, by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be approved and that the proposal from Event Solutions be accepted.

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

Category Number:
Item Number: 8.



Monday, September 12, 2022

Item Title:

CEA with Rotary Club

Item Summary:

RESOLUTION: Authorizing the Parish President to enter into a Cooperative Endeavor Agreement with the Rotary Club of Houma.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/6/2022	Executive Summary
Resolution	9/6/2022	Resolution
Backup	9/6/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Rotary Club CEA

PROJECT SUMMARY (200 WORDS OR LESS)
A resolution authorizing the Parish President to enter into a Cooperative Endeavor Agreement with the Rotary Club of Houma

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

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

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

Signature s/Kandace M. Mauldin, CFO

Date 9/6/2022

OFFERED BY: _____
SECONDED BY: _____

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE PARISH ADMINISTRATION TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT ON BEHALF OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT (“TPCG”) WITH THE ROTARY CLUB OF HOUMA, INC. TO PARTICIPATE IN THE PROJECT KNOWN AS THE BELANGER STREET PARK (“BELANGER STREET PARK PROJECT” OR “PROJECT”) BY DONATING AND/OR CONTRIBUTING FUNDS IN CONNECTION WITH THIS PROJECT NAMING THE PLAZA OR PARK CREATED IN CONNECTION WITH THE PROJECT (“ROTARY CENTENNIAL PLAZA”) AND OTHER MATTERS IN CONNECTION WITH THEIR PARTICIPATION; AUTHORIZE THE PARISH PRESIDENT TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY FOR THE SAID PURPOSES; AND TO PROVIDE FOR OTHER MATTERS RELATIVE THERETO.

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

WHEREAS, TPCG is authorized by its Home Rule Charter to pass all resolutions and/or ordinances requisite or necessary to promote, protect and preserve the general welfare, safety, health, peace and good order of the parish; and

WHEREAS, in connection with a Downtown Development Project, including the project known as the Belanger Street Park, which involves a downtown development project in cooperation and coordination with the Houma Downtown Development Corporation (“HDDC”) and with the Rotary Club of Houma, Inc. (“Rotary Club”), both nonprofit corporations, which involves creating a plaza or park in downtown Houma in the area of Belanger, Church and Main Streets and also future phases (hereinafter sometimes referred to as "Belanger Street Park Project" or "Project"), the Terrebonne Parish Consolidated Government Administration recommends to the Terrebonne Parish Council that a certain Cooperative Endeavor Agreement (“CEA”) be entered into with the Rotary Club wherein the Rotary Club agrees to contribute or donate \$275,000.00 to TPCG and a higher amount if approved by the Rotary Club, towards the construction, operation or maintenance of the Belanger Street Park Project, including any future phases, that contributes to the enhancement of the Project and excluding ordinary operational and maintenance expenses, wherein the park or plaza in connection with Belanger Street Park Project will be known as Rotary Centennial Plaza and also to authorize and allow the Rotary Club to place signage recognizing donors and the placement of plaques and dedications and other matters.

WHEREAS, the Belanger Street Park Project generally involves the creation and construction of a park that will be generally open to the public at the site or property on the corner of Belanger, Church and Main Streets, with a municipal address of 7842 Main Street, Houma, Louisiana (Phase 2). The park and surrounding area are being designed to enhance the beauty of downtown Houma and allow, in essence, a recreational area and/or gathering area for the general public. The Belanger Street Park Project is also part of the project to close off Belanger Street to vehicles, in whole and/or in part, and plaza development (Phase 1), which will enhance the area of the park itself with Belanger Street. This will also allow events to be conducted from the park and/or surrounding area and also allow TPCG to protect its oak trees in the front of the courthouse and allow additional space to be utilized by the public. The Belanger Street Park Project has been developed in cooperation and coordination with the Houma Downtown Development Corporation and the Rotary Club of Houma, Inc.

SECTION I

BE IT ORDAINED by the Terrebonne Parish Council, in due, regular and legal sessions convened, that the Parish Administration is hereby authorized to enter into a Cooperative Endeavor Agreement (“CEA”) with the Rotary Club wherein the Rotary Club agrees to

contribute or donate \$275,000.00 to TPCG and a higher amount if approved by the Rotary Club, towards the construction, operation or maintenance of the Belanger Street Park Project, including any future phases, that contributes to the enhancement of the Project and excluding ordinary operational and maintenance expenses, wherein the park or plaza in connection with Belanger Street Park Project will be known as Rotary Centennial Plaza and also to authorize and allow the Rotary Club to place signage recognizing donors and the placement of plaques and dedications and other matters, in substantially the same form as the CEA attached hereto.

SECTION II

THE BELANGER STREET PARK PROJECT AND OTHER RELATED PROJECTS

The Belanger Street Park Project generally involves the creation and construction of a park that will be generally open to the public at the site or property on the corner of Belanger, Church and Main Streets, with a municipal address of 7842 Main Street, Houma, Louisiana (Phase 2). The park and surrounding area are being designed to enhance the beauty of downtown Houma and allow, in essence, a recreational area and/or gathering area for the general public. The Belanger Street Park Project is also part of the project to close off Belanger Street to vehicles, in whole and/or in part, and plaza development (Phase 1), which will enhance the area of the park itself with Belanger Street. This will also allow events to be conducted from the park and/or surrounding area and also allow TPCG to protect its oak trees in the front of the courthouse and allow additional space to be utilized by the public. The Belanger Street Park Project has been developed in cooperation and coordination with the Houma Downtown Development Corporation and the Rotary Club of Houma, Inc.

The construction of the aforescribed project will be conducive to the public interest, convenience and safety and will enable Terrebonne Parish Consolidated Government to properly fulfill the functions imposed upon it by law.

SECTION III

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

SECTION IV

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

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

THERE WAS RECORDED:

YEAS: _____

NAYS: _____

NOT VOTING: _____

ABSTAINING: _____

ABSENT: _____

The Chairman declared the resolution adopted on this _____ day _____, 2022.

_____, CHAIRMAN
TERREBONNE PARISH COUNCIL

Date and Time Delivered to Parish President:

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

Date and Time Returned to Council Clerk:

I, _____, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of the Resolution adopted by the Assembled Council in Regular Session on _____, 2022, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS ____ DAY OF _____, 2022.

COUNCIL CLERK
TERREBONNE PARISH COUNCIL

**COOPERATIVE ENDEAVOR AGREEMENT
BETWEEN TERREBONNE PARISH CONSOLIDATED GOVERNMENT
AND THE ROTARY CLUB OF HOUMA, INC.**

BE IT KNOWN, that on the respective dates and at the places below mentioned, and in the presence of the undersigned Notary Public, in and for the State and Parish aforesaid, and in the presence of the undersigned competent witnesses, the following Cooperative Endeavor Agreement ("Agreement") is made and entered into, by and between:

I. PARTIES

1.1 **TERREBONNE PARISH CONSOLIDATED GOVERNMENT**, a political subdivision of the State of Louisiana, with a mailing address of Post Office Box 2768, Houma, LA 70361, herein represented by Gordon E. Dove, President of Terrebonne Parish Consolidated Government, by virtue of Terrebonne Parish Council Resolution No. _____; (hereinafter referred to as "TPCG"); and

1.2 **THE ROTARY CLUB OF HOUMA, INC.**, a non-profit corporation, authorized to do and doing business in the Parish of Terrebonne, State of Louisiana, whose mailing address for these purposes is Post Office Box _____, Houma LA 7036__, and represented herein by its duly authorized Board President, _____; (hereinafter referred to as "Rotary Club")

II. PREAMBLES

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

2.2 **WHEREAS**, TPCG is authorized by its Home Rule Charter to pass all resolutions and/or ordinances requisite or necessary to promote, protect and preserve the general welfare, safety, health, peace and good order of the parish; and

2.3 **WHEREAS**, TPCG and Rotary Club share a goal and objective of contributing to the development of the project known as the Belanger Street Park Project, including future phases thereto, which will promote, protect and preserve the general welfare, safety, health, peace and good order of Terrebonne Parish; and

2.4 **WHEREAS**, in connection with a Downtown Development Project, including the project known as the Belanger Street Park, which involves a downtown development project in cooperation and coordination with the Houma Downtown Development Corporation ("HDDC") and with the Rotary Club of Houma, Inc. ("Rotary Club"), both nonprofit corporations, which involves creating a plaza or park in downtown Houma in the area of Belanger, Church and Main Streets and also future phases (hereinafter sometimes referred to as "Belanger Street Park Project" or "Project"), the Rotary Club agrees to contribute or donate \$275,000.00 to TPCG and a higher amount if approved by the Rotary Club, towards the construction, operation or maintenance of the Belanger Street Park Project, including any future phases, that contributes to the enhancement of the Project and excluding ordinary operational and maintenance expenses, wherein the park or plaza in connection with Belanger Street Park Project, will be known as Rotary Centennial Plaza and also to authorize and allow Rotary Club to place signage recognizing donors and the placement of plaques and dedications and other matters; and

2.5 **NOW THEREFORE**, in consideration of the mutual covenants contained herein and the mutual benefits to be derived by both parties herein, and in consideration of the potential economic, recreational, cultural, education, and social benefits to Terrebonne Parish, TPCG and Rotary Club, who, each being represented by the undersigned duly authorized to act herein, respectfully enter into this Agreement and agree to the following obligations, promises, terms and conditions, to-wit:

III. RECITALS

3.1 The preambles and preliminary recitals of this Agreement are incorporated herein as if reinstated in their entirety.

IV. EFFECTIVE DATE AND TERM

4.1 Effective Date. The parties agree that this Agreement shall be and is effective on the date that the last party to this Agreement signs this Agreement, ("Effective Date").

4.2 Initial Term. This Agreement shall be for an initial term of ten (10) years, commencing on the Effective Date, and ending at midnight ten (10) years from the Effective Date.

4.3 Automatic Renewal. This Agreement shall be automatically renewed at the conclusion of the ten (10) year initial term for a ten (10) year additional term, unless otherwise terminated in accordance with this Agreement.

V. NAME OF PARK OR PLAZA

5.1 The parties hereto agree that the name of the park or plaza shall be permanently known as the Rotary Centennial Plaza.

5.2 Name Change. Notwithstanding anything herein to the contrary, the parties hereto agree that the name of the plaza shall not be changed without the written consent of both parties hereto, the Rotary Club and TPCG.

VI. CONTRIBUTION OF FUNDS BY ROTARY CLUB FOR BELANGER STREET PARK PROJECT

6.1 Contribution of Funds by Rotary Club. Rotary Club agrees to contribute or donate \$275,000.00 to TPCG and a higher amount if approved by the Rotary Club, to be used by TPCG for the construction, operation or maintenance of the Belanger Street Park Project that contributes to the enhancement of the Project and excluding ordinary operational and maintenance expenses.

6.2 Use of Funds. TPCG agrees that all funds provided by Rotary Club shall be used in connection with the construction, maintenance or operation of the Belanger Street Park Project that contributes to the enhancement of the Project, including any future phases, and excluding ordinary operational and maintenance expenses. Notwithstanding anything herein to the contrary, any funding provided by the Rotary Club used in connection with the ordinary operation and maintenance expenses of Belanger Street Park shall require the written consent of the Rotary Club.

6.3 Future Contributions. The Rotary Club may contribute or donate to TPCG additional funds in connection with the Belanger Street Park Project, including future phases, and designates that these future contributions be subject to this Agreement.

6.4. Reporting. TPCG shall provide annual reports to Rotary Club on the spending of Rotary Club contributions.

6.5 Return of Funds. Any funds contributed by the Rotary Club in connection with the Belanger Street Park Project and not used by TPCG in connection therewith or planned to be used by TPCG in connection therewith for a period exceeding three (3) years shall be returned by TPCG to the Rotary Club within sixty (60) days of written request by the Rotary Club for said refund.

VII. OTHER BENEFITS

7.1 Additional Benefits to Rotary Club. In connection with this Agreement, the Rotary Club shall also be allowed the following benefits:

7.1.1 The furnishing of benches, planters and plant material for the Belanger Street Park Project, subject to the consent of TPCG, wherein consent shall not be unreasonably withheld;

- 7.1.2 The rights to the placement of additional signage and plaques/dedications recognizing donors to the Rotary Club in connection with the Belanger Street Park Project at Rotary Centennial Plaza, subject to the consent of TPCG, which consent shall not be unreasonably withheld;
- 7.1.3 To contribute to the enhancement of the Belanger Street Park Project, subject to the approval of TPCG

VIII. TERMINATION

8.1. This Agreement shall be terminated under any or all of the following conditions:

- 8.1.1 By written mutual agreement and consent of the parties hereto.
- 8.1.2 For cause: By either party as a consequence of the failure of the other party to comply with the terms and conditions of this Agreement in a satisfactory manner, proper allowance being made for circumstances beyond the control of the parties.

IX. NO WAIVER

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

X. ENTIRE AGREEMENT/AMENDMENT

10.1 This Agreement, including any attachments that are expressly referred to in this Agreement, contains the entire agreement between the parties and supersedes any and all agreements or contracts previously entered into between the parties. No representations were made or relied upon by either party, other than those that are expressly set forth. This Agreement may be modified or amended at any time by mutual consent of the parties, provided that, before any modification or amendment shall be operative and valid, it shall be reduced to writing and signed by both parties.

XI. COMPLIANCE WITH LAWS

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

XII. CHOICE OF LAW AND VENUE

12.1 To the fullest extent allowed by law, this Agreement shall be governed and interpreted by Louisiana Law and the provisions of this Agreement shall be enforced and brought in the Thirty Second Judicial District Court, Terrebonne Parish, Louisiana.

XIII. SEVERABILITY

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

XIV. AUDIT CLAUSE

14.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration auditors shall have the option of inspecting and auditing all data, records and accounts of the Rotary Club which relate to this Agreement, upon request.

14.2 TPCG and Rotary Club agree that TPCG can audit any documents/records of any nature related to this Agreement at TPCG's expense, and Rotary Club shall produce the documents. Rotary Club shall not destroy any documents/records without prior approval of TPCG. The production of documents/records shall be within seven (7) days of the request.

XV. FISCAL FUNDING (NON-APPROPRIATION)

15.1 In the event funds are not budgeted or appropriated in any fiscal year for payments due under this Agreement for the then current or succeeding fiscal year, this Agreement shall impose no obligation on the TPCG or Rotary Club as to such current or succeeding fiscal year, and said Agreement shall become null and void, and no right of action shall accrue to the benefit of Rotary Club or TPCG, their successors or assigns for any further payments.

XVI. LEGAL COMPLIANCE

16.1 Rotary Club shall comply with all federal, state and local laws and the Constitution of the United States of America and the State of Louisiana, including Louisiana Code of Governmental Ethics (R.S. 42:1101, *et seq.*) in carrying out the provisions of this Agreement.

XVII. SIGNATURES

17.1 THE ROTARY CLUB OF HOUMA, INC.

THUS DONE AND SIGNED on this _____ day of _____ 2022, before me, Notary Public, and in the presence of the undersigned competent witnesses in the City of Houma, Parish of Terrebonne, State of Louisiana after a thorough reading of the whole.

WITNESSES: **THE ROTARY CLUB OF HOUMA, INC.**

Print Name: _____

BY: _____
Title: _____

Print Name: _____

NOTARY PUBLIC
Print Name: _____
License No. _____

17.2 TERREBONNE PARISH CONSOLIDATED GOVERNMENT:

THUS DONE AND SIGNED on this _____day of _____ 2022, before me, Notary Public, and in the presence of the undersigned competent witnesses in the City of Houma, Parish of Terrebonne, State of Louisiana after a thorough reading of the whole.

WITNESSES: **TERREBONNE PARISH CONSOLIDATED GOVERNMENT**

Print Name:_____ **BY: GORDON E. DOVE, Parish President**

Print Name:_____

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



Monday, September 12, 2022

Item Title:

RESOLUTION Award Bid 22-HPD-37 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV)

Item Summary:

RESOLUTION: Concurring with the recommendation to Parish Administration to award Bid 22-HPD-37 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV) to the lowest qualified bidder, Trapp Cadillac Chevrolet.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/8/2022	Executive Summary
Resolution	9/8/2022	Resolution
Support Material	9/8/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: Bid 22-HPD-37 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV)

PROJECT SUMMARY (200 WORDS OR LESS)

To award the bid to the lowest qualified bidder, Trapp Cadillac Chevrolet

PROJECT PURPOSE & BENEFIT (150 WORDS OR LESS)

The new vehicles will be used to replace aging/damaged units for the daily operations of the police department

TOTAL EXPENDITURE

\$312,184.00

AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)

☒ ACTUAL

☐ ESTIMATED

IS PROJECT ALREADY BUDGETED: (CIRCLE ONE)

☐ N/A

☐ NO

☒ YES

IF YES AMOUNT BUDGETED:

\$304,000.00 funds will be adjusted to cover the overage

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

☒ PARISHWIDE

☐ 1

☐ 2

☐ 3

☐ 4

☐ 5

☐ 6

☐ 7

☐ 8

☐ 9

Sharon Ellis

Signature

9-8-2022

Date

OFFERED BY:

SECONDED BY:

RESOLUTION NO._____

WHEREAS, on August 22, 2022 the Terrebonne Parish Consolidated Government (TPCG) received bids for Bid 22-HPD-37 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV) for the Houma Police Department (HPD), and

WHEREAS, after careful review by the Purchasing Division, and the Houma Police Department it has been determined that the bid of Trapp Cadillac Chevrolet Inc. is the lowest qualified bid in the amount of Thirty-Nine Thousand, Twenty-Three Dollars (\$39,023.00) each for eight (8) sport utility vehicles, and

WHEREAS, Parish Administration has concurred with the recommendation that the bid of Trapp Cadillac Chevrolet Inc. be accepted for Bid 22-HPD-37 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV) at the aforementioned unit price, as per attached documents.

NOW, THEREFORE BE IT RESOLVED by Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be accepted for the purchase of eight new SUVs.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

The Chairman declared this resolution adopted this _____ day of

_____ 2022.

Bid 22-HPD-37 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV)**Date: August 22, 2022 @ 2:00 P.M.**

Bidder	Bid Amount
Terrebonne Motor Company	<u>\$45,136.00 each</u>
Trapp Cadillac Chevrolet	<u>\$39,023.00 each</u>
Southland Dodge Chrysler Jeep	<u>\$41,050.00 each</u>

Bid Cover Sheet

Bid Name: Bid 22-HPD-37 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV)

Bid(s) Received: 3

Bid Date: 08/22/2022

Bids Opened By: Gina Bergeron

<u>Bidder's Name:</u>	<u>Amount:</u>	<u>Check:</u>	<u>Bond:</u>
Southland Dodge Chrysler Jeep	\$41,050.00		0.00
Terrebonne Motor Company	\$45,136.00		0.00
Trapp Cadillac Chevrolet	\$39,023.00		0.00

Award Bid To: **Amount:** .00

Purchasing Department Comments:

Three bids were submitted. Terrebonne Motor Company, Trapp Cadillac Chevrolet, and Southland Dodge Chrysler Jeep provided all the proper documentation as required by the "Instruction for Bidders." Trapp Cadillac Chevrolet is the lowest bidder. The file is being forwarded to the requesting department for review of compliance with the specifications and award recommendation. Some specifications are located in the Purchasing Division and can be requested from bidders if needed.



Purchasing Bid Form Listing > Maintenance Bid: '7900'

[<- Return to List](#)[Approved Bidder](#)[Print Bid Form](#)

Bid Form Id: 7900

Bid Name: Bid 22-HPD-37 Purchase of Eight (8) New/Unused Mid-Size Spc

* Bids Opened By: Gina Bergeron

* Department: Public Safety

* Division:

Bid Type: Bid Cover Sheet

Approval Sequence: 1. Division Head - approved on 08/22/2022 by hpddel03

2. Department Head - approved on 08/23/2022 by dcoleman

3. Chief Financial Officer - approved on 08/23/2022 by kmauldin

4. Parish Manager - approved on 08/24/2022 by mctoups

5. Parish President - approved on 08/24/2022 by ladams

6. Purchasing Manager - approved on 08/24/2022 by purh08

* Date: 08/22/2022 (mm/dd/yyyy)

Related RFB: Requesting to purchase 8 units: 4 doors midsize crossover SUV black i...

Charge Account: 204-211-8914-01

Estimated Price: 304000.00

Amount Budgeted: .00

Status: Complete

Comments: Three bids were submitted. Terrebonne Motor Company, Trapp Cadillac Chevrolet, and Southland Dodge Chrysler Jeep provided all the proper documentation as required by the "Instruction for Bidders." Trapp Cadillac Chevrolet is the lowest bidder. The file is being forwarded to the requesting department for review of compliance with the specifications and award recommendation. Some specifications are located in the Purchasing Division and can be requested from bidders if needed.



Award Bid To:

Award Amount: .00

Bidders:

* Name: Southland Dodge Chrysler Je

[Remove Bidder Entry](#)

* Amount: 41050.00

* Check: 0

* Bond: 0.00

[Remove Bidder Entry](#)

* Name: Terrebonne Motor Company

* Amount: 45136.00

* Check: 0

* Bond: 0.00

[Remove Bidder Entry](#)

* Name: Trapp Cadillac Chevrolet

* Amount: 39023.00

* Check: 0

* Bond: 0.00

[Remove Bidder Entry](#)

[Add New Bidder](#)

Additional Departments

Department	Division	ChargeAccount
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Documents:

DOC082222-002.pdf - Added By Gina Bergeron
(purh05)

[Bid Documents and
Tabulations](#)

[Edit](#)

[Delete](#)

[Add New Document](#)

[Save Changes](#)

* Denotes required fields.

Bid added by Gina Bergeron on 08/22/2022

**OFFICIAL BID FORM
SECTION "A"**

TO: TPCG
Houma Police Department
Post Office Box 2768
Houma, LA 70361

FROM: TRAPP CADILLAC CHEVROLET INC.
200 SOUTH HOLLYWOOD RD
HOUMA, LA 70360
PHONE: 985-876-6570
EMAIL: SHORNSBY@TRAPPAUTO.NET

Bid 22-HPD-35 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV)

Delivery shall be within 121 1/2 calendar days after receipt of order (ARO)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) hereby proposes to provide the vehicles specified herein, all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated August 2022.

Item No.	Quantity	Item Description	Year/Make/Model	Unit Price
1	8	New/Unused Mid-Size Sport Utility Vehicles (SUV)	2023 CHEVROLET TRAVERSE AWD ILT	\$ 39,023.00

Unit Price Written in Words THIRTY NINE THOUSAND AND TWENTY THREE DOLLARS AND ZERO CENTS

Extended Price Written Numerically \$ 312,184.00

Extended Price Written in Words THREE HUNDRED TWELVE THOUSAND ONE HUNDRED AND EIGHTY FOUR DOLLARS AND ZERO CENTS

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **Addenda: (Enter the number assigned to each of the addenda that the Bidder is acknowledging)**

NAME OF BIDDER: TRAPP CADILLAC CHEVROLET INC.

ADDRESS OF BIDDER: 200 SOUTH HOLLYWOOD RD
HOUMA, LA. 70360

NAME OF AUTHORIZED SIGNATORY BIDDER (type or print): HEINKE TRAPP

SIGNATURE OF AUTHORIZED SIGNATORY BIDDER 

TITLE OF AUTHORIZED SIGNATORY BIDDER: PRESIDENT

DATE: AUGUST 19, 2022

* Signature Authorization (required by ALL Bidders): **Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)**

**OFFICIAL BID FORM
SECTION "A"**

TO: TPCG
Houma Police Department
Post Office Box 2768
Houma, LA 70361

FROM: TERREBONNE MOTOR COMPANY INC
339 ST. CHARLES ST.
HOUMA, LA 70360
PHONE: (985)876-5100
EMAIL: DHEBERT@TERREBONNEFORD.COM

Bid 22-HPD-35 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV)

Delivery shall be within 180-365 calendar days after receipt of order (ARO)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) hereby proposes to provide the vehicles specified herein, all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated August 2022.

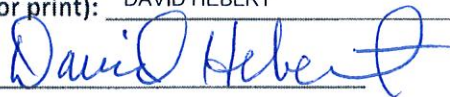
Item No.	Quantity	Item Description	Year/Make/Model	Unit Price
1	8	New/Unused Mid-Size Sport Utility Vehicles (SUV)	2023 FORD EXPLORER POLICE INTERCEPTOR	\$ 45,136.00 TOTAL AMOUNT X 8= \$361,088.00
Unit Price Written in Words <u>FOURTY FIVE THOUSAND ONE HUNDRED-THIRTY-SIX DOLLARS</u> Extended Price Written Numerically \$ <u> </u> Extended Price Written in Words <u> </u> 				

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following Addenda: *(Enter the number assigned to each of the addenda that the Bidder is acknowledging)*

NAME OF BIDDER: TERREBONNE MOTOR COMPANY INC

ADDRESS OF BIDDER: 339 ST. CHARLES ST.
HOUMA, LA 70360

NAME OF AUTHORIZED SIGNATORY BIDDER (type or print): DAVID HEBERT

SIGNATURE OF AUTHORIZED SIGNATORY BIDDER 

TITLE OF AUTHORIZED SIGNATORY BIDDER: FLEET MANAGER

DATE: 08/22/2022

* Signature Authorization (required by ALL Bidders): **Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)**

**OFFICIAL BID FORM
SECTION "A"**

TO: TPCG
Houma Police Department
Post Office Box 2768
Houma, LA 70361

FROM: Southland Dodge Chrysler Jeep
6161 West Park Ave
Houma LA 70364
PHONE: 858761817
EMAIL: frank@southlanddodge.com

Bid 22-HPD-35 Purchase of Eight (8) New/Unused Mid-Size Sport Utility Vehicles (SUV)

Delivery shall be within 120-150 calendar days after receipt of order (ARO)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) hereby proposes to provide the vehicles specified herein, all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated August 2022.

Item No.	Quantity	Item Description	Year/Make/Model	Unit Price
1	8	New/Unused Mid-Size Sport Utility Vehicles (SUV)	<u>23 Dodge</u> <u>Durango Police</u>	<u>\$41050.00</u>
Unit Price Written in Words <u>Forty one thousand fifty dollars and 00/100</u> Extended Price Written Numerically <u>\$ 328400.00</u> Extended Price Written in Words <u>Three hundred twenty eight thousand four hundred 00 dollars and 00/100</u>				

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following Addenda: (Enter the number assigned to each of the addenda that the Bidder is acknowledging)
N/A

NAME OF BIDDER: Southland Dodge Chrysler Jeep LLC

ADDRESS OF BIDDER: 6161 West Park Ave
Houma LA 70364

NAME OF AUTHORIZED SIGNATORY BIDDER (type or print): Frank Tenten

SIGNATURE OF AUTHORIZED SIGNATORY BIDDER [Signature]

TITLE OF AUTHORIZED SIGNATORY BIDDER: President

DATE: 8/22/22

* Signature Authorization (required by ALL Bidders): Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)



Monday, September 12, 2022

Item Title:

LCLE-FY 2020 VOCA - Victim Assistance Program FY 2022-2023

Item Summary:

RESOLUTION: Authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice 2020 Crime Victim Assistance (VOCA) grant for the Houma Police Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto.

ATTACHMENTS:

Description	Upload Date	Type
2020 VOCA for 2022-2023 ExecutiveSummary form.docx	9/8/2022	Cover Memo
Signed Executive Summary.pdf	9/8/2022	Cover Memo
2020 VOCA(March 2022 Meeting) District 7.pdf	9/8/2022	Cover Memo
2020 VOCA for 2022-2023 Resolution.doc	9/8/2022	Cover Memo
2020 VOCA Notice of Intent (NOI) Worksheet revised.pdf	9/8/2022	Cover Memo



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
LCLE-FY 2020 VOCA - Victim Assistance Program FY 2022-2023

PROJECT SUMMARY (200 WORDS OR LESS)
The Terrebonne Parish Consolidated Government will use VOCA funds to support the Houma Police Department. Funds will be used to facilitate overtime compensation for Post Certified Police Officers 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 2020 VOCA- Victim Assistance Program FY 2022-2023 funds will assist Government's support to the city of Houma policing victims efforts, as well as ensure the sustenance of essential services towards victims with Region 11 SANE Program .

TOTAL EXPENDITURE				
\$155,100				
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	

Signature

Date



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

LCLE-FY 2020 VOCA - Victim Assistance Program FY 2022-2023

PROJECT SUMMARY (200 WORDS OR LESS)

The Terrebonne Parish Consolidated Government will use VOCA funds to support the Houma Police Department. Funds will be used to facilitate overtime compensation for Post Certified Police Officers as victim advocates, along with funding for The Haven for improved services for victims within Region 11 Sane Program.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

LCLE FY 2020 VOCA- Victim Assistance Program FY 2022-2023 funds will assist Government's support to the city of Houma policing victims efforts, as well as ensure the sustenance of essential services towards victims with Region 11 SANE Program.

TOTAL EXPENDITURE

\$155,100

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

Asst Chief V Farmer

Signature

09/08/22

Date



Louisiana Commission on Law Enforcement and Administration of Criminal Justice

Federal Fiscal Year 2020

U. S. Department of Justice Office of Justice Programs Office for Victims of Crime Crime Victim Assistance Formula Grant Program

Overview

The primary purpose of the Crime Victim Assistance Formula Grant Program is to support the provision of direct services to victims of crime. This program is known as and is authorized by the Victims of Crime Act (VOCA) of 1984, as amended, Public Law 98-473, Title II, Chapter XIV (codified at 42 U.S.C. 10601, *et seq.*). Direct services for which VOCA funds may be used include, but are not limited to the following:

- Immediate emotional, psychological, and physical health and safety;
- Personal advocacy and emotional support;
- Mental health counseling and care;
- Peer-support;
- Facilitation of participation in criminal justice and other public proceeding arising from the crime;
- Legal assistance;
- Forensic medical evidence collection examinations;
- Forensic interviews;
- Transportation;
- Public awareness;
- Transitional housing; and
- Relocation.

(28 CVR 94.119)

Deadlines: Registration and Application

Applicants must be registered with Egrants prior to submitting an application. The deadline to apply for funding under this announcement is on or before **11:59 p.m. on January 11, 2022.**

Eligibility

To be eligible, an agency must have received an approved allocation from its respective Law Enforcement Planning District/Council or Office of Criminal Justice Coordination, or received an official invitation from the Louisiana Commission on Law Enforcement. See the attached solicitation letter that contains a listing of all eligible agencies to determine if your agency was approved an allocation for a particular project and the amount you can apply under this funding source.

Project Period

All programs should budget their projects for a minimum of a **nine (9) month period**. Any project funded outside a nine (9) month project period will be considered on a case-by-case basis by the Louisiana Commission on Law Enforcement. See the applicant manual for a project to be eligible for this time period.

Performance Measurements

Agencies will be required to provide quarterly program reports in the Egrants system, as well as performance measurements on the outcomes of the approved project through quarterly program reports reported online in the OVC Performance Measurements Tool (PMT) system. Both reports are due on or before the 15th of the month following each quarterly reporting period.

Purpose Areas

Priority categories of crime types as set by the Federal Statute 28 CFR 94.104 are:

- Sexual Assault
- Spousal Abuse
- Child Abuse
- Previously Underserved Populations of Victims of *Violent Crime*
- Underserved Victims of Non-Violent Crimes

Other Pertinent Information

Applicants are strongly recommended to refer the Egrants Applicant Manual, the Victim Services Advisory Board Guidelines, the DOJ Financial Guide, VOCA Final Guidelines, as well as, other state and federal guidelines for specific information on the program's requirements and on completing the application. The Egrants reference guides are available on our website at: <http://lcle.la.gov/egrants.asp> and other reference documents are available on our website at: <http://lcle.la.gov/programs/cva.asp>.

If you have questions or concerns:

1. Contact your respective District Director.
2. Contact the Egrants Helpdesk by calling 225–342–1968 or email egrants@lcle.la.gov. The Egrants Helpdesk is available Monday through Friday 7:00 a.m. to 4:30 p.m.
3. Contact your respective LCLE VOCA Program Manager:
 - a. Mrs. Shelita B. Henry (Districts 6–9) at 225–342–1573 or send an email to Shelita.Henry@lcle.la.gov.
4. Contact the LCLE Federal Programs Section Manager, Rutha Chatwood, at 225–342–1625 or send an email to Rutha.Chatwood@lcle.la.gov.

**District 7 – Jefferson Parish Criminal Justice Coordination Council
(CJJCC) & Metropolitan District Law Enforcement Planning and Action
Commission, Inc (METLEC)
Jody Moreau – (504) 736-6903**

DISTRICT	PRIOR PROJECT NUMBER	SUBGRANTEE	PROJECT/TITLE	AWARD AMOUNT	CASH AND/OR IN-KIND MATCH	TOTAL	START DATE	END DATE
7	5826	17 th District Attorney's Office	Victim Assistance Program	\$19,550	\$4,888	\$24,438	7/01/2022	3/31/2023
7	5868	22 nd Judicial District Attorney's Office	Victim Assistance Program	\$34,633	\$8,658	\$43,291	7/01/2022	3/31/2023
7	5972	23 rd Judicial District Attorney's Office	Victim Assistance Program	\$19,550	\$4,888	\$24,438	7/01/2022	3/31/2023
7	5926	24 th Judicial District Attorney's Office	Domestic Violence Program	\$71,218	\$17,805	\$89,023	7/01/2022	3/31/2023
7	5862	24 th Judicial District Attorney's Office	Victim Assistance Program	\$132,595	\$33,149	\$165,744	7/01/2022	3/31/2023
7	5865	24 th Judicial District Attorney's Office	Victim Emergency Assistance Program	\$32,671	\$8,168	\$40,839	7/01/2022	3/31/2023
7	5796	25 th Judicial District Attorney's Office	Victim Assistance Program	\$30,600	\$7,650	\$38,250	7/01/2022	3/31/2023
7	5914	32 nd Judicial District Attorney's Office	Victim Assistance Program	\$107,275	\$26,819	\$134,094	7/01/2022	3/31/2023
7	5898	34 th Judicial District Attorney's Office	Victim Assistance Program	\$60,550	\$15,138	\$75,688	7/01/2022	3/31/2023
7	5863	A Safe Space of St. Charles	Domestic Violence Program	\$11,950	\$2,988	\$14,938	7/01/2022	3/31/2023

7	5901	CASA Jefferson, Inc.	CASA Program Jefferson	\$78,059	\$19,515	\$97,574	7/01/2022	3/31/2023
7	5835	CASA New Orleans	CASA Program- St. Bernard	\$40,650	\$10,163	\$50,813	7/01/2022	3/31/2023
7	5839	Chez Hope, Inc.	Domestic Violence Program- Assumption	\$14,161	\$3,540	\$17,701	7/01/2022	3/31/2023
7	5814	Child Advocacy Services, Inc.	Child Abuse Program	\$84,100	\$21,025	\$105,125	7/01/2022	3/31/2023
7	5874	Children's Advocacy Center- Hope House	Child Abuse Program	\$81,300	\$20,325	\$101,625	7/01/2022	3/31/2023
7	5779	Children's Bureau of New Orleans	Child Abuse Program	\$138,977	\$34,744	\$173,721	7/01/2022	3/31/2023
7	5831	Family Violence Program of St. Bernard	Domestic Violence Program	\$63,750	\$15,938	\$79,688	7/01/2022	3/31/2023
7	5837	Gretna, City of	Victim Assistance Program	\$133,786	\$33,447	\$167,233	7/01/2022	3/31/2023
7	5880	Jean Lafitte, Town of	Victim Assistance Program	\$38,284	\$9,571	\$47,855	7/01/2022	3/31/2023
7	5810	Jefferson Parish Coroner's Office	Sexual Assault Medical Advocate Program	\$141,801	\$35,450	\$177,251	7/01/2022	3/31/2023
7	5811	Jefferson Parish Coroner's Office	SANE Program- Jefferson Parish	\$225,583	\$56,396	\$281,979	7/01/2022	3/31/2023
7	5872	Jefferson Parish Sheriff's Office	Child Abuse Program	\$35,443	\$8,861	\$44,304	7/01/2022	3/31/2023
7	5915	Kenner, City of	Child Abuse Program	\$33,271	\$8,318	\$41,589	7/01/2022	3/31/2023

7	5907	Kenner, City of	Victim Assistance Program	\$21,298	\$5,325	\$26,623	7/01/2022	3/31/2023
7	5911	Lafourche Parish Sheriff's Office	Victim Assistance Program	\$129,000	\$32,250	\$161,250	7/01/2022	3/31/2023
7	5873	Lafourche Parish Sheriff's Office	PACT Place Supervised Visitation Program	\$112,300	\$28,075	\$140,375	7/01/2022	3/31/2023
7	5893	Metro Centers for Community Advocacy	Victim Assistance Program	\$263,038	\$65,760	\$328,798	7/01/2022	3/31/2023
7	5890	Plaquemines Community CARE Center Foundation, Inc.	Victim Assistance Program	\$63,275	\$15,819	\$79,094	7/01/2022	3/31/2023
7	5910	Plaquemines Parish Sheriff's Office	Victim Assistance Program	\$16,550	\$4,138	\$20,688	7/01/2022	3/31/2023
7	5843	St. Tammany Parish Coroner's Office	SANE Program- St. Tammany	\$38,350	\$9,588	\$47,938	7/01/2022	3/31/2023
7	5833	Safe Harbor	Domestic Violence	\$35,548	\$8,887	\$44,435	7/01/2022	3/31/2023
7	5862	Sexual Trauma Awareness and Response (STAR) Center	Sexual Assault Program	\$38,409	\$9,602	\$48,011	7/01/2022	3/31/2023
7	5805	Southeast Louisiana Legal Services Corporation	Victim Assistance Program	\$157,301	\$39,325	\$196,626	7/01/2022	3/31/2023
7	5903	Terrebonne Parish Consolidated Government - Houma Police Department	Victim Assistance Program	\$155,100	\$38,775	\$193,875	7/01/2022	3/31/2023
7	5852	The Haven, Inc.	Victim Assistance Program	\$39,650	\$9,913	\$49,563	7/01/2022	3/31/2023
7	5777	Westwego, City of	Victim Assistance Program	\$40,044	\$10,011	\$50,055	7/01/2022	3/31/2023

7	5824	Youth Service Bureau of St. Tammany	CASA Program- St. Tammany	\$23,975	\$5,994	\$29,969	7/01/2022	3/31/2023
			TOTAL	\$2,763,595	\$690,906	\$3,454,501		

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 2020 Crime Victim Assistance (VOCA) 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 2022-2023 Crime Victim Assistance funding in the amount of One hundred, fifty-five Thousand and one hundred dollars (\$155,100.00) for the Terrebonne Parish Consolidated Government. The Fiscal Year 2022-2023 Crime Victim Assistance Fund will be used to facilitate overtime compensation for Post Certified Police Officers as victim advocates, along with funding for The Haven for improved services for victims within Region 11 Sane Program 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.



Louisiana Commission on Law Enforcement and
Administration of Criminal Justice
VOCA Notice of Intent (NOI) Worksheet
Fiscal Year 2020

Applicant Agency:	Terrebonne Parish Consolidated Gov-Houma Police Department	
Project Title:	Crime Victim Assistance-VOCAL Project	
Contact Person:	Capt Bobbie O'Bryan	
Phone:	985-873-6308	Email: bobryan@tpcg.org

Notice of Intent is: <div style="display: inline-block; width: 80px; height: 20px; background-color: #cccccc; margin: 0 10px;"></div> Approved <div style="display: inline-block; width: 80px; height: 20px; background-color: #cccccc; margin: 0 10px;"></div> Denied

1 Agency Description Information: (Check the appropriate agency)

- ☒ Criminal Justice Agency - Law Enforcement
- ☐ Criminal Justice Agency - Prosecution
- ☐ Non-Profit or Non-Government Victim Services Provider
- ☐ Government Agency
- ☐ Unit of Local Government
- ☐ Public or Private Victim Services Provider
- ☐ Tribal Government
- ☐ Community-Based Organization

2 Federal Program Area: (Check appropriate area(s). Enter the amount of the federal amount to be dedicated to each program area; percentages will automatically populate when calculated.)

<input checked="" type="checkbox"/> Sexual Assault	52%	\$80,000
<input checked="" type="checkbox"/> Domestic Violence/Spousal Abuse	0%	\$0
<input checked="" type="checkbox"/> Child Abuse	13%	\$20,000
<input checked="" type="checkbox"/> Underserved Victims of Violent Crimes	36%	\$55,100
Total must equal 100%:		\$155,100

Total must equal the **total federal amount** allocated for to this project.

3 Proposed Budget

(Do not fill in this summary table. Enter totals into yellow fields in each Budget Category in Section 4. Your entries will populate in this section.)

Budget Category	Federal Amount	Cash Match	In-Kind Match	Total Requested
Personnel & Volunteers	\$20,000	\$5,000	\$0	\$25,000
Employee Benefits	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies & Operating Expenses	\$0	\$0	\$0	\$0
Consultants	\$135,100	\$33,775	\$0	\$168,875
Totals	\$155,100	\$38,775	\$0	\$193,875

VOCA requires a **20%** match. To calculate the match amount use the formula below:
Federal Amount divided by 80% = Total Award Amount minus Federal Amount = Match Amount
Example: **\$20,000 ÷ 80% = \$25,000 - \$20,000 = \$5,000**

4 Proposed Budget

Federal Amount

Cash Amount

In-Kind Amount

Total Requested

Personnel & Volunteers	\$20,000	\$5,000		\$25,000
-----------------------------------	-----------------	----------------	--	-----------------

Provide a brief description of the personnel budgeted and justify the need for each position requested; include the in-kind total for volunteers. *(Number of volunteer(s), if known, and number of hours worked times value of the rate of compensation consistent with rate of compensation in fair labor market.)*

OT;100%; \$50.79 X 0.78881872 hours X 52 weeks X 12 advocates (Totaling \$25,000)

Victim advocates will contact victims face to face and 3% of the total awarded will be used for victim data enter for NIBRS compliance.

Federal Amount

Cash Amount

In-Kind Amount

Total Requested

Employee Benefits				\$0
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Describe and identify the Employee Benefits requested. *(Please remember the total for Employee Benefits cannot exceed 30% of total personnel wages budgeted for this project; do not include In-Kind total for Volunteers.)*

	Federal Amount	Cash Amount	In-Kind Amount	Total Requested
Travel				\$0
Describe local and non-local travel requested and why necessary for project.				

	Federal Amount	Cash Amount	In-Kind Amount	Total Requested
Equipment				\$0
Describe the need for and use of the equipment item(s) requested for this project.				

	Federal Amount	Cash Amount	In-Kind Amount	Total Requested
Supplies & Operating Expenses				\$0
Describe the supplies and/or the operating expenses requested.				

	Federal Amount	Cash Amount	In-Kind Amount	Total Requested
Consultants	\$135,100	\$33,775		\$168,875
Describe the need for and use of the Consultants budgeted for this project.				
<p>OT; 100%; \$50.79 X 0.88742106 hours X 52 weeks X 8 advocates (2 LE agencies totaling \$18,750) This funding will be used as a direct services to victims when following up on their cases; RT; \$30.00 X 10.7855769 hours X 52 weeks X 2 advocates (SS agencies totaling \$33,651) This funding will be used for a victim advocates which will provide direct counseling services for victims; RT;\$3.00 X 140.384615 hours X 52 weeks X 1 Sane Nurse (SS agencies totaling \$21,900.00) This funding will be used for SANE SART Coordinator for victims; RT; \$25.5091346 X 40 hours X 52 weeks X 1 SART Advocate (SS agency totaling \$53,059); RT; \$16.9471154 X 40 hours X 52 weeks X 1 DA advocate (Totaling 35,250) which is a direct service for victims during the court process.</p>				

5 Program Description

a. **Project Summary and Strategy.** *(Briefly describe the project by explaining how the project addresses the objectives of the Notice Of Funding Opportunity (NOFO) and how the project will be implemented.)*

b. **Goals.** *(Briefly describe the proposed goals for this project.)*

- c. **Objectives.** *(Briefly provide two measurable objectives per goal stated in prior section, of which one must be outcome-based, for this project. Please use **numbers** rather than percentages.)*

- d. **Organizational Capacity and Capabilities.** *(Briefly describe organization, partnerships, and ability to perform the project.)*

6 Signatures

<u>Applicant Agency:</u>		
Print Name / Title	Date	Signature (Blue Ink)

<u>District Program Manager:</u>		
Print Name / Title	Date	Signature (Blue Ink)

<u>LCLE VOCA Administrator:</u>		
Print Name / Title	Date	Signature (Blue Ink)

Category Number:
Item Number: 11.



Monday, September 12, 2022

Item Title:

RESOLUTION RFP 22-GUARD-31 Security Guard Services for Various Parish Owned Locations

Item Summary:

RESOLUTION: To reject all submittals for RFP 22-GUARD-31 Security Guard Services for Various Parish Owned Locations and requesting authorization to resolicit at a later date.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/8/2022	Executive Summary
Resolution	9/8/2022	Resolution
Support Material	9/8/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

RESOLUTION: RFP 22-GUARD-31 Security Guard Services for Various Parish Owned Locations

PROJECT SUMMARY (200 WORDS OR LESS)

Reject all submittals and request authorization to re-solicit at a later date

PROJECT PURPOSE & BENEFIT (150 WORDS OR LESS)

To reexamine the specifications to include a specific transitional timeline and other procedural changes to better meet the needs of each using department/division and the citizens using these facilities.

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:

Each using Department/Division budgets this service individually

COUNCIL DISTRICT(S) IMPACTED (CIRCLE ONE)

☒ PARISHWIDE

1

2

3

4

5

6

7

8

9

Sharon Ellis

Signature

9-8-2022

Date

OFFERED BY:

SECONDED BY:

RESOLUTION NO. _____

WHEREAS, on August 22, 2022 Terrebonne Parish Consolidated Government (TPCG) received submittals for Request for Proposal (RFP) 22-GUARD-31 Security Guard Services for Various Parish Owned Locations, and

WHEREAS, after careful evaluation of the submittals by Purchasing Division and Captain Bobby O'Bryan, Houma Police Department, it has been determined that all proposal should be rejected to reexamine the specifications, and

WHEREAS, Parish Administration concurs with the recommendation to reject all proposals for RFP 22-Guard-31 Security Guard Services for Various Parish Owned Locations and grants authorization to re-solicit at a later date.

NOW, THEREFORE BE IT RESOLVED by Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, that the recommendation of the Parish Administration be accepted for security guard services.

THERE WAS RECORDED:

YEAS:

NAYS:

ABSTAINING:

ABSENT:

The Chairman declared this resolution adopted this _____ day of

_____ 2022.

"Official Price Proposal Form"

Main Courthouse, Courthouse Annex and Government Tower

Item	Service Locations	Estimated Quantity	Proposed Amount
1.	Guard Service: Floater at Courthouse/Annex (Section 4.1)	Estimated 40.00 hours weekly	Price per hour for this location \$ _____
2.	Guard Service: Main Courthouse (Clerk of Court Entrance) (Section 4.1) 7856 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ _____
3.	Guard Service: Courthouse Annex (Verret and Church Street Entrance) (Section 4.2) 7856 Main Street Houma, LA 70360	Estimated 80.00 hours weekly	Price per hour for this location \$ _____
4.	Guard Service: TPCG Government Tower (Section 4.3) 8026 Main Street Houma, LA 70360	Estimated 120.00 hours weekly	Price per hour for this location \$ _____
5.	Over Time Rate: Guard(s) at TPCG Locations (as needed)	1.00 hour (for pricing purposes)	Price per hour: \$ _____
6.	Over Holiday Rate: Guard(s) at TPCG Locations (as needed)	1.00 hour (for pricing purposes)	Price Per hour: \$ _____

Location

Terrebonne Parish Health Unit

Guard Service: Terrebonne Parish Health Unit 600 Polk Street Houma, LA 70360 (Section 4.4)	Estimated 40 hours weekly	Price per hour for this location \$ _____
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"Official Price Proposal Form"

Plant Road (Utilities Department)

Item	Service Locations	Estimated Quantity	Proposed Amount
8.	Guard Service: Terrebonne Utility Department (Section 4.5) 301 Plant Road Houma, LA 70363	Estimated 80.00 hours weekly	Price per hour for this location \$ _____
9.	Guard Service: Terrebonne Utility Department (Section 4.5) 301 Plant Road Houma, LA 70363	Estimated 48.00 hours for weekend at overtime rate	Price per hour for this location \$ _____

Location

Housing & Human Services (Beautiful Beginnings)

Guard Service: Housing & Human Services 300 Bond Street Houma, LA 70360 (This location is waiting for renovations or relocation and may be added at a later date)	Estimated 84.00 hours weekly	Price per hour for this location \$ _____
--	---	---

Specifications Specific to Location Above:

1. Sign In
2. Hourly Guard Report
3. Walk Through BBC Hourly
4. Monitor Camera Activities
5. Enforce Policy Rules (Document Violations)
6. Close and Lock Gate Each Night at Curfew (8:00 p.m. Weekdays and 9:00 p.m. Friday/Saturday)
7. Open Gate If Residents Calls to Enter After Curfew
8. Unlock and Open Gate Each Morning between 6:00 a.m. & 7:00 a.m.
9. Sign Out

Proposers must acknowledge all addenda. The proposer acknowledges receipt of the following **ADDENDA: (Enter the number assigned to each addendum on the following line)** _____



Monday, September 12, 2022

Item Title:

LCLE FY 2020 BJAG – Multi-Jurisdictional Task Force Grant Program

Item Summary:

RESOLUTION: Authorizing the Parish President to execute an application form to the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice 2020 BJAG Multi-Jurisdictional Task Force Grant for the Houma Police Department of the Terrebonne Parish Consolidated Government; and to address other matters relative thereto.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary form.docx	9/8/2022	Cover Memo
Federal Edward Bryne FY 2020 BJAG Resolution.doc	9/8/2022	Cover Memo
Signed Executive Summary.pdf	9/8/2022	Cover Memo
2020 BJAG NOI - TPCG_Houma PD.pdf	9/8/2022	Cover Memo
BJAG FY 2020 Solicitation_Dec_2021 Mtg -2.pdf	9/8/2022	Cover Memo



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
LCLE FY 2020 BJAG – Multi-Jurisdictional Task Force Grant Program

PROJECT SUMMARY (200 WORDS OR LESS)
The Terrebonne Parish Consolidated Government will use Task Force funds to support the Houma Police Department and Assumption Parish Sheriff Office. Funds will be used to facilitate overtime compensation for Post Certified Police Officers within Terrebonne and Assumption Parishes to address problems of all crimes within problem areas.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
LCLE FY 2020 BJAG Multi-Jurisdictional Task Force funds will assist Government's support to the city of Houma Police Department and Assumption Parish Sheriff Office overtime efforts, as well as ensure the sustenance of essential services.

TOTAL EXPENDITURE				
\$15,500.00				
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	

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 2020 BJAG Multi-Jurisdictional Task Force 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 Commission on Law Enforcement and the Administration of Criminal Justice Fiscal Year 2020 BJAG Multi-Jurisdictional Task Force Fund in the amount of Fifteen Thousand and five hundred dollars (\$15,500.00) for the Terrebonne Parish Consolidated Government. The Fiscal Year 2020 BJAG Multi-Jurisdictional Task Force Fund will provide grant funding to improve the effectiveness and safety of our Police Officers by providing them with overtime to target problem areas within the City of Houma and Assumption Parish,

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 from the Louisiana Commission on Law Enforcement and the Administration of Criminal Justice and to address other matters relative thereto.



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

LCLE FY 2020 BJAG – Multi-Jurisdictional Task Force Grant Program

PROJECT SUMMARY (200 WORDS OR LESS)

The Terrebonne Parish Consolidated Government will use Task Force funds to support the Houma Police Department and Assumption Parish Sheriff Office. Funds will be used to facilitate overtime compensation for Post Certified Police Officers within Terrebonne and Assumption Parishes to address problems of all crimes within problem areas.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

LCLE FY 2020 BJAG Multi-Jurisdictional Task Force funds will assist Government's support to the city of Houma Police Department and Assumption Parish Sheriff Office overtime efforts, as well as ensure the sustenance of essential services.

TOTAL EXPENDITURE

\$15,500.00

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

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9

Asst Chief [Signature]

Signature

09/08/22

Date

**TERREBONNE PARISH
CON. GOV'T – HOUMA
POLICE DEPARTMENT**



Louisiana Commission on Law Enforcement and
Administration of Criminal Justice
BJAG 2020 Notice of Intent Worksheet

Applicant Agency: Terrebonne Parish Consolidated Government-Houma Police Department
Project Title: Multi-Jurisdictional Task Force
Contact Person: Capt Bobbie O'Bryan # 144
Phone: 985-873-6308 **Email:** bobryan@tpcg.org

Notice of Intent is:	<input checked="" type="checkbox"/> Approved #15,500	<input type="checkbox"/> Denied
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1 **Agency Description Information:** (Check the appropriate Agency)

- ☒ Law Enforcement
☐ Prosecution, Court, Indigent Defense
☐ Unit of Local Government
☐ Non-Profit

2 **BJAG Purpose Areas (choose one):**

- ☒ Law Enforcement Programs
☐ Prosecution and Court Programs, including Indigent Defense
☐ Prevention and Education Programs
☐ Corrections and Community Corrections Programs
☐ Drug Treatment and Enforcement Programs
☐ Planning, Evaluation, and Technology Improvement Programs
☐ Crime Victims and Witness Programs (other than compensation)
☐ Mental Health programs and related Law Enforcement and Corrections

3a **BJAG Purpose Areas (rank order THREE Purpose Areas in most need of further investment in your region):**

- 1 Planning, Evaluation, and Technology Improvement Programs
- 2 Law Enforcement Programs
- 3 Prosecution and Court Programs, including Indigent Defense

3b **What barriers exist in order to address the top need as indicated in 3a above (other than money/capital)?**

By having older technology, our agency is unable to keep up with the newer data base systems which would allow our agency to improve all BJAG purposed areas. The purchasing of new computers will allow our agency to provide the needed equipment necessary for our Police Officers to do reports from reported crimes within the City of Houma. Once information is placed within our data system it is easily transformed into NIBRS, it will allow our department to be able to plan and evaluate criminal patterns for future law enforcement programs and while improving prosecution.

4 **Proposed Budget**

Do not fill in this Summary Table.

Enter information into yellow fields on Page 2, Number 5

Budget Category	Federal Amount Requested	Cash Match Amount Requested	Total Requested
Personnel	\$0	\$0	\$0
Employee Benefits	\$0	\$0	\$0

Travel	\$0	\$0	\$0
Equipment	\$16,534	\$0	\$16,534
Supplies and Operating Expenses	\$0	\$0	\$0
Consultants	\$0	\$0	\$0
Other	\$0	\$0	\$0
Totals	<i>Qpl</i> \$16,534 <i>\$15,500</i>	\$0	\$16,534

5 Proposed Budget**Federal Amount****Cash Match****Total Requested****Personnel****\$0**

Describe and justify the Personnel Budget being requested.
(See the Notification of Funding Opportunity for the formula.)

Employee Benefits**\$0**

Describe and identify below the Employee Benefits being requested.
(See the Notification of Funding Opportunity for the formula.)

Travel**\$0**

Describe below the Travel being requested and how necessary for project.
(See the Notification of Funding Opportunity for the formula.)

Equipment**16534****\$16,534**

Describe below the Equipment being requested and how necessary for project.

(See the Notification of Funding Opportunity for the formula.)

The requested funding will allow our agency to purchase 8 NCIC compliant laptop computers at a cost of \$2,066.77875 per unit. To meet the emphasis area of 3A, it is necessary for the success of the project and complying with NIBRS.

Supplies and OE**\$0**

Describe below the Supplies and / or Operating Expenses being requested.
(See the Notification of Funding Opportunity for the formula.)

Consultants**\$0**

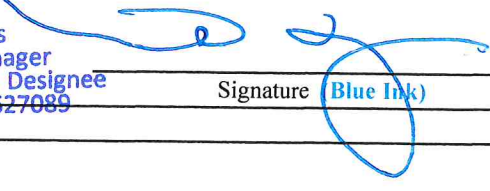
Describe below the Consultants being requested.
(See the Notification of Funding Opportunity for the formula.)

Other			\$0
Describe the Confidential Funds being requested. (Evidence, Confidential Informant, Services)			

6 Program Description

- a. Project Summary and Strategy (*Briefly describe the project - how does the project address the objectives of the NOFO and how will the project be implemented?*)
- By having older technology, our agency is unable to keep up with the newer data base systems which would allow our agency to improve all BJAG purposed areas. The purchasing of new computers will allow our agency to provide the needed equipment necessary for our Police Officers to do reports from reported crimes within the City of Houma. Once information is placed within our data system it is easily transformed into NIBRS, it will allow our department to be able to plan and evaluate criminal patterns for future law enforcement programs and while improving prosecution.
- b. Goals: (*Briefly describe the proposed goals for this project.*)
- Our goal would be able to purchase new computers that are NCIC/FBI compliance for the data that will be transformed into the needed data information for NIBRS.
- c. Objectives: (*Briefly provide two (2) measurable objectives for each goal provided above, of which one must be outcome-based, for this project. Please use numbers rather than percentages.*)
- Objective # 1: The purchaisng of 8 new NCIC/FBI compliance laptop computers. Objective # 2: Provided to 8 police officers that will be able to provide criminal reports which can be easily transformed into the needed data information for NIBRS.
- d. Organizational Capacity and Capabilities: (*Briefly describe organization, partnerships, collaboration efforts, and ability to perform the project.*)
- Terrebonne Parish Consolidated Government-Houma Police Department Multi-Jurisdictional Task Force operates within the City of Houma of Terrebonne Parish with 86 police officers. Our agency's partnerships are with all local law enforcement agencies within Region 3, US Customs, DEA, FBI, DA's office and our local Government which assist in any way possible to solve criminal matters. All these resource and new equipment will allow us to have a successful program in completing our goals and objectives.

7 Signatures

Signature of Applicant Agency:			
Bobbie O'Bryan / Captain / 9-20-21			 Signature (Blue Ink)
Print Name	Title	Date	
Signature of Authorized Official:			
Mike Toups / Parish Manager / 9-20-21			 Signature (Blue Ink)
Print Name	Title	Date	
Signature of LCLE BJAG Program Manager:			
Print Name / Title / Date			Signature (Blue Ink)

Revised 11/21/2017



Louisiana Commission on Law Enforcement
and Administration on Criminal Justice

FY-2020
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT
SOLICITATION
BUREAU OF JUSTICE ASSISTANCE, US DEPARTMENT OF JUSTICE

Overview

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of Federal criminal justice funding to state and local jurisdictions. It is authorized by 42 U.S.C 3551(a). The Byrne/JAG Program provides states and units of local government with critical funding necessary to support a range of law enforcement programs. (BJA purpose areas are listed below.)

Deadlines: Registration and Application

Applicants must register with Egrants prior to submitting an application. **The deadline to apply for funding under this announcement is 11:59 pm Monday, November 8, 2021.**

Eligibility

To be eligible, an agency must have been approved for an Allocation by its respective Law Enforcement Planning District or have received an invitation from the Louisiana Commission on Law Enforcement. Eligible agencies are units of local government (city, parish, district attorney or Sheriff's Office), tribal governments with law enforcement responsibility, or state government Agencies with law enforcement, public defender or judicial responsibility. The attached table contains approved Byrne Allocations. **Please apply for your agency's approved allocation amount and your approved project title.**

Project Period

Projects are funded for a maximum of twelve (12) months. Any project funded for **more or less** than the 12-month time period must be approved by the Commission. Your project start-dates and end-dates should be chosen with an eye toward future project periods.

Purpose Areas

JAG funds may be used for the state and local initiatives, technical assistance, strategic planning, research and evaluation (including forensics), data collection, training, personnel, equipment, forensic laboratories, supplies, contractual support, and criminal justice information systems that will improve or enhance specific purpose areas. [Project Titles can be found in the Section "BJAG Purpose Areas"]

- Law enforcement programs
- Prosecution and court programs
- Prevention and education programs
- Corrections and community corrections programs
- Drug treatment and enforcement programs
- Planning, evaluation, and technology improvement programs
- Crime victim and witness programs (other than compensation)
- Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams.

JAG funds may also be used to address key statutory requirements that may not be otherwise funded, including requirements from State and Federal levels, such as addressing limited English proficiency requirements, properly documented custodial interviews, and other similar mandates.

Byrne/JAG success stories can be found at <https://www.bja.gov/Programs/JAGsuccess.html>

Each year, new methods to reduce and prevent crime, violence, and drug abuse; and, to improve the functioning of the criminal justice system are being discovered. BJA hopes that the JAG Showcase page will serve as a resource for criminal justice professionals in the field who seek to stay informed of some the most interesting, innovative, results-oriented projects that have been funded with Byrne JAG money in the last several years.

Performance Measurements

Agencies will be required to provide performance measurements on the outcomes of their approved projects through program reports (quarterly, semi-annually, and/or annually), via Egrants. This includes quarterly PMT Reports through the BJA Website: www.bjaperformancetools.org. PMT reports should be completed in the BJA PMT system by the 10th of the month after the quarter has ended.

Other Pertinent Information

Applicants are strongly recommended to refer to the Egrants Applicant Manual for specific information on program requirements and for completing the application. This manual can be found on the Commission's website, www.lcle.la.gov.

If you have any questions, please contact your respective District Director or the Egrants Helpdesk. The Helpdesk is available Monday through Friday, 7:00 AM to 4:30 PM. To reach the Egrants Helpdesk call (225) 342-1968 or contact Egrants through email, egrants@lcle.la.gov.

Attachment

**ELIGIBLE AGENCIES AND APPROVED BYRNE FY-2020 ALLOCATIONS
DECEMBER 2021 MEETING**

District 1 Northwest Law Enforcement Planning District, Inc.

Jeremy Edwards, Director – (318) 487-5430

Agency	Project Title	Allocated Amount
11 th Judicial District Attorney's Office	Differentiated Case Management	\$14,750
Bienville Parish Sheriff's Office	Targeting Illegal Substances	\$12,000
Bossier Parish Sheriff's Office	Multi-Jurisdictional Task Force	\$18,450
Claiborne Parish Sheriff's Office	Multi-Jurisdictional Task Force	\$13,860
Lincoln Parish Sheriff's Office	Multi-Jurisdictional Task Force	\$12,000
Natchitoches, City of	Multi-Jurisdictional Task Force	\$16,380
North Louisiana Crime Lab	Information System Upgrade	\$24,000
Shreveport, City of	Multi-Jurisdictional Task Force	\$41,755
Webster Parish Sheriff's Office	Multi-Jurisdictional Task Force	\$12,000
	District Total	\$165,195

District 3 Red River Law Enforcement Planning District, Inc.

Jeremy Edwards, Director – (318) 487-5430

Agency	Project Title	Allocated Amount
Avoyelles Parish Sheriff's Office	Corrections Security Enhancement	\$8,220
Catahoula Parish Sheriff's Office	Multi-Jurisdictional Task Force	\$7,000
Concordia Parish Sheriff's Office	Multi-Jurisdictional Task Force	\$10,638
Grant Parish Sheriff's Office	Targeting Illegal Substances	\$6,600
Mansura, Town of	K9 Narcotics Unit	\$10,500
North Louisiana Criminalistics Laboratory Commission	Crime Lab Upgrade	\$19,000
Rapides Parish Sheriff's Office	Multi-Jurisdictional Task Force	\$56,140
Vernon Parish Sheriff's Office	Multi-Jurisdictional Task Force	\$21,250
Winn Parish Sheriff's Office	Intelligence Unit	\$6,000
	District Total	\$145,348

District 4 Evangeline Law Enforcement Council, Inc.

Amanda Bourque, Director – (337) 291-7153

Agency	Project Title	Allocated Amount
16 th Judicial District Attorney's Office	Pre-Trial Intervention	\$11,066
Abbeville, City of	Street Reduction of Crimes	\$18,787
Crowley, City of	Information Systems Upgrade	\$7,112
Franklin, City of	Criminal Patrols	\$9,144
Lafayette City Parish Consolidated Government	Targeting Computer and High-Tech Crimes	\$34,985
Lafayette Parish Sheriff's Office	Targeting Illegal Substances	\$18,787
New Iberia, City of	K-9 Narcotics	\$8,946
St. Landry Parish Sheriff's Office	Apprehension Enhancement	\$18,585
St. Mary Parish Sheriff's Office	Street Sales Disruption	\$10,109
Vermilion Parish Sheriff's Office	Street Reduction of Crimes	\$21,555
	District Total	\$159,076

District 6 Southwest District Law Enforcement Planning Council, Inc.

Calli Peloquin, Director – (337) 439-6750

Agency	Project Title	Allocated Amount
Allen Parish Sheriff's Office	Multi-Jurisdictional Task Force	\$43,622
Beauregard Parish Sheriff's Office	Multi-Jurisdictional Task Force	\$112,171
	District Total	\$155,793

District 7 Metropolitan/Jefferson CJCC

Ronald Lampard, Director – (504) 736-6844

Agency	Project Title	Allocated Amount
22 nd Judicial District Attorney's Office	Career Criminal Prosecution	\$16,200
24 th Judicial District Attorney's Office	Pretrial Intervention	\$36,523

25 th Judicial District Attorney's Office	Criminal Justice Technology	\$624
34 th Judicial District Attorney's Office	Pretrial Intervention	\$8,200
Gretna, City of	Street Sales Disruption	\$13,602
Jean Lafitte, Town of	Criminal Patrols	\$6,300
Jefferson Parish Sheriff's Office	Street Sales Disruption	\$35,740
Kenner, City of	Criminal Patrols	\$15,717
Lafourche Parish Sheriff's Office	Street Sales Disruption	\$13,000
Plaquemines Parish Sheriff's Office	Street Sales Disruption	\$3,400
St. James Parish Sheriff's Office	Criminal Justice Technology	\$8,350
St. Tammany Parish Sheriff's Office	Street Sales Disruption	\$25,000
Terrebonne Parish Consolidated Government/ Houma Police Department	Multi-Jurisdictional Task Force	\$15,500
Terrebonne Parish Sheriff's Office	Street Sales Disruption	\$16,750
Westwego, City of	Criminal Patrols	\$16,098
	District Total	\$231,004

District 8 – Louisiana Commission on Law Enforcement

Linda Gautier, Program Manager – (225) 342-1703

Agency	Project Title	Allocated Amount
Louisiana Commission on Law Enforcement	Criminal Records Improvement	\$400,000
Louisiana District Attorney's Association	State Civil Rico Training- DART	\$85,681
Louisiana DPS & C- State Police	Operation Silver Bear	\$85,681
Louisiana Public Defender Board	Indigent Defense	\$50,000
	District Total	\$621,362



Monday, September 12, 2022

Item Title:

2022 Various Items for Budget Amendment

Item Summary:

Introduce an ordinance to amend the 2022 Adopted Operating Budget, 5-Year Capital Outlay Budget, and Budgeted Positions of the Terrebonne Parish Consolidated Government for the following items and to provide for related matters.

- I. Road & Bridges, \$650,000
 - II. 5% Budget Adjustment for Road Lighting District 3A, \$47,539
 - III. Road Lighting District 6, \$25,000
 - IV. Criminal Court Fund, \$350,000
 - V. Marshal's Fund, \$65,000
 - VI. Bayou Country Sports Park, \$1,350,000
 - VII. Brady Road Bridge, \$1,500,000
 - VIII. Bayou Terrebonne Vegetative & Debris Removal, \$1,602,600
 - IX. General Fund, \$129,594
 - X. General Fund-donation, \$2,500
 - XI. Westside/Alma Drainage-Alma St., (\$620,000)
 - XII. Section 8 Voucher, \$50,000
 - XIII. FEMA Emergency Food/Shelter, \$894
 - XIV. Re-class Several CDBG Recovery Projects, \$656,210
 - XV. Information Technology Department Budgeted Positions Adjustments, \$3,137
 - XVI. Accounting Department Budgeted Positions Adjustments, (11,530)
- and call a public hearing on said matter on Wednesday, September 28, 2022 at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
2022 Various Items for Budget Amendment	9/8/2022	Executive Summary
2022 Various Items for Budget	9/8/2022	Budget Amendment

Amendment
2022 Various Items for Budget
Amendment

9/8/2022

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 2022 ADOPTED OPERATING BUDGET, 5-YEAR CAPITAL OUTLAY BUDGET, AND BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.
I. Road & Bridges, \$650,000
II. 5% Budget Adjustment for Road Lighting District 3A, \$47,539
III. Road Lighting District 6, \$25,000
IV. Criminal Court Fund, \$350,000
V. Marshal's Fund, \$65,000
VI. Bayou Country Sports Park, \$1,350,000
VII. Brady Road Bridge, \$1,500,000
VIII. Bayou Terrebonne Vegetative & Debris Removal, \$1,602,600
IX. General Fund, \$129,594
X. General Fund-donation, \$2,500
XI. Westside/Alma Drainage-Alma St., (\$620,000)
XII. Section 8 Voucher, \$50,000
XIII. FEMA Emergency Food/Shelter, \$894
XIV. Re-class Several CDBG Recovery Projects, \$656,210
XV. Information Technology Department Budgeted Positions Adjustments, \$3,137
XVI. Accounting Department Budgeted Positions Adjustments, (11,530)

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

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

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

_____/s/ Kayla Dupre_____
Signature

September 8, 2022
Date

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2022 ADOPTED OPERATING BUDGET, 5-YEAR CAPITAL OUTLAY BUDGET, AND BUDGETED POSITIONS OF THE TERREBONNE PARISH CONSOLIDATED GOVERNMENT FOR THE FOLLOWING ITEMS AND TO PROVIDE FOR RELATED MATTERS.

- I. Road & Bridges, \$650,000
- II. 5% Budget Adjustment for Road Lighting District 3A, \$47,539
- III. Road Lighting District 6, \$25,000
- IV. Criminal Court Fund, \$350,000
- V. Marshal's Fund, \$65,000
- VI. Bayou Country Sports Park, \$1,350,000
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- VIII. Bayou Terrebonne Vegetative & Debris Removal, \$1,602,600
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- XI. Westside/Alma Drainage-Alma St., (\$620,000)
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- XIII. FEMA Emergency Food/Shelter, \$894
- XIV. Re-class Several CDBG Recovery Projects, \$656,210
- XV. Information Technology Department Budgeted Positions Adjustments, \$3,137
- XVI. Accounting Department Budgeted Positions Adjustments, (11,530)

SECTION I

WHEREAS, Administration is requesting funding of \$650,000 for a temporary bridge barge while Brady Road bridge is being replaced, and

WHEREAS, the funding source is from the Road & Bridge fund balance.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the Road & Bridge Department. (Attachment A)

SECTION II

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

WHEREAS, the Road Lighting District #3A revenues from the property tax requires a \$47,539 increase.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended to recognize the necessary adjustment for the Road Lighting District #3A. (Attachment B)

SECTION III

WHEREAS, Administration is requesting funding to the Road Lighting District 6 for \$25,000, and

WHEREAS, the funding source is from the General Fund, fund balance.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for Road Lighting District 6. (Attachment C)

SECTION IV

WHEREAS, Administration is requesting funding to the Criminal Court Fund for \$350,000, and

WHEREAS, the funding source is from the General Fund, fund balance.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for Criminal Court Fund. (Attachment D)

SECTION V

WHEREAS, Administration is requesting funding to the Marshal's Fund for \$65,000, and

WHEREAS, the funding source is from the General Fund, fund balance.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the Marshal's Fund. (Attachment E)

SECTION VI

WHEREAS, Administration is requesting additional funding to the Bayou Sports Park for \$1,350,000, and

WHEREAS, this additional funding is for the local match for 2022 Capital Outlay, and

WHEREAS, the funding source is from the Parishwide Recreation for \$675,000 and the Sales Tax Revenue Fund for \$675,000.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the Bayou Sports Park. (Attachment F)

SECTION VII

WHEREAS, Administration is requesting additional funding to the Brady Road Bridge project for \$1,500,000, and

WHEREAS, this additional funding is for the local match for 2022 Capital Outlay, and

WHEREAS, the funding source is from the Sales Tax Revenue Fund.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the Brady Road Bridge project. (Attachment G)

SECTION VIII

WHEREAS, Hurricane Ida caused substantial damage to Terrebonne and surrounding Parishes of South Louisiana, and

WHEREAS, the U.S. Department of Agriculture, Natural Resources Conservation Service Administration (NRCS), has approved an Emergency Watershed Protection Program to assist Terrebonne Parish with vegetative and debris removal from Bayou Terrebonne, and

WHEREAS, this project will be funded with 90% of projects costs provided by NRCS (\$1,453,521) and 10% of the project cost by TPCG (\$149,079) for a total project cost of \$1,602,600.

WHEREAS, the funding source of \$149,079 will come from the Drainage Bayou Terrebonne Cleanup account.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating

Budget be amended for the Bayou Terrebonne Vegetative & Debris Removal Project. (Attachment H)

SECTION IX

WHEREAS, Administration is requesting funding of \$129,594 to pressure wash the exterior of the Government Towers, Courthouse, and Courthouse Annex, and

WHEREAS, the funding source is from the General Fund, fund balance.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for General Fund. (Attachment I)

SECTION X

WHEREAS, Terrebonne Parish Consolidated Government received a donation for \$2,500 for the Police Jury Association Meeting being held in Houma, and

WHEREAS, the funds will be put into the Police Jury Association Meeting account.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the Police Jury Association Meeting. (Attachment J)

SECTION XI

WHEREAS, the State of Louisiana, Division of Administration Facility Planning and Control has de-obligated funds of \$620,000 for the Westside/Alma Street Drainage, and

WHEREAS, the funds will be decreased from the Westside/Alma Street Drainage account.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget and 5-Year Capital Outlay Budget be amended for the Westside/Alma Street Drainage. (Attachment K)

SECTION XII

WHEREAS, Administration is requesting funding of \$50,000 to purchase a vehicle for the Section 8 Voucher Program to meet voucher holders off-site, and

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

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the Section 8 Voucher Program. (Attachment L)

SECTION XIII

WHEREAS, Administration is requesting funding of \$894 for expenses that are not reimbursed by the FEMA Emergency Food and Shelter, and

WHEREAS, the funding source is from the Department of Health & Human Services Fund.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget be amended for the FEMA Emergency Food and Shelter. (Attachment M)

SECTION XIV

WHEREAS, several CDBG Recovery Projects have now been completed with budgeted dollars remaining needed to be distributed as listed below:

Eastside Substation	\$656,210
CDBG Recovery Grant	(\$656,210)

WHEREAS, the Engineering Department has reviewed and reassigned these dollars along with the approval of the State of Louisiana, Office of Community Development.

NOW, THEREFORE BE IT ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget and 5-Year Capital Outlay Budget of the Terrebonne Parish Consolidated Government be amended for the various CDBG Recovery Projects. (Attachment N)

SECTION XV

WHEREAS, Administration and the Information Technology Department has updated all job descriptions and re-graded each position using the Job Evaluation Manual from Human Resources, and

WHEREAS, the positions will be adjusted accordingly, and

WHEREAS, the budgeted dollar for the changes is \$3,137.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Budgeted Positions be amended to recognize the necessary change for the Information Technology Department. (Attachment O)

SECTION XVI

WHEREAS, Administration and the Accounting Department has updated all job descriptions and re-graded each position using the Job Evaluation Manual from Human Resources, and

WHEREAS, the positions will be adjusted accordingly, and,

WHEREAS, one open position is being deleted, and

WHEREAS, the budgeted dollar for the changes is (\$11,530).

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Budgeted Positions be amended to recognize the necessary change for the Accounting Department. (Attachment P)

SECTION XVII

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 XVIII

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 XIX

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

Prepared By: Finance Department
PC File: 2022-Various Items – N
Date Prepared: 9/7/22 BA #16

ATTACHMENT A - Road & Bridge

	2022		
	Adopted	Change	Amended
Temporary Bridge		650,000	650,000
Fund Balance (decrease)	n/a	(650,000)	n/a

ATTACHMENT B - Road Lighting 3A

	2022		
	Adopted	Change	Amended
Ad Valorem Taxes	(489,480)	(47,539)	(537,019)
Fund Balance (increase)	n/a	47,539	n/a

ATTACHMENT C - Road Lighting Dist. 6

	2022		
	Adopted	Change	Amended
Fund Balance (increase)	n/a	25,000	n/a
Transfer from General Fund		(25,000)	(25,000)
Transfer to Road Lighting 6		25,000	25,000
Fund Balance (decrease)	n/a	(25,000)	n/a

ATTACHMENT D - Criminal Court Fund

	2022		
	Adopted	Change	Amended
Fund Balance (increase)	n/a	350,000	n/a
Transfer from General Fund	(1,549,147)	(350,000)	(1,899,147)
Transfer to Criminal Court Fund	1,549,147	350,000	1,899,147
Fund Balance (decrease)	n/a	(350,000)	n/a

ATTACHMENT E - Marshal's Fund

	2022		
	Adopted	Change	Amended
Fund Balance (increase)	n/a	65,000	n/a
Transfer from General Fund	(545,000)	(65,000)	(610,000)
Transfer to Marshal's Fund	545,000	65,000	610,000
Fund Balance (decrease)	n/a	(65,000)	n/a

ATTACHMENT F - Bayou Country Sports Park

	2022		
	Adopted	Change	Amended
Bayou Country Sports Park	1,971,062	1,350,000	3,321,062
Transfer from Parishwide Recreation		(675,000)	(675,000)
Transfer to Bayou Country Sports Park		675,000	675,000
Fund Balance (decrease)	n/a	(675,000)	n/a
Transfer from Sales Tax Revenue Fund	(2,536,400)	(675,000)	(3,211,400)
Transfer to Bayou Country Sports Park	2,536,400	675,000	3,211,400
Fund Balance (decrease)	n/a	(675,000)	n/a

ATTACHMENT G - Brady Road Bridge

	2022		
	Adopted	Change	Amended
Brady Road Bridge Replacement	1,397,600	1,500,000	2,897,600
Transfer from Sales Tax Revenue Fund	(1,281,686)	(1,500,000)	(2,781,686)
Transfer to Road Construction Fund	1,281,686	1,500,000	2,781,686
Fund Balance (decrease)	n/a	(1,500,000)	n/a

ATTACHMENT H - Bayou Terrebonne Vegetative & Debris Removal

	2022		
	Adopted	Change	Amended
NRCS Prg B-T Vegetation Debris		(1,453,521)	(1,453,521)
B-T Vegetation & Debris Removal		1,602,600	1,602,600
Transfer from Drainage Tax Fund		(149,079)	(149,079)
Transfer to P/W Drainage Construction		149,079	149,079
Bayou Terrebonne Cleanup	160,000	(149,079)	10,921

ATTACHMENT I - General Fund

	2022		
	Adopted	Change	Amended
Building-Major Repairs	58,000	129,594	187,594
Fund Balance (decrease)	n/a	(129,594)	n/a

ATTACHMENT J - General Fund

	2022		
	Adopted	Change	Amended
Donations-PJA	-	(2,500)	(2,500)
Police Jury Association Meeting	-	2,500	2,500

ATTACHMENT K - Westside/Alma Drainage-Alma Street

	2022		
	Adopted	Change	Amended
Westside/Alma to Cannata's	712,998	(620,000)	92,998
FP&C Westside/Alma to Cannata	(620,000)	620,000	-

ATTACHMENT L - Section 8 Voucher Program

	2022		
	Adopted	Change	Amended
Motor Vehicle		46,000	46,000
Vehicle Insurance		3,000	3,000
Gas & Oil		1,000	1,000
Fund Balance (decrease)	n/a	(50,000)	n/a

ATTACHMENT M - FEMA Emergency Food/Shelter

	2022		
	Adopted	Change	Amended
Fund Balance (decrease)	n/a	(894)	n/a
Transfer to FEMA Emergency Food/Shelt		894	894
Transfer from Dept Health/Human Serv		(894)	(894)
Fund Balance (increase)	n/a	894	n/a

ATTACHMENT N - CDBG Recovery Projects

	2022		
	Adopted	Change	Amended
Eastside Substation	970,708	656,210	1,626,918
CDBG Recovery Grant	(855,429)	(656,210)	(1,511,639)

ATTACHMENT O - Information Technology

	2022		
	Adopted	Change	Amended
Salaries & Wages	1,031,404	2,669	1,034,073
FICA	64,257	165	64,422
Medicare	15,028	39	15,067
Pension	77,730	200	77,930
Unemployment Compensation	15,546	40	15,586
Workmen's Compensation	8,823	24	8,847
Fund Balance (decrease)	n/a	(3,137)	n/a

ATTACHMENT O - Information Technology

JOB TITLE	2022			PAY GRADE	ANNUAL SALARY		
	Adopted	Change	Amended		MIN	MID	MAX
Information Tech. Manager	0	1	1	213	76,170	97,822	119,454
Network Administrator	0	1	1	212	69,264	88,941	108,597
Information Tech. Manager	1	-1	0	212	69,264	88,941	108,597
Development Administrator	0	1	1	212	69,264	88,941	108,597
System Analyst (Dev. Supr.)	1	-1	0	211	62,941	80,829	98,717
Network Team Leader	0	1	1	211	62,941	80,829	98,717
Network Administrator	1	-1	0	211	62,941	80,829	98,717
Development Team Leader/Sys	0	2	2	211	62,941	80,829	98,717
Principal Software Developer	0	2	2	210	57,221	734,846	89,752
Network Team Leader	1	-1	0	210	57,221	73,486	89,752
Development Team Leader/Sys	2	-2	0	210	57,221	73,486	89,752
Programmer/Analyst	2	-2	0	209	52,520	67,434	82,326
Documentation Team Leader*	1	0	1	209	52,520	67,434	82,326
Senior Software Developer*	1	0	1	208	48,630	62,442	76,232
Web Developer and Graphic Designer*	1	0	1	206	42,848	55,037	67,226
Technical Writer	2	0	2	206	42,848	55,037	67,226
Senior Network Technician	0	1	1	110	44,325	56,930	69,514
Senior Network Technician	1	-1	0	109	39,582	50,814	62,046
Network Technician	0	2	2	109	39,582	50,814	62,046
Videographer/Drone Pilot	2	0	2	108	36,046	46,238	56,410
Technical Coordinator	1	0	1	108	36,046	46,238	56,410
Network Technician	2	-2	0	108	36,046	46,238	56,410
TOTAL FULL-TIME	19	0	19				

*Job Title only change

ATTACHMENT P - Accounting

	2022		
	Adopted	Change	Amended
Salaries & Wages	776,691	(9,850)	766,841
FICA	48,341	(611)	47,730
Medicare	11,306	(143)	11,163
Pension	58,477	(739)	57,738
Unemployment Compensation	11,695	(148)	11,547
Workmen's Compensation	3,119	(39)	3,080
Fund Balance (decrease)	n/a	11,530	n/a

ATTACHMENT P - Accounting

JOB TITLE	2022			PAY GRADE	ANNUAL SALARY		
	Adopted	Change	Amended		MIN	MID	MAX
Chief Financial Officer	1	0	1	IV	89,586	130,000	170,414
Comptroller	0	1	1	213	79,170	97,822	119,454
Comptroller	1	-1	0	212	69,264	88,941	108,597
Accounting Manager	0	1	1	211	62,941	80,829	98,717
Accounting Manager (Acct III)	1	-1	0	210	57,221	73,486	89,752
Investment Officer	0	1	1	209	52,250	67,434	82,326
Investment/Finance Officer	1	-1	0	208	48,630	62,442	76,232
Grant Accountant*	1	0	1	208	48,630	62,442	76,232
Contract Accountant	0	1	1	207	45,448	58,365	71,261
Accountant I	4	-2	2	206	42,848	55,037	67,226
Executive Secretary	1	0	1	107	32,698	41,995	51,293
Payroll Specialist	0	1	1	107	32,698	41,995	51,293
Acct. Specialist II	2	1	3	106	29,994	38,522	47,050
Acct. Specialist I	5	-2	3	105	27,768	35,672	43,555
TOTAL	17	-1	16				

Section I

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, September 6, 2022 8:42 AM
To: Kayla Dupre
Subject: Budget Amendment

We need to do a budget amendment form Fund 251 Fund Balance to account \$251-310-8929-13 or \$650,000. This is to fund a temporary bridge barge while Brady Rd. Bridge is being replaced.

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



Section II

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, September 6, 2022 8:12 AM
To: Kayla Dupre
Subject: Budget Amendment

We need to do a budget amendment in Fund 269 to increase property tax revenue (269-000-6111-00) by \$47,539.

Kandace M. Mauldin, CPA
Chief Financial Officer
Terrebonne Parish Consolidated Government
P. O. Box 2768
Houma, LA 70361
Office: 985-873-6459
FAX: 985-873-6457



FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 269-000-6111-00

ROAD LIGHTING DIST. 3A

NO DEPARTMENT NAME

AD VALOREM TAXES

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	489,480	537,019.34-	0	47,539
CLOSED:				
2016	817,874	801,820.08-	N/A	16,054-
2017	244,000	245,801.80-	N/A	1,802
2018	584,377	582,390.89-	N/A	1,986-
2019	349,217	331,459.29-	N/A	17,758-
2020	338,367	345,847.40-	N/A	7,480
2021	221,768	229,169.11-	N/A	7,401

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, September 6, 2022 8:09 AM
To: Kayla Dupre
Subject: Budget Amendments

We need to do budget amendments for the following transfers:

- Fund 272 transfer in of \$25,000 from Fund 151 fund balance
- Fund 299 transfer in of \$350,000 from Fund 151 fund balance ✓
- Fund 209 transfer in of \$65,000 ✓

Thanks

Kandace M. Mauldin, CPA

Chief Financial Officer

Terrebonne Parish Consolidated Government

P. O. Box 2768

Houma, LA 70361

Office: 985-873-6459

FAX: 985-873-6457



FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 299-000-7101-51

CRIMINAL COURT FUND

NO DEPARTMENT NAME

GENERAL FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	1,549,147	1,032,764.64-	0	516,382-
CLOSED:				
2016	1,458,111	1,458,111.00-	N/A	0
2017	1,690,146	1,690,146.00-	N/A	0
2018	1,940,146	1,940,146.00-	N/A	0
2019	1,940,146	1,940,146.00-	N/A	0
2020	2,290,914	2,340,914.00-	N/A	50,000
2021	2,305,018	2,305,018.00-	N/A	0

ENTER = CONTINUE

CF01 = EXIT

CF02 =

INPUT

SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF05 = DSP INV JE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 151-999-9102-99

GENERAL FUND

OPERATING TRANSFERS

CRIMINAL COURT FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	1,549,147	1,032,764.64	0	516,382
CLOSED:				
2016	1,458,111	1,458,111.00	N/A	0
2017	1,690,146	1,690,146.00	N/A	0
2018	1,940,146	1,940,146.00	N/A	0
2019	1,940,146	1,940,146.00	N/A	0
2020	2,290,914	2,340,914.00	N/A	50,000-
2021	2,305,018	2,305,018.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 151-999-9102-09

GENERAL FUND

OPERATING TRANSFERS

MARSHALL'S FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	545,000	363,333.36	0	181,667
CLOSED:				
2016	473,143	473,143.00	N/A	0
2017	360,000	360,000.00	N/A	0
2018	285,000	285,000.00	N/A	0
2019	435,083	435,083.00	N/A	0
2020	435,088	435,088.00	N/A	0
2021	375,088	375,088.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT

CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 209-000-7101-51

MARSHAL'S FUND

NO DEPARTMENT NAME

GENERAL FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	545,000	363,333.36-	0	181,667-
CLOSED:				
2016	473,143	473,143.00-	N/A	0
2017	360,000	360,000.00-	N/A	0
2018	285,000	285,000.00-	N/A	0
2019	435,083	435,083.00-	N/A	0
2020	435,088	435,088.00-	N/A	0
2021	375,088	375,088.00-	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section VI, VII

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, September 6, 2022 7:57 AM
To: Kayla Dupre
Cc: Felicia Aubert
Subject: Budget Amendment

The following budget amendments need to be prepared for the capital outlay match.

1. Bayou Country Sports Park – 659-501-8913-20 need to add \$1,350,000 of additional funding. Funding sources: \$675,000 Fund 280; \$675,000 Fund 255
2. Brady Rd Bridge – 661-310-8916-87 need to add \$1,500,000 of additional funding. Funding source is Fund 255.

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



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2023 - FIVE YEAR CAPITAL OUTLAY
FUND 659 - CAPITAL PROJECTS CONTROL**

**659-501-8913-20
PARISH SPORTS PARK COMPLEX (Continued)
R# 659-000-6342-11
R# 659-000-6343-34**

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2022	2023	2024	2025	2026	2027
Jan-21	ORD 9229	FROM FUND 285 B COUNTRY SPORTS PARK	95,000						
Jan-21	ORD 9229	FROM 661-310-8916-59 FD 280	18,131						
Jan-21	ORD 9229	FACILITY PLANNING & CONTROL	1,009,900						
Jul-21	ORD 9295	ARP- FUND 201	250,000						
Apr-21	ORD 9359	ACT 120 OF 2021		500,000					
Jun-22	ORD 9379	FROM 659-000-6912-00		11,662					
Aug-22	PENDING LIA	FROM 659-501-8913-36 FD 285		688,447					
Aug-22	PENDING LIA	FROM 659-501-8913-37 FD 255		404,959					
Aug-22	PENDING BA	FROM FD 255 1/4% SALES TAX FUND		56,441					
Sep-22	PENDING BA	FROM FD 280 P/W RECREATION FUND		675,000					
Sep-22	PENDING BA	FROM FD 255 1/4% SALES TAX FUND		675,000					
LESS PRIOR YEARS EXPENDITURES			(4,740,255)						
FUNDS AVAILABLE			\$ 1,402,959	\$ 3,011,509	\$ -	\$ -	\$ -	\$ -	\$ -

**ENGINEER/ARCHITECT: JOSEPH FURR DESIGN
ALL SOUTH, ENGINEERING
CONTRACTOR: BAYOU IRRIGATION, INC.
LEWIS STONE, LLC.**

DESCRIPTION:

EVALUATE THE MERITS AND FEASIBILITY OF
ACQUIRED LAND IN PARTNERSHIP WITH
RECREATION DISTRICT 2, 3 FOR THE PURPOSE
OF DEVELOPING A MAJOR SPORTS PARK
COMPLEX

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2023 - FIVE YEAR CAPITAL OUTLAY
FUND 659 - CAPITAL PROJECTS CONTROL**

**659-501-8913-20
PARISH SPORTS PARK COMPLEX
R# 659-000-6342-11
R# 659-000-6343-34**

TOTAL FUNDING	\$	9,154,723
EXPENDITURES THRU 12/31/21		(4,740,255)
PROJECT BALANCE	\$	<u>4,414,468</u>

<u>DATE</u>	<u>REFERENCE</u>	<u>FUNDING SOURCE</u>	<u>PRIOR YEARS</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>
Jul-12	ORD 8141	FUND 280 P/W RECREATION FUND	47,500						
Dec-12	ORD 8252	FUND 280 P/W RECREATION FUND	1,000,000						
Dec-12	ORD 8252	FUND 151 GENERAL FUND	1,191,000						
Sep-15	ORD 8639	FUND 151 GENERAL FUND - BP	600,000						
Oct-15	ORD 8650	LAND & WATER CONSERVATION	250,000						
Jan-16	ORD 8669	FUND 280 P/W RECREATION FUND	139,405						
Aug-17	ORD 8872	FROM REC DISTRICT 2/3	200,000						
May-18	ORD 8957	FUND 285 B COUNTRY SPORTS PARK	440,000						
Oct-18	ORD 9008	FUND 285 B COUNTRY SPORTS PARK	317,878						
Nov-18	ORD 9014	FROM 655-351-8929-14 STWIDE FLOOD	89,400						
Jan-19	ORD 9028	FUND 280 P/W RECREATION FUND	220,000						
Mar-19	ORD 9040	FUND 280 P/W RECREATION FUND	25,000						
May-19	ORD 9052	From 655-351-8929-50 (FD 151)	100,000						
Dec-19	ORD 9114	TO 661-310-8916-59	(100,000)						
Jan-20	ORD 9117	EXCHANGING FUND SOURCES FD 285	100,000						
Jan-20	ORD 9117	TO GENERAL FUND FD 151	(100,000)						
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS	250,000						

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2023 - FIVE YEAR CAPITAL OUTLAY
FUND 661 - ROAD CONSTRUCTION FUND

661-310-8916-87
 BRADY ROAD BRIDGE REPLACEMENT
 PARISH PROJECT # 20-BRG-33
 R: 661-000-6342-87

TOTAL FUNDING	\$	2,966,667
EXPENDITURES THRU 12/31/21		-
PROJECT BALANCE	\$	<u>2,966,667</u>

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2022	2023	2024	2025	2026	2027
Oct-17	ORD 8894	FROM 659-301-8941-01 FD 255	200,000						
		EXCHANGING FUNDING SOURCE FD 255							
Feb-19	ORD 9032	TO 661-310-8916-87	(200,000)						
		EXCHANGING FUND SOURCES FD 251							
Feb-19	ORD 9032	FROM 661-310-8916-87	113,332						
		EXCHANGING FUND SOURCES FD 255							
Feb-19	ORD 9032	FROM 661-310-8916-87	86,668						
		EXCHANGING FUNDING SOURCE TO 661-							
May-20	ORD 9149	310-8916-58 (Fd 251)	(80,694)						
		EXCHANGING FUNDING SOURCE FROM							
May-20	ORD 9149	661-310-8916-58 (Fd 255)	80,694						
May-20	ORD 9149	To 655-351-8939-07 (Fd 255)	(187,362)						
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS	200,000						
Jan-21	ORD 9229	FACILITY PLANNING & CONTROL	800,000						
Jan-21	ORD 9229	FROM 661-310-8916-58 FD 251	34,029						
Jul-21	ORD 9295	ARP- FUND 201	400,000						
Sep-22	PENDING BA	FROM FD 255 1/4% SALES TAX FUND		1,500,000					

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 255-999-9106-59

SALES TAX REVENUE FUND

OPERATING TRANSFERS

CAPITAL PROJECTS CONTROL FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	2,536,400	2,536,400.00	0	0
CLOSED:				
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	862,158	862,158.00	N/A	0
2019	42,878	42,878.00	N/A	0
2020	50,000	50,000.00	N/A	0
2021	596,299	596,299.00	N/A	0

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 659-501-8913-20

CAPITAL PROJECTS CONTRL

PARKS & GROUNDS

PARISH SPORTS PARK COMPLEX

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	1,971,062	28,355.99	0	1,942,706
CLOSED:				
2016	1,073,526	823,424.49	N/A	250,102
2017	450,102	18,205.00	N/A	431,897
2018	1,279,175	469,624.52	N/A	809,550
2019	1,054,550	934,430.93	N/A	120,119
2020	370,119	13,055.24	N/A	357,064
2021	1,730,095	327,135.90	N/A	1,402,959

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 661-310-8916-87

ROAD CONSTRUCTION FUND

ROADS & BRIDGES

BRADY ROAD BRIDGE REPLACEMENT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	1,397,600	30,896.04	0	1,366,704
CLOSED:				
2016	0	.00	N/A	0
2017	200,000	.00	N/A	200,000
2018	200,000	.00	N/A	200,000
2019	200,000	.00	N/A	200,000
2020	232,638	.00	N/A	232,638
2021	1,466,667	69,067.48	N/A	1,397,600

ENTER = CONTINUE

CF01 = EXIT CF02 = INPUT SCR

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 255-999-9106-61

SALES TAX REVENUE FUND

OPERATING TRANSFERS

ROAD CONSTRUCTION FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	1,281,686	1,281,686.00	0	0
CLOSED:				
2016	1,700,000	1,700,000.00	N/A	0
2017	238,481	238,481.00	N/A	0
2018	342,927	342,927.00	N/A	0
2019	364,024	364,024.00	N/A	0
2020	434,165	434,165.00	N/A	0
2021	0	.00	N/A	0

ENTER = CONTINUE

CF01 = EXIT CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF05 = DSP INV JE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 661-000-7102-55

ROAD CONSTRUCTION FUND

NO DEPARTMENT NAME

SALES TAX REVENUE FUND

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	1,281,686	1,281,686.00-	0	0
CLOSED:				
2016	1,700,000	1,700,000.00-	N/A	0
2017	238,481	238,481.00-	N/A	0
2018	342,927	342,927.00-	N/A	0
2019	364,024	364,024.00-	N/A	0
2020	434,165	434,165.00-	N/A	0
2021	0	.00	N/A	0

ENTER = CONTINUE

CF01 = EXIT CF02 = INPUT SCR CF04 = DSP DETAIL CF05 = DSP INV JE
CF06 = DSP ENCUMBRANCE CF08 = PRT DETAIL

Section VIII

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, September 6, 2022 12:59 PM
To: Kayla Dupre
Cc: Felicia Aubert
Subject: FW: Bayou Terrebonne Vegetative and Debris Removal - Engineering Agreement
Attachments: Engineering Agreement - DRAFT.pdf; Approval to Finance - RM.docx; Executed Grant Agreement for Bayou Terrebonne.pdf

We need to do a budget amendment to recognize the revenue from the Executed Grant Agreement (attached) and add that same amount to 252-351-8431-10

From: Felicia Aubert <faubert@tpcg.org>
Sent: Tuesday, August 23, 2022 7:32 AM
To: Kandace Mauldin <kmauldin@tpcg.org>
Subject: FW: Bayou Terrebonne Vegetative and Debris Removal - Engineering Agreement

From: Kayla Dupre <kdupre@tpcg.org>
Sent: Tuesday, August 23, 2022 7:25 AM
To: Felicia Aubert <faubert@tpcg.org>
Subject: FW: Bayou Terrebonne Vegetative and Debris Removal - Engineering Agreement

Please handle.

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



From: Jeanne Bray <jbray@tpcg.org>
Sent: Monday, August 22, 2022 4:16 PM
To: Kayla Dupre <kdupre@tpcg.org>
Cc: Joan Schexnayder <jschex@tpcg.org>
Subject: Bayou Terrebonne Vegetative and Debris Removal - Engineering Agreement

Kayla,

I am attaching the DRAFT engineering agreement for this project along with an approval sheet for you to sign then forward to Risk for approval. I also am attaching the Executed Agreement between NRCS & TPCG for this Hurricane IDA work; as I just got a hold of this agreement today, and am not sure if Finance has seen this or acknowledged the funding or needs to? So, hopefully you can approve this, the match is coming out of the drainage account I listed.

If you have any questions, please let me know.

Jeanne P. Bray
Capital Projects Administrator
Terrebonne Parish Consolidated Government
Phone: (985) 873-6720
Email: jbray@tpcg.org





U.S. Department of Agriculture
Natural Resources Conservation Service

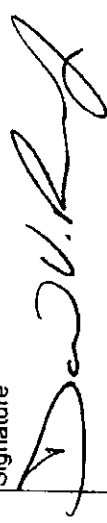
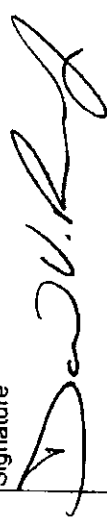
NRCS-ADS-093

NOTICE OF GRANT AND AGREEMENT AWARD

1. Award Identifying Number NR227217XXXXC006	2. Amendment Number	3. Award /Project Period Date of NRCS signature - 07/23/2022	4. Type of award instrument: Cooperative Agreement
5. Agency (Name and Address) Natural Resources Conservation Service 3737 Government Street Alexandria, LA 71302		6. Recipient Organization (Name and Address) TERREBONNE PARISH CONSOLIDATED GOVERNMENT 8026 MAIN ST. HOUMA LA 70360-2768 UEI Number / DUNS Number: T16NASYA1WH3 / 075077511 EIN:	
7. NRCS Program Contact Name: W. Britt Paul Phone: (318) 473-7756 Email: Britt.Paul@usda.gov	8. NRCS Administrative Contact Name: MOIRA SANFORD Phone: (614) 255-2495 Email: MOIRA.SANFORD@USDA.GOV	9. Recipient Program Contact Name: David Rome Phone: (985) 873-6735 Email: drome@tpcg.org	10. Recipient Administrative Contact Name: Mike Toups Phone: (985) 873-6407 Email: mtoups@tpcg.org
11. CFDA 10.923	12. Authority 33 U.S.C. 701b-1	13. Type of Action New Agreement	14. Program Director Name: Mike Toups Phone: (985) 873-6407 Email: mtoups@tpcg.org
15. Project Title/ Description: EWP Project 5055, LA, Terrebonne Parish, DSR 22-06-21-5055-201 Bayou Terrebonne debris removal after Hurricane Ida 6000020407			
16. Entity Type: B = County Government			
17. Select Funding Type			
Select funding type:	<input checked="" type="checkbox"/> Federal	<input checked="" type="checkbox"/> Non-Federal	
Original funds total	\$1,453,521.00	\$149,079.00	
Additional funds total	\$0.00	\$0.00	
Grand total	\$1,453,521.00	\$149,079.00	
18. Approved Budget			

Personnel	\$0.00	Fringe Benefits	\$0.00
Travel	\$0.00	Equipment	\$0.00
Supplies	\$0.00	Contractual	\$0.00
Construction	\$1,341,712.00	Other	\$111,809.00
Total Direct Cost	\$1,453,521.00	Total Indirect Cost	\$0.00
		Total Non-Federal Funds	\$149,079.00
		Total Federal Funds Awarded	\$1,453,521.00
		Total Approved Budget	\$1,602,600.00

This agreement is subject to applicable USDA NRCS statutory provisions and Financial Assistance Regulations. In accepting this award or amendment and any payments made pursuant thereto, the undersigned represents that he or she is duly authorized to act on behalf of the awardee organization, agrees that the award is subject to the applicable provisions of this agreement (and all attachments), and agrees that acceptance of any payments constitutes an agreement by the payee that the amounts, if any, found by NRCS to have been overpaid, will be refunded or credited in full to NRCS.

Name and Title of Authorized Government Representative Richard Kacir State Conservationist	Signature 	Date Digitally signed by RICHARD KACIR Date: 2022.02.14 12:33:59 -06'00'
Name and Title of Authorized Recipient Representative David Rome Director of Public Works	Signature 	Date 2/14/22

NONDISCRIMINATION STATEMENT

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or a part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination write to USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW., Washington, DC 20250-9410 or call (800) 795-3272 (voice) or (202) 720-6382 (TDD). USDA is an equal opportunity provider and employer.

PRIVACY ACT STATEMENT

The above statements are made in accordance with the Privacy Act of 1974 (5 U.S.C. Section 522a).

Statement of Work

Purpose

The purpose of this agreement is for the United States Department of Agriculture, Natural Resources Conservation Service, hereinafter referred to as the "NRCS", to provide technical and financial assistance to the Terrebonne Parish Consolidated Government, hereinafter referred to as the "Sponsor", for EWP Project # 5055 in Terrebonne Parish, Louisiana for implementation of recovery measures, that, if left undone, pose a risk to life and/or property.

Objectives

The design and installation of EWP measures as detailed in the individual Damage Survey Reports (DSR) and described here:

- 22-06-21-5055-201- Debris removal - \$1,490,791

Budget Narrative

A. The estimated costs for the Project:

1. Total Estimated Project Budget: \$1,602,600

The budget includes:

Financial Assistance (FA) Costs:

Construction Costs (90% NRCS \$1,341,712 + 10% Sponsor \$149,079): \$1,490,791

Technical Assistance (TA) Costs:

100% NRCS (7.5% of total construction cost): \$111,809

NRCS pays up to 90 percent of eligible construction costs, and Sponsor pays 10 percent of construction costs. NRCS will contribute up to 7.5 percent of the total construction cost for contract administration and construction management costs. It is possible that technical and administrative costs will exceed this amount, requiring the Sponsor to contribute resources to complete technical and administrative work.

2. NRCS funding for this project is provided to the Sponsor in two separate NRCS funding accounts, one for financial assistance (FA) and one for technical assistance (TA). FA costs are associated with construction activities; TA costs are associated with services. These expenditures shall be accounted for separately in order for expenses to be eligible for reimbursement.

3. NRCS will provide FA for actual costs as reimbursement to the Sponsor for approved on-the-ground construction costs, subject to above limits. If costs are reduced, reimbursement will be reduced accordingly. Construction costs are associated with the installation of the project measures including labor, equipment and materials.

4. NRCS will provide TA reimbursement to the Sponsor for technical and administrative costs directly charged to the project, subject to the above limits. If costs are reduced, reimbursement will be reduced accordingly. These costs include

a. engineering costs include, but not limited to, developing a project design that includes construction drawings and specifications, an operation and maintenance plan, a quality assurance/inspection plan and an engineer's estimate of the project installation costs in addition to providing necessary quality assurance during construction.

b. contract administration costs include, but not limited to, soliciting, evaluating, awarding and administering contracts for construction and engineering services, including project management, verifying invoices and record keeping.

5. The Sponsor will contribute funds toward the total construction costs in either direct cash expenditures, the value of non-cash materials or services, or in-kind contributions. The value of any in-kind contribution shall be agreed to in writing prior to implementation.

Responsibilities of the Parties:

A. Sponsor will--

1. Accomplish construction of the EWP project measures by contracting, in-kind construction services, or a combination of both.
2. Ensure and certify by signing this agreement that its cost share obligation is from a non-Federal source.
3. Comply with the terms and conditions of this agreement and the attached general terms and conditions except those that are not applicable to State and local governments.
4. Acquire adequate real property rights (land and water), permits and licenses in accordance with local, state, and Federal laws necessary for the installation of EWP project measures at no cost to NRCS prior to construction. This includes any rights associated with required environmental mitigation. Costs related to land rights and permits are the Sponsor's responsibility and ineligible for reimbursement.
5. Accept all financial and other responsibility for excess costs resulting from their failure to obtain, or their delay in obtaining, adequate land and water rights, permits and licenses needed for the Project.
6. Provide the agreed-to portion of the actual, eligible and approved construction cost. These costs may be in the form of cash, in-kind construction services, or a combination of both. Final construction items that are eligible construction costs will be agreed upon during the pre-design conference. These costs consist of costs from contracts awarded to contractors and eligible Sponsor in-kind construction costs for materials, labor, and equipment. The Sponsor shall provide NRCS documentation to support all eligible construction costs. Construction costs incurred prior to the Sponsor and NRCS signing this agreement are ineligible and will not be reimbursed.
7. Be responsible for 100 percent of all ineligible construction costs and 100 percent of any unapproved upgrade to increase the level of protection over and above that described in the DSR.
8. Account for and report FA and TA expenditures separately in order for expenses to be eligible for reimbursement. NRCS funding for this project is provided to the Sponsor in two separate NRCS funding accounts, one for TA and one for FA, requiring this separation.
9. The contracts for design services and construction described in this Agreement shall not be awarded to the Sponsor or to any firm in which any Sponsor's official or any member of such official's immediate family has direct or indirect interest in the pecuniary profits or contracts of such firms. Reference 2 CFR § 200.318 regarding standards of conduct covering conflicts of interest and governing the performance of its employees engaged in the selection, award, and administration of contracts.
10. For in-kind construction services (materials, labor, and/or equipment supplied by the Sponsor), develop a Plan of Operations describing the construction services to be performed including estimated quantities and values. The Plan of Operations shall be concurred in by NRCS at the pre-design conference. In-kind construction services for equipment shall not exceed published FEMA equipment rates unless otherwise documented and concurred in advance by NRCS.
11. The following documentation is required to support the Sponsor's request for reimbursement of in-kind construction services:
 - a. Invoices covering actual costs of materials used in constructing the eligible EWP project measures.
 - b. Records documenting the type, quality, and quantities of materials actually used in constructing the eligible EWP project measures.
 - c. Daily time records for each employee showing name, classification, wage rate, hours, and dates actually employed for constructing the eligible EWP project measures.
 - d. Equipment operating records showing the type and size of equipment, hourly rate, actual hours of operation and dates used to install the eligible EWP project measures. Equipment idle time is not eligible in-kind construction services, even if on the job site, and should not be included in the equipment operating records.
12. Ensure that any special requirements for compliance with environmental and/or cultural resource laws are incorporated into the project.
13. The Sponsor must secure at its own expense all Federal, State, and local permits and licenses necessary for completion of the work described in this agreement as well as any necessary natural resource rights and provide copies of all permits and licenses obtained to NRCS.
14. Will arrange and pay for any necessary location, removal, or relocation of utilities. EWP program regulations prohibit NRCS from reimbursing the Sponsor or otherwise paying for any such costs; nor do the costs qualify as a Sponsor cost-share contribution.

15. Ensure that technical and engineering standards and specifications of NRCS are adhered to during construction of the Project, as interpreted by NRCS Program/Technical Contact. Provide NRCS Program/Technical Contact progress reports as necessary and agreed to. Progress reports should include technical on-site inspections of work accomplished for the period, work planned, results of material tests, deficient work products and/or tests with corrective actions taken, modifications anticipated, technical problems encountered, contractual issues and other relevant information.
16. Ensure that all contractors on NRCS assisted projects are performing their work in accordance with OSHA regulations and the Contract Work Hours and Safety Standards Act (40 USC 3701-3708) as supplemented by Department of Labor regulations (29 CFR Part 5). The Sponsor is responsible for periodically checking the contractor's compliance with safety requirements.
17. Provide PE-certified as-built drawings and quantities for the project. A copy of the as-built drawings will be submitted to the NRCS Program/Technical Contact.
18. Pay the contractor(s) for work performed in accordance with the agreement and submit a SF-270, "Request for Advance or Reimbursement" to the ezFedgrants system or the designated email box below with a copy to the Program/Technical Contact with all documentation to support the request. Final payment request shall be submitted within 90 calendar days of completion of the EWP project measures. Payments will be withheld until all required documentation is submitted and complete.
- a. The required supporting documentation for reimbursement of construction costs include invoices and proof of payment to the contractor showing the items and quantities installed and certified by the engineer of record along with any supporting documentation such as quantity calculations, rock weight tickets, etc.
- b. The required supporting documentation for reimbursement of in-kind construction expenses will include employee time sheets, employee hourly rate, equipment operating logs, equipment hourly rate, and material quantities and invoices.
- c. The required documentation for reimbursement of technical and administrative services will be invoices and proof of payment to consultants and/or employee time sheets along with the employee's hourly rate, hours worked, and date work was performed.
19. Ensure that information in the System for Award Management (SAM) is current and accurate until the final financial report (SF-425) under this award or final payment is received, whichever is later.
20. Take reasonable and necessary actions to dispose of all contractual and administrative issues arising out of the contract(s) awarded under this Agreement. This includes, but is not limited to disputes, claims, protests of award, source evaluation, and litigation that may result from the Project. Such actions will be at the expense of the Sponsor, including any legal expenses. The Sponsor will advise, consult with, and obtain prior written concurrence of NRCS on any litigation matters in which NRCS could have a financial interest.
21. Sponsor must indemnify and hold NRCS harmless to the extent permitted by State law for any costs, damages, claims, liabilities, and judgments arising from past, present, and future acts or omissions of the Sponsor in connection with its acquisition and management of the Emergency Watershed Protection Program pursuant to this agreement. Further, the Sponsor agrees that NRCS will have no responsibility for acts and omissions of the Sponsor, its agents, successors, assigns, employees, contractors, or lessees in connection with the acquisition and management of the Emergency Watershed Protection Program pursuant to this agreement that result in violation of any laws and regulations that are now or that may in the future become applicable.
22. Retain all records dealing with the award and administration of the contract(s) for 3 years from the date of the Sponsor's submission of the final request for reimbursement or until final audit findings have been resolved, whichever is longer. If any litigation is started before the expiration of the 3-year period, records are to be retained until the litigation is resolved or the end of the 3-year period, whichever is longer. Make such records available to the Comptroller General of the United States or his or her duly authorized representative and accredited representatives of the Department of Agriculture or cognizant audit agency for the purpose of making audit, examination, excerpts, and transcriptions.
23. Be liable to the NRCS for damages sustained by the NRCS as a result of the contractor failing to complete the work within the specified time. The damages will be based upon the additional costs incurred by the NRCS resulting from the contractor not completing the work within the allowable performance period. These costs include but are not limited to personnel costs, travel, etc. The NRCS will have the right to withhold such amount out of any monies that may be then due or that may become due and payable to the Sponsor. This liability is not applicable to the extent that the contract performance time is extended by court judgment unless such judgment results from actions of the Sponsor not concurred in by NRCS.
24. Take necessary legal action, including bringing suit, to collect from the contractor any monies due in connection with the contract, or upon request of NRCS, assign and transfer to NRCS any or all claims, demands, and causes of action of

every kind whatsoever that the Sponsor has against the contractor or his or her sureties.

25. Submit performance reports on an annual basis to the Farm Production and Conservation (FPAC) Grants and Agreements Division staff via email to: FPAC.BC.GAD@usda.gov or to the program manager. Reports are due 30 calendar days after the reporting period and are based on the agreement period of performance start date.

26. Submit SF-425 Financial Reports on an annual basis to the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to: FPAC.BC.GAD@usda.gov or to the program manager. Reports are due 30 calendar days after the reporting period.

27. Submit payment requests to the Farm Production and Conservation (FPAC) Grants and Agreements Division via email to: FPAC.BC.GAD@usda.gov or to the program manager on a monthly or quarterly basis. Refer to the General Terms and Conditions for more information regarding payment requests.

B. NRCS will—

1. Assist Sponsor in establishing design parameters; determine eligible construction costs during the pre-design conference.

2. Designate a Government representative (GR) to serve as liaison with the Sponsor and identify that person's contact information with this executed agreement.

3. Review, comment and concur in preliminary and final plans, specifications, O&M Plan, Plan of Operations (if required) and QAP.

4. Make periodic site visits during the installation of the EWP project measures to review construction progress, document conformance to engineering plans and specifications, and provide any necessary clarification on the Sponsor's responsibilities.

5. Upon notification of the completion of the EWP project measures, NRCS shall promptly review the performance of the Sponsor to determine if the requirements of this agreement and fund expenditures as agreed have been met.

6. Make payment to the Sponsor covering NRCS' share of the cost upon receipt and approval of Form SF-270 and supporting documentation, withholding the amount of damages sustained by NRCS as provided for in this agreement. In the event there are questions regarding the SF 270 and supporting documentation, NRCS will contact the Sponsor in a timely manner to resolve concerns.

C. MUTUALLY AGREED

1. The furnishing of financial, administrative, and/or technical assistance above the original funding amount by NRCS is contingent on there being sufficient unobligated and uncommitted funding in the Emergency Watershed Protection Program that is available for obligation in the year in which the assistance will be provided. NRCS may not make commitments in excess of funds authorized by law or made administratively available. Congress may impose obligational limits on program funding that constrains NRCS's ability to provide such assistance.

2. In the event of default of a construction contract awarded pursuant to this agreement, any additional funds properly allocable as construction costs required to ensure completion of the job are to be provided in the same ratio as construction funds are contributed by the parties under the terms of this agreement. Any excess costs including interest resulting from a judgment collected from the defaulting contractor, or his or her surety, will be prorated between the Sponsor and NRCS in the same ratio as construction funds are contributed under the terms of the agreement.

3. Additional funds, including interest properly allocable as construction costs as determined by NRCS, required as a result of decision of the CO or a court judgment in favor of a claimant will be provided in the same ratio as construction funds are contributed under the terms of this agreement. NRCS will not be obligated to contribute funds under any agreement or commitment made by the Sponsor without prior concurrence of NRCS.

4. The State Conservationist may make adjustments in the estimated cost to NRCS set forth in this agreement for constructing the EWP measures. Such adjustments may increase or decrease the amount of estimated funds that are related to differences between such estimated cost and the amount of the awarded contract or to changes, differing site conditions, quantity variations, or other actions taken under the provisions of the contract. No adjustment will be made to change the cost sharing assistance provided by NRCS as set forth in this agreement, nor reduce funds below the amount required to carry out NRCS' share of the contract.

5. Except for item 4. above (last sentence), this document may be revised as mutually agreed through a written amendment duly executed by authorized officials of all signatory parties to this agreement.

6. NRCS, at its sole discretion, may refuse to cost share should the Sponsor, in administering the contract, elect to proceed without obtaining concurrence as set out in this agreement.
7. Once the project is completed and all requests for reimbursement submitted, any excess funding remaining in the agreement will be de-obligated from the agreement.
8. If inconsistencies arise between the language in the Statement of Work (SOW) in the agreement and the general terms and conditions, the language in the SOW takes precedence.

Expected Accomplishments and Deliverables

1. Prepare design, construction specifications, and drawings in accordance with standard engineering principles that comply with NRCS programmatic requirements; and/or contract/install the designed construction. Any design services will be by a professional registered engineer. Sponsor will obtain NRCS review and concurrence on the design, construction plans, and specifications. The Sponsor must ensure description of work is reviewed, concurred, and approved by NRCS. A copy of the final signed and sealed plans and specifications shall be provided to NRCS.
2. Contract for services and construction in accordance with the Code of Federal Regulations (CFR), 2 CFR § 200.317 through 200.326, applicable State regulations, and the Sponsor's procurement regulations, as appropriate. (See general terms and conditions attached to this agreement for a link to the CFR.) In accordance with 2 CFR § 200.326, contracts must contain the applicable provisions described in Appendix II to Part 200. Davis-Bacon Act would not apply under this Federal program legislation.
3. Provide copies of site maps to appropriate Federal and State agencies for environmental review. Sponsor will notify NRCS of environmental clearance, modification of construction plans, or any unresolved concerns as well as copies of all permits, licenses, and other documents required by Federal, state, and local statutes and ordinances prior to solicitation for installation of the EWP project measures. All modifications to the plans and specifications shall be reviewed and concurred on by NRCS.
4. Prepare and submit for NRCS concurrence an Operation and Maintenance (O&M) Plan, if applicable, prior to commence of work. The O&M Plan shall describe the activities the Sponsor will do to ensure the project performs as designed. Upon completion of the project measures, the Sponsor shall assume responsibility for O&M.
5. Prior to commencement of work and/or solicitation of bids, submit for NRCS review and concurrence a Quality Assurance Plan (QAP). The QAP shall outline technical and administrative expertise required to ensure the EWP project measures are installed in accordance with the plans and specifications, identify individuals with the expertise, describe items to be inspected, list equipment required for inspection, outline the frequency and timing of inspection (continuous or periodic), outline inspection procedures, and record keeping requirements. A copy of the final QAP shall be provided to NRCS prior to commencement of construction.
6. Provide construction inspection in accordance with the QAP.
7. Arrange for and conduct final inspection of completed project with NRCS to determine whether all work has been performed in accordance with contractual requirements. Provide a PE certification that the Project was installed in accordance with approved plans and specifications.

Resources Required

As stated in this agreement.

Milestones

Milestones shall include, but not limited to, the following items:

1. Pre-construction conference within 30 days of signing agreement.
2. Submit to NRCS a schedule with time lines of major items to be completed within 14 days of the pre-construction conference.
3. Acquire needed real property rights and permits prior to start of construction.
4. Obtaining permits or documentation of no-permit required.

5. Completing any necessary surveys.
6. Completing draft engineering plans and specifications for NRCS review.
7. Completing final engineering plans and specifications.
8. Completing quality assurance plan.
9. Solicit bids.
10. Award contract with in 90 days of agreement execution.

GENERAL TERMS AND CONDITIONS

Please reference the below link(s) for the General Terms and Conditions pertaining to this award:
<https://www.fpacbc.usda.gov/about/grants-and-agreements/award-terms-and-conditions/index.html>

OFFERED BY: MR. D. J. GUIDRY
SECONDED BY: MR. D. BABIN

RESOLUTION NO. 22-038

A resolution authorizing the signing of an agreement with the Natural Resource Conservation Service (NRCS) for **Bayou Terrebonne Debris Removal**.

WHEREAS, Hurricane Ida occurred on August 29th, 2021, and was classified as a Category 4 Hurricane, and

WHEREAS, Hurricane Ida caused substantial damage to Terrebonne and surrounding Parishes of South Louisiana, and

WHEREAS, the United States Department of Agriculture, Natural Resources Conservation Service, has an Emergency Watershed Protection Program, and

WHEREAS, the program allows NRCS to assist Terrebonne Parish with debris removal from certain waterways, and

WHEREAS, the Terrebonne Parish Consolidated Government is desirous of removing the debris from Bayou Terrebonne that was caused by Hurricane Ida, and

WHEREAS, this project will be funded on a reimbursement basis with 90% of project costs provided by the NRCS and the Terrebonne Parish Consolidated Government providing 10% of the construction costs, and

NOW, THEREFORE BE IT FURTHER RESOLVED, the President of Terrebonne Parish Consolidated Government, be authorized and empowered to sign subsequent agreements and documentation necessary with NRCS for the Bayou Terrebonne Debris Removal Project.

THERE WAS RECORDED:

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

NAYS: None.

NOT VOTING: None.


ABSTAINING: None.

ABSENT: G. Michel.

The Chairman declared the resolution adopted on this the 24th day of January 2022.

I, TAMMY E. TRIGGS, Assistant 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 Assembled Council in Regular Session on January 26, 2022, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 27th DAY OF JANUARY 2022.


TAMMY E. TRIGGS
ASSISTANT COUNCIL CLERK
TERREBONNE PARISH COUNCIL

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2023 - FIVE YEAR CAPITAL OUTLAY
FUND 655 - PARISHWIDE DRAINAGE CONSTRUCTION FUND**

**655-351-8939-30
BAYOU TERREBONNE VEGETATIVE & DEBRIS REMOVAL PROJECT
R: 655-000-6318-30**

TOTAL FUNDING	\$	1,602,600
EXPENDITURES THRU 12/31/21		-
PROJECT BALANCE	\$	1,602,600

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2022	2023	2024	2025	2026	2027
Sep-22	PENDING BA	NATURAL RESOURCES CONSERVATION SERVICE		1,453,521					
Sep-22	PENDING BA	FROM FD 252-351-8431-10		149,079					
LESS PRIOR YEARS EXPENDITURES									
FUNDS AVAILABLE			\$ -	\$ 1,602,600	\$ -	\$ -	\$ -	\$ -	\$ -

DESCRIPTION:

TO PROVIDE DEBRIS REMOVAL AFTER HURRICANE IDA
FROM BAYOU TERREBONNE

Section IX

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, September 6, 2022 8:44 AM
To: Kayla Dupre
Subject: Budget Amendment
Attachments: Exterior Building Cleaning

We need to do a budget amendment for the pressure washing of the exterior of the Government Towers, Courthouse and Courthouse Annex. The total is \$129,594 and funding should come from Fund 151fund balance. Attached is the email with he quotes.

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



Kayla Dupre

From: Katie Chelette
Sent: Thursday, August 25, 2022 3:47 PM
To: Kandace Mauldin; Kayla Dupre
Cc: David Drury; Sharon Ellis
Subject: Exterior Building Cleaning

Good afternoon!!

The following quotes have been received for washing and cleaning of all exterior surfaces, including all glass and screen materials for the Government Tower, Old Courthouse and Annex. WE had them quote each building separately. I am seeking funding and approval to move forward with this project. Please advise as to how we should handle; either awarding on an individual basis or all together.

	Southern Cleaning	1 NOLA Pro Wash	Titan Exterior
<i>Tower</i>	\$78,755.00	\$83,839.00	\$84,435.00
<i>Courthouse</i>	\$2,8944.00	\$30,614.00	\$32,120.00
<i>Annex</i>	\$21,895.00	\$23,513.00	\$33,032.00
<i>Totals</i>	\$129,594.00	\$137,966.00	\$149,587.00

Have a great day!!!

Kindest Regards,

Katie E. Chelette

Katie E. Chelette
Administrative Coordinator II
Building Maintenance Department
Terrebonne Parish Consolidated Government (www.tpcg.org)
Phone: (985) 873-6575
Internal Ext: 1366
Email: kchelette@tpcg.org



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

Section I

Kayla Dupre

From: Kandace Mauldin
Sent: Wednesday, September 7, 2022 8:42 AM
To: Kayla Dupre
Subject: RE: Budget Amendment

The revenue is 151-000-6741-20 and I don't have an expense account we can create one in 151-111

From: Kayla Dupre <kdupre@tpcg.org>
Sent: Wednesday, September 7, 2022 7:49 AM
To: Kandace Mauldin <kmauldin@tpcg.org>
Subject: RE: Budget Amendment

Which account was the \$2,500 donation put into? Also, what is the expense account for the meeting you mentioned below?

From: Kandace Mauldin <kmauldin@tpcg.org>
Sent: Tuesday, September 6, 2022 11:53 AM
To: Kayla Dupre <kdupre@tpcg.org>
Subject: Budget Amendment

We need to do a budget amendment for the Police Jury Association Meeting being held in Houma.

BA

They received a donation of \$2,500 that needs to be budgeted for expenses, as well as moving funding from 151-111 group insurance to the expense for the meeting for \$7,500. LIA

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

151-111-8261-08



Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, September 6, 2022 8:11 AM
To: Kayla Dupre
Cc: Felicia Aubert
Subject: RE: Budget Amendment

In account 661-310-8916-60

From: Kandace Mauldin
Sent: Tuesday, September 6, 2022 8:10 AM
To: Kayla Dupre <kdupre@tpcg.org>
Cc: Felicia Aubert <faubert@tpcg.org>
Subject: Budget Amendment

We need to do a budget amendment to de-obligate the Facility Planning and Control funding of \$620,000.

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



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2023 - FIVE YEAR CAPITAL OUTLAY
FUND 661 - ROAD CONSTRUCTION FUND**

661-310-8916-60
WESTSIDE/ALMA DRNG-ALMA ST TO CANNATA'S
R: 661-000-6342-60

TOTAL FUNDING	\$	151,667
EXPENDITURES THRU 12/31/21		(58,669)
PROJECT BALANCE	\$	92,998

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2022	2023	2024	2025	2026	2027
Jan-21	ORD 9229	FACILITY PLANNING & CONTROL	620,000						
Jan-21	ORD 9229	FROM 661-310-8916-58 FD 255	25,826						
Jan-21	ORD 9229	FROM 665-351-8939-11 FD 252	180,841						
Jul-22	ORD 9401	TO 655-351-8929-18 FD 252		(55,000)					
Sep-22	PENDING BA	DE-OB FACILITY PLANNING & CONTROL		(620,000)					
LESS PRIOR YEARS EXPENDITURES			(58,669)						
FUNDS AVAILABLE			\$ 767,998	\$ (675,000)	\$ -	\$ -	\$ -	\$ -	\$ -

ENGINEER/ARCHITECT: ALL SOUTH ENGINEERING, LLC

DESCRIPTION: TO WIDEN & IMPROVE DRAINAGE ALONG
WESTSIDE BLVD FROM ALMA TO CANNATA'S.

Section VII

Terrebonne Parish Consolidated Government Section 8 Voucher Program Budget Amendment 8/17/2022

	Current	Adjustment	Final
219-000-5111-00 Fund Balance	-	(50,000)	(50,000)
219-604-8914-01 Motor Vehicle	-	46,000	46,000
219-604-8332-01 Vehicle Insurance	-	3,000	3,000
219-604-8224-01 Gas & Oil	-	1,000	1,000
	-	-	-

A budget amendment is being requested to move funds from the Section 8 fund balance in the amount of \$50,000 for the purchase of a vehicle. The Section 8 staff have been meeting with voucher holders off-site, especially the elderly displaced by Hurricane Ida. Section 8 currently does not own a vehicle and it is sometimes difficult to borrow a vehicle from another division within the Housing and Human Services Department. If there is no vehicle available, appointments must be postponed or rescheduled.

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
JULY 31, 2022 - MONTH LAST CLOSED

8/09/22

ACCT: 219-000-5111-00

SECTION 8 VOUCHER

NO DEPARTMENT NAME

FUND BALANCE

	BUDGET	ACTUAL	ENCUMBERED	VARIANCE
OPEN:				
2022	0	957,073.52-	0	0
CLOSED:				
2016	0	164,062.54-	N/A	164,063
2017	0	210,557.90-	N/A	210,558
2018	0	271,777.09-	N/A	271,777
2019	0	189,593.25-	N/A	189,593
2020	0	255,445.13-	N/A	255,445
2021	0	423,958.29-	N/A	423,958

ENTER = CONTINUE

CF01 = EXIT CF02 = INPUT SCR CF04 = DSP DETAIL CF05 = DSP INV JE
 CF06 = DSP ENCUMBRANCE CF08 = PRT DETAIL

- Only \$255,445 available to move

- Remaining amount is for the Sunset Vouchers Program.

Rayanna Smith

From: Kelli Cunningham
Sent: Thursday, August 18, 2022 8:32 AM
To: Rayanna Smith
Cc: Antoine Foret; Kandace Owens
Subject: Section 8 Budget Amendment

Ray,

Please create a budget amendment to move funds from the Section 8 fund balance in the amount of \$50,000.00 for the purchase of a vehicle. The Section 8 staff have been meeting with voucher holders off-site, especially the elderly displaced by Hurricane Ida. Section 8 currently does not own a vehicle and it is sometimes difficult to borrow a vehicle from another division within the Housing and Human Services Department. If there is no vehicle available, appointments must be postponed or rescheduled.

Thank you

Kelli Cunningham, Director
Department of Housing & Human Services
Terrebonne Parish Consolidated Government
4800 Hwy 311, Houma, LA 70360
985-219-2905



Section VIII

Terrebonne Parish Consolidated Government
FEMA Emergency Food/Shelter
Budget Amendment
8/17/2022

	Current	Adjustment	Final
230-000-5111-00 Fund Balance 230-999-9101-36	-	894	894
236-000-5111-00 Fund Balance 236-000-7101-30	-	(894)	(894)
	-	-	-

A budget amendment is needed to cover the expenses not reimbursed by the E F& S program from previous years.

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY
JUNE 30, 2022 - MONTH LAST CLOSED

8/09/22

ACCT: 236-000-51111-00

FEMA EMER FOOD/SHELTER

NO DEPARTMENT NAME

FUND BALANCE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	0	893.65	0	0
CLOSED:				
2016	0	.00	N/A	0
2017	0	1.00-	N/A	1
2018	0	3,970.01-	N/A	3,970
2019	0	7,921.64-	N/A	7,922
2020	0	27,993.19-	N/A	27,993
2021	0	15,124.57-	N/A	15,125

ENTER = CONTINUE

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

8/09/22

JUNE 30, 2022 - MONTH LAST CLOSED

ACCT: 230-000-5111-00

DEPT HEALTH/HUMAN SERV

NO DEPARTMENT NAME

FUND BALANCE

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	0	189,463.85-	0	0
CLOSED:				
2016	0	144,564.09-	N/A	144,564
2017	0	156,179.76-	N/A	156,180
2018	0	206,873.83-	N/A	206,874
2019	0	208,825.93-	N/A	208,826
2020	0	195,445.14-	N/A	195,445
2021	0	187,039.99-	N/A	187,040

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

Section XIV

Felicia Aubert

From: Kandace Mauldin
Sent: Tuesday, September 6, 2022 8:15 AM
To: Kayla Dupre
Cc: Felicia Aubert
Subject: Budget Amendment
Attachments: Resolution No. 22-234 Gustav Ike Disaster Recovery Plan - Eastside Public Safety Substation Project.pdf

We need to do a budget amendment to add additional CDBG Recovery funding to the Eastside Police Substation Project as follows:

- 641-000-6348-05 increase of \$542,770 *+113440 = 656210 ✓*
- 641-211-8912-01 increase of \$542,770 *✓*

Attached is the backup for the increase.

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



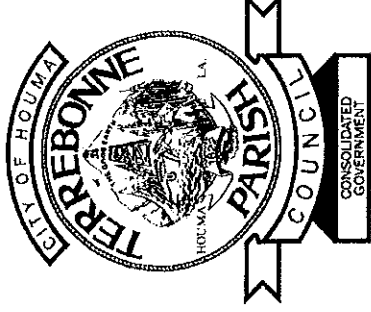
Terrebonne Parish Consolidated Government
 2022 Budget Amendment
 East Side Substation
 9/7/2022

	Current	Adjustment	Final
641-211-8912-01	970,708	113,440	1,084,148
641-211-8912-01	1,084,148	542,770	1,626,918
641-000-6348-05	(855,429)	(656,210)	(1,511,639)
	1,199,427	0	1,199,427

To add unallocated funds to Eastside Substation Project.

DARRIN W. GUIDRY, SR., CHAIRMAN

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



JESSICA DOMANGUE, VICE-CHAIRWOMAN

DISTRICT 2
CARLA A. HARDING
DISTRICT 4
JOHN P. AMEDEE
DISTRICT 6
DARRIN W. GUIDRY, SR.
DISTRICT 8
DIRK J. GUIDRY
INTERIM COUNCIL CLERK
TAMMY E. TRIGGS

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

August 11, 2022

MEMO TO: Chris Pulaski
Planning & Zoning Director

FROM: Tammy Triggs
Interim Council Clerk

RE: **Gustav/Ike Disaster Recovery Plan
Eastside Public Safety Substation Project**

Attached is an original certified copy of Resolution No. 22-234 which authorizes Parish President Gordon E. Dove to sign any and all documents to submit an amendment to specific aspects of the Terrebonne Parish Gustav/Ike Disaster Recovery Plan, accept additional funding and submit Amendment No 4 to the CEA and implement the Tier 1 Amendment.

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

/tet

Attachments

cc: Ms. Kandace Mauldin, Chief Financial Officer
Ms. Kayla Dupre, Comptroller
Mrs. Leilani Adams, Parish President's Secretary
Council Reading File

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

RESOLUTION NO. 22-234

A RESOLUTION AUTHORIZING THE PRESIDENT TO SIGN ANY AND ALL DOCUMENTS TO SUBMIT AN AMENDMENT TO SPECIFIC ASPECTS OF THE TERREBONNE PARISH GUSTAV/IKE DISASTER RECOVERY PLAN, ACCEPT ADDITIONAL FUNDING AND SUBMIT AMENDMENT #4 TO THE COOPERATIVE ENDEAVOR AGREEMENT, AND TO IMPLEMENT THE TIER 1 AMENDMENT.

WHEREAS, the Terrebonne Parish Consolidated Government has been awarded Community Development Block Grant funding from the Department of Housing and Urban Development (HUD) through the State of Louisiana Office of Community Development (OCD) as a result of the damage caused by Hurricanes Gustav and Ike; and

WHEREAS, the Eastside Public Safety Substation (EPSS) is approved and funded through the Gustav/Ike Recovery Plan that was adopted by the Parish Council and approved by HUD and OCD;

WHEREAS, the bids for the construction of this facility were greater than the budget available under the current Cooperative Endeavor Agreement (CEA) with OCD; and

WHEREAS, OCD and HUD have agreed to provide an additional \$542,769.78 to fund this project increasing the overall budget to \$146,036,204.38 and the budget for the EPSS to \$1,587,784.72; and

WHEREAS, there is no required match for these additional funds;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that that the Parish President, Gordon E. Dove or his designee, is authorized to implement the Tier 1 amendment to the Terrebonne Parish Gustav/Ike Disaster Recovery Plan as recommended in Attachment A and sign any revised CEA or other documentation related as required.

THERE WAS RECORDED:

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

NAYS: None.

NOT VOTING: None.

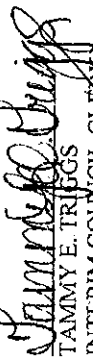
ABSTAINING: None.

ABSENT: G. Michel.

The Chairman declared the resolution adopted on this the 8th day of August 2022.

I, TAMMY E. TRIGGS, Interim 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 Assembled Council in Regular Session on August 10, 2022, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 11TH
DAY OF AUGUST 2022.


TAMMY E. TRIGGS
INTERIM COUNCIL CLERK
TERREBONNE PARISH COUNCIL



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE

Proposed Amendment to Gustav/Ike Disaster Recovery Plan budget to accept additional funding for the East Side Public Safety Substation.

PROJECT SUMMARY (200 WORDS OR LESS)

Due to inflation and the cost of materials, the bids for the Eastside Public Safety Substation exceeded available funding. The Office of Community Development has identified additional funds valued at approximately \$542,769.78. The proposed change to the Gustav/Ike Disaster Recovery Plan is to accept these funds for use in the construction of the substation.

PROJECT PURPOSE & BENEFITS (50 WORDS OR LESS)

Adopt changes to the Gustav/Ike Disaster Recovery Plan (CDBG) budget to reflect the addition of funds to the budget.

TOTAL EXPENDITURE

N/A

ACTUAL - N/A

ESTIMATED

N/A NO YES IF YES AMOUNT BUDGETED:

COUNCIL DISTRICT(S) IMPACTED (CHECK ONE)

PARISHWIDE	1	2	3	4	5	6	7	8	9

Chris Pulaski

7/29/2022

Signature

Date

OFFERED BY: _____
SECONDED BY: _____

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PRESIDENT TO SIGN ANY AND ALL DOCUMENTS TO SUBMIT AN AMENDMENT TO SPECIFIC ASPECTS OF THE TERREBONNE PARISH GUSTAV/IKE DISASTER RECOVERY PLAN, ACCEPT ADDITIONAL FUNDING AND SUBMIT AMENDMENT #4 TO THE COOPERATIVE ENDEAVOR AGREEMENT, AND TO IMPLEMENT THE TIER 1 AMENDMENT.

WHEREAS, the Terrebonne Parish Consolidated Government has been awarded Community Development Block Grant funding from the Department of Housing and Urban Development (HUD) through the State of Louisiana Office of Community Development (OCD) as a result of the damage caused by Hurricanes Gustav and Ike; and

WHEREAS, the Eastside Public Safety Substation (EPSS) is approved and funded through the Gustav/Ike Recovery Plan that was adopted by the Parish Council and approved by HUD and OCD;

WHEREAS, the bids for the construction of this facility were greater than the budget available under the current Cooperative Endeavor Agreement (CEA) with OCD; and

WHEREAS, OCD and HUD have agreed to provide an additional \$542,769.78 to fund this project increasing the overall budget to \$146,036,204.38 and the budget for the EPSS to \$1,587,784.72; and

WHEREAS, there is no required match for these additional funds;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that that the Parish President, Gordon E. Dove or his designee, is authorized to implement the Tier 1 amendment to the Terrebonne Parish Gustav/Ike Disaster Recovery Plan as recommended in Attachment A and sign any revised CEA or other documentation related as required.

August 1, 2022

MEMO TO: Gordon E. Dove
Parish President

FROM: Chris Pulaski

SUBJECT: Request for Agenda Item August 8th and 10th, 2022
Community Development and Planning Committee
CDBG Gustav/Ike Recovery Tier 1 Amendment

Attached is a Resolution requesting changes to the Gustav/Ike Recovery Plan budget for a Tier 1 amendment. The State is providing additional funding to the Eastside Public Safety Substation to make up for an overrun. The bids were higher than the funding available and the state has set aside approximately \$542,769.78 in additional funds. The total project cost at this point is \$1,587,784.72.

Should you have any questions or require additional information, please contact me at extension 6569.

Thanks,
Chris

ATTACHMENT A

Terrebonne Parish Consolidated Government
 CDBG Disaster Recovery Program
 Gustav/Ike Disaster Recovery Plan
 Proposed Plan Amendment -- Specific Infrastructure and Housing Projects

Project Number	Title	Category	Status	Original Funding	Increase/Reduction	Total
Project Number	Title	Category	Status	Original Funding	Increase/Reduction	Total
55PARA3406	Esaside Public Safety Substation	Infrastructure	Priority Project	\$1,045,014.94	\$542,769.78	\$1,587,784.72
						\$1,587,784.72

ATTACHMENT A

Terrebonne Parish Consolidated Government
CDBG Disaster Recovery Program
Gustav/Ike Disaster Recovery Plan
Proposed Plan Amendment _ Specific Infrastructure Projects

Project Number	Title	Category	Status	Original Funding	Increase/Reduction	Total Committed
55PARA	Unallocated Funds	Unallocated	Temporary Allocation	\$113,440.23	(\$113,440.23)	\$0
55PARA3406	Eastside Public Safety Substation	Infrastructure	Priority Project	\$892,219.04	\$113,440.23	\$1,005,659
				\$1,005,659	\$0	\$1,005,659

DARRIN W. GUIDRY, SR., CHAIRMAN

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



DANIEL BABIN, VICE-CHAIRMAN

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

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

June 10, 2021

MEMO TO: Chris Pulaski
Planning & Zoning Director

FROM: Suzette Thomas
Council Clerk

RE: Gustav/Ike Disaster Recovery Plan Budget

Attached is an original certified copy of Resolution No. 21-229 which authorizes Parish President Gordon Dove to sign any and all documents to submit an amendment to specific aspects of the aforementioned plan and to implement the Tier 1 Amendment.

Should you have any questions regarding the Council's action, please feel free to contact me.

/st

Attachment

cc: Honorable Gordon E. Dove, Parish President
Mr. Mike Toups, Parish Manager
Ms. Kandace Mauldin, Chief Financial Officer
Mrs. Kayla Dupre, Comptroller
Mrs. Leilani Adams, Parish President's Executive Secretary
Council Reading File

OFFERED BY: MR. D. J. GUIDRY.
SECONDED BY: MR. D. BABIN

RESOLUTION NO. 21-229

A RESOLUTION AUTHORIZING THE PRESIDENT TO SIGN ANY AND ALL DOCUMENTS TO SUBMIT AN AMENDMENT TO SPECIFIC ASPECTS OF THE TERREBONNE PARISH GUSTAV/IKE DISASTER RECOVERY PLAN AND TO IMPLEMENT THE TIER 1 AMENDMENT.

WHEREAS, the Terrebonne Parish Consolidated Government has been awarded Community Development Block Grant funding as a result of the damage caused by Hurricanes Gustav and Ike; and

WHEREAS, the current priority projects from the Gustav/Ike Recovery Plan have been completed and there are residual funds that can be used for CDBG eligible projects; and

WHEREAS, the Parish has a need for a police substation on the east side for deterrence and shorter travel response time when bridges or the tunnel are unavailable for any reason; and

WHEREAS, the Louisiana Office of Community Development Disaster Recovery Unit managing this grant has agreed in principle that this project is eligible for CDBG funding, meets a national objective of serving low to moderate income residents, and can be considered for funding; and

WHEREAS, the funding reallocated to the "unallocated" line item in the budget can be reallocated as recommended in Attachment A to fund the Eastside Public Safety Substation;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that that the Parish President, Gordon E. Dove, is authorized to allow the Tier 1 amendment to the Terrebonne Parish Gustav/Ike Disaster Recovery Plan as recommended in Attachment A.

THERE WAS RECORDED:

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

NAYS: None.

NOT VOTING: None.

ABSTAINING: None.

ABSENT: None.

The Chairman declared the resolution adopted on this the 7th day of June 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 June 7, 2021 and subsequently ratified by the Assembled Council in Regular Session on June 9, 2021 at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 10th DAY OF JUNE 2021.


SUZETTE THOMAS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE	
Proposed Amendment to Gustav/Ike Disaster Recovery Plan budget.	

PROJECT SUMMARY (200 WORDS OR LESS)	
Proposed changes to the Gustav/Ike Disaster Recovery Plan regarding reallocating funding remaining after all other projects have been funded and completed.	

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)	
Adopt changes to the Gustav/Ike Disaster Recovery Plan (CDBG) budget to reflect reallocation of funds from the "unallocated" funding to fund a new Eastside Public Safety Substation.	

TOTAL EXPENDITURE	
N/A	
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)	
ACTUAL - N/A	
ESTIMATED	
N/A NO YES	
IF YES AMOUNT BUDGETED:	
N/A	
\$15,941	

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

Chris Pulaski 6/2/2021

Signature Date

OFFERED BY: _____
SECONDED BY: _____

RESOLUTION NO. _____

A RESOLUTION AUTHORIZING THE PRESIDENT TO SIGN ANY AND ALL DOCUMENTS TO SUBMIT AN AMENDMENT TO SPECIFIC ASPECTS OF THE TERREBONNE PARISH GUSTAV/KE DISASTER RECOVERY PLAN AND TO IMPLEMENT THE TIER 1 AMENDMENT.

WHEREAS, the Terrebonne Parish Consolidated Government has been awarded Community Development Block Grant funding as a result of the damage caused by Hurricanes Gustav and Ike; and

WHEREAS, the current priority projects from the Gustav/Ike Recovery Plan have been completed and there are residual funds that can be used for CDBG eligible projects; and

WHEREAS, the Parish has a need for a police substation on the east side for deterrence and shorter travel response time when bridges or the tunnel are unavailable for any reason; and

WHEREAS, the Louisiana Office of Community Development Disaster Recovery Unit managing this grant has agreed in principle that this project is eligible for CDBG funding, meets a national objective of serving low to moderate income residents, and can be considered for funding; and

WHEREAS, the funding reallocated to the "unallocated" line item in the budget can be reallocated as recommended in Attachment A to fund the Eastside Public Safety Substation;

NOW, THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that that the Parish President, Gordon E. Dove, is authorized to allow the Tier 1 amendment to the Terrebonne Parish Gustav/Ike Disaster Recovery Plan as recommended in Attachment A.

June 2, 2021

MEMO TO: Gordon E. Dove
Parish President

FROM: Chris Pulaski

SUBJECT: Request for Agenda Item June 7th and 9th, 2021
Community Development and Planning Committee
CDBG Gustav/Ike Recovery Tier 1 Amendment

Attached is a Resolution requesting changes to the Gustav/Ike Recovery Plan budget for a Tier 1 amendment. The State is requesting that we reallocate the funding from "unallocated" status to the Eastside Public Safety Substation to meet our budget needs. The engineer believes that the current budget will fall short of the desired scope of work. All of the other projects from this plan have been completed and are in the process of being closed out by OCD.

Should you have any questions or require additional information, please contact me at extension 6569.

Thanks,
Chris

Terrebonne Parish Consolidated Government

CDBG Disaster Recovery Program
Estimated Budget

Pri	1st Time Homebuyers to Unallocated	As of June 14, 2021	Unallocated to Fairside Public Safety Substation
Terrebonne Parish Consolidated Government	Template Amend.	Rec'd Project Amend from	Template Amend.
CDBG Disaster Recovery Program	43	OCD 6/14/2021	44
Estimated Budget			
Project			
Homebuyers' Assistance	3,875,007.06		3,875,007.06
Homeowner Buyouts			
Repair Assistance - Owner Occupied	4,407,081.40		4,407,081.40
Repair Assistance - Renter Occupied	750,461.84		750,461.84
Owner Occupied Housing Dev	0.00		0.00
Owner Occupied Housing Dev	0.00		0.00
Owner Occupied Housing Dev	3,100,000.00		3,100,000.00
Owner Occupied Housing Dev - Housing Dev Study	0.00		0.00
Elevation Assistance	69,370.03		69,370.03
Hurricane Isaac Public Assistance Demo Proj.	0.00		0.00
Demolition of blighted properties	0.00		0.00
TOTAL HOUSING	49,420.98		49,420.98
	12,251,341.31	0.00	12,251,341.31
Intercoastal Canal/Palm Avenue			
Suzie Canal Ext. (North)	6,128,327.48		6,128,327.48
Ashland North	2,634,981.54		2,634,981.54
Cane Brake to Ashland (to landfill) Cedar Shrimpers Row	721,854.05		721,854.05
Upper Dularge (East)	0.00		0.00
Pointe Aux Chenes	376,491.34		376,491.34
Ward 7 - 10' elevation	1,537,175.99		1,537,175.99
Dr. Beattous (Falgout Marina)	20,929,369.99		20,929,369.99
Eastside Public Safety Substation			
Western Side of Falgout Canal Barge Structure	892,219.04	113,440.23	1,005,659.27
	16,875,030.72		16,875,030.72
Reach E - Falgout Canal Levee	15,810,355.94		15,810,355.94
East Houma Surge Levee	2,985,000.00		2,985,000.00
TOTAL NON-FEDERAL LEVEE	68,890,806.10	113,440.23	69,004,246.33
Dularge Bridge			
Falgout Canal Pontoon Bridge	2,603,749.01		2,603,749.01
TOTAL ROADS	2,603,749.01	0.00	2,603,749.01
Waterworks valve replacement for hospital	879,022.24		879,022.24
TOTAL WATERWORKS	879,022.24	0.00	879,022.24
Ashland Drainage Pump Station			
Upper Grand Caillou Pump Station- Shrimpers Row	3,309,886.52		3,309,886.52
Barod Pump Station/Bayou Lecaup	4,509,460.50		4,509,460.50
Buquet Drainage Improvements	4,877,237.12		4,877,237.12
Summersfield Pump Station	916,536.73		916,536.73
Ashland Drainage Pump Station Outfall	4,115,108.36		4,115,108.36
Canal Improvements	511,234.85		511,234.85

Terrebonne Parish Consolidated Government

CDBG Disaster Recovery Program
Estimated Budget

Project	1st Time Homebuyer to Unallocated	Template Amend.	As of June 14, 2021	Unallocated to Earthside Public Safety Substation
Terrebonne Parish Consolidated Government		43		Template Amend.
CDBG Disaster Recovery Program				Rec'd Project Amend from
Estimated Budget				OCD
				6/14/2021
				44
TOTAL FORCED DRAINAGE	18,239,464.08	0.00	0.00	18,239,464.08
Gray facility	2,205,416.00			2,205,416.00
Clean Waterways/Dredict Vessels #1	939,096.53			939,096.53
Clean Waterways/Dredict Vessels #2				
TOTAL POLLUTION CONTROL/SEWERAGE	3,144,512.53	0.00	0.00	3,144,512.53
Juvenile Facility	10,370,744.33		0.00	10,370,744.33
Animal Shelter				
Department of Public Works Admin Building	6,160,717.19			6,160,717.19
TOTAL BUILDINGS	16,551,461.52	0.00	0.00	16,551,461.52
Bayou Terrebonne Bank Stabilization				
Marsh Rehabilitation				
TOTAL COASTAL RESTORATION				
road, waterline, & gas				
proposed intermodal facility combining transportation modes, port expansion and related road improvements				
Generator Hook up Grant				
Loan and grant Programs for storm-affected businesses.				
TOTAL ECONOMIC REC	0.00	0.00	0.00	0.00
	616,351.00			616,351.00
	616,351.00			616,351.00
	123,156,707.78	113,440.23	113,440.23	123,270,148.01
GRAND TOTAL				
GRANT ALLOCATION				
BALANCE UNDESIGNATED				
Unallocated Funds	113,440.23	(113,440.23)		0.00
Comment: Cooperative Endeavor Agreement AMENDMENT #2				
Affordable Rental Housing (unallocated) 241-618-8359-00				
Afford Rental Infill Housing	3,853,500.84			3,853,500.84
Afford Rental Disability Apt. Complex	659,622.80			659,622.80
Afford Rental Multi-Fam Units	5,924,903.98			5,924,903.98
Comment: New funding in addition to original allocation of \$123,270,148	9,995,999.00			9,995,999.00
	50,000.00			50,000.00

**CDBG Disaster Recovery Program
Estimated Budget**

[illegible]

	Budget	Amendments	Difference
LIA 31	640,865.00 #1	668,006.00	(27,141.00)
BA	52,925.00 #2	224,213.04	25,299.96
BA	196,588.00		
	15,941.00 #3	113,440.23	1,840.77
	59,984.00		
	39,356.00		
	542,770.00 #4	542,770.00	
	113,440.23		
	(34,951.00)		
	1,626,918.23	1,548,429.27	(0.27)

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2023 - FIVE YEAR CAPITAL OUTLAY
FUND 641 - FD 241 HUD CDBG RECOVERY CONSTRUCTION FUND**

**641-211-8912-01
CDBG EASTSIDE POLICE SUBSTATION**

TOTAL FUNDING	\$	1,661,869
EXPENDITURES THRU 12/31/21		(34,951)
PROJECT BALANCE	\$	1,626,918

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2022	2023	2024	2025	2026	2027
Jun-21	LIA 31	FROM 641-302-8912-01 CDBG REC	24,629						
Jun-21	LIA 31	FROM 641-310-8916-01 CDBG REC	1						
Jun-21	LIA 31	FROM 641-351-8929-01 CDBG REC	362,117						
Jun-21	LIA 31	FROM 641-351-8929-07 CDBG REC	254,118						
Jul-21	ORD 9268	FROM FUND 241 CBDG RECOVERY	52,925						
Jul-21	ORD 9292	FROM 641 FUND BALANCE	196,588						
Dec-21	ORD 9337	FROM FUND 255 CAPITAL SALES TX FD	39,356						
Apr-22	ORD 9364	FROM 659-211-8912-01*		15,941					
Apr-22	ORD 9364	FROM FUND 204 FUND BALANCE		59,984					
Sep-22	PENDING BA	FROM UNALLOCATED FUNDS		113,440					
Sep-22	PENDING BA	FROM CDBG RECOVERY PROGRAM		542,770					
LESS PRIOR YEAR EXPENDITURES			(34,951)						
FUNDS AVAILABLE			\$ 894,783	\$ 732,135	\$ -	\$ -	\$ -	\$ -	\$ -

**ENGINEER/ARCHITECT: DAVID WAITZ ENGINEERING
DUPLANTIS DESIGN GROUP**

DESCRIPTION: To design and construct a substationon the Eastside
for the Police Department.

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 641-211-8912-01

FD241 HUD CDBG REC CONS

POLICE

EASTSIDE SUBSTATION

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	970,708	35,963.49	0	934,745
CLOSED:				
2016	0	.00	N/A	0
2017	0	.00	N/A	0
2018	0	.00	N/A	0
2019	0	.00	N/A	0
2020	0	.00	N/A	0
2021	929,734	34,950.69	N/A	894,783

ENTER = CONTINUE

CF01 = EXIT CF02 = INPUT SCR CF04 = DSP DETAIL CF05 = DSP INV JE

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

FD171GG

GENERAL LEDGER/BUDGET ACCOUNT INQUIRY

9/07/22

JULY 31, 2022 - MONTH LAST CLOSED

ACCT: 641-000-6348-05

FD241 HUD CDBG REC CONS

NO DEPARTMENT NAME

CDBG RECOVERY GRANT

	<u>BUDGET</u>	<u>ACTUAL</u>	<u>ENCUMBERED</u>	<u>VARIANCE</u>
OPEN:				
2022	855,429	29,393.57-	0	826,035-
CLOSED:				
2016	41,401,447	13,890,657.02-	N/A	27,510,790-
2017	26,118,105	4,037,633.77-	N/A	22,080,471-
2018	22,075,686	17,223,361.81-	N/A	4,852,324-
2019	4,852,324	4,260,409.81-	N/A	591,914-
2020	591,914	175,735.31-	N/A	416,179-
2021	717,569	479,557.21	N/A	1,197,126-

ENTER = CONTINUE

CF04 = DSP DETAIL

CF05 = DSP INV JE

CF01 = EXIT CF02 = INPUT SCR

CF06 = DSP ENCUMBRANCE

CF08 = PRT DETAIL

390-192

INFORMATION TECHNOLOGY

2023 SALARIES & FRINGES WORKSHEET

STEPS TO FOLLOW:

1. Review and correct the attached "ESTIMATED ANNUAL EARNINGS BY JOBS" report for those employees currently employed and transfer total to ITEM A below.
2. List below additional positions that are:
ITEM B - unfilled positions approved for 2022 (2022 Adopted Positions enclosed)
3. Complete the self-explanatory calculations (ITEM C).

		ESTIMATED AMOUNT
A. Current Salaries		10,677
B. Open positions approved for 2022:		-
		-
C. Total 2022 Estimated Annual Salaries	A+B	10,677 8111-01
Estimated Overtime		- 8112-01
Total Taxable Wages		10,677
FICA	6.20%	662 8121-01
MEDICARE	1.45%	155 8121-02
PENSION - Use Applicable % below	7.50%	801 8122-01
UNEMPLOYMENT COMPENSATION	1.50%	160 8132-01
WORKER'S COMPENSATION	0.89%	95 8133-01
GROUP INSURANCE:		
"F & G" CURRENT FAMILY	0 X 19,225.00 =	-
"S & T" CURRENT SINGLE	0 X 7,500.00 =	-
"N" CURRENT LIFE-ONLY	0 X 725.00 =	-
OPEN POSITIONS	0 X 13,000.00 =	-
TOTAL GROUP INSURANCE		- 8131-01
no ins	1	
	1	

Various Pension Rates and Retirement Codes:

PERS - Parish (01)	7.50%	Registrar of Voters (03)	18.00%
Firefighters (05) & (08)	33.25%	Dist. Atty/Assistants (02)	9.50%
Municipal Police (07)	31.25%	City Court Judge (04)	43.80%

INFORMATION TECHNOLOGY MANAGER

Finance | Information Technology



SUMMARY

Maintain overall control and operations of the Information Technology Division, parish network system, software development and documentation, parish websites, social media pages, and Terrebonne Parish's television station. Ensure all Parish employees adhere to the Electronic Communications Policy. Also, function as a computer consultant to all divisions, departments, and user agencies.

JOB OVERVIEW

Starting Pay

\$76,170 - \$97,822 per year

Schedule

Monday - Friday

Shift

6:00 a.m. - 2:30 p.m.

LOCATION

IT Building (City Hall)

REPORTS TO

Chief Financial Officer

SUPERVISOR TO

- Development Administrator
- Network Administrator

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with Directors, users, members of the public, and sales representatives

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Coordinate Networking and Development Section requirements while providing training opportunities to allow the staff to enhance their skillsets as technology and languages change.
2. Meet with vendors and consultants to evaluate products and services.
3. Evaluate, recommend, and approve all purchases of computer-related hardware and software as well as data communications and digital camera equipment for Parish departments.
4. Establish and maintain facility and system security procedures.
5. Act as security officer for the parish's midrange computer systems both on-site and off-site, run monthly updates, and ensure data is backed up to the off-site location on-demand.
6. Establish procedures to ensure user passwords are periodically changed and user profiles are deleted as needed.
7. Monitor development, maintenance, and documentation of the parish's midrange software, websites, and social media accounts.
8. Prepare and monitor annual operating, maintenance, and capital budget, and evaluate and project long term capital outlay requirements for computer equipment and software.
9. Review surplus computer related equipment and make recommendations for disposal.
10. Prepare bid forms and specifications for computer-related purchases, resolutions, and ordinances.
11. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Excellent decision-making abilities as well as excellent communication, organizational, analytical, and interpersonal skills.
2. On call 24 hours a day, 7 days a week.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Computer Science from an accredited college or university.
2. Minimum of twelve (12) years of network administration of IBM midrange system and Microsoft servers, LAN and WAN, software design, database concepts, development, and documentation experience, with at least five (5) years of supervisory experience.
3. Proficient in Microsoft Office 365.
4. Knowledge of all aspects of government financial software highly desirable.
5. Possess and maintain a valid Louisiana driver's license.

DEVELOPMENT ADMINISTRATOR

Finance | Information Technology



SUMMARY

Supervise development and documentation staffs, assist with preparation of division's annual budget, and plan and monitor all software development and documentation projects from conception to completion. Have excellent decision-making abilities and communication skills, as well as promote a positive work environment which encourages team members to successfully develop a final product. Assume full management responsibilities of the division in the absence of the Information Technology Manager.

JOB OVERVIEW

Starting Pay
\$69,264 - \$88,941 per year

Schedule
Monday - Friday

Shift
7:30 a.m. - 4 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Information Technology Manager

SUPERVISOR TO

- Development Team Leaders
- Documentation Team Leader

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with Directors, users, sales representatives, and members of the public

EMERGENCY EVENTS
Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Fully supervise development and documentation staffs, interview applicants for open positions, and evaluate staff's job performance.
2. Supervise and perform the development, design, programming, implementation, and documentation of all new systems and maintenance of existing systems.
3. Plan and monitor projects from conception to completion, and monitor all development and documentation standards and ensure compliance.
4. Coordinate internal and third-party resources during project lifecycle.
5. Adapt to rapidly changing requirements through prioritization.
6. Meet with computer users when modifications to existing applications or new development are needed, and evaluate third party software as to meeting particular requirements for specific projects.
7. Research technical websites, blogs, journals, and newsletters for new and improved development methods and database concepts.
8. Assist Information Technology Manager in the preparation of division's annual budget.
9. Assume full management responsibilities of the division in the absence of the Information Technology Manager.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Self starter, diversified in all areas of software project management and documentation with strong mathematical and problem-solving skills.
2. Detail-oriented, excellent follow-through, ability to multi-task, and work well under tight deadlines in a fast-paced environment.
3. Excellent decision-making abilities; excellent communication, organizational, analytical, and interpersonal skills; and excellent writing skills with emphasis on grammar, content, and writing styles.
4. On call 24 hours a day, 7 days a week.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Computer Science from an accredited college or university.
2. Proficient in Microsoft Office 365 and Adobe Creative Cloud.
3. Knowledge of all aspects of government financial software and web scripting languages highly desirable.
4. Minimum of ten (10) years of software design, database concepts, IBM midrange and web development, and documentation experience, with at least three (3) years of supervisory experience.
5. Possess and maintain a valid Louisiana driver's license.

DEVELOPMENT TEAM LEADER

Finance | Information Technology | Development



SUMMARY

Evaluate and design applications across platforms (PC, client-server, midrange, web). Meet with users for training and assistance on developed applications. Direct and monitor the work performed by team members. Assume supervisory duties over development staff in the absence of the Development Administrator.

JOB OVERVIEW

Starting Pay
\$62,941 - \$80,829 per year

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Development Administrator

SUPERVISOR TO

- Principal Software Developers
- Senior Software Developer
- Web Developer and Graphic Designer

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with Directors, users, sales representatives, and members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org.

ESSENTIAL FUNCTIONS

1. Design system logic flow, databases, reports, screens, and web pages.
2. Analyze and document requests to develop and maintain applications, review applications for improvements in logic and/or programming, and coordinate testing of applications to ensure functional system design and logic flow.
3. Assign work to developers with expected time of completion and priority.
4. Review developers' coding for efficiency, screen and webpage design, user compatibility, and user instructions to ensure they are in compliance with design.
5. Provide software development guidance, assistance, and training to developers.
6. Advise Development Administrator on timing estimates for development and programming of all work performed, and keep abreast of new development techniques and web scripting languages.
7. Communicate technical concepts in a fashion that is understandable to end users.
8. Train users on developed applications, assist with application problems, and take appropriate action as needed.
9. Perform administrative functions for the SQL Server, Maxava HA, DocPath, and Real Vision Imaging.
10. Evaluate and install vendor software when requested.
11. Assume supervisory duties over development staff in the absence of the Development Administrator.
12. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Detail-oriented, excellent follow through, ability to multi-task, manage projects and workflow, and work well under tight deadlines.
2. Self-starter and able to delegate tasks for efficiency.
3. Excellent verbal and written communication, organizational, analytical, collaboration, and interpersonal skills.
4. When instructed, be on call 24 hours a day, 7 days a week.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Computer Science from an accredited college or university.
2. Minimum of eight (8) years of experience in all aspects of software development on multiple platforms, with at least two (2) years of supervisory experience.
3. Professional experience with RPG and web programming using Git, Bootstrap, JQuery, and Prototype, as well as other framework and tools to develop websites preferred.
4. Possess and maintain a valid Louisiana driver's license.

Type/Grade/Classification: Salary (exempt) | 211 | Development Team Leader

Terrebonne Parish Consolidated Government

Reviewed 8/16/2022

PRINCIPAL SOFTWARE DEVELOPER

Finance | Information Technology | Development



SUMMARY

Design, develop, debug, test, deploy, maintain, and improve software across platforms (PC, client-server, midrange, web). Assign work to developers. Assume supervisory duties over development team in the absence of the Development Team Leader.

JOB OVERVIEW

Starting Pay
\$57,221 - \$73,486 per year

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Development Team Leader

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with managers, users, vendors, and members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Design, develop, debug, test, deploy, maintain, and improve software across platforms.
2. Learn RPG to support legacy applications and integrate with web applications.
3. Fully understand and support all aspects of the software development life cycle.
4. Analyze applications, troubleshoot problems, and use an analytical approach to implement solutions that improve efficiency.
5. Determine and understand the impact of changes on extensibility, scalability, performance, and maintainability for projects.
6. Interact with and interpret data from multiple databases and data sources.
7. Provide sophisticated and creative digital design based on a strong understanding of UX and responsive web design.
8. Develop both client-side and server-side code for dynamic web applications using modern frameworks and tools.
9. Maintain continuous and up-to-date knowledge on rapidly changing development technology trends and new releases to make suggestions for product efficiency.
10. Train users on developed applications and assist with application problems.
11. Assist team members in multiple development projects when necessary across teams.
12. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Excellent verbal and written communication, organizational, analytical, collaboration, interpersonal, and decision-making skills.
2. Self-starter, work under tight deadlines, able to solve problems, manage multiple projects simultaneously, and delegate tasks for efficiency.
3. When instructed or scheduled, work after hours to perform various duties.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Computer Science from an accredited college or university.
2. Minimum of eight (8) years of software design, development, and database experience.
3. Knowledgeable in IIS, web services, secure web processing, and social media and its technologies.
4. Experience with RPG and web programming using Git, Bootstrap, JQuery, and Prototype as well as other frameworks and tools to develop websites and experience creating apps preferred.
5. Experience assigning work to developers, testing accuracy of work, and reviewing code to recommend improvements highly desirable.
6. Possess and maintain a valid Louisiana driver's license.

Type/Grade/Classification: Salary (exempt) | 210 | Principal Software Developer

Terrebonne Parish Consolidated Government

Reviewed 8/16/2022

SENIOR SOFTWARE DEVELOPER

Finance | Information Technology | Development



SUMMARY

Develop, test, debug, document, perform basic design, and maintain application programs across platforms (PC, client-server, midrange, web).

JOB OVERVIEW

Starting Pay
\$48,630 - \$62,442 per year

Schedule
Monday - Friday

Shift
7:30 a.m. - 4 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Development Team Leader

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with users

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Develop, test, debug, and maintain application programs and documentation ensuring that user requirements are met.
2. Develop web pages using current web technologies.
3. Develop and maintain databases on the SQL Server by creating tables, views, stored procedures, and triggers as required.
4. Learn RPG to support legacy applications and integrate with web applications.
5. Perform analysis, screen and web page design, testing, implementation, task management, problem solving, and processing of data when required.
6. Work with system users when program problems occur and take appropriate action to correct.
7. Review and recommend refinements to existing programs.
8. Occasionally, assign work to Web Developer/Graphic Designer as needed on design projects.
9. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Excellent verbal and written communication, organizational, analytical, and interpersonal skills
2. When instructed or scheduled, work after hours to perform various duties.

EDUCATION, EXPERIENCE, AND LICENSES

1. College degree in Computer Science from an accredited college or university. Consideration will be given to equivalent experience and/or computer related courses from business or technical colleges or schools.
2. Minimum of five (5) years professional development experience.
3. Experience with RPG and web programming using Git, Bootstrap, JQuery, and Prototype as well as other frameworks and tools to develop websites highly preferred.
4. Experience assigning work to developers desirable.
5. Possess and maintain a valid Louisiana driver's license.

WEB DEVELOPER AND GRAPHIC DESIGNER

Finance | Information Technology | Development



SUMMARY

Design, develop, and maintain websites for multiple devices. Create graphics as needed for multiple departments and internal projects, and design social media campaigns.

JOB OVERVIEW

Starting Pay
\$48,630 - \$62,442 per year

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Development Team Leader

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with users

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Design, develop, test, and implement complete web components using Git, Bootstrap, JQuery, and Prototype as well as other frameworks and tools to develop websites.
2. Focus on using responsive design, using current design and web technologies and standards compliance, and handling cross-browser and multiple device compatibilities when developing web components.
3. Analyze current web components including performance, diagnosis, and troubleshooting, and design innovative solutions to improve efficiency.
4. Provide sophisticated and creative digital design based on a strong understanding of user-centered design using Adobe Photoshop, Illustrator, InDesign, and XD.
5. Measure web traffic and monitor search engine optimization (SEO) using the latest trends and best practices in SEO, keyword research, and experience with website analytics tools.
6. Oversee layouts for multiple social media accounts, work closely with the social media team to align social distribution and SEO efforts, and occasionally assign work to the social media team to accomplish goals.
7. Approach projects holistically to fully understand the impact of changes on extensibility, scalability, performance, and maintainability.
8. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Excellent verbal and written communication and interpersonal skills.
2. Detail-oriented, excellent follow-through, quick learner, self-motivated, and confident under tight deadlines.

EDUCATION, EXPERIENCE, AND LICENSES

1. College degree in Computer Science, Web Design, or Digital Graphic Design from an accredited college or university. Consideration will be given to equivalent experience and/or computer-related or design-related courses from business or technical colleges or schools.
2. Minimum of three (3) years of professional web design and development plus two (2) years of graphic design experience.
3. Professional experience with popular web application frameworks and programming languages required.
4. Professional experience with social media platforms with an ability to develop an optimal posting schedule.
5. Proficient in Adobe Creative Cloud.
6. Possess and maintain a valid Louisiana driver's license.

DOCUMENTATION TEAM LEADER

Finance | Information Technology | Documentation



SUMMARY

Evaluate and plan all documentation requirements. Meet with users initially for new project requirements. Lead all aspects of creating, managing, editing, and updating documentation for all in-house developed software and web applications. Direct and monitor the work performed by team members.

JOB OVERVIEW

Starting Pay
\$52,520 - \$67,434 per year

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Development Administrator

SUPERVISOR TO
Technical Writers

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with Directors, users, and members of the public

EMERGENCY EVENTS
Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Fully supervise documentation team, interview applicants for open positions, and evaluate staff's job performance.
2. Develop documentation process and standards with supervisor.
3. Provide guidance and training to team members as needed.
4. Ensure consistency among authors during the review process to deliver high quality, technically accurate product documentation.
5. Work with development team and end users to create and maintain technical, instructional, and operational documentation for multimedia, paper, and web-based publications.
6. Work with departments and outside agencies to create various forms of documentation, including fillable PDF forms, informational brochures, newsletters, etc., and proofread/edit various types of written content.
7. Research and interpret technical and functional requirements, and translate technical and/or complicated information into clear, concise documents.
8. Coordinate media projects, generate news articles, create flyers and graphics for community events and programs, maintain the online community calendar, and consult on social media campaigns.
9. Provide technical support to users requiring assistance with accessing **teamTPCG**, the Parish online employee portal.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Excellent technical writing skills and ability to peer review technical documents for grammar, content, and writing styles.
2. Detail-oriented, excellent follow through, ability to multi-task, manage projects and workflow, and work well under tight deadlines in a fast-paced environment.
3. Superior verbal and written communication, organizational, analytical, collaboration, and interpersonal skills.
4. When instructed or scheduled, work after hours to perform various duties.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in English, Journalism, Marketing, or related discipline from an accredited college/university. Consideration will be given to related experience and college.
2. Minimum of six (6) years of technical writing experience with at least two (2) of those years as a supervisor.
3. Familiar with the documentation writing process including researching, scoping, writing, screen captures, and technical reviews.
4. Proficient in Microsoft Office 365 and Adobe Creative Cloud.
5. Possess and maintain a valid Louisiana driver's license.

TECHNICAL WRITER

Finance | Information Technology | Documentation



SUMMARY

Create and maintain in-depth, complex IT documentation and translate technical and/or complicated information into clear, concise, documents appropriate for various audiences.

JOB OVERVIEW

Starting Pay
\$42,848 - \$55,037 per year

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Documentation Team Leader

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with users and members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Create and maintain technical, instructional, and operational documentation.
2. Interview subject matter experts and technical staff to collect information, prepare written text, and coordinate layout and material organization.
3. Research and interpret technical and functional requirements, and translate technical and/or complicated information into clear, concise documents.
4. Work with development team members through the complete process of creating a draft to producing a finished document for final publication.
5. Deliver high quality, technically accurate product documentation.
6. Assist departments with text writeups and formatting for various deliverables, including forms, web announcements, and PowerPoint presentations.
7. Research community events and communicate with individuals and agencies to update the Parish websites' news and announcements.
8. Create various types of graphical documents and images, including infographics, flyers, quick-start guides, and web images.
9. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Excellent technical writing skills and ability to peer review technical documents for grammar, content, and writing styles.
2. Detail-oriented, excellent follow through, ability to multitask, manage projects and workflow, and work well under tight deadlines in a fast-paced environment.
3. Superior verbal and written communication, organizational, analytical, collaboration, and interpersonal skills.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in English, Journalism, Marketing, or related discipline from an accredited college/university. Consideration will be given to equivalent experience.
2. Two (2) years of technical writing experience.
3. Familiar with the documentation writing process including researching, scoping, writing, screen captures, and technical reviews.
4. Proficient in Microsoft Office 365 and Adobe Creative Cloud.
5. Possess and maintain a valid Louisiana driver's license.

NETWORK ADMINISTRATOR

Finance | Information Technology



SUMMARY

Fully supervise networking and production staffs, and manage all end-user equipment, TPCG's networks, TPCG's PEG Channel (TPTV). Assist IT Manager in preparation of the division's annual budget.

JOB OVERVIEW

Starting Pay

\$69,264 - \$88,941 per year

Schedule

Monday - Friday

Shift

7:30 a.m. - 4 p.m.

LOCATION

IT Building (City Hall)

REPORTS TO

Information Technology Manager

SUPERVISOR TO

- Network Team Leader
- Videographers/Drone Pilots

PHYSICAL DEMANDS

- Lift 25-50 lbs. (medium)
- Climb and bend

WORK ENVIRONMENT

- Frequent interactions with Directors, Parish Council, users, members of the public, and sales representatives
- Indoors and outdoors in various climates and conditions

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Fully supervise the networking and production staffs, interview applicants for open positions, and evaluate staff's job performance.
2. Maintain TPCG's networks, servers, and end-user equipment to ensure availability to end-users and the general public.
3. Stay updated regarding new technology and products, determine capabilities and limitations of current equipment and staff and advise and make recommendations to IT Manager.
4. Educate networking staff of changes to and new techniques dealing with equipment, software and communications.
5. Coordinate and implement network security measures, including daily backup of systems/data and provide documentation for network and server to allow for a full disaster recovery.
6. Maintain feeds from the PEG channel to cable franchises inside of Terrebonne Parish and scheduling of content for broadcast.
7. Work with Parish Administration and Parish Council Staff to ensure broadcast and live stream (social media) events and meetings throughout Terrebonne Parish and provide event production (audio/video) as needed.
8. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong problem-solving and decision-making skills.
2. Detail-oriented, excellent follow through, ability to multi-task, manage projects and workflow, and work well under tight deadlines in a fast-paced environment.
3. Good oral and written communications skills.
4. On call 24 hours a day, 7 days a week.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Computer Information Systems from an accredited college or university.
2. Minimum of ten (10) years of operations and installation of PC-based network systems, with at least three (3) years of supervisory experience.
3. Experience with routers, switches, firewalls, VoIP PBX, and Microsoft server and service environments required.
4. Knowledge of the live video production and audio sound systems highly desirable.
5. Possess and maintain a security clearance through Louisiana State Police.
6. Possess and maintain LLETs security certifications for NCIC.
7. Possess and maintain a valid Louisiana driver's license.

NETWORK TEAM LEADER

Finance | Information Technology | Networking



SUMMARY

Maintain the daily operations of the network and provide assistance to the Network Administrator with directing, scheduling, and monitoring work by the network support personnel.

JOB OVERVIEW

Starting Pay
\$62,941 - \$80,829 per year

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Network Administrator

SUPERVISOR TO

- Senior Network Technician
- Network Technicians
- Technical Coordinator

PHYSICAL DEMANDS

- Lift 25-50 lbs. (medium)
- Climb and bend
- Setup computer equipment

WORK ENVIRONMENT

- Frequent interactions with users and sales representatives
- Indoors and outdoors in various climates and conditions

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Fully supervise the networking staff, interview applicants for open positions, and evaluate staff's job performance.
2. Maintain knowledge of the status of all on-going support request and projects.
3. Meet with various vendors, agencies, and user to determined technical needs and requirements.
4. Assist the Network Administrator with installation and support of all network equipment and physical and virtual server environments.
5. Maintaining all Windows Server environments, including Microsoft Active Directory, Exchange, SQL, and File Servers.
6. Install and support of end-user hardware including computers, phones, tablets, printers, and scanners.
7. Stay updated regarding new technology and products.
8. When need, assist in training end-users on new technologies and techniques.
9. Work with vendors and various department and agencies on the purchase of computers, related equipment, and software.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Able to multitask and manage projects under tight deadlines and have a strong problem solving and decision making skills.
2. When instructed or scheduled, work after hours to perform various duties.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Computer Information Systems from an accredited college or university.
2. Minimum of eight (8) years experience with the installation and support of TCP/IP based networks, routers, switches, and firewalls with a minimum of two (2) years of team lead/supervisory experience.
3. Experience with routers, switches, and firewalls and knowledge of VoIP PBX systems required.
4. Knowledge of the Windows operating systems, Microsoft Active Directory, Microsoft Office 365, and VoIP PBX systems highly desirable.
5. Possess and maintain a security clearance through Louisiana State Police.
6. Possess and maintain LLETS security certifications for NCIC.
7. Possess and maintain a valid Louisiana driver's license.

SENIOR NETWORK TECHNICIAN

Finance | Information Technology | Networking



SUMMARY

Configure and support TPCG's network equipment and end-user hardware while maintaining a graphical network map and inventory.

JOB OVERVIEW

Starting Pay
\$21.31 - \$27.37 per hour

Schedule
Monday - Friday

Shift
7 a.m. - 3:30 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Network Team Leader

PHYSICAL DEMANDS

- Lift 25-50 lbs. (medium)
- Climb and bend
- Setup computer equipment

WORK ENVIRONMENT

- Frequent interactions with users and sales representatives
- Indoors and outdoors in various climates and conditions

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org.

ESSENTIAL FUNCTIONS

1. Install and support end-user hardware including computers, phones, tablets, printers, and scanners.
2. Configure and support network switches and routers throughout Terrebonne Parish and remote backup sites.
3. Maintain graphical layout of all servers, network devices, and equipment connected to TPCG's networks.
4. Install and support various network connections (wiring/cabling, radios, routers, and switches).
5. Stay updated regarding new technology and products.
6. When need, assist in training end-users on new technologies and techniques.
7. Perform and maintain daily backups of systems and servers.
8. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Work well with the general public, computer users, and sales representatives.
2. Physically move and setup computer related equipment.
3. When instructed or scheduled, work after hours to perform various duties.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Computer Information Systems from an accredited college or university.
2. Minimum of five (5) years experience with the installation and support of TCP/IP based networks, routers, switches, and firewalls.
3. Knowledge of the Windows operating systems, Microsoft Active Directory, Microsoft Office 365, and VoIP PBX systems highly desirable.
4. Possess and maintain a security clearance through Louisiana State Police.
5. Possess and maintain LLETS security certifications for NCIC.
6. Possess and maintain a valid Louisiana driver's license.

NETWORK TECHNICIAN

Finance | Information Technology | Networking



SUMMARY

Maintain the daily operations of end-users' hardware. Assist senior network staff with operations of TPCG networks and servers.

JOB OVERVIEW

Starting Pay
\$19.03 - \$24.43 per hour

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Network Team Leader

PHYSICAL DEMANDS

- Lift 25-50 lbs. (medium)
- Climb and bend
- Setup computer equipment

WORK ENVIRONMENT

- Frequent interactions with users and sales representatives
- Indoors and outdoors in various climates and conditions

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org.

ESSENTIAL FUNCTIONS

1. Install and support end-user hardware including computers, phones, tablets, printers, and scanners.
2. Assist in installation, and support of various network connections (wiring/cabling, radios, routers, and switches).
3. Assist in maintaining documentation/inventory of network and end-user devices.
4. Stay updated regarding new technology and products.
5. When need, assist in training end-users on new technologies and techniques.
6. Perform and maintain daily backups of systems and servers.
7. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Work well with the general public, computer users, and sales representatives.
2. Physically move and setup computer related equipment.
3. When instructed or scheduled, work after hours to perform various duties.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Computer Information Systems from an accredited college or university.
2. Minimum of four (4) years experience with the installation and support of computers and business networks.
3. Knowledge of the Windows operating systems, Microsoft Active Directory, Microsoft Office 365, and network protocols highly desirable.
4. Experience with routers, switches, and firewalls and working knowledge of VoIP PBX systems highly desirable.
5. Possess and maintain a security clearance through Louisiana State Police.
6. Possess and maintain LLETS security certifications for NCIC.
7. Possess and maintain a valid Louisiana driver's license.

TECHNICAL COORDINATOR

Finance | Information Technology | Networking



SUMMARY

Work with vendors to price and purchase computer hardware/software and prioritize and assign incoming work orders to networking staff.

JOB OVERVIEW

Starting Pay
\$17.33 - \$22.23 per hour

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
IT Building (City Hall)

REPORTS TO
Network Team Leader

PHYSICAL DEMANDS
Lift 25 - 50 lbs. (medium)

WORK ENVIRONMENT
Frequent interactions with computer users and sales representatives

ESSENTIAL FUNCTIONS

1. Work and meet with various departments to discuss technology requirements and needs.
2. Assign work orders to networking staff members to complete while maintaining the knowledge of all work order requests and projects.
3. Provide weekly reports of the completed work.
4. Work with vendors to request quotes and to order computers, computer-related equipment, and software for various department and agencies.
5. Conduct various training seminars on technology-related topics to government personnel.
6. Provide basic help desk support for phones, computers, and software.
7. Stay updated regarding new technology and products.
8. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong team player with the willingness to help others and have the ability to multi-task and manage projects under tight deadlines.
2. Good oral and written communications skills and have good phone etiquette and grammatical skills.
3. When instructed or scheduled, work after hours to perform various duties.

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Computer Information Systems from an accredited college or university.
2. One (1) year experience with managing schedules and job assignments of technicians.
3. One (1) year experience training users on computer and/or phone systems.
4. One (1) year experience with equipment ordering.
5. Working knowledge of Microsoft PowerPoint and presentation hardware.
6. Possess and maintain a valid Louisiana driver's license.

VIDEOGRAPHER AND DRONE PILOT

Finance | Information Technology | Productions



SUMMARY

Produce, film, and edit video content to be utilized on many forms of media, including television, social media content and presentations. Operate Parish drones to capture videos for the purpose of documentation and public relations.

JOB OVERVIEW

Starting Pay
\$17.33 - \$22.23 per hour

Schedule
Varies

Shift
Varies

LOCATION
IT Building (City Hall)

REPORTS TO
Network Administrator

PHYSICAL DEMANDS

- Lift 25-50 lbs. (medium)
- Climb and bend
- Move and setup video recording equipment

WORK ENVIRONMENT

- Frequent interactions with members of the public, computer users, and sales representatives
- Indoors and outdoors in varying climates and conditions

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Plan, produce, film, and edit videos projects that highlight Terrebonne Parish Consolidated Government and its ongoing projects.
2. Schedule and attend (lead) meetings to plan video production projects with various departments and agencies.
3. Work within a team to write a script for educational videos for the Parish staff and the public.
4. Capture aerial videos and photos of various projects throughout Terrebonne Parish, including streets, swamps, and marshland.
5. Setup and configure audio/video equipment, film, and live stream meetings and events as needed.
6. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Work well with the general public, computer users, and sales representatives.
2. Physically move and setup video recording equipment.
3. Perform tasks without direct supervision.
4. Work after hours and on weekends.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Mass Communications/Broadcast from an accredited college or university.
2. Minimum of three (3) years experience operating and filming with professional audio/video equipment.
3. Experience in Apple Final Cut Pro, Apple Motion, Adobe Premier Pro, and other Adobe Creative Cloud software suites highly desirable.
4. Experience with live event productions highly desirable.
5. Social media experience preferred.
6. Possess and maintain a Remote Pilot Certificate (Part 107) issued by the FAA.
7. Possess and maintain a valid Louisiana driver's license.

151-151
ACCOUNTING

2023 SALARIES & FRINGES WORKSHEET

STEPS TO FOLLOW:

1. Review and correct the attached "ESTIMATED ANNUAL EARNINGS BY JOBS" report for those employees currently employed and transfer total to ITEM A below.
2. List below additional positions that are:
ITEM B - unfilled positions approved for 2022 (2022 Adopted Positions enclosed)
3. Complete the self-explanatory calculations (ITEM C).

	ESTIMATED AMOUNT
A. Current Salaries	
B. Open positions approved for 2022:	
	3,906
	(43,305)
C. Total 2022 Estimated Annual Salaries	(39,399) 8111-01
Estimated Overtime	- 8112-01
Total Taxable Wages	(39,399)
FICA	
MEDICARE	(2,443) 8121-01
PENSION - Use Applicable % below	(571) 8121-02
	(2,955) 8122-01
UNEMPLOYMENT COMPENSATION	
WORKER'S COMPENSATION	(591) 8132-01
GROUP INSURANCE: (Use these amounts, subject to change)	(158) 8133-01
"F & G" CURRENT FAMILY	
"S & T" CURRENT SINGLE	
"N" CURRENT LIFE-ONLY	
OPEN POSITIONS	
TOTAL GROUP INSURANCE	
No med/life / P/T	- 8131-01
Total	(46,117)

Various Pension Rates and Retirement Codes:

PERS - Parish (01)	7.50%	Registrar of Voters (03)	18.00%
Firefighters (05) & (08)	33.25%	Dist. Atty/Assistants (02)	9.50%
Municipal Police (07)	31.25%	City Court Judge (04)	43.80%

ACCOUNTANT I

Finance | Accounting | Budget



SUMMARY

Assist financial management with annual operating budget, audit schedules, and various accounting functions.

JOB OVERVIEW

Starting Pay
\$42,848 - \$55,037 per year

Schedule
Monday - Friday

Shift
7 a.m. - 4 p.m.

LOCATION
Government Tower

REPORTS TO
Comptroller

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with users and governmental agencies

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org.

ESSENTIAL FUNCTIONS

1. Assist with the annual budget process, such as prepare budget schedules, preliminary review of all budget documents received from departments and divisions, maintain budget files, and assist during final budget phase to prepare final budget document for distribution to the Parish Council.
2. Prepare year-end audit schedules and notes to financial statements, consult with auditors on various aspects of audit, and assemble data for report presentation.
3. Prepare statistical section for annual budget and annual comprehensive audit report.
4. Analyze and balance Civic Center general ledger accounts monthly and assist Civic Center Business Manager with year-end audit schedules.
5. For debt service funds, prepare budget work schedules, year-end trial balances, and audit debt schedules, as well as process all bond payments.
6. For external funds, perform accounting services (general ledger, financial reports, payroll, and related reports) and prepare year-end audit schedules.
7. Manage and report hotel/motel funds for Downtown Development Corporation, Folklife Culture Center, and the Downtown Marina.
8. Process monthly sales tax and year-end accruals, and process invoices for payments.
9. Review and approve daily cash reports.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong mathematical and problem-solving skills.
2. Knowledge of governmental regulations.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Accounting, Finance, or Business Administration from an accredited college or university preferred. Consideration will be given to six (6) years combined of related experience and college.
2. Experience with various types of governmental funds.
3. Proficient in Microsoft Word and Excel, as well as basic office machines.
4. Possess and maintain a valid Louisiana driver's license.

ACCOUNTANT I

Finance | Accounting | Contracts



SUMMARY

Oversee accounting for all construction-in-process, capital projects accounting, and FEMA emergency event reimbursements.

JOB OVERVIEW

Starting Pay
\$42,848 - \$55,037 per year

Schedule
Monday - Friday

Shift
7 a.m. - 4 p.m.

LOCATION
Government Tower

REPORTS TO
Comptroller

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with vendors and governmental agencies

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Process payments for capital projects.
2. Maintain construction-in-progress audit schedules.
3. Prepare reimbursement requests for capital projects from Federal and State governments.
4. Maintain special revenue fund-grants for elevations and buyouts.
5. Assemble capital projects funds financial statements for the audit.
6. Maintain five-year capital outlay book.
7. Assemble capital improvement section for the budget.
8. After a declared emergency, work on FEMA reimbursements, which include coordinating with all departments to prepare for FEMA reimbursement requests and coordinating with FEMA representatives, consultants, and Chief Financial Officer for project worksheet preparation, completion, and close-outs.
9. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong business mathematical skills, such as percentages and formulas, and knowledge of accounting principles.
2. Self-starter, detail-oriented, and able to solve problems.
3. Excellent follow through, able to multi-task, able to read and interpret contracts, invoices, letters, change orders, agreements, amendments, ledgers, reports, and correspondence.
4. Excellent verbal and written communication skills to communicate and work with vendors about procedures as well as compose letters, memorandums, and narratives.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Accounting, Finance, or Business Administration from an accredited college or university plus two (2) years of experience required. Consideration will be given to six (6) combined years in governmental accounting or two (2) years of experience with FEMA.
2. Proficient in Microsoft Word and Excel, as well as basic office machines.
3. Possess and maintain a valid Louisiana driver's license.

ACCOUNTANT I

Finance | Accounting | Grant Accounting



SUMMARY

Oversee accounting of several Federal and State programs and projects in compliance with applicable Federal, State, and Parish guidelines, including processing payments for related contractor and engineering services and miscellaneous associated vendors. Perform accounting functions for Parish Risk Management internal service funds.

JOB OVERVIEW

Starting Pay

\$42,848 - \$55,037 per year

Schedule

Monday - Friday

Shift

7 a.m. - 4 p.m.

LOCATION

Government Tower

REPORTS TO

Accountant II (Grants Supervisor)

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with vendors and governmental agencies

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Prepare Federal and State reimbursement requests, maintain revenue and expense status reports, and prepare program and project close-outs for Federal and State grants.
2. Reimburse and reconcile petty cash periodically.
3. Reimburse Terrebonne Council on Aging for rural transportation program operating expense.
4. Process miscellaneous expenses and allocations to the appropriate fund/department.
5. Prepare year-end audit schedules for various grant funds.
6. Review Parish general ledger periodically and prepare journal entry corrections, accruals, and reversals as needed for proper accounting of grants.
7. Assist supervisor with allocations, back charges, and reimbursements to and from various accounts of the Parish.
8. Account for internal service funds (liability and property) audit work papers, budget work papers, departmental and agency billings, and monthly reconciliations.
9. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong business mathematical and problem solving skills.
2. Excellent follow through, able to multi-task and read grant contracts, invoices, letters, change orders, agreements, amendments, ledgers, reports, and correspondence.
3. Excellent verbal and written communication skills to communicate with vendors and other governmental agencies about procedures.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Accounting, Finance, or Business Administration from an accredited college or university preferred. Consideration will be given to six (6) combined years of related experience and college.
2. Proficient in Microsoft Word and Excel, as well as basic office machines.
3. Possess and maintain a valid Louisiana driver's license.

ACCOUNTANT II - GRANTS SUPERVISOR

Finance | Accounting | Grant Accounting



SUMMARY

Oversee all accounting tasks necessary to maintain multiple, diverse, Federal and State special revenue funds and capital project funds in accordance with the generally accepted accounting principles, Governmental Accounting Standards Board Pronouncements, and applicable Federal, State, and local guidelines.

JOB OVERVIEW

Starting Pay
\$48,630 - \$62,442 per year

Schedule
Monday - Friday

Shift
7 a.m. - 4 p.m.

LOCATION
Government Tower

REPORTS TO
Comptroller

SUPERVISOR TO

- Accountant I (Grants)
- Accounting Specialist II (Grants)

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with Directors, users, and Federal and State program representatives

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Prepare, oversee, and approve the compilation of finance reports and draw downs.
2. Prepare the annual operating budget for grant programs, which includes meeting with Directors and managers to discuss budgetary concerns and new objectives/goals for coming year. Review and analyze historical and projected costs, calculate grant carryover funds, and prepare line item amendments and budget amendments.
3. Prepare and oversee preparation of audit schedule for special revenue grant funds.
4. Communicate with Federal or State program representatives and Parish program Directors, managers, and staff relating to the proper accounting and reporting of Federal program activity and internal services funds (Risk Management).
5. Prepare monthly reimbursement requests and financial reports and year-end closeout reports to various Federal and State agencies.
6. Process monthly billings from Parish appointed attorneys.
7. Maintain central building and property lease agreement files and coordinate renewals.
8. Prepare sewer drawdown requests for the Louisiana Department of Environment Quality.
9. Fully supervise staff, interview applicants for open positions, and evaluate staff's job performance.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong business mathematical skills and knowledge of accounting principles.
2. Self-starter, detail-oriented, able to solve problems, and plan and delegate tasks for efficiency.
3. Excellent follow through, able to multi-task, able to read and interpret Federal and State regulations, publications, grant contracts, and correspondence.
4. Excellent verbal and written communication to compose letters, memorandums, and narratives.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Accounting, Finance, or Business Administration from an accredited college or university.
2. Minimum of three (3) years of experience in a related field, preferably governmental accounting.
3. Proficient in Microsoft Word and Excel, as well as basic office machines.
4. Possess and maintain a valid Louisiana driver's license.

ACCOUNTING MANAGER

Finance | Accounting



SUMMARY

Assist with the Parish Annual Budget, perform accounting functions of enterprise funds (utility revenue, sewerage, Civic Center, and sanitation funds). Fully supervise staff in accounts payable, accounts receivable, and payroll.

JOB OVERVIEW

Starting Pay
\$57,221 - \$73,486 per year

Schedule
Monday - Friday

Shift
8 a.m. - 5 p.m.

LOCATION
Government Tower

REPORTS TO
Comptroller

SUPERVISOR TO

- Accounting Specialist I (A/P)
- Accounting Specialist I (A/R)
- Accounting Specialist II (Payroll)

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with users, vendors, and members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. For annual Parish budget, coordinate and prepare operating and five-year capital outlay budgets with enterprise fund departments and divisions; review general ledger activity and financial reports, prepare line-item adjustments and identify funding sources for various projects.
2. Monitor and calculate fuel adjustment amounts for urban electric and gas systems monthly.
3. Prepare and coordinate completion of various audit schedules, note assemblies, and statements for the annual audit related to the enterprise funds.
4. Assist with calculation of annual *In Lieu of Tax Payments*.
5. Coordinate and perform inventory end of year processes.
6. Prepare Federal, State, and independent utility organization forms on the utilities systems.
7. Prepare information for the post-retirement benefit actuary, and prepare the quarterly billing for Information Technology.
8. Perform accounting functions for City of Houma Fireman's Pension, and attend board/commission meetings as needed.
9. Fully supervise staff, interview applicants for open positions, and evaluate staff's job performance.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Self-starter diversified in all areas of an accounting office with strong mathematical and problem-solving skills.
2. Detail-oriented, excellent follow through, able to multi-task, able to accept and implement changes as needed, and work well under tight deadlines.
3. Excellent verbal and written communication, organizational, analytical, collaboration, and interpersonal skills.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Accounting from an accredited college or university.
2. Minimum of five (5) years of experience in accounting, with at least three (3) years of governmental accounting.
3. Minimum of three (3) years management experience.
4. Proficient in Microsoft Word and Excel, as well as basic office machines.
5. Possess and maintain a valid Louisiana driver's license.

ACCOUNTING SPECIALIST I

Finance | Accounting | Accounts Payable



SUMMARY

Process payments to Parish vendors from approved invoices arriving from all departments and selected agencies of the Parish Government.

JOB OVERVIEW

Starting Pay
\$13.35 - \$17.15 per hour

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
Government Tower

REPORTS TO
Accounting Manager

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with vendors, users, and members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Prepare all documents for accounts payable.
2. Prepare payments to vendors according to current payment schedule, and maintain vendor files.
3. Verify all Forms W-9 with the IRS, and update every three (3) years.
4. Distribute sales tax exemption certificates to vendors upon request.
5. Pull and assemble various vouchers and reports for audit.
6. Prepare cash report and run payroll in a backup capacity as needed.
7. Print court warrant, insurance, grant program, and utility refund checks.
8. Relieve switchboard operator and receptionist as needed.
9. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong mathematical skills.
2. Detail-oriented, excellent follow through, and able to multi-task.
3. Dependable, pleasant, and greet visitors courteously.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. Two (2) years of experience in accounting activities a plus.
3. Proficient in Microsoft Word and Excel, as well as basic office machines.
4. Possess and maintain a valid Louisiana driver's license.

ACCOUNTING SPECIALIST I

Finance | Accounting | Accounts Receivable



SUMMARY

Reconcile daily teller cash reports, and prepare bank deposits and related cash reports. Prepare and reconcile accounts receivables, billings, related computer schedules, and follow-up collections.

JOB OVERVIEW

Starting Pay
\$13.35 - \$17.15 per hour

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
Government Tower

REPORTS TO
Accounting Manager

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Reconcile daily teller cash receipts, and prepare bank deposits and related cash reports.
2. Prepare and reconcile accounts receivables, billings, related computer schedules, and follow-up collections.
3. Submit delinquent accounts to collection agencies monthly.
4. Enter data and reconcile garbage requisitions and fuel transactions.
5. Deposit, disburse manual checks, and prepare journal entries for criminal court fund.
6. Disburse manual checks, such as insurance and taxes.
7. Research and process incoming checks payments.
8. Record checks and refunds for all bid bonds.
9. Prepare various journal entries and audit schedules as needed.
10. Relieve switchboard operator and receptionist as needed.
11. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong mathematical skills.
2. Detail-oriented, excellent follow through, and able to multi-task.
3. Dependable, pleasant, and greet visitors courteously.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. College or trade school accounting courses are a plus.
3. Minimum of three (3) years of experience in accounting activities required.
4. Proficient in Microsoft Word and Excel, as well as basic office machines.
5. Possess and maintain a valid Louisiana driver's license.

ACCOUNTING SPECIALIST I



Finance | Accounting | Investments and Finance

SUMMARY

Balance the Parish bank statements, enter data, print various financial reports, and maintain delinquent grass cutting invoices. Answer phones for Accounting Division and direct all visitors, process court warrant and utility refund payments, prepare billings for paving and sewerage as well as city court fines. Process monthly and annual general ledger closing with Investment and Finance Officer, and assist to prepare and file liens on delinquent grass cutting or condemnation invoices.

JOB OVERVIEW

Starting Pay
\$13.35 - \$17.15 per hour

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
Government Tower

REPORTS TO
Investment and Finance Officer

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with members of the public

EMERGENCY EVENTS
Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Answer phones and direct visitors at front window.
2. Reconcile bank statements to general ledger.
3. Prepare various journal entries for bank reconciliations, gas distribution, gas meter installations, sanitation and sewerage funds.
4. Enter data to the midrange system (AS/400) for journal entries, manual checks, and deposits, and file documents as needed.
5. Maintain insurance for employees receiving vehicle allowances.
6. Maintain documentation for employees receiving cell phone allowances.
7. Enter pay select data and process journals and deposits weekly.
8. Prepare various schedules as needed.
9. Process court warrants and utility refund payments as needed.
10. Process street light vouchers, and prepare billings for city court fines and assessments for paving and sewerage.
11. Fully maintain Parish pool vehicles including, fuel, maintenance, inspections, work orders, and reservations for use.
12. Prepare investment checks including library and Terrebonne ARC.
13. Process general ledger closing monthly and distribute copies to various individuals.
14. Balance interfund and perform interfund analysis.
15. Assist Investment and Finance Officer to prepare and file liens on delinquent grass cutting or condemnation invoices, along with subsequent cancellation letters upon receipt of payment.
16. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong mathematical and problem-solving skills.
2. Superior verbal and written communication (including spelling and grammar), organizational, collaboration, and interpersonal skills.
3. Detail-oriented, excellent follow through, able to multi-task, and work well under tight deadlines.
4. Dependable, pleasant, and greet visitors courteously.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. College or trade school accounting courses are a plus.
3. Minimum of two (2) years of experience in accounting activities required
4. Proficient in Microsoft Word and Excel, as well as basic office machines.
5. Possess and maintain a valid Louisiana driver's license.

ACCOUNTING SPECIALIST II

Finance | Accounting | Grant Accounting



SUMMARY

Perform office work needed for accounting functions of Federal and State grant programs and special revenue funds in accordance with GAAP, and program-specific regulations and requirements.

JOB OVERVIEW

Starting Pay
\$14.42 - \$18.52 per hour

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
Government Tower

REPORTS TO
Accountant II (Grants Supervisor)

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Type memos, letters, and financial reports relating to special revenue funds, as needed.
2. Compile documentation necessary to draw down Federal and State funds on a regular basis and maintain associated files.
3. Maintain and update audit schedules.
4. Assist in preparation of monthly, quarterly, and year-end financial reports to Federal and State agencies.
5. Assist in compilation of documentation required for cost reimbursement of disaster-related expenses as specified by Federal program guidelines.
6. Process and input financial data as needed for management reports.
7. Prepare year-end audit schedules for various grant funds.
8. Periodically review Parish general ledger and prepare journal entries as needed for proper accounting of grants.
9. Relieve switchboard operator and receptionist as needed.
10. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong mathematical and problem-solving skills.
2. Detail-oriented, excellent follow through, able to multi-task, and work well under tight deadlines.
3. Correctly utilize business math and accounting principles.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. Two (2) years of experience in accounting activities a plus.
3. Proficient in Microsoft Word and Excel, as well as basic office machines.
4. Possess and maintain a valid Louisiana driver's license.

ACCOUNTING SPECIALIST II

Finance | Accounting | Payroll



SUMMARY

Prepare and process payroll for Parish employees and various outside governmental agencies. File and pay various taxes and vendors following each payroll run. Balance at year-end and produce Forms W-2 for employees.

JOB OVERVIEW

Starting Pay
\$14.42 - \$18.52 per hour

Schedule
Monday - Friday

Shift
8 a.m. - 4:30 p.m.

LOCATION
Government Tower

REPORTS TO
Accounting Manager

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Prepare payroll using IBM midrange (AS/400) system for various departments and divisions of the Parish Government on a bi-weekly, semi-monthly, and monthly basis.
2. Prepare year-end payroll reports, accruals, and audit schedules.
3. Prepare and process payment for all payroll taxes according to deadlines.
4. Maintain records for employees who personally use Parish vehicles to travel to and from home.
5. Assist Human Resources Department with various payroll-related requests.
6. Print checks for insurance, grant program, utility refund, and court warrants.
7. Print reports for meter deposit, utility reconciliation, and court warrant.
8. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Strong mathematical and problem-solving skills.
2. Detail-oriented, excellent follow through, able to multi-task, and work well under tight deadlines.
3. Superior organizational skills.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Accounting or Business from an accredited college/university is preferred. Consideration will be to three (3) years of experience in performing accounting activities (with emphasis on payroll functions).
2. Knowledge of payroll regulations.
3. Proficient in Microsoft Word and Excel, as well as basic office machines.
4. Possess and maintain a valid Louisiana driver's license.

COMPTROLLER

Finance | Accounting



SUMMARY

Manage the Accounting Division staff by monitoring and enforcing financial policies and procedures. Monitor actual to budget revenues and expenditures, and prepare and oversee various schedules for annual audited financial reports.

JOB OVERVIEW

Starting Pay
\$69,264 - \$88,941 per year

Schedule
Monday - Friday

Shift
7 a.m. - 4 p.m.

LOCATION
Government Tower

REPORTS TO
Chief Financial Officer

SUPERVISOR TO

- Accounting Manager
- Accountant II (Grants Supervisor)
- Accountant I (Budget Assistant)
- Accountant I (Contracts)

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with Parish Administration, Parish Council, and Directors

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. For the Parish budget, annually coordinate with departments/divisions to prepare proposed operating and five-year capital outlay budget, review regularly for various amendments or line-item adjustments based on available funding sources, approve requests for large cost items daily, and approve budget for all public bid purchases and contracts.
2. Attend budget hearings during council committee meetings in absence of Chief Financial Officer.
3. For the audited Annual Comprehensive Finance Report, prepare, collect, and oversee various exhibits, schedules, and notes to the financial statements and coordinate the year-end computer runs with the accounting staff.
4. Prepare and record departmental allocations as well as monitor and adjust the method for allocations as needed.
5. Prepare various vouchers and journal entries as needed; resolve all warehouse issues, and balance the accounts receivable accounts.
6. Perform all accounting functions for the Coroner's Office.
7. Maintain oil and gas leases.
8. Fully supervise payroll, accounts payable, accounts receivable, grant accounting, and contracts staffs, interview applicants for open positions, and evaluate staff's job performance.
9. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Superior verbal and written communication, organizational, collaboration, and interpersonal skills.
2. Communicate professionally and effectively with various individuals within the Parish, such as Parish Administration, Parish Council, and Directors.
3. Self-starter diversified in all areas of an accounting office with strong mathematical and problem-solving skills.
4. Detail-oriented, excellent follow through, able to multi-task, able to accept and implement changes as needed, and work well under tight deadlines.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Accounting from an accredited college or university.
2. Minimum of six (6) years of experience in a accounting, with at least three (3) years of governmental accounting.
3. Minimum of three (3) years management experience.
4. Proficient in Microsoft Word and Excel, as well as basic office machines.
5. Possess and maintain a valid Louisiana driver's license.

Type/Grade/Classification: Salary (exempt) | 212 | Comptroller

Terrebonne Parish Consolidated Government

Reviewed 8/19/2022

EXECUTIVE SECRETARY

Finance | Accounting



SUMMARY

Direct and organize calls, mail, visitors, correspondence, and meetings of the Accounting Division.

JOB OVERVIEW

Starting Pay

\$15.72 - \$20.19 per hour

Schedule

Monday - Friday

Shift

8 a.m. - 5 p.m.

LOCATION

Government Tower

REPORTS TO

Chief Financial Officer

PHYSICAL DEMANDS

Lift up to 25 lbs. (light)

WORK ENVIRONMENT

Frequent interactions with Parish Administration, Directors, sales representatives, members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Direct clerical functions of the Chief Financial Officer and assist accounting staff as needed.
2. Maintain and coordinate Chief Financial Officer's schedule, mail, and filing system.
3. Disburse various financial reports to Directors and division managers.
4. Process and coordinate bankruptcy claims through various departments and maintain files.
5. Type various notes to financial statements for the audit report and various sections of the annual budget.
6. Work closely with Information Technology to create covers for annual budget and audit report.
7. Copy and bind annual budget and audit report.
8. Process division purchase requisitions, order office supplies as needed, and maintain copy machine and printer maintenance contracts.
9. Type, file, write/critique letters for Comptroller, auditors, and accounting staff as needed.
10. Relieve switchboard operator and receptionist as needed.
11. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Superior verbal and written communication (including spelling and grammar), organizational, collaboration, and interpersonal skills.
2. Superior skills writing various professional letters as needed and critiquing those of other staff members in constructive manner.
3. Detail-oriented, excellent follow through, able to multi-task, and work well under tight deadlines.
4. Dependable, pleasant, and greet visitors courteously.

EDUCATION, EXPERIENCE, AND LICENSES

1. High school diploma or GED certificate required.
2. College or trade school courses desirable.
3. Minimum of four (4) years of experience as an administrative assistant/executive secretary (accounting environment preferred).
4. Experience composing various professional letters as needed and critiquing those of other staff members.
5. Proficient in Microsoft Word and Excel, as well as basic office machines.
6. Possess and maintain a valid Louisiana driver's license.

INVESTMENT AND FINANCE OFFICER

Finance | Accounting



SUMMARY

Meet the short-term and long-term investment objectives of Parish funds by obtaining the most favorable rate of return while maintaining a prudent liquidity to meet the current operating requirements of the Government.

JOB OVERVIEW

Starting Pay
\$48,630 - \$62,442 per year

Schedule
Monday - Friday

Shift
7 a.m. - 4 p.m.

LOCATION
Government Tower

REPORTS TO
Chief Financial Officer

SUPERVISOR TO
Accounting Specialist I

PHYSICAL DEMANDS
Lift up to 25 lbs. (light)

WORK ENVIRONMENT
Frequent interactions with financial institutions and members of the public

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

ESSENTIAL FUNCTIONS

1. Maintain daily cash and investment activity of the Parish while adhering to and monitoring the Investment Policy by projecting and monitoring daily cash needs, investing idle funds, reconciling investments to the general ledger, collateralize cash and certificates of deposits at all times, and monitoring the bank security and custodian agreements.
2. Monitor banking institutions for adherence to the Fiscal Agent Agreement, and prepare bid documents as required.
3. Prepare year-end audit schedules and financial reports for cash and investments.
4. Assist with ad valorem (property) taxes processing annually.
5. Maintain central building/property lease agreement files and coordinate renewals.
6. Maintain the records of the Houma Community Mineral Lease and monthly reimbursements to the Veterans Memorial District.
7. Maintain the Parish credit card and reconciliation to the general ledger.
8. Process summer camp checks and update appropriate agreements.
9. Prepare and file liens on delinquent grass cutting and condemnations, and prepare necessary documents annually to submit outstanding debt to Sheriff's Tax Department for the tax roll.
10. Correspond with Sheriff's Office for seizure sales and adjudicated properties.
11. Prepare and process employee reimbursements for travel, training, petty cash, and advancements.
12. Fully supervise staff, interview applicants for open positions, and evaluate staff's job performance.
13. Perform other duties as assigned by supervisor.

GENERAL REQUIREMENTS

1. Self-starter, work independently and adapt to critical deadlines, with strong mathematical and problem-solving skills.
2. Superior verbal and written communication, organization, collaboration, and interpersonal skills.
3. Superior skills writing and preparing narrative and technical reports.
4. Detail-oriented, excellent follow through, make decisions based on recognized precedents and practices, use resourcefulness and tact in problem solving, and work well under tight deadlines.

EDUCATION, EXPERIENCE, AND LICENSES

1. Bachelor's degree in Accounting, Finance, or Business Administration from an accredited college or university.
2. Minimum of three (3) years of experience in a related field, preferably in government accounting.
3. Experience with various types of investment instruments, including knowledge of financial and banking institutions.
4. Proficient in Microsoft Word and Excel, as well as basic office machines.
5. Possess and maintain a valid Louisiana driver's license.

Type/Grade/Classification: Salary (exempt) | 208 | Investment and Finance Officer

Terrebonne Parish Consolidated Government

Reviewed 8/19/2022



Monday, September 12, 2022

Item Title:

2022 Various Items for Budget Amendment

Item Summary:

Introduce an ordinance to amend the 2022 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. American Rescue Plan, \$11,457,367

and call a public hearing on said matter on Wednesday, September 28, 2022 at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
2022 Various Items for Budget Amendment	9/8/2022	Executive Summary
2022 Various Items for Budget Amendment	9/8/2022	Budget Amendment
2022 Various Items for Budget Amendment	9/8/2022	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 2022 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. American Rescue Plan, \$11,457,367

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

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

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

/s/ Kayla Dupre
Signature

September 8, 2022
Date

ORDINANCE NO. _____

AN ORDINANCE TO AMEND THE 2022 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. American Rescue Plan, \$11,457,367

SECTION I

WHEREAS, on March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds and

WHEREAS, this program is intended to provide support to State, territorial, local and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses, and

WHEREAS, Terrebonne Parish was allotted \$44,803,757 of which \$22,401,879 was received in 2021 and the balance was received in 2022, and

WHEREAS, the final rule was issued and effective April 1, 2022, and

WHEREAS, the final rule allowed local government to calculate the lost revenue using the Utility System Revenue which increases the Parish's lost revenue by \$8,457,367, and

WHEREAS, \$5,957,367 of the additional funds will be put towards government services in the General Fund, Public Safety Fund and Utilities Fund, and

WHEREAS, \$1,500,000 of the additional funds will be added to the Asphalt Overlay Project, and

WEREAS, \$1,000,000 of the additional funds will also be used to purchase vehicles for the School Resource Officer Division of Houma Police Department, and

WHEREAS, administration wishes to increase the funding for affordable housing by \$3,000,000 from the unallocated funds, and

NOW, THEREORE BE IT ORDAINED, by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, hereby authorizes Gordon Dove, Parish President to execute any and all documents as approved by the legal department.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget, (Attachment A)

Prepared By: Finance Department
PC File: 2022-American Rescue Plan
Date Prepared: 9/7/22 BA #17

ATTACHMENT A - American Rescue Plan

	2022		
	<u>Adopted</u>	<u>Change</u>	<u>Amended</u>
American Rescue Plan	(200,539)	(957,367)	(1,157,906)
Fund Balance	n/a	957,367	n/a
Fund Balance	n/a	(11,457,367)	
Affordable Housing	-	3,000,000	
General Fund	200,539	957,367	1,157,906
Public Safety Fund	445,828	3,500,000	3,945,828
Uilties Fund	-	2,500,000	2,500,000
Road Construction Fund	-	1,500,000	1,500,000
American Rescue Plan	(445,828)	(3,500,000)	(3,945,828)
Fund Balance	n/a	2,500,000	n/a
Motor Vehicles	849,461	1,000,000	
American Rescue Plan	-	(2,500,000)	(2,500,000)
Net Position	n/a	2,500,000	n/a
American Rescue Plan	-	(1,500,000)	(1,500,000)
Asphalt Overlay Project	1,834,475	1,500,000	3,334,475

Kayla Dupre

From: Kandace Mauldin
Sent: Tuesday, September 6, 2022 8:40 AM
To: Kayla Dupre; Felicia Aubert
Subject: Budget Amendment
Attachments: 2022 American Rescue Plan BA.docx; 22 ARPA Budget Amentment.xlsx

Attached is the budget amendment for the American Rescue Plan.

Felicia – this is adding \$1.5M to the Asphalt Overlay Project in Fund 661

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



ORDINANCE NO. _____

I. American Rescue Plan, \$11,457,367

SECTION I

WHEREAS, on March 11, 2021, the American Rescue Plan Act was signed into law, and established the Coronavirus State Fiscal Recovery Fund and Coronavirus Local Fiscal Recovery Funds and

WHEREAS, this program is intended to provide support to State, territorial, local and Tribal governments in responding to the economic and public health impacts of COVID-19 and in their efforts to contain impacts on their communities, residents, and businesses, and

WHEREAS, Terrebonne Parish was allotted \$44,803,757 of which \$22,401,879 was received in 2021 and the balance was received in 2022, and

WHEREAS, the final rule was issued and effective April 1, 2022, and

WHEREAS, the final rule allowed local government to calculate the lost revenue using the Utility System Revenue which increases the Parish's lost revenue by \$8,457,367, and

WHEREAS, \$5,957,367 of the additional funds will be put towards government services in the General Fund, Public Safety Fund and Utilities Fund, and

WHEREAS, \$1,500,000 of the additional funds will be added to the Asphalt Overlay Project, and

WEREAS, \$1,000,000 of the additional funds will also be used to purchase vehicles for the School Resource Officer Division of Houma Police Department, and

WHEREAS, administration wishes to increase the funding for affordable housing by \$3,000,000 from the unallocated funds, and

NOW, THEREORE BE IT ORDAINED, by the Terrebonne Parish Council (Budget and Finance Committee), on behalf of the Terrebonne Parish Consolidated Government, hereby authorizes Gordon Dove, Parish President to execute any and all documents as approved by the legal department.

NOW, THEREFORE BE IT FURTHER ORDAINED, by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the 2022 Adopted Operating Budget, (Attachment A)

2022				
	Adopted	Change	Amended	
151-000-7102-01 American Rescue Plan	(200,539)	(957,367)	(1,157,906)	
151-000-5111-00 Fund Balance	n/a	957,367	n/a	
201-000-5111-00 Fund Balance	n/a	(11,457,367)		
201-206-8355-02 Affordable Housing	-	3,000,000		
201-999-9101-51 General Fund	200,539	957,367	1,157,906	
201-999-9102-04 Public Safety Fund	445,828	3,500,000	3,945,828	
201-999-9103-00 Utilities Fund	-	2,500,000	2,500,000	
201-999-9106-61 Road Construction Fund	-	1,500,000	1,500,000	
204-000-7102-01 American Rescue Plan	(445,828)	(3,500,000)	(3,945,828)	
204-000-5111-00 Fund Balance	n/a	2,500,000	n/a	
204-211-8914-01 Motor Vehicles	849,461	1,000,000		
300-000-7102-01 American Rescue Plan	-	(2,500,000)	(2,500,000)	
300-000-5121-00 Net Position	n/a	2,500,000	n/a	
661-000-7102-01 American Rescue Plan	-	(1,500,000)	(1,500,000)	
661-310-8916-56 Asphalt Overlay Project	1,834,475	1,500,000	3,334,475	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2023 - FIVE YEAR CAPITAL OUTLAY
FUND 661 - ROAD CONSTRUCTION FUND**

**661-310-8916-56
ASPHALT OVERLAY PROJECT
2019 ASPHALT STREET PROJECT
19-RDS-01**

TOTAL FUNDING	\$	5,300,067
EXPENDITURES THRU 12/31/21		(1,965,592)
PROJECT BALANCE	\$	3,334,475

DATE	REFERENCE	FUNDING SOURCE	PRIOR YEARS	2022	2023	2024	2025	2026	2027
Jan-19	ORD 9022	FD 255 1/4% CAPITAL SALES TAX	364,024						
Jan-19	ORD 9022	661 FUND BALANCE	30,000						
Feb-19	ORD 9032	EXCHANGING FUND SOURCE 255 TO 661-310-8916-47	(364,024)						
Feb-19	ORD 9032	EXCHANGING FUND SOURCE 251 TO 661-310-8916-47	364,024						
Mar-19	ORD 9036	FROM 661-310-8916-55 FD 255	6,043						
Jan-20	ORD 9117	FD 255 1/4% CAPITAL SALES TAX FUND	400,000						
Jul-20	BA 9158	EXCHANGING FUND SOURCE 255 TO 661-310-8916-84	(27,112)						
Jul-20	BA 9158	EXCHANGING FUND SOURCE 661 FROM 661-310-8916-84	27,112						
Nov-20	ORD 9213	PUBLIC IMPROVEMENT BONDS	2,000,000						
Jan-22	ORD 9336	FD 255 1/4% CAPITAL SALES TAX FUND		1,000,000					
Sep-22	PENDING BA	FROM ARP FUND 201		1,500,000					
LESS PRIOR YEARS EXPENDITURES			(1,965,592)						
FUNDS AVAILABLE			\$ 834,475	\$ 2,500,000	\$ -	\$ -	\$ -	\$ -	\$ -

ENGINEER/ARCHITECT: DAVID WAITZ ENGINEERING
CONTRACTOR: HUEY P. STOCKSTILL, LLC
BARRIER CONSTRUCTION

DESCRIPTION: Asphalt Street Improvements to various roads.