

PARISH COUNCIL
PARISH OF TERREBONNE



Robert J. Bergeron Gov't Tower Bldg.
8026 Main St., 2nd Floor Council Meeting Room
Houma, LA 70360

AGENDA

Wednesday, September 28, 2022
6:00 PM

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

Darrin W. Guidry, Sr.
CHAIRMAN

Daniel Babin
VICE-CHAIRMAN
DISTRICT 1

John Navy

DISTRICT 2

Carl Harding

DISTRICT 3

Gerald Michel

DISTRICT 4

John Amedee

Suzette Thomas,
COUNCIL CLERK

DISTRICT 5

Jessica Domangue

DISTRICT 6

Darrin Guidry

DISTRICT 7

Daniel Babin

DISTRICT 8

Dirk Guidry

DISTRICT 9

Steve Trosclair

NOTICE TO THE PUBLIC: If you wish to address the Council, please complete the "Public Wishing to Address the Council" form located on either end of the counter and give it to either the Chairman or the Council Clerk prior to the beginning of the meeting. All public comments must be addressed to the Council as a whole. *Addressing individuals Council members or Staff is not allowed.* Speakers should be courteous in their choice of words or actions and comments shall be limited to the issue and cannot involve individuals or staff related matters. 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

6:00 P.M. - COUNCIL CONVENES AS A BOARD OF REVIEW TO CONSIDER WRITTEN APPEALS TO THE TAX ASSESSMENTS AS PRESENTED BY THE

TERREBONNE PARISH ASSESSOR:

a) Consider action on the assessment rolls as presented by the Parish Assessor.

APPROVE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON AUGUST 24, 2022.

APPROVE MINUTES OF THE SPECIAL SESSION HELD ON SEPTEMBER 7, 2022.

DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON SEPTEMBER 14, 2022.

APPROVE ACCOUNTS PAYABLE BILL LISTS FOR 9/19/2022 & 9/26/2022

APPROVE MANUAL CHECK LISTING - AUGUST 2022

1. GENERAL BUSINESS:

- A. PROCLAMATION:** Congratulating Terrebonne 200 Festival Artist Ms. Celeste Boudwin.
- B. PROCLAMATION:** Proclaiming the month of October 2022 as "Atchafalaya National Heritage Area Month."
- C. PROCLAMATION:** Proclaiming the month of October 2022 as Domestic Violence Awareness Month and the day of October 27, 2022 as "Paint the Parish Purple Day" in Terrebonne Parish.
- D.** Presentation by Parish Administration relative to capital projects, including drainage, utility, road and quality of life projects, as well as other matters relative to the operations and maintenance of Parish government.
- E.** Introduce an ordinance authorizing TPCG to enter into an agreement for Levron Street Park; and call a public hearing on Wednesday, October 12, 2022, at 6:30 p.m.
- F.** Introduce an ordinance authorizing TPCG to acquire property for Levron Street Park; and call a public hearing on Wednesday, October 12, 2022, at 6:30 p.m.
- G.** **ADD-ON: "RESOLUTION: TO AUTHORIZE THE PARISH PRESIDENT TO OPT IN TO GOHSEP PROGRAMS FOR EXPEDITED TEMPORARY HOUSING ASSISTANCE IN ACCORDANCE WITH LA. R.S. 29:726(F)(3)(B)(II)(AA) AND (F)(4) AND TO SUBMIT AN EXPEDITED TEMPORARY HOUSING ASSISTANCE WAIVER OF LAND USE/PERMITTING FORM TO GOHSEP AS NECESSARY TO CERTIFY AND QUALIFY FOR PARTICIPATION IN THE PROGRAMS."**
 - 1. Motion to add-on.
 - 2. Call for public comments on adding item.
 - 3. Close call for public comments and vote on motion.
 - 4. Discuss and/or take action.

2. STAFF REPORTS:

- A.** Presentation of the Proposed 2023 Parish Budget and Five Year Capital Outlay Budget by the Parish President.
 - A. Hear Budget Message
 - B. Consider the introduction of the 2023 proposed budget, ordering the publication of a summary of same as per Section 5-02 of the Home Rule Charter; referring the proposed budget to the Budget & Finance Committee for review; and calling a public hearing on Wednesday, October 12, 2022 at 6:30 pm

3. PUBLIC WISHING TO ADDRESS THE COUNCIL:

- A.** As per speaker cards.

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

- A.** An ordinance to amend the 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)
- 1. Consider the adoption of the ordinance.

- B.** 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
- 1. Consider the adoption of the ordinance.

- C.** An ordinance to certify and approve an ad valorem tax exemption on machinery, equipment, and other capital projects to be assessed at 301 Bollinger Lane, Houma, LA, for Bollinger Houma Shipyards, LLC (Application No. 20210244-ITE).
- 1. Consider the adoption of the ordinance.

4. COMMITTEE REPORTS:

- A.** Public Services Committee, 09/26/22
- B.** Budget and Finance Committee, 09/26/22*

5. STREET LIGHTS:

- A.** Light installations, removals, and/or activations.

6. APPOINTMENTS TO VARIOUS BOARDS, COMMITTEES AND COMMISSIONS:

- A. Recreation District No. 11 Board:** One (1) vacancy due to a resignation. Rev. Dr. Vincent Fusilier, Sr. submits application and resume for consideration.
- B. Coastal Zone Management:** Four (4) expiring terms on 10-31-22. Mr. Mickey Thomas expresses his interest in being reappointed. Mr. Jan Rogers expresses his interest in being reappointed.

7. VACANCIES TO VARIOUS BOARDS, COMMITTEES AND COMMISSIONS:

- A. RECREATION DISTRICT NO. 2,3:** One (1) vacancy due to a resignation.
- HOUMA BOARD OF ZONING ADJUSTMENTS:** One (1) expired term.
- TERREBONNE PARISH TREE BOARD:** Two (2) vacancies due to resignations.
- VETERANS MEMORIAL DISTRICT:** Two (2) expiring term on 09-17-22. (One representing the Parish President/South of the Intracoastal and one representing Lenox Hotard Post 31).
- AIRPORT COMMISSION:** One (1) expiring term on 10-06-22.
- COASTAL ZONE MANAGEMENT AND RESTORATION:** Two (2) expiring terms on 10-31-22.
- HOUMA AREA CONVENTION AND VISITORS' BUREAU:** Five (5) expiring terms on 12-31-22.

8. ANNOUNCEMENTS:

- A.** Parish President.
- B.** Council Members.
- C.** Pursuant to LA R.S. 42:16-17, the Council may, upon 2/3 affirmative vote, convene into Executive Session in order to discuss the following:
Settlement discussions regarding Terrebonne Parish Consolidated Government
vs.
Trapp Cadillac Chevrolet, Inc.
Docket No. 166842(D)
32nd JDC Terrebonne Parish, Louisiana

9. ADJOURN

Category Number:
Item Number:



Wednesday, September 28, 2022

Item Title:
INVOCATION

Item Summary:
INVOCATION

Category Number:
Item Number:



Wednesday, September 28, 2022

Item Title:

PLEDGE OF ALLEGIANCE

Item Summary:

PLEDGE OF ALLEGIANCE

Category Number:
Item Number:



Wednesday, September 28, 2022

Item Title:

BOARD OF REVIEW FOR ASSESSMENTS

Item Summary:

6:00 P.M. - COUNCIL CONVENES AS A BOARD OF REVIEW TO CONSIDER WRITTEN APPEALS TO THE TAX ASSESSMENTS AS PRESENTED BY THE TERREBONNE PARISH ASSESSOR:

- a) Consider action on the assessment rolls as presented by the Parish Assessor.
-

Category Number:
Item Number:



Wednesday, September 28, 2022

Item Title:

APPROVE MINUTES OF THE REGULAR COUNCIL SESSION ON AUGUST 24, 2022

Item Summary:

APPROVE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON AUGUST 24, 2022.

Category Number:
Item Number:



Wednesday, September 28, 2022

Item Title:

APPROVE MINUTES OF THE SPECIAL SESSION HELD ON SEPTEMBER 7, 2022

Item Summary:

APPROVE MINUTES OF THE SPECIAL SESSION HELD ON SEPTEMBER 7, 2022.

Category Number:
Item Number:



Wednesday, September 28, 2022

Item Title:

DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON SEPTEMBER 14, 2022

Item Summary:

DISTRIBUTE MINUTES OF THE REGULAR COUNCIL SESSION HELD ON SEPTEMBER 14, 2022.

Category Number:
Item Number:



Wednesday, September 28, 2022

Item Title:

Accounts Payable Bill Lists for 9/19/2022 & 9/26/2022

Item Summary:

APPROVE ACCOUNTS PAYABLE BILL LISTS FOR 9/19/2022 & 9/26/2022

ATTACHMENTS:

Description

Accounts Payable Bill Lists for 9/19/2022
& 9/26/2022

Upload Date

9/19/2022

Type

Executive Summary



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
ACCOUNTS PAYABLE BILL LISTS FOR 9/19/2022 & 9/26/2022

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

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

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

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

s/Kandace M. Mauldin, CFO
Signature

September 19, 2022
Date

Category Number:
Item Number:



Wednesday, September 28, 2022

Item Title:

Manual Check Listing-August 2022

Item Summary:

APPROVE MANUAL CHECK LISTING - AUGUST 2022

ATTACHMENTS:

Description

Manual Check Listing-August 2022

Upload Date

9/19/2022

Type

Executive Summary



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
MANUAL CHECK LISTING- August 2022

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

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

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

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

s/Kandace Mauldin, CFO

Signature

September 19, 2022

Date

Category Number: 1.
Item Number: A.



Wednesday, September 28, 2022

Item Title:

Proclamation for Celeste Boudwin - Terrebonne 200 Festival Artist

Item Summary:

PROCLAMATION: Congratulating Terrebonne 200 Festival Artist Ms. Celeste Boudwin.

ATTACHMENTS:

Description

Proclamation

Upload Date

9/27/2022

Type

Backup Material

Terrebonne Parish Consolidated Government



A Proclamation

WHEREAS, the Terrebonne Bicentennial Celebration Committee began work on a celebration of Terrebonne's Two Hundredth Anniversary over two years ago,

WHEREAS, the committee has developed a series of programs and activities which are designed to educate the public of interesting facts regarding our history in order to prepare our citizens for the next two hundred years; and

WHEREAS, Terrebonne Parish is known for many things, such as great food, superior fishing and hunting opportunities, and celebrations such as Mardi Gras and festivals, locals know that the best aspect of Terrebonne Parish is the people who populate our community, their love for the land, and their respect for one another; and

WHEREAS, on Saturday, October 15, 2022, a Parade and Festival will occur to help celebrate the Bicentennial of Terrebonne Parish; and

WHEREAS, a contest for the artwork for a poster to help commemorate the Bicentennial Festival was held; and

WHEREAS, Ms. Celeste Boudwin was the chosen winner of the Terrebonne 200 Poster.

NOW, THEREFORE BE IT RESOLVED, that the Terrebonne Parish Council, on behalf of the Parish President and the entire Terrebonne Parish Consolidated Government, that the extraordinary service and artistic talent

Celeste Boudwin

be recognized and to thank her for her dedication and service to the Parish of Terrebonne during its Bicentennial Celebration.

GORDON E. DOVE
PARISH PRESIDENT

DARRIN W. GUIDRY, SR.
COUNCIL CHAIRMAN

TERREBONNE PARISH COUNCIL

JOHN NAVY	CARL HARDING	GERALD MICHEL	JOHN AMEDEE	JESSICA DOMANGUE
DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
DARRIN GUIDRY	DANIEL BABIN	DIRK GUIDRY	STEVE TROSCLAIR	
DISTRICT 6	DISTRICT 7	DISTRICT 8	DISTRICT 9	

Category Number: 1.
Item Number: B.



Wednesday, September 28, 2022

Item Title:

Proclamation: October 2022 as ANHA Month in Terrebonne Parish

Item Summary:

PROCLAMATION: Proclaiming the month of October 2022 as "Atchafalaya National Heritage Area Month."

ATTACHMENTS:

Description

Proclamation

Upload Date

9/23/2022

Type

Backup Material

Terrebonne Parish Consolidated Government



A Proclamation

WHEREAS, the Atchafalaya National Heritage Area, created by Public Law No. 109-338, Subsection B, is one of 49 nationally distinctive heritage areas designated by the United States Congress; and,

WHEREAS, the Atchafalaya National Heritage Area contains the Atchafalaya Basin, the largest river swamp in America and is promoted as America's Foreign Country; and,

WHEREAS, the Atchafalaya National Heritage Area encompasses 14 parishes, including Terrebonne Parish, reflecting the unique culture and history evolving from life in and around the Atchafalaya Basin; and,

WHEREAS, the Atchafalaya Basin is considered the most productive swamp in the world and contributes substantially to the economy of Louisiana; and,

WHEREAS, the Atchafalaya Basin and the parishes within the Heritage Area house important wetlands that serve as buffers during storm surges; and,

WHEREAS, the Atchafalaya National Heritage Area offers exceptional opportunities for education, recreation, and tourism so important to the economies of the State and to Heritage Area parishes, for which information on all these opportunities can be found at <http://www.atchafalaya.org>; and,

WHEREAS, the Office of Lieutenant Governor Billy Nungesser, the Louisiana Department of Culture, Recreation and Tourism and the Commissioners of the Atchafalaya National Heritage Area encourage and promote recreational, educational, and visitor activities during the month of October to raise awareness of the valuable resources, unique culture and recreational opportunities located within the Heritage Area; and,

WHEREAS, Lt. Governor Billy Nungesser has duly proclaimed October 2022 as Atchafalaya Month in the State of Louisiana.

NOW THEREFORE IT IS RESOLVED that the Terrebonne Parish Council, on behalf of the Terrebonne Parish Government, hereby joins with Lieutenant Governor Billy Nungesser and the Atchafalaya Trace Commission in designating the month of October 2022 as

“Atchafalaya National Heritage Area Month”

and encourages the citizens of Terrebonne Parish to take time during the month to visit points of interest in the Atchafalaya National Heritage Area and its Basin and to become more familiar with this truly national treasure.

GORDON E. DOVE
PARISH PRESIDENT

DARRIN W. GUIDRY, SR.
COUNCIL CHAIRMAN

TERREBONNE PARISH COUNCIL

JOHN NAVY	CARL HARDING	GERALD MICHEL	JOHN AMEDEE	JESSICA DOMANGUE
DISTRICT 1	DISTRICT 2	DISTRICT 3	DISTRICT 4	DISTRICT 5
DARRIN GUIDRY	DANIEL BABIN	DIRK GUIDRY	STEVE TROSCLAIR	
DISTRICT 6	DISTRICT 7	DISTRICT 8	DISTRICT 9	

Category Number: 1.
Item Number: C.



Wednesday, September 28, 2022

Item Title:

Proclamation - Domestic Violence Awareness Month October 2022

Item Summary:

PROCLAMATION: Proclaiming the month of October 2022 as Domestic Violence Awareness Month and the day of October 27, 2022 as "Paint the Parish Purple Day" in Terrebonne Parish.

ATTACHMENTS:

Description

Proclamation

Upload Date

9/23/2022

Type

Cover Memo

Terrebonne Parish Consolidated Government



A Proclamation

WHEREAS, a woman is beaten every 9 seconds in the United States; and

WHEREAS, 1 in every 4 women and 1 in 7 men have been severely physically abused by an intimate partner, and 1 in 15 children are exposed to domestic violence each year and 90% of these children are eyewitnesses to this violence; and

WHEREAS, Louisiana ranked fifth in the homicide rate among female victims killed by male offenders in single victim/single offender incidents in 2019, and over 5,000 adult women per year living in Louisiana will experience domestic violence; and

WHEREAS, The Haven provided a safe home for 73 children and 83 women fleeing domestic violence and answered 1165 domestic violence and sexual assault crisis calls, and assisted 82 domestic violence survivors in filing temporary restraining orders in 2021; and

WHEREAS, the problem of domestic violence is not confined to any group or groups of people, but crosses all economic, racial, gender, educational, religious, and societal barriers, is sustained by societal indifference, and is devastating to society as a whole; and

WHEREAS, victims should have support to find the compassion, comfort, and healing they need, and domestic abusers should be punished to the full extent of the law, while important partnerships have been formed among criminal justice agencies, allied professionals, and victim services to assist victims of domestic violence and their families; and

WHEREAS, it is important to recognize the compassion and dedication of the individuals who provide services to victims of domestic violence and work to increase public awareness of domestic violence and its prevalence, and to eliminate it through prevention and education; and

WHEREAS, our Parish has a moral obligation to work to prevent domestic violence, to address its brutal and destructive effects, and to make ending domestic violence a priority.

NOW, THEREFORE BE IT RESOLVED, that the Terrebonne Parish Council, on behalf of the Parish President and the entire Terrebonne Parish Consolidated Government, hereby proclaims the month of October 2022 as:

“DOMESTIC VIOLENCE AWARENESS MONTH”

AND BE IT FURTHER RESOLVED that Thursday, October 27, 2022, be proclaimed as:

“PAINT THE PARISH PURPLE DAY”

and that all citizens be urged to wear purple to show their support in the work to end domestic violence, to speak out against domestic violence, and to support these local efforts to assist victims of these crimes in finding the help and healing they need.

GORDON E. DOVE
PARISH PRESIDENT

DARRIN GUIDRY
COUNCIL CHAIR

TERREBONNE PARISH COUNCIL

JOHN NAVY <i>DISTRICT 1</i>	CARL HARDING <i>DISTRICT 2</i>	GERALD MICHEL <i>DISTRICT 3</i>	JOHN AMEDEE <i>DISTRICT 4</i>	JESSICA DOMANGUE <i>DISTRICT 5</i>
DARRIN GUIDRY <i>DISTRICT 6</i>	DANIEL BABIN <i>DISTRICT 7</i>	DIRK GUIDRY <i>DISTRICT 8</i>	STEVE TROSCLAIR <i>DISTRICT 9</i>	

Category Number: 1.
Item Number: D.



Wednesday, September 28, 2022

Item Title:

Parish Administration Presentation

Item Summary:

Presentation by Parish Administration relative to capital projects, including drainage, utility, road and quality of life projects, as well as other matters relative to the operations and maintenance of Parish government.

ATTACHMENTS:

Description

Executive Summary

Upload Date

9/23/2022

Type

Cover Memo

Category Number: 1.
Item Number: E.



Wednesday, September 28, 2022

Item Title:

CEA - Levron Street Park

Item Summary:

Introduce an ordinance authorizing TPCG to enter into an agreement for Levron Street Park; and call a public hearing on Wednesday, October 12, 2022, at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/23/2022	Executive Summary
Ordinance	9/23/2022	Ordinance
Backup	9/23/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
An ordinance authorizing TPCG to enter into an agreement for Levron Street Park

PROJECT SUMMARY (200 WORDS OR LESS)
See above.

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

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

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

s/Kandace M. Mauldin, CFO

Signature

September 23, 2022

Date

OFFERED BY:
SECONDED BY:

ORDINANCE NO. _____

AN ORDINANCE AUTHORIZING TERREBONNE PARISH CONSOLIDATED GOVERNMENT (“TPCG”) TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT WITH RICHARD WILLIAM BUNCH AND ELLEN HAGEN BUNCH ESTATE WHEREIN RICHARD WILLIAM BUNCH AND ELLEN HAGEN BUNCH ESTATE AGREE TO INSTALL A FENCE AT THEIR EXPENSE AROUND A LARGE TREE LOCATED ON THE COMMON PROPERTY LINE THAT ADJOINS LEVRON STREET PARK THEREBY PRESERVING THE TREE AND OTHER BENEFITS DERIVED TO TPCG; AUTHORIZE THE PARISH PRESIDENT TO EXECUTE A COOPERATIVE ENDEAVOR AGREEMENT NECESSARY TO ACCOMPLISH THE FOREGOING; AND TO PROVIDE FOR OTHER MATTERS RELATIVE THERETO.

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 association, corporation or individual"; and

WHEREAS, Terrebonne Parish Consolidated Government (“TPCG”) is authorized to “convey or lease or authorize the conveyance or lease of any lands or property of the parish government by ordinance, per Terrebonne Parish Charter Section 2-11(11); and

WHEREAS, the City of Houma, Louisiana, as Lessee, and Southdown Lands, Inc., as Lessor, entered into a Surface Lease leasing the property described therein, which is now commonly known as Levron Street Park (“Levron Street Park”) for a ninety-nine (99) year term on April 30, 1970 and recorded on May 4, 1971 in COB 512, folio 632, under Entry No. 399530 of the records of Terrebonne Parish, Louisiana, (“Surface Lease”); and

WHEREAS, TPCG is the successor in interest to the City of Houma, Louisiana; and

WHEREAS, Dixie Rice Agricultural L.L.C. (“Dixie Rice”) is the successor in interest to Southdown Lands, Inc.; and

WHEREAS, Dixie Rice and TPCG are in the process of transferring ownership of Levron Street Park to TPCG;

WHEREAS, Richard William Bunch and Ellen Hagen Bunch ESTATE (collectively “Bunch”) are adjacent property owners to the Levron Street Park; and

WHEREAS, there is a large tree on the property line between Bunch and the Levron Street Park preventing either party from protecting their property interests by the placement of a fence along the property line where the tree is located; and

WHEREAS, all parties in interest would like to preserve the tree in issue; and

WHEREAS, Bunch has complained of people traversing through his property from and to Levron Street Park; and

WHEREAS, in lieu of TPCG placing a fence along the adjoining property lines and around the tree, Bunch has agreed to install the same at his expense if TPCG agrees to the same; and

WHEREAS, the placement of a fence by Bunch will also help reduce the risks of potential liability of TPCG by eliminating a potential attractive nuisance if TPCG does not construct the fence; and

WHEREAS, Bunch is agreeable to be responsible for not only constructing the fence but to also maintain the fence at his expense and to the other terms and conditions in this Agreement; and

WHEREAS, the proposed Cooperative Endeavor Agreement (“CEA”) between TPCG and Bunch is attached hereto;

WHEREAS, in consideration of the mutual covenants contained in the CEA and the mutual benefits to be derived by the parties thereto, Administration respectfully requests approval of the CEA attached hereto.

SECTION I

NOW THEREFORE BE IT ORDAINED by the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, that the Parish President, Gordon E. Dove, be authorized to execute a Cooperative Endeavor Agreement by and between Terrebonne Parish Consolidated Government and Richard William Bunch and Ellen Hagen Bunch Estate in substantially the same form as the CEA attached hereto.

SECTION II

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

SECTION III

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

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

THERE WAS RECORDED:
YEAS:
NAYS:
ABSTAINING:
NOT VOTING:
ABSENT:

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

DARRIN W. GUIDRY, CHAIRMAN
TERREBONNE PARISH COUNCIL

TAMMY E. TRIGGS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL

* * * * *

Date and Time Delivered to Parish President:

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

Date and Time Returned to Council Clerk:

* * * * *

I, _____, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Assembled Council in Regular Session on _____, 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
RICHARD WILLIAM BUNCH AND ELLEN HAGEN BUNCH ESTATE**

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

I. PARTIES

TERREBONNE PARISH CONSOLIDATED GOVERNMENT, a political subdivision of the State of Louisiana, appearing herein through its Parish President, GORDON E. DOVE, by virtue of Terrebonne Parish Ordinance No. _____, a copy of which is attached hereto and made a part hereof, whose mailing address for all purposes herein is Post Office Box 2768, Houma, Louisiana 70361; (hereinafter referred to as “TPCG”);

RICHARD WILLIAM BUNCH, a man of the full age of majority, married but once to Ellen Hagen Bunch, who is deceased, living and residing in the Parish of Terrebonne, State of Louisiana, whose current mailing address is 112 Krumbhaar Drive, Houma, Louisiana 70360; (hereinafter referred to as “Bunch”); and

ELLEN HAGEN BUNCH ESTATE, appearing herein through Richard W. Bunch, the duly authorized Independent Executor as per Letters of Independent Administration filed in the matter entitled “Succession of Ellen Hagen Bunch, Probate No. 24766” filed in the 32nd Judicial District Court, Parish of Terrebonne, State of Louisiana, a certified copy of which is attached hereto and made a part hereof;

(Richard William Bunch and the Ellen Hagen Bunch Estate collectively hereinafter referred to as “Bunch”)

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 association, corporation or individual”; and

2.2. **WHEREAS**, TPCG is authorized to “convey or lease or authorize the conveyance or lease of any lands or property of the parish government by ordinance, per Terrebonne Parish Charter Section 2-11(11); and

2.3. **WHEREAS**, the City of Houma, Louisiana, as Lessee, and Southdown Lands, Inc., as Lessor, entered into a Surface Lease leasing the property described therein, which is now commonly known as Levron Street Park (“Levron Street Park”) for a ninety-nine (99) year term on April 30, 1970 and recorded on May 4, 1971 in COB 512, folio 632, under Entry No. 399530 of the records of Terrebonne Parish, Louisiana, (“Surface Lease”); and

2.4. **WHEREAS**, TPCG is the successor in interest to the City of Houma, Louisiana; and

2.5. **WHEREAS**, Dixie Rice is the successor in interest to Southdown Lands, Inc.; and

2.5.1 **WHEREAS**, Dixie Rice and TPCG are in the process of transferring ownership of Levron Street Park to TPCG;

2.6. **WHEREAS**, Bunch is an adjacent property owner to the Levron Street Park; and

2.7. **WHEREAS**, there is a large oak tree on the property line between Bunch and the Levron Street Park preventing either party from protecting their property interests by the placement of a fence; and

2.8. **WHEREAS**, all parties in interest would like to preserve the tree in issue; and

2.9. **WHEREAS**, Bunch has complained of people traversing through his property from and to Levron Street Park; and

2.10. **WHEREAS**, in lieu of TPCG placing a fence along the adjoining property lines and around the tree, Bunch has agreed to install the same at his expense if TPCG agrees to the same; and

2.11. **WHEREAS**, the placement of a fence by Bunch will also help reduce the risks of potential liability of TPCG by eliminating a potential attractive nuisance if TPCG does not construct the fence; and

2.12. **WHEREAS**, Bunch is agreeable to be responsible for not only constructing the fence but to also maintain the fence at his expense and to the other terms and conditions in this Agreement; and

2.13. **NOW THEREFORE**, in consideration of the mutual covenants herein contained and the mutual benefits to be derived by the parties hereto, TPCG, Bunch and Dixie Rice, who, each being represented by the undersigned duly authorized to act herein, respectfully enter into this Agreement and agrees 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; and

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"); and

4.2. Term. The Agreement shall be for a term as long as any portion of the fence remains on the Extended Area as defined herein which is a portion of Levron Street Park.

V. TERMS AND CONDITIONS

5.1. Bunch owns the property with a municipal address of 112, 114 and 116 Krumbhaar Drive, Houma, Louisiana 70360. TPCG leased Levron Street Park from Dixie Rice's ancestors in title and TPCG has acquired ownership of Levron Street Park from Dixie Rice. Bunch's property referenced above is partially adjacent to Levron Street Park; and

5.2. Bunch agrees to install a quality 10' high fence on his side of the common property line that adjoins Levron Street Park at Bunch's expense; and

5.3. TPCG agrees to allow Bunch to construct the fence around a large oak tree that is on the common property line and place the fence on a portion of Levron Street Park, which was extending a maximum distance of 10' inside of Levron Street Park for a maximum distance of 17', as per the diagram attached hereto and made a part hereof ("Extended Area"); and

5.4. Bunch agrees to use reasonable effects to minimize the distance of the aforestated allowances by TPCG for the placement of the fence in the Extended Area to reduce the size of the Extended Area; and

5.5. Bunch further agrees to maintain the fence in the Extended Area during the term of this Agreement at Bunch's expense; and

5.6. Bunch may remove the fence in the Extended Area at any time during the term of this Agreement with thirty (30) days prior written notice to TPCG and Bunch shall restore the property in the Extended Area as reasonably practical to the condition before the placement of the fence at Bunch's expense in the event Bunch removes the fence from the Extended Area; and

5.7. Bunch agrees to maintain the tree in the Extended Area, and hereby gives consent to TPCG to trim any branches and/or limbs extending onto Levron Street Park; and

5.8. Bunch acknowledges and agrees that TPCG is allowing Bunch to place a fence in the Extended Area that Bunch is not in any way adversely possessing and/or occupying the property in the Extended Area and against the interests of TPCG, and waives any and all rights and claims to possession and ownership in and to the Extended Area.

VI. INDEMNITY

Bunch agrees to indemnify and save harmless TPCG and Dixie Rice against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money to any party accruing against TPCG growing out of, resulting from, or by any reason of any act or omission of Bunch, his agents, servants, independent contractors, or employees while engaged in, about, or in connection with the discharge or performance of Bunch's obligations in accordance with the terms of this Agreement and/or the fence installed by Bunch in the Extended Area. Such indemnification shall include TPCG's fees and costs of litigation, including but not limited to, attorney's fees, only in the event that Bunch does not provide TPCG with a reasonable defense.

VII. CHOICE OF LAW

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

VIII. ASSIGNABILITY

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

IX. LEGAL CONSTRUCTION

9.1. 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.

X. AMENDMENT

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

XI. NO WAIVER

11.1. 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.

XII. NOTICES

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

XIII. ENTIRE AGREEMENT

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

XIV. COUNTERPARTS

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

THUS DONE AND SIGNED at Houma, Louisiana, on this _____ day of _____, 2022, in the presence of the undersigned competent witnesses and me, Notary, after due 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**

THUS DONE AND SIGNED at Houma, Louisiana, on this _____ day of _____, 2022, in the presence of the undersigned competent witnesses and me, Notary, after due reading of the whole.

WITNESSES:

Print Name: _____

RICHARD WILLIAM BUNCH,
Individually and as Independent Executor
of the Ellen Hagen Bunch Estate

Print Name: _____

NOTARY PUBLIC
Print Name: _____
License No. _____

Category Number: 1.
Item Number: F.



Wednesday, September 28, 2022

Item Title:

Levron St. Park Property

Item Summary:

Introduce an ordinance authorizing TPCG to acquire property for Levron Street Park; and call a public hearing on Wednesday, October 12, 2022, at 6:30 p.m.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/23/2022	Executive Summary
Ordinance	9/23/2022	Ordinance
Backup	9/23/2022	Backup Material
Backup	9/23/2022	Backup Material



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
An ordinance authorizing TPCG acquire property for Levron Street Park

PROJECT SUMMARY (200 WORDS OR LESS)
See above.

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

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

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

s/Kandace M. Mauldin, CFO

Signature

September 23, 2022

Date

OFFERED BY: _____
SECONDED BY: _____

ORDINANCE NO. _____

AN ORDINANCE TO AUTHORIZE THE ACQUISITION OF PROPERTY IN CONNECTION WITH LEVRON STREET PARK BY WAY OF DONATION BY QUITCLAIM DEED FROM DIXIE RICE AGRICULTURAL L.L.C.; AUTHORIZE THE PARISH PRESIDENT TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO ACQUIRE PROPERTY IN CONNECTION WITH LEVRON STREET PARK BY WAY OF DONATION BY QUITCLAIM DEED FROM DIXIE RICE AGRICULTURAL L.L.C.; AND TO PROVIDE FOR OTHER MATTERS RELATIVE THERETO.

SECTION I

WHEREAS, Terrebonne Parish Consolidated Government ("TPCG") the successor in interest to the City of Houma, Louisiana, has a ninety-nine (99) year lease for what is commonly known as Levron Street Park, and is more particularly described below, that was entered into in 1971 with Southdown Lands, Inc., and whereas Dixie Rice Agricultural L.L.C. ("Dixie Rice") is the successor to Southdown Lands, Inc.; and

WHEREAS, the property is described as follows:

BEGINNING at a point being the intersection of the centerline of the West Tunnel Approach Boulevard and an extension of the centerline at Levron Street; this point being located in Section 101, Township 17 South, Range 17 East, City of Houma, Terrebonne Parish, Louisiana; designated as Point "A" on a copy of a map prepared by T. Baker Smith and Son, Inc., entitled Levron Park Topography and dated October 2, 1970, a copy of which is recorded under Entry No. 399530 of the records of Terrebonne Parish, Louisiana; Thence along the centerline of the aforementioned Levron Street having a bearing of South 19° 30' 0" West for a distance of 580.00 feet to a point designated as Point "B" on the aforementioned map; Thence along a line having a bearing of North 70° 30' 0" West for a distance of 22.00 feet, to a point designated as Point "C" on the aforementioned map; being the point of beginning; Thence along a line having a bearing of North 19° 30' 0" East for a distance of 132.77 feet to a point designated as point "D" on the aforementioned map; Thence along a line having a bearing of North 70° 30' 0" West for a distance of 373.30 feet to a point designated as Point "E" on the aforementioned map; Thence along a line having a bearing of South 81° 45' 0" West for a distance of 205.00 feet, to a point designated as Point "F" on the aforementioned map; Thence along a line having a bearing of South 16° 59' 30" West for a distance of 445.50 feet to a point designated as Point "G" on the aforementioned map; Thence in an easterly direction along a curved line parallel to and 165.00 feet northerly of the Southern Pacific Railroad right of way for an arc distance of 428.00 feet, to a point designated as Point "H" on the aforementioned map; Thence along a line having a bearing of North 19° 30' 0" East for a distance of 168.00 feet to a point designated as Point "J" on the aforementioned map; Thence along a line having a bearing of South 70° 30' 0" East for a distance of 125.00 feet to a point designated as Point "K" on the aforementioned map; Thence along a line having a bearing of North 19° 30' 0" East for a distance of 180.80 feet to the point of beginning designated as Point "C" on the aforementioned map; then hereinabove described parcel containing approximately 5.90 acres, located in Section 101, Township 17 South, Range 17 East, Terrebonne Parish, Louisiana.

("Levron Street Park")

WHEREAS, Dixie Rice has offered to donate by quitclaim deed to TPCG, without any warranties of any kind or nature, Levron Street Park and/or other properties adjoining Levron Street Park; and

WHEREAS, Levron Street Park is needed by TPCG for the continued operation of the park for recreational purposes, in connection with the Bayou LaCarpe Drainage Project and for other approved uses in connection with the Bayou LaCarpe Drainage Project; and

SECTION II

BE IT ORDAINED by the Terrebonne Parish Council, in due, regular and legal sessions convened, that the Parish Administration is hereby authorized to acquire from Dixie Agricultural L.L.C. or their successors or assigns and/or any of their affiliated entities and/or any other entity or owners, by donation by a quitclaim deed, without any warranties of any kind or nature, and to pay all of the costs associated with the acquisition of Levron Street Park, more particularly described above and/or other properties adjoining Levron Street Park, that the Parish President, Gordon E. Dove, is hereby authorized and empowered for and on behalf of the Terrebonne Parish Consolidated Government to execute documents necessary to acquire from Dixie Rice Agricultural L.L.C. and/or their successors and assigns and/or any of their affiliated entities and/or any other entity or entities or owners by donation by a quitclaim deed, without any warranties of any kind or nature, and to pay all of the costs associated with the acquisition of Levron Street Park, more particularly described above and/or other properties adjoining Levron Street Park, for the above stated purposes.

SECTION III

The acquisition of this property will be conducive to the public interest, convenience and safety and will enable Terrebonne Parish Consolidated Government (TPCG) to properly fulfill the functions imposed upon it by law.

SECTION IV

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 V

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

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

THERE WAS RECORDED:
YEAS:

NAYS:
NOT VOTING:
ABSTAINING:
ABSENT:

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

_____, CHAIRMAN
TERREBONNE PARISH COUNCIL

COUNCIL CLERK
TERREBONNE PARISH COUNCIL

Date and Time Delivered to Parish President

Approved _____ Vetoed

Gordon E. Dove, Parish President
Terrebonne Parish Consolidated Government

Date and Time Returned to Council Clerk:

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











Existing Fence

Existing Fence

10 feet



Oak Tree

17 feet

10 feet

Levron Park



Richard Bunch
112 Krumbhaar Drive Yard

Not drawn to scale



Wednesday, September 28, 2022

Item Title:

RESOLUTION: Opt in to GOHSEP Program

Item Summary:

ADD-ON: "RESOLUTION: TO AUTHORIZE THE PARISH PRESIDENT TO OPT IN TO GOHSEP PROGRAMS FOR EXPEDITED TEMPORARY HOUSING ASSISTANCE IN ACCORDANCE WITH LA. R.S. 29:726(F)(3)(B)(III)(AA) AND (F)(4) AND TO SUBMIT AN EXPEDITED TEMPORARY HOUSING ASSISTANCE WAIVER OF LAND USE/PERMITTING FORM TO GOHSEP AS NECESSARY TO CERTIFY AND QUALIFY FOR PARTICIPATION IN THE PROGRAMS."

1. Motion to add-on.
2. Call for public comments on adding item.
3. Close call for public comments and vote on motion.
4. Discuss and/or take action.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/28/2022	Cover Memo
Resolution	9/28/2022	Cover Memo
Backup	9/28/2022	Cover Memo



EXECUTIVE SUMMARY
(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Resolution Regarding the Annual Temporary Waiving of Land Use Regulations Relative to Future GOHSEP Temporary Emergency Housing Programs for Presidential Declared Disasters.

PROJECT SUMMARY (200 WORDS OR LESS)
A resolution to authorize the Parish President, in the event of a presidential declaration of major disaster or emergency, to temporarily waive land use regulations relative to permitting for mobile homes, recreational vehicles, and other temporary housing to obtain expedited temporary housing assistance for disaster recovery under Louisiana Revised Statute 29:727(F)(3). The GOHSEP Waiver Form (Exhibit A) provides for the Parish to choose to Opt-In or Opt-Out of the temporary housing program will be submitted on an annual basis on or before September 1.

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)
On August 29, 2021, Hurricane Ida struck SE Louisiana Coastline. Act 526 2022 stipulates that in order for a parish or municipality to be eligible for GOHSEP temporary housing programs, said jurisdiction must submit a waiver form documenting that the jurisdiction will waive any land use regulations relative to permitting for any type of GOHSEP provided temporary housing in any presidential declared disaster. Thousands of Terrebonne residents required GOHSEP temporary housing for Hurricane Ida and this GOHSEP program would provide temporary housing for future disasters for many residents.

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

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

Chris Pulaski
Christopher Pulaski, PLA
Planning & Zoning Director

9/26/22
Date

1G

OFFERED BY:

SECONDED BY:

RESOLUTION NO. _____

A RESOLUTION TO AUTHORIZE THE PARISH PRESIDENT TO OPT IN TO GOHSEP PROGRAMS FOR EXPEDITED TEMPORARY HOUSING ASSISTANCE IN ACCORDANCE WITH LA. R.S. 29:726(F)(3)(B)(III)(AA) AND (F)(4) AND TO SUBMIT AN EXPEDITED TEMPORARY HOUSING ASSISTANCE WAIVER OF LAND USE/PERMITTING FORM TO GOHSEP AS NECESSARY TO CERTIFY AND QUALIFY FOR PARTICIPATION IN THE PROGRAMS.

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

Whereas, in the 2022 Regular Legislative Session, Louisiana enrolled Act Number 526, revising La. R.S. 29:727, directing the Governor’s Office of Homeland Security to “Develop a program to provide additional funding and resources for temporary housing and shelter assistance to parish governing authorities within the first fourteen days following a presidential declaration of a major disaster or emergency”; and

Whereas, a parish will be eligible for participation if the requesting parish is included within the presidential declaration of major disaster or emergency, if it submits a request for assistance within seven days after the declaration, and if it submits a certification to GOHSEP that the local governing authority will waive land use regulations relative to permitting for mobile homes, recreation vehicles, and other temporary housing directly adjacent to the survivor’s damaged dwelling for expedited temporary housing assistance within the parish; and

Whereas, the certification to GOHSEP, a copy of which is attached to this Resolution and incorporated herein, is required to be submitted on an annual basis to pre-register for such programs; and

Whereas, the GOHSEP programs are intended to waive any land use regulations to allow for expedited temporary housing assistance in the parish.

Whereas, the Terrebonne Parish Consolidated Government wishes to certify to GOHSEP that it is opting in to such programs in the event of a presidential declared disaster or emergency which includes Terrebonne Parish; and

NOW THEREFORE, BE IT RESOLVED by the Terrebonne Parish Council on behalf of the Terrebonne Parish Consolidated Government that Parish President Gordon E. Dove, on behalf of the governing authority of Terrebonne Parish, is authorized to submit the attached Expedited Temporary Housing Assistance Waiver of Land Use/Permitting Form and certify to GOHSEP that TPCG wishes to OPT IN to allow for expedited temporary housing assistance under La. LA. R.S. 29:726(F)(3)(B)(iii)(aa) and (F)(4).

September 26, 2022

MEMO TO: Hon. Gordon E. Dove
Parish President

FROM: Chris Pulaski, Director
Planning and Zoning Department

SUBJECT: Request for Regular Council Meeting Agenda Item – September 28, 2022

Please find the following items for your review:

- A resolution to authorize the Parish President to waive land use regulations relative to the permitting of GOHSEP temporary housing program following a presidential declared disaster. This waiver indicating that the Parish will Opt-In to the program is a requirement under Louisiana Revised Statute 29:727(F)(3) – Act 526 2022. The Waiver Form (Exhibit A) is required to be submitted annually.

If everything meets with your approval, it is respectfully requested that you place the resolution on the September 28 regular meeting agenda under Staff Report for consideration. If you have any questions, please advise.



Governor’s Office of Homeland Security
and Emergency Preparedness

Temporary Housing and Shelter Assistance Program
Expedited Temporary Housing Assistance
Waiver of Land Use/Permitting Form

This waiver of land use/permitting form addresses the requirement in the following statute:

La. R.S. 726(F)(3)(b)(iii)(aa):

The parish governing authority has submitted a certification to GOHSEP that the local governing authority will waive any land use regulation relative to permitting for mobile homes, recreational vehicles, and other temporary housing directly adjacent to the survivor’s damaged dwelling to allow for **expedited temporary housing assistance in the parish.**

Date		
First Name	Last Name	Title of Authorized Official
Email	Phone #	
Local Governing Authority Name		
Mailing Address		
City	State	Zip
Parish Location		

** Parishes and municipalities shall be given the opportunity to change the selection regarding the waiver each year.*

☐ **Opt In to allow for expedited temporary housing assistance:**
In accordance with La. R.S. 726(F)(3)(b)(iii)(aa) and La. R.S. 726(F)(4) (Act 526, 2022), I hereby certify, as the governing authority for the above listed parish/municipality, to **waive any land use regulations** relative to permitting for the temporary placement and occupancy of mobile homes, recreational vehicles (RV’s), and/or other temporary housing directly adjacent to the disaster survivor’s damaged dwelling to allow for expedited temporary housing assistance in parish/municipality referenced above.

☐ **Opt Out of allowing for expedited temporary housing assistance:**
In accordance with La. R.S. 726(F)(3)(b)(iii)(aa) and La. R.S. 726(F)(4) (Act 526, 2022), I hereby certify, as the governing authority for the above listed parish/municipality, to **opt out of waiving any land use regulations** relative to permitting for the temporary placement and occupancy of mobile homes, recreational vehicles (RV’s), and/or other temporary housing directly adjacent to the disaster survivor’s damaged dwelling to allow for expedited temporary housing assistance in parish/municipality referenced above.

Signature of Authorized Official



Wednesday, September 28, 2022

Item Title:

Presentation of 2023 Budget

Item Summary:

Presentation of the Proposed 2023 Parish Budget and Five Year Capital Outlay Budget by the Parish President.

A. Hear Budget Message

B. Consider the introduction of the 2023 proposed budget, ordering the publication of a summary of same as per Section 5-02 of the Home Rule Charter; referring the proposed budget to the Budget & Finance Committee for review; and calling a public hearing on Wednesday, October 12, 2022 at 6:30 pm

ATTACHMENTS:

Description	Upload Date	Type
Presentation of 2023 Budget	9/21/2022	Executive Summary
Home Rule Charter Requirements	9/21/2022	Backup Material



EXECUTIVE SUMMARY
(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Presentation of the 2023 Operating and Five Year Capital Outlay Budget.

PROJECT SUMMARY (200 WORDS OR LESS)
To present the 2023 Budget and President’s Message

PROJECT PURPOSE & BENEFITS (150 WORDS OR LESS)

TOTAL EXPENDITURE			
N/A			
AMOUNT SHOWN ABOVE IS: (CIRCLE ONE)			
ACTUAL		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 21, 2022____
Date

Sec. 5-02. - Operating budget preparation and adoption.

- (a) At least ninety (90) days prior to the beginning of each fiscal year, the president shall submit to the council a proposed operating budget in the form required by this charter. At the meeting of the council at which the operating budget is submitted, the council shall order a public hearing on it and shall cause it to be published in the official journal, at least ten (10) days prior to the date of such hearing, the time and place thereof, a general summary of the proposed budget and the times and places where copies of the proposed budget are available for public inspection. At the time and place so advertised, the council shall hold a public hearing on the budget as submitted. Changes in the proposed operating budget by the council shall be by the favorable vote of at least a majority of the authorized membership of the council. The budget shall be finally adopted not later than the second-to-last regular meeting of the fiscal year. Upon final adoption, the budget shall be in effect for the budget year and copies shall be filed with the clerk of the council. The budget as finally adopted shall be reproduced and sufficient copies shall be made available for use by all offices, departments and agencies of the parish government. Copies shall be available for public use in the office of the clerk and additional copies may be purchased at cost.
- (b) Upon failure of the council to adopt a budget within the prescribed time period, the budget for the prior year shall be in effect until such time as a new budget is adopted.

State Constitution reference— State budgets, Art. VII, § 11.

State Law reference— Majority vote of members of police juries to make appropriation, R.S. 33:2741; budget preparation and adoption, R.S. 39:1304 et seq.; governing authority's failure to make appropriation, R.S. 39:1311.

Category Number: 3.
Item Number: A.



Wednesday, September 28, 2022

Item Title:

Public Wishing to Address the Council

Item Summary:

As per speaker cards.



Wednesday, September 28, 2022

Item Title:

2022 Various Items for Budget Amendment

Item Summary:

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)
- 1. Consider the adoption of the ordinance.

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
- 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)

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

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: 661-310-8916-87

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 	RICHARD KACIR Digitally signed by RICHARD KACIR Date: 2022.02.14 12:33:59 -06'00'	Date
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 VIII

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



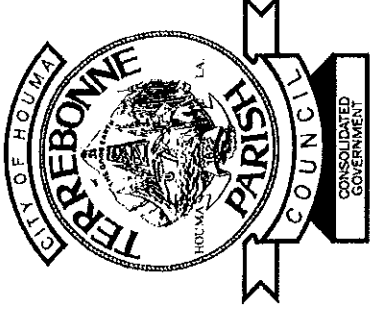
Terrebonne Parish Consolidated Government
 2022 Budget Amendment
 East Side Substation
 9/7/2022

	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.

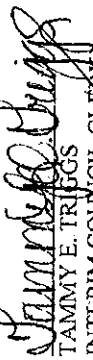
ABSTAINING: None.

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/Like 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	Eastside 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 Lecarp	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 OCD
Estimated Budget			6/14/2021	44
TOTAL FORCED DRAINAGE		18,239,464.08	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	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	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
		616,351.00		616,351.00
		616,351.00		616,351.00
		123,156,707.78	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		9,999,999.00		9,999,999.00
		50,000.00		50,000.00

**CDBG Disaster Recovery Program
Estimated Budget**

Pct	1st Time Homebuyer to Unallocated	As of June 14, 2021	Unallocated to Estate Public Safety Subvention
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			
Comment: New funding in addition to original allocation of \$123,270,148			
Falgout Canal Pontoon Bridge	1,300,000.00		1,300,000.00
	145,058,174.63	0.00	145,058,174.63

	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)		
	<u>1,626,918.23</u>	<u>1,548,429.27</u>	<u>(0.27)</u>

**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 substation on 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

CF01 = EXIT

CF02 = INPUT SCR

CF04 = DSP DETAIL

CF06 = DSP ENCUMBRANCE

CF05 = DSP INV JE

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	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.

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

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.

EMERGENCY EVENTS

Required to work during emergency events.



Questions? No problem! Email us at
employment@tpcg.org

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



Wednesday, September 28, 2022

Item Title:

2022 Various Items for Budget Amendment

Item Summary:

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

1. Consider the adoption of the ordinance.

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		
	Adopted	Change	Amended
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
Utlities 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

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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.



Wednesday, September 28, 2022

Item Title:

Certify and Approve Ad Valorem Tax Exemption for Bollinger Houma Shipyards, LLC

Item Summary:

An ordinance to certify and approve an ad valorem tax exemption on machinery, equipment, and other capital projects to be assessed at 301 Bollinger Lane, Houma, LA, for Bollinger Houma Shipyards, LLC (Application No. 20210244-ITE).

1. Consider the adoption of the ordinance.

ATTACHMENTS:

Description	Upload Date	Type
Executive Summary	9/8/2022	Executive Summary
Ordinance	9/8/2022	Ordinance
Exhibit A	9/8/2022	Backup Material
Cover Memo	9/8/2022	Cover Memo



EXECUTIVE SUMMARY

(REQUIRED FOR ALL SUBMISSIONS)

PROJECT TITLE
Certify and Approve Ad Valorem Tax Exemption for Bollinger Houma Shipyards, LLC

PROJECT SUMMARY (200 WORDS OR LESS)
Introduce an ordinance to certify and approve an ad valorem tax exemption on machinery, equipment, and other capital projects to be assessed at 301 Bollinger Lane, Houma, LA, for Bollinger Houma Shipyards, LLC (Application No. 20210244-ITE) and call a public hearing on said matter on Wednesday, September 28, 2022, at 6:30 p.m.

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

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

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

<i>Darrin W. Guidry, Sr.</i>	<i>09/08/2022</i>
_____	_____
Signature	Date

OFFERED BY:

SECONDED BY:

ORDINANCE NO. _____

AN ORDINANCE TO CERTIFY AND APPROVE AN AD VALOREM TAX EXEMPTION IN ACCORDANCE WITH LA. CONST. ART. VII, SEC. 21(F) FOR MACHINERY, EQUIPMENT, AND OTHER CAPITAL IMPROVEMENTS TO BE ASSESSED AT 301 BOLLINGER LANE, HOUMA LA, 70363, OWNED BY BOLLINGER HOUMA SHIPYARDS, LLC, REGARDING INDUSTRIAL AD VALOREM TAX EXEMPTION APPLICATION (NO. 20210244-ITE).

WHEREAS, the Industrial Ad Valorem Tax Exemption Program is regulated under the Louisiana Administrative Code Title 13, Part I, Chapter 5, promulgated in accordance with Article VII, Part 2, Section 21(F) of the Louisiana Constitution of 1974, with the intent to incentivize job creation and job retention by offering manufacturers ad valorem tax exemptions through application to the Louisiana Department of Economic Development for up to two terms of five years each; and

WHEREAS, Bollinger Houma Shipyards, LLC submitted its initial application for the Program through the Louisiana Department of Economic Development for acquisition of the property at 301 Bollinger Lane, Houma, LA 70363, where engineering, computer, welding and other equipment will be acquired, and capital improvements including a new production/warehouse building will be completed, all of which will be assessed for ad valorem taxes; and

WHEREAS, Bollinger's application was approved by the Louisiana Department of Economic Development, and they entered into that certain Contract for Exemption of Ad Valorem Taxes, a copy of which is attached hereto and made a part of this Ordinance; and

WHEREAS, in accordance with LAC 13:I. 503(H), the Louisiana Department of Economic Development notified the TPCG of the approved application, and the Terrebonne Parish Council is now afforded an opportunity to identify the application on the agenda of its public meeting notice and to conduct a public meeting for the purposes of approving or rejecting the application;

WHEREAS, should the Terrebonne Parish Council fail to take timely action, then the application will be deemed approved by this governing body in accordance with LAC 13:I. 503(H)(1); and

WHEREAS, the Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government finds that support of these types of exemptions play a vital role in incentivizing the creation and retention of jobs in Terrebonne Parish; and

WHEREAS, the Terrebonne Economic Development Authority Board of Commissioners has reviewed Application#20210244-ITE and found it meets program criteria for eligibility; and

WHEREAS, the Terrebonne Parish Council has reviewed the application and approves the exemption;

NOW, THEREFORE, BE IT ORDAINED that:

SECTION I

The Terrebonne Parish Council, on behalf of the Terrebonne Parish Consolidated Government, hereby approves the application by Bollinger Houma Shipyards, LLC for an ad valorem tax exemption on machinery, equipment, and other capital improvements made to property located at 301 Bollinger Lane, Houma, LA 70363, and to be assessed for ad valorem taxes in Terrebonne Parish.

SECTION II

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

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

THERE WAS RECORDED:

YEAS:

NAYS:

NOT VOTING:

ABSENT:

The Chairman declared the resolution adopted this 28th day of September, 2022.

DARRIN W. GUIDRY, SR. CHAIRMAN
TERREBONNE PARISH COUNCIL

TAMMY E. TRIGGS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL

Date and Time Delivered to Parish President:

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

Date and Time Returned to Council Clerk:

I, TAMMY E. TRIGGS, Council Clerk for the Terrebonne Parish Council, do hereby certify that the foregoing is a true and correct copy of an Ordinance adopted by the Assembled Council in Regular Session on Sept. 28, 2022, at which meeting a quorum was present.

GIVEN UNDER MY OFFICIAL SIGNATURE AND SEAL OF OFFICE THIS 28TH DAY OF July, 2022.

TAMMY E. TRIGGS
COUNCIL CLERK
TERREBONNE PARISH COUNCIL

CONTRACT FOR EXEMPTION OF AD VALOREM TAXES

(Advance Notification # 20210244)

EXHIBIT "A"

AGREEMENT

among

LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT

and

BOLLINGER HOUMA SHIPYARDS, LLC

EXHIBIT "A" AGREEMENT

This Agreement, as of the Effective Date, defined herein, is made among:

LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT ("LED"), an agency of the State, represented herein by the Secretary of the Department ("Secretary"); and

BOLLINGER HOUMA SHIPYARDS, LLC ("Company"), a Louisiana limited liability company in good standing, and authorized to do business in the State, represented herein by the undersigned duly authorized officer.

(The above are collectively referred to as "Parties" and singularly referred to as "Party".)

WHEREAS, Article VII, Section 21 (F) of the Louisiana Constitution of 1974 provides that the Louisiana Board of Commerce and Industry ("Board"), with the approval of the Governor of the State of Louisiana ("Governor"), may enter into contracts for the exemption from ad valorem taxes of a new manufacturing establishment or an addition to an existing manufacturing establishment on such terms and conditions as the Board, with the approval of the Governor, deems is in the best interest of the State; and

WHEREAS, the Governor has provided the terms and conditions pursuant to which he will approve contracts for the Industrial Tax Exemption ("Exemption"); and the Board has promulgated Rules pursuant to which it will approve contracts, all in accordance with Article VII, Section 21(F); and

WHEREAS, Company has expanded its marine vessels, components and steel intensive structures Manufacturing Establishment located in Terrebonne Parish with the acquisition of engineering, cad design, computer equipment, piperworx weld system, pipe positioning machine and construction of a production/warehouse building for storage and assembly of material and marine components to increase efficiency, production levels and overall facility throughput for the US Navy T-ATS and OSU research vessel construction programs (the "Project"), and new direct jobs and payroll as hereinafter provided will result from the Company's investment in the Project; and

WHEREAS, Company has filed an Advance Notification for the Project in accordance with the Rules of the Board in order to obtain an Exemption from ad valorem taxes in Terrebonne Parish; and

WHEREAS, in exchange for the Exemption, Company agrees to create or maintain such Jobs and Payroll (defined herein-below) and to the other terms and conditions of this Agreement; and

WHEREAS, in accordance with the Board Rules, this Agreement shall be Exhibit A to the Exemption Contract(s) and shall include the number of Jobs and Payroll to be created and/or retained at the Manufacturing Establishment and the term of the Exemption; and

WHEREAS, the Secretary projects that the return on investment to the State and Local Governmental Entities from the Manufacturing Establishment will exceed the benefit of the Exemption as set forth in the terms hereinafter provided, considering a multitude of factors, including but not limited to the following: Capital Expenditures, direct payroll tax revenue,

indirect payroll tax revenue, and additional indirect tax revenue streams such as property tax, sales tax, other payroll tax, and other local taxes associated with Jobs supporting the Project; and

WHEREAS, this Agreement serves a public purpose and is in the public interest of the State and its citizens;

THEREFORE, IT IS AGREED:

ARTICLE I. DEFINITIONS

Section 1.01 Definitions

“Advance Notification” means the notification of intent to apply for the Exemption filed in accordance with Section 503 of the Rules.

“Agreement” means this Exhibit “A” Agreement, and any amendments or modifications thereto.

“Assignment” means to transfer or assign this Agreement, transfer or assign any of a Party's rights hereunder, or delegate any of a Party's duties hereunder, and **“Assignee”** means the entity to which such transfer or Assignment is made in accordance with this Agreement.

“Basic Health Benefits Plan” means a basic health benefits plan for the individuals employed in new direct Jobs in this State which shall be determined by LED to be in compliance with federally mandated healthcare requirements or, if no federally mandated healthcare requirements exist, shall provide coverage for comprehensive healthcare coverage including basic hospital and physician care.

“Board” means the Louisiana Board of Commerce and Industry.

“Capital Expenditures” means the cost associated with a new Manufacturing Establishment or an addition to an existing Manufacturing Establishment, including purchasing or improving real property and tangible personal property, whose useful life exceeds one year and which are used in the conduct of business.

“Cessation of Operation” means failure of the Manufacturing Establishment to engage in manufacturing and provide finished product(s) into the stream of commerce, except that the Secretary shall have the discretion to determine whether and the duration for which a temporary suspension of Operation due to maintenance, equipment breakdowns, or turnarounds does not constitute a Cessation of Operation.

“Certification of Compliance” means a sworn verification of compliance with the Company Objectives under this Agreement, signed by a key employee of the Company (executive or senior level officer, project site manager, or equivalent rank).

“Company” means Bollinger Houma Shipyards, LLC, a Louisiana limited liability company duly authorized to do and doing business in Louisiana, and its successors and permitted assigns.

“Company Affiliate” means any business entity that controls or is controlled by the Company or by another business entity that controls the Company, including a parent or subsidiary of the Company, or another subsidiary of a parent of the Company. Control means exercising authority over the management, business policies, and operations of the business entity.

“Company Default” is defined in Section 6.01(B).

“Company Objectives” means (1) the acquisition, expansion, construction, equipping, and Operation of the Manufacturing Establishment, (2) the making of anticipated Capital Expenditures; (3) the creation and maintaining of Required Annual Jobs and (4) the payment of Required Annual Payroll.

“Contract Monitor” is defined in Section 7.01(A).

“Default” has the meaning set forth in Article VI.

“Default Payment” means the amount of money, if any, paid by Company to the Local Governmental Entities in the event of a Default as provided in Article VI.

“Effective Date” is the date of execution of this Agreement by the Secretary.

“Exemption” means the exemption from ad valorem taxation provided for manufacturing establishments in Article VII, Section 21(F) of the Louisiana Constitution of 1974 with specific regard to the Project.

“Exemption Contract(s)” means the contract(s) entered into by the Board, the Company, and approved by the Governor memorializing the Exemption for the Project and specifying the terms thereof and to which this Agreement shall be Exhibit A to each such contract.

“Exemption Period” means the number of years of Exemption provided in accordance with the Rules and further set forth in Section 4.01(C), and shall begin January 1 or, if the Project is located in Orleans Parish, beginning on August 1, of the first Project Year after which the Project becomes Operational or completes construction. The Exemption Period for the Project shall not be longer than 10 years—no more than 5 years initially and an additional 5 years if the Exemption is renewed.

“Force Majeure” means: (1) an act of God, an act of war, strike, or a natural disaster due to earthquake, landslide, fire, flood, tornado, tropical storm, or hurricane; (2) which is beyond the reasonable control of a Party to this Agreement; and (3) prevents the Party from performing its obligations hereunder.

“Governor” means the Governor of the State of Louisiana.

“ITEP” means the Industrial Ad Valorem Tax Exemption Program administered by LED to implement the exemption from ad valorem taxation provided for in Article VII, Section 21(F) of the Louisiana Constitution of 1974.

“Jobs” means positions of employment that are:

- (1) new (not previously existing in the State);
- (2) permanent (without specific term);
- (3) full-time (working a minimum of 30 hours or more per week);
- (4) employed directly by the Company, a Company Affiliate, or a Qualified Contractor;
- (5) based at the Manufacturing Establishment;
- (6) filled by a United States citizen who is domiciled in Louisiana or who becomes domiciled in Louisiana within 60 days of employment; and
- (7) offering a Basic Health Care Benefits Plan.

Jobs shall not include:

- (1) jobs transferred to the Manufacturing Establishment from within the State by the Company, a Company Affiliate, or a Qualified Contractor, unless back-filled to result in a net job gain within the State;
- (2) jobs transferred from other Louisiana-based employment as a result of the Company, a Company Affiliate, or a Qualified Contractor acquiring a business operation or substantially all of its assets, unless back-filled to result in a net job gain within the State; or
- (3) jobs performing contract services for the State of Louisiana or any of its agencies.

“LED” means Louisiana Department of Economic Development.

“Legislature” means the Legislature of the State of Louisiana.

“Local Governmental Entities” with regard to Terrebonne Parish, means the parish governing authority, school board, and sheriff, as well as any municipality in which the Manufacturing Establishment is or will be located.

“Manufacturing Establishment” means the location for the Project, as described in the ITEP application for the Project, for the manufacturing of finished product(s) to be placed by Company into the stream of commerce.

“Operation” or “Operational” means the commercial utilization of the Manufacturing Establishment, if new, or of the addition, rehabilitation or restoration of the Manufacturing Establishment for which the Exemption is granted.

“Payroll” means payment by the Company, a Company Affiliate or Qualified Contractor to its employees for Jobs, exclusive of benefits and defined as wages under Louisiana Employment Security Law (La. R.S. 23:1472(20)), during a Project Year, except that with regard to Jobs employed directly by a Qualified Contractor, Payroll shall not include any fees, mark-up, profit margins or similar payments by the Company or a Company Affiliate to a Qualified Contractor.

“Project” means Company's acquisition or expansion, construction, improvement, equipping and Operation of the Manufacturing Establishment as further described in the Recitals.

“Project Year” means each twelve-month period, beginning on January 1 and ending on December 31, or, if the Project is located in Orleans Parish, beginning on August 1 and ending on

July 31, of each year identified in Section 4.02(B).

“Qualified Contractor” means a business entity other than Company or Company Affiliate, acting pursuant to an agreement with the Company or Company Affiliate regarding the Project.

“Required Annual Jobs” is the number of Jobs required to be met by the Company pursuant to Section 4.02, during a Project Year.

“Required Annual Jobs and Payroll” refers, collectively, to Required Annual Jobs and Required Annual Payroll.

“Required Annual Payroll” is the amount of Payroll required to be met by the Company pursuant to Section 4.02 for Jobs.

“Rule(s)” mean the rules promulgated by the Board as Chapter 5 of Title 13 of the Louisiana Administrative Code.

“Secretary” means the Secretary of the Louisiana Department of Economic Development.

“State” means the State of Louisiana.

ARTICLE II. AUTHORITY

Section 2.01 LED Authority

LED is granted authority under the provisions cited above to enter into agreements with public and private associations or corporations for a public purpose.

Section 2.02 Company Authority

A duly executed resolution or other evidence of the authority of the Company to enter into this Agreement and to carry out the commitments made herein, and the authority of the undersigned representative to execute this Agreement and any other documents required thereby on behalf of the Company, certified by the Secretary or other authorized representative of the Company, is attached hereto as Exhibit 1.

Section 2.03 Other Approvals

This Agreement is not effective until signed by all Parties.

ARTICLE III. REPRESENTATIONS

The Parties have all the requisite power and authority to enter into this Agreement and to carry out the terms hereof; and the persons signing this Agreement have the authority to execute this Agreement as authorized representatives, and to bind the Parties to all the terms of this Agreement.

This Agreement has been duly authorized, executed, and delivered by the Parties and upon receipt

of the approvals described herein will constitute a legal, valid, and binding obligation of the Parties, enforceable in accordance with its terms.

Parties have taken or will take all necessary and proper action to authorize the execution, issuance, and delivery of this Agreement and any other documents required by this Agreement, and the performance of its obligations under this Agreement.

The execution of this Agreement and any other documents required by this Agreement as well as the performance by the Parties of their respective obligations hereunder are within the Parties respective powers and will not violate any provisions of any law, regulation, decree, or governmental authorization applicable to them.

ARTICLE IV. OBLIGATIONS

Section 4.01 LED Obligations

(A) LED enters into this Agreement for the purposes of providing the terms and conditions for Company's receipt of the Exemption in the manner and for the purposes provided for by the Board and the Governor.

(B) Upon execution of this Agreement, LED will recommend to the Board that the Company receive the Exemption for the Project under the terms and conditions hereinafter set forth as required by the Rules, and this Agreement shall be Exhibit A to each Exemption Contract among the Board and Company upon approval by the Governor.

(C) LED will make the following recommendation for the Exemption to the Board for the Company, subject to the Company's adherence to its objectives hereunder and in accordance with the terms and conditions of this Agreement and ITEP Rules with respect to the limitation or cancellation of an Exemption Contract in the event of the Company's non-performance of its objectives hereunder: (1) an 80% exemption from ad valorem taxes for the initial Exemption Contract of 5 years; and (2) an 80% exemption from ad valorem taxes for the renewal Exemption Contract of 5 years with the express understanding that Company's compliance with and performance of the Company's Objectives hereunder shall be a consideration as to the renewal of the Exemption.

Section 4.02 Company Objectives

(A) Commencement of Operation. The Company has expanded the Manufacturing Establishment and commenced Operation by January 1, 2022, as described in the ITEP application form filed for this Project. During the construction period, Company projects that it expended approximately \$961,331.00 in Capital Expenditures and that the Project provided for the creation of 5 Jobs with an annual Payroll of at least \$200,000.00, including 0 Jobs by a Qualified Contractor. Upon commencement of Operation and fulfillment of the foregoing representations, Company shall provide the Required Annual Jobs and Payroll as set forth in Section 4.02(B).

(B) Operation of the Manufacturing Establishment: Required Annual Jobs and Payroll. During each Project Year thereof, the Company anticipates creating and, thereafter, maintaining Required

Annual Jobs and Payroll at the Manufacturing Establishment as follows:

Project Year	Required Annual Jobs	Required Annual Payroll
2022	5	\$200,000.00
2023	5	\$200,000.00
2024	5	\$200,000.00
2025	5	\$200,000.00
2026	5	\$200,000.00
2027	5	\$200,000.00
2028	5	\$200,000.00
2029	5	\$200,000.00
2030	5	\$200,000.00
2031	5	\$200,000.00

(C) Jobs and Payroll Creation. Any Jobs and corresponding Payroll created by Company after it files the Advance Notification for the Project shall be considered as having been created during the first Project Year.

(D) Project Year Adjustment. To the extent Company does not commence Operation on or before the anticipated date identified in Section 4.02(A), Project Years will adjust accordingly, but for no more than two years.

(E) Other State Incentives. To the extent that Company may receive any other incentives administered by LED directly for any Required Annual Jobs or Payroll, it shall have no bearing on this Agreement.

(F) Louisiana Preference. To the extent allowed by law, and insofar as is feasible and practicable, the Company agrees to use reasonable commercial efforts to give preference to Louisiana manufacturers, suppliers, vendors, contractors, and subcontractors in connection with equipping the Manufacturing Establishment and purchasing material and supplies to support Operation, provided such entities are competitive in price, quality, and delivery.

ARTICLE V. ASSIGNMENT AND TRANSFER

Assignment or Transfer of the Manufacturing Establishment or any part of an Exemption Contract shall be governed by Section 535 of the Rules pertaining to the "Sale or Transfer of Exempted Manufacturing Establishment."

ARTICLE VI. DEFAULT AND RENEWAL CONSIDERATION

Section 6.01 Default

(A) State Default. The failure by the Board, the Local Governmental Entities or the Governor, to approve the Exemption for the Company in the manner provided by the Rules, constitutes a

Default under this Agreement. Upon the occurrence of such Default, Company is relieved of all obligations hereunder and this Agreement shall automatically terminate without any further remedy to or obligation imposed upon Company.

(B) Company Default. The occurrence of any of the following actions during the term of an Exemption Contract shall constitute a Company Default with a corresponding remedy:

- (1) Operation does not commence within a 2-year period beginning on the date identified in Section 4.02(A), in which case the Board may terminate or otherwise modify the Exemption Contract as provided in the Rules;
- (2) Cessation of Operation, in which case the Board may terminate or otherwise modify the Exemption Contract as provided in the Rules;
- (3) Assignment of this Agreement, or transfer of ownership of or controlling interest in the Manufacturing Establishment, the Company, or substantially all of its assets, other than as permitted under Article V, in which case the Board may terminate or otherwise modify the Exemption Contract as provided in the Rules; and
- (4) Failure to satisfy 90% of either or both of the Company's Required Annual Jobs and Payroll under Section 4.02 of this Agreement upon which LED shall give notification to the Company and the Local Governmental Entities, which entities will make a recommendation to the Board on whether to terminate the Exemption Contract for the Company or otherwise alter the terms of the Exemption, including the length of the Exemption period and/or the percentage of the Exemption. The recommendation of the Local Governmental Entities shall then be submitted to the Board for consideration and/or action. This provision shall be applicable for each Project Year in which the Company fails to satisfy the requirements of this paragraph as provided herein irrespective of any prior decision of the Board to continue the Exemption Contract under the terms provided.

Alternatively, the Local Governmental Entities and the Company may forego the recommendation to the Board required by this section if the Local Governmental Entities agree that the Company shall pay and the Company actually makes a Default Payment to each of the Local Governmental Entities in an amount agreeable to both the Local Governmental Entities and the Company, in which case the terms of the Exemption Contract shall remain the same.

(C) Renewal Consideration. Upon Company's application for a renewal of the Exemption, Company's non-performance of this Agreement shall be considered by the Board in the manner provided by the Rules.

Section 6.02 Delay or Omission

No delay or omission in the exercise of any right or remedy accruing to any Party upon any breach of this Agreement by any other Party shall impair such right or remedy or be construed as a waiver of any breach theretofore or thereafter occurring. The waiver of any condition or the breach of any term, covenant, or condition herein or therein contained shall not be deemed to be a waiver of any other condition or of any subsequent breach of the same or any other term, covenant, or condition

herein or therein contained.

Section 6.03 Force Majeure

(A) Upon occurrence of an event of Force Majeure, the affected Party shall have the right, but not the obligation, to declare a Force Majeure period, by giving written notice of such event and declaration to the other Parties within 30 days of such occurrence. Time being of the essence, the affected Party shall make every reasonable effort to give such notice as soon as possible, but in any event notice must be given within 30 days of the occurrence.

(B) The Force Majeure period shall continue from the date of such notice until the effects of such Force Majeure are removed, remedied, repaired, or otherwise no longer prevent performance of a Party's obligations hereunder. During the Force Majeure period, the obligations of the Parties under this Agreement shall be suspended, and the relevant deadlines and time periods under this Agreement shall be extended to the extent of such suspension. In any event, no Force Majeure period arising from a single event of Force Majeure shall be deemed to exist for longer than 2 years from the date of such notice, and the aggregate Force Majeure period during the term of this Agreement shall not exceed two years.

(C) The affected Party must proceed with due diligence to effect repairs or undertake efforts to remedy or mitigate the effects of a Force Majeure event, and within 60 days of the occurrence of the event of Force Majeure shall provide the other Parties a report showing the efforts made and to be made to remedy or mitigate the effects as well as a timetable to return to full performance.

Section 6.04 No Other Damages

No party shall have the right to recovery against any other party of any damages of whatever nature, including compensatory, consequential, punitive, or otherwise, arising from or relating to any act or omission deemed to be a breach of this Agreement or fault of any party other than the remedies expressly set forth in this Article.

ARTICLE VII. REPORTS; AUDIT

Section 7.01 Contract Monitoring

The Secretary of LED or his designee will designate, and may change from time to time, one or more persons on his staff to act as Contract Monitor for the Project, to act as LED's representative and liaison between LED and the Company, and to monitor the achievement of the Company Objectives.

Section 7.02 Annual Certification of Compliance

By the last day of the fourth month following the end of each Project Year ("Deadline"), and subject to one request by the Company for a reasonable extension of time of no more than 60 days if made, in writing, before the Deadline, the Company shall deliver to LED a Certification of Compliance with the Company Objectives under this Agreement, including specific verification of the creation and maintenance of Required Annual Jobs and Payroll. The Certificate of

Compliance shall be in the general form of Exhibit 2 attached hereto and shall be accompanied by the additional materials referenced therein. All original documentation supporting the Certification of Compliance shall be maintained by the Company as required by the Rules. Failure to timely submit the annual Certification of Compliance may result in LED reporting to the Local Governmental Entities a failure to satisfy Required Annual Jobs and Payroll per Section 6.01(B)(4).

With regard only to the first Project Year referenced in Section 4.02(B), the Company shall deliver to LED the Certification of Compliance either within the time delay referenced in the prior paragraph or 90 days following the date that LED submits the Exemption Contract to the Company for execution, whichever is later.

Section 7.03 Audit

LED shall have such rights to compel an investigation at any time during the effectiveness of this Agreement as provided in Section 531 of the Rules pertaining to inspections.

Section 7.04 Reporting Rules Applicable

Nothing provided in this Section shall relieve Company of any additional reporting requirements provided by the Rules.

ARTICLE VIII. TERM

The Term of this agreement shall extend from the Effective Date until the end of the Exemption Period.

ARTICLE IX. MISCELLANEOUS

Section 9.01 Non Discrimination

Company agrees to abide by the requirements of the following laws, as amended and as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, the Equal Employment Opportunity Act of 1972; Federal Executive Order 11246; the Rehabilitation Act of 1973; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Fair Housing Act of 1968; and the Americans with Disabilities Act of 1990. Company agrees not to discriminate in their employment practices in Louisiana, and, to the extent required by law and Executive Order, will render services in Louisiana without discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, disability, or age in any matter relating to employment.

Section 9.02 Captions

The captions or headings in this Agreement are for convenience only and do not define or limit the scope or extent of this Agreement.

Section 9.03 Counterpart

This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which, when taken together, shall be deemed one and the same Agreement.

Section 9.04 Choice of Law

This Agreement shall be construed in accordance with and governed by the laws of the State of Louisiana.

Section 9.05 Jurisdiction and Venue

The 19th Judicial District Court in the Parish of East Baton Rouge, State of Louisiana, shall be deemed to be the exclusive court of jurisdiction and venue for any litigation, special proceeding or other proceeding as between the Parties that may be brought, or arise out of, in connection with, or by reason of this Agreement; and the Parties hereto submit themselves to the jurisdiction of said court in the event of any legal proceedings in connection with this Agreement.

Section 9.06 Further Assurances

From time to time hereafter, the Parties shall execute and deliver such additional instruments, certificates, or documents and take all such actions as another Party may reasonably request for the purpose of fulfilling the Parties' obligations hereunder.

Section 9.07 Notices

Any notice required or permitted to be given under or in connection with this Agreement shall be in writing and shall be delivered to the address(es) set forth below, or to such other address as may be designated by such Party in written notice to the other Party.

To LED:

Don Pierson, Secretary
Louisiana Department of Economic Development
P. O. Box 94185; Baton Rouge, LA 70804-9185 (USPS mail)
11th Floor, 617 North 3rd Street, Baton Rouge, LA 70802-5239 (Delivery)
Telephone: (225) 342-3000

To the Company:

Craig Roussel and Ed Servat
Bollinger Houma Shipyards, LLC
P.O. Box 250, Lockport, LA 70374
8365 Highway 308, Lockport, LA 70374
Telephone: (985) 52-2554

Section 9.08 Amendment

This Agreement may be amended only upon the written consent and approval of all Parties.

Section 9.09 Rules Prevail

To the extent any provision of this Agreement, after reasonable construction so as to give meaning to all provisions of this Agreement and the Rules, conflicts with the Rules promulgated by the Board, the Rules of the Board prevail.

Section 9.10 Electronic Transaction; Electronic Signatures

In accordance with LA. R.S. 9:2605B(1)&(2), the Parties hereto each agree that this transaction may be conducted by electronic means; and electronic signatures of the Parties to this Agreement and any Amendments hereto shall be acceptable and satisfactory for all legal purposes; as authorized by the "Louisiana Uniform Electronic Transactions Act", LA. R.S. 9:2601 through 9:2621.

****REMAINDER OF PAGE INTENTIONALLY LEFT BLANK****

IN WITNESS WHEREOF, this Agreement has been signed by the undersigned duly authorized representatives on the dates indicated below.

BOLLINGER HOUMA SHIPYARDS, LLC

By: CP Roussel
Signature

C P Roussel

Printed Name

Title: **EVP-CAO**

Date: **08/11/2022**

LOUISIANA DEPARTMENT OF
ECONOMIC DEVELOPMENT

By: Anne Villa
Anne Villa (Aug 19, 2022 09:51 CDT)
Anne Villa, Undersecretary

Date: **08/19/2022**

LED CONTRACT MONITOR

Kristin Cheng
Signature

Kristin Cheng

Printed Name

EXHIBIT 1

(Company Authorizing Resolution)

UNANIMOUS CONSENT OF
MEMBER OF
BOLLINGER HOUMA SHIPYARDS, L.L.C.

AD VALOREM TAX EXEMPTIONS
JUNE 3, 2022

The undersigned, being the Sole Member of Bollinger Houma Shipyards, L.L.C., does hereby adopt and ratify the following as the free act and deed of the said Bollinger Houma Shipyards, L.L.C.:

BE IT RESOLVED that Bollinger Houma Shipyards, L.L.C. shall enter into one or more contracts for Ad Valorem Tax Exemptions with the State of Louisiana, Office of Commerce and Industry;

BE IT FURTHER RESOLVED that any one of the following officers and authorized agents of Bollinger Houma Shipyards, L.L.C., to-wit: Benjamin G. Bordelon, Dino Chouest, Dionne Chouest, Damon Chouest, Casey Chouest, Ross Chouest, Andrew St. Germain and Craig Roussel each of whom may, from time to time, and one or more times, act alone and to the exclusion of all of the others, is hereby authorized, empowered and directed to appear before any Notary Public, and to execute the aforementioned Contract and all other necessary documents on behalf of and in the name of Bollinger Houma Shipyards, L.L.C. to obtain such tax exemptions and credits mentioned hereinabove, all of which shall contain such terms, provisions and conditions as the acting officer or authorized agent may, in his or her sole discretion, deem necessary and advisable as being in the best interests of Bollinger Houma Shipyards, L.L.C.

BE IT FURTHER RESOLVED that a certified copy of this Unanimous Consent shall be attached to any such contract or agreement relating to tax exemptions by the State of Louisiana, and that the grants of authority and power made herein shall continue in full force and effect until a resolution rescinding or otherwise modifying one or more grants of authority and power made herein is passed.

June 3, 2022, Lockport, Louisiana.

BOLLINGER SHIPYARDS LOCKPORT, L.L.C.
(Sole Member of Bollinger Houma Shipyards, L.L.C.)

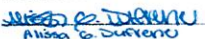
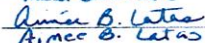

Benjamin G. Bordelon, President and CEO

CERTIFICATE

STATE OF LOUISIANA
PARISH OF LAFOURCHE

On this 3rd day of June, 2022, before me, the undersigned Notary Public, and in the presence of the undersigned competent witnesses, personally came and appeared Craig Roussel, Certifying Official and Assistant Secretary of Bollinger Houma Shipyards, L.L.C., who declared that the above and foregoing is a true and correct copy of those Resolutions adopted by Unanimous Consent of the Member of Bollinger Houma Shipyards, L.L.C., on the 3rd day of June, 2022, that the same has not been rescinded or modified and remains in full force and effect.

Witnesses:


Arissa G. Durieux

Arimee B. Letas


Craig Roussel, Certifying Official/Asst. Secretary
of Bollinger Houma Shipyards, L.L.C.


RACHAEL E. BOLLINGER
NOTARY PUBLIC
LA NOTARY ID: 83226



EXHIBIT 2
CERTIFICATION OF COMPLIANCE

Contract Number for the Project: _____ Reporting Period: _____

Company Name: _____

Project Physical Address: _____

1. Has the contract for this project/phase been fully executed? Yes ☐ No ☐
a. Complied with Article IV: Project Completion Report (PCR)? Yes ☐ No ☐
b. Complied with Article VI: Affidavit of Final Cost (AFC)? Yes ☐ No ☐

If the answer to any of the above is "No", please explain: _____

2. Operation of the assets related to this project/phase:
☐ Commenced, as of _____ and continues to date.
(Date)
☐ Has not commenced or has ceased Operation

If Company has ceased Operation, please explain: _____

3. Capital Expenditures for this project/phase made as of _____ : \$ _____
(Date – from PCR) (Amount – from AFC)

4. Required Annual Jobs (per Exhibit A, Section 4.02 (B)): _____
a. Actual number of Jobs (total provided on NJCS or PSEBS (if retention only) tabs on the ITE-
ACR): _____

5. Required Annual Payroll (per Exhibit A, Section 4.02 (B)): \$ _____
a. Actual annual Payroll (total provided on NJCS or PSEBS (if retention only) tabs on the ITE-
ACR): \$ _____

6. Has the Company offered a Basic Health Benefits Plan for this Project Year for Jobs? Yes ☐ No ☐

7. Are any Jobs at the Manufacturing Establishment attributable to:

- a. Jobs transferred from any other location within the state by the Company, Company Affiliate or a Qualified Contractor? Yes ☐ No ☐
- b. Jobs transferred from any other Louisiana-based employment as a result of the Company, Affiliate, or a Qualified Contractor acquiring a business operation or substantially all of its assets? Yes ☐ No ☐
- c. If yes to either a. or b. above, were those Jobs backfilled resulting in a neutral job gain (or neutral job count if retaining Jobs) within the State? Yes ☐ No ☐

If the answer to 7.c. is "No", please explain: _____

8. Upload this Certification of Compliance with original signatures via Fastlane. The following additional materials must accompany this certification. Use the most current updated prescribed forms and spreadsheets found on the Fastlane Document Checklist:

- ITE Employment Baseline Calculation Worksheet – (only required the first year of reporting).
- A sortable and unlocked version of the ITE Annual Compliance Report (ITE ACR).
- Copies of all quarterly wage reports (ES-4's/SUTA) and Multi Worksite Reports (if applicable) filed with the LA Workforce Commission for the same filing period.

9. Optional: If applicable, additional non-compliance documentation is attached as a separate document for LED to provide to the Local Governmental Entities & the Board of Commerce & Industry for consideration. Yes ☐ No ☐

CONTACT TYPE (select one): Business ☐ Consultant ☐

Contact Information:

Name: _____

Title: _____

Mailing Address: _____

Phone Number: _____ Extension: _____

E-mail Address: _____

CERTIFICATION

(Must be executed by a key employee of the Company—executive or senior level officer, project site manager, or equivalent rank)

I hereby certify that, with regard to the above-referenced Industrial Tax Exemption project number, the information provided in this document and additional supporting materials is true and correct to the best of my information and belief after reasonable inquiry. And I am aware that my submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing of false public records (R.S. 14:133) and/or forfeiture of any exemptions approved under this program. I understand that application and information submitted with it shall not be returnable to the applicant.

(Original Signature)

(Printed Name)

(Date)

Please include a copy of this document and remit a check for \$250 (note contract number on check) made payable to:

Louisiana Economic Development
617 North 3rd Street, 11th Floor
Baton Rouge, LA 70802











Exhibit A - Bollinger Houma Shipyards LLC (#20210244)

Final Audit Report

2022-08-19

Created:	2022-08-11
By:	Christina Ocmand (Christina.Ocmand@la.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAATP9lrc42Cy3Zjd-E9BU7KVyE5jswl-xQ

"Exhibit A - Bollinger Houma Shipyards LLC (#20210244)" History

-  Document created by Christina Ocmand (Christina.Ocmand@la.gov)
2022-08-11 - 3:30:31 PM GMT- IP address: 159.39.101.2
-  Document emailed to C P Roussel (craig@bollingershipyards.com) for signature
2022-08-11 - 4:06:53 PM GMT
-  Email viewed by C P Roussel (craig@bollingershipyards.com)
2022-08-11 - 5:51:55 PM GMT- IP address: 205.219.236.34
-  Document e-signed by C P Roussel (craig@bollingershipyards.com)
Signature Date: 2022-08-11 - 5:52:55 PM GMT - Time Source: server- IP address: 205.219.236.34
-  Document emailed to kristin.cheng@la.gov for signature
2022-08-11 - 5:52:57 PM GMT
-  Email viewed by kristin.cheng@la.gov
2022-08-12 - 2:08:49 AM GMT- IP address: 172.225.15.6
-  Signer kristin.cheng@la.gov entered name at signing as Kristin Cheng
2022-08-18 - 2:17:18 PM GMT- IP address: 159.39.101.2
-  Document e-signed by Kristin Cheng (kristin.cheng@la.gov)
Signature Date: 2022-08-18 - 2:17:19 PM GMT - Time Source: server- IP address: 159.39.101.2
-  Document emailed to Anne Villa (anne.villa@la.gov) for signature
2022-08-18 - 2:17:22 PM GMT
-  Email viewed by Anne Villa (anne.villa@la.gov)
2022-08-19 - 2:49:41 PM GMT- IP address: 159.39.101.2



Adobe Acrobat Sign



Document e-signed by Anne Villa (anne.villa@la.gov)

Signature Date: 2022-08-19 - 2:51:03 PM GMT - Time Source: server- IP address: 159.39.101.2



Agreement completed.

2022-08-19 - 2:51:03 PM GMT



Adobe Acrobat Sign

Industrial Tax Exemption Program Application - (Post Executive Order 2018)

** Any changes made to the information provided after the initial submission of this Application, whether requested by the Company or by LED, may result in a delay in Application processing time and/or Board of Commerce & Industry consideration. **

Project ID: 20210244-ITE

Date Received: 5/26/2022

PROJECT INFORMATION

Company:	Bollinger Houma Shipyards, LLC
Project Name:	BHS Facility Acquisition
Project Location:	301 Bollinger Lane , Houma, LA, 70363
Parish:	Terrebonne
City Limits?:	--

COMPANY INFORMATION

Product Manufactured:	Marine vessels, components & other steel intensive structures
Manufacturing Process/Activities:	The manufacture, fabrication, and conversion of various types of marine vessels and other steel intensive structures and products including engineering and design. Bollinger's manufacturing process includes, but is not limited to, working of raw, often unprepared, steel, aluminum, stainless steel, copper nickel, detacouple and other specialty metals to form vessels and components thereof, for example, propulsion shafts, rudder tubes and arms, steering systems, piping spools, etc. Additionally, Bollinger's manufacturing labor force provides systems, machinery, electrical and joiner incorporated into vessels and other products manufactured that make them suitable for use as manufactured products that are placed into commerce.

GAMING

Has the applicant or any affiliates received, applied for, or considered applying for a license to conduct gaming activities? ☒ Yes ☐ No

If yes, please give a detailed explanation including the name of the entity receiving or applying for the license, the relationship to the business if an affiliate, the location and the type of gaming activities:

PROJECT DETAILS

NAICS: 336611
Project Type: Addition
Project Start Date (beginning of construction and/or installation): 4/28/2021
Project End Date (ending of construction and/or installation): 12/31/2021
Anticipated date for the commencement of operations of this project: 1/1/2022
Project Description:

Shipyard facility improvements including the acquisition of engineering, cad design, planning and scheduling computer equipment, a pipework weld system, a pipe positioning machine and the construction of a 288ft x 82ft x 41ft production/warehouse building to store and assemble material and marine components. All improvements were to increase efficiency, production levels and overall facility throughput for the US Navy T-ATS and OSU research vessel construction programs.

Will any portion of this project become operational/usable prior to the overall project's completion (i.e. application filled in phases)? ☐ Yes ☒ No

Calendar Years: 2021

ESTIMATED INVESTMENTS

Building & Materials:	\$717,707.00
Machinery & Equipment:	\$127,452.00
Labor & Engineering:	\$116,172.00
Estimated Total Investment Amount:	\$961,331.00
Less: Restricted Amount:	\$0.00
Total Estimated Investments:	\$961,331.00

ESTIMATED JOBS

Existing Jobs at Project Site:	252
Existing Jobs Statewide:	968
New Direct Jobs:	5

Contract Jobs:
Will new jobs be created in phases?
Explain:

Construction Jobs:	0
Total Estimated Jobs:	257
New Jobs for this phase:	0

If no new jobs are being created with this project, will existing jobs be retained?

If yes, provide a compelling reason(s) for retention:

☒ Yes ☐ No

☐ Yes ☒ No

ESTIMATED PAYROLL

Existing Jobs Payroll:	\$9,084,340.00
Existing Jobs Statewide Payroll:	\$75,896,281.00
New Direcy Jobs Payroll:	\$200,000.00
Contract Jobs Payroll:	\$0
Construction Jobs Payroll:	\$0.00
Total Estimated Payroll:	\$9,284,340.00
New payroll for current phase:	\$0.00

PROPERTY TAX

Millage Rate for this property. Use the millage rate obtained from the parish assessor to calculate the fee. 0.1048

This is usually a whole number (i.e., 115.47 or 92.665. A millage rate is expressed in 1/1000ths of a dollar (known as one mill). Convert the whole number millage rate by dividing by 1000 to a decimal number (i.e., the whole numbers converted to 1/1000ths would be .1154 or .0927 when rounded to four digits.)

Note: [Proof of Millage/Location form](#) must be completed by the parish assessor and uploaded to the attachments of this application.

Total Property Taxes paid (most recent year for this site): 51894.00

BUSINESS LEGAL STRUCTURE

Is this company an LLC? ☒ Yes ☐ No

If an LLC members or pass through entity, list below the names and the LA Dept. of Revenue tax identification number or social security number for all.

LLC Members

Legal Name

Bollinger Houma Shipyards LLC

ESTIMATED BENEFIT

Investment Amount:	\$961,331.00
x Assessment Percentage:	0.15
x Millage Rate:	0.1048
=Annual Exemption	\$15,115.01
Annual Exemption * 5 years at 80%	\$60,460.03
+ Annual Exemption * 5 years at 80%	\$60,460.03

=Estimated Ten Year Property Tax Exemption

\$120,920.06

FEE CALCULATION

Estimated Ten Year Property Tax Exemption :	\$120,920.06
x Rate	0.005
= Assessed Fee (\$500.00 Minimum—\$15000.00 Maximum)	\$604.60
Amount Paid:	\$604.60
Amount Due:	\$0.00

ATTACHMENTS

Document Type	Document Name	Date
Proof of Millage	BHS 20210244-ITE Proof of Millage Form.pdf	4/21/2022
Notarized Affidavit	BHS 20210244-ITE Contract Affidavit.pdf	4/21/2022
Breakdown of Purchases	BHS 20210244-ITE Breakdown of Purchases Final 042122.xlsx	4/21/2022
ES4	BHS 2021 ES4 reports detail.pdf	4/21/2022
ES4	Bollinger Statewide ES4 summary reports 2021.pdf	4/21/2022
Baseline Calculation Worksheet	BHS 20210244-ITE Employment Baseline Calculation Final.pdf	5/26/2022
Breakdown of Purchases	BHS 20210244-ITE Breakdown of Purchases Updated 060722.xlsx	6/7/2022

PAYMENTS

Fee Type	Amount Paid	Date Received	Confirmation #	Transaction Type
APPLICATION	\$604.60	5/26/2022	OPX0MBSPGP	master_credit

PROJECT CONTACTS

Contact First Name	Contact Last Name	Email Address	Company Name	Mailing Address	Phone Number	Contact Type
-----------------------	----------------------	---------------	-----------------	--------------------	-----------------	-----------------

Contact First Name	Contact Last Name	Email Address	Company Name	Mailing Address	Phone Number	Contact Type
Craig	Roussel	craigr@bollingershipyards.com	Bollinger Houma Shipyard	PO Box 250 , Lockport, LA, 70301	(985) 532- 2554	Business Signatory
Ed	Servat	eds@bollingershipyards.com	Bollinger	PO Box 250 ,	(985) ---	Business

CONTRACT SIGNATORY

The contract signatory will be used when signing contracts. The contracts will be signed online and will take place after the board approves a form.

Title: EVP-CAO

First Name: Craig

Last Name: Roussel

Email Address: craigr@bollingershipyards.com

CERTIFICATION STATEMENT

☒ I hereby certify that this project meets all Constitutional, statutory and regulatory provisions applicable to this program. I hereby certify that the information provided in this document and additional materials is true and correct and that I am aware that my submission of any false information or omission of any pertinent information resulting in the false representation of a material fact may subject me to civil and/or criminal penalties for filing false public records (R.S. 14:133) and/or forfeiture of any tax benefits approved under this program. I understand that the application and information submitted shall not be returnable to the applicant.

FORM SIGNATURE

I, **Craig P. Roussel**

, approve the above information.



August 25, 2022

Parish President Gordon Dove
Attn: Ms. Tammy Triggs, Assistant Council Clerk
Terrebonne Parish Council
P.O. Box 2768
Houma, LA 70361

RE: Bollinger Houma Shipyards, LLC
Board of Commerce and Industry Approval Notice ("Notice")
Tax Exemption Application #20210244-ITE - \$961,331.00

Dear Parish President Dove:

This Notice is being provided to you pursuant to the Rules of the Board of Commerce and Industry ("Board"), effective August 20, 2018, specifically Title 13 of the Louisiana Administrative Code, §503(H)(1) ("Rule").

Pursuant to this Rule, the Notice is hereby given that the above-referenced Tax Exemption Application for Bollinger Houma Shipyards, LLC, attached hereto along with the corresponding Exhibit A, was approved by the Board on Wednesday, August 24, 2022. Local governmental entities have thirty days from the date notice of the Board's approval is posted on LED's website to determine whether to take further action on the approval in accordance with the Rule and may provide the necessary notice to LED, timely, using the attached Notice of Action. Any local governmental entity that timely notifies LED that the above-referenced application has been placed on the agenda of a public meeting will have an additional thirty days to make a final determination in accordance with the Rule. If the local governmental entity takes no action or does not provide timely notice of action to LED within the delays provided by the Rule, then the application shall be deemed approved by that entity.

Sincerely,



Kristin Cheng
Program Administrator
Industrial Tax Exemption Program
(225) 342-2083
ITEP@la.gov

c: Assessor, Terrebonne Parish

NOTICE OF ACTION

Notice is hereby given to the Louisiana Department of Economic Development ("Department") of the following action by [INSERT ENTITY NAME] pursuant to §503(H)(1) of the Industrial Tax Exemption Program Rules:

_____ Industrial Tax Exemption Application #20210244-ITE has been placed on the agenda for a public meeting of [INSERT ENTITY NAME], notice of which is attached hereto, thus hereby requesting an additional 30 days to take action on the Application.

_____ [INSERT ENTITY NAME] has conducted a public meeting on Industrial Tax Exemption Application #20210244-ITE and voted to **APPROVE** the Application.

_____ [INSERT ENTITY NAME] has conducted a public meeting on Industrial Tax Exemption Application #20210244-ITE and voted to **DENY** the Application.

NOTICE OF THIS ACTION MUST BE GIVEN TO THE DEPARTMENT WITHIN THREE BUSINESS DAYS

Recommended methods of sending notice:

1. Via email to ITEP@la.gov
2. Via facsimile transmission to (225) 342-0142; Attn: Kristin Cheng
3. Via overnight delivery with tracking to:

Louisiana Economic Development
c/o Kristin Cheng
617 N. 3rd St.
11th Floor
Baton Rouge, LA 70802

Keith Hampton

From: Katherine Gilbert-Theriot <ktheriot@tpeda.org>
Sent: Friday, August 26, 2022 11:59 AM
To: Poole, Becki; Tammy Triggs
Cc: Breaux, Becky; Keith Hampton; Vickie Bourg
Subject: FROM TEDA: ITEP LOCAL NOTICE OF ACTION due by Sept. 24
Attachments: ITEP LOCAL NOTICE OF ACTION - Template.docx

Importance: High

External Sender

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

Hello my local governmental administrators:

For the most clarity we can have, I have confirmed the actions needed and associated dates for the Local Notice of Action.

In short:
Louisiana Board of Commerce & Industry approves a contract (meetings are every other month on a Wednesday)
Local governmental authorities have 30 days to return notice to Louisiana Economic Development of placing the item on a public agenda.
Returning the notice grants another 30 days for the official action to be taken and communicated back to LED.

- In this case, for Bollinger ITEP #3010244, the item was approved Aug, 24, 2022:
- Sept. 24 – the first deadline for returning the Notice of Action – this action can simply be scheduling for a board’s committee meeting, accompanied by that committee’s agenda. This notice can be returned anytime prior to Sept. 24 – immediately upon receipt of the email with an agenda to follow, or immediately after the agenda is published. This grants another 30 days for the official vote to be taken on the contract (whether approval or denial.)
 - If this notice is not received by Sept. 24, 2022, the contract will be presumed approved (by ITEP rules), and no action is necessary. (This is the initial 30-day period allowed at notification to the local governments.)
 - Oct. 24 – the deadline for returning Notice of Action (a second time) with approval or denial of the contract indicated. This document should be initialed when returned, and accompanied by a resolution (School Board), ordinance (Parish Council) or letter (Sheriff). This is the 30-day extension granted by returning the notice by Sept. 24, for a total of 60 days to consider and take action on the item locally.
 - If this notice and action statement is not received by Oct. 24, the Bollinger contract will be presumed approved without action by locals, in accordance with ITEP rules.

- Therefore:
- The Parish Council committee introducing the new ordinance on Sept. 12, then holding public hearing and final vote on Sept. 28 gives ample time to return the final notice document with an executed ordinance.
 - The School Board committee recommending the resolution on Sept. 20, then holding its public vote Oct. 4 also gives ample time to return the notice and associated documents.

Category Number: 4.
Item Number: A.



Wednesday, September 28, 2022

Item Title:

Public Services Committee

Item Summary:

Public Services Committee, 09/26/22

Category Number: 4.
Item Number: B.



Wednesday, September 28, 2022

Item Title:

Budget and Finance Committee

Item Summary:

Budget and Finance Committee, 09/26/22*

Category Number: 5.
Item Number: A.



Wednesday, September 28, 2022

Item Title:

Street Light List

Item Summary:

Light installations, removals, and/or activations.



Wednesday, September 28, 2022

Item Title:

Recreation District No. 11 Board

Item Summary:

Recreation District No. 11 Board: One (1) vacancy due to a resignation. Rev. Dr. Vincent Fusilier, Sr. submits application and resume for consideration.

ATTACHMENTS:

Description	Upload Date	Type
Notice to the Public	8/30/2022	Cover Memo
Application - Rev. Dr. Vincent Fusilier, Sr.	8/30/2022	Cover Memo
Resume - Rev. Dr. Vincent Fusilier, Sr.	8/30/2022	Cover Memo
Backup	8/30/2022	Cover Memo

“NOTICE TO THE PUBLIC”

The Terrebonne Parish Council is seeking individuals to serve on various boards, committees, and commissions designed to maintain and improve the quality of life in our community. The agencies in need of members are governmental or quasi-governmental organizations that require people who are familiar with each agency and are willing to give of their time and talents. The Parish Council will consider at its **SEPTEMBER 14, 2022, Regular Session** meeting the following vacancies and appointments:

RECREATION DISTRICT NO. 3A BOARD: One (1) expired term.

RECREATION DISTRICT NO. 6 BOARD: One (1) expired term.

RECREATION DISTRICT NO. 7 BOARD: One (1) expired term.

→ **RECREATION DISTRICT NO. 11 BOARD:** One (1) vacancy due to a resignation.

BAYOU BLUE FIRE PROTECTION DISTRICT BOARD: One (1) expired term.

COTEAU FIRE PROTECTION DISTRICT BOARD: One (1) expired term.

FIRE PROTECTION DISTRICT NO. 8 BOARD: One (1) expired term.

CHILDREN AND YOUTH SERVICES BOARD: Two (2) vacancies (One representing Bayou Area Children Foundation and one representing the Terrebonne Parish Sheriff's Office) due to resignations and six (6) expired terms (One representing each of the following: City Court, Office of Juvenile Justice, Gulf Coast Teaching and Family Services, DHH Office of Behavioral Health, Options for Independence, and Houma Police Department representative).

TERREBONNE PARISH TREE BOARD: Two (2) vacancies due to resignations.

SOUTH CENTRAL HUMAN SERVICES AUTHORITY: One (1) unexpired term due to a resignation.

VETERANS MEMORIAL DISTRICT: One (1) expiring term on 09-17-22. (Representing the Parish President/South of the Intracoastal)

TEDA: One (1) vacancy representing the Terrebonne Parish Council.

PORT COMMISSION: One (1) vacancy due to a resignation.

TERREBONNE ARC: One (1) vacancy due to a resignation. (Representing the Parish President)

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

Anyone nominating an individual or interested in serving on these boards should contact the Council Clerk's Office (985-873-6519) or council@tpcg.org. Applicants should download and complete the application on the Parish's webpage at <http://www.tpcg.org> under the Boards, Committees, and Commissions tab. The completed application should be returned to the Council Clerk's Office no later than 4:00 p.m. on the **MONDAY, SEPTEMBER 12, 2022**. A brief résumé and/or letter of interest in serving should also be submitted.

TAMMY TRIGGS, INTERIM COUNCIL CLERK
TERREBONNE PARISH COUNCIL

* * * * *



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 08.22.22

I, Rev. Vincent Fusilier Sr., of full majority age, whose primary
(Applicant's Name)

residence and permanent mailing address is 301 McKinley St.,
(Address)

Houma, La. 70364, Telephone number is (985) 465-4721,
(City, State, and Zip Code)

and E-mail is VINVENTFUSE57@gmail.com all LOWER CASE
VINVENTFUSE57@gmail.com wish to qualify for appointment

as a member of the District 11 board in Terrebonne Parish,
(Board/Committee/Commission)

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

A. Applicant has maintained his/her primary residence in Terrebonne Parish at

301 McKinley St for 37 consecutive years.
(Primary residential address, City, State, Zip Code) (No. of yrs.)

Applicant affirms he/she is a registered voter of Terrebonne Parish and resides in Council
District No. 11.

B. If applying for membership as a member of a Fire Protection District Board, applicant

affirms that he/she is a resident property owner/taxpayer of _____
(Fire District)
and Council District No. 11.

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

and Council District No. 11.

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

To the best of his/her knowledge, applicant affirms that he/she will not receive any personal
economic benefit¹ by serving as a member of Rev. Dist. 11 board.
(Board/Committee/Commission)

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

Rev. District board 11.
(Board/Committee/Commission)

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

Yes ☒ or No ☐.

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AUG 22 2022

TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with St. Matthews B.C.
(Name of Employer)

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

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

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

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

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

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

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

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

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

Yes _____ or No ☒

If yes, explain: _____

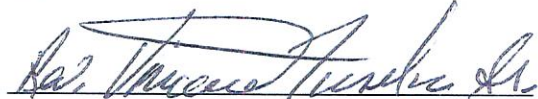
Applicant must complete and return this application along with a copy of their resume to:

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

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

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

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


Signature of the applicant

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

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

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

Revision Date: December 9, 2020

Rev. Dr. Vincent Fusilier Sr.

**Pastor of New St. Matthews B.C (20 years)
3966 Highway 311**

Objectives

To help make a difference in our community. To work hand and hand with those on the board and the council to achieve betterness in the community. To work together building a safer environment for all children and parents of our parish.

Education

Graduated-Terrebonne High School

Ordination Credentials-United Theological Seminary

Director: Sunday School, Homiletical Psychology, theology and spirituality

A.P. Clay Bible College: BA Degree, MA Degree, PH.D Degree

Personal Evangelist

Family

Wife- Rosemary Fusilier- Married 44 years

Children-7

RECEIVED
AUG 22 2022

**TERREBONNE PARISH
COUNCIL**

Tammy Triggs

From: diana collins <dianam360@bellsouth.net>
Sent: Monday, August 22, 2022 6:22 PM
To: Tammy Triggs; diana collins
Subject: Diana Collins

External Sender

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

Diana Collins

1123 Dewey Street.

Houma, La 70360

(985)3813370

Email: dianam360@bellsouth.net

To: TPCG

Parish President Gordon Dove and Parish Council

I Diana Collins are resigning from Dist.11 Board, due to the NAACP Youth Council After School Tutoring Program that I am the Director.

This After School Program is more needed for the community then me being on the Dist.11 Board as of August 10, 2022, I would like to thank all the board members for the support.

Thanks,

Diana Collins



Wednesday, September 28, 2022

Item Title:

Coastal Zone Management

Item Summary:

Coastal Zone Management: Four (4) expiring terms on 10-31-22. Mr. Mickey Thomas expresses his interest in being reappointed. Mr. Jan Rogers expresses his interest in being reappointed.

ATTACHMENTS:

Description	Upload Date	Type
Notice to the Public	9/21/2022	Cover Memo
Term Expiration Notice	9/21/2022	Cover Memo
Letter of Interest - Mickey Thomas	9/21/2022	Cover Memo
Application - Mickey Thomas	9/21/2022	Cover Memo
Letter of Interest - Jan Rogers	9/21/2022	Cover Memo
Application - Jan Rogers	9/21/2022	Cover Memo
Resume - Jan Rogers	9/21/2022	Cover Memo

“NOTICE TO THE PUBLIC”

The Terrebonne Parish Council is seeking individuals to serve on various boards, committees, and commissions designed to maintain and improve the quality of life in our community. The agencies in need of members are governmental or quasi-governmental organizations that require people who are familiar with each agency and are willing to give of their time and talents. The Parish Council will consider at its **SEPTEMBER 28, 2022, Regular Session** meeting the following vacancies and appointments:

AIRPORT COMMISSION: One (1) expiring term on 10-06-22.

RECREATION DISTRICT NO. 2,3 BOARD: One (1) vacancy due to a resignation.

RECREATION DISTRICT NO. 3A BOARD: One (1) expired term.

RECREATION DISTRICT NO. 6 BOARD: One (1) expired term.

RECREATION DISTRICT NO. 11 BOARD: One (1) vacancy due to a resignation.

BAYOU BLUE FIRE PROTECTION DISTRICT BOARD: One (1) expired term.

COTEAU FIRE PROTECTION DISTRICT BOARD: One (1) expired term.

FIRE PROTECTION DISTRICT NO. 8 BOARD: One (1) expired term.

CHILDREN AND YOUTH SERVICES BOARD: Two (2) vacancies (One representing Bayou Area Children Foundation and one representing the Terrebonne Parish Sheriff's Office) due to resignations and six (6) expired terms (One representing each of the following: City Court, Office of Juvenile Justice, Gulf Coast Teaching and Family Services, DHH Office of Behavioral Health, Options for Independence, and Houma Police Department representative).

TERREBONNE PARISH TREE BOARD: Two (2) vacancies due to resignations.

VETERANS MEMORIAL DISTRICT: Two (2) expiring terms. (One representing the Parish President/South of the Intracoastal and one representing Lenox Hotard Post 31)

COASTAL ZONE MANAGEMENT: Four (4) expiring terms on 10-31-22.

HOUMA BOARD OF ZONING ADJUSTMENTS: One (1) expired term.

HOUMA AREA CONVENTION AND VISITORS BUREAU: Five (5) expiring terms on 12-31-22.

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

Anyone nominating an individual or interested in serving on these boards should contact the Council Clerk's Office (985-873-6519) or council@tpcg.org. Applicants should download and complete the application on the Parish's webpage at <http://www.tpcg.org> under the Boards, Committees, and Commissions tab. The completed application should be returned to the Council Clerk's Office no later than 4:00 p.m. on the **MONDAY, SEPTEMBER 26, 2022**. A brief résumé and/or letter of interest in serving should also be submitted.

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

* * * * *

DARRIN W. GUIDRY, SR., CHAIRMAN

JESSICA DOMANGUE, VICE-CHAIRWOMAN

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



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

September 2, 2022

MEMO TO: Tammy E. Triggs
Council Clerk

FROM: Keith Hampton *KH*
Assistant Council Clerk

RE: Term Expirations

This is to advise that the following persons' terms on their respective boards/committees/commissions will expire during the month of October 2022.

Airport Commission	Joshua Alford	10-06-22
→ Coastal Zone Mngt. & Restoration	Angela Portier	10-31-22
	Jeff DeBlieux (Par. Pres.)	10-31-22
	Mickey Thomas	10-31-22
	Jan Rogers	10-31-22

By copy of this memo, individuals interested in being re-appointed should email *Council Clerk Tammy Triggs* at ttriggs@tpcg.org or *Assistant Council Clerk Keith Hampton* khampton@tpcg.org to express their wishes with regards to (re)appointment to said positions *prior to the term expiration date*. All applicants are required to fill out a new board application which can be found on the Terrebonne Parish website at tpcg.org. If you have any question, please feel free contact our office at (985) 873-6519.

/kh
cc: Council Agenda File
Organizations/Individuals

Tammy Triggs

From: Mickey Thomas <Mickey@ayeee.com>
Sent: Monday, September 19, 2022 2:30 PM
To: Tammy Triggs; lhampton@tpcg.org
Cc: Vicki Summers; Mart Black
Subject: FW: CZM Term Expiration
Attachments: [Untitled]_2022091914052400.pdf

External Sender

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

Dear Tammy,

Please see my attached application. I currently serve as Chairman of TP Coastal Zone Management and Restoration Advisory Committee. My term expires on October 31st. I would appreciate the Council's consideration for the opportunity to remain on the Committee.

Most Sincerely,

Mickey Thomas

Mickey Thomas
President & CEO
South Louisiana Bank
P.O. Box 1718
Houma, LA 70361

From: Vicki Summers <vlsummers@tpcg.org>
Sent: Friday, September 9, 2022 9:23 AM
To: 'angelaportier@charter.net' <angelaportier@charter.net>; 'jeffdeblieuxiv@gmail.com' <jeffdeblieuxiv@gmail.com>; Mickey Thomas <Mickey@ayeee.com>; 'janjrogers@charter.net' <janjrogers@charter.net>
Cc: Tammy Triggs <ttriggs@tpcg.org>; Keith Hampton <khampton@tpcg.org>; Mart Black <mblack@tpcg.org>
Subject: CZM Term Expiration

⚠ CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

The Following members of our CZM Committee Term is going to expire on October 31, 2022. If you wish to be re-appointed to the CZM Committee please forward this email to the Council Clerk Tammy Triggs



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: September 19, 2022

I, Mickey Thomas, of full majority age, whose primary
(Applicant's Name)
residence and permanent mailing address is 25 Asphodel Ave.
(Address)
Houma, LA 70360, Telephone number is (985) 856-1792
(City, State, and Zip Code)
and E-mail is mickey@ayeee.com, wish to qualify for appointment
as a member of the Coastal Zone Management and Restoration Advisory Committee
(Board/Committee/Commission) in Terrebonne Parish,

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

- A. Applicant has maintained his/her primary residence in Terrebonne Parish at
25 Asphodel Ave, Houma, La 70360 for 34 consecutive years.
(Primary residential address, City, State, Zip Code) (No. of yrs.)

Applicant affirms he/she is a registered voter of Terrebonne Parish and resides in Council
District No. 06.

- B. If applying for membership as a member of a Fire Protection District Board, applicant
affirms that he/she is a resident property owner/taxpayer of _____
(Fire District)
and Council District No. _____ not applicable

- C. If applying for membership as a member of a Recreation District Board, applicant affirms
that he/she is a resident of the _____ Yes _____ No _____
(Recreation District)
and Council District No. _____ Not applicable

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

To the best of his/her knowledge, applicant affirms that he/she will not receive any personal
economic benefit¹ by serving as a member of TP Coastal Zone Management & Restoration Advisory Com.
(Board/Committee/Commission)

- E. To the best of his/her knowledge, no member of the applicant's immediate² family will
receive any personal economic benefit¹ from his/her service on
TP Coastal Zone Management & Restoration Advisory Com
(Board/Committee/Commission)

- F. Applicant is aware of the TP Coastal Zone Management & Restoration Advisory Com board criteria and
attendance requirements. (Board/Committee/Commission)
Yes x or No _____

G. Applicant affirms that his/her employment with South Louisiana Bank
(Name of Employer)

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

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

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

If yes, explain:

I currently serve as Chairman of the TP Coastal Zone Management & Restoration Advisory Com.

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

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

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

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

If yes, explain:

N. Have you served as an Elected Official or Parish Agency Head within the last two years?
Yes ☐ or No ☒

If yes, explain:

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

Yes ^x or No

I currently serve as Chairman of the TP Coastal Zone Management & Restoration Advisory Com.

If yes, explain:

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

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

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

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

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


Signature of the applicant

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

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

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

Revision Date: _____

Tammy Triggs

From: janr@gulfinlandinc.com
Sent: Monday, September 12, 2022 10:53 AM
To: Tammy Triggs; lhampton@tpcg.org
Subject: Coastal Zone Restoration and Preservation Committee Application
Attachments: Coastal Restoration Application.pdf

Importance: High

External Sender

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

Application for re-appointment to commission

Thanks

Jan Rogers
Safety Manager
Gulf Inland Contractors, Inc
PO Box 2204
Houma, LA 70361
Office (985) 851-1667
Cell (985) 860-8131
Email: janr@gulfinlandinc.com

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**TERREBONNE PARISH
COUNCIL**



TERREBONNE PARISH BOARDS, COMMITTEES, AND COMMISSIONS
APPLICATION FORM

DATE: 9/12/22

I, JAN I. ROGERS, of full majority age, whose primary
(Applicant's Name)
residence and permanent mailing address is 4133 Bayou Estates Drive,
(Address)
Bourcy, LA 70343, Telephone number is (985) 860-8131,
(City, State, and Zip Code)
and E-mail is JANIROGERS@charter.net, wish to qualify for appointment
as a member of the _____ in Terrebonne Parish,
(Board/Committee/Commission)

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

A. Applicant has maintained his/her primary residence in Terrebonne Parish at
4133 Bayou Estates Dr. Bourcy, LA 70343 for 22 consecutive years.
(Primary residential address, City, State, Zip Code) (No. of yrs.)
Applicant affirms he/she is a registered voter of Terrebonne Parish and resides in Council
District No. _____.

B. If applying for membership as a member of a COASTAL RESTORATION & PRESERVATION COMMITTEE
~~Fire Protection District Board~~, applicant
affirms that he/she is a resident property owner/taxpayer of FIRE DIST 45
(Fire District)
and Council District No. 9.

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

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

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

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

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

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TERREBONNE PARISH
COUNCIL

G. Applicant affirms that his/her employment with Gulf Inland Contractors
(Name of Employer)

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

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

I. Are you appointed to any Federal, State, or Local Board/Commission/Committee?
Yes ☒ or No. ___

If yes, explain:

Fire Protection Dist. 5
Coastal Restoration & Preservation Committee
Houma/Terrebonne Planning & Zoning Commission

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

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

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

M. Are you currently under and have taken the Oath of Office and/or posted a bond?
Yes ___ or No ☒

If yes, explain:

N. Have you served as an Elected Official or Parish Agency Head within the last two years?
Yes ___ or No ☒

If yes, explain: _____

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

Yes ☒ or No ☐

If yes, explain: Fire Protection Dist # 5
COASTAL Restoration & Preservation Committee
Houma/Terrebonne Planning & Zoning Commission

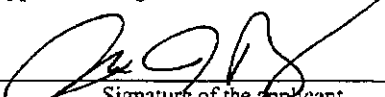
Applicant must complete and return this application along with a copy of their resume to:

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

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

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

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Signature of the applicant

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Revision Date: _____

JAN J. ROGERS

4133 BAYOU ESTATES DRIVE, BOURG, LA 70343
Cell: 985-860-8131 • Home: 985-876-0709 • janjrogers@charter.net

SUMMARY

Safety/Health/Environmental Professional with a dedicated focus for providing needed resources to accomplish work in a safe, healthy and environmentally sound way, with extensive experience in oil and gas industry providing cost effective solutions to complex safety and regulatory issues in support of the low cost operations. Known for the ability to facilitate meetings and training in a manner that encourages collaboration and participation working with all levels within and outside the organization. With a servant leadership style which elevates people to be their best.

PROFILE

HSSEA MANAGER

- Excellent interpersonal and communication skills.
- Highly organized and goal-oriented.
- Strong critical thinking and problem-solving skills.
- Excellent work ethic.

EDUCATION

Nicholls State University	Thibodaux, LA
<i>Bachelor of Science in Business Administration</i>	<i>Dec. 1979</i>
<i>Associate of Science in Petroleum Safety</i>	<i>Dec. 1985</i>
<i>Associate of Science in Petroleum Technology</i>	<i>Dec. 1988</i>

WORK EXPERIENCE

Gulf Inland Contractors Inc.	Houma, LA
SAFETY MANAGER	<i>Sept. 2020-Present</i>

- Process and develop Safety and Health Standards
- Educate and train field personnel
- Audit facilities to determine compliance
- Accident and Incidents and conduct investigations and Root Cause Analysis
- Deliver safety briefings to all field personnel
- Maintain client contacts and participate in client meetings
- Oversee random drug and alcohol testing for employees
- Safety Representative requiring company legal representation of depositions and trial matters
- Assist Project Managers in work plan development
- Develop Safe Work Plans and Emergency Response Plans per client requests.
- Conduct Safety/Environmental Audits of company facilities
- Interact with DISA, IS Network, Veriforce, NCMS.

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Wood.

HSSEA MANAGER

Houma, LA
May 2016 – April 2020

- Process and develop Safety and Health Standards
- Educate and train field personnel
- Audit facilities to determine compliance
- Respond to Accident and Incidents and conduct investigations and Root Cause Analysis
- Deliver safety briefings to all field personnel
- Maintain client contacts and participated in client meetings
- Weekly crew changes
- Daily safety management of Houma operations office
- Corporate Safety Representative requiring company legal representation for depositions and trial matters
- Assist Project Managers in crew changes in their absence
- Maintain client relations with HSE Professionals
- Conduct Safety/Environmental Audits of company facilities throughout US operations
- Offshore Operators Committee Member participating in JSA simplification re-write.
- Mentor new HSE representatives coming from field locations to office setting.
- Maintain logs and vehicles with GPS tracking and mentor drivers with deficiencies.

Wood Group

BUSINESS MANAGER

Houma, LA
Aug 2014 - 2016

- Daily Management of Houma Operations Office
- Mentor QHSE/Measurement Operations Manager
- Maintain client contacts
- Weekly Crew Changes
- Participate in accounting/finance meetings
- Review Contracts with new vendors.
- Maintain Insurance certificates for vendors
- Maintain relationship with landlord on leased properties

Wood Group

QHSE MANAGER

Houma, LA
Feb 2004 – Aug 2014

- Process and develop Safety and Health Standards
- Educate and train field personnel
- Audit facilities to determine compliance
- Respond to Accident and Incidents and conduct investigations and Root Cause Analysis
- Deliver safety briefings to all field personnel
- Maintain client contacts and participate in client meetings
- Weekly crew changes
- Daily safety management of Houma operations office
- Corporate Safety Representative requiring company legal representation of depositions and trial matters
- Assist Project Managers in crew changes in their absence

- Maintain client relations with HSE Professionals
- Conduct Safety/Environmental Audits of company facilities

Union Oil Company of California (dba Unocal)

Houma/Lafayette, LA

Sr. Staff HSE Supervisor

Sept. 1980 - Feb 2004

- Process and develop Safety and Health Standards
- Educate and train field personnel in CPR/First Aid, Water Survival, Accident Investigation, Fire Fighting, and Hazardous Material response.
- Audit facilities to determine compliance throughout US operations
- Recognized by Unocal Corporate Safety Department as Certified Instructor in the fields of Fire Fighting, Hazardous Materials and Oil Spill Response instructing 40 hour schools in Reno, Nevada, College Station and Galveston Texas.
- Respond the Emergencies Worldwide (Fire, Haz Mat, Oil Spill) Unocal ERST Emergency Response Strike Team) Safety Officer, Public Information Officer, Liaison Officer
- Respond to Accidents and Incidents and conduct investigations and ensure practices were put in place to prevent recurrence.
- Co-developed and rolled out Fit for Duty Policy. Setting a standard providing the ability to manage injuries more cost effectively through work hardening programs, light duty programs and ensuring employees are capable of performing work duties after an injury.
- Capitalized on extensive knowledge of regulations in order to reduce fines imposed by regulators, but more importantly saving the reputation of the company.
- Deliver safety briefings to all field personnel.
- Taught all regulatory training to field personnel in one day format with an annual cost savings of \$600,000.
- Responsible for acquiring bids for safety and health related items for facilities.
- Developed and administered Fire Retardant Clothing Program for business unit so as to provide the maximum protection for employees

Acadian Ambulance Service

Houma, LA

PRN Emergency Medical Technician

Sept. 1991 – June 2010

Worked on PRN basis providing pre-hospital care for the sick and injured on ground ambulance. To remain compliant a 32 hour refresher training course and 48 hours of continuing education hours required every 2 years to maintain certification.

Patterson Truck Line

Houma, LA

Shipping and Receiving Coordinator

Jan. 1980 – Sept 1980

Managed inventory control of pipe yard tubulars and movements within yard as well as shipping and receiving of pipe via truck, vessel and rail to yard, offshore and onshore locations.

Terrebonne Parish School Board

Houma, LA

Bus Driver while attending college

June 1977- Dec. 1979

Transported high school students to South Terrebonne High School and then transported college students from southern Terrebonne Parish to Nicholls State University.

Personal Activities

Terrebonne Parish Consolidated Waterworks District Water Board Member

1987-1989

Bourg Fire Department (Assistant Chief/Training Officer)	June 1974 – 1989
• District 5 Board Member (Currently Vice Chairman)	Jan 2008 –Present
Terrebonne Men’s Carnival Club (Krewe of Hercules)	April 1999 – Present
• Past Parliamentarian	2007 – 2009
• Secretary	2010 – Present
Fletcher Technical Community College Integrated Petroleum Technology Advisory Committee	December 2013 – 2020
Member Houma Terrebonne Chamber of Commerce	2009- Present
Member South Central Industrial Association (SCIA)	2008-Present
Member Gulf Coast Safety and Training Group	2007-Present
Member of St. Ann Catholic Church Stewardship Committee	2008-Present
St. Ann Catholic Church Ushers Group	2000-Present
Coastal Zone Management and Coastal Restoration Advisory Board	April 2016- Present
Offshore Operators Committee (OOC) Member Representative (Unocal & Wood)	March 1998- 2020
Nationally Registered Emergency Medical Technician	1990-2018
Houma/Terrebonne Regional Planning Commission –Vice Chairman	December 2020- Present

References available upon request



Wednesday, September 28, 2022

Item Title:

Notice to the Public

Item Summary:

RECREATION DISTRICT NO. 2,3: One (1) vacancy due to a resignation.

HOUMA BOARD OF ZONING ADJUSTMENTS: One (1) expired term.

TERREBONNE PARISH TREE BOARD: Two (2) vacancies due to resignations.

VETERANS MEMORIAL DISTRICT: Two (2) expiring term on 09-17-22. (One representing the Parish President/South of the Intracoastal and one representing Lenox Hotard Post 31).

AIRPORT COMMISSION: One (1) expiring term on 10-06-22.

COASTAL ZONE MANAGEMENT AND RESTORATION: Two (2) expiring terms on 10-31-22.

HOUMA AREA CONVENTION AND VISITORS' BUREAU: Five (5) expiring terms on 12-31-22.

ATTACHMENTS:

Description

Notice to the Public

Upload Date

9/21/2022

Type

Cover Memo

“NOTICE TO THE PUBLIC”

The Terrebonne Parish Council is seeking individuals to serve on various boards, committees, and commissions designed to maintain and improve the quality of life in our community. The agencies in need of members are governmental or quasi-governmental organizations that require people who are familiar with each agency and are willing to give of their time and talents. The Parish Council will consider at its **SEPTEMBER 28, 2022, Regular Session** meeting the following vacancies and appointments:

AIRPORT COMMISSION: One (1) expiring term on 10-06-22.

RECREATION DISTRICT NO. 2,3 BOARD: One (1) vacancy due to a resignation.

RECREATION DISTRICT NO. 3A BOARD: One (1) expired term.

RECREATION DISTRICT NO. 6 BOARD: One (1) expired term.

RECREATION DISTRICT NO. 11 BOARD: One (1) vacancy due to a resignation.

BAYOU BLUE FIRE PROTECTION DISTRICT BOARD: One (1) expired term.

COTEAU FIRE PROTECTION DISTRICT BOARD: One (1) expired term.

FIRE PROTECTION DISTRICT NO. 8 BOARD: One (1) expired term.

CHILDREN AND YOUTH SERVICES BOARD: Two (2) vacancies (One representing Bayou Area Children Foundation and one representing the Terrebonne Parish Sheriff’s Office) due to resignations and six (6) expired terms (One representing each of the following: City Court, Office of Juvenile Justice, Gulf Coast Teaching and Family Services, DHH Office of Behavioral Health, Options for Independence, and Houma Police Department representative).

TERREBONNE PARISH TREE BOARD: Two (2) vacancies due to resignations.

VETERANS MEMORIAL DISTRICT: Two (2) expiring terms. (One representing the Parish President/South of the Intracoastal and one representing Lenox Hotard Post 31)

COASTAL ZONE MANAGEMENT: Four (4) expiring terms on 10-31-22.

HOUMA BOARD OF ZONING ADJUSTMENTS: One (1) expired term.

HOUMA AREA CONVENTION AND VISITORS BUREAU: Five (5) expiring terms on 12-31-22.

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

Anyone nominating an individual or interested in serving on these boards should contact the Council Clerk’s Office (985-873-6519) or council@tpcg.org. Applicants should download and complete the application on the Parish’s webpage at <http://www.tpcg.org> under the Boards, Committees, and Commissions tab. The completed application should be returned to the Council Clerk’s Office no later than 4:00 p.m. on the **MONDAY, SEPTEMBER 26, 2022**. A brief résumé and/or letter of interest in serving should also be submitted.

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

* * * * *

Category Number: 8.
Item Number: A.



Wednesday, September 28, 2022

Item Title:

Parish President

Item Summary:

Parish President.

Category Number: 8.
Item Number: B.



Wednesday, September 28, 2022

Item Title:

Council Members

Item Summary:

Council Members.



Wednesday, September 28, 2022

Item Title:

Executive Session

Item Summary:

Pursuant to LA R.S. 42:16-17, the Council may, upon 2/3 affirmative vote, convene into Executive Session in order to discuss the following:

Settlement discussions regarding Terrebonne Parish Consolidated Government
vs.

Trapp Cadillac Chevrolet, Inc.

Docket No. 166842(D)

32nd JDC Terrebonne Parish, Louisiana

ATTACHMENTS:

Description

Executive Summary

Upload Date

9/23/2022

Type

Cover Memo

