



JEDCO Executive Committee
March 28, 2019 8:30 A.M.
JEDCO Administration Building
700 Churchill Parkway, Avondale, LA 70094
AGENDA

- I. Call to Order – Chairman, Lloyd Clark**
 - Welcome Guests and Pledge of Allegiance
 - Approval of Board absences for today, March 28, 2019
 - Approval of Board absences February 21, 2019 – Teresa Lawrence and Floyd Simeon
 - Approval of JEDCO Quarterly Board of Commissioners minutes for February 21, 2019 **Pg. 2**
 - Approval of JEDCO Board Retreat Minutes for February 21, 2019 **Pg. 5**
- II. Public Comments on Agenda Items**
- III. Unfinished and New Business**
 - Approval of JEDCO’s 2019 Strategic Operating Plan for implementation – **Lacey Bordelon Pg. 7**
 - Resolution authorizing second amendment to Escrow Agreement between JEDCO, LCTCS Facilities Corporation and the State of Louisiana for the use and benefit of the Louisiana Community & Technical College System Delgado Community College – **Lacey Bordelon Pg. 16**
 - Approval of unbudgeted emergency expense – exterior broken waterline – **Scott Rojas**
 - Approval of Louisiana Compliance Questionnaire for 2018 – **Cynthia Grows Pg. 23**
- IV. Monthly Financial Report**
 - February 2019 – **Cynthia Grows Pg. 30**
- V. President & CEO Report – Jerry Bologna**
- VI. Other Updates or Comments from the JEDCO Board of Commissioners**
- VII. Adjournment**

In accordance with provisions of the Americans with Disabilities Act of 1990 (ADA), JEDCO and Jefferson Parish will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices or other reasonable accommodation under the ADA, submit your request to the ADA Coordinator at least 48 hours in advance of this meeting or as soon as possible. Advanced notice is required for ASI Certified Interpreters. Should you have any concerns, please contact: ADA Coordinator, Scott Rojas, 700 Churchill Parkway, Avondale, LA 70094 (504) 875-3908 or email: srojas@jedco.org Any person, who believes he or she has been subject to unlawful discrimination by JEDCO, the Parish, any Parish officer or employee based on past or current disability, or his or her association with a person with a disability, may submit the grievance, in writing, to the Parish's designated Americans with Disabilities Act (ADA) Coordinator, contact information above.



**JEDCO Quarterly Board of Commissioners Meeting
February 21, 2019 8:30 A.M.
JEDCO Conference Center
701-A Churchill Parkway, Avondale, LA 70094**

MINUTES

- Call to Order:** 8:30 a.m.
- Attendance:** Mickal Adler, Barry Breaux, Jimmy Baum, Mario Bazile, Lloyd Clark, Anthony DiGerolamo, Joe Ewell, Lesha Freeland, Roy Gattuso, Tom Gennaro, Brian Heiden, Larry Katz, Keith Merritt, Mayra Pineda
- Staff:** Jerry Bologna, Lacey Bordelon, Lisa Cabrera, Cynthia Grows, Annalisa Kelly, Jessica Lobue, Jennifer Lapeyrouse, Kate Moreano, Scott Rojas, Kelsey Scram, Penny Weeks
- Absences:** Bruce Dantin, Josline Frank, Michael Kraft, Teresa Lawrence, Tricia Phillpott, Stephen Robinson and Floyd Simeon
- Attorney:** Bryan McManus – Jefferson Parish Attorney’s Office
- Guests:** Stephen Coulston and Caitlin Admire – Perkins+Will
Dr. Cade Brumley – Jefferson Parish Public School System
Cherreen Gegenheimer – Parish Government
Dwayne Munch – Parish President’s Office

I. Call to Order – Chairman, Lloyd Clark

Chairman Clark opened the meeting by welcoming the above named guests and leading in the Pledge of Allegiance.

- **Approval of Board absences for today, February 21, 2019** – Joe Ewell motioned to excuse Bruce Dantin, Josline Frank, Michael Kraft, Tricia Phillpott and Stephen Robinson. The motion was seconded by Keith Merritt and passed unanimously.
- **Approval of JEDCO minutes for January 31, 2019** – Lesha Freeland motioned to approve the minutes, seconded by Roy Gattuso. The motion passed unanimously.
- **Jefferson Parish Public School System – Dr. Cade Brumley**
 - On May 4, 2019 voters will be asked to consider a 7.9 mill tax for employee raises. Dr. Brumley presented a Competitive and Fair Compensation package for Jefferson Parish Schools. The compensation package for the proposed millage

identifies category disbursements and approximate cost; 73% of millage to teacher pay and 27% to support personnel pay. Commissioners were encouraged to share information presented with their business organizations.

- **Churchill Technology & Business Park Master Plan Presentation**
In January 2018, JEDCO's Board authorized a contract with Perkins+Will for the development of a Master Plan. Today, Stephen Coulston and Caitlin Admire presented the final version of the Master Plan. The document includes several key design features: integrated stormwater management, shared parking, density and complete streets, and mixed-use developments. The Plan also includes implementation guidelines and next steps.

II. Public Comments on Agenda Items

None

III. Unfinished and New Business

(Note: Commissioner Roy Gattuso excused himself from the meeting.)

- **Approval and Adoption of the Churchill Technology & Business Park Master Plan by Perkins+Will – Lacey Bordelon**
Following discussion, Mickal Adler motioned to accept and adopt the Master Plan developed by Perkins+Will as the official guiding plan for development of the Park. The motion was seconded by Joe Ewell and passed unanimously.
- **Resolution approving an Intergovernmental Agreement between the Parish of Jefferson and JEDCO for Economic Development and related services and providing for related matters – Lacey Bordelon**
Contingent upon Parish Council approval, Jimmy Baum motioned to approve the resolution approving the Intergovernmental Agreement between JEDCO and the Parish. The motion was seconded by Brian Heiden and passed unanimously. The Parish will provide JEDCO with funding in the amount of \$90,000 for the services/deliverables set forth in the Agreement, and JEDCO shall cooperate with GNO, Inc. for the delivery of the economic development services set forth in the Agreement and for other related services that JEDCO may deem appropriate.
- **Resolution approving a Cooperative Endeavor Agreement with Greater New Orleans, Inc. for Economic Development and related services and providing for related matters – Lacey Bordelon**
Contingent upon Parish Council approval of an Intergovernmental Agreement between the Parish and JEDCO, Jimmy Baum motioned to approve the Cooperative Endeavor Agreement with Greater New Orleans, Inc. The motion was seconded by Mayra Pineda and passed unanimously. (Note: Commissioner Brian Heiden was not present when the vote was called.)

IV. Monthly Financial Report

- January 2019 – **Cynthia Grows**

Joe Ewell motioned to accept the report as presented, seconded by Tom Gennaro. The motion passed unanimously.

V. President & CEO Report – Jerry Bologna

- Commissioner Mayra Pineda was congratulated for being named Queen of Mardi Gras Mambo 2019.
- Introduction was given for Lisa Cabrera. Lisa joined JEDCO in early February and will be supporting JEDCO's Finance Department as a Loan Specialist.

VI. Other Updates or Comments from the JEDCO Board of Commissioners

None

VII. Adjournment – Brian Heiden motioned to adjourn, seconded by Barry Breaux. The motion passed unanimously.

Tom Gennaro
JEDCO Secretary
Minutes for February 21, 2019



JEDCO Board of Commissioners

Board Retreat

February 21, 2019 10:00 A.M.

JEDCO Conference Center

701-A Churchill Parkway, Avondale, LA 70094

Minutes

Call to Order: 10:00 a.m.

Attendance: Mickal Adler, Jimmy Baum, Mario Bazile, Lloyd Clark, Anthony DiGerolamo, Joe Ewell, Lesha Freeland, Tom Gennaro, Brian Heiden, Larry Katz, Keith Merritt.

Staff: Jerry Bologna, Lacey Bordelon, Cynthia Grows, Annalisa Kelly, Jennifer Lapeyrouse, Kate Moreano, Scott Rojas, Kelsey Scram, Penny Weeks.

Absences: Barry Breaux, Bruce Dantin, Josline Frank, Roy Gattuso, Michael Kraft, Teresa Lawrence, Tricia Phillpott, Mayra Pineda, Stephen Robinson, Floyd Simeon.

Guests: Michael Hecht – GNO, Inc.

I. Call to Order – Chairman, Lloyd Clark

Chairman Clark called the meeting to order and welcomed Michael Hecht, President and CEO of Greater New Orleans, Inc.

Mr. Hecht presented an overview of services provided by GNO, Inc. to help Jefferson Parish with economic development. Such services included Site Certification, Site Portal and Site Selector tours. Additionally, Mr. Hecht highlighted a few business development wins; such as Select Comfort, U.S. Foods, Fuji Vegetable Oil, Dyno Nobel and most recently, Avondale Marine. Business environment wins included National Flood Insurance, Airport Redevelopment, Fat City Redevelopment, and Urban Water Plan for Elmwood.

II. Review of 2018 Strategic Operating Plan

JEDCO staff provided an overview of the 2018 Matrix; highlighting action items that are 100% complete and action items having substantial progress. Overall, the EDS, Finance and Administration departments had a productive year.

III. 2019 Strategic Operating Plan Presentation

JEDCO staff presented the proposed 2019 JEDCO Strategic Operating Plan; Goals 1 – 5, along with objectives for each. The plan is intended to guide JEDCO's activities related to economic development, strategic initiatives, financing/loans, operations, facilities and information technology throughout the 2019 year. A final copy of the plan will be presented for approval at the March 28, 2019 Executive Committee meeting.

IV. Adjournment – There being no other discussion, the meeting adjourned.

Tom Gennaro
JEDCO Secretary
Minutes for Board Retreat, February 21, 2019



2019 STRATEGIC OPERATING PLAN

ATTRACT. GROW. CREATE.

March 28, 2019

INTRODUCTION

JEDCO's mission is to proactively influence the economy through the retention and creation of quality jobs, entrepreneurship and investment in Jefferson Parish. JEDCO aims to fulfill its mission through several integral functions including but not limited to business financing; the Business Innovation Center; use of the JEDCO Conference Center; the JEDCO Challenge; strategic initiatives; the development of the Churchill Technology & Business Park; JEDCO's award-winning Business Retention & Expansion Program; economic, demographic and incentive information services; and marketing of Jefferson Parish's many great qualities and businesses through many mediums. Additionally, in an effort to maintain JEDCO's status as a premier economic development organization, JEDCO places great emphasis on refining and improving operation-

al aspects of the organization and employing technology to enhance our operations and programming.

This Strategic Operating Plan shows how we intend to achieve our mission in 2019 and strengthen our position at the forefront of economic development in our region.

March 28, 2019

PURPOSE

The 2019 Strategic Operating Plan is a plan of action, created to guide JEDCO's programs, initiatives and services throughout the year, while ensuring consistency with our mission and the EDGE 2020 economic development strategic plan.

THE STRATEGIC OPERATING PLAN IS MEANT TO:

- Provide clarity to JEDCO team members and board regarding JEDCO's strategic directives
- Outline major priorities with deliverables for the year
- Ensure accountability for performance

PROGRESS OF THE PLAN'S ACTIONS WILL BE

ASSESSED VIA:

- Updates at senior management and full staff meetings
- Quarterly updates to the 2019 Strategic Operating Plan implementation matrix
- Continual review and assessments by the JEDCO Executive Team

March 28, 2019

JEDCO'S STRATEGIC APPROACH

In 2019, JEDCO will execute **70** actions to fulfill **18** strategic objectives of **5** overarching goals to position JEDCO and Jefferson Parish for success.



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GOAL I: ESTABLISH AND MANAGE POLICIES AND PROGRAMS THAT CREATE AND RETAIN QUALITY JOBS, BUSINESSES AND INVESTMENT

Objective A. Advance an aggressive JEDCO campaign to retain resident businesses and industries by continuing a strategic Business Retention & Expansion Program. (Kate M.)

- I.A.1 Maintain established relationships while cultivating new relationships through annual retention visits and follow-up with 60 of the parish's top employers, manufacturers and revenue generators.
- I.A.2 Meet with 90 targeted companies, including but not limited to economic driver companies as defined by LED, businesses within the *EDGE 2020* industry clusters, and through business connections made at business resource and networking events.
- I.A.3 Support and implement local workforce development initiatives via participation on the Committee on Career Tech Curriculum of the JPPSS and the Jefferson Parish Workforce Development Board, in addition to the development of a Workforce Summit showcasing workforce development opportunities at local institutions and related industry issues.

Objective B. Respond to challenges facing industry clusters identified in the *EDGE 2020* strategic plan through strategic programs and initiatives (Managers as noted)

- I.B.1 Continue supporting JEDCO's IT Industry Group through development of roundtable or other beneficial events. (Annalisa)
- I.B.2 Finalize draft regulations to encourage breweries and distilleries in Jefferson Parish. (Lacey)
- I.B.3 Develop programming to assist companies engaging in or seeking to engage in green infrastructure and coastal restoration projects. (Annalisa)

(OBJECTIVE B CONTINUED)

- I.B.4 In collaboration with GNO, Inc. and JeT, work to develop strategies to implement recommendations within the JeT Strategic Plan. (Annalisa)



Objective C. Advance the economic development of Jefferson Parish-based small businesses through JEDCO's loan programs (Jennifer)

- I.C.1 Fund \$1,000,000 in small business loans through the JEDCO Growth Fund. Impact Goals: 10 new job opportunities and 3 small businesses created or retained.
- I.C.2 Host or participate in eight (8) meetings or events to create loan program awareness with COIs and targeted end users.
- I.C.3 Fund \$3,000,000 in SBA 504 debentures in support of \$7,500,000 in 504 projects through JEDCO Development Corporation.
- I.C.4 Develop investment plan for specific and measurable economic development activities with 504 program-generated funds.

Objective D. Attract businesses from outside the region and pursue companies that are considering a regional move (Managers as noted)

- I.D.1 Continue laying the groundwork for a comprehensive business recruitment strategy by developing prospect list gleaned from biggest development/site opportunities within the parish and emphasizing *EDGE* clusters for targeted recruitment efforts. (Annalisa)
- I.D.2 Identify major retail needs in the parish and pursue retailers seeking a presence in the market. (Annalisa)
- I.D.3 Cohost with GNO, Inc. a site selector tour in Jefferson Parish. (Annalisa)
- I.D.4 Secure commitments from viable prospects. (Jerry & Lacey)

GOAL I: ESTABLISH AND MANAGE POLICIES AND PROGRAMS THAT CREATE AND RETAIN QUALITY JOBS, BUSINESSES AND INVESTMENT (continued)

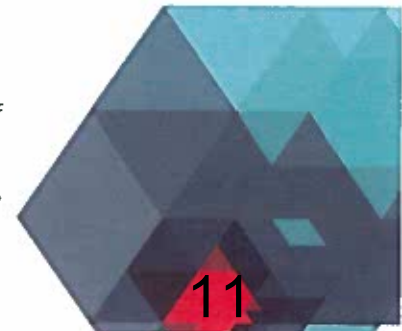


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Objective E. Increase public awareness of JEDCO's core services and accomplishments, and Jefferson Parish as a business destination through marketing activities (Managers as noted)

- I.E.1 Through weekly social media updates and appropriate e-marketing and web content updates, grow social media following by 300 Twitter followers, 100 LinkedIn connections, 200 Facebook likes and 100 Instagram followers by year end. (Kelsey)
- I.E.2 Publicize positive news about JEDCO's accomplishments and progress through media relations, press releases, newsletter, speaking engagements and speaking points. (Kelsey)
- I.E.3 Monitor and enhance the effectiveness of content marketing and media outreach through the use of web analytics. (Kelsey)
- I.E.4 Create and implement an integrated marketing strategy to promote PiP, JEDCO's Business Retention & Expansion Program. (Kelsey)
- I.E.5 Promote and market the diversity that makes Jefferson Parish unique. (Kelsey)
- I.E.6 Continue the promotion of the SBA 504 loan program through an integrated public relations ad campaign. (Kelsey)
- I.E.7 Through marketing activities, target JEDCO's loan programs to EDGE industry clusters. (Kelsey)
- I.E.8 Launch JEDCO podcast to promote Jefferson Parish as a destination for business by featuring key economic development players and innovative business leaders. (Kelsey)
- I.E.9 Promote the projects completed through the Façade Improvement Program. (Kelsey)
- I.E.10 Hold 20 JEDCO service briefings to share highlights of JEDCO programs, services and accomplishments to the business community and engaged citizens. (Jerry, Lacey, Annalisa, Kate, Kelsey)

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GOAL II: FOSTER A CLIMATE FOR ENTREPRENEURSHIP AND INNOVATION

Objective A. Offer educational growth opportunities for Jefferson Parish entrepreneurs, start-ups and small businesses (Kelsey)

- II.A.1 Collaborate with the Jefferson Chamber to produce the Prosper Jefferson speaker series and to include opportunities for JEDCO services to be presented at appropriate seminars.
- II.A.2 Execute JEDCO's annual pitch competition to promote successful entrepreneurs and innovators.
- II.A.3 Use nominations for small business and entrepreneurial awards as opportunities for promotion of the companies and of the parish's positive business climate.



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GOAL III: PROTECT AND PROMOTE JEFFERSON PARISH'S TOP ECONOMIC DEVELOPMENT ASSETS

Objective A. Develop and promote Churchill Technology & Business Park and larger Fairfield area in alignment with the Park's Master Plan (Managers as noted)

- III.A.1 Develop an internal informational piece to guide staff's explanation to public of park's readiness for development. (Lacey & Annalisa)
- III.A.2 Work with Jefferson Parish Planning toward the adoption of the Park's Master Plan and allowance of its uses and development standards via planning channels. (Lacey & Annalisa)
- III.A.3 Coordinate with relevant external agencies and adjacent property owners to ensure feasibility of the Master Plan's proposed roadway network beyond the Park's boundaries. (Lacey & Annalisa)
- III.A.4 Per the recommendations of the Master Plan, evaluate the feasibility of creating a new staff position to oversee all of the Master Plan's implementation items and manage all aspects of Park development. (Jerry)
- III.A.5 Work to begin implementing the Park's Master Plan recommendations, specifically the "next steps" identified within the plan. (Lacey)
- III.A.6 Develop and begin implementing a preliminary branding and marketing plan of Churchill Park. (Kelsey)
- III.A.7 Develop recommendations on uses of Churchill TIF proceeds toward development within the Churchill Park. (Jerry & Lacey)

- III.A.8 Encourage development of underutilized land and assets in the Fairfield area. (Annalisa & Kate)



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Objective B. Work with Avondale Marine, LLC to maximize redevelopment opportunities at the Avondale Shipyard site (Managers as noted)

- III.B.1 Continue working with partner organizations to satisfy infrastructure needs (Jerry)
- III.B.2 Serve as coordinating organization for local interface and financial and incentive package development for Avondale Marine's business attraction efforts. (Lacey)
- III.B.3 Secure business development opportunities for the site. (Annalisa & Kate)
- III.B.4 Finalize the PILOT agreement with Avondale Marine, LLC. (Lacey)

Objective C. Promote key development opportunities throughout the Parish (Annalisa)

- III.C.1 Support the expansion of the Louis Armstrong International Airport and the redevelopment of airport-owned properties
- III.C.2 Develop and implement a strategy for promoting Opportunity Zone projects and development sites.
- III.C.3 Work with the City of Gretna Mayor, Jefferson Parish and GNO, Inc. to redevelop 519 Huey P. Long Avenue as a business development opportunity.
- III.C.4 Develop a plan to host quarterly site tours with regional brokers and investors to begin in 2019, with the goal of holding two in 2019.

Objective D. Assist the Parish in implementing the Housing Stock Enhancement Strategic Plan (Managers as noted)

- III.D.1 Work with Ochsner and funding partner(s) to develop pilot employer-assisted housing program targeting housing along the corridor. (Lacey & Annalisa)
- III.D.2 Coordinate the Terrytown Neighborhood Revitalization Pilot Program in partnership with Jefferson Planning Department and Tulane Small Center for Collaborative Design. (Lacey & Annalisa)

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GOAL IV: LEVERAGE ADDITIONAL RESOURCES THROUGH PARTNER ORGANIZATIONS TO ADVANCE JEDCO'S MISSION

Objective A. Continue JEDCO's strong working relationship with the Parish, City of Gretna, and GNO, Inc. and leverage to advance economic development efforts (Managers as noted)

- IV.A.1 Hold meetings with Council members and members of administration to determine priorities and provide updates and gain support on JEDCO initiatives. (Jerry)
- IV.A.2 Maintain high level of communication with Mayor of Gretna about JEDCO's activities and major accomplishments emanating from CEA and beyond. (Lacey & Annalisa)
- IV.A.3 Finalize development of CEA with GNO, Inc. and IGA with Jefferson Parish to manage delivery of economic development services (Jerry & Lacey)

Objective B. Advocate for legislative policies that protect Jefferson Parish's economic development priorities and track pertinent legislation policies and funding opportunities (Managers as noted)

- IV.B.1 Participate in the state legislative session and prioritize most important legislation to support or defeat. (Jerry)
- IV.B.2 Convey JEDCO's legislative priorities to GNO, Inc., LIDEA, JBC and Jefferson Chamber in order to take a proactive stance regarding economic development programs and policies. (Jerry)
- IV.B.3 Review proposed legislation and take a position on any bills that significantly impact economic development incentives. (Jerry & Lacey)
- IV.B.4 Track policy and funding opportunities at federal, state, regional and local levels pertaining to Jefferson Parish economic development priorities, and pursue grants and other financial tools to achieve major programmatic and infrastructure goals. (Annalisa)

Objective C. Continue fundraising efforts for the Jefferson EDGE 2020 and seek sponsorships for signature JEDCO events (Managers as noted)

- IV.C.1 Continue internal fundraising efforts; identify 10 potential new donors, while staying in compliance with IRS regulations for non-profits. (Jerry)
- IV.C.2 Provide deliverables to EDGE investors commensurate with investment levels. (Jerry)
- IV.C.3 Identify sponsorship(s) for JEDCO events, such as the JEDCO Annual Luncheon and JEDCO Challenge. (Jerry & Kelsey)



GOAL V: MAINTAIN JEDCO AS A PREMIER ECONOMIC DEVELOPMENT ORGANIZATION THROUGH OPERATIONS, IN ADDITION TO PROGRAMMING

Objective A. Encourage professional and skill development of staff and employee engagement
(Managers as noted)

- V.A.1 Identify certifications and training opportunities and allocate funding for all departments. (All Managers)
- V.A.2 Develop employee engagement, wellness and volunteer activities. (Cynthia)

Objective B. Operate Churchill Technology & Business Park as a premiere business development site ensuring proper grounds upkeep, and safety of employees, tenants and visitors (Managers as noted)

- V.B.1 Work with JPPSS, JPSB and State to ensure cash and noncash lines of credit are issued for the construction of the PFTSTA event center. (Lacey)
- V.B.2 Coordinate construction activity of PFTSTA's event center to ensure safety of park tenants and visitors and cleanliness of construction site. (Scott)
- V.B.3 Coordinate with PFTSTA and Delgado to develop short and long term solutions to traffic ingress/egress issues. (Scott)

Objective C. Develop strategy for use of the Business Innovation Center (Managers as noted)

- V.C.1 Develop lease rate for short term rental of BIC for marketing to prospective tenants. (Scott)
- V.C.2 Continue offering reduced or rent-free BIC space as an incentive to new Jefferson Parish companies (Jerry & Lacey)

Objective D. Promote and operate the JEDCO Conference Center (Managers as noted)

- V.D.1 Implement a marketing plan including advertising, social media and internet applications to generate paid bookings and increase revenue. (Kelsey & Scott)
- V.D.2 Partner with other organizations or agencies to host or cohost non-paid events in support of Jefferson Parish government and local business growth and acumen. (All managers)
- V.D.3 Perform facility maintenance, including carpet cleaning, painting, furniture cleaning and re-lamping lobby. (Scott)

Objective E. Update and retain all administrative, human resource and accounting functions while maintaining adequate controls (Cynthia)

- V.E.1 Review, update and maintain Employee Manual (inclusive of policies and procedures) to ensure compliance with laws.
- V.E.2 Review and update accounting policies and procedures internally to fulfill JEDCO's fiduciary responsibility.
- V.E.3 Schedule H/R seminars (i.e. Personnel Law, and annual Management and Ethics and Sexual Harassment training) for staff and board members and monitor compliance.
- V.C.4 Amend, update and maintain state-approved records retention policy.



March 28, 2019

MEMORANDUM

DATE: March 21, 2019

TO: JEDCO Board of Commissioners

FROM: Jerry Bologna, President & CEO
via Lacey Bordelon, Vice President & COO *lyb*

SUBJECT: Resolution authorizing the Second Amendment to Escrow Agreement with the LCTCS Facilities Corporation and Delgado Community College

Background:

In 2016, JEDCO transferred title of 10.5 acres of land within the Churchill Technology & Business Park to the LCTCS Facilities Corporation ("LCTCS F.C.") for the use and benefit of Delgado Community College. The title transfer was accompanied with a Cooperative Endeavor Agreement and Escrow Agreement that instructed the LCTCS F.C. to deposit \$510,714 into an escrow fund where the funds would remain until the escrow funds transfer date of April 1, 2018. In accordance with the Escrow Agreement, on this date instructions are to be delivered to the escrow agent to transfer the funds back to the LCTCS F.C. if Jefferson Parish is in receipt of state capital outlay funds it requested to construct a roadway within Churchill Park. In the event the parish is not in receipt of those funds, the agreement stipulates that instructions be delivered to the escrow agent to transfer the escrow funds to JEDCO.

While the Parish did not receive the requested funds for the road project as a result of the 2017 legislative session, the project received appropriation in the full amount requested within the capital outlay act, and the parish subsequently made a second request to be considered by the State Legislature during the 2018 legislative session. At the request of the LCTCS F.C., the JEDCO Board of Commissioners agreed to and approved an amendment to the Escrow Agreement effective April 1, 2018 for a one-year extension to the escrow funds transfer date to provide an opportunity to the road project to be funded.

The road project did not receive appropriation within the 2018 capital outlay act and, therefore, the Parish will not receive the project funds it requested by the amended escrow funds transfer date of April 1, 2019. However, JEDCO has been requested once again by the LCTCS F.C. to allow for an additional one-year extension to the escrow funds transfer date due to the state's improved stable fiscal outlook. This formal request, dated March 19, 2019, is enclosed with this memorandum.

Discussion:

JEDCO staff with counsel, Johnny Domiano of Adams & Reese, along with the LCTCS F.C. and Delgado with their counsel, Robert Atkinson of Breazeale, Sachse & Wilson, L.L.P. have agreed to the Second Amendment to Escrow Agreement, which reflects what has transpired thus far in terms of the Parish submitting a capital outlay request to the state legislature for the 2019 session and extends the escrow funds transfer date to April 1, 2020.

It should be noted that while the land for the road project was donated to JEDCO by Churchill Farms, Inc. in November 2017, the donation was tied to a five-year reversionary clause from the effective date of the donation, which is conditioned upon the road project being completed (i.e. two-lane asphalted road with swale ditches on either side for drainage). Furthermore, the new JEDCO Board-adopted Master Plan for Churchill Park designates the parcel that has been slated for the road project as the right-of-way for a new, primary roadway and a major point of ingress and ingress to the Park to be completed as part of Phase I Park development. If the road project were to receive funds in the full amount requested by the Parish during the state's 2019-2020 fiscal year and construction commenced, title to the donated land from Churchill Farms, Inc. would stay with JEDCO and the Park would realize what might be the first step toward Phase I improvement called for by the Master Plan. The road would essentially serve as the foundation for the larger, complete street called for by the Master Plan, as well as improved traffic circulation within the Park.

Recommendation:

We are requesting that the JEDCO Board of Commissioners consider the request of the LCTCS and LCTCS F.C for an extension to the Escrow Agreement, approve the attached resolution authorizing the Second Amendment to Escrow Agreement with the LCTCS Facilities Corporation and the State of Louisiana for the use and benefit of the Louisiana Technical College System, Delgado Community College.

Attachments (3):

- Letter from LCTCS and LCTCS F.C. requesting one-year extension to the Escrow Agreement
- JEDCO Board Resolution
- Second Amendment to Escrow Agreement



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Changing Lives,
Creating Futures

March 19, 2019

Monty Sullivan
System President

Mr. Jerry Bologna
President and Chief Executive Officer
Jefferson Parish Economic Development Commission (JEDCO)
700 Churchill Parkway
Avondale, Louisiana 70094

Officers
Stephen Toups
Chair

Paul Price, Jr.
First Vice Chair

RE: Request for Extension of Delgado River City Escrow Account

Willie L. Mount
Second Vice Chair

Dear Jerry:

Members

- Tari T. Bradford
- Helen Bridges Carter
- Timothy W. Hardy
- Alterman L. "Chip" Jackson
- Erika McConduit
- Michael J. Murphy
- Joe Potts
- Stanton W. Salathe
- Stephen C. Smith
- Mark D. Spears, Jr.
- Craig Spohn
- Vincent St. Blanc, III

This letter is to respectfully request a one-year extension to the current Escrow Agreement (slated to end April 1, 2019) between the Jefferson Parish Economic Development and Port District and the Louisiana Community and Technical College System Facilities Corporation and the Louisiana Community and Technical College System for the benefit of Delgado Community College, River City Campus. As you know, funds (\$510,714.00) were placed into an escrow account while funding is sought for the construction of a road at the Delgado River City Campus.

Student Members:
Jeremy Gray
Raissa Oliveira Yantis

Given the improved stable fiscal outlook of the state and the upcoming legislative session, the requested extension affords all interested parties the opportunity to request and hopefully obtain the funds needed for a road so that these escrow funds can be used for instructional and workforce development upgrades/expansions at the River City Campus, such as in the marine diesel program, as one example. Should you have any questions on this matter, please feel free to contact us.

Louisiana
Community
& Technical
College System

Sincerely,

Joseph F. Marin
Chief Operations Officer
LCTCS

Stephen C. Smith
Board Chair
LCTCS Facilities Corporation

265 South Foster Drive
Baton Rouge, LA 70806

Phone: 225-922-2800
Fax: 225-922-1185

www.lctcs.edu

JEDCO RESOLUTION

On motion of _____, seconded by, _____,
the following resolution was offered:

**RESOLUTION AUTHORIZING SECOND AMENDMENT TO ESCROW AGREEMENT BETWEEN JEDCO, LCTCS FACILITIES CORPORATION
AND THE STATE OF LOUISIANA FOR THE USE AND BENEFIT OF THE LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
DELGADO COMMUNITY COLLEGE**

WHEREAS, In 2016, JEDCO transferred title of 10.5 acres of land within the Churchill Technology & Business Park to the LCTCS Facilities Corporation (“LCTCS F.C.”) to facilitate the construction of Delgado Community College’s River City Campus and Advanced Manufacturing Center of Excellence; and

WHEREAS, A Cooperative Endeavor Agreement and Escrow Agreement accompanied the title transfer instructing the LCTCS F.C. to deposit \$510,714 into an escrow fund where the funds would remain until the escrow funds transfer date of April 1, 2018, when either the funds would be transferred back to the LCTCS F.C. or to JEDCO; and

WHEREAS, the delivery of the escrowed funds back to the LCTCS F.C. were conditioned on Jefferson Parish’s receipt of state capital outlay funds it requested in the 2017 legislative sessions for a road project within Churchill Park, which the Parish did not receive by April 1, 2018; and

WHEREAS, Since the project received appropriation in the full amount requested during the 2017 legislative session, the Parish made a second request to be considered by the State Legislature during the 2018 legislative session for a cash line of credit; and

WHEREAS, At the request of the LCTCS F.C., the JEDCO Board of Commissioners agreed to and approved an amendment to the Escrow Agreement effective April 1, 2018 for a one-year extension to the escrow funds transfer date to provide an opportunity to the road project to be funded; and

WHEREAS, While the Parish did not receive appropriation in the 2018 capital outlay act and, therefore, will not receive the project funds it requested by the amended escrow funds transfer date of April 1, 2019, JEDCO has been requested once again by the LCTCS F.C. to allow for an additional one-year extension to the escrow funds transfer date due to the state’s improved stable fiscal outlook; and

WHEREAS, the Parish has submitted a request for state capital outlay for the road project to be considered in the 2019 legislative session; and

WHEREAS, JEDCO, the LCTCS F.C. and Delgado Community College have agreed to an amendment to the Escrow Agreement that reflects the Parish’s new request for capital outlay dollars to the state in the 2019 legislative session and extends the escrow funds transfer date to April 1, 2020.

NOW, THEREFORE BE IT RESOLVED, by the Executive Committee of the Jefferson Parish Economic Development and Port District that:

Jerry Bologna, President & CEO of JEDCO, is authorized to execute the Second Amendment to Escrow Agreement by and between JEDCO, LCTCS Facilities Corporation and The State of Louisiana for the use and benefit of The Louisiana Community & Technical College System, Delgado Community College, substantially in the form attached hereto.

The foregoing resolution having been submitted to a vote, the vote hereon was as follows:

YEAS: **NAYS:** **ABSENT:**

The resolution was declared to be adopted on this the 28th day of March, 2019.

Attested by:

Thomas Gennaro
Secretary

March 28, 2019

SECOND AMENDMENT TO ESCROW AGREEMENT

THIS SECOND AMENDMENT TO ESCROW AGREEMENT (the “2nd Amendment”) is entered into on the dates set forth below, effective on April 1, 2019 (the “Effective Date”) by and between:

JEFFERSON PARISH ECONOMIC DEVELOPMENT AND PORT DISTRICT, a Louisiana political subdivision created to foster economic development in Jefferson Parish, Louisiana, whose mailing address is 700 Churchill Parkway, Avondale, Louisiana 70094, herein appearing by and through Gerald A. Bologna, its President & CEO, duly authorized (“JEDCO”); and

LCTCS FACILITIES CORPORATION, a Louisiana not-for-profit corporation established to benefit the Louisiana Community and Technical College System, represented herein by Stephen C. Smith, its President, duly authorized, (“LCTCS F.C.”).

THE STATE OF LOUISIANA for the use and benefit of the LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM, DELGADO COMMUNITY COLLEGE, whose mailing address is 265 S. Foster Drive, Baton Rouge, LA 70806 represented by and through Joseph F. Marin, its Chief Operations Officer, duly authorized (“Delgado”);

JEDCO, LCTCS F.C. and DELGADO are each a “Party” and collectively the “Parties”

RECITALS

A. The Parties entered into an Escrow Agreement dated effective on November 16, 2016 (the “Agreement”); the terms and conditions of the Agreement are incorporated by reference and for all purposes; capitalized terms used in the Agreement but not defined herein will have the meaning given to such terms in the Agreement; and

B. The Parties amended the Agreement by amendment effective April 1, 2018 (the “1st Amendment”) and desire to amend the Agreement a second time as set forth in this 2nd Agreement.

NOW, THEREFORE, the Parties agree as follows:

1. Recitals Incorporated. The foregoing recitals are incorporated by reference and for all purposes.

2. Amendments to Agreement.

- (a) Recital D. Recital D of the Agreement and 1st Amendment are amended to read in entirety as follows:

D. JEDCO shall petition Jefferson Parish to make a request for funds in House Bill 2, which will be submitted to the Louisiana Legislature at its 2019 Regular Session, for the purpose of constructing a road on adjoining property owned by JEDCO. The escrowed funds will be returned to LCTCS F.C., with accrued interest, in the event Jefferson Parish is allocated and in receipt of the funds in the full amount requested to fund the cost of the road (the "Road Construction Funding"). Otherwise, the principal amount held in escrow will be delivered to JEDCO and any accrued interest will be paid to LCTCS F.C. on April 1, 2020 unless otherwise agreed by the Parties in writing.

- (b) Section 3. Section 3 of the Agreement and 1st Amendment are amended to read in entirety as follows:

3. Transfer of Escrow Funds. LCTCS F.C. and JEDCO agree that the Escrow Agent shall immediately transfer the funds held pursuant to this Escrow Agreement, together with accrued interest, by wire transfer or by check (at LCTCS F.C.'s election) to LCTCS F.C. or to an account designated by LCTCS F.C., on Escrow Agent's receipt of notice signed by JEDCO that the condition described in the second sentence of Recital D has been satisfied. In the event Escrow Agent receives notice that the Road Construction Funding has not been obtained on or before April 1, 2020, LCTCS F.C. and JEDCO agree that Escrow Agent shall immediately transfer \$510,714.00 by wire transfer or by check (at JEDCO's election) to JEDCO or to an account designated by JEDCO and shall immediately transfer any interest accrued on such amount to LCTCS F.C. by wire transfer or by check (at LCTCS F.C.'s election) to LCTCS F.C. or to an account designated by LCTCS F.C. Notwithstanding anything in this Section 3 to the contrary, Escrow Agent will disburse the Escrow Funds and any interest accrued thereon pursuant to instructions contained in a written notice signed by both LCTCS F.C. and JEDCO.

4. Agreement to Remain Effective. Except as expressly amended hereby, the Parties acknowledge that the Agreement remains in full force and effect. If there is a direct conflict between the provisions of this 2nd Amendment, the 1st Amendment, the Agreement or the Cooperative Endeavor Agreement between the parties dated April 1, 2016 then the provisions of this 2nd Amendment shall control.

5. Counterparts. This 2nd Amendment may be executed in two or more counterparts, each of which shall be deemed an original and all of which together will constitute the same agreement, whether or not each Party executes each separate counterpart. A facsimile or scanned signature shall be deemed equivalent to an original signature.

AND NOW, came and appeared Breazeale, Sachse & Wilson, L.L.P., which accepts its designation as Escrow Agent for the purposes set forth in the Agreement and which acknowledges its receipt of this 2nd Amendment.

IN WITNESS WHEREOF, the Parties have caused this 2nd Amendment to be duly executed in multiple originals by the hereunder signed officers, as of the dates set forth below, after diligent reading of the whole, in multiple counterparts, each of which is an original, effective on the Effective Date.

JEFFERSON PARISH ECONOMIC DEVELOPMENT AND PORT DISTRICT

By: _____
Gerald A. Bologna, President & CEO

Date: _____

LCTCS FACILITIES CORPORATION

By: _____
Stephen C. Smith, President

Date: _____

STATE OF LOUISIANA for the use and benefit of the LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM, DELGADO COMMUNITY COLLEGE

By: _____
Joseph F. Marin, its Chief Operations Officer

Date: _____

BREAZEALE, SACHSE & WILSON, L.L.P.

By: _____
Robert L. Atkinson, Partner

Date: _____

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

Dear Chief Executive Officer:

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

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

Certain portions of the questionnaire may not be applicable to your organization. In such cases, it is appropriate to mark the representation "not applicable." However, you must respond to each applicable representation. A 'yes' answer indicates that you have complied with the applicable law or regulation. A 'no' answer to any representation indicates a possible violation of law or regulation and, as such, should be fully explained. These matters will be reviewed by the auditor during the course of his/her examination. Please feel free to attach a further explanation of any representation.

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Daryl G. Purpera, CPA, CFE
Louisiana Legislative Auditor

Enclosure

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

_____ (Date Transmitted)

LaPorte, APAC
111 Veterans Memorial Boulevard, Suite 600
Metairie, LA 70005

In connection with your audit of our financial statements as of December 31, 2018 and for the year then ending, for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of _____ (date completed/date of the representations).

PART I. AGENCY PROFILE

1. Name and address of the organization.
Jefferson Parish Economic Development and Port District (JEDCO)
700 Churchill Parkway
Avondale, LA 70094
2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.
432,552-United States 2019 Census
3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.
See attached
4. Period of time covered by this questionnaire.
January 1, 2018 through December 31, 2018
5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.
R.S. 34-2021

6. Briefly describe the public services provided.
Provide economic development in Jefferson Parish.

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

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.
- A) All public works purchases exceeding \$154,450 have been publicly bid.
- B) All material and supply purchases exceeding \$30,000 have been publicly bid.

Yes [X] No []

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

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

Yes [X] No []

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

Yes [X] No []

PART IV. LAWS AFFECTING BUDGETING

11. We have complied with the budgeting requirements of the Local Government Budget Act (R.S. 39:1301-15) R.S. 39:33, or R.S. 39:1331-1342, as applicable

A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).
2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).
3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).
4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).
5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.
6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S. 39:1309).
7. After adoption, a certified copy of the budget has been retained by the chief executive officer or

equivalent officer (R.S. 39:1309).

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

9. The governing authority has amended its budget when notified, as provided by R.S. 39:1311. (Note, general and special revenue fund budgets should be amended, regardless of the amount of expenditures in the fund, when actual receipts plus projected revenue collections for the year fail to meet budgeted revenues by five percent or more; or when actual expenditures plus projected expenditures to year end exceed budgeted expenditures by five percent or more. State law exempts from the amendment requirements special revenue funds with anticipated expenditures of \$500,000 or less, and exempts special revenue funds whose revenues are expenditure-driven - primarily federal funds-from the requirement to amend revenues.)

Yes No

B. State Budget Requirements

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

Yes No NA

C. Licensing Boards

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

Yes No NA

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

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

Yes No

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

Yes No

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

Yes No

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

Yes No

16. We did not enter into any contracts that utilized state funds as defined in R.S. 39:72.1 A. (2); and that were subject to the public bid law (R.S. 38:2211, et seq.), while the agency was not in compliance with R.S. 24:513 (the audit law).

Yes No

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

Yes No

18. We have remitted all fees, fines, and court costs collected on behalf of other entities, in compliance with applicable Louisiana Revised Statutes or other laws.

Yes No

PART VI. MEETINGS

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

Yes No

PART VII. ASSET MANAGEMENT LAWS

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

Yes No

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

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

Yes No

PART IX. DEBT RESTRICTION LAWS

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

Yes No

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

Yes No

24. We have complied with the reporting requirements relating to the Fiscal Review Committee of the State Bond Commission (R.S. 39:1410.62).

Yes No

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

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

Yes No

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

Yes No

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

Yes No

PART XI. ISSUERS OF MUNICIPAL SECURITIES

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

Yes No NA

PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

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

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

Yes No NA

School Boards

30. We have complied with the general statutory, constitutional, and regulatory provisions of the Louisiana Department of Education, R.S. 17:51-400.

Yes [] No [] NA

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

Yes [] No [] NA

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

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

- Schedule 1, General Fund Instructional and Support Expenditures and Certain Local Revenue Sources
- Schedule 2, Education Levels of Public School Staff
- Schedule 3, Number and Type of Public Schools
- Schedule 4, Experience of Public Principals, Assistant Principals, and Full-time Classroom Teachers
- Schedule 5, Public School Staff Data: Average Salaries
- Schedule 6, Class Size Characteristics
- Schedule 7, Louisiana Educational Assessment Program (LEAP)
- Schedule 8, Graduation Exit Examination (GEE) (Note: this schedule is no longer applicable.)
- Schedule 9, iLEAP Tests

Yes [] No [] NA

Tax Collectors

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

Yes [] No [] NA

Sheriffs

34. We have complied with the state supplemental pay regulations of R.S. 40:1667.7.

Yes [] No [] NA

35. We have complied with R.S. 13:5535 relating to the feeding and keeping of prisoners.

Yes [] No [] NA

District Attorneys

36. We have complied with the regulations of the DCFS that relate to the Title IV-D Program.

Yes [] No [] NA

Assessors

37. We have complied with the regulatory requirements found in R.S. Title 47.

Yes [] No [] NA

38. We have complied with the regulations of the Louisiana Tax Commission relating to the reassessment of property.

Yes [] No [] NA

Clerks of Court

39. We have complied with R.S. 13:751-917 and applicable sections of R.S. 11:1501-1562.

Yes [] No [] NA

Libraries

40. We have complied with the regulations of the Louisiana State Library.

Yes [] No [] NA

Drainage and Irrigation Districts

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

Yes [] No [] NA

Fire Protection Districts

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

Yes [] No [] NA

Other Special Districts

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

Yes [] No [] NA

The previous responses have been made to the best of our belief and knowledge. We have disclosed to you all known noncompliance of the foregoing laws and regulations, as well as any contradictions to the foregoing representations. We have made available to you documentation relating to the foregoing laws and regulations.

We have provided you with any communications from regulatory agencies or other sources concerning any possible noncompliance with the foregoing laws and regulations, including any communications received between the end of the period under examination and the issuance of this report. We acknowledge our responsibility to disclose to you and the Legislative Auditor any known noncompliance that may occur subsequent to the issuance of your report.

_____ Secretary _____ Date

_____ Treasurer _____ Date

_____ President _____ Date

MONTHLY FINANCIAL REPORT HIGHLIGHTS

FEBRUARY 2019

JEDCO-

Revenues:

- Received \$221,962 of Occupational License Revenues and servicing fees (\$200,000-Jefferson Parish, \$15,798-Finance, \$500-EDS, \$400-Marketing, \$212-Conference Center and \$5,052 in interest).

Expenses:

- PR/Advertising expenses for the Marketing programs totaling \$7,717 (Documart \$277, N.O. Publishing Group \$2,170, Renaissance Publication \$5,270) (Marketing)
- Committee Meeting fees of \$2,756 for expenses related to the board retreat(\$756, events for Jefferson Chamber (\$1,000) and N.O. Regional Black Chamber of Commerce (\$1,000) (Administration)
- Computer/Equip./Svc. charges equaling \$2,168 for license renewal, software, support service and subscription renewal (Administration)
- Neighborhood Revitalization Expenses totaling \$33,330-second payment to Select Comfort per CEA (Administration)
- Hog Abatements expenses for January and February 2019 (\$3,215) (Tech Park)
- Food and Beverage Expenses of \$1,354 for Prosper Jefferson events.

Others:

- JEDCO LAMP account balance at February 28, 2019 was \$2.56M

JEFFERSON EDGE-

Revenues:

- Received revenues of \$6,897 (Private funds of \$5,250 and \$1,647 in interest)

Expenses:

- Total expenses below \$5,000

Others:

- EDGE LAMP account balance at February 28, 2019 was \$830K

SUPPLEMENTARY INFORMATION-

- Completing draft copy of the JEDCO 2018 Financial Report.

JEDCO'S INVESTMENT REPORT
2/28/2019

ACTIVE DATE	INSTITUTIONS	OPENING BALANCE	CURRENT BALANCE	INTEREST	TERMS	MATURITY DATE	CURRENT STATUS
12/04/03	JEDCO LAMP	\$350,000	\$2,566,647	2.49%	DAILY		OPEN
	TOTAL	<u>\$350,000</u>	<u>\$2,566,647</u>				

Updated March 18, 2019

JEFFERSON ECONOMIC DEVELOPMENT COMMISSION (JEDCO)
 End of Month-February 2019
 Fiscal Year Ending December 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 2/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Occupational Licenses	\$ 2,020,000	\$ 2,052,320	\$ 200,000	\$ 400,000	\$ 1,711,837	\$ 2,111,837
Business Innovation Ctr. (Schedule A)	-	16,800	-	-	18,000	18,000
Financing Activities (Schedule B)	211,000	315,000	15,798	30,192	253,558	283,750
Econ. Dev. Svc. Fees (Schedule C)	126,720	193,210	500	25,100	100,500	125,600
Strategic Initiatives (Schedule D)	25,500	25,000	-	-	25,000	25,000
Marketing - P/R (Schedule E)	67,000	57,220	400	1,600	51,050	52,650
Administration (*) (**) (Schedule F)	158,330	-	-	-	-	-
Interest, Misc.	22,000	47,000	5,052	10,466	534	11,000
Kenner Program (Schedule G)	25,000	-	-	-	-	-
Tech. Park Revenues (Schedule I)	15,650	19,200	-	-	22,000	22,000
FORJ (Ground Lease Payment)	-	-	-	-	-	-
Conference Center (Schedule J)	9,200	15,000	212	1,302	19,698	21,000
Delgado Escrow Revenues	-	-	-	-	-	-
Total Revenues from Local Sources	\$ 2,680,400	\$ 2,740,750	\$ 221,962	\$ 468,660	\$ 2,202,177	\$ 2,670,837
SUMMARY OF EXPENDITURES BY AGENCY						
JEDCO						
Total Expenditures by Agency	\$ 2,442,960	\$ 2,731,208	\$ 205,669	\$ 602,739	\$ 2,147,801	\$ 2,750,540
SUMMARY OF EXPENDITURES BY DEPARTMENTS						
Departments:						
Business Innovation Ctr. (Schedule A)	124,789	63,950	5,240	11,192	54,808	66,000
Finance (Schedule B)	245,900	278,900	18,128	41,163	245,537	286,700
Econ. Dev. Svc. (Schedule C)	258,100	306,180	25,634	55,310	286,390	341,700
Strategic Initiatives (Schedule D)	66,600	126,506	11,832	20,303	121,547	141,850
Marketing - P/R (Schedule E)	244,850	243,812	15,342	24,218	189,832	214,050
Admin. Exp. (Schedule F)	877,700	1,046,900	104,365	184,304	832,526	1,016,830
Kenner Program (Schedule G)	25,000	-	-	-	-	-
JEDCO Bldg. Expenses (Schedule H)	482,200	560,390	19,898	257,594	260,506	518,100
Tech. Park Expenses (Schedule I)	68,550	74,770	3,215	4,861	93,039	97,900
Conference Center (Schedule J)	49,271	29,800	2,015	3,794	63,616	67,410
Total Expenditures by Departments	\$ 2,442,960	\$ 2,731,208	\$ 205,669	\$ 602,739	\$ 2,147,801	\$ 2,750,540

* Restricted funds of \$49,725 received from J.P. in 2015 for Strategic Neighborhood Revitalization Plan project with expenses occurring in 2016 (\$47,948) and 2017 (\$1,777). Additional related expenses incurred by JEDCO are also included.

**Restricted funds of \$158,330 received from J.P. in 2017 for Select Comfort project. Expenses are expected to be paid out in 2018 (\$100,000), 2019 (\$33,330) and 2020 (\$25,000).

JEFFERSON ECONOMIC DEVELOPMENT COMMISSION (JEDCO)

End of Month-February 2019

Fiscal Year Ending December 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)
	2017	2018	Actual	Actual	Estimate	Projected
	Final Amended	Final Amended	February-19	Year-to-Date	Remaining for	Actual Result at
	Budget	Budget		(@ 02/28/2019)	Year	Year End-2018 Final
						Amended Budget
SUMMARY OF EXPENDITURES BY CHARACTERS						
Salaries/HB&Taxes/SEP-Retirement	1,316,590	1,503,556	124,119	259,323	1,329,527	1,588,850
Communications	32,250	40,300	2,401	4,861	36,139	41,000
Equipment Rental/Maintenance	7,375	13,150	313	626	12,624	13,250
Office Supplies & Postage	19,540	33,550	892	2,194	30,156	32,350
Dues & Subscriptions	33,900	45,100	3,842	8,841	38,109	46,950
PR/Advertising/Video Equip. Expense	58,500	71,500	7,809	14,599	45,801	60,400
Travel/Mileage	9,170	16,500	469	570	19,230	19,800
Staff & Professional Development	15,300	18,000	883	1,324	20,176	21,500
Special Project/Programs/Events	79,900	48,630	18	99	37,901	38,000
Attorney Fees	14,000	10,500	-	55	10,445	10,500
Data Base Analysis/Website Update	9,300	3,400	75	150	4,850	5,000
Gretna Expenses	25,000	25,000	5,320	10,640	14,360	25,000
Entrepreneur Challenge	25,200	28,432	-	-	28,000	28,000
Seminars/Conferences & Conventions	14,000	14,500	6	356	12,644	13,000
Admin Fees/Personnel & Emergency Exp.	19,000	21,000	1,422	2,087	20,913	23,000
Computer/Equip./Svc.	80,100	73,000	2,168	4,602	75,398	80,000
Committee Mtg./Business Development	13,000	16,500	3,297	4,992	10,008	15,000
Utilities/Water	63,700	52,300	3,131	7,507	59,893	67,400
Repairs and Maintenance	17,000	11,500	-	230	14,770	15,000
Janitorial & Contract Services	53,000	37,000	3,211	6,521	46,979	53,500
Insurance and Security	73,650	88,500	5,018	10,219	77,281	87,500
Accounting/Audit	32,000	40,000	-	1,350	38,650	40,000
Lawn Maintenance	13,000	15,000	-	4,410	10,590	15,000
Generator Expenses	3,500	13,270	465	465	5,035	5,500
Bldgs. Supplies	3,821	2,800	-	-	13,000	13,000
HVAC Expenses	16,800	25,000	1,402	2,804	15,196	18,000
Elevator Repairs and Maintenance	6,200	5,400	535	1,070	4,330	5,400
Landscaping	5,700	9,500	-	1,587	9,413	11,000
Grass Cutting/Clearing/Fill	9,000	13,500	-	-	41,400	41,400
Access Road Expenses	6,800	-	-	-	-	-
Hog Abatement	38,550	38,500	3,212	3,212	35,288	38,500
Appraisal Expenses	4,500	-	-	-	-	-
Sales and Marketing	-	-	-	-	5,500	5,500
Program Costs	9,275	1,000	282	355	4,645	5,000
Garbage Collection/Pest Control/Door Mat	6,600	5,020	297	513	6,087	6,600
JEDCO Loan Payment	212,000	212,000	-	212,095	5	212,100
Food & Beverage Expenses	-	-	1,355	1,355	(355)	1,000
Neighborhood Revitalization Expenses *	4,000	-	-	-	2,000	2,000
Services	12,500	-	-	-	-	-
Contract Svc./Loan Processing	24,000	-	-	-	-	-
AEDO Accrediation	-	4,900	-	-	-	-
Business Attraction	2,000	2,500	-	-	2,500	2,500
Economic Dev. (Select Comfort)	-	100,000	33,330	33,330	-	33,330
Bad Debt	53,239	-	-	-	-	-
Prosper Jefferson	-	2,500	397	397	1,403	1,800
Pond Maintenance	-	8,000	-	-	1,000	1,000
Office Build-out	-	42,000	-	-	-	-
Press Announcements Expenses	-	9,130	-	-	-	-
Delgado Road Expenses	-	9,270	-	-	-	-
Fire System	-	-	-	-	6,910	6,910
Total Expenditures by Characters	2,442,960	2,731,208	205,669	602,739	2,147,801	2,750,540

March 28, 2019

JEFFERSON ECONOMIC DEVELOPMENT COMMISSION (JEDCO)
 End of Month-February 2019
 Fiscal Year Ending December 31, 2019

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ U2/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2018 Final Amended Budget
SUMMARY OF OTHER FINANCING USES						
Transfer to other funds	-	-	-	-	-	-
Transfer from other funds	-	-	-	-	-	-
Total Other Financing Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE	237,440	9,542	16,293	(134,079)	54,376	(79,703)
ESTIMATED BEGINNING BALANCE	2,489,660	2,534,391				2,534,391
Committed Funds (Capital Improvements)						440,000
Committed Funds (Future T.P. Expenses)						510,714
Unassigned Fund Balance						1,063,974
ESTIMATED ENDING BALANCE	\$ 2,727,100	\$ 2,543,933				\$ 2,454,688

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 2/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Private Funds	\$ 217,500	\$ 222,500	\$ 5,250	\$ 5,250	\$ 244,750	\$ 250,000
Investment Income	7,100	13,500	1,647	3,449	551	4,000
Total Revenues from Local Sources	\$ 224,600	\$ 236,000	\$ 6,897	\$ 8,699	\$ 245,301	\$ 254,000
SUMMARY OF EXPENDITURES BY CHARACTERS						
Marketing P/R:						
Local Market/PR Campaign	9,500	20,000	1,195	2,390	27,610	30,000
Site Selection Initiative	5,000	-	-	-	5,000	5,000
Sub-Total	\$ 14,500	\$ 20,000	\$ 1,195	\$ 2,390	\$ 32,610	\$ 35,000
Technology Park Development:						
Tech. Park Implementation	40,000	255,000	-	26,937	23,063	50,000
Tech Park Marketing	-	25,000	75	2,150	37,850	40,000
Infrastructure Expenses	-	-	-	-	20,000	20,000
Sub-Total	\$ 40,000	\$ 280,000	\$ 75	\$ 29,087	\$ 80,913	\$ 110,000
Administrative:						
Misc. Project Fund	10,000	12,500	1,832	5,579	4,421	10,000
EDGE Fundraising	18,000	18,000	1,513	3,026	16,174	19,200
Strategic Initiatives	-	-	-	-	27,500	27,500
Investor Relations/Staff Support	1,000	5,000	7	7	493	500
Meetings/Meals	5,000	4,000	-	-	2,000	2,000
Sub-Total	\$ 34,000	\$ 39,500	\$ 3,352	\$ 8,612	\$ 50,588	\$ 59,200
Total Expenditures by Characters	\$ 88,500	\$ 339,500	\$ 4,622	\$ 40,089	\$ 164,111	\$ 204,200
SUMMARY OF OTHER FINANCING USES						
Transfer to other funds(IEDCO-Clearing	-	-	-	-	-	-
Transfer from other funds	-	-	-	-	-	-
Total Other Financing Uses	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ 136,100	\$ (103,500)	\$ 2,275	\$ (31,390)	\$ 81,190	\$ 49,800
ESTIMATED BEGINNING FUND BALANCE	\$ 894,550	\$ 948,486				\$ 786,986
ESTIMATED ENDING FUND BALANCE	\$ 1,030,650	\$ 844,986				\$ 836,786

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 2/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Account Balance	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
JEDCO Bldg. Lease Income	-	-	-	-	-	-
Insurance Revenues	-	-	-	-	-	-
Total Revenues from Local Sources	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
SUMMARY OF EXPENDITURES BY CHARACTERS						
Debt Service/Capital One Loan	-	-	-	-	-	-
Monthly Lease Payments	-	-	-	-	-	-
Insurance	-	-	-	-	-	-
Other Fees	-	-	-	-	-	-
Total Expenditures by Characters	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SUMMARY OF OTHER FINANCING USES						
Transfer to other funds (JEDCO)	-	-	-	-	-	-
Total Other Financing Uses	-	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	-	\$ 10,000

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 2/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Interest Earned from Payment	\$ 175,000	\$ 195,000	\$ 18,630	\$ 38,993	\$ 161,007	\$ 200,000
Interest Earned from Investment	1,800	2,800	247	488	1,012	1,500
Recovery Revenues	-	-	-	-	4,000	4,000
Total Revenues From Local Sources	\$ 176,800	\$ 197,800	\$ 18,877	\$ 39,481	\$ 166,019	\$ 205,500
SUMMARY OF EXPENDITURES						
Administration Expenses	100,000	110,000	6,737	10,622	119,378	130,000
Loan Loss Reserve	1,872,283	-	-	-	1,872,789	1,872,789
Bad Debt	112,442	-	-	-	-	-
Total Expenditures by Characters	\$ 2,084,725	\$ 110,000	\$ 6,737	\$ 10,622	\$ 1,992,167	\$ 2,002,789
NET CHANGE IN FUND BALANCE	\$ (1,907,925)	\$ 87,800	\$ 12,140	\$ 28,859	\$ (1,826,148)	\$ (1,797,289)
ESTIMATED BEGINNING FUND BALANCE	\$ 8,190,698	\$ 8,203,365				\$ 8,508,865
ESTIMATED ENDING FUND BALANCE	\$ 6,282,773	\$ 8,291,165				\$ 6,711,576

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 2/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Interest Earned from Payment	\$ 33,000	\$ 51,000	\$ 4,054	\$ 8,992	\$ 36,008	\$ 45,000
Interest Earned from Investment	1,050	1,600	35	79	21	100
Total Revenues from Local Sources	\$ 34,050	\$ 52,600	\$ 4,089	\$ 9,071	\$ 36,029	\$ 45,100
SUMMARY OF EXPENDITURES BY CHARACTERS						
Administrative Expenses	45,000	47,000	3,627	6,897	43,103	50,000
Total Expenditures by Characters	\$ 45,000	\$ 47,000	\$ 3,627	\$ 6,897	\$ 43,103	\$ 50,000
NET CHANGE IN FUND BALANCE	\$ (10,950)	\$ 5,600	\$ 462	\$ 2,174	\$ (7,074)	\$ (4,900)
ESTIMATED BEGINNING FUND BALANCE	\$ 1,347,675	\$ 1,359,325				\$ 1,360,575
ESTIMATED ENDING FUND BALANCE	\$ 1,336,725	\$ 1,364,925				\$ 1,355,675

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 2/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
SUMMARY OF REVENURES BY SOURCES						
LOCAL SOURCES:						
Interest Earned from Payment	\$ 42,000	\$ 60,000	\$ 5,450	\$ 13,810	\$ 34,190	\$ 48,000
Interest Earned from Investment	600	950	89	167	283	450
Total Revenues from Local Sources	\$ 42,600	\$ 60,950	\$ 5,539	\$ 13,977	\$ 34,473	\$ 48,450
SUMMARY OF EXPENDITURES BY CHARACTERS						
Administrative Expenses	18,000	35,000	3,284	6,437	23,563	30,000
Total Expenditures by Characters	\$ 18,000	\$ 35,000	\$ 3,284	\$ 6,437	\$ 23,563	\$ 30,000
NET CHANGE IN FUND BALANCE	\$ 24,600	\$ 25,950	\$ 2,255	\$ 7,540	\$ 10,910	\$ 18,450
ESTIMATED BEGINNING FUND BALANCE	\$ 2,350,229	\$ 2,393,865				\$ 2,412,723
ESTIMATED ENDING FUND BALANCE	\$ 2,374,829	\$ 2,419,815				\$ 2,431,173

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 2/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES						
Fee Payments	\$ 60,000	\$ 83,000	\$ 3,635	\$ 7,275	\$ 77,725	\$ 85,000
Total Revenues from Local Sources	\$ 60,000	\$ 83,000	\$ 3,635	\$ 7,275	\$ 77,725	\$ 85,000
SUMMARY OF EXPENDITURES BY CHARACTERS						
Administrative Expenses	60,000	83,000	3,635	7,275	77,725	85,000
Total Expenditures by Characters	\$ 60,000	\$ 83,000	\$ 3,635	\$ 7,275	\$ 77,725	\$ 85,000
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Jefferson Economic Development Commission
End of Month-February 2019
Business Innovation Center (BIC)-Schedule A

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM REVENUES						
Tenant Revenue	\$ -	\$ 16,800	\$ -	\$ -	\$18,000	\$ 18,000
Services	-	-	-	-	-	-
Total Revenues	\$ -	\$ 16,800	\$ -	\$ -	\$ 18,000	\$ 18,000
PROGRAM EXPENDITURES						
Staff Salaries	45,500	47,500	4,108	8,216	39,784	48,000
Health Benefits & Taxes	5,600	6,800	473	1,758	6,342	8,100
SEP/IRA-Retirement	6,000	5,800	501	1,002	4,898	5,900
Communications	700	700	58	116	584	700
Equipment Rental/Maintenance	1,000	3,050	-	-	3,050	3,050
PR/Advertising	-	-	-	-	-	-
Office Supplies	-	-	-	-	-	-
Dues & Subscriptions	250	100	100	100	150	250
Postage	-	-	-	-	-	-
Travel/Mileage	-	-	-	-	-	-
Staff Development	-	-	-	-	-	-
Special Projects	-	-	-	-	-	-
Services	12,500	-	-	-	-	-
Bad Debt	53,239	-	-	-	-	-
Total Expenditures	\$ 124,789	\$ 63,950	\$ 5,240	\$ 11,192	\$ 54,808	\$ 66,000
OTHER FINANCING SOURCES (USES)						
Transfer to other funds	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-
NET PROGRAM SURPLUS/DEFICIT	\$ (124,789)	\$ (47,150)	\$ (5,240)	\$ (11,192)	\$ (36,808)	\$ (48,000)

Jefferson Economic Development Commission
End of Month-February 2019
Financing-Schedule B

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM REVENUES						
Financing Income	\$ 113,000	\$ 195,000	\$ 7,213	\$ 17,722	\$ 136,028	\$ 153,750
BRGL & LRCF Fees	98,000	120,000	8,585	12,470	117,530	130,000
Total Revenues	\$ 211,000	\$ 315,000	\$ 15,798	\$ 30,192	\$ 253,558	\$ 283,750
PROGRAM EXPENDITURES						
Staff Salaries	160,000	192,500	13,734	24,968	182,032	207,000
Health Benefits & Taxes	9,100	10,000	653	2,678	9,322	12,000
SEP/IRA-Retirement	20,000	23,500	1,370	2,740	22,460	25,200
Communications	5,000	6,000	477	954	5,046	6,000
Program Costs	500	-	-	82	(82)	-
Equipment Rental/Maintenance	1,500	900	72	144	(144)	-
PR/Advertising	800	14,000	90	6,850	3,150	10,000
Office Supplies	1,500	5,000	24	160	3,340	3,500
Postage & Copying	2,000	2,200	108	108	2,392	2,500
Travel/Mileage	1,500	6,200	-	45	3,955	4,000
Staff Development	4,000	4,000	788	825	3,175	4,000
Dues & Subscriptions	11,000	10,100	812	1,554	8,446	10,000
Attorney Fees	5,000	4,500	-	55	1,445	1,500
Contract Svc./Loan Processing	24,000	-	-	-	-	-
Total Expenditures	\$ 245,900	\$ 278,900	\$ 18,128	\$ 41,163	\$ 244,537	\$ 285,700
NET PROGRAM SURPLUS/DEFICIT	\$ (34,900)	\$ 36,100	\$ (2,330)	\$ (10,971)	\$ 9,021	\$ (1,950)

Jefferson Economic Development Commission
End of Month-February 2019
Economic Development Services (EDS)-Schedule C

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM REVENUES						
Incentive Fees	\$ 1,120	\$ 2,000	\$ 500	\$ 590	\$ 1,410	\$ 2,000
Gretna Revenues	-	-	-	-	-	-
Pilot Administration Fees	125,600	168,305	-	24,510	99,090	123,600
Bond Closing Fees	-	22,905	-	-	-	-
Total Revenues	\$ 126,720	\$ 193,210	\$ 500	\$ 25,100	\$ 100,500	\$ 125,600
PROGRAM EXPENDITURES						
Staff Salaries	152,000	192,700	18,144	36,023	180,977	217,000
Health Benefits & Taxes	27,500	39,920	2,292	7,506	27,494	35,000
SEP/IRA-Retirement	20,900	23,880	2,214	4,395	22,605	27,000
Communications	8,000	8,300	477	954	7,346	8,300
Program Costs	8,500	500	282	355	3,645	4,000
Equipment Rental/Maintenance	1,200	2,000	72	144	1,856	2,000
Office Supplies	1,500	1,000	142	184	816	1,000
Dues & Subscriptions	15,500	22,400	1,581	4,351	18,049	22,400
Postage	2,000	2,000	60	222	1,778	2,000
Data Base Analysis	6,000	-	-	-	3,000	3,000
Travel/Mileage	4,500	3,500	366	422	5,578	6,000
Staff Development	6,000	2,000	-	400	5,600	6,000
Special Projects	4,500	2,980	-	-	4,000	4,000
Gretna Expenses	-	-	-	-	-	-
Seminars/Conferences & Conventions	-	5,000	4	354	3,646	4,000
Total Expenditures	\$ 258,100	\$ 306,180	\$ 25,634	\$ 55,310	\$ 286,390	\$ 341,700
NET PROGRAM SURPLUS/DEFICIT	\$ (131,380)	\$ (112,970)	\$ (25,134)	\$ (30,210)	\$ (185,890)	\$ (216,100)

Jefferson Economic Development Commission
End of Month-February 2019
Strategic Initiatives-Schedule D

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM REVENUES						
Gretna Revenues	\$ 25,000	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ 25,000
Scholarship	500	-	-	-	-	-
Total Revenues	\$ 25,500	\$ 25,000	\$ -	\$ -	\$ 25,000	\$ 25,000
PROGRAM EXPENDITURES						
Staff Salaries	20,000	58,000	3,974	4,359	60,141	64,500
Health Benefits & Taxes	4,000	11,225	487	1,897	11,353	13,250
SEP/IRA-Retirement	5,000	10,381	649	1,298	9,702	11,000
Communications	900	1,300	150	300	1,700	2,000
Program Costs	275	500	-	-	1,000	1,000
Equipment Rental/Maintenance	125	700	25	50	650	700
Office Supplies	150	400	18	120	280	400
Dues & Subscriptions	2,500	6,000	1,109	1,501	6,499	8,000
Postage	100	200	-	-	200	200
Conferences/Conventions	5,000	5,000	2	2	4,998	5,000
Travel/Mileage	300	800	80	80	720	800
Staff Development	1,000	3,500	-	-	3,500	3,500
Business Attraction Strategy	2,000	2,500	-	-	2,500	2,500
Gretna Expenses	25,000	25,000	5,320	10,640	14,360	25,000
Special Projects	250	1,000	18	56	3,944	4,000
Total Expenditures	\$ 66,600	\$ 126,506	\$ 11,832	\$ 20,303	\$ 121,547	\$ 141,850
NET PROGRAM SURPLUS/DEFICIT	\$ (41,100)	\$ (101,506)	\$ (11,832)	\$ (20,303)	\$ (96,547)	\$ (116,850)

Jefferson Economic Development Commission
End of Month-February 2019
Marketing-Schedule E

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM REVENUES						
Program/Event Revenues	\$ 14,000	\$ 15,000	\$ 60	\$ 600	\$ 15,400	\$ 16,000
Entrepreneur Challenge	20,000	20,500	-	-	20,000	20,000
Sponsorship	33,000	11,750	-	-	15,000	15,000
Prosper Jefferson	-	2,900	340	1,000	650	1,650
Press Announcement Fees	-	7,070	-	-	-	-
Total Revenues	\$ 67,000	\$ 57,220	\$ 400	\$ 1,600	\$ 51,050	\$ 52,650
PROGRAM EXPENDITURES						
Staff Salaries	60,000	64,000	5,288	10,576	55,424	66,000
Health Benefits & Taxes	6,800	7,100	469	2,574	5,026	7,600
SEP/IRA-Retirement	6,500	6,850	645	1,290	6,710	8,000
Communications	6,000	7,000	477	954	6,046	7,000
Equipment Rental/Maintenance	1,500	2,500	72	144	2,356	2,500
PR/Advertising	57,700	57,000	7,719	7,749	42,651	50,400
Office Supplies	1,500	3,000	-	32	2,968	3,000
Dues & Subscriptions	500	4,500	135	135	4,365	4,500
Postage	750	750	41	102	648	750
Travel/Mileage	-	500	-	-	500	500
Staff Development	100	2,000	-	-	2,000	2,000
Web-Site Update	3,300	3,400	75	150	1,850	2,000
Programs/Event	75,000	44,650	-	43	29,957	30,000
Video Equipment Expenses	-	500	-	-	-	-
Entrepreneur Challenge	25,200	28,432	-	-	28,000	28,000
Prosper Jefferson	-	2,500	421	469	1,331	1,800
Press Announcement Expenses	-	9,130	-	-	-	-
Total Expenditures	\$ 244,850	\$ 243,812	\$ 15,342	\$ 24,218	\$ 189,832	\$ 214,050
NET PROGRAM SURPLUS/DEFICIT	\$ (177,850)	\$ (186,592)	\$ (14,942)	\$ (22,618)	\$ (138,782)	\$ (161,400)

Jefferson Economic Development Commission
End of Month-February 2019
Administration-Schedule F

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM REVENUES						
Economic Assist. (Select Comfort) **	\$ 158,330	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 158,330	\$ -	\$ -	\$ -	\$ -	\$ -
PROGRAM EXPENDITURES						
Staff Salaries	526,000	566,000	50,149	103,756	461,244	565,000
Health Benefits & Taxes	60,000	65,000	4,527	14,104	77,896	92,000
SEP/IRA-Retirement	62,500	70,000	5,923	11,846	59,154	71,000
Communications	10,000	11,000	681	1,422	9,578	11,000
Equipment Rental/Maintenance	2,000	4,000	72	144	3,856	4,000
Office Supplies	7,000	16,000	288	635	15,365	16,000
Dues & Subscriptions	2,500	1,500	85	1,159	341	1,500
Postage	3,000	3,000	211	549	2,451	3,000
Committee Meetings	8,000	10,000	2,756	3,606	6,394	10,000
Seminars/Conventions	9,000	4,500	-	-	4,000	4,000
Accounting/Audit	32,000	40,000	-	1,350	38,650	40,000
Insurance	35,000	36,000	2,119	4,277	31,723	36,000
Business Development	5,000	6,500	541	1,386	3,614	5,000
Travel/Mileage	2,500	5,000	23	23	7,977	8,000
Staff Development	1,200	3,500	95	100	2,900	3,000
Administrative Fees	12,000	13,000	1,397	2,015	10,985	13,000
Computer/Equip./Svc.	80,000	73,000	2,168	4,602	75,398	80,000
AEDO Accreditation	-	4,900	-	-	-	-
Personnel Expenses	7,000	5,000	-	-	7,000	7,000
Emergency Expenses	-	3,000	-	-	3,000	3,000
Attorney Fees	9,000	6,000	-	-	9,000	9,000
Neighborhood Revitalization Expenses *	4,000	-	33,330	33,330	(31,330)	2,000
Economic Assist. (Select Comfort) **	-	100,000	-	-	33,330	33,330
Total Expenditures	\$ 877,700	\$ 1,046,900	\$ 104,365	\$ 184,304	\$ 832,526	\$ 1,016,830
NET PROGRAM SURPLUS/DEFICIT	\$ (719,370)	\$ (1,046,900)	\$ (104,365)	\$ (184,304)	\$ (832,526)	\$ (1,016,830)

* Restricted funds of \$49,725 received from J.P. in 2015 for Strategic Neighborhood Revitalization Plan project with expenses occurring in 2016 (\$47,948) and 2017 (\$1,777). Additional related expenses incurred by JEDCO are also included.

**Restricted funds of \$158,330 received from J.P. in 2017 for Select Comfort project. Expenses are expected to be paid out in 2018 (\$100,000), 2019 (\$33,330) and 2020 (\$25,000).

Jefferson Economic Development Commission
 End of Month-February 2019
 Kenner-Schedule G

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM REVENUES						
City of Kenner	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
PROGRAM EXPENDITURES						
Staff Salaries	17,350	-	-	-	-	-
Health Benefits & Taxes	3,050	-	-	-	-	-
SEP/IRA-Retirement	2,340	-	-	-	-	-
Communications	450	-	-	-	-	-
Equipment Rental/Maintenance	50	-	-	-	-	-
Office Supplies	40	-	-	-	-	-
Seminar	-	-	-	-	-	-
Travel Expenses	320	-	-	-	-	-
Program & Project Expenses	150	-	-	-	-	-
Staff Development	-	-	-	-	-	-
Computer Expenses	100	-	-	-	-	-
Data Base Analysis	-	-	-	-	-	-
Dues and Subscriptions	1,150	-	-	-	-	-
Total Expenditures	25,000	-	-	-	-	-
NET PROGRAM SURPLUS/DEFICIT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Jefferson Economic Development Commission
 End of Month-February 2019
 Building Operations-Schedule H

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM EXPENDITURES						
Staff Salaries	75,200	78,500	6,734	13,468	65,732	79,200
Health Benefits & Taxes	12,000	14,200	960	3,220	12,980	16,200
SEP/IRA-Retirement	9,250	9,700	822	1,644	8,256	9,900
Communications	1,200	6,000	83	166	5,834	6,000
Travel/Mileage	50	500	-	-	500	500
Repairs and Maintenance	5,500	4,000	-	-	5,500	5,500
Janitorial Services	35,000	29,000	2,550	4,995	30,005	35,000
Utilities	39,500	32,000	2,650	5,923	34,077	40,000
Security	1,500	2,500	58	260	740	1,000
Insurance	37,000	50,000	2,841	5,682	44,318	50,000
JEDCO Bldg. Lease Expenses	-	-	-	-	-	-
Lawn Maintenance	13,000	15,000	-	4,410	10,590	15,000
Garbage Collection	2,000	1,620	128	256	1,744	2,000
Generator Maintenance	3,500	3,200	465	465	2,535	3,000
Bldg. Supplies	2,000	1,500	-	361	5,139	5,500
Water	2,400	3,300	480	480	1,920	2,400
Dues and Subscriptions	500	500	21	42	258	300
HVAC Maintenance	16,800	25,000	1,402	2,804	15,196	18,000
Elevator Repairs and Maintenance	6,200	5,400	535	1,070	4,330	5,400
Door Mat Services	2,100	1,800	169	253	1,847	2,100
Pest Control	2,500	1,600	-	-	2,500	2,500
Generator Repairs	-	10,070	-	-	2,500	2,500
Professional Development	3,000	3,000	-	-	3,000	3,000
JEDCO Loan Payment	212,000	212,000	-	212,095	5	212,100
Pond Retention	-	8,000	-	-	1,000	1,000
Office Build-out	-	42,000	-	-	-	-
Total Expenditures	\$ 482,200	\$ 560,390	\$ 19,898	\$ 257,594	\$ 260,506	\$ 518,100

Jefferson Economic Development Commission
End of Month-February 2019
Tech Park Expenses-Schedule I

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM REVENUES						
Common Area Revenues	\$ 15,650	\$ 19,200	\$ -	\$ -	\$ 22,000	\$ 22,000
Insurance (Pond)	-	-	-	-	-	-
Total Revenues	\$ 15,650	\$ 19,200	\$ -	\$ -	\$ 22,000	\$ 22,000
PROGRAM EXPENDITURES						
Landscaping	5,700	9,500	-	1,588	9,412	11,000
Grass Cutting/Clearing/Fill	9,000	13,500	-	-	41,400	41,400
Utilities	3,000	2,000	-	-	3,000	3,000
Repairs and Maintenance	1,000	2,000	-	58	3,942	4,000
Liability Insurance	-	-	-	-	-	-
Access Road Expenses	6,800	-	-	-	-	-
Lease Expenses	-	-	-	-	-	-
Hog Abatement	38,550	38,500	3,215	3,215	35,285	38,500
Appraisal Expenses	4,500	-	-	-	-	-
Delgado Road Extension	-	9,270	-	-	-	-
Total Expenditures	\$ 68,550	\$ 74,770	\$ 3,215	\$ 4,861	\$93,039	\$ 97,900
OTHER FINANCING SOURCES (USES)						
Transfer to other funds	-	-	-	-	-	-
Transfer from other funds	-	-	-	-	-	-
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
NET PROGRAM SURPLUS/DEFICIT	\$ (52,900)	\$ (55,570)	\$ (3,215)	\$ (4,861)	(71,039)	\$ (75,900)

Jefferson Economic Development Commission
 End of Month-February 2019
 Conference Center-Schedule J

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM REVENUES						
Building Rent	\$ 9,200	\$ 15,000	\$ 212	\$ 1,302	\$ 18,698	\$ 20,000
Food & Beverage Revenues	-	-	-	-	1,000	1,000
Total Revenues	\$ 9,200	\$ 15,000	\$ 212	\$ 1,302	\$ 19,698	\$ 21,000
PROGRAM EXPENDITURES						
Repairs and Maintenance	10,500	5,500	-	172	5,328	5,500
Utilities	18,800	15,000	-	742	21,258	22,000
Contract Services	18,000	8,000	661	1,526	16,974	18,500
Insurance	-	-	-	-	-	-
Sales and Marketing	-	-	-	-	5,500	5,500
Supplies	1,821	1,300	-	-	7,500	7,500
Security	150	-	-	-	500	500
Food & Beverage Expenses	-	-	1,354	1,354	(354)	1,000
Fire System	-	-	-	-	6,910	6,910
Total Expenditures	\$ 49,271	\$ 29,800	\$ 2,015	\$ 3,794	\$ 63,616	\$ 67,410
NET PROGRAM SURPLUS/DEFICIT	\$ (40,071)	\$ (14,800)	\$ (1,803)	\$ (2,492)	\$ (43,918)	\$ (46,410)

BRGL Dedicated Funds
End of Month-February 2019

	(A)	(B)	(C)	(D)	(E)	(F)
	2017 Final Amended Budget	2018 Final Amended Budget	Actual February-19	Actual Year-to-Date (@ 02/28/2019)	Estimate Remaining for Year	Projected Actual Result at Year End-2019 Adopted Budget
PROGRAM EXPENDITURES						
Staff Salaries	\$ 54,200	\$ 9,968	\$ -	\$ -	\$ -	\$ -
Health Benefits & Taxes	8,400	1,046	-	-	-	-
SEP/IRA-Retirement	6,600	1,089	-	-	-	-
Total Expenditures	\$ 69,200	\$ 12,103	\$ -	\$ -	\$ -	\$ -

MONTHLY CASH REPORT

ACCOUNTS:	@12/31/18	REVENUES	EXPENSES	OTHERS	BALANCE
JEDCO Checking	\$381,005.98				
January '19		\$100,522.15	\$391,927.68	\$204,262.01	\$293,862.46
February '19		9,787.89	202,495.27	205,412.30	306,567.38
March '19		0.00	0.00	0.00	306,567.38
April '19		0.00	0.00	0.00	306,567.38
May '19		0.00	0.00	0.00	306,567.38
June '19		0.00	0.00	0.00	306,567.38
July '19		0.00	0.00	0.00	306,567.38
August '19		0.00	0.00	0.00	306,567.38
September '19		0.00	0.00	0.00	306,567.38
October '19		0.00	0.00	0.00	306,567.38
November '19		0.00	0.00	0.00	306,567.38
December '19		0.00	0.00	0.00	306,567.38
Jefferson EDGE Ck.	\$186,316.55				
January '19		\$0.00	\$32,386.73	(\$1,435.78)	\$152,494.04
February '19		4,000.00	31,952.26	(1,448.57)	123,093.21
March '19		0.00	0.00	0.00	123,093.21
April '19		0.00	0.00	0.00	123,093.21
May '19		0.00	0.00	0.00	123,093.21
June '19		0.00	0.00	0.00	123,093.21
July '19		0.00	0.00	0.00	123,093.21
August '19		0.00	0.00	0.00	123,093.21
September '19		0.00	0.00	0.00	123,093.21
October '19		0.00	0.00	0.00	123,093.21
November '19		0.00	0.00	0.00	123,093.21
December '19		0.00	0.00	0.00	123,093.21
INVESTMENTS:					
JEDCO Lamp	\$2,556,434.82				
January '19		\$5,325.06	\$0.00	\$0.00	\$2,561,759.88
February '19		4,887.06	0.00	0.00	2,566,646.94
March '19		0.00	0.00	0.00	2,566,646.94
April '19		0.00	0.00	0.00	2,566,646.94
May '19		0.00	0.00	0.00	2,566,646.94
June '19		0.00	0.00	0.00	2,566,646.94
July '19		0.00	0.00	0.00	2,566,646.94
August '19		0.00	0.00	0.00	2,566,646.94
September '19		0.00	0.00	0.00	2,566,646.94
October '19		0.00	0.00	0.00	2,566,646.94
November '19		0.00	0.00	0.00	2,566,646.94
December '19		0.00	0.00	0.00	2,566,646.94

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Jefferson EDGE Lamp	\$827,561.74				
January '19	\$1,723.80	\$0.00	\$0.00	\$829,285.54	
February '19	1,582.05	0.00	0.00	830,867.59	
March '19	0.00	0.00	0.00	830,867.59	
April '19	0.00	0.00	0.00	830,867.59	
May '19	0.00	0.00	0.00	830,867.59	
June '19	0.00	0.00	0.00	830,867.59	
July '19	0.00	0.00	0.00	830,867.59	
August '19	0.00	0.00	0.00	830,867.59	
September '19	0.00	0.00	0.00	830,867.59	
October '19	0.00	0.00	0.00	830,867.59	
November '19	0.00	0.00	0.00	830,867.59	
December '19	0.00	0.00	0.00	830,867.59	