

Executive Committee Meeting

March 28, 2013

8:40

Agenda

I. Chairman Comments – Stan Salathe

- Welcome Guest
- Pledge of Allegiance
- Approval of Board Absences
- Approval of JEDCO Minutes for February 28, 2013 Pg. 2

II. Executive Session in the matter of “No. 723-485 - William Henry Shane vs. the Parish of Jefferson, State of Louisiana and the Jefferson Parish Economic Development Commission, Twenty-Fourth Judicial District Court, Parish of Jefferson, State of Louisiana”

III. Unfinished and New Business – Chairman, Stan Salathe

- Presentation on Legislation Affecting EJGH and WJMC and Adoption of a Position – **Jerry Bologna**
- Resolution authorizing Amendment #4 to R.B. Services of Louisiana Existing Professional Services Agreement – **Scott Rojas Pg. 5**
- Close-out status of WWCCI Contract – **Dottie Stephenson**

IV. Executive Director Report – Jerry Bologna

- Major Prospects update – **Jerry Bologna**
- Cordina Challenge – **Jerry Bologna and Kelsey Scram**
- 2012 EDS Annual Report – **Danielle Carignan**
- 2012 EDS Annual Report for the City of Kenner – **Lacey Bordelon**
- 100 Day Review – **Jerry Bologna**

V. Financial Report – Cynthia Grows

- Monthly Financial Report

VI. Public / Other Comments

VII. Adjournment

The meeting begins at 8:40 a.m. and will be held at the Jefferson Parish Economic Development Commission Office, **700 Churchill Parkway, Avondale, LA 70094**

ADA Accessibility: The building is generally accessible to individuals with disabilities. If special ADA disability accommodations are needed, please call the Jefferson Parish Economic Development Commission office, 504-875-3908, prior to the scheduled meeting.

JEDCO Board of Commissioners
February 28, 2013
8:40 A.M.
MINUTES

Call to Order 8:40 a.m.

Attendance: Mario Bazile, Manny Blanco, David Colvin, Tina Dandry-Mayes, Bruce Dantin, Joe Ewell, Roy Gattuso, Steve LaChute, Joe Liss, Bruce Layburn, Mark Madderra, Dr. Vinicio Madrigal, Lynda Nugent-Smith, Paul Rivera, Mike Rongey, Stan Salathe, Patrice Williams-Smith

Staff: Jerry Bologna, Cynthia Grows, Alberto Qeral, Scott Rojas, Kelsey Scram, Dottie Stephenson, Penny Weeks

Absences: Jim Garvey, John Tobler, Greg Jordan, Bill Peperone,

Attorney: Reed Smith – Parish Attorney

Guests: Cherreen Gegenheimer with Jefferson Parish
Bill Aaron with Aaron PLC

I. Call to Order & Chairman Comments – Stan Salathe

• **Approval of Board Absences**

Lynda Nugent-Smith motioned to excuse Jim Garvey, Greg Jordan, Bill Peperone and John Tobler; seconded by Manny Blanco. Motion passed unanimously.

• **Approval of JEDCO Board Retreat Minutes for January 15, 2013 and JEDCO Executive Committee Minutes for January 31, 2013**

Dr. Vinicio Madrigal motioned to approve the minutes; seconded by Joe Ewell. Motion passed unanimously.

II. Executive Session in the matter of “No. 723-485 - William Henry Shane vs. the Parish of Jefferson, State of Louisiana and the Jefferson Parish Economic Development Commission, Twenty-Fourth Judicial District Court, Parish of Jefferson, State of Louisiana”

Lynda Nugent-Smith motioned to adjourn regular session and convene in Executive Session; Seconded by Dr. Vinicio Madrigal. The motion passed unanimously. The Chairman invited Jerry Bologna, Dottie Stephenson and Bill Aaron to join Executive Session.

III. Reconvene Regular Session: Unfinished and New Business – Chairman, Stan Salathe

- **Resolution authorizing Amendment Number 1 to Professional Service Agreement between JEDCO and Aaron, PLC – Dottie Stephenson**

Dottie presented Amendment Number 1 to the resolution which was approved by the Board in January and explained that a cap of \$15,000 will not be sufficient to cover the court proceedings and litigation costs. Amendment No. 1 will include litigation services in matters pertaining to public records requests made upon JEDCO with fees to be paid for said litigation services capped at \$28,000.

Dr. Vinicio Madrigal motioned to approve the resolution authorizing Amendment No. 1 to the contract with Aaron, PLC; seconded by Joe Ewell. The motion passed unanimously. (Lynda Nugent-Smith was previously excused from the meeting.)

- **JEDCO's 2013 Strategic Operating Plan – Dottie Stephenson**

Manny Blanco noted that International Trade was not include in the plan and requested that it be added. Dr. Vinicio Madrigal motioned to adopt the 2013 Strategic Operating Plan; seconded by Mike Rongey. The motion passed unanimously.

- **JEDCO's Policies and Procedures – Jerry Bologna**

Policy and Procedures were presented for JEDCO Credit Card Purchases, Meal Reimbursement and Cell Phone Allowance.

Credit Card Purchase - The Board asked that the policy be amended to include language that purchases by the Executive Director shall be approved by the Chairman of the Board and to also include language that the credit card will not be used when bid laws come into play. Dr. Vinicio Madrigal motioned to accept the policy with the two amendments; seconded by Manny Blanco. The motion passed unanimously.

Meal Reimbursement – Dr. Vinicio Madrigal motioned to accept the policy; seconded by Joe Liss. The motion passed unanimously.

Cell Phone – The Board asked that the policy be amended by replacing the term “reimbursement” with “allowance” and add language stating that the allowances will be recorded as taxable on the employee’s W2 form. Bruce Layburn motioned to accept the policy with the two amendments; seconded by Steve LaChute. The motion passed with 13 yeas and 1 nay – Patrice Williams-Smith. (Lynda Nugent Smith, Tina Dandry Mayes and Roy Gattuso were previously excused from the meeting.)

IV. Executive Director Report – Jerry Bologna

- Major Prospects update

Jerry gave the status of the major prospects, including Dyno Nobel and Starr Textiles, and his most recent meetings with Avondale/Huntington Ingalls.

- **Overview of JEDCO Loan Program**
Copies of the revised form were given to the Commissioners. They were encouraged to share them with their nominating organizations.
- **New Hire and Staff Introductions**
Some of the JEDCO Commissioners had not met the entire JEDCO staff. Therefore, the staff was invited to attend the Board meeting to introduce themselves and provide an overview of their duties with JEDCO. Katherine Moreano will be joining the JEDCO team as an Economic Development Specialist on March 18th.

V. Financial Report – Cynthia Grows

- **Monthly Financial Report**
Dr. Vinicio Madrigal motioned to accept the financial report as submitted; seconded by Joe Liss. The motion passed unanimously.

VI. Public / Other Comments

None

VII. Adjournment

Dr. Vinicio Madrigal motioned to adjourn; seconded by Joe Ewell. The motion passed unanimously.


Paul Rivera
JEDCO Secretary

(Minutes for February 28, 2013)

MEMORANDUM

Date: March 28, 2013

To: JEDCO Executive Committee

From:  Scott Rojas, Director of Facilities and Information Technologies
via Jerry Bologna, Executive Director

Subject: Amendment #4 to R.B. Services of Louisiana existing Professional Services Agreement

Purpose:

The purpose of this memorandum is to request that the JEDCO Executive Committee extend the termination date of R. B. Services of Louisiana's Professional Service Agreement from March 31, 2013 to July 31, 2013. This extension is required to allow JEDCO and/or Jefferson Parish adequate time to determine the bid process and bid the service contract.

Background:

R.B. Services of Louisiana has provided janitorial services for JEDCO's administrative offices, finance building and the Business Innovation Center since August 1, 2011. R.B. Services of Louisiana was secured through a competitive bid process where the firm was identified by a JEDCO committee as the lowest overall bidder for the requested services. They have performed all contracted services to JEDCO's expectations and have agreed to extend the existing agreement for an additional 120 days.

Request:

It is requested that the JEDCO Executive Committee approve Amendment No. 4 to Professional Services Agreement among JEDCO and R.B. Services of Louisiana extending the termination date from March 31, 2013 to July 31, 2013.

Jefferson Parish Economic Development Commission (JEDCO)

RESOLUTION

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

A resolution authorizing Amendment No. 4 to the professional services agreement dated August 1, 2011 with R. B. Services of Louisiana extends the termination date from March 31, 2013 to July 31, 2013.

WHEREAS, JEDCO entered into a Professional Service Agreement with R. B. Services of Louisiana dated August 1st, 2011 to provide janitorial services, maintenance and supplies to maintain JEDCO's new administrative offices, finance building and the Business Innovation Center; and

WHEREAS, JEDCO amended the Professional Service Agreement to extend the termination date of R. B. Services of Louisiana's Professional Service Agreement from December 31, 2012 to March 31, 2013 to allow JEDCO adequate time to bid the service contract;

WHEREAS, JEDCO now finds it necessary to extend the termination date of R. B. Services of Louisiana's contract from March 31, 2013 to July 31, 2013, allowing JEDCO and/or Jefferson Parish adequate time to bid the service contract;

NOW THEREFORE, BE IT RESOLVED, BY JEDCO:

SECTION 1: that Amendment No. 4 to the professional services agreement dated August 1, 2011 with R. B. Services of Louisiana extends the termination date from March 31, 2013 to July 31, 2013.

SECTION 2: That the JEDCO Chairman and/or the JEDCO Executive Director are authorized to execute any and all documents necessary to give full force and effect to this resolution.

The foregoing resolution having been submitted to a vote on March 28, 2013, the vote hereon was as follows:

YEAS

NAYS

ABSENT

Attested to by:

Paul Rivera,
JEDCO Secretary

March 28, 2013

**AMENDMENT NO. 4
TO
PROFESSIONAL SERVICE AGREEMENT
AMONG
THE JEFFERSON PARISH ECONOMIC DEVELOPMENT AND PORT DISTRICT
AND
R.B. Services of Louisiana**

STATE OF LOUISIANA
PARISH OF JEFFERSON

This Amendment No. 4 made and entered into on this 28th day of March, 2013, by and between the Jefferson Parish Economic Development and Port District, hereinafter called "JEDCO," represented herein by Executive Director Lucien Gunter and R. B. Services of Louisiana, represented herein through President Pam LaBiche.

WITNESS THAT:

WHEREAS, JEDCO entered into a Professional Service Agreement with R. B. Services of Louisiana dated August 1st, 2011 to provide janitorial services, maintenance and supplies to maintain JEDCO's new administrative offices, finance building and the Business Innovation Center; and

WHEREAS, JEDCO was amending the Professional Service Agreement to extend the termination date of R. B. Services of Louisiana's Professional Service Agreement from December 31, 2012 to March 31, 2013 to determine the proper bid process and allow adequate time to bid the service contract;

WHEREAS, JEDCO now finds it necessary to extend the termination date of R. B. Services of Louisiana's contract from March 31, 2013 to July 31, 2013, allowing JEDCO and/or Jefferson Parish adequate time to bid the service contract;

NOW, THEREFORE, it is hereby agreed between the parties that the agreement dated August 1st, 2011 be amended as follows:

The terms of this agreement shall extend the termination date of this professional service agreement from March 31, 2013 to July 31, 2013. All other provisions of the dated August 1st, 2011 agreement as amended are to remain unchanged.

IN TESTIMONY WHEREOF, this Amendment No. 4 is executed in four (4) originals.

Jefferson Parish Economic Development & Port District

Witness

Jerry Bologna, Executive Director

Witness

Date _____

R.B. Services of Louisiana

Witness

Pam LaBiche, President

Witness

Date _____

March 28, 2013

JEDCO BUDGET SUMMARY STATEMENT
FEBRUARY 2013

	ADOPTED	YTD			MONTHLY		DEPARTMENTAL ANALYSIS											
	2013	BUDGET	ACTUAL	VAR.	BUDGET	ACTUAL	INCUBAT.	FINANCE	BUS.OUT.	MARKET	ADMIN.	KENNER	BLDG.	EX.F.P.	BLDG.	ONF.	CTR.	OTHERS
REVENUES:																		
Occupational License	\$1,601,207	\$266,868	\$400,000	\$133,132	\$133,434	\$200,000												\$200,000
Tech Park Incubator	32,400	5,400	1,000	(4,400)	2,700	0												
EDA Revenues	25,000	4,167	1,102	(3,065)	2,083	1,102		1,102										
SBA Closing Fees	30,000	5,000	0	(5,000)	2,500	0												
HUD Service Fees	19,200	3,200	0	(3,200)	1,600	0												
Colson Svc. (Monthly)	18,000	3,000	6,756	3,756	1,500	3,378		3,378										
Colson Svc. (Interest)	2,000	333	0	(333)	167	0												
La. Revolving Capital Fund	74,000	12,333	12,080	(253)	6,167	5,295		5,295										
Incentive Fees	2,200	367	509	142	183	219			219									
Kenner CEA	75,000	12,500	0	(12,500)	6,250	0												
Interest, Misc	2,000	333	338	5	167	132						132						
FORJ (Lease Payments)	12,000	2,000	0	(2,000)	1,000	0												
Brownsfield Fees	800	133	0	(133)	67	0												
Gretna Revenues	25,000	4,167	0	(4,167)	2,083	0												
LBIA Grant	50,000	8,333	0	(8,333)	4,167	0												
Program/Event Revenues	16,000	2,667	0	(2,667)	1,333	0												
Pilot Administration Fees	4,500	750	0	(750)	375	0												
ILTAP Fees	6,000	1,000	0	(1,000)	500	0												
Conference Center Revenues	30,450	5,075	0	(5,075)	2,538	0												
TOTAL REVENUES	\$2,025,757	\$337,626	\$421,785	\$84,159	\$168,813	\$210,126	\$0	\$9,775	\$219	\$0	\$132	\$0	\$0	\$0	\$0	\$0	\$0	\$200,000
EXPENDITURES:																		
Salaries	\$1,010,400	\$168,400	\$146,675	\$21,725	\$84,200	\$73,448		\$12,995	\$20,225	\$3,333	\$23,704	\$4,622	8,567					\$0
Health Benefits/Taxes	164,456	27,409	36,842	(9,433)	13,705	8,165		987	5,461	565	(524)	631	1,045					
SEP/IRA-Retirement	129,800	21,633	17,960	3,673	8,994	8,994		1,585	1,020	407	4,301	564	1,117					
Communication	32,400	5,400	3,975	1,425	2,700	1,972		493	390	390	596		103					
Equipment Rental/Main.	12,500	2,083	1,105	978	1,042	552	120	106	108	108	108							
Advertising/Newsletter	55,700	9,283	5,347	3,936	4,642	3,490				3,490								
Office Supplies	14,100	2,350	2,136	214	1,175	1,185		152	115	54	864							
Postage	8,550	1,425	1,349	76	713	902		197	534	29	142							
Dues & Subscriptions	14,480	2,413	1,792	621	1,207	876	44	637	71		91		33					
Travel/Mileage	19,000	3,167	2,099	1,068	1,583	1,601		140	63		1,096	302						
Insurance	36,000	6,000	4,595	1,405	3,000	6,412					2,814		3,598					
Data Base Analysis	1,500	250	0	250	125	0												
Committee Meetings	7,000	1,167	1,356	(189)	583	0												
Seminars/Conventions	1,000	167	790	(623)	83	95						95						
Accounting/Audit	35,000	5,833	6,000	(167)	2,917	0												
Business Development	8,000	1,333	61	1,272	667	61					61							
Staff Development	8,000	1,333	264	1,069	667	105			70		35							
Special Projects	2,000	333	0	333	167	0												
Program Costs	4,000	667	0	667	333	0												
Project Expenses	200	33	0	33	17	0												
Administrative Fees	13,000	2,167	1,386	781	1,083	756					756							
Web-Site Update	2,500	417	948	(531)	208	75												
Computer/Svc./Equip	25,000	4,167	1,595	2,572	2,083	798				75	798							
Program Events	24,000	4,000	0	4,000	2,000	0												
Contract Services	10,100	1,683	0	1,683	842	0												
Attorney Fees	205,000	34,167	10,005	24,162	17,083	4,770					4,770							
Bldg. Insurance	40,600	6,767	7,196	(429)	3,383	0												
Emergency Expenses	3,000	500	0	500	250	0												
Landscaping	12,000	2,000	1,021	979	1,000	0												
Repairs and Maintenance	20,200	3,367	1,794	1,573	1,683	1,200												1,200
Grass Cutting	100,000	16,667	15,077	1,590	8,333	0												
Janitorial Services	22,800	3,800	4,968	(1,168)	1,900	2,539												2,539
Utilities	50,240	8,373	10,251	(1,878)	4,187	4,965												4,959
Security	580	97	0	97	48	0												6
JEDCO Bldg. Lease Expenses	263,453	43,909	0	43,909	21,954	0												
Video Equipment Expenses	1,500	250	0	250	125	0												
Building Supplies	8,440	1,407	148	1,259	703	44												44
Garbage Collection	850	142	140	2	71	70												70
Gretna Expenses	25,000	4,167	1,280	2,887	2,083	0												
Water	2,400	400	473	(73)	200	218												218
Lawn Maintenance	9,950	1,658	1,920	(262)	829	0												
Generator Fuel Expense	5,610	935	0	935	468	0												
Liability Insurance	7,825	1,304	0	1,304	652	0												
Personnel Expenses	200	33	1,205	(1,172)	17	1,204					1,204							
Elevator Repair & Maintenance	5,400	900	0	900	450	0												
Sales & Marketing	6,000	1,000	0	1,000	500	0												
HVAC Maintenance	6,400	1,067	0	1,067	533	0												
EDA Property Expenses	0	0	1,101	(1,101)	0	100		100										
TOTAL EXPENDITURES	2,436,134	406,022	292,854	113,168	203,011	124,595	164	17,394	28,057	8,451	40,911	6,119	23,493	6	0	0	0	0
TOTAL DIFFERENCE	(\$410,377)	(\$68,396)	\$128,931	\$197,327	(\$34,198)	85,531	(\$164)	(\$7,619)	(\$27,838)	(\$8,451)	(\$40,779)	(\$6,119)	(\$23,493)	(\$6)	\$0	\$0	\$0	\$200,000
Transf. other financing sources	17,600	2,933																
Bldg. Fund Acct. Shortage	0	0																
FORJ Acct. Shortage	2,669	4,449																
NET OPERATING SURP/DEFICIT	368,086	(61,014)	128,931															

March 28, 2013

JEDCO'S INVESTMENT REPORT
3/18/2013

ACTIVE DATE	INSTITUTIONS	OPENING BALANCE	CURRENT BALANCE	INTEREST	TERMS	MATURITY DATE	CURRENT STATUS
12/04/03	JEDCO LAMP	\$350,000	\$1,418,696		0.08% DAILY		OPEN
05/25/05	CAPITAL ONE	\$371,000	\$232,666		0.01% 30 days		LIQUID OPEN
	TOTAL	<u>\$721,000</u>	<u>\$1,651,361</u>				

*Closed Whitney C.D. on 2/15/2010 and deposited into Capital One account.

*Closed 1st Bank and Trust C.D. on 3/18/2010 and deposited into Capital One account.

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

FEBRUARY 2013

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
PROGRAMS REVENUES:					
Occupational Licenses	\$200,000	\$133,434	\$400,000	\$266,868	1,601,207
Enterprise Ctr. West (Sch. A)	0	6,867	1,000	13,733	82,400
Financing Activities (Sch. B)	9,775	14,583	19,938	29,167	175,000
Economic Develop. Fees (Sch. C)	219	2,642	509	5,283	31,700
Marketing-P/R (Sch. D)	0	1,333	0	2,667	16,000
Interest, Misc.	132	167	338	333	2,000
Kenner Program (Sch.F)	0	6,250	0	12,500	75,000
Tech Park Revenues	0	0	0	0	0
FORJ (Ground Lease Payment)	0	1,000	0	2,000	12,000
Conference Center (Sch. I)	0	2,538	0	5,075	30,450
Total Revenues	\$210,126	\$168,813	\$421,785	\$337,626	\$2,025,757
PROGRAMS EXPENDITURES:					
Enterprise Ctr. West (Sch. A)	164	296	293	592	3,550
Financing (Sch. B)	17,394	18,708	37,590	37,417	224,500
Econ. Dev. Svcs. (Sch. C)	28,057	27,767	53,895	55,534	333,206
Marketing-P/R (Sch. D)	8,451	12,438	18,153	24,875	149,250
Admin. Exp. (Sch. E)	40,911	77,600	100,320	155,200	931,200
Kenner Program (Sch. F)	6,119	6,250	13,800	12,500	75,000
JEDCO Bldg. Expenses (Sch. G)	23,493	45,939	52,694	91,877	551,263
Tech. Park Expenses (Sch. H)	6	10,685	16,109	21,371	128,225
Conference Center (Sch. I)	0	3,328	0	6,657	39,940
Total Expenditures	\$124,595	\$203,011	\$292,854	\$406,022	\$2,436,134
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	0	(2,700)	0	(5,400)	(32,400)
Transfer from other funds	0	4,167	0	8,333	50,000
Total other financing sources (uses)	0	1,467	0	2,933	17,600
OPERATING SURPLUS/DEFICIT	\$85,531	(\$32,731)	\$128,931	(\$65,463)	(\$392,777)
FORJ Account Overage		2,224		4,449	26,691
NET OPERATING SURPLUS	\$85,531	(\$30,507)	\$128,931	(\$61,014)	(\$366,086)
PROJ. FUND BAL @12/31/12					\$1,338,585
PROJ. FUND BAL @12/31/13					\$972,499

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

FEBRUARY 2013

TECH. PARK INCUBATOR

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Incubator Tenants	\$0	\$2,700	\$1,000	\$5,400	\$32,400
LBIA Grant	0	4,167	0	8,333	50,000
Total Revenues	<u>\$0</u>	<u>\$6,867</u>	<u>\$1,000</u>	<u>\$13,733</u>	<u>\$82,400</u>
PROGRAM EXPENDITURES:					
Staff Salaries	\$0	\$0	\$0	\$0	\$0
Health Benefits & Taxes	0	0	0	0	0
SEP/IRA-Retirement	0	0	0	0	0
Communications	0	0	0	0	0
Equipment Rental/Maintenance	120	83	241	167	1,000
PR/Advertising	0	83	0	167	1,000
Office Supplies	0	8	0	17	100
Dues & Subscriptions	44	58	52	117	700
Postage	0	0	0	0	0
Travel / Mileage	0	0	0	0	0
Staff Development	0	0	0	0	0
Miscellaneous	0	0	0	0	0
Operating Debt Service Reserve*	0	0	0	0	0
Special Projects	0	63		125	750
Sub-Total	<u>164</u>	<u>296</u>	<u>293</u>	<u>592</u>	<u>3,550</u>
OTHER FINANCING SOURCES (USES):					
Transfer to other funds (Bldg. Fund)	0	(2,700)	0	(5,400)	(32,400)
Total other financing sources (uses)	<u>0</u>	<u>(2,700)</u>	<u>0</u>	<u>(5,400)</u>	<u>(32,400)</u>
NET PROGRAM DEFICIT	(\$164)	\$3,871	\$707	\$7,742	\$46,450

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

FEBRUARY 2013

FINANCING

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Financing Income	\$4,480	\$7,917	\$7,858	\$15,833	\$95,000
BRGL & LRCF Fees	5,295	6,667	12,080	13,333	80,000
Total Revenues	\$9,775	\$14,583	\$19,938	\$29,167	\$175,000
EXPENDITURES:					
Staff Salaries	\$12,995	\$13,375	\$25,954	\$26,750	\$160,500
Health Benefits & Taxes	987	1,258	3,818	2,517	15,100
SEP/IRA-Retirement	1,585	1,633	3,166	3,267	19,600
Communications	493	417	987	833	5,000
Program Costs	0	83	0	167	1,000
Equipment Rental/Maintenance	108	208	216	417	2,500
PR / Advertising	0	25	0	50	300
Office Supplies	152	208	278	417	2,500
Postage & Copying	197	208	368	417	2,500
Travel / Mileage	140	125	160	250	1,500
Staff Development	0	167	0	333	2,000
Dues & Subscriptions	637	583	1,307	1,167	7,000
Attorney Fees	0	417	235	833	5,000
EDA Property Expenses	100	0	1,101	0	0
Total Expenditures	\$17,394	\$18,708	\$37,590	\$37,417	\$224,500
NET PROG.SURPLUS/ DEFICIT	(\$7,619)	(\$4,125)	(\$17,652)	(\$8,250)	(\$49,500)

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

FEBRUARY 2013

ECONOMIC DEVELOPMENT SERVICES

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Incentive Fees	\$219	\$183	\$509	\$367	\$2,200
Gretna Revenues	0	2,083	0	4,167	25,000
Pilot Administration Fees	0	375	0	750	4,500
Total Revenues	\$219	\$2,642	\$509	\$5,283	\$31,700
EXPENDITURES:					
Staff Salaries	\$20,225	\$17,208	\$40,321	\$34,417	\$206,500
Health Benefits & Taxes	5,461	3,280	7,668	6,559	39,356
SEP/IRA-Retirement	1,020	2,375	2,178	4,750	28,500
Communications	390	750	884	1,500	9,000
Program Costs	0	250	0	500	3,000
Equipment Rental/Maintenance	108	208	216	417	2,500
Office Supplies	115	250	178	500	3,000
Dues & Subscriptions	71	358	136	717	4,300
Postage	534	192	567	383	2,300
Data Base Analysis	0	125	0	250	1,500
Training / Mileage	63	417	397	833	5,000
Staff Development	70	167	70	333	2,000
Special Projects	0	104	0	208	1,250
Gretna Expenses	0	2,083	1,280	4,167	25,000
Total Expenditures	\$28,057	\$27,767	\$53,895	\$55,534	\$333,206
NET PROG.SURPLUS/ DEFICIT	(\$27,838)	(\$25,126)	(\$53,386)	(\$50,251)	(\$301,506)

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

FEBRUARY 2013

MARKETING-P/R

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Program/Event Revenues	0	1,333	0	2,667	16,000
Total Revenues	\$0	\$1,333	\$0	\$2,667	\$16,000
EXPENDITURES:					
Salaries	\$3,333	\$3,417	\$6,667	\$6,833	\$41,000
Health Benefits & Taxes	565	883	3,006	1,767	10,600
SEP/IRA-Retirement	407	417	814	833	5,000
Communications	390	83	781	167	1,000
Equipment Rental/Maintenance	108	208	216	417	2,500
PR/Advertising	3,490	4,533	5,347	9,067	54,400
Office Supplies	54	250	157	500	3,000
Dues / Subscriptions	0	42	0	83	500
Postage	29	63	58	125	750
Travel / Mileage	0	42	0	83	500
Staff Development	0	167	159	333	2,000
Web-Site Update	75	208	948	417	2,500
Programs/Events	0	2,000	0	4,000	24,000
Video Equipment Expenses	0	125	0	250	1,500
Total Expenditures	\$8,451	\$12,438	\$18,153	\$24,875	\$149,250
NET PROG.SURPLUS/ DEFICIT	(\$8,451)	(\$11,104)	(\$18,153)	(\$22,208)	(\$133,250)

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

FEBRUARY 2013

ADMINISTRATIVE EXPENSES

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES:					
Staff Salaries	\$23,704	\$37,083	\$47,490	\$74,167	\$445,000
Health Benefits & Taxes	(524)	5,375	12,898	10,750	64,500
SEP/IRA-Retirement	4,301	4,708	8,601	9,417	56,500
Communications	596	917	1,118	1,833	11,000
Equipment Rental/Maintenance	108	333	216	667	4,000
Office Supplies	864	458	1,523	917	5,500
Dues / Subscriptions	91	125	230	250	1,500
Postage	142	250	356	500	3,000
Committee Meetings	0	583	1,356	1,167	7,000
Seminars / Conventions	95	83	790	167	1,000
Accounting/Audit	0	2,917	6,000	5,833	35,000
Insurance	2,814	3,000	4,595	6,000	36,000
Business Development	61	667	61	1,333	8,000
Travel / Mileage	1,096	833	1,096	1,667	10,000
Staff Development	35	167	35	333	2,000
Administrative Fees	756	1,083	1,385	2,167	13,000
Computer/Equip./Svc.	798	2,083	1,595	4,167	25,000
Emergency Expenses	0	250	0	500	3,000
Personnel Expenses	1,204	17	1,205	33	200
Attorney Expenses	4,770	16,667	9,770	33,333	200,000
	<u>\$40,911</u>	<u>\$77,600</u>	<u>\$100,320</u>	<u>\$155,200</u>	<u>\$931,200</u>

KENNER PROGRAM

CASH BASIS

FEBRUARY 2013

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
City of Kenner	\$0	\$6,250	\$0	\$12,500	\$75,000
Total Revenues	\$0	\$6,250	\$0	\$12,500	\$75,000
EXPENDITURES:					
Staff Salaries	\$4,622	\$4,633	\$9,110	\$9,267	\$55,600
Health Benefits & Taxes	631	933	3,133	1,867	11,200
SEP/IRA-Retirement	564	592	1,111	1,183	7,100
Communications	0	33	0	67	400
Office & Equipment Rental	0	0	0	0	0
Office Supplies	0	0	0	0	0
Seminar	0	0	0	0	0
Travel Expenses	302	42	446	83	500
Project Expenses	0	17	0	33	200
Total Expenditures	\$6,119	\$6,250	\$13,800	\$12,500	\$75,000
NET PROG. SURP./DEFICIT	(\$6,119)	\$0	(\$13,800)	\$0	\$0

JEDCO BUILDING EXPENSES

CASH BASIS

FEBRUARY 2013

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES:					
Staff Salaries	\$8,567	\$8,483	\$17,133	\$16,967	\$101,800
Health Benefits & Taxes	1,045	1,975	6,319	3,950	23,700
SEP/IRA-Retirement	1,117	1,092	2,090	2,183	13,100
Communications	103	500	205	1,000	6,000
Travel/Mileage	0	125	0	250	1,500
Repairs and Maintenance	1,200	683	1,794	1,367	8,200
Janitorial Services	2,539	1,900	4,969	3,800	22,800
Utilities	4,959	3,000	10,240	6,000	36,000
Security	0	48	0	97	580
Insurance	3,598	3,217	7,196	6,433	38,600
JEDCO Bldg. Lease Expenses	0	21,954	0	43,909	263,453
Lawn Maintenance	0	829	1,920	1,658	9,950
Garbage Collection	70	71	140	142	850
Generator Fuel Expense	0	468	0	935	5,610
Bldg. Supplies	44	370	148	740	4,440
Water	218	200	473	400	2,400
Dues & Subscriptions	33	40	67	80	480
HVAC Maintenance	0	533	0	1,067	6,400
Elevator Repairs and Maintenance	0	450	0	900	5,400
Total Expenditures	\$23,493	\$45,939	\$52,694	\$91,877	551,263

TECH PARK EXPENSES

CASH BASIS

FEBRUARY 2013

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Comm. Area Main. Revenues	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:					
Landscaping	\$0	\$1,000	\$1,021	\$2,000	\$12,000
Grass cutting/Clearing	0	8,333	15,077	16,667	100,000
Utilities	6	33	11	67	400
Repairs and Maintenance	0	667	0	1,333	8,000
Liability Insurance	0	652	0	1,304	7,825
Total Expenditures	\$6	\$10,685	\$16,109	\$21,371	\$128,225
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	0	0	0	0	0
Transfer from other funds	0	4,167	0	8,333	50,000
Total other financing sources (uses)	0	4,167	0	8,333	50,000
NET OPERATING SURPLUS	(\$6)	(\$6,519)	(\$16,109)	(\$13,038)	(\$78,225)

CONFERENCE CENTER EXPENSES

CASH BASIS

FEBRUARY 2013

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Building Rent	\$0	\$1,500	\$0	\$3,000	\$18,000
Food & Beverage Revenues	0	788	0	1,575	9,450
Audio & Visual	0	250	0	500	3,000
Total Revenues	\$0	\$2,538	\$0	\$5,075	\$30,450
EXPENDITURES:					
Repairs and Maintenance	\$0	\$333	\$0	\$667	\$4,000
Utilities	0	1,153	0	2,307	13,840
Contract Services	0	842	0	1,683	10,100
Insurance	0	167	0	333	2,000
Sales and Marketing	0	500	0	1,000	6,000
Supplies	0	333	0	667	4,000
Total Expenditures	\$0	\$3,328	\$0	\$6,657	\$39,940
NET PROG. SURP./DEFICIT	\$0	(\$791)	\$0	(\$1,582)	(\$9,490)

JEFFERSON EDGE

CASH BASIS

FEBRUARY 2013

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
JEFF. EDGE REVENUES:					
Private Funds	\$12,000	\$20,833	\$15,500	\$41,667	\$250,000
Parish Funds	0	6,667	0	13,333	80,000
Investment Income	45	58	93	117	700
Total Revenues	\$12,045	\$27,558	\$15,593	\$55,117	\$330,700
JEFF. EDGE EXPENDITURES:					
Marketing/PR Activities:					
Local Market/PR Campaign	\$0	\$42	\$0	\$83	\$500
Special Events/Promotions	0	2,500	0	5,000	30,000
Contingency	0	0	0	0	0
Sub-Total	0	2,542	0	5,083	30,500
Technology Development:					
Tech. Park Implementation	0	6,250	0	12,500	75,000
Site Selection Initiative	0	2,083	0	4,167	25,000
Tech. Park Marketing	2,655	6,250	10,155	12,500	75,000
Infra-Structure Expenses	0	2,083	0	4,167	25,000
Sub-Total	2,655	16,667	10,155	33,333	200,000
Administrative:					
Misc. Project Fund	0	833	0	1,667	10,000
Fundraising	1,146	1,250	2,292	2,500	15,000
Investor Relations Staff Support	6	417	6	833	5,000
Sub-Total	1,152	2,500	2,298	5,000	30,000
EDGE 2020 Quality of Life					
Meetings/Meals	0	417	0	833	5,000
Printing/Postage	0	167	0	333	2,000
Sub-Total	0	583	0	1,167	7,000
Total Expenditures	3,807	22,292	12,453	44,583	267,500
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	0	(4,167)	0	(8,333)	(50,000)
Transfer from other funds	0	0	0	0	0
Total other financing sources (uses)	0	(4,167)	0	(8,333)	(50,000)
NET PROG.SURPLUS/DEFICIT	8,238	1,100	3,140	2,200	13,200
PROJ. FUND BALANCE @ 12/31/12					355,616
PROJ. FUND BALANCE @ 12/31/13					368,816

JEDCO BUILDING FUNDS

CASH BASIS

FEBRUARY 2013

	FEBRUARY		YTD		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Year End Balance-'09	\$0	\$0	\$0	\$0	\$0
Estimate Interest Earned	26	0	54	0	0
Dedicated C.D.s	0	0	0	0	0
CDBG Grant(only for Incubator)	0	0	0	0	0
State New market Tax Credits	0	0	0	0	0
LBIA Grant (Incubator)	0	0	0	0	0
Overflow from FORJ	0	0	0	0	0
Total Revenues	\$26	\$0	\$54	\$0	\$0
EXPENDITURES:					
JEDCO Relocation Cost	\$0	\$0	\$0	\$0	\$0
FF&E	0	0	0	0	0
Other Bldg. Expenses	0	0	0	0	0
Incubator Construction (via FORJ/ WWCCI Contract)	0	0	0	0	0
Add'l Architectural Fees	0	0	0	0	0
Fund transfer to FORJ expenses	0	0	0	0	0
Total Expenditures	\$0	\$0	\$0	\$0	\$0
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	0	0	0	0	0
Transfer from other funds	0	0	0	0	0
Total other financing sources (uses)	0	0	0	0	0
PROGRAM SURPLUS/DEFICIT	\$26	\$0	\$54	\$0	\$0
PREVIOUS YEAR BALANCE					\$0
NET SURPLUS/DEFICIT					\$0

*Offsetting entry inclusive in total of Other Financing Sources (Uses):front page

**Offsetting entry on Schedule A

BRGL DEDICATED FUNDS

CASH BASIS

FEBRUARY 2013

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES:					
Staff Salaries	\$4,002	\$4,017	\$7,969	\$8,033	\$48,200
Health Benefits & Taxes	438	638	1,841	1,275	7,650
SEP/IRA-Retirement	488	492	972	983	5,900
Communication	0	0	0	0	0
Equipment Rental/Maintenance	0	0	0	0	0
Office Supplies	0	0	0	0	0
Postage	0	0	0	0	0
Travel/Mileage	0	0	0	0	0
Staff Development	0	0	0	0	0
	<u>\$4,928</u>	<u>\$5,146</u>	<u>\$10,782</u>	<u>\$10,292</u>	<u>\$61,750</u>

FORWARD JEFFERSON (FORJ)

CASH BASIS

FEBRUARY 2013

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Drawdown on JEDCO Equity/Cap.	\$0	\$0	\$0	\$0	\$0
State New Market Tax Credits (NMT)	0	0	0	0	0
JEDCO Bldg. Lease Income	0	21,954	0	43,909	263,453
Interest on Construction Acct.	0	0	0	0	0
Total Revenues	\$0	\$21,954	\$0	\$43,909	\$263,453
EXPENDITURES:					
Interest on Capital One Loan	\$0	\$17,564	\$0	\$35,127	\$210,762
Add'l Architectural Fees	0	0	0	0	0
Monthly Lease Payments	0	1,000	0	2,000	12,000
Insurance	303	333	606	667	4,000
Inspector Fees	0	0	0	0	0
Other Fees	0	833	0	1,667	10,000
Total Expenditures	\$303	\$19,730	\$606	\$39,460	\$236,762
NET PROG. SURP./DEFICIT	(\$303)	\$2,224	(\$606)	\$4,449	\$26,691

LRCF

CASH BASIS

FEBRUARY 2013

	FEBRUARY		YEAR TO DATE		ADOPTED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Interest Earned from Payment	\$11,725	\$11,250	\$27,546	\$22,500	\$135,000
Interest Earned from Investment	316	125	649	250	1,500
Total Revenues	<u>\$12,041</u>	<u>\$11,375</u>	<u>\$28,195</u>	<u>\$22,750</u>	<u>\$136,500</u>
EXPENDITURES:					
Administration Expenses	\$5,166	\$7,667	\$12,079	\$15,333	\$92,000
Total Expenditures	<u>\$5,166</u>	<u>\$7,667</u>	<u>\$12,079</u>	<u>\$15,333</u>	<u>\$92,000</u>
NET PROG. SURP./DEFICIT	\$6,875	\$3,708	\$16,116	\$7,417	\$44,500

MONTHLY CASH REPORT

ACCOUNTS:	@12/31/12	REVENUES	EXPENSES	OTHERS	BALANCE
JEDCO Checking	\$168,471.77				
January '13		\$21,050.33	\$187,297.93	\$352,671.15	\$354,895.32
February '13		13,516.62	124,144.80	(97,295.15)	146,971.99
Jefferson EDGE Checking	\$399,892.68				
January '13		\$3,500.00	\$7,500.00	(\$1,128.92)	\$394,763.76
February '13		12,000.00	2,655.00	(201,131.38)	202,977.38
BRGL (I & II) Revenues	\$290,475.22				
January '13		\$0.00	\$10,419.50	\$0.00	\$280,055.72
February '13		0.00	8,553.59	0.00	271,502.13
INVESTMENTS:	\$968,546.68				
JEDCO Lamp					
January '13		\$74.82	\$0.00	\$0.00	\$968,621.50
February '13		74.29	0.00	450,000.00	1,418,695.79
Jefferson EDGE Lamp	\$400,600.62				
January '13		\$30.94	\$0.00	\$0.00	\$400,631.56
February '13		30.31	0.00	200,000.00	600,661.87

JEDCO Bldg. Fund

* The JEDCO West Proceeds Checking Account was closed on 5/25/05 using the balance of the account to purchase C.D.s at Capital One (previously Hibernia Bank) totaling in excess of \$427,000.00. Add'l C.D.s purchased in 12/08 totaling \$500,000.00

Capitol One-Money Market					\$432,664.02
Chase-Money Market		91,984.17		11.47	91,995.64
Whitney-C.D-Closed 2/26/10					150,679.51
1st Bank&trust-C.D.-Closed 3/22/10					151,892.91
New Market Tax Credit					266,093.75
LBIA Grant					50,000.00
Overage transfer from FORJ per loan agreement					117,003.07
Sub-Total					\$1,260,328.90
Less 125% Escrow Reserve (Mar., June, Sept., Dec. '10, Mar., June, Sept., Dec. '11, Mar. June, Sept., Dec '12)					(390,541.12)
Less purchase of Phone System					(27,852.45)
Less purchase of Computers, Software, Furniture					(498,576.64)
Transfer from Chase Acct.					110,000.00
Transfer out of Capitol One-Money Market					(\$100,000.00)
Transfer to JEDCO (Bldg. Expenses Reimbursement)					(\$105,577.81)
Balance 02/28/2013					\$247,780.88