

Executive Committee Meeting September 26, 2013 @ 8:30 A.M. Agenda

I. Chairman Comments – Stan Salathe

- Welcome Guest
- Pledge of Allegiance
- Approval of Board Absences
- Approval of JEDCO Minutes for **August 29, 2013 Pg. 2**
- Dr. James Meza – Jefferson Parish Public School System

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

- Resolution authorizing Amendment No. 2 to Professional Services Agreement between JEDCO and Aaron, PLC – **Dottie Stephenson Pg. 4**
- Approval of JEDCO 2013 Audit Committee minutes for September 5, 2013 – **Cynthia Grows Pg. 10**
- Approval of Audit Committee’s recommendation and resolution authorizing a contract with auditing firm for the years ending 2013, 2014 and 2015 – **Cynthia Grows Pg. 12**
- Resolution authorizing contract between JEDCO and RB Services of Louisiana for Janitorial Services – **Scott Rojas Pg. 13**
- Resolution authorizing contract for Grass Cutting and Landscaping Services – **Scott Rojas**

IV. Executive Director Report – Jerry Bologna

- Prospects Update
- Retention Overview – Lacey Bordelon

V. Financial Report – Cynthia Grows

- Monthly Financial Report **Pg. 26**

VI. Public / Other Comments

VII. Adjournment

The meeting begins at 8:30 a.m. and will be held at the Jefferson Parish Economic Development Commission Office, **700 Churchill Parkway, Avondale, LA 70094**

In accordance with provisions of the Americans with disabilities Act Amendments Act of 2008, as amended, JEDCO shall not discriminate against 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 Amendments Act, please submit your request to the ADA Coordinator at least forty-eight (48) hours in advance or as soon as practical. A seventy-two (72) hour advanced notice is required to request Certified ASL interpreters.

ADA Coordinator for JEDCO – Scott Rojas, Director of Facilities and IT, 700 Churchill Parkway, Avondale, LA 70094 Telephone – (504)875-3908 Email – srojas@jedco.org

JEDCO Board of Commissioners

August 29, 2013

9:00 A.M.

MINUTES

Call to Order 9:00 a.m.

Attendance: Mario Bazile, David Colvin, Bruce Dantin, Joe Ewell, Steve LaChute, Bruce Layburn, Joe Liss, Mark Madderra, Dr. Vinicio Madrigal, Lynda Nugent-Smith, Bill Peperone, Paul Rivera, Mike Rongey, Stan Salathe, Patrice Williams-Smith

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

Absences: Jim Garvey, John Tobler, Greg Jordan, Tina Dandry-Mayes, Mayra Pineda, Roy Gattuso

Attorney: Linda Hewlett – Parish Attorney

Guests: Tony Ligi – Jefferson Business Council

I. Call to Order & Chairman Comments – Stan Salathe

- **Approval of Board Absences**
Steve Lachute motioned to excuse the above named absences; seconded by Mike Rongey. Motion passed unanimously.
- **Approval of JEDCO Minutes for July 25, 2013**
Lynda Nugent-Smith motioned to approve the minutes; seconded by Steve Lachute. Motion passed unanimously.

II. Unfinished and New Business – Chairman, Stan Salathe

- **Resolution authorizing CEA between JEDCO and Friends of Jefferson the Beautiful – Scott Rojas**
Joe Ewell motioned to authorize the CEA whereas Friends of Jefferson the Beautiful agree to provide \$10,000 grant toward the native tree planting project at Churchill Parkway and JEDCO agrees to match the grant in the amount up to \$10,000; Lynda Nugent-Smith seconded the motion. The motion passed unanimously.
- **Resolution authorizing Change Order #8 to contract between WWCCI and FORJ – Dottie Stephenson**
Dr. Vinicio Madrigal motioned to approve the companion resolution to FORJ, which authorizes Change Order #8 in the amount of \$54,584.15; seconded by Lynda Nugent-Smith. The motion passed unanimously.

- **Resolutions authorizing CEAs for Art Donation for JEDCO Conference Center – Dottie Stephenson**
Two CEAs were presented: one between JEDCO and Pat and Henry Shane, and one between JEDCO and Jerri and Jack Stumpf. The Shanes and Stumpfs have agreed to loan 4 large paintings by local artist James Michalopoulos to JEDCO for the JEDCO Conference Center, and have promised these works of art as a future gift to JEDCO. The value of these paintings is placed at \$126,500 according to the invoices from the Michalopoulos Gallery. David Colvin motioned to authorize the CEAs; seconded by Dr. Vinicio Madrigal. The motion passed unanimously.
- **Resolution authorizing Third Amendment to FORJ Credit Agreement – Dottie Stephenson**
Dr. Vinicio Madrigal motioned to approve the resolution authorizing the Third Amendment to the Credit Agreement among FORJ, AMCREF and CapitalOne for the financing of the JEDCO building; seconded by Patrice-Williams Smith. The motion passed unanimously.
- **Approval of JEDCO 2014 Proposed Budget – Cynthia Grows**
Patrice Williams-Smith motioned to approve the 2014 Proposed Budget; seconded by Paul Rivera. The motion passed unanimously.

III. Executive Director Report – Jerry Bologna

- **Washington D.C.** - Jerry briefed the Board regarding his recent trip to Washington D.C. where he participated in the White House Economic Development Forum.
- **Major Prospects update** - Jerry shared updates regarding several prospects. The most recent prospects are: *Project Blue Sky* – considering corporate headquarters relocation to Metairie and will bring 50 to 60 jobs with an average salary of \$115,000. *Project Viking* is interested in locating in Churchill Park; will need 80,000 square foot building and will employ up to 300.
- **Avondale** – The Parish President, Parish Council, Michael Hecht, and JEDCO continue to press for position status at Avondale. No definite close date at this time.
- **Patrick Taylor Dedication** – The Patrick Taylor School dedication ceremony is scheduled for September 5, 2013 at 10:00. The Board was invited to attend.

IV. Financial Report – Cynthia Grows

- **Monthly Financial Report** – Mark Madderra motioned to accept the report as presented; seconded by Dr. Vinicio Madrigal. The motion passed unanimously.
- **Audit RFP** – The Audit Committee will meet September 5th to review the RFPs and select an Audit firm to perform JEDCO’s audits for 2013, 2014, and 2015.

V. Public / Other Comments – None

VI. Adjournment

Joe Ewell motioned to adjourn; seconded by Lynda Nugent-Smith. The motion passed unanimously.

Paul Rivera, Secretary
(JEDCO Board of Commissioners Minutes August 29, 2013)

JEDCO

Jefferson Parish Economic Development Commission

MEMORANDUM

DATE: September 19, 2013

TO: JEDCO Board of Commissioners

FROM: Jerry Bologna, Executive Director
via
Dottie Stephenson, Deputy Director

SUBJECT: Resolution to Authorize Amendment No.2 to Contract with Aaron, PLC

BACKGROUND

In January 2013, JEDCO entered into a contract with Aaron PLC to provide legal counsel, legal opinion(s), research, review of public records, and other pre-litigation services in connection with public records requests made upon JEDCO. The hourly rates being paid to Aaron PLC are in accordance with the Louisiana Attorney General's fee schedule. The cap of Aaron PLC's contract was \$15,000.00 for legal services and \$2,500.00 for out-of-pocket expenses.

In February JEDCO amended the contract to include \$28,000.00 in fees for litigation services which increased the total contract amount to \$45,500.00.

DISCUSSION

Due to court proceedings since that time and which are likely to continue in the higher courts in the future, the current fee cap of \$28,000 for litigation services is insufficient as indicated in a letter dated September 18, 2013 from Aaron, PLC to JEDCO. Mr. Aaron is requesting that his contract be increased by \$7,000.00 to cover current and future litigation services. He also requested that this matter be placed on the Board agenda for your discussion.

RECOMMENDATION

We are recommending that the Board consider authorizing Amendment No. 2 to the agreement between JEDCO and Aaron PLC which would increase the total contract amount from \$45,500 to \$52,500 of which \$35,000 is earmarked for litigation services.

Thank you.

Attachment

September 26, 2013

4

JEDCO

RESOLUTION

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

RESOLUTION BY the JEFFERSON PARISH ECONOMIC DEVELOPMENT AND PORT DISTRICT (JEDCO) authorizing Amendment No. 2 to professional services agreement with Aaron, PLC to provide legal counsel and representation to JEDCO relative to public records requests made upon JEDCO for a total contract cap, as amended, not to exceed \$52,500.00.

WHEREAS, JEDCO entered into a professional services agreement on January 10, 2013 with Aaron, PLC for pre-litigation services in matters related to public records requests made upon JEDCO for a cap of \$15,000 for legal services and an additional \$2,500.00 for out-of-pocket expenses; and

WHEREAS, JEDCO entered into a first amendment to the professional services agreement with Aaron, PLC on February 28, 2013 to include litigation services in matters related to public records requests at a blended hourly rate of \$250.00 for litigation services in the amount not to exceed \$28,000.00 for said litigation fees, thereby increasing the cap under the agreement to \$45,500.00; and

WHEREAS, Aaron, PLC has indicated to JEDCO that in the outstanding litigation against JEDCO, fees for current and future litigation services will exceed the \$28,000 cap placed on litigation services in the agreement with Aaron, PLC, as amended; and

WHEREAS, Aaron, PLC has indicated that an additional amount of \$7,000.00 is needed to cover litigation services through August 31, 2013 and services anticipated for reply briefs and oral arguments before the Fifth Court of Appeals and the Louisiana Supreme Court; and

WHEREAS, JEDCO determines it beneficial to continue the litigation services of Aaron, PLC and to increase the cap on the fees for litigation services to \$35,000.00 for a total contract cap of \$52,500.00, as amended

NOW THEREFORE, BE IT RESOLVED, BY THE BOARD OF COMMISSIONERS OF JEDCO:

SECTION 1: That JEDCO is duly authorized to enter into Amendment No. 2 to the contract dated January 10, 2013 with Aaron, PLC, as amended, to increase the cap to \$35,000.00 on fees for litigation services in matters related to ongoing public records requests made upon JEDCO and to increase the cap on said contract, as amended, for all services from \$45,500.00 to \$52,500 for the period December 1, 2012 through December 31, 2013.

SECTION 2: That JEDCO's Chairman or Executive Director is 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 September 26, 2013 the vote hereon was as follows:

YEAS

NAYS

ABSENT

Attested to by:

Paul Rivera, Secretary

AMENDMENT NO. 2 TO PROFESSIONAL SERVICES AGREEMENT

BETWEEN

AARON, PLC

AND

THE JEFFERSON PARISH ECONOMIC DEVELOPMENT AND PORT DISTRICT

PARISH OF JEFFERSON
STATE OF LOUISIANA

This Amendment made and entered into on this _____ day of _____, 2013, by and between the Jefferson Parish Economic Development and Port District (“JEDCO”) by and through its Board of Commissioners, represented by its Chairman, duly authorized to act pursuant to the provisions of a resolution, adopted on the ___ day of _____, 2013, and Aaron, PLC, 201 St. Charles Ave., Suite 3800, New Orleans, LA, 70170, authorized to do and doing business in the State of Louisiana, hereinafter called FIRM, represented herein by William D. Aaron Jr., Managing Shareholder.

WITNESS THAT:

WHEREAS, JEDCO and FIRM entered into an agreement dated January 10, 2013 as authorized by the JEDCO Board of Commissioners to perform all necessary services relative to public record requests made upon JEDCO with said services being limited to pre-litigation matters such as consultation, review of records requested, legal research, drafting of legal opinion(s), redaction of non-public information, and communications with persons requesting the public records with a maximum compensation of Fifteen thousand dollars (\$15,000.00) for these services and Twenty-five hundred dollars (\$2,500.00) for out-of-pocket expenses; and

WHEREAS, on February 28, 2013 JEDCO entered into Amendment No. 1 to the agreement with FIRM which expanded the scope of the agreement to include litigation services for additional compensation of up to Twenty-eight thousand dollars (\$28,000.00) which increased the contract cap to Forty-five thousand five hundred dollars (\$45,500.00), as amended; and

WHEREAS, FIRM in a recent letter dated September 18, 2013 to Mr. Jerry Bologna, Executive Director, JEDCO, requested that the maximum amount of compensation in the contract between JEDCO and FIRM, as amended, for litigation services be increased due to ongoing litigation in the matter of William Henry Shane vs. the Parish of Jefferson, State of Louisiana and the Jefferson Parish Economic Development and Port District; and

WHEREAS, based on current and anticipated future litigation services, FIRM has requested an increase of Seven thousand dollar (\$7,000.00) which would increase the

total cap of the contract, as amended, to Fifty-two thousand five hundred dollars (\$52,500.00)

NOW, THEREFORE, it is agreed between the parties that the Agreement of January 10, 2013, as amended on February 28, 2013 be further amended as follows:

Amendment A. Section 1. – In the fourth paragraph of Section 1., the second sentence is hereby amended to read:

“Total compensation under this Agreement for services rendered in connection with litigation shall not exceed Thirty-five thousand dollars (\$35,000.00) without amendment to this Agreement authorized by resolution of the Board of Commissioners of JEDCO.”

Amendment B. The fourth paragraph of SECTION 9. – GENERAL shall be deleted and a new fourth paragraph shall be inserted which reads as follows:

“The continuance of this Agreement for all services and expenses in excess of Fifty-two thousand dollars five hundred (\$52,500.00) is contingent upon an amendment to this Agreement approved by the JEDCO Board of Commissioners.”

All other provisions of the January 10, 2013 agreement, as amended, are to remain unchanged.

IN TESTIMONY WHEREOF, this Amendment No. 2 is executed in four (4) originals on the day and year first above written.

Witnesses:

Printed Name: _____

Printed Name: _____

Witnesses:

Printed Name: _____

Printed Name: _____

Jefferson Parish Economic Development and Port District

By: _____
Jerry Bologna,
Executive Director
JEDCO

Aaron, PLC

By: _____
William D. Aaron Jr.
Aaron, PLC

JEDCO 2013 AUDIT COMMITTEE MEETING

September 5, 2013

Call to order: 10:45 a.m.

Attendance: Mario Bazile, David Colvin, Joe Ewell, James Garvey, Joe Liss, Paul Rivera

Staff: Jerry Bologna, Cynthia Grows, Debbie Ritter, Scott Rojas,
Dottie Stephenson

Absences: Stan Salathe

Guests: None

I. Comments-

- All guests were welcomed (No guest present)

II. New Business-

- **Open, review and discuss submitted Audit RFPs for year ending 2013, 2014 and 2015**

Because it was the first meeting of the 2013 Audit Committee, the committee began by selecting a Chairman. Mr. David Colvin motioned to nominate Mr. Paul Rivera; seconded by Mr. Joe Liss. The motion passed unanimously.

Cynthia Grows apprised the committee of the publications of the Audit RFPs and the final receipt date of August 23, 2013. A total of five (5) proposals were received and handed to Mr. Rivera for opening. Upon opening of each proposal, the name of each company was announced- 1.) CRI, Carr, Riggs & Ingram, 2). Ericksen Krentel & LaPorte, 3). Postlethwaite and Netterville, 4). LaPort and 5). Bourgeois Bennett. Copies of each proposal and score sheets were disbursed to each committee member.

Before reviews and discussions, Mr. Rivera suggested that in the future when RFPs are issued, interested parties are required to include the price in a separate sealed envelope. This procedure would allow for staff to open proposals, make copies and distribute proposals to committee members before meeting. The

separate sealed envelope would be opened by the committee members at the scheduled meeting.

Proposal reviews and discussions ensued with regards to various factors; not all inclusive of experience, references, estimated number of hours and pricing. Following discussions, questions and answers, the 2013 Audit Committee members scored the RFPs and was polled individually.

- **Selection of Audit RFP finalist for recommendation to JEDCO board**

After a final vote, the firm of LaPorte CPAs & Business Advisors was selected as the finalist for recommendation to the JEDCO board as JEDCO auditors for the year ending 2013, 2014 and 2015.

III. Public/Other Comments

None

ADJOURNMENT

There being no other business, the meeting was adjourned; motioned by Mr. Colvin and seconded by Mr. Garvey.

Paul Rivera
JEDCO, Secretary

(Minutes for Audit Committee meeting-September 5, 2013)

JEDCO RESOLUTION

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

RESOLUTION BY JEDCO selecting the audit firm of LaPorte CPAs & Business Advisors to receive a three (3) year contract with JEDCO to audit the basic financial statements for the Jefferson Parish Economic Development and Port District (JEDCO) and all programs administered by JEDCO.

WHEREAS, JEDCO published a RFP soliciting CPA firms interested in serving as auditor(s) for JEDCO and to perform an annual audit of the basic financial statements in accordance with generally accepted auditing standards adopted by the American Institute of Certified Public Accountants: Government Auditing Standards, promulgated by the Comptroller General of the United States; the Office of Management and Budget's Compliance Supplement for Single Audits; OMB Circular A-133; Audits of States, Local Government and Nonprofit Organizations; the provisions of Louisiana Revised Statute 24:513, and the provisions of the Louisiana Governmental Audit Guide, published jointly by the Society of Louisiana Public Accountants and the Louisiana Legislative Auditor for the years ending December 31, 2013, 2014 and 2015; and

WHEREAS, JEDCO received five proposals, and upon the recommendation of the JEDCO 2013 Audit Committee to accept the proposal submitted by Laporte CPAs & Business Advisors; and

NOW THEREFORE, the JEDCO Executive Committee, acting as governing authority of JEDCO, hereby resolves;

Section 1. That JEDCO is hereby authorized to award a three (3) year contract to the auditing firm of Laporte CPAs & Business Advisors not to exceed \$23,000 (per year) for the years ending December 31, 2013, 2014 and 2015. The total amount of the contract will not exceed \$69,000 without an amendment to this resolution.

Section 2. That the Executive Director of JEDCO is authorized to execute an agreement with LaPorte CPAs & Business Advisors to serve as auditors for JEDCO for the years ending December 2013, 2014 and 2015 along with other documents necessary to carry the provision of this resolution into effect.

The foregoing resolution having been submitted to a vote on **September 26, 2013**, the vote thereon was as follows: **YEAS** **NAYS** **ABSENT**

Attested to by:

Paul Rivera, Secretary

MEMORANDUM

Date: September 19, 2013

To: JEDCO Executive Committee

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

Subject: Approval of Twelve Month Service Agreement with R.B. Services of Louisiana

Purpose:

The purpose of this memorandum is to request that JEDCO's Executive Committee approve a twelve month service agreement with R. B. Services of Louisiana's from October 1, 2013 to September 30, 2014. This agreement requires R.B. Services of Louisiana to furnish all necessary labor, supervision, materials and equipment to satisfactorily perform janitorial maintenance and services to maintain JEDCO's Administrative Offices, Business Innovation Center and the JEDCO Conference Center.

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 initially secured through a competitive bid process where the firm was identified by a JEDCO committee as the lowest overall bidder for the requested services and has performed all contracted services to JEDCO's expectations. On August 7th, JEDCO issued a Request for Proposal according to Louisiana State Uniform Purchasing Guidelines where R.B. Services of Louisiana was the only responsive firm.

Request:

It is requested that the JEDCO Executive Committee approve the twelve month services agreement between JEDCO and R.B. Services of Louisiana to perform janitorial maintenance and services to maintain JEDCO's Administrative Offices, Business Innovation Center and the JEDCO Conference Center.

SERVICES AGREEMENT

THIS AGREEMENT, made and entered into on this 26th day of September, 2013, by and between the Jefferson Parish Economic Development and Port District herein represented by its Executive Director, Jerry Bologna, (hereinafter referred to as "JEDCO"), and R.B. Services of LA L.L.C., a Louisiana business corporation, represented herein by Pamela LaBiche, its duly authorized President (hereinafter referred to as the FIRM). JEDCO and FIRM may be referred to herein as "Party", individually, and "Parties", collectively.

I. Administration of Contract

All work shall be under the direction of JEDCO's Executive Director, hereinafter called the DIRECTOR, and all related activities and materials shall be submitted to JEDCO's Director of Facilities and Information Technologies, and all approvals and administration of this Agreement shall be through said Director.

II. Scope of Services/Deliverables

The selected FIRM will be required to furnish all necessary labor, supervision, materials, equipment and supplies to satisfactorily perform janitorial services at JEDCO's Administrative Office and Business Innovation Center. During the term of this agreement, FIRM shall provide services as documented in Exhibit A attached hereto and made a part hereof.

If JEDCO desires to divide the Project into various parts, a Notice to Proceed shall be issued for each part, and JEDCO and the FIRM shall mutually agree upon the period of time within which services for each part of the Project shall be performed. The FIRM will be given time extensions for delays beyond their control or for those caused by tardy approvals of work by JEDCO, but no additional compensation shall be allowed for such delays.

III. Records, Accounts and Reports

5.1 **Books and Records.** FIRM shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles in a form and method acceptable to JEDCO. FIRM shall permit JEDCO and JEDCO's agents from time-to-time to inspect copy and audit during FIRM'S normal business office hours the books and records pertaining to the services provided under this agreement. Any audit or inspection shall be by written notice from JEDCO to FIRM. JEDCO's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of JEDCO.

5.2 **Periodic and/or Annual Reports.** At any time, JEDCO may request that the FIRM, with the minimum of ten (10) days written notice, prepare and/or produce a report of the results of operations, as it pertains to this agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles. The report must be prepared and certified by an independent certified public accounting firm. (For purposes of this agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

IV. Personnel

6.1 **Employees.** FIRM shall employ and supervise personnel with appropriate qualifications and experience and in sufficient numbers to provide all services required under this agreement. All persons engaged by FIRM shall be the sole and exclusive employees of FIRM and shall be paid by FIRM. FIRM shall pay all applicable social security, unemployment, workers' compensation and other employment taxes.

6.2 **Appropriate Personnel.** FIRM shall provide only trained personnel. FIRM'S employees shall conduct themselves at all times in a proper and respectful manner in accordance with JEDCO's employee policy. If JEDCO determines that any employee of the FIRM is unsatisfactory in any material respect, JEDCO may request FIRM to exclude the employee or employees from work under this contract.

6.3 **Non-Discrimination.** FIRM shall not discriminate against any employee or applicant for employment because of age, race, creed, sex, color or national origin.

V. Assignment

Neither JEDCO nor the FIRM shall assign, sell, transfer or otherwise convey any interest in this agreement, including any monies due or to become due to the FIRM under the contract, without the prior written consent of the other, nor without the consent of the surety unless the surety has waived its right to notice of assignment. Unless specifically stated to the contrary in any written consent, no assignment, sale, transfer, or conveyance will act as a release or discharge of a party from any duty or responsibility under this agreement.

VI. Use of Subcontractors

If the Firm intends to use the services of a subcontractor to provide expertise in economic development assessment/marketing, research and polling, etc. to meet the goals, objectives and strategies for each deliverable, the Firm shall:

- (a.) Not engage the services of any additional subcontractor without the prior written approval of JEDCO.
- (b.) Furthermore, the FIRM shall not substitute any subcontractor(s) without the written approval of JEDCO.

VII. Termination or Suspension

JEDCO may terminate this contract for cause based upon the failure of the FIRM to comply with the terms and/or conditions of the contract; provided that JEDCO shall give the FIRM written notice specifying the FIRM's failure. If within ten (10) days after receipt of such notice, the FIRM shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then JEDCO may, at its option, place the FIRM in default and the contract shall terminate on the date specified in such notice. The FIRM may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of JEDCO to comply with the terms and conditions of this contract; provided that the FIRM shall give JEDCO written notice specifying JEDCO's failure.

JEDCO may terminate this contract at any time by giving thirty (30) days written notice to the FIRM. After notice is given, the FIRM is entitled to payment for the deliverables in progress only up to the date notice is given.

VIII. Notice

Any communications to be given hereunder concerning this Service Agreement by either Party to the other shall be deemed to be duly given if set forth in writing and personally delivered or sent by mail, registered or certified, postage prepaid with return receipt requested, as follows:

Pamela LaBiche
President
R.B. Services of LA. L.L.C.
P.O. Box 796
Marrero, LA 70073-5122

Jerry Bologna
Executive Director
JEDCO
700 Churchill Parkway
Avondale, LA 70094

Written notices hereunder delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated five (5) days after deposit in the mail, post prepaid, certified, in accordance with this Paragraph.

IX. Independent Contractor

While in the performance of services or carrying out the obligations under this agreement, FIRM shall be acting in the capacity of independent contractor and not as employee of JEDCO, and not as partner of, or joint venturer of JEDCO. JEDCO shall not be obliged to any person, firm or corporation for any obligations of FIRM arising from the performance of their services under this agreement.

The parties hereto acknowledge and agree that JEDCO shall not:

- (a) withhold federal or state income taxes;
- (b) withhold federal social security tax (FICA);
- (c) pay federal or state unemployment taxes for the account of FIRM; or
- (d) pay workman's compensation insurance premiums for coverage for FIRM.

FIRM agrees to be responsible for and to pay all applicable federal income taxes, federal social security tax (or self-employment tax in lieu thereof) and any other applicable federal or state unemployment taxes.

FIRM agrees to indemnify and hold JEDCO harmless from any and all federal and/or state income tax liability, including taxes, interest and penalties, resulting from JEDCO'S treatment of FIRM as an independent contractor. FIRM further agrees to reimburse JEDCO for any and all costs it incurs, including, but not limited to, accounting fees and legal fees, in defending itself against any such liability.

X. Insurance

FIRM shall secure and maintain at its expense such insurance that will protect it, JEDCO and the PARISH, from claims under the Workmen's Compensation Acts and from claims for bodily injury, death or property damage which may arise from the performance of services under this agreement. All certificates of insurance shall be furnished to JEDCO and shall provide that insurance shall not be canceled without thirty (30) days prior notice of cancellation given to JEDCO, in writing, on all of the required coverage provided to JEDCO. JEDCO may examine the policies at any time and without notice.

A. ALL POLICIES AND CERTIFICATES OF INSURANCE OF THE FIRM SHALL CONTAIN THE FOLLOWING CLAUSES:

1. FIRM insurers will have no right of recovery or subrogation against JEDCO, it being the intention of the parties that the insurance policy so affected shall protect both parties and be the primary coverage for any and all losses covered by the below described insurance.
2. JEDCO shall be named as additional insured as regards to general liability with respect to negligence by FIRM.
3. The insurance company(ies) issuing the policy or policies shall have no recourse against JEDCO for payment of any premiums or for assessments under any form of policy.
4. Any and all deductible in the below described insurance policies shall be assumed by and be at the sole risk of FIRM.

B. Prior to the execution of this agreement FIRM, shall provide at its own expense, proof of the following insurance coverage required by the contract to JEDCO by insurance companies authorized to do business in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best Rating of no less than A:VI.

1. Commercial General Liability Insurance with a Combined Single Limit of at least \$1,000,000.00 per occurrence for bodily injury and property damage. This insurance shall include coverage for bodily injury and property damage.

All policies of insurance shall meet the requirements of JEDCO prior to the commencing of any work. JEDCO has the right but not the duty to approve all insurance policies prior to commencing of any work. If at any time any of the said policies shall be or becomes unsatisfactory to JEDCO as to form or substance; or if a company issuing any such policy shall be or become unsatisfactory to JEDCO, FIRM shall promptly obtain a new policy, submit the same to JEDCO for approval and submit a certificate thereof as provided above.

Upon failure FIRM to furnish, to deliver and maintain such insurance as above provided, this contract, at the election of JEDCO, may be forthwith declared suspended, discontinued or terminated. Failure of FIRM to take out and/or to maintain insurance shall not relieve FIRM from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligation of FIRM concerning indemnification.

XI. General

FIRM shall indemnify and hold harmless JEDCO against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by FIRM, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by FIRM under this AGREEMENT.

Further, FIRM hereby agrees to indemnify JEDCO for all reasonable expenses and attorney's fees incurred by or imposed upon JEDCO in connection therewith for any loss, damage, injury or other casualty pursuant to this section. FIRM further agrees to pay all reasonable expenses and attorney's fees incurred by JEDCO in establishing the right to indemnity pursuant to the provisions of this section.

FIRM warrants that it has not employed or retained any company or person, other than a bona-fide employee working solely for the FIRM, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona-fide employees working solely for the FIRM, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, JEDCO shall have the right to annul this contract without liability.

FIRM agrees to exercise its best judgment in the preparation and placing of all advertising and publicity for JEDCO with a view to avoiding any claims, proceedings or suits being made or instituted against you or ourselves. It is agreed, however, that JEDCO will indemnify the FIRM against any loss we may incur as the result of any claim, suit or proceeding made or brought against the Firm based upon any advertising or publicity which FIRM prepared for JEDCO based upon:

1. Assertions made for any of JEDCO's products or services, or any of the products or services of any of JEDCO's competitors in any advertising or publicity which FIRM prepares for JEDCO based on information JEDCO provides FIRM and which JEDCO approves in writing before its publication or broadcast unless due to FIRM's negligence; and/or
2. Any advertising element which is furnished by JEDCO to FIRM and which allegedly violates the personal or property rights of anyone.

This agreement shall be binding upon the successors and assigns for the parties hereto. This agreement being for the personal services of FIRM, shall not be assigned or subcontracted in whole or in part by FIRM as to the services to be performed hereunder without the written consent of JEDCO, which shall not be unreasonably withheld, conditioned, or delayed.

This agreement shall be deemed to be a contract made under the laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. The FIRM hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The parties hereto agree that the sole and exclusive venue for any suit or proceeding brought pursuant to this contract shall be the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

This agreement represents the entire Agreement between JEDCO and FIRM. This Agreement may only be amended in writing by authority of JEDCO and a Jefferson Parish Council Resolution, and must be signed by both JEDCO and FIRM. Should there be any conflict among contract documents, the RFP and the FIRM'S proposal, the following order of precedence shall govern the resolution of the conflict:

- 1) the contract document;
- 2) Firm's written proposal

This agreement is executed in 4 originals. IN TESTIMONY WHEREOF, they have executed this agreement, the day and year first above written.

WITNESSES:

JEDCO

BY: _____

Jerry Bologna
Executive Director

WITNESSES:

FIRM

BY: _____

Pam LaBiche
President

PROFESSIONAL SERVICES AGREEMENT - EXHIBIT A

GENERAL JANITORIAL SERVICES SPECIFICATIONS

PART II - SCOPE OF WORK/SERVICES

The Jefferson Parish Economic Development Commission (JEDCO) will finish a log book for the purposes of relaying concerns received throughout the day to the selected contractor. This log book will be kept at the reception desk and be available to the contractor's review prior to each cleaning.

JEDCO Complex – Core Service

JEDCO's Administrative Offices, Finance Building and Business Innovation Center common areas are to be serviced Monday, Wednesday and Friday and should include all of the following at each cleaning:

1. All exterior building entrances and plaza shall be cleaned and swept as needed.
2. All interior and exterior trash receptacles shall be emptied and trash removed to the dumpster located in the south of the employee parking area. Install new trash liners provided by the contractor.
3. All floor mats and floors under mats cleaned.
4. Clean water fountains with a germicidal detergent and polished after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, etc. inside elevators.
6. All entrance doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
7. All other interior glass windows shall be spot cleaned as necessary.
8. All tile and hard surfaces floors must be swept, dust mopped with treated mop, and damp mopped.
9. Vacuum all carpet nightly and spot clean stains as needed.
10. All exterior building entrances and plaza shall be cleaned and swept as needed.
11. Paper and trash removed from all hallways and public spaces.
12. Kitchens (two kitchen areas and one coffee bar):
 - a) Damp wipe tables tops, countertops and seats in all kitchen areas.
 - b) Empty trash receptacles and install new trash liners provided by the contractor. Wipe with germicidal disinfectant cleaner, if needed.
 - c) Scour and disinfect all basins, bowls and fixtures.
13. Restrooms (three sets of restrooms):
 - a) Restroom receptacles shall be filled in all bathrooms with soap, paper towels and toilet paper provided by the contractor.
 - b) Empty trash receptacles and install new trash liners provided by the contractor. Wipe with germicidal disinfectant cleaner, if needed.
 - c) Clean and polish mirrors.
 - d) Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
 - e) Toilet seats shall be cleaned and disinfected on both sides.
 - f) Wet mop and rinse restroom floors with disinfectant.
 - g) All walls and partitions shall be cleaned to remove spots and splashes.
 - h) Scour and disinfect all basins, bowls and fixtures.
 - i) Empty sanitary napkin receptacles and damp wipe with disinfectant, install paper liners provided by the contractor.

Additionally, contractor should be equipped with a beeper or cellular phone and be available in the event of an emergency for callouts (if chargeable - priced per call).

Weekly Services:

1. Dust all surfaces of desks, file cabinets, furniture, chairs, tables pictures (and frames), window sills and ledges with a damp cloth.

Monthly Services:

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, vending machines, door frames, shelves, pictures (and frames), etc.
2. Remove finger prints and marks from lights switches, door frames and areas around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Interior and exterior trash receptacles shall be washed as needed.
6. All interior windows and glass doors shall be totally cleaned with a soft, clean, lint-free cloth, with glass cleaner.
7. Exterior stairways shall be swept and dusted for cob webs.
8. Exterior handrails shall be cleaned as needed.

Quarterly Services:

1. All A/C vents, ductwork, diffusers (supply, exhaust and return) and light fixtures shall be cleaned (dusted and free of bugs) every quarter.

Additional JEDCO Complex Services Requested:

Optional Service #1

Limited Tuesday and Thursday services for JEDCO's Administrative Offices, Finance Building and Business Innovation Center common areas to include only the following :

1. All interior and exterior trash receptacles shall be emptied and trash removed to the dumpster located in the south of the employee parking area. Install new trash liners provided by the contractor.
2. Restrooms (three sets of restrooms):
 - a. Restroom receptacles shall be filled in all bathrooms with soap, paper towels and toilet paper provided by the contractor.
 - b. Empty trash receptacles and install new trash liner provided by the contractor. Wipe with germicidal disinfectant cleaner, if needed.
 - c. Clean and polish mirrors.
 - d. Empty sanitary napkin receptacles and damp wipe with disinfectant, install paper liners provided by the contractor.
3. All trash receptacles shall be emptied and trash removed to the dumpster located in the south of the employee parking area. Install new trash liners provided by the contractor.

Optional Service #2:

Wash all interior and exterior windows of the JEDCO Complex to remove dirt and residue for glass and window frames.

Optional Service #3:

Pressure wash all exterior surfaces of the JEDCO Complex to remove dirt, residue, insects, etc.

Additional JEDCO Conference Center Services Requested:

Optional Service #4:

JEDCO Conference Center common areas are to be serviced by request and priced per cleaning as use of this facility is irregular. JEDCO will supply all trash liners and paper products for the conference center. Service should include all of the following at each cleaning:

1. All exterior building entrances shall be cleaned and swept as needed.
2. All interior and exterior trash receptacles shall be emptied and trash removed to the dumpster located in the service entrance. Install new trash liners provided by the contractor.
3. All floor mats and floors under mats cleaned.
4. Clean water fountains with a germicidal detergent and polished after cleaning.
5. All entrance doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
6. All other interior glass windows shall be spot cleaned as necessary.
7. All tile and hard surfaces floors must be swept, dust mopped with treated mop, and damp mopped.
8. Vacuum all carpet and spot clean stains as needed.
9. Paper and trash removed from all hallways and public spaces.
10. Kitchen:
 - a) Damp wipe tables tops, countertops and seats in all kitchen areas.
 - b) Empty trash receptacles and install new trash liners provided by the contractor. Wipe with germicidal disinfectant cleaner, if needed.
 - c) Scour and disinfect all basins and fixtures.
11. Restrooms (three sets of restrooms):
 - a) Restroom receptacles shall be filled in all bathrooms with soap, paper towels and toilet paper provided by JEDCO.
 - b) Empty trash receptacles and install new trash liners provided by the contractor. Wipe with germicidal disinfectant cleaner, if needed.
 - c) Clean and polish mirrors.
 - d) Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
 - e) Toilet seats shall be cleaned and disinfected on both sides.
 - f) Wet mop and rinse restroom floors with disinfectant.
 - g) All walls and partitions shall be cleaned to remove spots and splashes.
 - h) Scour and disinfect all basins, bowls and fixtures.
 - i) Empty sanitary napkin receptacles and damp wipe with disinfectant, install paper liners provided by the JEDCO.

Additionally, contractor should be equipped with a beeper or cellular phone and be available in the event of an emergency for callouts.

Optional Service #5:

Clean all interior and exterior windows of the JEDCO Conference Center to remove dirt and residue for glass and window frames.

Optional Service #6:

Pressure washing all exterior surfaces of the JEDCO Conference Center to remove dirt, residue, insects, etc.

Optional Service #7:

Provide janitorial staff as needed to clean and maintain the JEDCO Conference Center for events under direction of the JEDCO staff on an hourly basis.

Period of Agreement

The term of any contract resulting from this solicitation shall begin on (or about) October 1, 2013 and shall terminate on September 30, 2014.

Price Schedule

Firm's price schedule for all requested items is as follows and is not to exceed \$60,000.00 for the contract period. Prices submitted shall be firm for the term of the contract.

Item Number	Quantity	U/M	Description of Article	Unit Price Quoted	Total
01	12	MO	0010 JEDCO Complex – Core Services Location: JEDCO Complex (Price Monthly)	\$1,900	\$22,800
02	12	MO	0020 Optional Service #1 – Limited Tuesday/Thursday Service Location: JEDCO Complex (Price Monthly)	\$400	\$4,800
03	1	EACH	0030 Optional Service #2 – Window Cleaning Location: JEDCO Complex (Price Per Cleaning)	\$450	\$450
04	1	EACH	0040 Optional Service #3 – Pressure Washing Location: JEDCO Complex (Price Per Cleaning)	\$800	\$800
05	1	EACH	0050 Optional Service #4 – General Cleaning Location: JEDCO Conference Center (Price Per Cleaning)	\$125	\$125
06	1	EACH	0060 Optional Service #5 – Window Cleaning Location: JEDCO Conference Center (Price Per Cleaning)	\$450	\$450
07	1	EACH	0070 Optional Service #6 – Pressure Washing Location: JEDCO Conference Center (Price Per Cleaning)	\$600	\$600
08	1	HOUR	0080 Optional Service #7 – Janitorial Staffing Location: JEDCO Conference Center (Price Per Hour)	\$60	\$60

JEDCO'S INVESTMENT REPORT
9/18/2013

ACTIVE DATE	INSTITUTIONS	OPENING BALANCE	CURRENT BALANCE	INTEREST	TERMS	MATURITY DATE	CURRENT STATUS
12/04/03	JEDCO LAMP	\$350,000	\$2,219,156		0.04% DAILY		OPEN
	TOTAL	<u>\$350,000</u>	<u>\$2,219,156</u>				

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
PROGRAMS REVENUES:					
Occupational Licenses	\$0	\$133,434	\$1,601,207	\$1,067,471	1,601,207
Enterprise Ctr. West (Sch. A)	500	2,917	5,000	23,333	35,000
Financing Activities (Sch. B)	10,661	17,500	117,091	140,000	210,000
Economic Develop. Fees (Sch. C)	95	2,642	1,630	21,133	31,700
Marketing-P/R (Sch. D)	0	1,333	0	10,667	16,000
Interest, Misc.	110	167	986	1,333	2,000
Kenner Program (Sch.F)	0	6,250	75,000	50,000	75,000
Tech Park Revenues	6,543	542	6,543	4,333	6,500
CDBG Incubator Grant	0	6,504	0	52,028	78,042
FORJ (Ground Lease Payment)	3,000	1,000	10,000	8,000	12,000
Conference Center (Sch. I)	0	1,850	0	14,800	22,200
IGA Revenues	0	25,000	300,000	200,000	300,000 (A)
Total Revenues	\$20,909	\$199,137	\$2,117,457	\$1,593,099	\$2,389,649
PROGRAMS EXPENDITURES:					
Enterprise Ctr. West (Sch. A)	120	4,371	1,340	34,967	52,450 (B)
Financing (Sch. B)	17,115	20,417	161,437	163,333	245,000
Econ. Dev. Svcs. (Sch. C)	17,305	21,338	138,506	170,700	256,050 (B)
Marketing-P/R (Sch. D)	5,491	12,871	78,649	102,967	154,450 (B)
Admin. Exp. (Sch. E)	54,447	75,192	488,845	601,533	902,300
Kenner Program (Sch. F)	5,666	6,250	44,364	50,000	75,000
JEDCO Bldg. Expenses (Sch. G)	26,304	45,380	284,038	363,043	544,565 (B)
Tech. Park Expenses (Sch. H)	(244)	12,992	105,313	103,933	155,900
CDBG Incubator Grant	0	6,504	0	52,028	78,042
Conference Center (Sch. I)	617	3,878	1,409	31,027	46,540
Total Expenditures	\$126,821	\$209,191	\$1,303,901	\$1,673,531	\$2,510,297
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	0	(833)	0	(6,667)	(10,000)
Transfer from other funds	0	6,250	50,000	50,000	75,000
Total other financing sources (uses)	0	5,417	50,000	43,333	65,000
OPERATING SURPLUS/DEFICIT	(\$105,912)	(\$4,637)	\$863,556	(\$37,099)	(\$55,648)
Building Fund Account Shortage		0		0	0
FORJ Account Overage		175		1,403	2,105
NET OPERATING SURPLUS	(\$105,912)	(\$4,462)	\$863,556	(\$35,695)	(\$53,543)
AUDITED FUND BAL @12/31/12					\$1,595,088
PROJ. FUND BAL @12/31/13					\$1,541,545

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2013

TECH. PARK INCUBATOR

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Incubator Tenants	\$500	\$833	\$5,000	\$6,667	\$10,000
LBIA Grant	0	2,083	0	16,667	25,000
IGA Revenues	0	3,650	43,800	29,200	43,800 (A)
Total Revenues	<u>\$500</u>	<u>\$6,567</u>	<u>\$48,800</u>	<u>\$52,533</u>	<u>\$78,800</u>
PROGAM EXPENDITURES:					
Staff Salaries	\$0	\$2,417	\$0	\$19,333	\$29,000 (B)
Health Benefits & Taxes	0	933	0	7,467	11,200 (B)
SEP/IRA-Retirement	0	300	0	2,400	3,600 (B)
Communications	0	42	0	333	500
Equipment Rental/Maintenance	68	83	1,032	667	1,000
PR/Advertising	0	417	0	3,333	5,000
Office Supplies	0	8	29	67	100
Dues & Subscriptions	52	58	279	467	700
Postage	0	0	0	0	0
Travel / Mileage	0	50	0	400	600
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		500	750
Sub-Total	<u>120</u>	<u>4,371</u>	<u>1,340</u>	<u>34,967</u>	<u>52,450</u>
OTHER FINANCING SOURCES (USES):					
Transfer to other funds (Bldg. Fund)	0	(833)	0	(6,667)	(10,000)
Total other financing sources (uses)	<u>0</u>	<u>(833)</u>	<u>0</u>	<u>(6,667)</u>	<u>(10,000)</u>
NET PROGRAM DEFICIT	\$380	\$1,363	\$47,460	\$10,900	\$16,350

(A) Intergovernmental Agreement (IGA) Revenues=\$43,800

(B) Intergovernmental Agreement (IGA) Expenses=\$43,800

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2013

FINANCING

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Financing Income	\$4,268	\$8,333	\$43,592	\$66,667	\$100,000
BRGL & LRCF Fees	6,393	6,667	45,886	53,333	80,000
EDA Reimbursement-Cotton	0	2,500	27,613	20,000	30,000
Total Revenues	\$10,661	\$17,500	\$117,091	\$140,000	\$210,000
EXPENDITURES:					
Staff Salaries	\$13,312	\$13,375	\$104,933	\$107,000	\$160,500
Health Benefits & Taxes	981	1,258	9,686	10,067	15,100
SEP/IRA-Retirement	1,624	1,633	12,800	13,067	19,600
Communications	510	417	3,999	3,333	5,000
Program Costs	0	83	0	667	1,000
Equipment Rental/Maintenance	108	208	915	1,667	2,500
PR / Advertising	0	25	0	200	300
Office Supplies	28	208	944	1,667	2,500
Postage & Copying	192	208	1,422	1,667	2,500
Travel / Mileage	77	125	755	1,000	1,500
Staff Development	0	167	0	1,333	2,000
Dues & Subscriptions	611	583	4,966	4,667	7,000
Attorney Fees	30	417	820	3,333	5,000
EDA Property Expenses	(358)	1,708	20,197	13,667	20,500
Total Expenditures	\$17,115	\$20,417	\$161,437	\$163,333	\$245,000
NET PROG.SURPLUS/ DEFICIT	(\$6,454)	(\$2,917)	(\$44,346)	(\$23,333)	(\$35,000)

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2013

ECONOMIC DEVELOPMENT SERVICES

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Incentive Fees	\$95	\$183	\$1,630	\$1,467	\$2,200
Gretna Revenues	0	2,083	0	16,667	25,000
Pilot Administration Fees	0	375	0	3,000	4,500
IGA Revenues	0	8,912	108,363	71,298	108,363 (A)
Total Revenues	\$95	\$11,554	\$109,993	\$92,431	\$140,063
EXPENDITURES:					
Staff Salaries	\$12,413	\$12,000	\$91,890	\$96,000	\$144,000 (B-p)
Health Benefits & Taxes	2,163	2,667	16,955	21,333	32,000 (B-p)
SEP/IRA-Retirement	1,128	1,500	9,239	12,000	18,000 (B-p)
Communications	505	542	3,834	4,333	6,500
Program Costs	0	250	0	2,000	3,000
Equipment Rental/Maintenance	108	167	916	1,333	2,000
Office Supplies	28	250	1,002	2,000	3,000
Dues & Subscriptions	63	833	8,038	6,667	10,000
Postage	42	192	1,226	1,533	2,300
Data Base Analysis	750	292	1,650	2,333	3,500
Training / Mileage	105	208	1,189	1,667	2,500
Staff Development	0	250	1,287	2,000	3,000
Special Projects	0	104	0	833	1,250
Gretna Expenses	0	2,083	1,280	16,667	25,000
Total Expenditures	\$17,305	\$21,338	\$138,506	\$170,700	\$256,050
NET PROG.SURPLUS/ DEFICIT	(\$17,210)	(\$9,784)	(\$28,513)	(\$78,269)	(\$115,987)

(A) Intergovernmental Agreement (IGA) Revenues=\$108,363

(B) Intergovernmental Agreement (IGA) Expenses=\$108,363

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2013

MARKETING-P/R

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Program/Event Revenues	0	1,333	0	10,667	16,000
IGA Revenues	0	4,533	54,400	36,267	54,400 (A)
Total Revenues	\$0	\$5,867	\$54,400	\$46,933	\$70,400
EXPENDITURES:					
Salaries	\$3,500	\$3,442	\$27,250	\$27,533	\$41,300
Health Benefits & Taxes	570	883	6,415	7,067	10,600
SEP/IRA-Retirement	427	425	3,326	3,400	5,100
Communications	440	167	3,225	1,333	2,000
Equipment Rental/Maintenance	108	208	915	1,667	2,500
PR/Advertising	263	4,533	34,229	36,267	54,400 (B)
Office Supplies	28	250	575	2,000	3,000
Dues / Subscriptions	0	42	0	333	500
Postage	30	63	618	500	750
Travel / Mileage	0	42	261	333	500
Staff Development	50	167	209	1,333	2,000
Web-Site Update	75	333	1,626	2,667	4,000
Programs/Events	0	2,000	0	16,000	24,000
Video Equipment Expenses	0	125	0	1,000	1,500
Entrepreneur Challenge	0	92	0	733	1,100
Signage	0	100	0	800	1,200
Total Expenditures	5,491	12,871	78,649	102,967	154,450
NET PROG.SURPLUS/ DEFICIT	(\$5,491)	(\$7,004)	(\$24,249)	(\$56,033)	(\$84,050)

(A) Intergovernmental Agreement (IGA) Revenues=\$54,400

(B) Intergovernmental Agreement (IGA) Expenses=\$54,400

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2013

ADMINISTRATIVE EXPENSES

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES:					
Staff Salaries	\$35,670	\$35,833	\$284,946	\$286,667	\$430,000
Health Benefits & Taxes	3,941	5,083	40,373	40,667	61,000
SEP/IRA-Retirement	4,318	4,233	32,335	33,867	50,800
Communications	720	917	4,813	7,333	11,000
Equipment Rental/Maintenance	108	333	915	2,667	4,000
Office Supplies	389	500	3,291	4,000	6,000
Dues / Subscriptions	224	125	959	1,000	1,500
Postage	95	250	1,323	2,000	3,000
Committee Meetings	768	583	3,696	4,667	7,000
Seminars / Conventions	618	167	2,978	1,333	2,000
Accounting/Audit	850	2,917	32,225	23,333	35,000
Insurance	2,012	3,000	15,738	24,000	36,000
Business Development	0	417	106	3,333	5,000
Travel / Mileage	235	417	1,837	3,333	5,000
Staff Development	0	167	35	1,333	2,000
Administrative Fees	480	1,083	7,510	8,667	13,000
Computer/Equip./Svc.	1,331	2,083	11,417	16,667	25,000
Emergency Expenses	2,038	250	0	2,000	3,000
Personnel Expenses	0	167	3,243	1,333	2,000
Attorney Expenses	650	16,667	41,105	133,333	200,000
	<u>\$54,447</u>	<u>\$75,192</u>	<u>\$488,845</u>	<u>\$601,533</u>	<u>\$902,300</u>

KENNER PROGRAM

CASH BASIS

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
City of Kenner	\$0	\$6,250	\$75,000	\$50,000	\$75,000
Total Revenues	\$0	\$6,250	\$75,000	\$50,000	\$75,000
EXPENDITURES:					
Staff Salaries	\$4,042	\$3,958	\$30,272	\$31,667	\$47,500
Health Benefits & Taxes	1,063	1,317	8,440	10,533	15,800
SEP/IRA-Retirement	242	500	3,442	4,000	6,000
Communications	0	8	0	67	100
Office & Equipment Rental	0	42	0	333	500
Office Supplies	0	42	949	333	500
Seminar	0	0	0	0	0
Travel Expenses	101	125	1,043	1,000	1,500
Project Expenses	218	167	218	1,333	2,000
Staff Development	0	92	0	733	1,100
Total Expenditures	\$5,666	\$6,250	\$44,364	\$50,000	\$75,000
NET PROG. SURP./DEFICIT	(\$5,666)	(\$0)	\$30,636	(\$0)	\$0

JEDCO BUILDING EXPENSES

CASH BASIS

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
IGA Revenues	\$0	\$7,904	\$94,853	\$63,235	\$94,853 (A)
Total Revenues	\$0	\$7,904	\$94,853	\$63,235	\$94,853
EXPENDITURES:					
Staff Salaries	\$8,567	\$8,458	\$68,534	\$67,667	\$101,500 (B-p)
Health Benefits & Taxes	1,122	1,958	13,039	15,667	23,500 (B-p)
SEP/IRA-Retirement	1,045	1,083	8,360	8,667	13,000 (B-p)
Communications	140	500	983	4,000	6,000
Travel/Mileage	0	125	0	1,000	1,500
Repairs and Maintenance	461	683	5,445	5,467	8,200 (B)
Janitorial Services	2,429	2,500	20,808	20,000	30,000 (B)
Utilities	7,624	4,583	35,786	36,667	55,000 (B)
Security	0	0	508	0	0
Insurance	3,245	4,000	32,106	32,000	48,000 (B)
JEDCO Bldg. Lease Expenses	0	17,960	83,688	143,683	215,525
Lawn Maintenance	0	1,083	4,890	8,667	13,000 (B)
Garbage Collection	70	171	560	1,367	2,050 (B)
Generator Fuel Expense	0	468	1,842	3,740	5,610 (B)
Bldg. Supplies	123	583	897	4,667	7,000 (B)
Water	295	200	1,735	1,600	2,400 (B)
Dues & Subscriptions	33	40	265	320	480
HVAC Maintenance	0	533	0	4,267	6,400 (B)
Elevator Repairs and Maintenance	0	450	2,272	3,600	5,400 (B)
Professional Development	1,150	0	2,320	0	0
Total Expenditures	\$26,304	\$45,380	\$284,038	\$363,043	\$544,565
NET PROG. SURP./DEFICIT	(\$26,304)	(\$37,476)	(\$189,185)	(\$299,808)	(\$449,712)

(A) Intergovernmental Agreement (IGA) Revenues=\$93,437

(B) Intergovernmental Agreement (IGA) Expenses=\$93,437 (Identified expenses)

TECH PARK EXPENSES

CASH BASIS

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Comm. Area Main. Revenues	\$6,543	\$542	\$6,543	\$4,333	\$6,500
Total Revenues	\$6,543	\$542	\$6,543	\$4,333	\$6,500
EXPENDITURES:					
Landscaping	\$0	\$1,000	\$3,687	\$8,000	\$12,000
Grass cutting/Clearing	0	10,417	98,472	83,333	125,000
Utilities	(244)	33	(168)	267	400
Repairs and Maintenance	0	667	2,232	5,333	8,000
Liability Insurance	0	875	1,090	7,000	10,500
Total Expenditures	(\$244)	\$12,992	\$105,313	\$103,933	\$155,900
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	0	0	0	0	0
Transfer from other funds	0	6,250	50,000	50,000	75,000
Total other financing sources (uses)	0	6,250	50,000	50,000	75,000
NET OPERATING SURPLUS	\$6,787	(\$6,200)	(\$48,770)	(\$49,600)	(\$74,400)

CONFERENCE CENTER EXPENSES

CASH BASIS

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Building Rent	\$0	\$1,083	\$0	\$8,667	\$13,000
Food & Beverage Revenues	0	583	0	4,667	7,000
Audio & Visual	0	183	0	1,467	2,200
Total Revenues	\$0	\$1,850	\$0	\$14,800	\$22,200
EXPENDITURES:					
Repairs and Maintenance	\$0	\$333	\$320	\$2,667	\$4,000
Utilities	0	1,153	0	9,227	13,840
Contract Services	0	842	0	6,733	10,100
Insurance	236	667	708	5,333	8,000
Sales and Marketing	0	500	0	4,000	6,000
Supplies	381	333	381	2,667	4,000
Security	0	50	0	400	600
Total Expenditures	\$617	\$3,878	\$1,409	\$31,027	\$46,540
NET PROG. SURP./DEFICIT	(\$617)	(\$2,028)	(\$1,409)	(\$16,227)	(\$24,340)

JEFFERSON EDGE

CASH BASIS

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
JEFF. EDGE REVENUES:					
Private Funds	\$11,000	\$20,833	\$127,000	\$166,667	\$250,000
Parish Funds	0	0	0	0	0
Investment Income	34	58	334	467	700
Total Revenues	\$11,034	\$20,892	\$127,334	\$167,133	\$250,700
JEFF. EDGE EXPENDITURES:					
Marketing/PR Activities:					
Local Market/PR Campaign	\$0	\$42	\$50	\$333	\$500
Special Events/Promotions	0	2,500	0	20,000	30,000
Contingency	0	0	0	0	0
Sub-Total	0	2,542	50	20,333	30,500
Technology Development:					
Tech. Park Implementation	0	6,250	439	50,000	75,000
Site Selection Initiative	0	2,083	0	16,667	25,000
Tech. Park Marketing	3,180	6,250	34,683	50,000	75,000
Infra-Structure Expenses	0	2,083	0	16,667	25,000
Sub-Total	3,180	16,667	35,122	133,333	200,000
Administrative:					
Misc. Project Fund	0	833	2,313	6,667	10,000
Fundraising	604	1,250	7,672	10,000	15,000
Investor Relations Staff Support	2	417	18	3,333	5,000
Sub-Total	606	2,500	10,003	20,000	30,000
EDGE 2020 Quality of Life					
Meetings/Meals	0	0	0	0	0
Printing/Postage	0	0	0	0	0
Sub-Total	0	0	0	0	0
Total Expenditures	3,786	21,708	45,175	173,667	260,500
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	0	(6,250)	(50,000)	(50,000)	(75,000)
Transfer from other funds	0	0	0	0	0
Total other financing sources (uses)	0	(6,250)	(50,000)	(50,000)	(75,000)
NET PROG. SURPLUS/DEFICIT	7,248	(7,067)	32,159	(56,533)	(84,800)
AUDITED FUND BALANCE @ 12/31/12					606,310
PROJ. FUND BALANCE @ 12/31/13					521,510

JEDCO BUILDING FUNDS

CASH BASIS

AUGUST 2013

1ST
AMENDED
2013

	AUGUST		YTD		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Year End Balance-'09	\$0	\$0	\$0	\$0	\$0
Estimate Interest Earned	28	0	234	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	\$28	\$0	\$234	\$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	\$28	\$0	\$234	\$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

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 2013 BUDGET
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES:					
Staff Salaries	\$4,002	\$4,083	\$31,981	\$32,667	\$49,000
Health Benefits & Taxes	454	642	4,561	5,133	7,700
SEP/IRA-Retirement	488	500	3,900	4,000	6,000
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>\$4,944</u>	<u>\$5,225</u>	<u>\$40,442</u>	<u>\$41,800</u>	<u>\$62,700</u>

FORWARD JEFFERSON (FORJ)

CASH BASIS

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 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	17,960	83,688	143,683	215,525
Interest on Construction Acct.	0	0	0	0	0
CDBG Incubator Revenues	0	6,504	0	52,028	78,042
Total Revenues	\$0	\$24,464	\$83,688	\$195,711	\$293,567
EXPENDITURES:					
Interest on Capital One Loan	\$0	\$14,368	\$15,619	\$114,947	\$172,420
Add'l Architectural Fees	0	1,250	0	10,000	15,000
Monthly Lease Payments	3,000	1,000	10,000	8,000	12,000
Insurance	303	333	2,424	2,667	4,000
Inspector Fees	0	0	0	0	0
Other Fees	35	833	35	6,667	10,000
CDBG Incubator Expenses	0	6,504	0	52,028	78,042
Total Expenditures	\$3,338	\$24,289	\$28,078	\$194,308	\$291,462
NET PROG. SURP./DEFICIT	(\$3,338)	\$175	\$55,610	\$1,403	\$2,105

LRCF

CASH BASIS

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Interest Earned from Payment	\$11,338	\$11,250	\$104,794	\$90,000	\$135,000
Interest Earned from Investment	402	125	2,851	1,000	1,500
Total Revenues	<u>\$11,740</u>	<u>\$11,375</u>	<u>\$107,645</u>	<u>\$91,000</u>	<u>\$136,500</u>
EXPENDITURES:					
Administration Expenses	\$6,476	\$7,667	\$52,721	\$61,333	\$92,000
Total Expenditures	<u>\$6,476</u>	<u>\$7,667</u>	<u>\$52,721</u>	<u>\$61,333</u>	<u>\$92,000</u>
NET PROG. SURP./DEFICIT	\$5,264	\$3,708	\$54,924	\$29,667	\$44,500

EDA

CASH BASIS

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Interest Earned from Payment	\$1,446	\$2,667	\$20,340	\$21,333	\$32,000
Interest Earned from Investment	71	54	549	433	650
Net Sale Proceeds-Cotton	0	7,500	0	60,000	90,000
Total Revenues	<u>\$1,517</u>	<u>\$10,221</u>	<u>\$20,889</u>	<u>\$81,767</u>	<u>\$122,650</u>
EXPENDITURES:					
Administration Expenses	\$455	\$9,417	\$5,735	\$75,333	\$113,000
Total Expenditures	<u>\$455</u>	<u>\$9,417</u>	<u>\$5,735</u>	<u>\$75,333</u>	<u>\$113,000</u>
NET PROG. SURP./DEFICIT	\$1,062	\$804	\$15,154	\$6,433	\$9,650

ILTAP

CASH BASIS

AUGUST 2013

	AUGUST		YEAR TO DATE		1ST AMENDED 2013
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Interest Earned from Payment	\$682	\$633	\$5,421	\$5,067	\$7,600
Interest Earned from Investment	12	6	61	47	70
Total Revenues	<u>\$694</u>	<u>\$639</u>	<u>\$5,482</u>	<u>\$5,113</u>	<u>\$7,670</u>
EXPENDITURES:					
Administration Expenses	\$769	\$2,083	\$7,286	\$16,667	\$25,000
Total Expenditures	<u>\$769</u>	<u>\$2,083</u>	<u>\$7,286</u>	<u>\$16,667</u>	<u>\$25,000</u>
NET PROG. SURP./DEFICIT	(\$75)	(\$1,444)	(\$1,804)	(\$11,553)	(\$17,330)

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
March '13		181,470.10	202,913.42	201,160.87	326,689.54
April '13		292,051.73	232,369.66	1,009.17	387,380.78
May '13		813,520.94	152,234.66	(757,085.17)	291,581.89
June '13		22,012.69	212,941.59	392,953.72	493,606.71
July '13		135,507.93	154,604.51	20.17	474,530.30
August '13		26,349.79	129,624.95	2,411.24	373,666.38
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
March '13		25,500.00	3,510.00	(1,143.81)	223,823.57
April '13		10,500.00	5,401.00	(1,136.81)	227,785.76
May '13		1,000.00	3,833.00	(1,136.85)	223,815.91
June '13		26,000.00	9,342.00	(51,138.21)	189,335.70
July '13		37,500.00	2,564.00	8.66	224,280.36
August '13		11,000.00	3,105.00	(2,383.14)	229,792.22
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
March '13		0.00	8,962.35	0.00	262,539.78
April '13		0.00	9,766.41	0.00	252,773.37
May '13		0.00	8,960.91	0.00	243,812.46
June '13		0.00	9,498.81	0.00	234,313.65
July '13		0.00	10,020.75	0.00	224,292.90
August '13		0.00	9,465.68	0.00	214,827.22
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
March '13		103.51	0.00	0.00	1,418,799.30
April '13		92.50	0.00	0.00	1,418,891.80
May '13		70.31	0.00	800,000.00	2,218,962.11
June '13		97.22	0.00	0.00	2,219,059.33
July '13		96.64	0.00	0.00	2,219,155.97
August '13		91.80	0.00	0.00	2,219,247.77
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
March '13		43.83	0.00	0.00	600,705.70
April '13		39.21	0.00	0.00	600,744.91
May '13		28.97	0.00	0.00	600,773.88
June '13		26.35	0.00	0.00	600,800.23
July '13		26.15	0.00	0.00	600,826.38
August '13		24.84	0.00	0.00	600,851.22

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
			<hr/>
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) (Mar. June '13)			(474,229.30)
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 '12)			(\$105,577.81)
Transfer to JEDCO (Bldg. Expenses Reimbursement '13)			(\$148,413.31)
Interest Earned			\$11.88
Balance 08/31/2013			\$15,691.27