



JEDCO Executive Committee
September 28, 2017, 8:30 A.M.
JEDCO Boardroom, Administration Building
700 Churchill Parkway, Avondale, LA 70094
AGENDA

- I. Call to Order – Chairman, Bruce Layburn**
 - Welcome Guest
 - Pledge of Allegiance
 - Approval of Board absences
 - Approval of JEDCO minutes for August 31, 2017

- II. Public Comments on Agenda Items**

- III. Unfinished and New Business**
 - Approval of three-year Janitorial Service Agreement – **Scott Rojas**
 - Resolution authorizing the execution of a Cooperative Endeavour Agreement between Jefferson Parish Economic Development and Port District (JEDCO) and the Parish of Jefferson for a Façade Improvement Program – **Corrine Pritchett**

- IV. Monthly Financial Report**
 - August 2017 – **Cynthia Grows**

- V. President & CEO Report – Jerry Bologna**

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

- VII. Adjournment**

In accordance with provisions of the Americans with Disabilities Act of 1990 (ADA), JEDCO and Jefferson Parish will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices or other reasonable accommodation under the ADA, submit your request to the ADA Coordinator at least 48 hours in advance of this meeting or as soon as possible. Advanced notice is required for ASI Certified Interpreters. Should you have any concerns, please contact: ADA Coordinator, Scott Rojas, 700 Churchill Parkway, Avondale, LA 70094 (504) 875-3908 or email: srojas@jedco.org

Any person, who believes he or she has been subject to unlawful discrimination by JEDCO, the Parish, any Parish officer or employee based on past or current disability, or his or her association with a person with a disability, may submit the grievance, in writing, to the Parish's designated Americans with Disabilities Act (ADA) Coordinator, contact information above.



**JEDCO Board of Commissioners
August 31, 2017, 8:40 A.M.
JEDCO Administration Building
700 Churchill Parkway, Avondale, LA 70094**

Minutes

- Call to Order** 8:40 a.m.
- Attendance:** Mickal Adler, Jimmy Baum, Lloyd Clark, Bruce Dantin, Tom Gennaro, Brian Heiden, Bruce Layburn, Mark Madderra, Keith Merritt, Lynda Nugent-Smith, Paul Rivera, Stephen Robinson, Stan Salathe
- Staff:** Jerry Bologna, Lacey Bordelon, Cynthia Grows, Annalisa Kelly, Jessica Lobue, Kate Moreano, Margo Ruiz, Scott Rojas, Kelsey Scram, Penny Weeks, Kate Wendel
- Absences:** Mario Bazile, Joe Ewell, Roy Gattuso, Matt Gibson, Josline Frank
- Attorney:** Reed Smith – Parish Attorney’s Office
- Guests:** Meredith Kuss and Jeanne Driscoll – LaPorte CPAs and Business Advisors
Natalie Newton, Sharon Leader, Dianne Rousell – Parish Administration
Jesse Hoppes and Ray Fuenzalida – Westbank Business & Industry Association

I. Call to Order – Chairman, Bruce Layburn

- **Approval of Board Absences for today** – Jimmy Baum motioned to excuse Joe Ewell, Roy Gattuso, Matt Gibson and Josline Frank. The motion was seconded by Mark Madderra and passed unanimously.
- **Approval of Absence from July 27, 2017 Executive Committee Meeting** – Teresa Lawrence motioned to excuse Mayra Pineda from the July 27, 2017 meeting. The motion was seconded by Lynda Nugent-Smith and passed unanimously.
- **Approval of JEDCO Executive Committee Minutes for July 27, 2017** – Jimmy Baum motioned, seconded by Mayra Pineda, to approve the minutes. The motion passed unanimously.
- **Transit Millage Renewals Presentation** – Natalie Newton, with Parish Administration, presented details regarding expiring transit millages which voters will consider for renewal on October 14th. The Board was asked to inform their nominating organizations of the importance of renewing these millages.

- **Peters Road Presentation** – Jesse Hoppes and Ray Fuenzalida, with Westbank Business and Industry Association, gave an overview of the Peters Road Extension. The overview included reasons why the extension will be important to the region; specifically Jefferson, Orleans and Plaquemines Parish.

On the motion of Stan Salathe, seconded by Mark Madderra, the Board unanimously agreed to support the Peters Road Extension project.

II. Public Comments on Agenda Items - None

III. Unfinished and New Business – Chairman, Bruce Layburn

- **Resolution Authorizing the Act of Donation with Churchill Farms, Inc. (Deferred from July 27, 2017) – Lacey Bordelon**

Lacey presented the Resolution and Act of Donation documents to the Board reflecting a 5.863-acre of land and a 10.998-acre of land and provided clarification on the reversionary clause: Churchill Farms, Inc. offered to donate 5.863 acres of land to JEDCO, which will be used primarily for heavy truck access (haul road) related to the park’s future development. The Act of Donation reversionary clause states that the public right-of-way is to be dedicated to Jefferson Parish by JEDCO at the time sufficient funds are appropriated for the project by the Parish (State Capital Outlay; Priority 2 and Priority 5); that the new road will be improved in accordance with the Parish-drawn cross-section for a haul road; and once the right-of-way is dedicated to the Parish the reversionary clause is no longer valid on that piece of ground.

After discussion, Mark Madderra motioned to approve the resolution authorizing the Act of Donation with Churchill Farms, Inc. The motion was seconded by Mayra Pineda and passed unanimously.

IV. Monthly Financial Report

- **July 2017 – Cynthia Grows**

Mayra Pineda motioned to approve the report as submitted. The motion was seconded by Mickal Adler and passed unanimously.

V. President & CEO Report – Jerry Bologna

- There are several events on the calendar in the next few weeks; including JEDCO’s 30th Anniversary Celebration, Adler Jewellery and Select Comfort ribbon cuttings, the Prosper Jefferson seminar, and the World Trade Center “Going Global” panel discussion. More information about these events can be found on JEDCO’s website.
- Title sponsors have been secured for JEDCO’s top three events of the year: Peoples Health for JEDCO’s 30th Anniversary Celebration, Gulf Coast Bank for

the JEDCO Annual Luncheon, and Greater Lakeside Corporation for the JEDCO Challenge.

- The Code Enforcement Administrative Operations Work Group (Permitting Committee) met in mid-August to receive updates and address any outstanding concerns. The Code Enforcement Director has instituted many positive changes that are positively impacting the permitting process. Those in attendance expressed that the permitting process is now in a good place.
- JEDCO staff recently met with Ochsner to further discuss the Jefferson EDGE Housing Plan and the possible implementation of an Employer-Assisted Housing incentive.
- Kate Moreano and Margo Ruiz, with JEDCO's Economic Development Services department, gave an overview of the ESRI demographic reporting system. There are over 44 reporting options; to name a few – Demographic and Income Profile, Household Income Profile, Housing Profile, Site Map, and Traffic Count Map. The customized reports will help to understand the characteristics of a population based on a specific location.

VI. Other Updates or Comments from the JEDCO Board of Commissioners
None

VII. Adjournment – Lynda Nugent-Smith motioned to adjourn. The motion was seconded by Mickal Adler and passed unanimously.


Lloyd J. Clark
JEDCO Secretary
Minutes for August 31, 2017



MEMORANDUM

Date: September 28, 2017

To: JEDCO Board of Commissioners

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

Subject: Approval of three-year service agreement with JaniKing

Purpose:

The purpose of this memorandum is to request that the JEDCO Executive Committee approve a three-year service agreement with JaniKing from October 1, 2017 to September 30, 2020. This agreement requires JaniKing 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:

On August 1st, JEDCO issued a Request for Proposal according to Louisiana State Uniform Purchasing Guidelines which received four qualified proposals. These proposals were evaluated based on quoted price, experience with similar facilities, references and firm's location (Jefferson Parish Based). Additionally, a mandatory site inspection was held on August 22nd where all four firms were present to tour the facilities and review the required services. JaniKing was identified as the lowest overall bidder for the requested services and met all additional expectations of the request for proposal.

Request:

It is requested that the JEDCO Executive Committee approve the three-year services agreement between JEDCO and JaniKing to perform janitorial maintenance and services to maintain JEDCO's Administrative Offices, Business Innovation Center and the JEDCO Conference Center.

RESOLUTION

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

JEDCO Resolution approving service agreement between JaniKing and JEDCO to provide janitorial services, maintenance and equipment to maintain JEDCO’s Administrative Offices, Business Innovation Center and the JEDCO Conference Center; and, authorizing either the Chairman of the JEDCO Board or the JEDCO President and CEO to sign the agreement and all related documents.

WHEREAS, the Jefferson Parish Economic Development and Port District (JEDCO) owns and maintains the JEDCO’s Administrative Office, the Business Innovation Center and the JEDCO Conference Center; and,

WHEREAS, JaniKing is a Jefferson Parish firm that will furnish all necessary labor, supervision, materials and equipment to satisfactorily perform janitorial maintenance and services; and,

WHEREAS, JaniKing has been identified by an RFP process as the most qualified firm to provide janitorial services to JEDCO at the lowest overall price for the requested services;

Now therefore, the Jefferson Parish Economic Development and Port District (JEDCO) hereby resolves that:

JEDCO is authorized to enter into a three-year service agreement with JaniKing at a total price not to exceed \$145,000.00 for janitorial services, maintenance and equipment to maintain JEDCO’s Administrative Offices, Business Innovation Center and the JEDCO Conference Center.

Be it further resolved, that the JEDCO Executive Committee hereby authorizes either the JEDCO Chairman or its President and CEO to execute this agreement and any and all other related documents.

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

YEAS: NAYS: ABSENT:

The resolution was declared to be adopted on this 28th day of September 2017.

Attested to by:

Lloyd J. Clark, JEDCO Secretary

SERVICES AGREEMENT

THIS AGREEMENT, made and entered into on this 28th day of September, 2017, by and between the Jefferson Parish Economic Development and Port District herein represented by its President and CEO, Gerald Bologna, (hereinafter referred to as "JEDCO"), and JaniKing, a Louisiana business corporation, represented herein by Rachael Trygg, its duly authorized Building Consultant (hereinafter referred to as the FIRM). JEDCO and FIRM may be referred to herein as "Party", individually, and "Parties", collectively.

I. Administration of Agreement

All work shall be under the direction of 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, Business Innovation Center and JEDCO Conference 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

3.1 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.

3.2 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

4.1 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.

4.2 Appropriate Personnel. FIRM shall provide only trained personnel with acceptable criminal background checks. At no time is FIRM to allow personnel on JEDCO premises without criminal background check paperwork provided to JEDCO. All FIRM personnel will be provided JEDCO badges with photo IDs. Badges are NOT transferable and must be present when onsite. Personnel without proper badges will result in corrective action up to and including termination of contract.

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.

4.3 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 services 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 fifteen (15) 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. Additionally, JEDCO is within its right after three written notices, to place the FIRM in default and terminate the contract on the date specified in the last 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:

Rachael Trygg
Building Consultant
JaniKing
3545 North I-10 Service Road
Suite 100
Metairie, LA 70002

Gerald Bologna
President and CEO
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 and JEDCO 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 by 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.

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: _____

Gerald Bologna

President and CEO

WITNESSES:

FIRM

BY: _____

Rachael Trygg

Building Consultant

SERVICES AGREEMENT - EXHIBIT A

GENERAL JANITORIAL SERVICES SPECIFICATIONS

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, Business Innovation Center and JEDCO Conference 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. Paper and trash removed from all hallways and public spaces.
11. 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.
12. 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:*
 - 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 wash 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, 2017 and shall terminate on September 30, 2020.

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)	\$1,635.00	\$19,620.00
02	12	MO	0020 Optional Service #1 – Limited Tuesday/Thursday Service Location: JEDCO Complex (Price Monthly)	\$436.00	\$5,232.00
03	1	EACH	0030 Optional Service #2 – Window Cleaning Location: JEDCO Complex (Price Per Cleaning)	\$232.00	\$232.00
04	1	EACH	0040 Optional Service #3 – Pressure Washing Location: JEDCO Complex (Price Per Cleaning)	\$248.00	\$248.00
05	1	EACH	0050 Optional Service #4 – General Cleaning Location: JEDCO Conference Center (Price Per Cleaning)	\$157.00	\$157.00
06	1	EACH	0060 Optional Service #5 – Window Cleaning Location: JEDCO Conference Center (Price Per Cleaning)	\$114.00	\$114.00
07	1	EACH	0070 Optional Service #6 – Pressure Washing Location: JEDCO Conference Center (Price Per Cleaning)	\$138.00	\$138.00
08	1	HOUR	0080 Optional Service #7 – Janitorial Staffing Location: JEDCO Conference Center (Price Per Hour)	\$16.44	\$16.44

Item Numbers 01 & 02 are to be billed on the first of each month for that month's service and are paid by the end of the same month; all other items are paid following services rendered, but no later than 30 days following the service.



MEMORANDUM

TO: JEDCO Board of Commissioners, Executive Committee

FROM: Jerry Bologna, President and CEO via Jennifer Lapeyrouse, Finance Manager

DATE: September 28, 2017

RE: Cooperative Endeavor Agreement with the Parish of Jefferson for the Façade Improvement Program

PROPOSAL:

This memorandum requests that the Board of Commissioners adopt the subject resolution to authorize Gerald Bologna to execute the Cooperative Endeavor Agreement (CEA) between JEDCO and the Parish of Jefferson for the administration of the Façade Improvement Program in an amount not to exceed \$1,500,000. The resolution is EXHIBIT A. The CEA is EXHIBIT B.

BACKGROUND:

On August 23, 2017, Jefferson Parish amended the Grant Disaster Recovery Program Plan to include the Façade Improvement Program as a proposed project with an estimated project cost of \$775M. The subject resolution authorizes administration of the Program up to \$1.5MM allowing the inclusion of additional Grant Disaster Recovery Programs funds from withdrawn or over budgeted proposed projects in the amended plan. The proposed project list, as adopted by the Jefferson Parish Council on August 23, 2017, is EXHIBIT C.

JEDCO's role in the Façade Improvement Program is limited to concentrated marketing efforts in the Program's designated geographical areas in unincorporated Jefferson Parish. The CEA allows for administrative expense reimbursement to JEDCO for services provided under the agreement.

GCR, Inc. will be the majority administrator and operator of the Façade Improvement Program. GCR, Inc.'s bid proposal, as submitted to the Jefferson Parish Department of Community Development on August 29, 2017 is EXHIBIT D.

RECOMMENDATION:

It is recommended that the Board adopt the subject resolution conditional to the Parish of Jefferson's approval of a resolution in the same or similar terms as presented in EXHIBIT A in authorization for execution of a CEA for the Façade Improvement Program in the same or similar terms as presented in EXHIBIT B.

EXHIBIT A

RESOLUTION

JEFFERSON PARISH ECONOMIC DEVELOPMENT AND PORT DISTRICT (JEDCO) RESOLUTION AUTHORIZING THE EXECUTION OF A COOPERATIVE ENDEAVOR AGREEMENT BETWEEN JEDCO AND THE PARISH OF JEFFERSON FOR A FAÇADE IMPROVEMENT PROGRAM

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that “For a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;” and

WHEREAS, funding was appropriated by the Jefferson Parish Council on January 10, 2001, with the passage of Resolution No. 93009, whereby \$300,000 of FY 2000 CDBG funds were appropriated to the program for a Revolving Loan Fund; and,

WHEREAS, JEDCO had been administering the Revolving Loan Fund Program and also servicing a prior CDBG funded Venture Capital Loan Program and a Targeted Revitalization Loan Program, utilizing program income from the loan portfolio created by these activities; and,

WHEREAS, no new CDBG funding was slated to be invested in the Revolving Loan Fund and Program Income was generated from loans in the CDBG portfolios; and,

WHEREAS, on July 22, 2015, the Parish of Jefferson adopted Resolution Number 125345 designating program income in the amount of \$500,000 for a Façade Improvement Program; and,

WHEREAS, on June 8, 2016, the Parish of Jefferson adopted Resolution Number 127244 designating program income in the amount of \$250,000 for a Façade Improvement Program; and,

WHEREAS, on August 23, 2017, the Parish of Jefferson adopted Resolution Number 125345 authorizing the amendment of the Long Term Recovery Act for the Jefferson Parish Façade Improvement Program for an allocation of \$775,000; and,

WHEREAS, the Program Income in the amount of \$750,000 has been transferred from JEDCO to the Department of Community Development in accordance with the previous agreement and in conformance with CDBG provisions; and,

WHEREAS, the Parish of Jefferson will amend an agreement with GCR, Inc. to increase the contract cap for GCR, Inc. to provide technical assistance and project delivery to the Department of Community Development for the CDBG and CDBG-DR programs; and

WHEREAS, GCR, Inc. shall meet the scope of services as per the firm’s written bid proposal dated August 29, 2017; and

WHEREAS, JEDCO desires to cooperate with the Parish of Jefferson in the implementation of the Project as hereinafter provided; and,

WHEREAS, JEDCO is hereby authorized to enter into an agreement with the Parish of Jefferson to implement the Façade Improvement Program in designated geographical areas in unincorporated Jefferson as a result of the program income received by the Parish of Jefferson in the amount of \$750,000 and as part of the Long Term Recovery Plan, contingent upon approval of the amendment of the Long Term Recovery Plan allocating \$750,000 to the Façade Improvement Program.

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

EXHIBIT A

Gerald A. Bologna, President and C.E.O. of JEDCO, is hereby authorized to execute the Cooperative Endeavor Agreement between JEDCO and the Parish of Jefferson for the administration of the Façade Improvement Program in an amount not to exceed \$1,500,000, contingent upon approval of the Long Term Recovery amendment allocating \$750,000 to the Façade Improvement Program.

EXHIBIT B

JEFFERSON PARISH

COOPERATIVE ENDEAVOR AGREEMENT

THIS COOPERATIVE ENDEAVOR AGREEMENT (the "Agreement"), made and entered into on this the _____ day of _____, 20____, by and between the Parish of Jefferson, State of Louisiana, acting through that authority granted by the Jefferson Parish Council, and duly authorized to act pursuant to provisions of Resolution No. _____, adopted the _____ day of _____, 20____, hereinafter called the PARISH, represented by Council Chairman Christopher L. Roberts, and Jefferson Parish Economic Development and Port District (JEDCO), hereinafter referred to as "Contracting Party", represented by Gerald A. Bologna, President/CEO.

ARTICLE I

WITNESSETH:

WHEREAS, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that "For a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

WHEREAS, funding was appropriated by the Jefferson Parish Council on January 10, 2001, with the passage of Resolution No. 93009, whereby \$300,000 of FY 2000 CDBG funds were appropriated for a Revolving Loan Fund; and,

WHEREAS, JEDCO had been administering the Revolving Loan Fund Program and also servicing a prior CDBG funded Venture Capital Loan Program and a Targeted Revitalization Loan Program, utilizing program income from the loan portfolio created by these activities; and,

WHEREAS, no new CDBG funding was slated to be invested in the Revolving Loan Fund and program income was generated from loans in the CDBG portfolios; and,

WHEREAS, on July 22, 2015, the Parish of Jefferson adopted Resolution Number 125345 designating program income in the amount of \$500,000 for the Jefferson Parish Façade Improvement Program; and,

WHEREAS, on June 8, 2016, the Parish of Jefferson adopted Resolution Number 127244 designating program income in the amount of \$200,000 for the Jefferson Parish Façade Improvement Program; and,

WHEREAS, on August 23, 2017, the Parish of Jefferson adopted Resolution Number 129895 authorizing the amendment of the Long Term Recovery Act for the Jefferson Parish Façade Improvement Program for an allocation of \$775,000; and,

WHEREAS, the Program Income in the amount of \$750,000 has been transferred from JEDCO to the Department of Community Development in accordance with the previous agreement and in conformance with CDBG provisions; and,

WHEREAS, the Parish desires to cooperate with the Contracting Party in the implementation of the Project as hereinafter provided; and,

WHEREAS, the Parish of Jefferson is hereby authorized to enter into an agreement with Jefferson Parish Economic Development and Port District to implement the Jefferson

EXHIBIT B

Parish Façade Improvement Program in designated geographical areas in unincorporated Jefferson Parish as a result of the program income received by the Parish of Jefferson in the amount of \$750,000 and as part of the Long Term Recovery Plan, contingent upon approval of the amendment of the Long Term Recovery Plan allocating \$775,000 to the Façade Improvement Program; and,

WHEREAS, the Parish President or his designee, the Director of Community Development, is authorized execute any and all documents necessary for the implementation of the program on behalf of the Parish of Jefferson;

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained, the parties hereto agree as follows:

ARTICLE II **SCOPE OF SERVICES**

2.1 The Contracting Party shall work directly with GCR, Inc., hereinafter referred to as "Consultant", and/or Jefferson Parish Department of Community Development to implement the Façade Improvement Program.

The Program will consist of the implementation of the facade improvement program as incentives to encourage property owners and businesses to improve the exterior appearance of their buildings and storefronts through a forgivable loan provided by the Contracting Party in unincorporated Jefferson Parish. The project will commence in the following the designated geographical areas which are defined as follows:

- (1) The eligible areas of "Fat City", as indicated on the low/moderate census tract; and,
- (2) Eligible portions of Jefferson Highway defined as being between Shrewsbury Road to the west and the Jefferson Parish/ Orleans Parish boundary to the east, as indicated on the low/moderate census tract.

Any additional projects in unincorporated Jefferson Parish and outside of the designated geographical areas, as referenced above, will be agreed upon by the parties in writing in accordance with Article X, Section 10, without the need for subsequent Council approval.

National Objective: In accordance with 24 CFR 570.483, the Façade Improvement Program will meet the following national objectives:

- Activities benefitting Low to Moderate Income Areas
- Activities benefitting an urgent need of the community

2.2 The Contracting Party agrees to meet the following Community Development Block Grant (CDBG) and Community Development Block Grant – Disaster Recovery (CDBG-DR) requirements, as they pertain to the proposed projects:

EXHIBIT B

ARTICLE III
DELIVERABLES

3.1 The Contracting Party will comply with all programmatic requirements under CDBG and CDBG-DR (Attachment A) and provide program awareness with marketing efforts focused in unincorporated Jefferson Parish, to commence in the above-referenced designated geographical areas. Marketing efforts will occur prior to and throughout the program's initial interest period. Additional program awareness will be provided throughout the application period.

ARTICLE IV
PAYMENT TERMS

4.1. In consideration of the services described above, the Parish hereby agrees to provide benefits to the Contracting Party. Benefits will be received/provided in the following manner:

The Contracting Party shall submit request for reimbursement of administrative services performed to the Parish within ten (10) days following the end of each calendar month, including a detailed list of services performed and an itemized account of time spent during that calendar month for each such service. The budget for administrative services shall not exceed the caps imposed by HUD for the administration of CDBG Program Income and CDBG-DR. The Parish shall remit payment for such services within thirty (30) days following receipt of such detailed list of services and acceptance of the work product. The compensation for any extension of the initial term shall be subject to future agreement by the parties.

4.2 Additional Costs and Expenses. No additional costs or expenses incurred by the Contracting Party in performance of this Agreement shall be reimbursed or paid by the Parish unless agreed upon in writing by the parties. All costs and expenses should be explained in detail and provided on a per diem or lump sum basis.

4.3 Disbursements under this Agreement shall commence on the date of contract execution and expire on June 30, 2019, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of funds and upon the approval of this Agreement.

ARTICLE V
TERM OF AGREEMENT

1.0 **Term of Agreement.** Except in the case of earlier termination, as hereafter specifically provided, the term of this Agreement shall commence on the date of execution and end on June 30, 2019, unless further extended by the parties.

EXHIBIT B

ARTICLE VI TERMINATION

- 1.0 Termination.** The terms of this Agreement shall be binding upon the PARTIES hereto until the work has been completed and accepted by PARISH, but this Agreement may be terminated under any or all of the following conditions:
- a. By mutual agreement and consent of the PARTIES hereto.
 - b. By PARISH as a consequence of the failure of Contracting Party to comply with the terms or quality of work in a satisfactory manner, proper allowance being made for circumstances beyond the control of Contracting Party, provided PARISH will give Contracting Party written notice of any such failure and ten (10) days to cure any such failure.
 - c. By either PARTY upon failure of the other PARTY to fulfill its obligation as set forth in the Agreement.
 - d. By PARISH for cause by issuing Contracting Party thirty (30) days written notice.
 - e. By PARISH for convenience by issuing Contracting Party thirty (30) days written notice. Upon receipt of notice, Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities, services and supplies in connection with the performance of this Agreement.
 - f. Termination Due to Unavailable Funding. The continuation of this Agreement is contingent upon the appropriation and release of sufficient funds to Jefferson Parish to fulfill the requirements of this Agreement. Failure of the appropriate authorities to approve and provide an adequate budget to Jefferson Parish for fulfillment of the Agreement terms shall constitute reason for termination of the Agreement by either Party. The Contracting Party shall be paid for all authorized services properly performed prior to termination.

Notwithstanding the foregoing, termination or suspension of this Agreement under any of the provisions contained in this Agreement shall not alter or diminish Contracting Party's obligations governing the use of CDBG-DR funds under applicable statutes and regulations or under this Agreement and/or terminate any of Contracting Party's obligations that survive the termination of this Agreement. Such obligations and/or duties may include but are not limited to the following: (1) duty to maintain and provide access to records; (2) duty to monitor and report on the use of any funds expended or awarded to Grantee in compliance with all terms, conditions and regulations herein; (3) the duty to enforce compliance with terms of grants or loans issued by the Contracting Party under this Agreement; (4) the duty to monitor, collect and remit program income, if applicable, and (5) the obligation to return funds expended in contravention of applicable statutes, regulations and the terms of this Agreement. This provision shall not limit or diminish any other obligation that by its nature survives termination of the Agreement (i.e. indemnification, etc.)

EXHIBIT B

ARTICLE VII
FORCE MAJEURE

Force Majeure. Neither PARTY to this Agreement shall be responsible to the other PARTY hereto for any delays or failure to perform caused by any circumstances reasonably beyond the immediate control of the party prevented from performing, including, but not limited to, acts of God.

ARTICLE VIII
INDEMNIFICATION; INSURANCE

Indemnification. The Contracting Party shall indemnify and hold harmless PARISH against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any person, firm or organization for loss of life or injury or damages to person or property, in connection with the services required to be performed by the Contracting Party under this Agreement.

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

Further, the Contracting Party shall provide and bear the expense of all personal and professional insurance related to its duties arising under this Agreement.

ARTICLE IX
RELATIONSHIP BETWEEN THE PARTIES; EXCLUSION OF BENEFITS

The Contracting Party is engaged by the Parish for the purposes set forth in this Agreement. The relationship between the Contracting Party and the Parish shall be, and only be, that of an independent contractor and the Contracting Party shall not be construed to be an employee, agent, partner of, or in joint venture with, the Parish.

ARTICLE X
MISCELLANEOUS PROVISIONS

- 1.0 Record Retention.** All records connected with this contract will be maintained in a central location by the unit of local government and will be maintained for a period of five (5) years from the official date of the final closeout of the grant from the Department of Housing and Urban Development.
- 2.0 Cost and Collection Records.** PARISH shall be entitled to audit the books, documents, papers and records of the Contracting Party and any subcontractors which are reasonably related to this Agreement. The Contracting Party and its

EXHIBIT B

subcontractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to funds collected and shall make such materials available at their respective offices at all reasonable times during the Agreement period and for five years from date of final closeout of the grant from the Department of Housing and Urban Development under this Agreement, for inspection by PARISH, and copies thereof shall be furnished if requested.

- 3.0 Notice.** All notices and correspondence required to be sent shall be by U.S. Certified Mail – Return Receipt Requested, or via nationally recognized overnight courier service addressed as follows:

PARISH: Council Chairman
COUNCIL CHAIRMAN
Jefferson Parish Council
200 Derbigny Street, Suite 6200
Gretna, Louisiana 70053

Contracting Party: Gerald A. Bologna
President & CEO
Jefferson Parish Economic Development and Port District
(JEDCO)
700 Churchill Pkwy
Avondale, LA 70094

- 4.0 Assignment.** This Agreement shall be binding upon the successors and assigns for the PARTIES hereto. This Agreement shall not be assigned or subcontracted in whole or in part by the Contracting Party as to the services to be performed hereunder without the written consent of PARISH.
- 5.0 Employment of Parish Personnel.** The Contracting Party certifies that it has not employed and will not employ any person to engage in the performance of this Agreement who is, presently, or at the time of such employment, an employee of PARISH.
- 6.0 Annual Appropriation.** Agreement is contingent upon the appropriation of funds by PARISH. If the Jefferson Parish Council fails to appropriate sufficient monies to provide for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds were appropriated. Such termination shall be without penalty or expense to PARISH except for payments which have been earned prior to the termination date. Termination of this Agreement by PARISH under the provision of this section shall not constitute an event of default. The decision to fund or not to fund this Agreement for the next fiscal year will be made by the Parish Council in its unfettered discretion based upon what the Parish Council believes to be in the best interests of PARISH. The Parish Council may in its discretion opt not to fund this Agreement for a subsequent fiscal year or years for any reason.

EXHIBIT B

7.0 **Jurisdiction.** This Agreement shall be deemed to be 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 Contracting Party 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 jurisdiction and 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.

8.0 **Severability.** If any provision of this Agreement is held invalid by a Court of competent jurisdiction, such provision will be deemed amended in a manner which renders it valid, or if it cannot be so amended, it will be deemed to be deleted. Such amendment or deletion will not affect the validity of any other provisions of this Agreement.

9.0 **Inspector General.** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

10.0 **Entire Agreement.** This Agreement constitutes the entire Agreement between PARISH and the Contracting Party, and supersedes all prior negotiations, representations or Agreements, either written or oral. This Agreement may be amended only by written instrument signed by both PARISH, through its Council Chairman and the Contracting Party by its authorized representative.

This Agreement is executed in 4 originals on the day, month, and year first above written.

Witnesses:

PARISH OF JEFFERSON

BY: _____
Christopher L. Roberts, Council Chairman
Jefferson Parish Council

Print Name: _____

Print Name: _____

Attachment # 1

**PROPOSED PROJECTS
GRANT DISASTER RECOVERY PROGRAM AMENDED PLAN
as part of
LOUISIANA'S LONG TERM COMMUNITY RECOVERY PROGRAM
for
Jefferson Parish**

Unincorporated Jefferson Parish - Lancaster Drive Drainage Improvements

This project will involve improvements to Lancaster Drive Drainage along Wedmere Drive, running from Mayronne Canal to Cross Canal #1 on the West Bank. The construction on Wedmere Drive involves installation of a new subsurface drain line of 54" X 88" reinforced pipe (RCP) at a slope of 0.001 FT/FT, approximately 1420 lineal feet along with the removal and the replacement of half of concrete street of Wedmere Drive, and the removal and replacement of the rollover curb and gutter and driveway aprons. The project is estimated to cost \$1,955,722.

Unincorporated Jefferson Parish - St. Peter's Ditch Drainage Improvements

This project will involve improvements to St. Peters Ditch from West Metairie Avenue and Canal No. 5 to Cross Canal along Earhart Expressway on the East Bank. The project will include replacing the line of four (4) 7ft X 5ft wood box culverts, and four (4) 31" X 51" corrugated arched metal pipes (CMPA) and the trestles under the railroad tracks with a 12ft X 6ft concrete box culvert. It will also include improving 430 lineal feet of ditch bottom north of the railroad tracks with 12ft X 6ft U flume. The improvements will increase the capacity for storm water retention in the St. Peters Ditch drainage system. The project is estimated to cost \$4,464,875.

Unincorporated Jefferson Parish - Wall Boulevard Drainage Improvements

This project will involve improvements along Wall Boulevard and Willowbrook Drive between Lapalco Boulevard, Mt. Laurel Drive in the Bannerwood Subdivision, and from Wall Boulevard to Fortado Canal on the West Bank. The project will include the design and construction of a subsurface drainage system with reinforced 72" to 24" concrete pipe. The construction will require street removal and replacement. The installation of a subsurface drainage system will increase the conveyance of storm water runoff to the Parish's pumping station. The project is estimated to cost \$2,135,375.

Unincorporated Jefferson Parish - Westwego Pump Station No.1

This project will involve improvements to Westwego Pumping Station No. 1, which will benefit 134 acres of land located within the southwest portion of Westwego, bounded by the Westbank Expressway to the north, Tanglewood Drive to the east, Lapalco Blvd. to the south, and Louisiana Street to the west on the West Bank. The project will include installation of (2) new electric motor-driven vertical 50 cfs pumps, and a back up generator and associated electrical panel and switches. The installation will increase the drainage capacity of Westwego #1 Pump Station by allowing the pumping of storm water

at a lower level than is presently possible for the diesel engine pumps to initiate. The project is estimated to cost \$1,324,411.

Unincorporated Jefferson Parish – Harvey Headworks Facility at the Harvey Wastewater Plant

Construction will involve the rehabilitation of an existing wastewater treatment facility and will mainly include removal and replacement of existing equipment and coating of existing concrete surfaces. The improvements will not increase (or change) the facility's scope, design capacity or service area. The Harvey Wastewater Plant is located at 2343 Paillet Street in Harvey. The project is expected to use \$3,106,414.50 in CDBG funding.

Unincorporated Jefferson Parish – Emergency Generator at Lift Station L-11-2 – Westbank Expressway and Eisman.

At existing Lift Station N-11-2 – Westbank Expressway and Eiseman, raw sewage from area residents and businesses flows into the stations concrete well and from there the lift station pumps transport the raw sewage directly to the Marrero Wastewater Treatment Plant where it undergoes extensive treatment to remove bacteria and other harmful contaminants. This project proposes adding a 500kW backup generator to the station. The project is expected to use \$535,797.48 in CDBG funding.

Unincorporated Jefferson Parish – Bucktown Harbor Improvements

This project will involve the installation of a group shelter and asphalt sidewalks to the group shelter with associated grading, electrical panels, shelter lighting and sight lighting at the walk. Also the installation of 4 – 6ft. picnic tables and 1 – 8 ft. ADA picnic table. Located on Lake Pontchartrain at the Metairie-New Orleans line. The project is expected to cost \$207,372.

Unincorporated Jefferson Parish - Jefferson Parish Economic Development Commission (JEDCO)

New design and construction of a technology incubator/office building in the Churchill Technology & Business Park on the Westbank of Jefferson Parish, LA. The estimated cost of the project is \$2,000,000.

Unincorporated Jefferson Parish - Oakwood/Terrytown Subsurface Drainage

This project will involve the construction of a new drain line of 54" X 88" outfall culvert that will extend along Carol Sue Avenue between Oakwood and Outfall Canal. All street drainage work will be replacing existing drainage with upgraded sizes. The project is estimated to cost \$3,412,639.

Unincorporated Jefferson Parish - Maplewood Subsurface Drainage Improvement

This project requires street subsurface work, pipe and drop inlet installation, and street resurfacing and restoration on the following streets; Redwood, Maplewood, Dogwood, 3rd, 6th, 7th, 9th, Paillet, Estalote, Esther, 41st, Shirley, Marian, and 38th St. Street drainage work will consist of new and replacement of existing subsurface drainage. All work will

be within existing Street Rights of Way (ROWs.) The estimated cost for the project is \$3,412,639.

Unincorporated Jefferson Parish - Gulizo Canal Drainage Improvement

This project requires the installation of steel sheet piling and concrete canal bottom along Gulizo Canal from Ames Blvd. to 1300 feet to the East. These improvements will remain in the existing canal Rights of Way (ROWs). This canal was damaged during Katrina. The estimated cost for the project is \$3,412, 639.

Unincorporated Jefferson Parish - Hillings Ditch/Sauve Road Drainage Improvement

A 5 cubic feet per second (cfs) pump station will be installed at the intersection of Diane Ave. and Dart St. Then a fourteen inch (14") force main will be routed to existing drainage on Sauve Road just north of Paula Drive. The pump station will located in the existing Rights of Way (ROWs) for Hillings Ditch and the installation of the force main will be under the roadway along Phyllis Court. The estimated cost of the project is \$2,000,000.

Unincorporated Jefferson Parish - Bunche Village Neighborhood Drainage Improvement

This project entails a Planning Study to determine required street subsurface work, the replacement of substandard pipes with appropriately sized pipes, catch basin installation, and street resurfacing and restoration. Street drainage work will be replacing existing drainage with upgraded sizes. Work will be within existing Street Rights of Way (ROWs). This area flooded during Katrina. The estimated cost of the project is \$2,000,000.

Unincorporated Jefferson Parish - California Avenue and Canal 2 Culvert Replacement

This project requires the replacement of two 96" RCAP with three 8' x 8' box culverts to bring this canal crossing to ten year storm standards. Construction activities also involve replacement of the street at the intersection. Improvement should lower water surface elevation along Canal 2 upstream from the new crossing. Work will be within the existing canal Rights of Way (ROWs). The estimated cost of the project is \$2,000,000.

Unincorporated Jefferson Parish - East and West Livingston Place Drainage Improvements

This project involves the construction of street subsurface drainage with the installation of drainage pipe, and drop inlets with street resurfacing and restoration on East and West Livingston Place. All street drainage work will be new. Drainage work will be within existing Street Rights of Way (ROWs). All street drainage work will be new. The project is estimated to cost \$2,000,000.

City of Gretna – Emergency Sewer Generators Pump Station #1

This project in the City of Gretna will involve improvements to Master Sewer Lift Station # 1 located near the intersection of Stumpf Blvd. and the Westbank Expressway. This

project will include the installation of a new 500 KW emergency generator to handle the needs of two 142 hp pumps and two 20 hp pumps. This project will also include the addition of a 480 volt emergency generation connection plug to run a 125 KW or 150 KW portable generator so Master Lift Station # 1 can start and run the large pump or 2 small pumps if the housed generator fails. Improvements will also include an automatic switchgear, a fuel tank and weatherproofing of the building to protect the generator and associated electrical equipment. The project is estimated to cost \$386,000

City of Gretna – Emergency Sewer Generators Pump Station #7

This project in the City of Gretna will involve improvements to Sewer Lift Station # 7 located near the intersection of Gretna Blvd. and Gehring Drive. This project will include the installation of a new 300 KW emergency generator. This project will also include the addition of a 480 volt emergency generation connection plug to run at least two portable pumps if the housed generator fails. Improvements will also include an automatic switchgear, a fuel tank, and weatherproofing of the building to protect the generator and associated electrical equipment. The project is estimated to cost \$214,000.

City of Gretna – Emergency Sewer Generators – Lift Stations #2,3,4,5,6,8,9,10,11,12 and 13

This project in the City of Gretna will involve the purchase of four (4) portable 50 kW generators with 230/480 volt capabilities. A 230 volt generator connection plug with manual switchgear will be installed at each of the eleven (11) lift stations. In addition a concrete pad will be installed at each of the eleven (11) lift stations to place the portable generator on. Weatherproof housings are required for each station to protect the associated electrical equipment. The estimated cost of the project is \$245,000.

City of Gretna – Wastewater Treatment Plant New Generator

This project in the City of Gretna will involve the replacement of the existing 450 kW Wastewater Treatment Plant Generator with a new 1,000 kW generator to handle the current needs of the Wastewater Treatment Plant. The plant is currently served by the 450 kW generator, however, when the plant loses power, the generator does not have enough capacity to start up the equipment as required by the controls of the plant. Presently, the control center is overridden to allow for the generator to catch up to the demand. The size of the generator should be increased so that all aspects of the plant can be run during times of power outage. The project cost is estimated at \$365,500.

City of Gretna – City Park Detention Basin

This project in the City of Gretna will involve the expansion of an existing storm water basin in Gretna City Park. Currently the City of Gretna has two storm water detention basins. The first implemented storm water detention basin is located in Gretna City Park and it consists of two (2) interconnected ponds. The other basin is located at the intersection of Virgil Street Canal and the Whitney Avenue Canal. The estimated cost for the project is \$947,500.

City of Gretna – Gretna Boulevard Water Tower

This project in the City of Gretna will include an add alternate to replace the 500,000 gallon elevated water tank located on Gretna Boulevard. CDBG funds would be used to assist the City of Gretna in completing the deferred maintenance repairs. Total project costs are estimated at \$1,265,000

City of Gretna - Comprehensive Plan and Development Code

The development of the City of Gretna's first ever comprehensive plan and a substantial rewrite of current development codes. Plan and code development process will coordinate city-wide policy goals and land use decisions to guide overall development trajectory of the City of Gretna. The project cost is \$540,000.00

City of Kenner – Sewerage Lift Station #4106

This in the City of Kenner will involve improvements to Sewer Lift Station # 4106 located at 10TH and Maria streets. This project will include the installation of a new 135 KW emergency generator, 3 new flood suction pumps with a new control panel, piping and electrical service. Improvements will also involve the rehabilitation of the concrete wet-well, installation of a corrosion-resistant liner to increase the life of the structure, and the addition of a valve to the existing effluent gravity line to prevent back flow into the wet-well. The project is estimated to cost \$587,000.

City of Kenner - Sewer Lift Station #4100 Improvements (24th and Delaware)

Lift Station #4100 (24th and Delaware) improvements include installing two new dry pit submersible pumps, pumping equipment and associated controls, piping, electrical work and rehabilitation the concrete well. The City has purchased an emergency 350 kW generator with an automatic transfer switch and diesel fuel tank that will provide emergency backup power during outages. The automatic transfer switch will automatically transfer to generator power during a power outage without any personnel required on-site. The project is estimated to cost \$1,912,000.

City of Kenner - Sewer Lift Station #4211 (39th and California)

Lift Station #4211 (39th and California) improvements include installing new submersible lift station and associated controls, piping, and electrical work and constructing a new 18-inch discharge force main 2200 linear feet (LF) running from lift station 4211 to transfer station at Chateau Country Club by Duncan Canal. The City is seeking additional sources to fund the purchase of an emergency portable 250 kW generator for the lift station. The estimated cost is \$775,000.

City of Kenner - Sewer Lift Station #4305 (Vintage and Medoc)

Lift Station #4305 (Vintage and Medoc) improvements include rehabilitation the lift station and associated controls, piping, and electrical work. The City is seeking additional sources to fund the purchase of an emergency portable 350 kW generator for the lift station. The estimated cost is \$769,120.

City of Kenner - Sewer Lift Station #4341 (27th and Salem)

Lift Station #4341 (27th and Salem) improvements include installing new submersible lift station and associated controls, piping and electrical work. The City is seeking additional sources to fund the purchase of an emergency portable 350 kW generator for the lift station. The project is estimated to cost \$1,454,375.

Town of Jean Lafitte – Drainage Improvements – Eve Lynn Drive, Willie Mae Street, Canal Street, Gloria Drive

This project in the Town of Jean Lafitte will involve the design and construction of culverts, catch basins, street cuts, driveway replacements, and utility adjustments along the following streets: Eve Lynn Drive (700 lineal feet), Willie Mae Street (750 lineal feet), and Gloria Drive (600 lineal feet). The projects will include the installation of a subsurface drainage system. The installation will increase the conveyance of storm water runoff and increase storage capacity. The project is estimated to cost \$509,700.

Town of Jean Lafitte – Drainage Improvements – Gloria Drive, Canal Street, Oak Street

The construction involves the conversion of 2,810 LF of semi-open ditches into subsurface drainage. This will include culverts, catch basins, street cuts, driveway replacements and utility adjustments along the following streets: Gloria Drive (680 lf), Canal Street (410 lf), Oak Street (1720 lf). The estimated cost of the project is \$500,000.

City of Harahan – Emergency Generator Wastewater Treatment Facility

This project consists of adding a 175 kW diesel generator stationary to a foundation pad with a weatherproof structure and fuel tank, installing the automatic transfer power switch, cam lock outlets, and cam lock distribution cables. Also, two of the three (3) existing 40 horsepower three-phase 480v AC motors as well as replacing the 8 inch plug valve, and a 10 inch check valve will be replaced. The project cost is estimated at \$250,000.

City of Harahan – Emergency Sewerage Generators

This project will involve the purchase of five (5) portable generators on trailers; four (4) 22 kW generators and one (1) 59 kW generator with 230/480 volt capabilities with Generator Trailers with hydraulic brakes and Camlock Distribution System. These portable generators with trailers will be documented and placed on the City inventory assets list for inventory control. A 230 volt generator connection plug with manual switchgear will be installed at each of the fourteen (14) lift stations. In addition a concrete pad will be installed at each of the fourteen (14) lift station to place the portable generator on. Weatherproof housings for each station are also required to protect the associated electrical equipment with wireless telemetry and real time monitoring system for each lift stations. In addition, this project will involve the replacement of an above ground pump with a submersible pump system at Sewer Lift Station #11 along with the review of the submersible pumps at the other lift stations with replacement of the damaged pumps as required. The estimated cost of the project is \$731,700.

Town of Grand Isle – Road and Drainage Improvements

This project consists of the removal of existing asphalt, the addition of proper sand and limestone base coupled with asphalt surface and wearing coarse to be constructed according to new roadway design criteria for approximately 7200 feet of roadway contained by Louisiana Avenue and Admiral Craik Drive. Drainage improvements such as adding culverts or drainage excavation would be completed concurrently with the new roadway construction. In addition to the standard construction Louisiana Avenue will have an elevated base of 12-18 inches to provide the needed drainage and flood benefits. The cost estimate is \$2.4 million.

East Jefferson General Hospital – Replace Switch Gear and Generator Controls Cabinet

Replacement of the damaged switch gear and 13.8 primary feed generator control cabinet which controls emergency electric power for a portion of East Jefferson General Hospital. The Energy feed will be relocated and the switch gear connected to the hospital's existing switchboard. Two existing 2 meg generators will be relocated to the new elevated structure and connected to the generator control cabinet and the fuel source. The new control cabinet will be equipped with the capability of adding additional generators (3 meg) to provide 100% STAND BY capability to facility. The estimated cost for the project is \$3,000,000.

West Jefferson Medical Center – Patient Room Windows

This project will involve improvements to West Jefferson Medical Center (WJMC), a not-for-profit community hospital located in Marrero on the West Bank of Jefferson Parish. The project will include installation of screens to approximately 350 windows. The installation of these hurricane-resistant screens will enable the hospital, which serves the entire west bank of Jefferson Parish, to use these rooms safely. The project is estimated to cost \$1,125,000.

West Jefferson Medical Center – Roof

Replacing existing ballasted roofs with a non-ballasted roof system for the roofs located at the hospital campus. The replacement would involve approximately 990 roofing squares. The project would prevent flying rocks as projectiles during storms. The cost is estimated at \$1,100,000.

West Jefferson Medical Center – Atrium Windows

Provide protective retractable window shutters or removable protective panels between the Atrium and the Hospital. This would provide a means of separating the Atrium from the rest of the Hospital in the event of window failure in the Atrium to allow hospital areas connected to the Atrium to be utilized during/after a storm. The project is estimated to cost \$440,000.

West Jefferson Medical Center – Second Level Bridge

Install 2nd level bridge between the North Garage Heliport and the Hospital. The installation of the bridge between the West Wing and North Garage would allow evacuation of patients in the event of flooding on the first floor. The project is estimated to cost \$100,000.

Ochsner Medical Center – Emergency Electric Power Generators – Jefferson Hwy

The emergency power required to run this campus required the purchase of three large generators. A 1250KW generator was installed to provide power to air conditioning units and normal power and to hospital patient ancillary and support areas. A 1600KW generator was installed to run chillers cooling towers, pumps, boilers and other infrastructure in our power plant. A 750kw generator was installed to provide power to employee and family sleep areas, physician office and treatment areas and infrastructure equipment (HVAC, pumps, etc) for the same areas. The cost for this project is \$1,154,864.

Ochsner Medical Center – Water Well – Jefferson Highway

A concrete pad was constructed for the placement of the well tank and pump. A well was drilled to a depth of 732 feet, a slab was poured, and pump installed. The pump was connected and powered up. The well was then equipped with a valve and plumbing was added to connect it to the hospital main water feed. The expense for this project is \$385,672.

Ochsner Medical Center – Rental Expenses – Generators – Jefferson Highway

Rental expenses for four (4) emergency power generators due to power loss during and after Hurricane Katrina. This rental expense was incurred while waiting for the permanent generators to arrive. The fee for renting the generators totaled \$252,805 including maintenance. The cost of fuel is excluded.

Ochsner Medical Center – Rental Expenses – Generators – Belle Chase Highway

Emergency electric power generators and associated switches and connections for Ochsner Medical Center Westbank 2500 Belle Chasse, Highway, Gretna, LA. A generator was placed adjacent to the power plant and all associated wiring and switches were installed to allow the switch to emergency power when the normal system fails. Construction included 1250 KW generator mounted on 40" flatbed trailer and generator electrical connections. The project cost was \$466,366.27.

Ochsner Medical Center – Emergency Water Well – Belle Chase

Piles driven to support a concrete pad for the placement of the well tank and pump. A well was drilled to a depth of 390 feet, a slab was poured, and pump installed. The well was then equipped with a valve and plumbing was added to connect it to the hospital main water feed. Construction included drilling of 185 gallon per minute water well, pouring a concrete slab with pile cap support, pipe connections and 9,000 gallon storage tank, and electrical connections. The cost of the project was \$436,806.50.

Ochsner Medical Center – Emergency Electric Power Generators – West Esplanade Generator and associated switches and connections for Ochsner Medical Center Kenner 180 West Esplanade Ave., Kenner, LA. Construction included a 1,600kw generator mounted on 40” flatbed trailer and the generator electrical connections. The project cost \$494,820.00.

Parish of Jefferson – Façade Improvement Program

The establishment of a Façade Improvement Program to be operated by Jefferson Parish or provider to assist property owners in rehabilitating the facades of certain types of buildings in eligible targeted redevelopment areas in unincorporated Jefferson Parish. The estimated project cost is approximately \$775,000.

City of Gretna – Downtown Drainage Project

The proposed Downtown Drainage and Revitalization Improvements project in the City of Gretna takes a layered approach - utilizing both green and gray infrastructure - to resolve localized flooding conditions while enhancing the physical environment of the downtown area. The estimated project cost is approximately \$775,000.

Parish of Jefferson - Comprehensive Plan and Development Code

The update of the Parish of Jefferson’s comprehensive plan and a substantial rewrite of current development codes. Plan and code development process will coordinate parish-wide policy goals and land use decisions, to include stormwater management, to guide overall development trajectory of the Parish of Jefferson. The additional estimated cost of the project is approximately \$250,000 added to previously approved amount of \$300,000 for a total of \$550,000.

All interested agencies and persons are invited and encouraged to respond to the proposed changes at the August 23, 2017 Jefferson Parish Council Meeting located at the Joseph S. Yenni Building, 1221 Elmwood Park Blvd, Jefferson, Louisiana 70123, 2nd Floor at 10a.m. In addition to the Jefferson Parish Council meeting, comments and questions may be submitted to the Jefferson Parish Department of Community Development located at 1221 Elmwood Park Boulevard, Suite 605, Jefferson, LA 70123 and reached at telephone (504)-736-6262. Any public comments accepted after the Jefferson Parish Council meeting approving the amendments to the Long Term Recovery Plan and that require substantial amendments to the Plan will result in Jefferson Parish Council action through resolution.

The plan amendments will be submitted to the State’s Office of Community Development, Disaster Recovery Unit after August 23, 2017.

Michael S. Yenni
Parish President

Tamithia P. Shaw, Director
Community Development Department

**GCR Inc.**

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Advanced Technology Center

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August 29, 2017

Tamithia Shaw, Director
Jefferson Parish Department of Community Development
1221 Elmwood Park Blvd., Suite 605
Jefferson, LA 70123

Ms. Shaw,

Per the request of Jefferson Parish Department of Community Development (JPDCD) and the Jefferson Parish Economic Development Corporation (JEDCO), GCR submits this proposal to provide complete implementation services for the JEDCO Façade Improvement Program. For the past six months, GCR has worked closely with JEDCO and JPDCD staff to develop the Façade Improvement Program. In this regard, GCR will continue to craft the program policies and procedures to implement a successful program for the JEDCO and the parish.

As indicated, the parish will use both CDBG and CDBG-DR funding. While similar in nature, GCR understands there are unique requirements for each funding source and GCR will provide the program management support to ensure compliance with both sources.

GCR currently provides support to JPDCD to ensure projects have complete policies, procedures and guidelines for implementation. GCR will overlay the methodology used in other programs to ensure that the JEDCO Façade Improvement Program is implemented compliantly and efficiently.

Task 1: Program Administration

Program Administrative Documents

GCR will work with JEDCO and JPDCD staff to complete the build-out of programmatic documents needed for the program. GCR will complete a detailed program manual to serve as implementation guidelines. The program manual will be a living document and incorporate all policy and procedural changes throughout the lifecycle of the program. GCR will create public facing documents for the program, including the initial program interest survey and a full program application. GCR will gather input from JPDCD and JEDCO to ensure the survey and application meet all parish standards.



Deliverables: Façade Improvement Program Guidelines, initial program interest survey, complete program application.

Subrecipient Application

For the CDBG-DR funds used in this program, GCR will work with JPDCD and JEDCO to draft a complete application to OCD-DRU for funding from the State's Katrina/Rita appropriations for the JEDCO Façade Improvement Program. GCR will ensure that the application proposes CDBG-DR eligible activities, meets a CDBG-DR national objective, meets the overall benefit parameters provided by OCD-DRU for Hurricane Katrina, and aligns with the goals outlined in the parish's Hurricane Katrina Long Term Recovery Plan. GCR will also draft any needed amendments required for the implementation of the JEDCO Façade Improvement and participate in discussions with the OCD-DRU and JPDCD per the parish's direction.

Deliverable: Application for funding to OCD-DRU for the JEDCO Façade Improvement Program.

Project Coordination

GCR will lead project coordination between JEDCO, JPDCD, other parish departments, key stakeholders, and potential vendors who are implementing this program. At a minimum, project coordination includes participation in conference calls, in-person meetings, and documentation recapping this representation. GCR will ensure that parish agencies and departments and outside vendors are aware of programmatic requirements, and that they provide data, documentation, and other information related to the project to JPDCD.

Deliverable: Regular meetings with JEDCO and JPDCD to discuss project coordination and needs.

Record Keeping

GCR will create files that are consistent in format and structure with the parish's current CDBG and CDBG-DR projects. GCR will ensure that files have the required documentation and are accessible for monitoring by the parish, state, or HUD. If needed, GCR will create a SharePoint site for electronic file transfers or storage of project artifacts.

Deliverables: Complete JEDCO Façade Improvement files, including program administration files and applicant files.



Task 2: Program Outreach and Engagement

Assistance to JEDCO

GCR will provide outreach and engagement support to JEDCO during survey and application periods. Support may include development of marketing materials, support at outreach events, and direct engagement with the business owners and property owners in each target area.

Deliverable: On-call support during the outreach and engagement phase of the program.

Task 3: Program Survey and Application Period

Program Survey Period

During the survey period, GCR will collect completed surveys as submitted and compile data received. If requested, GCR will provide direct assistance to property owners to facilitate accuracy and thoroughness in completing the surveys. Following GCR's compilation of the data, GCR will recommend programmatic changes to JEDCO and JPDCD based on the information gathered during the survey period.

Deliverables: On-call assistance to businesses, property owners, and JEDCO during the survey period. Delivery of a Survey Report outlining the information received during the survey period and any programmatic recommendations prior to the application period.

Program Application Period

In coordination with JEDCO, GCR will set up a process and timeline for the application period and for receiving applications for the Façade Improvement Program. Our team will finalize the scoring criteria and scoring sheets used to rank all applications received by the program. GCR will provide direct assistance to business and property owners completing the applications. Additionally, GCR will work with JPDCD and JEDCO to create a review committee for scoring all applications based on the defined criteria. Once the committee completes scoring of the applications, GCR will review the scoring with JEDCO and JPDCD leadership and draft award letters for those businesses who will receive Façade Improvement awards.

Deliverables: A complete application package with proposals from each applicant, scoring sheets, final rankings, award amounts, and award letters.



Task 4: Program Operations

Applicant Case Management

GCR will provide direct assistance to each applicant throughout the lifecycle of the program. Our team will be on-call during the application, award, construction, and closeout processes to answer questions, provide support to applicants, and troubleshoot any potential issues. GCR will document communications with applicants, programmatic approvals, monitoring and compliance, and closeout of each applicant.

Deliverable: On-call assistance throughout the program. Complete applicant files at the closeout of the program documenting all assistance provided to the applicant.

Construction Management

GCR will use team members who are subject matter experts in construction management to complete construction management tasks needed for the program. Our team will work with JEDCO and JPDCD to develop a process for procuring contractors to participate in the program. Once we define the process, GCR will work with applicants and contractors to initiate construction. Based on the approved construction process, our team will complete Independent Cost Estimates and costs analyses required by federal law. The construction management team will provide oversight and monitoring for the program.

Deliverable: A complete construction management plan, including procurement, implementation, and construction oversight through closeout of the program as well as construction management services for the duration of the program.

Financial Management

GCR will create a process for financial management of the Façade Improvement Program. Our team will review of all invoices from contractors, JEDCO staff and property owners, ensuring that all costs are reasonable and contain the proper financial documentation pertaining to CDBG, CDBG-DR, and parish requirements. GCR will complete a programmatic review of all invoices prior to submission to JPDCD for payment. Our team will provide periodic budget updates to JEDCO and JPDCD on program expenditures to ensure program costs are in line with the established budget. At the time of closeout, GCR will provide a full financial accounting of all costs for the program.

Deliverable: Develop a financial management process for invoices related to the Façade Improvement Program. Budget status updates at key milestones during the



project and complete invoice packages to JPDCD for payment. At the time of closeout, GCR will deliver a complete financial accounting of expenses related to the Façade Improvement Program.

Task 5: Monitoring and Reporting

Monitoring and Reporting

GCR will provide reporting in formats requested by JPDCD or OCD-DRU for the JEDCO Façade Improvement Program. This reporting will include, but is not limited to, weekly status reports, monthly status reports, and quarterly reports for the parish to submit to OCD-DRU for upload to HUD's DRGR or IDIS systems. GCR and JPDCD will agree on the format and frequency of the reports needed. GCR will assist JPDCD staff with monitoring subrecipients, including parish departments, agencies, and vendors. GCR will also prepare the parish for monitoring visits and audits, whether from OCD-DRU or HUD, through the lifecycle of the program.

Deliverable: Reports delivered on the frequency determined by JPDCD. Additionally, the team will manage monitoring visits in coordination with JPDCD and JEDCO.

Construction Monitoring

GCR will develop and implement a construction monitoring plan. This plan will outline the level of monitoring needed for each Façade Improvement project based on the award size. Additionally, our team will complete Davis Bacon requirements for each project, including labor wage determination, weekly payroll reviews, on-site interviews, and other items necessary to comply with federal labor requirements.

Deliverable: GCR will provide a full construction monitoring plan and schedule for the Façade Improvement Program. To ensure compliance with Davis Bacon and other related acts, GCR will complete a review of construction invoices and a comparison to the certified payrolls and inspection reports. At the time of closeout, GCR will deliver complete labor compliance files for each Façade Improvement project.



Task 6: Long Term Compliance and Closeout

Long Term Compliance Period

Applicant files will require a three-year compliance period. GCR will develop a plan for annual monitoring of each Façade Improvement project. Our team will complete on-site and desk monitoring as needed during the compliance period and provide annual reports to JEDCO and JPDCD regarding each applicant. If an applicant is determined to be non-compliant, GCR will work in coordination with the applicant and JPDCD to determine the method to remediate all compliance issues.

Deliverable: GCR will deliver annual compliance reports to JPDCD.

Program Closeout

GCR will provide all closeout activities associated with the JEDCO Façade Improvement Program, including applicant and programmatic files. Our team will lead or support any final monitoring activities completed by JPDCD or other auditors. Additionally, our team will work individually with each applicant to ensure a clean closeout of their file.

Deliverable: A complete program file to the parish that documents the program from beginning to completion.

Budget

GCR proposes to undertake this work on a time and materials basis, using a blended rate of \$105.80 per hour. Using this rate, we present our proposed budget for the scope of services outlined. To estimate a budget, our team prepared considered the following assumptions:

- The budget is a combination of administrative and project delivery costs associated with the project.
- The program implementation budget is based on the full use of the proposed \$1.5 million-dollar program budget and includes services for 20-25 applicants through the life of the program.
- The proposed budget assumes that JEDCO will not manage any part of program implementation.
- GCR assumes a five-year program:
 - Two years for implementation of Façade Improvement activities.



- Three years of long term compliance monitoring (assuming some of the projects enter into long term compliance during the two years of the implementation).
- GCR will assume a role of program manager on behalf of JPDCD and provide full implementation services for the JEDCO Façade Improvement Program.
- GCR based the budget numbers on the current understanding of the program implementation requirements outlined by JPDCD and JEDCO. Should program management requirements change and impact the work to be performed by GCR, GCR reserves the right to request an amendment to the budget to mirror such change in scope.

JEDCO Façade Improvement Program	
Program Year 1	\$124,844.00
Program Year 2	\$80,408.00
Program Year 3	\$13,225.00
Program Year 4	\$9,733.60
Program Year 5	\$13,754.00
Total Budget	\$241,964.60

I hope you find this scope of services aligned with our discussions and your vision of the program. Thank you for your consideration, and we look forward to working with you on this initiative.

Sincerely,

Ted. E. Guillot
 Director, Community Planning and Resilience

MONTHLY FINANCIAL REPORT HIGHLIGHTS

AUGUST 2017

JEDCO-

Revenues:

- Collected \$49,258 of revenues from various sources including \$350 (BIC), \$21,299 (Finance), \$75 (EDS), \$803 (Conference Center), \$2,731 (interest) and \$24,000 for sponsorship to the JEDCO 30th anniversary event.

Expenses:

- Staff Development charges of \$1,844 related to the NADCO Conference (Finance)
- Dues & Subscriptions expenses of \$1,169 (Finance)
- Special Projects fees of \$3,420 associated with Select Comfort project (EDS)
- Conference & Convention cost of \$1,100 for ECONOMIX conference (SI)
- PR/Advertising charges of \$6,936 (\$3,055-N.O. Publishing Group, \$2,000-Renaissance Publications, \$1,881-Documart) (Marketing)
- Program Event expenses of \$5,779 related to the JEDCO 30th Anniversary Gala (Marketing)
- Office Supplies cost of \$3,348 largely associated with purchase of office furniture (\$3,016) and supplies (\$332) (Administration)
- Computer/Equip/Svc. fees equaling \$2,615 of which \$1,543 spent on VIP renewal with balance of \$1,072 for e-mail service, software, backup archiving and phone system and supplies (Administration)
- Hog abatement expenses of \$6,425 for July and August 2017 (Tech Park)

Others:

- JEDCO LAMP account balance at 8/31/2017 \$2.9M

JEFFERSON EDGE-

Revenues:

- Received private funds of \$12,000 and \$745 of interest

Expenses:

- Meeting/meals expenses totaling \$3,001 (Past Chairman Luncheon-\$1,421, EDGE Investors Luncheon-\$1,425 and IT Cluster meeting-\$155)

Others:

- EDGE LAMP account balance at 8/31/2017 is \$809K

SUPPLEMENTARY INFORMATION-

- Scheduling annual H/R Seminar
- Beginning research regarding employee benefits for 2018

JEDCO'S INVESTMENT REPORT
8/31/2017

ACTIVE DATE	INSTITUTIONS	OPENING BALANCE	CURRENT BALANCE	INTEREST	TERMS	MATURITY DATE	CURRENT STATUS
12/04/03	JEDCO LAMP	\$350,000	\$2,991,195	1.06%	DAILY		OPEN
	TOTAL	<u>\$350,000</u>	<u>\$2,991,195</u>				

Updated September 12, 2017

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Adopted Budget)
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Occupational Licenses	\$ 2,000,000	\$ 2,020,000	\$ -	\$ 2,020,000	\$ -	\$ 2,020,000
Business Innovation Ctr. (Schedule A)	36,600	90,840	350	519	59,481	60,000
Financing Activities (Schedule B)	199,000	209,000	21,299	128,837	36,163	165,000
Econ. Dev. Svc. Fees (Schedule C)	149,900	125,800	75	2,920	124,880	127,800
Strategic Initiatives (Schedule D)		25,000	-	25,000	-	25,000
Marketing - P/R (Schedule E)	44,000	36,000	24,000	53,060	17,940	71,000
Interest, Misc.	7,000	5,000	2,731	15,644	(8,644)	7,000
Kenner Program (Schedule G)	75,000	75,000	-	25,000	-	25,000
Tech. Park Revenues (Schedule I)	15,804	10,000	-	-	16,000	16,000
FORJ (Ground Lease Payment)	2,200	-	-	-	-	-
Conference Center (Schedule I)	25,800	26,000	803	5,566	10,434	16,000
Total Revenues from Local Sources	\$ 2,555,304	\$ 2,622,640	\$ 49,258	\$ 2,276,546	\$ 256,254	\$ 2,532,800
SUMMARY OF EXPENDITURES BY AGENCY						
JEDCO						
Total Expenditures by Agency	\$ 2,438,796	\$ 2,533,490	\$ 175,817	\$ 1,533,217	\$ 1,039,683	\$ 2,572,900
SUMMARY OF EXPENDITURES BY DEPARTMENTS						
Departments:						
Business Innovation Ctr. (Schedule A)	65,500	80,390	5,011	49,019	25,931	74,950
Finance (Schedule B)	244,900	245,300	18,797	152,613	126,987	279,600
Econ. Dev. Svc. (Schedule C)	225,600	276,900	22,428	172,833	104,967	277,800
Strategic Initiatives (Schedule D)	-	92,740	7,498	28,505	66,735	95,240
Marketing - P/R (Schedule E)	191,850	211,750	20,015	125,678	131,572	257,250
Admin. Exp. (Schedule F)	884,775	876,400	64,138	539,083	343,317	882,400
Kenner Program (Schedule G)	75,000	75,000	-	24,183	817	25,000
JEDCO Bldg. Expenses (Schedule H)	520,300	513,160	22,822	372,751	142,009	514,760
Tech. Park Expenses (Schedule I)	195,161	105,850	10,495	42,166	64,984	107,150
Conference Center (Schedule J)	35,710	56,000	4,613	26,386	32,364	58,750
Total Expenditures by Departments	\$ 2,438,796	\$ 2,533,490	\$ 175,817	\$ 1,533,217	\$ 1,039,683	\$ 2,572,900

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

JEFFERSON ECONOMIC DEVELOPMENT COMMISSION (JEDCO)
 End of Month-August 2017
 Fiscal Year Ending December 31, 2017

	(A)	(B)	(C)	(D)	(E)	
	2016 Final Amended Budget	2017 Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Adopted Budget)
SUMMARY OF EXPENDITURES BY CHARACTERS						
Salaries/HB&Taxes/SEP-Retirement	1,225,625	1,391,640	104,392	848,091	510,489	1,358,580
Communications	32,500	40,650	2,122	16,984	23,966	40,950
Equipment Rental/Maintenance	11,850	14,500	390	2,739	11,661	14,400
Office Supplies	12,500	23,450	1,851	7,269	16,021	23,290
Postage	8,700	8,750	673	4,067	4,683	8,750
Dues & Subscriptions	27,450	34,850	2,853	21,666	10,734	32,400
PR/Advertising/Video Equip. Expense	47,000	54,700	6,936	39,970	15,230	55,200
Travel/Mileage	12,500	17,600	363	3,594	12,326	15,920
Staff & Professional Development	17,900	22,000	2,334	5,497	14,003	19,500
Special Project/Programs/Events	32,250	34,000	9,210	10,601	69,549	80,150
Attorney Fees	13,000	10,000	300	5,840	5,160	11,000
Data Base Analysis	9,000	2,700	-	1,875	4,125	6,000
Gretna Expenses	25,000	25,000	4,484	26,020	(1,020)	25,000
Web-Site Update	10,500	2,000	150	1,978	22	2,000
Entrepreneur Challenge	23,500	25,000	-	25,195	(195)	25,000
Seminars	2,925	4,800	-	3,716	784	4,500
Admin.Fees/Personnel & Emergency Exp.	28,450	21,000	1,057	9,882	11,118	21,000
Computer/Equip./Svc.	75,950	109,700	4,266	27,615	81,485	109,100
Committee Mtg./Business Development	13,500	15,000	-	7,457	7,543	15,000
Professional Svc.	14,100	-	-	-	-	-
Utilities/Water	46,700	77,400	7,638	33,250	50,300	83,550
Repairs and Maintenance	6,910	15,000	836	4,331	10,669	15,000
Janitorial & Contract Services	44,600	49,000	5,992	35,684	13,316	49,000
Insurance	76,000	96,000	5,501	38,093	45,907	84,000
Accounting/Audit	35,000	35,000	-	25,885	9,115	35,000
Security	1,000	1,100	57	1,156	(56)	1,100
JEDCO Bldg. Lease Expenses	-	-	-	-	-	-
Lawn Maintenance	13,000	15,400	-	6,345	9,055	15,400
Generator Expenses	4,600	5,540	305	2,833	2,707	5,540
Bldgs. Supplies	6,500	13,000	283	1,210	11,790	13,000
HVAC Expenses	16,000	16,800	1,321	10,568	6,232	16,800
Elevator Repairs and Maintenance	6,000	5,400	517	4,079	1,321	5,400
Landscaping	6,000	9,350	-	3,028	6,322	9,350
Grass Cutting/Clearing/Fill	142,421	41,400	3,600	7,200	34,200	41,400
Access Road Expenses	7,000	-	42	97	6,903	7,000
Lease Expenses	40	-	-	-	-	-
Hog Abatement	38,500	38,500	6,425	25,698	12,802	38,500
Appraisal Expenses	-	-	-	4,500	-	4,500
Sales and Marketing	-	5,500	-	-	5,500	5,500
Program Costs	4,000	5,000	80	8,095	1,905	10,000
AEDO Accreditation Expenses	-	-	-	-	-	-
Garbage Collection/Pest Control/Door Mat	9,300	4,620	276	3,111	1,509	4,620
Equipment Expenses (Conference Ctr.)	-	-	-	-	-	-
JEDCO Loan Payment	262,000	212,000	-	211,574	426	212,000
Food & Beverage Expenses	1,200	1,000	163	(1)	1,001	1,000
Neighborhood Revitalization Expenses *	49,725	-	-	3,096	1,904	5,000
Services	9,100	23,640	300	10,883	4,117	15,000
Contract Svc./Loan Processing	9,000	-	-	18,000	2,000	20,000
Conferences & Conventions	-	3,000	1,100	4,351	649	5,000
Business Attraction	-	2,500	-	95	2,405	2,500
Total Expenditures by Characters	2,438,796	2,533,490	175,817	1,533,217	1,039,683	2,572,900

JEFFERSON ECONOMIC DEVELOPMENT COMMISSION (JEDCO)
 End of Month-August 2017
 Fiscal Year Ending December 31, 2017

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Adopted Budget)
SUMMARY OF OTHER FINANCING USES						
Transfer to other funds	-	-	-	-	-	-
Transfer from other funds	<u>267,742</u>	<u>20,000</u>	<u>-</u>	<u>20,000</u>	<u>-</u>	<u>20,000</u>
Total Other Financing Uses	\$ <u>267,742</u>	\$ <u>20,000</u>	\$ <u>-</u>	\$ <u>20,000</u>	\$ <u>-</u>	\$ <u>20,000</u>
NET CHANGE IN FUND BALANCE	384,250	109,150	(126,559)	763,329	(783,429)	(20,100)
ESTIMATED BEGINNING BALANCE	<u>1,570,415</u>	<u>1,910,052</u>				<u>2,554,491</u>
ESTIMATED ENDING BALANCE	<u>\$ 1,954,665</u>	<u>\$ 2,019,202</u>				<u>\$ 2,534,391</u>

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Adopted Budget)
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Private Funds	\$ 247,500	\$ 250,000	\$ 12,000	\$ 116,250	\$ 133,750	\$ 250,000
Investment Income	2,700	800	745	4,757	(3,957)	800
Total Revenues from Local Sources	\$ 250,200	\$ 250,800	\$ 12,745	\$ 121,007	\$ 129,793	\$ 250,800
SUMMARY OF EXPENDITURES BY CHARACTERS						
Marketing P/R:						
Local Market/PR Campaign	-	-	1,195	2,390	22,610	25,000
Sub-Total	\$ -	\$ -	\$ 1,195	\$ 2,390	\$ 22,610	\$ 25,000
Technology Park Development:						
Tech. Park Implementation	-	50,000	-	-	50,000	50,000
Site Selectors Initiative	5,000	5,000	-	5,000	-	5,000
Tech Park Marketing	50,000	55,000	-	36,462	(6,462)	30,000
Infrastructure Expenses	-	25,000	-	-	25,000	25,000
Sub-Total	\$ 55,000	\$ 135,000	\$ -	\$ 41,462	\$ 68,538	\$ 110,000
Administrative:						
Misc. Project Fund	27,500	30,800	42	4,860	25,940	30,800
EDGE Fundraising	16,500	17,000	1,455	11,426	5,574	17,000
Investor Relations/Staff Support	1,000	500	464	482	18	500
Meetings/Meals	3,000	5,000	3,001	4,171	829	5,000
Sub-Total	\$ 48,000	\$ 53,300	\$ 4,962	\$ 20,939	\$ 32,361	\$ 53,300
Total Expenditures by Characters	\$ 103,000	\$ 188,300	\$ 6,157	\$ 64,791	\$ 123,509	\$ 188,300
SUMMARY OF OTHER FINANCING USES						
Transfer to other funds(JEDCO-Clearing	30,000	20,000	-	20,000	-	20,000
Transfer from other funds	-	-	-	-	-	-
Total Other Financing Uses	30,000	20,000	-	20,000	-	20,000
NET CHANGE IN FUND BALANCE	\$ 117,200	\$ 42,500	\$ 6,588	\$ 36,216	\$ 6,284	\$ 42,500
ESTIMATED BEGINNING FUND BALANCE	\$ 736,384	\$ 782,084				\$ 905,986
ESTIMATED ENDING FUND BALANCE	\$ 853,584	\$ 824,584				\$ 948,486

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Adopted Budget)
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Account Balance	\$ 251,534	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
JEDCO Bldg. Lease Income	-	-	-	-	-	-
Insurance Revenues	4,100	-	-	-	-	-
Total Revenues from Local Sources	\$ 255,634	\$ 10,000	\$ -	\$ 10,000	\$ -	\$ 10,000
SUMMARY OF EXPENDITURES BY CHARACTERS						
Debt Service/Capital One Loan	-	-	-	-	-	-
Monthly Lease Payments	2,167	-	-	-	-	-
Insurance	4,100	-	-	-	-	-
Other Fees	1,625	-	-	-	-	-
Total Expenditures by Characters	\$ 7,892	\$ -	\$ -	\$ -	\$ -	\$ -
SUMMARY OF OTHER FINANCING USES						
Transfer to other funds (JEDCO)	237,742	-	-	-	-	-
Total Other Financing Uses	237,742	-	-	-	-	-
NET CHANGE IN FUND BALANCE	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	-	\$ 10,000

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Adopted Budget)
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Interest Earned from Payment	\$ 220,600	\$ 160,000	\$ 11,752	\$ 122,707	\$ 54,293	\$ 177,000
Interest Earned from Investment	2,700	4,000	175	842	3,158	4,000
Total Revenues From Local Sources	\$ 223,300	\$ 164,000	\$ 11,927	\$ 123,549	\$ 57,451	\$ 181,000
SUMMARY OF EXPENDITURES						
Administrative Expenses	102,000	95,000	10,488	64,141	30,859	95,000
Total Expenditures by Characters	\$ 102,000	\$ 95,000	\$ 10,488	\$ 64,141	\$ 30,859	\$ 95,000
NET CHANGE IN FUND BALANCE	\$ 121,300	\$ 69,000	\$ 1,439	\$ 59,408	\$ 26,592	\$ 86,000
ESTIMATED BEGINNING FUND BALANCE	\$ 8,052,466	\$ 8,110,966				\$ 8,117,365
ESTIMATED ENDING FUND BALANCE	\$ 8,173,766	\$ 8,179,966				\$ 8,203,365

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Adopted Budget)
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Interest Earned from Payment	\$ 7,900	\$ 25,000	\$ 2,778	\$ 21,733	\$ 6,267	\$ 28,000
Interest Earned from Investment	1,950	1,500	47	912	588	1,500
Total Revenues from Local Sources	\$ 9,850	\$ 26,500	\$ 2,825	\$ 22,645	\$ 6,855	\$ 29,500
SUMMARY OF EXPENDITURES BY CHARACTERS						
Administrative Expenses	21,000	20,000	2,778	9,713	10,287	20,000
Total Expenditures by Characters	\$ 21,000	\$ 20,000	\$ 2,778	\$ 9,713	\$ 10,287	\$ 20,000
NET CHANGE IN FUND BALANCE	\$ (11,150)	\$ 6,500	\$ 47	\$ 12,932	\$ (3,432)	\$ 9,500
ESTIMATED BEGINNING FUND BALANCE	\$ 1,333,896	\$ 1,339,546				\$ 1,349,825
ESTIMATED ENDING FUND BALANCE	\$ 1,322,746	\$ 1,346,046				\$ 1,359,325

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Adopted Budget)
SUMMARY OF REVENURES BY SOURCES						
LOCAL SOURCES:						
Interest Earned from Payment	\$ 14,000	\$ 12,000	\$ 3,593	\$ 28,674	\$ 13,326	\$ 42,000
Interest Earned from Investment	1,200	400	53	451	(51)	400
Total Revenues from Local Sources	\$ 15,200	\$ 12,400	\$ 3,646	\$ 29,125	13,275	\$ 42,400
SUMMARY OF EXPENDITURES BY CHARACTERS						
Administrative Expenses	8,000	10,000	2,648	8,548	1,452	10,000
Total Expenditures by Characters	\$ 8,000	\$ 10,000	\$ 2,648	\$ 8,548	\$ 1,452	\$ 10,000
NET CHANGE IN FUND BALANCE	\$ 7,200	\$ 2,400	\$ 998	\$ 20,577	\$ 11,823	\$ 32,400
ESTIMATED BEGINNING FUND BALANCE	\$ 2,323,282	\$ 2,323,682				\$ 2,361,465
ESTIMATED ENDING FUND BALANCE	\$ 2,330,482	\$ 2,326,082				\$ 2,393,865

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Adopted Budget)
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES						
Fee Payments	\$ 59,500	\$ 40,000	\$ 3,719	\$ 36,561	\$ 18,439	\$ 55,000
Total Revenues from Local Sources	\$ 59,500	\$ 40,000	\$ 3,719	\$ 36,561	18,439	\$ 55,000
SUMMARY OF EXPENDITURES BY CHARACTERS						
Administrative Expenses	59,500	40,000	3,719	36,561	18,439	55,000
Total Expenditures by Characters	\$ 59,500	\$ 40,000	\$ 3,719	\$ 36,561	\$ 18,439	\$ 55,000
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Jefferson Economic Development Commission
End of Month-August 2017
Business Innovation Center (BIC)-Schedule A

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Amended Budget)
PROGRAM REVENUES						
Tenant Revenue	\$ 27,500	\$ 67,200	\$ 350	\$ 519	\$44,481	\$ 45,000
Services	9,100	23,640	-	-	15,000	15,000
Total Revenues	\$ 36,600	\$ 90,840	\$ 350	\$ 519	\$ 59,481	\$ 60,000
PROGRAM EXPENDITURES						
Staff Salaries	43,100	43,500	3,726	29,809	15,191	45,000
Health Benefits & Taxes	5,000	4,000	387	3,911	1,589	5,500
SEP/IRA-Retirement	5,250	5,300	455	3,640	1,860	5,500
Communications	700	700	58	460	240	700
Equipment Rental/Maintenance	2,000	3,000	77	252	2,748	3,000
PR/Advertising	-	-	-	-	-	-
Office Supplies	100	-	-	-	-	-
Dues & Subscriptions	150	250	8	64	186	250
Postage	100	-	-	-	-	-
Travel/Mileage	-	-	-	-	-	-
Staff Development	-	-	-	-	-	-
Special Projects	-	-	-	-	-	-
Services	9,100	23,640	300	10,883	4,117	15,000
Total Expenditures	\$ 65,500	\$ 80,390	\$ 5,011	\$ 49,019	\$ 25,931	\$ 74,950
OTHER FINANCING SOURCES (USES)						
Transfer to other funds	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-
NET PROGRAM SURPLUS/DEFICIT	\$ (28,900)	\$ 10,450	\$ (4,661)	\$ (48,500)	\$ 33,550	\$ (14,950)

Jefferson Economic Development Commission
 End of Month-August 2017
 Financing-Schedule B

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Amended Budget)
PROGRAM REVENUES						
Financing Income	\$ 96,000	\$ 111,500	\$ 10,811	\$ 61,763	\$ 28,237	\$ 90,000
BRGL & LRCF Fees	103,000	97,500	10,488	67,074	7,926	75,000
Total Revenues	\$ 199,000	\$ 209,000	\$ 21,299	\$ 128,837	\$ 36,163	\$ 165,000
PROGRAM EXPENDITURES						
Staff Salaries	173,500	177,000	13,325	101,961	88,039	190,000
Health Benefits & Taxes	14,500	15,300	666	5,887	9,413	15,300
SEP/IRA-Retirement	22,200	21,700	883	10,336	12,664	23,000
Communications	5,300	5,000	414	3,151	1,849	5,000
Program Costs	500	1,000	-	-	1,000	1,000
Equipment Rental/Maintenance	1,500	2,500	75	600	1,900	2,500
PR/Advertising	-	300	-	-	300	300
Office Supplies	2,500	2,500	30	644	1,856	2,500
Postage & Coping	2,500	2,500	190	1,043	1,457	2,500
Travel/Mileage	400	1,500	201	292	1,208	1,500
Staff Development	3,000	4,000	1,844	1,844	2,156	4,000
Dues & Subscriptions	7,000	7,000	1,169	6,711	289	7,000
Attorney Fees	3,000	5,000	-	2,144	2,856	5,000
Contract Svc./Loan Processing	9,000	-	-	18,000	2,000	20,000
Total Expenditures	\$ 244,900	\$ 245,300	\$ 18,797	\$ 152,613	\$ 126,987	\$ 279,600
NET PROGRAM SURPLUS/DEFICIT	\$ (45,900)	\$ (36,300)	\$ 2,502	\$ (23,776)	\$ (90,824)	\$ (114,600)

Jefferson Economic Development Commission
End of Month-August 2017
Economic Development Services (EDS)-Schedule C

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Amended Budget)
PROGRAM REVENUES						
Incentive Fees	\$ 1,300	\$ 2,200	\$ 75	\$ 920	\$ 1,280	\$ 2,200
Gretna Revenues	25,000	-	-	-	-	-
Pilot Administration Fees	123,600	123,600	-	2,000	123,600	125,600
Total Revenues	\$ 149,900	\$ 125,800	\$ 75	\$ 2,920	\$ 124,880	\$ 127,800
PROGRAM EXPENDITURES						
Staff Salaries	121,500	177,500	13,277	97,523	72,477	170,000
Health Benefits & Taxes	18,200	30,100	2,024	19,126	10,974	30,100
SEP/IRA-Retirement	15,000	24,000	1,620	12,884	8,016	20,900
Communications	6,000	9,000	414	3,319	5,681	9,000
Program Costs	3,500	3,000	-	8,004	(4)	8,000
Equipment Rental/Maintenance	2,200	2,000	75	600	1,400	2,000
Office Supplies	1,500	1,500	86	717	783	1,500
Dues & Subscriptions	14,300	13,000	1,274	10,916	2,084	13,000
Postage	2,300	2,300	91	1,125	1,175	2,300
Data Base Analysis	7,500	2,500	-	1,875	4,125	6,000
Travel/Mileage	3,600	4,500	147	2,268	2,232	4,500
Staff Development	5,000	6,000	-	2,552	3,448	6,000
Special Projects	-	1,500	3,420	3,840	660	4,500
Gretna Expenses	25,000	-	-	8,084	(8,084)	-
Total Expenditures	\$ 225,600	\$ 276,900	\$ 22,428	\$ 172,833	\$ 104,967	\$ 277,800
NET PROGRAM SURPLUS/DEFICIT	\$ (75,700)	\$ (151,100)	\$ (22,353)	\$ (169,913)	\$ 19,913	\$ (150,000)

Jefferson Economic Development Commission
End of Month-August 2017
Strategic Initiatives-Schedule D

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Amended Budget)
PROGRAM REVENUES						
Gretna Revenues	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000
Total Revenues	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000
PROGRAM EXPENDITURES						
Staff Salaries	-	29,000	-	-	29,000	29,000
Health Benefits & Taxes	-	11,340	409	1,642	9,698	11,340
SEP/IRA-Retirement	-	6,700	547	2,188	4,512	6,700
Communications	-	1,800	100	400	1,400	1,800
Program Costs	-	1,000	80	91	909	1,000
Equipment Rental/Maintenance	-	350	13	52	298	350
Office Supplies	-	250	-	81	169	250
Dues & Subscriptions	-	8,500	264	1,106	7,394	8,500
Postage	-	200	-	-	200	200
Conferences/Conventions	-	3,000	1,100	4,351	649	5,000
Travel/Mileage	-	600	-	38	562	600
Staff Development	-	2,500	490	490	2,010	2,500
Business Attraction Strategy	-	2,500	-	95	2,405	2,500
Gretna Expenses	-	25,000	4,484	17,936	7,064	25,000
Special Projects	-	-	11	35	465	500
Total Expenditures	\$ -	\$ 92,740	\$ 7,498	\$ 28,505	\$ 66,735	\$ 95,240
NET PROGRAM SURPLUS/DEFICIT	\$ -	\$ (67,740)	\$ (7,498)	\$ (3,505)	\$ (66,735)	\$ (70,240)

Jefferson Economic Development Commission
 End of Month-August 2017
 Marketing-Schedule E

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Amended Budget)
PROGRAM REVENUES						
Program/Event Revenues	\$ 14,000	\$ 16,000	\$ -	\$ 60	\$ 15,940	\$ 16,000
Entrepreneur Challenge	20,000	20,000	-	20,000	0	20,000
Sponsorship	10,000	-	24,000	33,000	2,000	35,000
Total Revenues	\$ 44,000	\$ 36,000	\$ 24,000	\$ 53,060	\$ 17,940	\$ 71,000
PROGRAM EXPENDITURES						
Staff Salaries	52,000	70,800	5,498	38,081	32,719	70,800
Health Benefits & Taxes	5,800	6,800	481	4,421	2,379	6,800
SEP/IRA-Retirement	6,350	6,500	561	4,366	2,134	6,500
Communications	7,000	7,000	413	3,300	3,700	7,000
Equipment Rental/Maintenance	2,000	2,500	75	600	1,900	2,500
PR/Advertising	47,000	54,400	6,936	39,970	14,430	54,400
Office Supplies	2,000	3,000	39	344	2,656	3,000
Dues & Subscriptions	200	500	-	334	166	500
Postage	800	750	83	450	300	750
Travel/Mileage	500	500	-	-	500	500
Staff Development	3,200	2,000	-	60	1,940	2,000
Web-Site Update	10,500	2,000	150	1,978	22	2,000
Programs/Event	31,000	30,000	5,779	6,579	68,421	75,000
Video Equipment Expenses	-	-	-	-	500	500
Entrepreneur Challenge	23,500	25,000	-	25,195	(195)	25,000
Total Expenditures	\$ 191,850	\$ 211,750	\$ 20,015	\$ 125,678	\$ 131,572	\$ 257,250
NET PROGRAM SURPLUS/DEFICIT	\$ (147,850)	\$ (175,750)	\$ 3,985	\$ (72,618)	\$ (113,632)	\$ (186,250)

Jefferson Economic Development Commission
End of Month-August 2017
Administration-Schedule F

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Amended Budget)
PROGRAM EXPENDITURES						
Staff Salaries	468,500	481,500	\$ 43,146	\$ 344,708	136,792	481,500
Health Benefits & Taxes	63,000	64,900	4,515	41,491	23,409	64,900
SEP/IRA-Retirement	57,300	59,000	5,062	40,412	18,588	59,000
Communications	11,000	11,000	641	5,255	5,745	11,000
Equipment Rental/Maintenance	4,000	4,000	75	585	3,415	4,000
Office Supplies	6,000	16,000	3,348	3,799	12,201	16,000
Dues & Subscriptions	1,500	1,500	117	1,220	280	1,500
Postage	3,000	3,000	308	1,449	1,551	3,000
Committee Meetings	7,500	10,000	-	4,659	5,341	10,000
Seminars/Conventions	2,000	4,500	-	3,716	784	4,500
Accounting/Audit	35,000	35,000	-	25,885	9,115	35,000
Insurance	36,000	36,000	2,938	16,130	19,870	36,000
Business Development	6,000	5,000	-	2,797	2,203	5,000
Travel/Mileage	5,500	8,000	16	716	7,284	8,000
Staff Development	1,000	2,000	-	425	1,575	2,000
Administrative Fees	13,000	13,000	1,057	6,613	6,387	13,000
Computer/Equip./Svc.	75,200	109,000	2,615	29,160	79,840	109,000
AEDO Accreditation	-	-	-	-	-	-
Personnel Expenses	15,450	5,000	-	3,270	1,730	5,000
Emergency Expenses	-	3,000	-	-	3,000	3,000
Attorney Fees	10,000	5,000	300	3,697	2,303	6,000
Professional Services/Loan Expenses	14,100	-	-	-	-	-
Neighborhood Revitalization Expenses *	49,725	-	-	3,096	1,904	5,000
Total Expenditures	\$ 884,775	\$ 876,400	\$ 64,138	\$ 539,083	\$ 343,317	\$ 882,400

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

Jefferson Economic Development Commission
End of Month-August 2017
Kenner-Schedule G

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Amended Budget)
PROGRAM REVENUES						
City of Kenner	\$ 75,000	\$ 75,000	\$ -	\$ 25,000	\$ -	\$ 25,000
Total Revenues	\$ 75,000	\$ 75,000	\$ -	\$ 25,000	\$ -	\$ 25,000
PROGRAM EXPENDITURES						
Staff Salaries	49,500	50,000	-	17,236	114	17,350
Health Benefits & Taxes	5,500	6,600	-	2,590	460	3,050
SEP/IRA-Retirement	6,025	6,100	-	2,102	238	2,340
Communications	500	150	-	438	12	450
Equipment Rental/Maintenance	150	150	-	51	(1)	50
Office Supplies	400	200	-	35	5	40
Seminar	925	300	-	-	-	-
Travel Expenses	2,000	2,000	-	278	42	320
Program & Project Expenses	1,250	2,500	-	147	3	150
Staff Development	2,500	2,500	-	51	(51)	-
Computer Expenses	750	700	-	108	(8)	100
Data Base Analysis	1,500	200	-	-	-	-
Dues and Subscriptions	4,000	3,600	-	1,147	3	1,150
Total Expenditures	\$ 75,000	\$ 75,000	\$ -	\$ 24,183	\$ 817	\$ 25,000
NET PROGRAM SURPLUS/DEFICIT	\$ -	\$ -	\$ -	\$ 817	\$ (817)	\$ -

Jefferson Economic Development Commission
 End of Month-August 2017
 Building Operations-Schedule H

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Amended Budget)
PROGRAM REVENUES						
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROGRAM EXPENDITURES						
Staff Salaries	72,000	74,000	6,209	49,672	24,328	74,000
Health Benefits & Taxes	12,500	11,000	843	8,046	2,954	11,000
SEP/IRA-Retirement	8,900	9,000	757	6,056	2,944	9,000
Communications	2,000	6,000	83	664	5,336	6,000
Travel/Mileage	500	500	-	-	500	500
Repairs and Maintenance	4,900	5,500	836	4,304	1,196	5,500
Janitorial Services	30,600	34,000	3,760	22,785	11,215	34,000
Utilities	31,500	55,000	4,842	17,215	37,785	55,000
Security	1,000	600	57	1,083	(483)	600
Insurance	40,000	48,000	2,563	21,962	26,038	48,000
JEDCO Bldg. Lease Expenses	-	-	-	-	-	-
Lawn Maintenance	13,000	15,400	-	6,345	9,055	15,400
Garbage Collection	1,500	1,620	128	1,024	596	1,620
Generator Maintenance	2,800	3,040	305	2,833	207	3,040
Bldg. Supplies	1,500	5,500	197	731	4,769	5,500
Water	500	800	235	1,481	919	2,400
Dues and Subscriptions	300	500	21	168	332	500
HVAC Maintenance	16,000	16,800	1,321	10,568	6,232	16,800
Elevator Repairs and Maintenance	6,000	5,400	517	4,079	1,321	5,400
Door Mat Services	2,000	1,800	148	1,216	584	1,800
Pest Control	5,800	1,200	-	870	330	1,200
Generator Repairs	1,800	2,500	-	-	2,500	2,500
Professional Development	3,200	3,000	-	75	2,925	3,000
JEDCO Loan Payment	262,000	212,000	-	211,574	426	212,000
Total Expenditures	\$ 520,300	\$ 513,160	\$ 22,822	\$ 372,751	\$ 142,009	\$ 514,760
NET PROGRAM SURPLUS/DEFICIT	\$ (520,300)	\$ (513,160)	\$ (22,822)	\$ (372,751)	\$ (142,009)	\$ (514,760)

Jefferson Economic Development Commission
End of Month-August 2017
Tech Park Expenses-Schedule I

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Amended Budget)
PROGRAM REVENUES						
Common Area Revenues	\$ 11,400	\$ 10,000	\$ -	\$ -	\$ 16,000	\$ 16,000
Insurance (Pond)	4,404	-	-	-	-	-
Total Revenues	\$ 15,804	\$ 10,000	\$ -	\$ -	\$ 16,000	\$ 16,000
PROGRAM EXPENDITURES						
Landscaping	6,000	9,350	-	3,028	6,322	9,350
Grass Cutting/Clearing/Fill	142,421	41,400	3,600	7,200	34,200	41,400
Utilities	1,200	600	428	1,615	785	2,400
Repairs and Maintenance	-	4,000	-	28	3,972	4,000
Liability Insurance	-	12,000	-	-	-	-
Access Road Expenses	7,000	-	42	97	6,903	7,000
Lease Expenses	40	-	-	-	-	-
Hog Abatement	38,500	38,500	6,425	25,698	12,802	38,500
Appraisal Expenses	-	-	-	4,500	-	4,500
Total Expenditures	\$ 195,161	\$ 105,850	\$ 10,495	\$ 42,166	\$64,984	\$ 107,150
OTHER FINANCING SOURCES (USES)						
Transfer to other funds	-	-	-	-	-	-
Transfer from other funds	30,000	20,000	-	20,000	-	20,000
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ 20,000	(\$20,000)	\$ -
NET PROGRAM SURPLUS/DEFICIT	\$ (149,357)	\$ (75,850)	\$ (10,495)	\$ (22,166)	(48,984)	\$ (71,150)

Jefferson Economic Development Commission
 End of Month-August 2017
 Conference Center-Schedule J

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 1st Amended Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Amended Budget)
PROGRAM REVENUES						
Building Rent	\$ 25,800	\$ 25,000	\$ 803	\$ 5,566	\$ 9,434	\$ 15,000
Food & Beverage Revenues		1,000	-	-	1,000	1,000
Audio & Visual	-	-	-	-	-	-
JPPSS Equipment Revenues	-	-	-	-	-	-
Total Revenues	\$ 25,800	\$ 26,000	\$ 803	\$ 5,566	\$ 10,434	\$ 16,000
PROGRAM EXPENDITURES						
Repairs and Maintenance	2,010	5,500	-	-	5,500	5,500
Utilities	13,500	21,000	2,132	12,937	10,813	23,750
Contract Services	14,000	15,000	2,232	12,899	2,101	15,000
Insurance	-	-	-	-	-	-
Sales and Marketing	-	5,500	-	-	5,500	5,500
Supplies	5,000	7,500	86	479	7,021	7,500
Security	-	500	-	72	428	500
Equipment Expenses	-	-	-	-	-	-
Food & Beverage Expenses	1,200	1,000	163	(1)	1,001	1,000
Total Expenditures	\$ 35,710	\$ 56,000	\$ 4,613	\$ 26,386	\$ 32,364	\$ 58,750
NET PROGRAM SURPLUS/DEFICIT	\$ (9,910)	\$ (30,000)	\$ (3,810)	\$ (20,820)	\$ (21,930)	\$ (42,750)

**BRGL Dedicated Funds
End of Month-August 2017**

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Budget	Actual August-17	Actual Year-to-Date (@ 8/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-2nd (2017 Adopted Budget)
PROGRAM EXPENDITURES						
Staff Salaries	\$ 53,500	\$ 54,200	\$ 4,377	\$ 35,016	\$ 19,184	\$ 54,200
Health Benefits & Taxes	7,500	8,400	494	4,549	3,851	8,400
SEP/IRA-Retirement	<u>6,500</u>	<u>6,600</u>	<u>534</u>	<u>4,272</u>	<u>2,328</u>	<u>6,600</u>
Total Expenditures	\$ 67,500	\$ 69,200	\$ 5,405	\$ 43,837	\$ 25,363	\$ 69,200

MONTHLY CASH REPORT

ACCOUNTS:	@12/31/16	REVENUES	EXPENSES	OTHERS	BALANCE
JEDCO Checking	\$463,788.86				
January '17		\$16,842.28	\$377,537.32	\$5,951.88	\$109,045.70
February '17		37,619.15	160,915.47	601,008.79	586,758.17
March '17		12,203.00	208,474.00	(95,907.71)	294,579.46
April '17		42,287.85	190,434.53	4,525.80	150,958.58
May '17		33,445.53	163,873.50	177,126.98	197,657.59
June '17		11,224.53	153,808.08	204,269.75	259,343.79
July '17		27,543.67	186,751.84	26,563.71	126,699.33
August '17		51,181.24	180,074.84	204,249.15	202,054.88
Jefferson EDGE Checking	\$301,037.99				
January '17		\$3,500.00	\$357.38	(\$201,394.91)	\$102,785.70
February '17		37,750.00	6,166.96	(1,406.37)	132,962.37
March '17		6,500.00	0.00	(1,404.95)	138,057.42
April '17		5,000.00	16,741.71	(1,401.77)	124,913.94
May '17		17,500.00	11,073.06	(2,399.87)	128,941.01
June '17		1,500.00	8,167.00	-1415.48	120,858.53
July '17		32,500.00	3,095.00	(21,422.52)	128,841.01
August '17		17,000.00	4,657.20	(1,439.08)	139,744.73
BRGL (I & II) Revenues	\$77,563.62				
January '17		\$0.00	\$5,920.04	\$0.00	\$71,643.58
February '17		0.00	5,432.55	0.00	66,211.03
March '17		0.00	5,432.78	0.00	60,778.25
April '17		0.00	5,432.78	0.00	55,345.47
May '17		0.00	5,405.37	0.00	49,940.10
June '17		0.00	5,405.36	0.00	44,534.74
July '17		0.00	5,406.36	0.00	39,128.38
August '17		0.00	5,404.37	0.00	33,724.01

INVESTMENTS:

JEDCO Lamp	\$2,025,800.07				
January '17	\$1,247.27	\$0.00	\$0.00	\$2,027,047.34	
February '17	1,098.01	0.00	(200,000.00)	1,828,145.35	
March '17	1,304.79	0.00	300,000.00	2,129,450.14	
April '17	1,518.55	0.00	0.00	2,130,968.69	
May '17	2,026.44	0.00	1,250,000.00	3,382,995.13	
June '17	2,701.40	0.00	(200,000.00)	3,185,696.53	
July '17	2,808.73	0.00	0.00	3,188,505.26	
August '17	2,689.31	0.00	(200,000.00)	2,991,194.57	
Jefferson EDGE Lamp	\$604,185.50				
January '17	\$396.00	\$0.00	\$200,000.00	\$804,581.50	
February '17	454.88	0.00	0.00	805,036.38	
March '17	538.25	0.00	0.00	805,574.63	
April '17	574.49	0.00	0.00	806,149.12	
May '17	607.64	0.00	0.00	806,756.76	
June '17	646.91	0.00	0.00	807,403.67	
July '17	711.87	0.00	0.00	808,115.54	
August '17	725.67	0.00	0.00	808,841.21	