



**JEDCO Executive Committee
January 25, 2018 8:45 A.M.
JEDCO Boardroom, Administration Building
700 Churchill Parkway, Avondale, LA 70094**

AGENDA

- I. Call to Order – Chairman, Bruce Layburn**
 - Approval of Board absences
 - Approval of JEDCO minutes for December 28, 2017 **Pg. 2**
 - Acknowledge outgoing Commissioners
- II. Public Comments on Agenda Items**
- III. Unfinished and New Business**
 - Approval of Louisiana Compliance Questionnaire for 2017 – **Cynthia Grows Pg. 4**
 - Resolution accepting the proposal of Perkins+Will in response to RFP Number 171116 and authorizing a contract for the development of a master plan for Churchill Technology & Business Park with Perkins+Will in an amount up to and not to exceed Two Hundred Eighty-Eight Thousand Two Hundred Sixty-Four Dollars (\$288,264.00) contingent upon approval of the Jefferson Parish Council – **Lacey Bordelon Pg. 12**
- IV. Monthly Financial Report**
 - December 2017 – **Cynthia Grows Pg. 36**
- V. President & CEO Report – Jerry Bologna**
 - Statewide Economic Development Summit
 - Southeast Louisiana Flood Protection Authority-West update – Mr. John Monzon
- 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 Executive Committee
December 28, 2017, 8:30 A.M.
JEDCO Boardroom, Administration Building
700 Churchill Parkway, Avondale, LA 70094**

MINUTES

Call to Order 8:30 a.m.

Attendance: Mickal Adler, Jimmy Baum, Mario Bazile, Bruce Dantin, Bruce Layburn, Mark Madderra, Mayra Pineda,

Staff: Jerry Bologna, Lacey Bordelon, Cynthia Grows, Jennifer Lapeyrouse, Scott Rojas, Kelsey Scram, Penny Weeks

Absences: Lloyd Clark, Joe Ewell, Teresa Lawrence, Stephen Robinson

Attorney: Reed Smith, Parish Attorney's Office

Guests: Diane Roussel – Parish Administration
Mike Sherman – Sherman Strategies LLC

I. Call to Order – Chairman, Bruce Layburn

- Chairman Layburn began the meeting by welcoming guest and leading in the Pledge of Allegiance.
- **Approval of Board absences for today** – Jimmy Baum motioned to excuse the above named absences. The motion was seconded by Mario Bazile and passed unanimously.
- **Approval of Brian Heiden's request to be excused from the November 30, 2017 Board of Commissioners Quarterly meeting** – Jimmy Baum motioned to excuse Mr. Heiden from the November 30, 2017 meeting. The motion was seconded by Mickal Adler and passed unanimously.
- **Approval of JEDCO minutes for November 30, 2017** – Jimmy Baum motioned to approve the minutes, seconded by Bruce Dantin. The motion passed unanimously.

II. Public Comments on Agenda Items

None

III. Unfinished and New Business

- **Approval of JEDCO’s final 2017 Amended Budget – Cynthia Grows**
Jimmy Baum motioned to approve the final 2017 Amended Budget. The motion was seconded by Mickal Adler and passed unanimously.

IV. Monthly Financial Report

- **November 2017 – Cynthia Grows**
Mayra Pineda motioned to approve the November financial report as submitted. The motion was seconded by Bruce Dantin and passed unanimously.

V. President & CEO Report – Jerry Bologna

- **EDGE Investor updates** – Received \$33,000 in new pledges in the last quarter of 2017, and anticipating additional pledges in first quarter of 2018.
- **Statewide Economic Development Summit** – The Baton Rouge Area Chamber will host the third annual Statewide Economic Development Summit presented by Entergy on February 27, 2018. The Summit will take place at L’Auberge Casino Hotel in Baton Rouge.
- **Letter of Support “Geaux Ridesharing”**– Along with GNO, Inc., JBC, Hispanic Chamber of Commerce of Louisiana, Laitram, Jefferson Chamber of Commerce and many others, JEDCO has signed on with the coalition of organizations throughout our state that supports comprehensive statewide legislation to allow companies like Lyft and Uber to operate across Louisiana to bring ridesharing to all of Louisiana.
- **2018 meeting schedules and list of officers/committees** – A list of JEDCO officers, committee members, and meeting dates were given to the Board of Commissioners. Commissioners were reminded that the JEDCO Board Retreat will be held on February 22, 2018, at the JEDCO Conference Center.
- **Motor Realty, LLC** – Mr. Michael Sherman, with Sherman Strategies LLC, presented an update on Nola Motorsports Park. The company may make a PILOT request which will help preserve jobs as Motor Realty, LLC takes the necessary steps to remain a sustainable, institutional player in Jefferson Parish and the State of Louisiana.

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

None

VII. Adjournment

Mayra Pineda motioned to adjourn. The motion was seconded by Mickal Adler and passed unanimously.

Teresa Lawrence

JEDCO Secretary

(Minutes for December 28, 2017)

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

Dear Chief Executive Officer:

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

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

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

Your cooperation in this matter will be greatly appreciated.

Sincerely,

Daryl G. Purpera, CPA, CFE
Louisiana Legislative Auditor

Enclosure

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

_____ (Date Transmitted)

LaPorte, APAC

111 Veterans Memorial Boulevard, Suite 600

Metairie, LA, 70005

In connection with your audit of our financial statements as of December 31, 2017 and for the year then ending for the purpose of expressing an opinion as to the fair presentation of our financial statements in accordance with accounting principles generally accepted in the United States of America, to assess our internal control structure as a part of your audit, and to review our compliance with applicable laws and regulations, we confirm, to the best of our knowledge and belief, the following representations. These representations are based on the information available to us as of _____ (date completed/date of the representations).

PART I. AGENCY PROFILE

1. Name and address of the organization.

**Jefferson Parish Economic Development and Port District (JEDCO)
700 Churchill Parkway
Avondale, LA 70094**

2. List the population of the municipality or parish based upon the last official United States Census or most recent official census (municipalities and police juries only). Include the source of the information.

432,552 – United States 2010 Census

3. List names, addresses, and telephone numbers of entity officials. Include elected/appointed members of the governing board, chief executive and fiscal officer, and legal counsel.

See attached

4. Period of time covered by this questionnaire.

January 1, 2017 through December 31, 2017

5. The entity has been organized under the following provisions of the Louisiana Revised Statute(s) (R.S.) and, if applicable, local resolutions/ordinances.

R.S. 34-2021

6. Briefly describe the public services provided.

Provide economic development in Jefferson Parish.

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

Various dates

LEGAL COMPLIANCE

PART II. PUBLIC BID LAW

8. The provisions of the public bid law, R.S. Title 38:2211-2296, and, where applicable, the regulations of the Division of Administration, State Purchasing Office have been complied with.

A) All public works purchases exceeding \$152,550 have been publicly bid.

B) All material and supply purchases exceeding \$30,000 have been publicly bid.

Yes [X] No []

]

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

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

Yes [X] No []

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

Yes [X] No []

PART IV. LAWS AFFECTING BUDGETING

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

A. Local Budget Act

1. We have adopted a budget for the general fund and all special revenue funds (R.S. 39:1305).

2. The chief executive officer, or equivalent, has prepared a proposed budget that included a budget message, a proposed budget for the general fund and each special revenue fund, and a budget adoption instrument that specified the chief executive's authority to make budgetary amendments without approval of the governing authority. Furthermore, the proposed expenditures did not exceed estimated funds to be available during the period (R.S. 39:1305).

3. The proposed budget was submitted to the governing authority and made available for public inspection at least 15 days prior to the beginning of the budget year (R.S. 39:1306).

4. To the extent that proposed expenditures were greater than \$500,000, we have made the budget available for public inspection and have advertised its availability in our official journal. The advertisement included the date, time, and place of the public hearing on the budget. Notice has also been published certifying that all actions required by the Local Government Budget Act have been completed (R.S. 39:1307).

5. If required, the proposed budget was made available for public inspection at the location required by R.S. 39:1308.

6. All action necessary to adopt and finalize the budget was completed prior to the date required by state law. The adopted budget contained the same information as that required for the proposed budget (R.S.

39:1309).

7. After adoption, a certified copy of the budget has been retained by the chief executive officer or equivalent officer (R.S. 39:1309).

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

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

Yes [X] No []

B. State Budget Requirements

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

Yes [] No [] N/A

C. Licensing Boards

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

Yes [] No [] N/A

PART V. ACCOUNTING, AUDITING, AND FINANCIAL REPORTING LAWS

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

PART VI. MEETINGS

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

Yes [X] No []

PART VII. ASSET MANAGEMENT LAWS

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

Yes [X] No []

PART VIII. FISCAL AGENCY AND CASH MANAGEMENT LAWS

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

Yes [X] No []

PART IX. DEBT RESTRICTION LAWS

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

PART X. REVENUE AND EXPENDITURE RESTRICTION LAWS

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

Yes [X] No []

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

Yes [X] No []

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

Yes [X] No []

PART XI. ISSUERS OF MUNICIPAL SECURITIES

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

Yes [] No [] N/A

PART XI. QUESTIONS FOR SPECIFIC GOVERNMENTAL UNITS

Parish Governments

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

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

Yes [] No [] N/A

School Boards

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

Yes [] No [] N/A

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

Yes [] No [] N/A

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

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

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

Yes [] No [] N/A

Tax Collectors

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

Yes [] No [] N/A

Sheriffs

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

Yes [] No [] N/A

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

Yes [] No [] N/A

District Attorneys

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

Yes [] No [] N/A

Assessors

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

Yes [] No [] N/A

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

Yes [] No [] N/A

Clerks of Court

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

Yes [] No [] N/A

Libraries

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

Yes [] No [] N/A

Municipalities

39. Minutes are taken at all meetings of the governing authority (R.S. 42:20). Yes [] No [] N/A
40. Minutes, ordinances, resolutions, budgets, and other official proceedings of the municipalities are published in the official journal (R.S. 43:141-146 and A.G. 86-528). Yes [] No [] N/A
41. All official action taken by the municipality is conducted at public meetings (R.S. 42:11 to 42:28). Yes [] No [] N/A

Airports

42. We have submitted our applications for funding airport construction or development to the Department of Transportation and Development as required by R.S. 2:802. Yes [] No [] N/A
43. We have adopted a system of administration that provides for approval by the department for any expenditures of funds appropriated from the Transportation Trust Fund, and no funds have been expended without department approval (R.S. 2:810). Yes [] No [] N/A
44. All project funds have been expended on the project and for no other purpose (R.S. 2:810). Yes [] No [] N/A
45. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 2:811). Yes [] No [] N/A

Ports

46. We have submitted our applications for funding port construction or development to the Department of Transportation and Development as required by R.S. 34:3452. Yes [X] No []
47. We have adopted a system of administration that provides for approval by the department for any expenditures of funds made out of state and local matching funds, and no funds have been expended without department approval (R.S. 34:3460). Yes [X] No []
48. All project funds have been expended on the project and for no other purpose (R.S. 34:3460). Yes [X] No []
49. We have established a system of administration that provides for the development of a capital improvement program on a selective basis, centralized purchasing of equipment and supplies, centralized accounting, and the selective maintenance and construction of port facilities based upon engineering plans and inspections (R.S. 34:3460). Yes [X] No []
50. We have certified to the auditor, on an annual basis, that we have expended project funds in accordance with the standards established by law (R.S. 34:3461). Yes [X] No []

Sewerage Districts

51. We have complied with the statutory requirements of R.S. 33:3881-4159.10. Yes [] No [] N/A

Waterworks Districts

52. We have complied with the statutory requirements of R.S. 33:3811-3837. Yes [] No [] N/A

Utility Districts

53. We have complied with the statutory requirements of R.S. 33:4161-4546.21. Yes [] No [] N/A

Drainage and Irrigation Districts

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

Yes [] No [] N/A

Fire Protection Districts

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

Yes [] No [] N/A

Other Special Districts

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

Yes [] No [] N/A

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

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

_____ Secretary _____ Date


_____ Treasurer _____ Date

_____ President _____ Date

MEMORANDUM

DATE: January 19, 2018

TO: JEDCO Board of Commissioners

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

SUBJECT: Contract for the Development of a Master Plan for the Churchill Technology & Business Park with Perkins+Will

Background:

The Churchill Technology & Business Park, the first major initiative of the Jefferson EDGE, was officially established via a July 19, 2005 "Declaration of Covenants, Restrictions and Reciprocal Servitudes for the Churchill Technology & Business Park" ("the Declaration"), made by and between JEDCO and Churchill Farms, Inc., a private landowner. The Declaration, while serving many purposes, essentially tied development restrictions to the Park's roughly 480 acres of land, setting forth a range of permitted uses within the Park, designating land use categories geographically within the Park's boundaries through a land use strategy map, and guiding the sequencing of development across phases through a phasing strategy map. The Declaration has been the only attempt thus far to strategize future development within the park but has not been revisited or amended since its initial creation.

During the more than ten years that have passed since the adoption of the Park's Declaration, several unanticipated events having an impact on the Park and the greater area of Avondale have transpired, including: the closing of Avondale Shipyard and potential occupation by alternative use; the attraction of more than \$50 million in investment to the Park with the Patrick F. Taylor Science & Technology Academy and Delgado Community College's River City Campus and Advanced Manufacturing Center of Excellence; the capital outlay appropriation for a second roadway into the Park that had previously not been planned; the Jefferson Parish Council adoption of a Fairfield Master Plan with accompanying zoning changes; and the identification of EDGE 2020 targeted industry clusters, among others. Such developments now beg a critical look at the future of the Park in terms of its role within Jefferson Parish and the region, its development, and its related infrastructure support. Furthermore, this need is recognized in the current EDGE 2020, which specifically calls for the development of a Master Plan for the Park.

Therefore, on October 5, 2017, JEDCO issued a Request for Proposals (RFP) to develop a Master Plan for Churchill Technology & Business Park, which is to include an analysis of existing conditions and uses; a public participation plan; a master plan of the Park including a land use plan, identification of needed infrastructure improvements, and implementation plan; an analysis of and recommendations for

amendments to the Declaration; and the final close-out of the project, including hard and electronic copies of the full plan and a presentation to the JEDCO Board of Commissioners.

In response to the RFP, JEDCO received ten proposals from a mix of locally-based and non-local planning and design-related firms. In accordance with the RFP, the proposals were reviewed and scored by an Evaluation Committee comprised of three JEDCO Board members and three staff members. Proposals were evaluated based on three categories and weighted as depicted in the table below:

Evaluation Category	Maximum Points
Qualifications and Experience	40
Conceptual Approach of Project	40
Cost Proposal	20
TOTAL	100

The RFP required the cost proposal to be submitted in a separate sealed envelope from the remainder of the proposal so that proposals could first be scored by the Evaluation Committee on the heavier-weighted categories of qualifications, experience, and conceptual approach without being influenced by cost. Following the scoring of Qualifications & Experience and Conceptual Approach, cost proposal envelopes were opened and scored using a set formula based on Jefferson Parish scoring guidance. The proposal with the lowest cost received the highest cost evaluation score (20 points). Other proposals received a cost score computed as follows:

$$\text{Cost Proposal Score} = (\text{LPC}/\text{PC}) * X, \text{ where:}$$

LPC = Lowest proposed cost of all proposals
PC = Proposer's cost
X = 20 points

Discussion:

After review and scoring of the proposals by the Evaluation Committee and tallying of final scores with the inclusion of the cost proposals, the winning proposal was Perkins+Will. Perkins+Will, a long-established multi-disciplinary, research-based architecture and design firm, is composed of a multi-faceted team including architects, interior designers, urban designers, landscape architects, consultants, and branded environment experts to approach projects from many perspectives. The company has extensive experience in a range of areas of practice including Corporate and Commercial developments, Civic and Cultural, Healthcare, Higher Education, Science and Technology, among others. Examples of projects undertaken by Perkins+Will include: planning and design of a 20-acre University of California Davis Health mixed-use Research + Innovation District in Sacramento; master planning the 60-acre mixed-use urban research district Innovation Square at University of Florida; master planning a 500-acre mixed-use NeoCity Innovation District in Central Florida; and master planning the 3,800-acre Cummings Research Park in Huntsville, Alabama. Perkins+Will's projects extend into Louisiana as well, with the Baton Rouge Health District Master Plan and the design of the addition to the Louisiana State University's Patrick F. Taylor Hall. The company has 24 offices globally including 18 offices within the United States and six throughout Canada, Europe and the United Arab Emirates (Dubai).

Per the proposal, Perkins+Will will engage as subcontractors Point A Consulting, a strategic planning practice focused on technology-based economic development initiatives; Nelson\Nygaard Consulting

Associates, Inc., a full-service transportation firm; and Morphy, Makofsky, Inc. (MMI), a civil, structural and foundation engineering firm. All firms bring with them a long resume of experience in the planning and development of successful research parks and innovation districts, and have successfully collaborated with Perkins+Will on previous projects.

In accordance with the proposed contract, the project will begin Monday, February 19, 2018, with plan development spanning the course of ten months, ending on the final termination date of February 19, 2019 to accommodate a presentation before the full JEDCO Board of Commissioners in 2019. The contract price shall not exceed \$288,264.00 for all costs associated with the project, including professional fees at an amount not to exceed \$261,440.00 and incidental expenses for travel and accommodations, printing, renderings/graphics and related expenses not to exceed \$26,824.00.

As this project is prioritized in the EDGE 2020, EDGE Investor funds will be used to cover the expenses of this project. With the development of JEDCO's 2018 budget, \$50,000 of EDGE funds were budgeted toward the project. Staff will be seeking an amendment to the 2018 budget to accommodate the full expense of the Master Plan contract by the JEDCO Board as part of the comprehensive mid-year budget amendments.

Article VIII, Disbursement of Funds, of JEDCO By-Laws require Jefferson Parish Council approval of JEDCO's professional services contracts in excess of \$150,000.00. While the Master Plan contract is not considered a professional service by state bid law definition, JEDCO is applying the same policy to this contract due to the contract amount. Therefore, JEDCO is seeking approval of the contract from the Jefferson Parish Council via Resolution at the Council's January 31, 2018 meeting.

Recommendation:

We are requesting that the JEDCO Board of Commissioners approve the attached resolution, which resolves the following:

1. Formally accepts the Perkins+Will proposal submitted to JEDCO in response to RFP Number 171116 as the winning proposal;
2. Authorizes JEDCO to enter into a Contract for the Development of a Master Plan for Churchill Technology & Business Park with Perkins+Will in an amount up to and not to exceed Two Hundred Eighty-Eight Thousand Two Hundred Sixty-Four Dollars (\$288,264.00) as shown in "Exhibit 1", contingent upon approval of the Jefferson Parish Council; and
3. Authorizes JEDCO's President and CEO to execute any and all documents required to carry out the provisions of the resolution.

Attachments (2):

- JEDCO Board Resolution
- Exhibit 1 – Contract for the Development of a Master Plan for the Churchill Technology & Business Park Between JEDCO and Perkins+Will

**CONTRACT FOR DEVELOPMENT OF A MASTER PLAN
FOR CHURCHILL TECHNOLOGY & BUSINESS PARK
BETWEEN THE JEFFERSON PARISH ECONOMIC DEVELOPMENT AND PORT DISTRICT
AND PERKINS+WILL**

THIS AGREEMENT is made and entered into on this ___ day of _____, 2018, by and between the Jefferson Parish Economic Development and Port District herein represented by its President & CEO, Jerry Bologna, (hereinafter referred to as "JEDCO"), and Perkins+Will, an Illinois business corporation, represented herein by Stephen Coulston, its duly authorized representative (hereinafter referred to as the CONTRACTOR). JEDCO and CONTRACTOR may be referred to herein as "Party", individually, and "Parties", collectively.

I. Administration of Agreement

All Work, as defined below, shall be under the direction of JEDCO's Vice President & COO and Strategic Initiatives Manager, to whom all related activities and materials shall be submitted. All approvals and administration of this AGREEMENT shall be through said individuals.

II. Scope of Services/Deliverables

CONTRACTOR will be required to furnish all necessary labor, supervision, materials, equipment and supplies to satisfactorily develop a master plan for Churchill Technology & Business Park. During the term of this AGREEMENT, CONTRACTOR shall provide services and deliverables as documented in Exhibit A attached hereto and made a part hereof (the "Work"). JEDCO shall pay CONTRACTOR for the successful completion of the scope of services in accordance with the payment schedule and amounts as documented in Exhibit A.

The CONTRACTOR shall perform its services consistent with the professional skill and care ordinarily provided by design professionals practicing in the same or similar locality under the same or similar circumstances. The CONTRACTOR shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

If JEDCO desires to divide the Project into various parts, a Notice to Proceed shall be issued for each part, and JEDCO and the CONTRACTOR shall mutually agree upon the period of time within which services for each part of the Project shall be performed. The CONTRACTOR 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.** CONTRACTOR 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. CONTRACTOR shall permit JEDCO and JEDCO's agents from time-to-time to inspect, copy, and audit during CONTRACTOR'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 CONTRACTOR. JEDCO's right to audit, inspect, and make copies of CONTRACTOR'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 CONTRACTOR, 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 contractor. (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.** CONTRACTOR 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 CONTRACTOR shall be the sole and exclusive employees of CONTRACTOR and shall be paid by CONTRACTOR. CONTRACTOR shall pay all applicable social security, unemployment, workers' compensation and other employment taxes.

4.2 **Appropriate Personnel.** CONTRACTOR shall provide only trained personnel. CONTRACTOR'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 CONTRACTOR is unsatisfactory in any material respect, JEDCO may request CONTRACTOR to exclude the employee or employees from Work under this contract.

4.3 **Substitution of Personnel.** If, during the term of the contract, CONTRACTOR cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to JEDCO for approval prior to any personnel substitution. It shall be acknowledged by CONTRACTOR that every reasonable attempt shall be made to assign the personnel listed in CONTRACTOR's proposal.

4.4 **Non-Discrimination.** CONTRACTOR 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 CONTRACTOR shall assign, sell, transfer or otherwise convey any interest in this AGREEMENT, including any monies due or to become due to the CONTRACTOR under the contract, without the prior written consent of the other, nor without the consent of any 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

Per the CONTRACTOR'S written proposal, CONTRACTOR intends to use the services of subcontractors to meet the goals, objectives and strategies for each deliverable. The CONTRACTOR shall:

- (a.) Not engage the services of any additional subcontractor(s) without the prior written approval of JEDCO.
- (b.) Furthermore, the CONTRACTOR shall not substitute any subcontractor(s) without the written approval of JEDCO.
- (c.) Should CONTRACTOR obtain JEDCO approval to engage or substitute subcontractor(s) services to perform its obligations under this AGREEMENT, CONTRACTOR shall require that the subcontractor(s) comply with all terms of this AGREEMENT, including but not limited to the insurance provisions hereunder. The engagement or substitution of a subcontractor(s) shall not serve to release or discharge CONTRACTOR from any of its duties or responsibilities under this AGREEMENT.

VII. Termination or Suspension

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

JEDCO may terminate this contract at any time by giving thirty (30) days written notice to the CONTRACTOR. After notice is given, the CONTRACTOR 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 AGREEMENT by either Party to the other shall be deemed to be duly given if set forth in writing and personally delivered, or by a recognized express delivery service (e.g., Federal Express, UPS, etc.) as follows:

Stephen Coulston
Principal
Perkins+Will
623 West 38th St., Suite 300
Austin, TX 78705

Jerry Bologna
President & CEO
JEDCO
700 Churchill Parkway
Avondale, LA 70094

or to such other person or address as may be designated by the Parties by written notice given pursuant hereto.

Written notices hereunder shall be effective upon first receipt as evidenced by written record of delivery; however if received after close of business then notice shall be deemed received on the next business day.

IX. Independent Contractor

While in the performance of services or carrying out the obligations under this AGREEMENT, CONTRACTOR 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, contractor or corporation for any obligations of CONTRACTOR 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 CONTRACTOR; or
- (d) pay workman's compensation insurance premiums for coverage for CONTRACTOR.

CONTRACTOR 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.

CONTRACTOR 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 CONTRACTOR as an independent contractor. CONTRACTOR further agrees to

reimburse JEDCO for any and all costs JEDCO incurs, including, but not limited to, accounting fees and legal fees, in defending itself against any such liability.

X. Statutory Employer Relationship

Only and strictly with regard to claims by employees of CONTRACTOR or its subcontractors against JEDCO, in connection with work performed in the State of Louisiana, the Parties acknowledge that performance of any work by CONTRACTOR constitutes their recognition and agreement that a statutory employer relationship as envisioned by La. R.S. § 23:1061, as amended, exists between CONTRACTOR and JEDCO. Such statutory employer relationship applies to direct, borrowed, special or statutory employees of CONTRACTOR and its subcontractors. The Parties further acknowledge that the work to be performed under this AGREEMENT is an integral part of, or essential to, the ability of JEDCO to generate its goods, products or services.

XI. Insurance

CONTRACTOR 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 negligent performance of services under this AGREEMENT. CONTRACTOR shall secure and maintain professional liability insurance that will protect it from claims arising out of its professional services provided under this AGREEMENT, whether the services are provided by CONTRACTOR, its agents, representatives, employees and/or by any subcontractors retained by CONTRACTOR in relation to the services provided under this AGREEMENT. CONTRACTOR shall maintain Automobile Liability insurance including coverage for all owned, hired, leased and non-owned automobiles. All certificates of insurance shall be furnished to JEDCO prior to the commencement of services under this AGREEMENT 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.

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

1. Except for any Professional Liability Insurance insurers, CONTRACTOR's insurers will have no right of recovery or subrogation against JEDCO its officers, directors and employees, 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. Except for any Professional Liability or Worker's Compensation coverage, JEDCO, its officers, directors and employees shall be named an additional insured with respect to liability arising out of Work being performed under this Agreement.
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 CONTRACTOR.

B. Prior to the execution of this AGREEMENT, CONTRACTOR 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-VII.

1. Workers' Compensation as required by law and Employer's Liability with limits no less than \$1,000,000 per occurrence.
2. General Liability (bodily injury and property damage) on an occurrence basis in an amount not less than \$1 million per occurrence and at least \$2 million in the general aggregate.
3. Professional Liability Coverage with limits no less than \$2,000,000 per claim or \$2,000,000 in the aggregate.
4. Automobile Liability insurance shall include coverage for automobile contractual coverage. The combined single limit for bodily injury and property damage liability shall be not less than \$1,000,000 for any one accident or loss.
5. Excess or umbrella liability coverage in an amount not less than \$5,000,000 per occurrence or \$5,000,000 in the aggregate.

All policies of insurance shall meet the reasonable 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, CONTRACTOR shall promptly obtain a new policy, submit the same to JEDCO for approval and submit a certificate thereof as provided above.

Upon failure of CONTRACTOR to furnish, deliver and maintain such insurance as above provided, this AGREEMENT, at the election of JEDCO, may be forthwith declared suspended, discontinued or terminated. Failure of CONTRACTOR to take out and/or to maintain insurance shall not relieve CONTRACTOR from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligation of CONTRACTOR concerning indemnification. Notwithstanding anything to the contrary herein, CONTRACTOR's indemnification obligations under this AGREEMENT (express or implied) shall not be limited in amount or in scope of coverage to the insurance which is required by CONTRACTOR under the terms hereof.

XII. Indemnity

CONTRACTOR shall defend, indemnify and hold harmless JEDCO, its officers, directors, partners and employees ("Indemnitees") against any and all claims, demand, suits, costs, liabilities, losses or judgments for sums of money, and fines or penalties asserted by any party, contractor or organization for loss of life or injury or damages to person or property, caused by or claimed to have been caused by any negligent acts, errors, and/or omissions by CONTRACTOR,

its agents, servants or employees, while engaged upon or in connection with the services required to be performed by CONTRACTOR under this AGREEMENT.

Further, CONTRACTOR 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. CONTRACTOR 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.

XIII. General

CONTRACTOR represents that it has not employed or retained any company or person, other than a bona-fide employee working solely for the CONTRACTOR, 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 CONTRACTOR, 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 CONTRACTOR, shall not be assigned or subcontracted in whole or in part by CONTRACTOR as to the services to be performed hereunder without the written consent of JEDCO, which shall not be unreasonably withheld, conditioned, or delayed.

The CONTRACTOR and JEDCO waive consequential damages for claims, disputes or other matters in question arising out of or relating to this AGREEMENT. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this AGREEMENT.

If JEDCO fails to make payments to the CONTRACTOR in accordance with this AGREEMENT, such failure shall be considered substantial nonperformance and cause for termination or, at the CONTRACTOR's option, cause for suspension of performance of services under this AGREEMENT. If the CONTRACTOR elects to suspend services, the CONTRACTOR shall give fifteen (15) days' written notice to JEDCO before suspending services. In the event of a suspension of services, the CONTRACTOR shall have no liability to JEDCO for delay or damage caused JEDCO because of such suspension of services. Before resuming services, the CONTRACTOR shall be paid all sums due prior to suspension and any expenses incurred in the interruption and resumption of the CONTRACTOR's services.

No person or entity other than JEDCO is intended to be a beneficiary of CONTRACTOR's services under this AGREEMENT and the CONTRACTOR shall have no right to maintain any action in contract, tort or otherwise directly against the CONTRACTOR.

Unless otherwise provided for under this AGREEMENT, JEDCO shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program which shall set forth JEDCO's objectives, schedule, constraints and criteria, including space requirements and relationships, flexibility, expandability, special equipment, systems and site requirements. Within 15 days after receipt of a written request from the CONTRACTOR, JEDCO shall furnish the requested information as necessary and relevant for the CONTRACTOR to evaluate, give notice of or enforce lien rights.

JEDCO and CONTRACTOR shall identify in writing a representative authorized to act on their behalf with respect to the Project. JEDCO shall render decisions and approve the CONTRACTOR's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the CONTRACTOR's services.

The CONTRACTOR shall be entitled to rely on the accuracy and completeness of information furnished by JEDCO and JEDCO's consultants.

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 without regard to its conflict of law principles. The CONTRACTOR 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 CONTRACTOR. This AGREEMENT may only be amended in writing by authority of JEDCO, and must be signed by both JEDCO and CONTRACTOR. Should there be any conflict among contract documents, the RFP, and the CONTRACTOR'S proposal, the following order of precedence shall govern the resolution of the conflict:

- 1) the contract document;
- 2) the RFP;
- 3) CONTRACTOR's written proposal.

This AGREEMENT may be executed in two or more counterparts, each of which shall be deemed an original but all of which taken together shall constitute one and the same instrument. Signatures to this AGREEMENT transmitted by facsimile, email, portable document format (or .pdf) or by any other electronic means intended to preserve the original graphic and pictorial appearance of this AGREEMENT shall have the same effect as the physical delivery of the paper document bearing original signature.

[SIGNATURES FOLLOW ON NEXT PAGE]

WITNESSES:

WITNESSES:

JEDCO

BY: _____

Jerry Bologna
President & CEO

PERKINS+WILL

BY: _____

Stephen Coulston
Principal

DRAFT

**EXHIBIT A:
Scope of Services, Deliverables, and Schedule of Tasks/Payments**

A.I. Scope of Services/Deliverables

CONTRACTOR agrees to perform and provide the following tasks and deliverables:

Standard Master Planning Services

CONTRACTOR will provide baseline professional services considered standard for a master planning project. These activities, listed below, will be ongoing throughout the project and are not contingent upon the phase of work.

1. Written and graphic documents;
2. Reports, sketches, drawings, GIS data (as needed);
3. Design work at various stages of completion;
4. Written memoranda for clarification and communication between JEDCO and/or CONTRACTOR;
5. Information related to work of the CONTRACTOR made can be made available to JEDCO upon request, including all assumptions, data, studies, and design work;
6. Video conferences and conference calls (as needed);
7. Meeting minutes following each meeting between JEDCO and CONTRACTOR; and
8. Progress reports to coincide with milestones in each phase of work.

Descriptions of specific tasks within each phase are listed below. At the end of each section is a description of the deliverables to be provided in each phase.

Phase 1: Information Gathering

Tasks:

1.1 PROJECT KICK-OFF

- A. Initial web conference meeting to mobilize and sync the CONTRACTOR Design Team and engage JEDCO's primary Project Manager and representatives.
 - i. Walk through the scope of work outlined in this document.
 - ii. Discuss overall project goals and objectives.
 - iii. Establish detailed schedules and protocols for team interaction.
 - iv. Preliminary discussion regarding stakeholders, identification of leadership, formation of advisory groups, and other important groups/individuals who will/should be involved in the ongoing efforts of this process.
- B. Initial Data Request (including, but not limited to, requests for site survey and topographic survey).

1.2 DATA GATHERING AND ANALYSIS

- A. Establishment of a central cloud-based repository of files that can be access by all approved parties for uploading and sharing information.
- B. Catalogue and review of the previously prepared studies, maps, and documents for the Tech Park campus.
- C. Combination of existing digital mapping files into a single digital model.
- D. Preliminary site utility infrastructure analysis.

- i. Documentation and evaluation of current location, production, distribution, capacity, and age of utility infrastructure, including: storm water, water supply, waste water, mechanical systems, and electricity utilities, gas, data/IT infrastructure, and reclaimed/graywater systems.
- E. Preliminary transportation and mobility analysis.
 - i. Documentation and evaluation of the existing transportation and mobility network, including: daily safety needs, engineering, enforcement, public education programs regarding active transportation, road right-sizing, and Transportation Demand Management.
- F. Initial CONTRACTOR site visit, which will likely occur while the team is on-site for Symposium I, as outlined in section 1.3.
- G. Production of the Public Participation Plan, in close coordination with JEDCO representatives.

1.3 SYMPOSIUM I

- A. In-person project kickoff, introductions, and visioning session with the CONTRACTOR and JEDCO project leadership.
- B. Interviews and listening sessions with stakeholders, including meetings with public and private agencies. A 2-day symposium with a highly choreographed sequence of meetings in order to effectively gather input from the wide range of stakeholders. Discussion topics may span a wide range, such as guiding principles, specific aspects around current and planned facilities and capital improvements, future investment opportunities, connectivity, traffic and pedestrian movement, and zoning and utilities.
- C. First resiliency workshop session.
- D. Targeted meetings to discuss technical requirements and data gathering beyond the upfront efforts may be scheduled as necessary.

Deliverables:

- 1) Public Participation Plan.
- 2) Preparation for, attendance, and presentations outlined in section 1.3.
- 3) Written summary of feedback from Symposium I sessions identifying key issues, goals, and objectives for the project.

Phase 2: Analysis and Observations

Tasks:

2.1 SITE AND LAND USE OPPORTUNITIES & CHALLENGES:

- A. Identify existing uses in the park, including but not limited to a narrative description of uses, programming, activities, events, and employee/student numbers.
- B. Analyze existing conditions/uses and relevant planning documents and graphically illustrate the opportunities and challenges related to site design and land use planning.

2.2 TRANSPORTATION ACCESS AND OPERATIONS ANALYSIS:

- A. Document existing potential connections and highlight gaps for the pedestrian, bicycle, and vehicle networks.
- B. Forecast modal splits and peak hour and all-day demand by each mode.

2.3 UTILITY INFRASTRUCTURE ANALYSIS identifying existing infrastructure, utilities, capacity issues and any other shortcomings of existing infrastructure conditions based on available information:

- A. Near-term need & long-term capacity, tipping points on demand.
- B. Establish level of redundancy required for a robust system.
- C. Integrating a holistic consideration of water, energy, and landscape on the site to reduce development impact.
- D. Locating plant and other infrastructure distribution systems, including minimal impact on the public realm.
- E. Understanding stakeholder equipment preferences and maintenance considerations.

2.4 ANALYSIS OF CC&R'S

- A. Review existing documents, including target Industries, economic development strategic plans, existing CC&Rs, and other necessary background research.

2.5 SYMPOSIUM II: A 2-day symposium including presentations and meetings with JEDCO project leadership and advisory groups to promote open discussion among and seek input from these groups to confirm the direction and vision created by the CONTRACTOR up to this point.

- A. Joint Meeting with / Presentation to the JEDCO leadership and advisory groups, led by the project's urban designers, which may include the following:
 - i. Presentation of the analysis and observations created from the information gathered in phase 1.
 - ii. Demonstration of the constraints and opportunities identified for the site.
 - iii. Ideas or case studies from peer institution, past projects, and benchmarks to facilitate greater input and discussion among the group.
- B. Focus Group Meetings, covering:
 - i. Site and land use considerations.
 - ii. Connectivity and movement, including mass transit, vehicular, pedestrian and bicycle, and rail.
 - iii. Below-ground utilities, including drinking water, waste water, natural gas, electricity, telecommunication, storm water, etc.
 - iv. Second resiliency workshop.
- C. Second resiliency workshop session.

Deliverables:

- 1) Preliminary project vision and goals.
- 2) Preparation for, attendance, and presentation at the meetings outlined in section 2.5.
- 3) Summary of feedback from Symposium II sessions, identifying key feedback and direction.
- 4) Electronic copy of Existing Conditions and Uses Analyses.

Phase 3: Big Ideas and Concept Development

Tasks:

3.1 CONCEPT DEVELOPMENT

Internally, CONTRACTOR will develop preliminary concept scenarios based on the comments and direction given during Symposium II. Concept plan alternatives will emerge and be presented at Symposium III, outlined in section 3.6. Each concept plan alternative will consider and tie together several themes, including preliminary plans for the following:

- A. **Land Use:** Creation of an urban framework concept including identification of how each alternative meets the goals outlined in previous phases. The framework plan will be used to inform the structure for the mobility and infrastructure plans.
- B. **Mobility:** as described in section 3.2, below.
- C. **Utility Infrastructure:** as described in section 3.3, below.

3.2 MOBILITY PLAN

Based on the analysis and outreach input, a mobility plan will be developed that optimizes efficient, safe and effective circulation, including connections between modes, access to land use developments, transitions to adjacent areas and management of parking demand. This plan will also take into consideration and aim to support the future regional mobility networks planned by local and/or state jurisdictions and other such agencies.

3.3 INFRASTRUCTURE AND RESILIENCY PLAN

This plan will show new utility routes that connect to existing buildings and long-term development sites. It will specify the appropriate size of all utilities to accommodate the preferred concept and anticipated sizes to accommodate subsequent phases of build out. The utility master plan will set out considerations for:

- A. **Alternative Generation:** Evaluation and accommodation will be made to facilitate the connection of distributed generation and the electrical distribution system.
- B. **Future Growth:** Infrastructure for this project will be designed to accommodate potential future loads, which may include bigger buildings and changes in building use.
- C. **Long-term Operability:** Understanding how the future development of the Tech Park will impact infrastructure location and demand to ensure effective operation and minimal impact or disruption to future site development.

3.4 PRELIMINARY CC&R RECOMMENDATIONS

- A. Synthesize stakeholder interview and analysis findings and generate preliminary implications for the master plan.
- B. Analyze existing CC&R's and related development and operating guidelines (DOG'S) against best practices.

3.5 COST ESTIMATING

For each concept alternative, initial rough order of magnitude probable cost will be included to serve as a high-level tool for decision-making.

3.6 SYMPOSIUM III

- A. Concept Plan Presentation to JEDCO project leadership and advisory groups, including:
 - i. Presentation of the concept plan alternatives.
 - ii. Facilitated discussion to solicit feedback regarding the preferred plan alternative and refinement.
- B. Technical meetings will be held with relevant stakeholder groups if necessary to clarify details within the plan concepts.
- C. Community Meeting.
 - i. Culmination of this symposium will be a public meeting in which the CONTRACTOR presents the conceptual master plan alternatives at a public forum.

Deliverables:

- 1) Preparation for, attendance, and presentation at the meetings outlined in section 3.6.
- 2) Preliminary CC&R recommendations and Cost Estimates.
- 3) Written summary of feedback from Symposium III sessions, identifying key input and direction.

Phase 4: Master Plan Development

Tasks:

4.1 MASTER PLAN REFINEMENT

CONTRACTOR will take the preferred concept alternative, comments, and direction given during Symposium III and distill it into a final physical master plan layout for inclusion in the final document.

4.2 PREPARATION OF THE DRAFT DOCUMENT, which will include:

- A. Documentation of the master planning process.
- B. Master Plan Framework: a graphic or series of graphics that communicate the principal spatial configuration of the development needed to achieve the overall development goals.
- C. Phasing strategy including identification of near-term and long-term projects and outline for potential incremental buildout of the site.

- E. Plans for utilities infrastructure.
 - F. A resiliency plan that identifies major threats to the site and potential infrastructure needs and recommendations.
 - G. Transportation and mobility strategies, including roadway plans/sections and recommendations for transportation and mobility upgrades.
 - H. Cost Estimates and Funding Analysis
 - i. Rough order of magnitude probable cost for the required improvements for each phase of the plan.
 - ii. A list of funding options and alternatives to support the master plan recommendations.
 - iii. A responsibility matrix for implementation.
 - iv. Create a roadmap for projects that naturally “bundle” various infrastructure improvements into singular projects based on appropriateness of location, scale, impact, timing and funding.
 - I. CC&R Recommended Amendments
- 4.3 SYMPOSIUM IV/MASTER PLAN PRESENTATION
Presentation of the substantially complete master plan to the JEDCO project leadership and advisory groups to seek final feedback.
- 4.4 PREPARATION OF THE FINAL DOCUMENT, which will include:
- A. All items from section 4.2, updated and finalized as necessary.
 - B. Land Use Plan, including resulting lot configuration.
 - C. Infrastructure Improvements and Mobility Plan, including but not limited to roadway design, anticipated traffic volumes, drainage, stormwater management features, and utilities (sewerage, water, gas, electrical, telecommunications, fiber).
 - D. Implementation Plan, including a recommended development plan, funding analysis, cost estimates for improvements, and a responsibility matrix for implementation.
 - E. Analysis of and Recommendations for Amendments to Covenants, Codes, and Restrictions Cost Estimates, Funding Analysis and Recommendations.
 - F. Illustrated Master Plan (the final refined graphic of the master plan layout). This will be a high quality rendering which will be used throughout the Master Plan report to highlight specific elements in the narrative. It can also be provided separately as a standalone image for use in marketing material.
 - G. Perspective Illustrations (aerial and supporting ground-level perspectives). These graphics will be high quality renderings which will be used throughout the Master Plan report to highlight specific elements in the narrative. They can also be provided separately as a standalone images for use in marketing material.
- 4.5 PROJECT CLOSEOUT
- A. CONTRACTOR will present the Final Master Plan to the JEDCO Board of Commissioners for approval.
 - B. Final revisions and editing as required to the Master Plan Document.
 - C. Production, printing, and delivery of hard copies of the final document.

Deliverables:

- 1) Preparation for, attendance, and presentation at the presentations outlined in sections 4.3 and 4.5.
- 2) Master Plan in the form of five (5) bound color paper copies and one (1) electronic copy.
- 3) Presentation of final master plan to JEDCO Board of Commissioners.
- 4) Electronic copies of individual files created under this contract, such as maps, images, renderings, and other graphic materials.

A.II. Schedule of Tasks

CONTRACTOR agrees to perform and provide the above tasks and deliverables in accordance with the schedule detailed below in Table 1: Project Schedule. Work will begin on February 19, 2018, following a written Notice to Proceed from JEDCO to CONTRACTOR. This Agreement shall be effective upon the signed date aforesaid and shall terminate on the earlier of February 19, 2019, or at such time as all tasks, deliverables, and payments have been completed.

Table 1: Project Schedule

PLANNING PHASES	2018																																																								
	FEB		MARCH					APRIL					MAY					JUNE					JULY					AUGUST					SEPTEMBER					OCTOBER					NOVEMBER					DECEMBER									
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45												
1. INFORMATION GATHERING	5 WEEKS					X																																																			
2. ANALYSIS AND OBSERVATIONS									10 WEEKS										X																																						
3. BIG IDEAS AND CONCEPT DEVELOPMENT																			12 WEEKS												X																										
4. MASTER PLAN DEVELOPMENT																															12 WEEKS*															X											
				Phase 1 Workshop												Phase 2 Workshop												Phase 3 Workshop												Phase 4 Workshop																	

*Takes into account week off for Thanksgiving

The final presentation to the JEDCO Board of Commissioners will take place at a scheduled board meeting, the date of which is yet to be determined and approved by JEDCO and CONTRACTOR. The board meeting date will be in accordance with JEDCO's Board meeting schedule, subject to change at JEDCO's discretion. The schedule of tasks and deliverables may be modified as agreed upon in writing by both parties.

A.III. Compensation

1. PROFESSIONAL FEES: JEDCO shall pay CONTRACTOR for fees associated with completing the scope of services and deliverables embraced in this contract at an amount up to and not to exceed \$261,440.00. A breakdown of fees is provided in the below Table 2: Professional Fees.

TABLE 2: PROFESSIONAL FEES

Item Number	Description	Responsible Firm	Estimated Hours	Average Price/Hour	Total
Phase 1 Information Gathering	Review of Existing Site Information, Maps, and Studies	Perkins+Will	48	\$150.00	\$7,200.00
	Review of Existing Utility Infrastructure	Morphy Makofsky	24	\$150.00	\$3,600.00
	Review of Existing Transportation and Mobility Infrastructure	Nelson/Nygaard	36	\$185.00	\$6,660.00
	Public Participation Plan	Perkins+Will	18	\$150.00	\$2,700.00
		Point A Consulting	18	\$240.00	\$4,320.00
	Preparation for / Participation in Phase 1	Perkins+Will	105	\$150.00	\$15,750.00
		Point A Consulting	16	\$240.00	\$3,840.00
		Morphy Makofsky	10	\$150.00	\$1,500.00
		Nelson/Nygaard	20	\$185.00	\$3,700.00
Phase 1 Subtotal					\$49,270.00
Phase 2 Analysis and Observations	Existing Conditions Analysis	Perkins+Will	48	\$150.00	\$7,200.00
	Existing Uses Analysis	Perkins+Will	48	\$150.00	\$7,200.00
	Site and Land Use Opportunities and	Perkins+Will	48	\$150.00	\$7,200.00
	Transportation Access and Operations Analysis	Nelson/Nygaard	48	\$185.00	\$8,880.00
	Utility Infrastructure	Morphy Makofsky	36	\$150.00	\$5,400.00
	Analysis of CC&Rs	Point A Consulting	20	\$240.00	\$4,800.00
	Preparation for / Participation in Phase 2	Perkins+Will	100	\$150.00	\$15,000.00
		Point A Consulting	32	\$240.00	\$7,680.00
		Morphy Makofsky	10	\$150.00	\$1,500.00
Phase 2 Subtotal					\$64,860.00
Phase 3 Big Ideas and Concept Development	Generation Master Plan Concept Alternatives	Perkins+Will	120	\$150.00	\$18,000.00

EXHIBIT 1 of Memorandum to JEDCO Board of Commissioners dated Jan. 19, 2018, RE: Contract for the Development of a Master Plan for the Churchill Technology & Business Park with Perkins+Will

	Preliminary Mobility Plan Recommendations	Nelson/Nygaard	48	\$185.00	\$8,880.00
	Preliminary Utility Infrastructure Recommendations	Morphy Makofsky	36	\$150.00	\$5,400.00
	Preliminary Cost Estimations**	Perkins+Will	24	\$150.00	\$3,600.00
		Morphy Makofsky	24	\$150.00	\$3,600.00
	Preliminary CC&Rs Recommendations	Point A Consulting	20	\$240.00	\$4,800.00
	Preparation for / Participation in Phase 3	Perkins+Will	105	\$150.00	\$15,750.00
		Point A Consulting	12	\$240.00	\$2,880.00
		Morphy Makofsky	10	\$150.00	\$1,500.00
		Nelson/Nygaard	20	\$185.00	\$3,700.00
Phase 3 Subtotal					\$68,110.00

Phase 4 Master Plan Development	Master Plan: Land Use Plan	Perkins+Will	120	\$150.00	\$18,000.00
	Master Plan: Infrastructure	Morphy Makofsky	36	\$150.00	\$5,400.00
		Nelson/Nygaard	48	\$185.00	\$8,880.00
	Master Plan: Implementation Plan	Perkins+Will	24	\$150.00	\$3,600.00
		Morphy Makofsky	24	\$150.00	\$3,600.00
	Master Plan: Analysis of and Recommendations	Point A Consulting	28	\$240.00	\$6,720.00
	Preparation for / Participation in Phase 4 Workshop/Presentations	Perkins+Will	100	\$150.00	\$15,000.00
	Production of Final Master Plan Report	Perkins+Will	80	\$150.00	\$12,000.00
	Closeout of Project: Delivery of Master Plan Document and	Perkins+Will	40	\$150.00	\$6,000.00
Phase 4 Subtotal					\$79,200.00

TOTAL PROFESSIONAL FEE \$261,440.00

2. EXPENSES: In addition, JEDCO will reimburse CONTRACTOR for incidental expenses associated with performing the scope of services as estimated in Table 3: Expense Summary. JEDCO will reimburse CONTRACTOR for such expenses at an amount up to and not to exceed \$26,824.00.

TABLE 3: EXPENSE SUMMARY

	# Workshops	Days/Nights	Quantity	Qty. Unit	Rate	Rate Unit	Total
P+W Austin							
Airline/Transport/Parking (AUS/MSY)	4	-	3	people	\$ 246	per trip	\$ 2,952
Car Rentals	4	2	1	car	\$ 65	per day	\$ 520
Fuel (for Car Rental)	4	-	1	payment	\$ 25	per trip	\$ 100
Per Diems	4	2	3	people	\$ 50	per day	\$ 1,200
Lodging	4	2	3	people	\$ 125	per night	\$ 3,000
Supplies (specific to project)	-	-	1	project	\$ 200	per project	\$ 200
Printing - General	-	-	4	phase	\$ 100	per phase	\$ 400
Printing - Deliverables	-	-	5	copies	\$ 125	per copy	\$ 625
Renderings/Graphics	-	-	4	copies	\$ 2,800	per graphic	\$ 11,200
Mileage - General	4	-	2	miles	\$ 0.55	per mile	\$ 132
Sub-total Expenses							\$ 20,329
Nelson\Nygaard							
Airline/Transport/Parking (SFO/MSY)	2	-	1	people	\$ 520	per trip	\$ 1,040
Car Rentals	2	2	1	car	\$ 65	per day	\$ 260
Fuel (for Car Rental)	2	-	1	payment	\$ 25	per trip	\$ 50
Per Diems	2	2	1	people	\$ 50	per day	\$ 200
Lodging	2	2	1	people	\$ 125	per night	\$ 500
Mileage - General	2	-	5	miles	\$ 0.55	per mile	\$ 30
Misc. (supplies, printing, etc)	-	-	1	project	\$ 200	per project	\$ 200
Sub-total Expenses							\$ 2,280
Point A Consulting							
Airline/Transport/Parking (SDF/MSY)	4	-	1	people	\$ 360	per trip	\$ 1,440
Car Rentals	4	2	1	car	\$ 65	per day	\$ 520
Fuel (for Car Rental)	4	-	1	payment	\$ 25	per trip	\$ 100
Per Diems	4	2	1	people	\$ 50	per day	\$ 400
Lodging	4	2	1	people	\$ 125	per night	\$ 1,000
Mileage - General	-	-	1	miles	\$ 0.55	per mile	\$ 55
Misc. (supplies, printing, etc)	-	-	1	project	\$ 200	per project	\$ 200
Sub-total Expenses							\$ 3,715
Morphy Makofsky Consulting							
Misc. (supplies, printing, etc)	-	-	1	project	\$ 500	per project	\$ 500
Sub-total Expenses							\$ 500
Total Estimated Expenses							\$26,824

3. **PAYMENT SCHEDULE:** CONTRACTOR will invoice JEDCO monthly. The invoice amounts will be based on the percentage of project work completed plus documented expenses. CONTRACTOR will note the percentage complete and will itemize work completed by Phase, task, and responsible firm. The total professional fee payments for each phase will not exceed that phase's subtotal amount as detailed in Table 2:

Phase 1 Subtotal = \$49,270.00

Phase 2 Subtotal = \$64,860.00

Phase 3 Subtotal = \$68,110.00

Phase 4 Subtotal = \$79,200.00

CONTRACTOR will itemize and document expenses incurred and may be required to provide all receipts to JEDCO upon request. Total expenses will not exceed \$26,824.00.

DRAFT

MONTHLY FINANCIAL REPORT HIGHLIGHTS

DECEMBER 2017

JEDCO-

Revenues:

- Receipts totaled \$72,302 for specific project (\$10,000-Bella Ridge 2017 PILOT administrative fee), departmental service fees and interest (\$43,473 -Finance, \$60-EDS, \$15,060-Marketing, \$990-Conference Center, and \$2,719 in interest).

Expenses:

- Contract Svc./Loan Processing expenses of \$2,250 (Finance)
- Dues and Subscriptions cost of \$1,156 for various renewals (EDS)
- Staff Development expenses of \$1,008 for an IEDC event (Strategic Initiatives)
- Programs/Event cost of \$27,130 associated with the JEDCO Annual Luncheon (staging, location, tokens, awards) (Marketing)
- Accounting/Audit fees of \$5,000 for the interim audit performed in December 2017 (Administration)
- Computer/Equip/Svc. expenses totaling \$30,066 for purchase of projector, network interface, servicing, maintenance (Administration)
- Attorney Fees of \$5,145 for professional services connected to FAL (\$4,605) and JEDCO Employee Manual (\$540) (Administration)
- Lawn Maintenance cost equaling \$5,661 for Oct., Nov. & Dec. 2017 (Building Expenses)
- Landscaping expenses of \$1,587 for Oct., Nov. & Dec 2017 (Tech Park)
- Access Road Expenses of \$2,755 related to donation of land (Tech Park)
- Hog Abatement fees of \$3,213 for December 2017 (Tech Park)

Others:

- JEDCO LAMP account balance at 12/31/2017 was \$2.55M

JEFFERSON EDGE-

Revenues:

- Collected \$51,250 of private funds and \$873 of interest

Expenses:

- Local Marketing fees of \$3,307 (Clear Channel Outdoor)
- Tech Park Marketing expenses of \$2,058 (Renaissance Publication)

Others:

- EDGE LAMP account balance at 12/31/2017 was \$812K

SUPPLEMENTARY INFORMATION-

- 2017 Financial Report work resumes in February 2018

JEDCO'S INVESTMENT REPORT

12/31/2017

ACTIVE DATE	INSTITUTIONS	OPENING BALANCE	CURRENT BALANCE	INTEREST	TERMS	MATURITY DATE	CURRENT STATUS
12/04/03	JEDCO LAMP	\$350,000	\$2,551,337	1.35%	DAILY		OPEN
	TOTAL	<u>\$350,000</u>	<u>\$2,551,337</u>				

Updated January 12, 2017

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 2nd Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (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	60,000	-	519	(519)	-
Financing Activities (Schedule B)	199,000	165,000	43,473	234,817	(23,817)	211,000
Econ. Dev. Svc. Fees (Schedule C)	149,900	127,800	10,060	126,771	(51)	126,720
Strategic Initiatives (Schedule D)		25,000	-	25,000	500	25,500
Marketing - P/R (Schedule E)	44,000	71,000	15,060	68,120	(1,120)	67,000
Administration (*) (**) (Schedule F)	-	-	-	158,330	-	158,330
Interest, Misc.	7,000	7,000	2,719	25,984	(3,984)	22,000
Kenner Program (Schedule G)	75,000	25,000	-	25,000	-	25,000
Tech. Park Revenues (Schedule I)	15,804	16,000	-	15,642	8	15,650
FORJ (Ground Lease Payment)	2,200	-	-	-	-	-
Conference Center (Schedule J)	25,800	16,000	990	8,539	661	9,200
Total Revenues from Local Sources	\$ 2,555,304	\$ 2,532,800	\$ 72,302	\$ 2,708,722	\$ (28,322)	\$ 2,680,400
SUMMARY OF EXPENDITURES BY AGENCY						
JEDCO						
Total Expenditures by Agency	\$ 2,438,796	\$ 2,572,900	\$ 229,147	\$ 2,290,826	\$ 152,134	\$ 2,442,960
SUMMARY OF EXPENDITURES BY DEPARTMENTS						
Departments:						
Business Innovation Ctr. (Schedule A)	65,500	74,950	4,923	69,906	54,883	124,789
Finance (Schedule B)	244,900	279,600	18,868	231,784	14,116	245,900
Econ. Dev. Svc. (Schedule C)	225,600	277,800	19,376	255,471	2,629	258,100
Strategic Initiatives (Schedule D)	-	95,240	6,928	53,496	13,104	66,600
Marketing - P/R (Schedule E)	191,850	257,250	34,631	234,106	10,744	244,850
Admin. Exp. (Schedule F)	884,775	882,400	100,687	852,958	24,742	877,700
Kenner Program (Schedule G)	75,000	25,000	-	24,183	817	25,000
JEDCO Bldg. Expenses (Schedule H)	520,300	514,760	24,585	455,824	26,376	482,200
Tech. Park Expenses (Schedule I)	195,161	107,150	7,890	67,764	786	68,550
Conference Center (Schedule J)	35,710	58,750	11,259	45,334	3,937	49,271
Total Expenditures by Departments	\$ 2,438,796	\$ 2,572,900	\$ 229,147	\$ 2,290,826	\$ 152,134	\$ 2,442,960

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

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

JEFFERSON ECONOMIC DEVELOPMENT COMMISSION (JEDCO)

End of Month-December 2017

Fiscal Year Ending December 31, 2017

	(A)	(B)	(C)	(D)	(E)	
	2016			Actual	Estimate	Projected
	Final Amended	2017 2nd Amended	Actual	Year-to-Date	Remaining for	Actual Result at
	Budget	Budget	December-17	(@ 12/31/2017)	Year	Year End-Final
						(2017 Adopted Budget)
SUMMARY OF EXPENDITURES BY CHARACTERS						
Salaries/HB&Taxes/SEP-Retirement	1,225,625	1,358,580	110,610	1,295,668	20,922	1,316,590
Communications	32,500	40,950	2,525	26,188	6,062	32,250
Equipment Rental/Maintenance	11,850	14,400	390	4,217	3,158	7,375
Office Supplies	12,500	23,290	530	7,330	4,360	11,690
Postage	8,700	8,750	526	6,418	1,432	7,850
Dues & Subscriptions	27,450	32,400	3,401	32,359	1,541	33,900
PR/Advertising/Video Equip. Expense	47,000	55,200	108	56,657	1,843	58,500
Travel/Mileage	12,500	15,920	555	5,491	3,679	9,170
Staff & Professional Development	17,900	19,500	1,429	11,980	3,320	15,300
Special Project/Programs/Events	32,250	80,150	27,147	75,973	3,927	79,900
Attorney Fees	13,000	11,000	5,145	11,649	2,351	14,000
Data Base Analysis	9,000	6,000	-	5,538	462	6,000
Gretna Expenses	25,000	25,000	-	25,000	-	25,000
Web-Site Update	10,500	2,000	150	3,253	47	3,300
Entrepreneur Challenge	23,500	25,000	-	25,195	5	25,200
Seminars	2,925	4,500	-	6,854	2,146	9,000
Admin.Fees/Personnel & Emergency Exp.	28,450	21,000	1,256	15,423	3,577	19,000
Computer/Equip./Svc.	75,950	109,100	30,066	81,688	(1,588)	80,100
Committee Mtg./Business Development	13,500	15,000	21	9,595	3,405	13,000
Professional Svc.	14,100	-	-	-	-	-
Utilities/Water	46,700	83,550	4,092	49,458	14,242	63,700
Repairs and Maintenance	6,910	15,000	10,206	14,565	2,435	17,000
Janitorial & Contract Services	44,600	49,000	2,741	48,711	4,289	53,000
Insurance	76,000	84,000	5,158	58,718	13,282	72,000
Accounting/Audit	35,000	35,000	5,000	35,405	(3,405)	32,000
Security	1,000	1,100	57	1,528	122	1,650
Lawn Maintenance	13,000	15,400	5,661	14,411	(1,411)	13,000
Generator Expenses	4,600	5,540	-	3,138	362	3,500
Bldgs. Supplies	6,500	13,000	382	1,651	2,170	3,821
HVAC Expenses	16,000	16,800	1,321	15,852	948	16,800
Elevator Repairs and Maintenance	6,000	5,400	517	6,147	53	6,200
Landscaping	6,000	9,350	1,587	6,240	(540)	5,700
Grass Cutting/Clearing/Fill	142,421	41,400	-	9,000	-	9,000
Access Road Expenses	7,000	7,000	2,755	6,492	308	6,800
Lease Expenses	40	-	-	-	-	-
Hog Abatement	38,500	38,500	3,213	38,551	(1)	38,550
Appraisal Expenses	-	4,500	-	4,500	-	4,500
Sales and Marketing	-	5,500	-	-	-	-
Program Costs	4,000	10,000	-	8,348	927	9,275
AEDO Accreditation Expenses	-	-	-	-	-	-
Garbage Collection/Pest Control/Door Mat	9,300	4,620	288	5,622	978	6,600
Equipment Expenses (Conference Ctr.)	-	-	-	-	-	-
JEDCO Loan Payment	262,000	212,000	-	211,574	426	212,000
Food & Beverage Expenses	1,200	1,000	-	(1)	1	-
Neighborhood Revitalization Expenses *	49,725	5,000	-	3,096	904	4,000
Services	9,100	15,000	-	12,473	27	12,500
Contract Svc./Loan Processing	9,000	20,000	2,250	24,000	-	24,000
Conferences & Conventions	-	5,000	60	4,681	319	5,000
Business Attraction	-	2,500	-	190	1,810	2,000
Economic Dev. (Select Comfort)	-	-	-	-	-	-
Bad Debt	-	-	-	-	-	-
Total Expenditures by Characters	2,438,796	2,572,900	229,147	2,290,826	152,134	2,442,960

January 25, 2018

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

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 2nd Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Adopted Budget)
SUMMARY OF OTHER FINANCING USES						
Transfer to other funds	-	-	20,000	20,000	-	-
Transfer from other funds	267,742	20,000	-	20,000	-	-
Total Other Financing Uses	\$ 267,742	\$ 20,000	\$ 20,000	\$ -	\$ -	\$ -
NET CHANGE IN FUND BALANCE	384,250	(20,100)	(176,845)	417,896	(180,456)	237,440
ESTIMATED BEGINNING BALANCE	1,570,415	1,910,052				2,489,660
ESTIMATED ENDING BALANCE	\$ 1,954,665	\$ 1,889,952				\$ 2,727,100

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 2nd Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Adopted Budget)
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Private Funds	\$ 247,500	\$ 250,000	\$ 51,250	\$ 217,500	\$ -	\$ 217,500
Investment Income	2,700	800	873	7,932	(832)	7,100
Total Revenues from Local Sources	\$ 250,200	\$ 250,800	\$ 52,123	\$ 225,432	\$ (832)	\$ 224,600
SUMMARY OF EXPENDITURES BY CHARACTERS						
Marketing P/R:						
Local Market/PR Campaign	-	25,000	3,307	9,492	8	9,500
Sub-Total	\$ -	\$ 25,000	\$ 3,307	\$ 9,492	\$ 8	\$ 9,500
Tech. Park Implementation	-	50,000	-	-	-	-
Site Selectors Initiative	5,000	5,000	-	5,000	-	5,000
Tech Park Marketing	50,000	30,000	2,058	39,910	90	40,000
Infrastructure Expenses	-	25,000	-	-	-	-
Sub-Total	\$ 55,000	\$ 110,000	\$ 2,058	\$ 44,910	\$ 90	\$ 45,000
Administrative:						
Misc. Project Fund	27,500	30,800	1,650	9,552	448	10,000
EDGE Fundraising	16,500	17,000	1,455	19,169	(1,169)	18,000
Investor Relations/Staff Support	1,000	500	2	764	236	1,000
Meetings/Meals	3,000	5,000	-	4,569	431	5,000
Sub-Total	\$ 48,000	\$ 53,300	\$ 3,107	\$ 34,054	\$ (54)	\$ 34,000
Total Expenditures by Characters	\$ 103,000	\$ 188,300	\$ 8,472	\$ 88,456	\$ 44	\$ 88,500
SUMMARY OF OTHER FINANCING USES						
Transfer to other funds(JEDCO-Clearing	30,000	20,000	-	20,000	-	-
Transfer from other funds	-	-	20,000	(20,000)	-	-
Total Other Financing Uses	30,000	20,000	20,000	-	-	-
NET CHANGE IN FUND BALANCE	\$ 117,200	\$ 42,500	\$ 63,651	\$ 136,976	\$ (876)	\$ 136,100
ESTIMATED BEGINNING FUND BALANCE	\$ 736,384	\$ 782,084				\$ 894,550
ESTIMATED ENDING FUND BALANCE	\$ 853,584	\$ 824,584				\$ 1,030,650

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 2nd Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (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 2nd Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Adopted Budget)
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Interest Earned from Payment	\$ 220,600	\$ 177,000	\$ 11,021	\$ 175,445	\$ (445)	\$ 175,000
Interest Earned from Investment	2,700	4,000	194	2,039	(239)	1,800
Total Revenues From Local Sources	\$ 223,300	\$ 181,000	\$ 11,215	\$ 177,484	\$ (684)	\$ 176,800
SUMMARY OF EXPENDITURES						
Administration Expenses	102,000	95,000	10,808	101,434	(1,434)	100,000
Loan Loss Reserve	-	-	1,872,283	1,872,283		1,872,283
Bad Debt	-	-	112,442	112,442		112,442
Total Expenditures by Characters	\$ 102,000	\$ 95,000	\$ 1,995,533	\$ 2,086,159	\$ (1,434)	\$ 2,084,725
NET CHANGE IN FUND BALANCE	\$ 121,300	\$ 86,000	\$ (1,984,318)	\$ (1,908,675)	\$ 750	\$ (1,907,925)
ESTIMATED BEGINNING FUND BALANCE	\$ 8,052,466	\$ 8,110,966				\$ 8,190,698
ESTIMATED ENDING FUND BALANCE	\$ 8,173,766	\$ 8,196,966				\$ 6,282,773

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 2nd Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Adopted Budget)
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES:						
Interest Earned from Payment	\$ 7,900	\$ 28,000	\$ 3,257	\$ 35,557	\$ (2,557)	\$ 33,000
Interest Earned from Investment	1,950	1,500	27	1,067	(17)	1,050
Total Revenues from Local Sources	\$ 9,850	\$ 29,500	\$ 3,284	\$ 36,624	\$ (2,574)	\$ 34,050
SUMMARY OF EXPENDITURES BY CHARACTERS						
Administrative Expenses	21,000	20,000	23,237	41,928	3,072	45,000
Total Expenditures by Characters	\$ 21,000	\$ 20,000	\$ 23,237	\$ 41,928	\$ 3,072	\$ 45,000
NET CHANGE IN FUND BALANCE	\$ (11,150)	\$ 9,500	\$ (19,953)	\$ (5,304)	\$ (5,646)	\$ (10,950)
ESTIMATED BEGINNING FUND BALANCE	\$ 1,333,896	\$ 1,339,546				\$ 1,347,675
ESTIMATED ENDING FUND BALANCE	\$ 1,322,746	\$ 1,349,046				\$ 1,336,725

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 2nd Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Adopted Budget)
SUMMARY OF REVENURES BY SOURCES						
LOCAL SOURCES:						
Interest Earned from Payment	\$ 14,000	\$ 42,000	\$ 5,903	\$ 46,944	\$ (4,944)	\$ 42,000
Interest Earned from Investment	1,200	400	60	665	(65)	600
Total Revenues from Local Sources	\$ 15,200	\$ 42,400	\$ 5,963	\$ 47,609	\$ (5,009)	\$ 42,600
SUMMARY OF EXPENDITURES BY CHARACTERS						
Administrative Expenses	8,000	10,000	1,710	14,985	3,015	18,000
Total Expenditures by Characters	\$ 8,000	\$ 10,000	\$ 1,710	\$ 14,985	\$ 3,015	\$ 18,000
NET CHANGE IN FUND BALANCE	\$ 7,200	\$ 32,400	\$ 4,253	\$ 32,624	\$ (8,024)	\$ 24,600
ESTIMATED BEGINNING FUND BALANCE	\$ 2,323,282	\$ 2,323,682				\$ 2,350,229
ESTIMATED ENDING FUND BALANCE	\$ 2,330,482	\$ 2,356,082				\$ 2,374,829

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 2nd Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Adopted Budget)
SUMMARY OF REVENUES BY SOURCES						
LOCAL SOURCES						
Fee Payments	\$ 59,500	\$ 55,000	\$ 7,742	\$ 61,683	\$ (1,683)	\$ 60,000
Total Revenues from Local Sources	\$ 59,500	\$ 55,000	\$ 7,742	\$ 61,683	\$ (1,683)	\$ 60,000
SUMMARY OF EXPENDITURES BY CHARACTERS						
Administrative Expenses	59,500	55,000	7,742	61,683	(1,683)	60,000
Total Expenditures by Characters	\$ 59,500	\$ 55,000	\$ 7,742	\$ 61,683	\$ (1,683)	\$ 60,000
NET CHANGE IN FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

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

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Final Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Amended Budget)
PROGRAM REVENUES						
Tenant Revenue	\$ 27,500	\$ 45,000	\$ -	\$ 519	(\$519)	\$ -
Services	9,100	15,000	-	-	-	-
Total Revenues	\$ 36,600	\$ 60,000	\$ -	\$ 519	\$ (519)	\$ -
PROGRAM EXPENDITURES						
Staff Salaries	43,100	45,000	3,913	45,181	319	45,500
Health Benefits & Taxes	5,000	5,500	390	5,466	134	5,600
SEP/IRA-Retirement	5,250	5,500	477	5,515	485	6,000
Communications	700	700	58	688	12	700
Equipment Rental/Maintenance	2,000	3,000	77	478	522	1,000
PR/Advertising	-	-	-	-	-	-
Office Supplies	100	-	-	-	-	-
Dues & Subscriptions	150	250	8	105	145	250
Postage	100	-	-	-	-	-
Travel/Mileage	-	-	-	-	-	-
Staff Development	-	-	-	-	-	-
Special Projects	-	-	-	-	-	-
Services	9,100	15,000	-	12,473	27	12,500
Bad Debt	-	-	-	-	53,239	53,239
Total Expenditures	\$ 65,500	\$ 74,950	\$ 4,923	\$ 69,906	\$ 54,883	\$ 124,789
OTHER FINANCING SOURCES (USES)						
Transfer to other funds	-	-	-	-	-	-
Total other financing sources (uses)	-	-	-	-	-	-
NET PROGRAM SURPLUS/DEFICIT	\$ (28,900)	\$ (14,950)	\$ (4,923)	\$ (69,387)	\$ (55,402)	\$ (124,789)

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

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Final Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Amended Budget)
PROGRAM REVENUES						
Financing Income	\$ 96,000	\$ 90,000	\$ 32,665	\$ 128,754	\$ (15,754)	\$ 113,000
BRGL & LRCF Fees	<u>103,000</u>	<u>75,000</u>	<u>10,808</u>	<u>106,063</u>	<u>(8,063)</u>	<u>98,000</u>
Total Revenues	\$ 199,000	\$ 165,000	\$ 43,473	\$ 234,817	\$ (23,817)	\$ 211,000
PROGRAM EXPENDITURES						
Staff Salaries	173,500	190,000	11,921	153,857	6,143	160,000
Health Benefits & Taxes	14,500	15,300	1,200	9,085	15	9,100
SEP/IRA-Retirement	22,200	23,000	1,454	18,771	1,229	20,000
Communications	5,300	5,000	488	4,959	41	5,000
Program Costs	500	1,000	-	-	500	500
Equipment Rental/Maintenance	1,500	2,500	75	900	600	1,500
PR/Advertising	-	300	-	601	199	800
Office Supplies	2,500	2,500	110	1,059	441	1,500
Postage & Copying	2,500	2,500	208	1,679	321	2,000
Travel/Mileage	400	1,500	69	481	1,019	1,500
Staff Development	3,000	4,000	279	3,295	705	4,000
Dues & Subscriptions	7,000	7,000	814	9,990	1,010	11,000
Attorney Fees	3,000	5,000	-	3,107	1,893	5,000
Contract Svc./Loan Processing	<u>9,000</u>	<u>20,000</u>	<u>2,250</u>	<u>24,000</u>	<u>-</u>	<u>24,000</u>
Total Expenditures	\$ 244,900	\$ 279,600	\$ 18,868	\$ 231,784	\$ 14,116	\$ 245,900
NET PROGRAM SURPLUS/DEFICIT	\$ (45,900)	\$ (114,600)	\$ 24,605	\$ 3,033	\$ (37,933)	\$ (34,900)

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

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Final Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Amended Budget)
PROGRAM REVENUES						
Incentive Fees	\$ 1,300	\$ 2,200	\$ 60	\$ 1,171	\$ (51)	\$ 1,120
Gretna Revenues	25,000	-	-	-	-	-
Pilot Administration Fees	123,600	125,600	10,000	125,600	-	125,600
Total Revenues	\$ 149,900	\$ 127,800	\$ 10,060	\$ 126,771	\$ (51)	\$ 126,720
PROGRAM EXPENDITURES						
Staff Salaries	121,500	170,000	13,480	151,240	760	152,000
Health Benefits & Taxes	18,200	30,100	2,027	27,231	269	27,500
SEP/IRA-Retirement	15,000	20,900	1,645	19,438	1,462	20,900
Communications	6,000	9,000	573	5,212	2,788	8,000
Program Costs	3,500	8,000	-	8,099	401	8,500
Equipment Rental/Maintenance	2,200	2,000	75	900	300	1,200
Office Supplies	1,500	1,500	81	975	525	1,500
Dues & Subscriptions	14,300	13,000	1,156	15,499	1	15,500
Postage	2,300	2,300	86	1,614	386	2,000
Data Base Analysis	7,500	6,000	-	5,538	462	6,000
Travel/Mileage	3,600	4,500	253	3,480	1,020	4,500
Staff Development	5,000	6,000	-	4,051	1,949	6,000
Special Projects	-	4,500	-	4,110	390	4,500
Gretna Expenses	25,000	-	-	8,084	(8,084)	-
Total Expenditures	\$ 225,600	\$ 277,800	\$ 19,376	\$ 255,471	\$ 2,629	\$ 258,100
NET PROGRAM SURPLUS/DEFICIT	\$ (75,700)	\$ (150,000)	\$ (9,316)	\$ (128,700)	\$ (2,680)	\$ (131,380)

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

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Final Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Amended Budget)
PROGRAM REVENUES						
Gretna Revenues	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ 25,000
Scholarship	-	-	-	-	500	500
Total Revenues	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 500	\$ 25,500
PROGRAM EXPENDITURES						
Staff Salaries	-	29,000	4,484	18,954	1,046	20,000
Health Benefits & Taxes	-	11,340	409	3,279	721	4,000
SEP/IRA-Retirement	-	6,700	547	4,376	624	5,000
Communications	-	1,800	100	800	100	900
Program Costs	-	1,000	-	248	27	275
Equipment Rental/Maintenance	-	350	13	100	25	125
Office Supplies	-	250	10	106	44	150
Dues & Subscriptions	-	8,500	280	2,196	304	2,500
Postage	-	200	-	-	100	100
Conferences/Conventions	-	5,000	60	4,681	319	5,000
Travel/Mileage	-	600	-	38	262	300
Staff Development	-	2,500	1,008	1,498	(498)	1,000
Business Attraction Strategy	-	2,500	-	190	1,810	2,000
Gretna Expenses	-	25,000	-	16,920	8,080	25,000
Special Projects	-	500	17	110	140	250
Total Expenditures	\$ -	\$ 95,240	\$ 6,928	\$ 53,496	\$ 13,104	\$ 66,600
NET PROGRAM SURPLUS/DEFICIT	\$ -	\$ (70,240)	\$ (6,928)	\$ (28,496)	\$ (12,604)	\$ (41,100)

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

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Final Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Amended Budget)
PROGRAM REVENUES						
Program/Event Revenues	\$ 14,000	\$ 16,000	\$ 15,060	\$ 15,120	\$ (1,120)	\$ 14,000
Entrepreneur Challenge Sponsorship	20,000	20,000	-	20,000	0	20,000
	10,000	35,000	-	33,000	-	33,000
Total Revenues	\$ 44,000	\$ 71,000	\$ 15,060	\$ 68,120	\$ (1,120)	\$ 67,000
PROGRAM EXPENDITURES						
Staff Salaries	52,000	70,800	4,598	56,713	3,287	60,000
Health Benefits & Taxes	5,800	6,800	412	6,088	712	6,800
SEP/IRA-Retirement	6,350	6,500	561	6,610	(110)	6,500
Communications	7,000	7,000	489	5,107	893	6,000
Equipment Rental/Maintenance	2,000	2,500	75	900	600	1,500
PR/Advertising	47,000	54,400	108	56,056	1,644	57,700
Office Supplies	2,000	3,000	35	458	1,042	1,500
Dues & Subscriptions	200	500	991	1,325	(825)	500
Postage	800	750	82	735	15	750
Travel/Mileage	500	500	-	-	-	-
Staff Development	3,200	2,000	-	60	40	100
Web-Site Update	10,500	2,000	150	3,253	47	3,300
Programs/Event	31,000	75,000	27,130	71,606	3,394	75,000
Video Equipment Expenses	-	500	-	-	-	-
Entrepreneur Challenge	23,500	25,000	-	25,195	5	25,200
Total Expenditures	\$ 191,850	\$ 257,250	\$ 34,631	\$ 234,106	\$ 10,744	\$ 244,850
NET PROGRAM SURPLUS/DEFICIT	\$ (147,850)	\$ (186,250)	\$ (19,571)	\$ (165,986)	\$ (11,864)	\$ (177,850)

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

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Final Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Amended Budget)
PROGRAM REVENUES						
Economic Assist. (Select Comfort) **	\$ -	\$ -	\$ -	\$ 158,330	\$ -	\$ 158,330
Total Revenues	\$ -	\$ -	\$ -	\$ 158,330	\$ -	\$ 158,330
PROGRAM EXPENDITURES						
Staff Salaries	468,500	481,500	45,139	525,039	961	526,000
Health Benefits & Taxes	63,000	64,900	4,543	59,663	337	60,000
SEP/IRA-Retirement	57,300	59,000	5,305	61,605	895	62,500
Communications	11,000	11,000	734	8,014	1,986	10,000
Equipment Rental/Maintenance	4,000	4,000	75	885	1,115	2,000
Office Supplies	6,000	16,000	294	4,697	2,303	7,000
Dues & Subscriptions	1,500	1,500	131	2,077	423	2,500
Postage	3,000	3,000	150	2,186	814	3,000
Committee Meetings	7,500	10,000	-	5,648	2,352	8,000
Seminars/Conventions	2,000	4,500	-	6,854	2,146	9,000
Accounting/Audit	35,000	35,000	5,000	35,405	(3,405)	32,000
Insurance	36,000	36,000	2,595	26,504	8,496	35,000
Business Development	6,000	5,000	21	3,947	1,053	5,000
Travel/Mileage	5,500	8,000	233	1,213	1,287	2,500
Staff Development	1,000	2,000	-	600	600	1,200
Administrative Fees	13,000	13,000	866	10,183	1,817	12,000
Computer/Equip./Svc.	75,200	109,000	30,066	81,580	(1,580)	80,000
AEDO Accreditation	-	-	-	-	-	-
Personnel Expenses	15,450	5,000	390	5,220	1,780	7,000
Emergency Expenses	-	3,000	-	-	-	-
Attorney Fees	10,000	6,000	5,145	8,542	458	9,000
Professional Services/Loan Expenses	14,100	-	-	-	-	-
Neighborhood Revitalization Expenses *	49,725	5,000	-	3,096	904	4,000
Economic Assist. (Select Comfort) **	-	-	-	-	-	-
Total Expenditures	\$ 884,775	\$ 882,400	\$ 100,687	\$ 852,958	\$ 24,742	\$ 877,700
NET PROGRAM SURPLUS/DEFICIT	\$ (884,775)	\$ (882,400)	\$ (100,687)	\$ (694,628)	\$ (24,742)	\$ (719,370)

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

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

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

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

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

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Final Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Amended Budget)
PROGRAM REVENUES						
Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Revenues	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PROGRAM EXPENDITURES						
Staff Salaries	72,000	74,000	6,469	75,047	153	75,200
Health Benefits & Taxes	12,500	11,000	846	11,425	575	12,000
SEP/IRA-Retirement	8,900	9,000	790	9,152	98	9,250
Communications	2,000	6,000	83	970	230	1,200
Travel/Mileage	500	500	-	-	50	50
Repairs and Maintenance	4,900	5,500	-	4,304	1,196	5,500
Janitorial Services	30,600	34,000	2,070	31,295	3,705	35,000
Utilities	31,500	55,000	3,459	27,275	12,225	39,500
Security	1,000	600	57	1,456	44	1,500
Insurance	40,000	48,000	2,563	32,214	4,786	37,000
JEDCO Bldg. Lease Expenses	-	-	-	-	-	-
Lawn Maintenance	13,000	15,400	5,661	14,411	(1,411)	13,000
Garbage Collection	1,500	1,620	128	1,536	464	2,000
Generator Maintenance	2,800	3,040	-	3,138	362	3,500
Bldg. Supplies	1,500	5,500	-	731	1,269	2,000
Water	500	2,400	298	2,536	(136)	2,400
Dues and Subscriptions	300	500	21	252	248	500
HVAC Maintenance	16,000	16,800	1,321	15,852	948	16,800
Elevator Repairs and Maintenance	6,000	5,400	517	6,147	53	6,200
Door Mat Services	2,000	1,800	160	1,850	250	2,100
Pest Control	5,800	1,200	-	2,234	266	2,500
Generator Repairs	1,800	2,500	-	-	-	-
Professional Development	3,200	3,000	142	2,425	575	3,000
JEDCO Loan Payment	262,000	212,000	-	211,574	426	212,000
Total Expenditures	\$ 520,300	\$ 514,760	\$ 24,585	\$ 455,824	\$ 26,376	\$ 482,200
NET PROGRAM SURPLUS/DEFICIT	\$ (520,300)	\$ (514,760)	\$ (24,585)	\$ (455,824)	\$ (26,376)	\$ (482,200)

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

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Final Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Amended Budget)
PROGRAM REVENUES						
Common Area Revenues	\$ 11,400	\$ 16,000	\$ -	\$ 15,642	\$ 8	\$ 15,650
Insurance (Pond)	4,404	-	-	-	-	-
Total Revenues	\$ 15,804	\$ 16,000	\$ -	\$ 15,642	\$ 8	\$ 15,650
PROGRAM EXPENDITURES						
Landscaping	6,000	9,350	1,587	6,240	(540)	5,700
Grass Cutting/Clearing/Fill	142,421	41,400	-	9,000	-	9,000
Utilities	1,200	2,400	335	2,926	74	3,000
Repairs and Maintenance	-	4,000	-	55	945	1,000
Liability Insurance	-	-	-	-	-	-
Access Road Expenses	7,000	7,000	2,755	6,492	308	6,800
Lease Expenses	40	-	-	-	-	-
Hog Abatement	38,500	38,500	3,213	38,551	(1)	38,550
Appraisal Expenses	-	4,500	-	4,500	-	4,500
Total Expenditures	\$ 195,161	\$ 107,150	\$ 7,890	\$ 67,764	\$786	\$ 68,550
OTHER FINANCING SOURCES (USES)						
Transfer to other funds	-	-	20,000	20,000	-	-
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)	\$ (71,150)	\$ (27,890)	\$ (52,122)	(778)	\$ (52,900)

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

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Final Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Amended Budget)
PROGRAM REVENUES						
Building Rent	\$ 25,800	\$ 15,000	\$ 990	\$ 8,539	\$ 661	\$ 9,200
Food & Beverage Revenues		1,000	-	-	-	-
Total Revenues	\$ 25,800	\$ 16,000	\$ 990	\$ 8,539	\$ 661	\$ 9,200
PROGRAM EXPENDITURES						
Repairs and Maintenance	2,010	5,500	10,206	10,206	294	10,500
Utilities	13,500	23,750	-	16,721	2,079	18,800
Contract Services	14,000	15,000	671	17,416	584	18,000
Insurance	-	-	-	-	-	-
Sales and Marketing	-	5,500	-	-	-	-
Supplies	5,000	7,500	382	920	901	1,821
Security	-	500	-	72	78	150
Equipment Expenses	-	-	-	-	-	-
Food & Beverage Expenses	1,200	1,000	-	(1)	1	-
Total Expenditures	\$ 35,710	\$ 58,750	\$ 11,259	\$ 45,334	\$ 3,937	\$ 49,271
NET PROGRAM SURPLUS/DEFICIT	\$ (9,910)	\$ (42,750)	\$ -	\$ (36,795)	\$ (3,276)	\$ (40,071)

BRGL Dedicated Funds
End of Month-November 2017

	(A)	(B)	(C)	(D)	(E)	(F)
	2016 Final Amended Budget	2017 Final Amended Budget	Actual December-17	Actual Year-to-Date (@ 12/31/2017)	Estimate Remaining for Year	Projected Actual Result at Year End-Final (2017 Amended Budget)
PROGRAM EXPENDITURES						
Staff Salaries	\$ 53,500	\$ 54,200	\$ 4,377	\$ 52,524	\$ 1,676	\$ 54,200
Health Benefits & Taxes	7,500	8,400	494	6,525	1,875	8,400
SEP/IRA-Retirement	6,500	6,600	534	6,408	192	6,600
Total Expenditures	\$ 67,500	\$ 69,200	\$ 5,405	\$ 65,457	\$ 3,743	\$ 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
September '17		16,439.21	194,191.96	255,484.86	279,786.99
October '17		43,227.74	180,879.70	5,292.28	147,427.31
November '17		293,876.92	157,291.29	206,422.05	490,434.99
December '17		28,826.90	233,383.88	(12,754.77)	273,123.24
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
September '17		40,000.00	4,445.00	(1,436.86)	173,862.87
October '17		0.00	2,906.17	(1,430.48)	169,526.22
November '17		10,000.00	8,373.14	(1,435.60)	169,717.48
December '17		51,250.00	8,011.91	18,572.05	231,527.62
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
September '17		0.00	5,405.36	0.00	28,318.65
October '17		0.00	5,405.36	0.00	22,913.29
November '17		0.00	5,405.37	0.00	17,507.92
December '17		0.00	5,405.36	0.00	12,102.56

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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	
September '17	2,557.85	0.00	(250,000.00)	2,743,752.42	
October '17	2,534.61	0.00	0.00	2,746,287.03	
November '17	2,394.84	0.00	(200,000.00)	2,548,681.87	
December '17	2,654.86	0.00	0.00	2,551,336.73	
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	
September '17	715.64	0.00	0.00	809,556.85	
October '17	747.83	0.00	0.00	810,304.68	
November '17	746.75	0.00	0.00	811,051.43	
December '17	844.84	0.00	0.00	811,896.27	