

St. Charles Parish

Meeting Agenda

Parish Council

Council Chairman Dick Gibbs

*Councilmembers Wendy Benedetto, Paul J. Hogan,
Terrell D. Wilson, Mary K. Clulee, William Billy Woodruff,
Marilyn B. Bellock, Traci A. Fletcher, Julia Fisher-Perrier*

St. Charles Parish Courthouse
15045 Highway 18
P.O. Box 302
Hahnville, LA 70057
985-783-5000
www.stcharlesparish-la.gov

Monday, June 18, 2018

6:00 PM

Council Chambers, Courthouse

Final

CALL TO ORDER

PRAYER / PLEDGE

*Pastor Allen C. Lagrange, Sr.
True Vine Baptist Church, Hahnville*

APPROVAL OF MINUTES

Regular Meeting – June 4, 2018

SPECIAL BUSINESS (PROCLAMATIONS, CANVASS RETURNS, ETC.)

- 1 2018-0158 In Recognition: William O. deBruler, III, Housing Authority Board of Commissioners

Sponsors: Mr. Cochran

- 2 2018-0162 Proclamation: "242nd Anniversary of American Independence"

Sponsors: Mr. Cochran

REPORTS (FINANCE AND ADMINISTRATIVE ACTIVITIES)

2018-0164 The Arc of St. Charles

2018-0165 St. Charles Community Health Center

ORDINANCE INTRODUCED FOR PUBLICATION, PUBLIC HEARING, & ADOPTION, AT THE PUBLIC MEETING**Monday, July 9, 2018, 6:00 pm, Council Chambers, Courthouse, Hahnville**

- 3 2018-0156 An ordinance adopting, setting forth, levying and imposing taxes on all property subject to taxation in the Parish of St. Charles, State of Louisiana, as required by Section 23 of Article VII of the Constitution of Louisiana and Revised Statute 47.1705(B) for General Parochial Purposes; constructing, acquiring, maintaining, operating, extending and/or improving levees, facilities and structures associated with outer flood protection systems within the Parish; constructing, maintaining, and operating the Parish Road Maintenance program, Parish Recreation program, Parish Fire Protection, Mosquito Control Program, E-911 Telephone System, Health Unit and Council on Aging program; Road Lighting District No. 1; Library Service District No. 1; the ARC of St. Charles; paying any costs associated with acquiring, constructing, improving, maintaining and operating wastewater facilities and systems in the Parish; and for the purpose of paying the principal and interest on outstanding General Obligation Sewer Bonds for the year 2018.

Sponsors: Mr. Cochran and Department of Finance

Legislative History

6/4/18	Parish President	Introduced
6/4/18	Parish Council	Publish/Scheduled for Public Hearing to the Parish Council

ORDINANCES / RESOLUTIONS INTRODUCED FOR PUBLICATION / PUBLIC HEARING**Monday, July 9, 2018, 6:00 pm, Council Chambers, Courthouse, Hahnville**

(No items for the regular Agenda)

**ORDINANCES SCHEDULED FOR PUBLIC HEARING
(INTRODUCED AT PREVIOUS MEETING)**

- 10 2018-0155 An ordinance to amend the Code of Ordinances to revise Chapter 15, Section 15-9, to provide an exception to the Twenty-five (25) Miles Per Hour Speed Limit, to lower the speed limit on **Kosher Lane in Des Allemands to ten (10) miles per hour.**

Sponsors: Mr. Hogan

Legislative History

6/4/18	Council Member(s)	Introduced
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6/4/18 Parish Council Publish/Scheduled for Public Hearing to the Parish Council

- 11 2018-0157 An ordinance to amend the Code of Ordinances by revising Chapter 20 Railroads, Section 20-6. Switching. by removing (b) which is regarding residential structures near switching yards.

Sponsors: Mr. Gibbs

Legislative History

6/4/18 Council Member(s) Introduced

6/4/18 Parish Council Publish/Scheduled for Public Hearing to the Parish Council

RESOLUTIONS

- 12 2018-0159 A resolution requesting authorization for St. Charles Parish to accept the work as complete for the Willowridge Pump Station, State Project No. H.010102, through the State of Louisiana Department of Transportation and Development (DOTD) under the Louisiana Statewide Flood Control Program.

Sponsors: Mr. Cochran and Grants Office

- 13 2018-0160 A resolution approving and authorizing the Parish President to submit an application for grant funds from the Delta Regional Authority States' Economic Development Assistance Program for the Paradis Canal Gate in the amount of \$200,000.

Sponsors: Mr. Cochran and Grants Office

- 14 2018-0161 A resolution adopting the revised St. Charles Parish Procurement Policy for all Louisiana Community Development Block Grant (LCDBG) Programs for the Parish.

Sponsors: Mr. Cochran and Grants Office

APPOINTMENTS

- 2018-0141 A resolution to appoint an Ad-Hoc member, with a health professional background, to the Board of Directors for the Arc of St. Charles.

Council Office did not receive Confirmation Questionnaire by June 12, 2018 deadline; Rule 17 - Confirmation Questionnaires must be completed and returned to the Office of the Council Secretary by 4:00 o'clock p.m. on the fourth business day preceding a Parish Council Meeting. Failure to complete or return the questionnaire prior to the deadline shall automatically disqualify the nomination.

Council Chairman will accept nominations to the Board of Directors of the Arc of St. Charles, Ad Hoc member with a health professional background to fill the vacancy created by the expiration of the term of Dr. Jeffrey S. Kuo, M.D. Two (2) year term to begin July 1, 2018 and expire June 30, 2020.

Legislative History

6/6/16	Parish Council	Enacted Legislation
	Dr. Jeffrey S. Kuo, M.D. appointed to the Board of Directors of the Arc of St. Charles, Ad-Hoc member with a health professional background, on June 6, 2016, per Resolution No. 6229 Term: May 16, 2016 - June 30, 2018	
5/21/18	Parish Council	Vacancy Announced
6/4/18	Parish Council	Nomination(s) Accepted
	Nominee: Councilwoman Fisher-Perrier nominated Dr. Jeffrey S. Kuo, M.D.	
6/4/18	Parish Council	Close Nomination(s) for
6/4/18	Parish Council	Nomination(s) Closed

31 2018-0166

A resolution to appoint a member to the St. Charles Parish Communications District representing Emergency Medical Services as requested by St. Charles Parish Hospital Service District No. 1 Board of Commissioners.

Council will confirm nomination of Chief Sergio Morales by the St. Charles Parish Hospital Service District No. 1 Board of Commissioners representing Emergency Medical Services to the St. Charles Parish Communications District due to Ms. Deana Tarullo ceasing to be an active member of the agency represented. Unexpired term to begin immediately and expire August 19, 2018.

Legislative History

4/17/17	Parish Council	Enacted Legislation
	Ms. Deana Tarullo appointed to the St. Charles Parish Communications District as the Emergency Medical Services Representative on April 17, 2017, per Resolution No. 6284 Term: April 17, 2017 - August 19, 2018	
6/11/18	Parish Council	Correspondence Received
	from Chief Executive Officer/Secretary Austin K. Reeder advising that Chief Sergio Morales will be representing the Emergency Medical Services on the 911 Communications District to serve the unexpired term to replace Ms. Deana Tarullo; Ms. Tarullo is no longer an active member of the agency represented	

2018-0167

Council appointment to the River Region Caucus

On July 9, 2018, Council Chairman will accept nominations to fill the vacancy caused by the expiration of the term of Councilman Terrell Wilson. Term to begin July 31, 2018 and expire July 31, 2019.

2018-0168

Council appointment to the River Region Caucus

On July 9, 2018, Council Chairman will accept nominations to fill the vacancy caused by the expiration of the term of Councilwoman Traci A. Fletcher. Term to begin July 31, 2018 and expire July 31, 2019.

2018-0169

Council Alternate Appointment to the River Region Caucus

On July 9, 2018, Council Chairman will accept nominations to fill the vacancy caused by the expiration of the term of Councilwoman Marilyn B. Bellock - Alternate. Term to begin July 31, 2018 and expire July 31, 2019.

2018-0170 Council Alternate Appointment to the River Region Caucus

On July 9, 2018, Council Chairman will accept nominations to fill the vacancy caused by the expiration of the term of Councilman Paul J. Hogan, PE - Alternate. Term to begin July 31, 2018 and expire July 31, 2019.

MEETINGS, ANNOUNCEMENTS, NOTICES, ETC.**MEETINGS**

*HURRICANE PROTECTION PROJECTS COMMITTEE MEETING: Wednesday, 6/20/18, 5PM, Council Chambers, **Discussion: Levee Update
SPECIAL PROJECTS/PUBLIC SAFETY, HEALTH, AND ENVIRONMENTAL COMMITTEE: Wednesday, 6/20/18, Immediately following Hurricane Committee, Council Chambers, **Discussion: LAMP & DFIRM
ZONING BOARD OF ADJUSTMENT: Thursday, 6/21/18, 7PM, Council Chambers
HOUSING AUTHORITY: Tuesday, 6/26/18, 6PM, Council Chambers
HOSPITAL BOARD: Wednesday, 6/27/18, 10AM, Council Chambers
911 COMMUNICATIONS DISTRICT: Monday, 7/9/18, 5PM, Sheriff's Office - 260 Judge Edward Dufresne Parkway, Luling
ST. CHARLES PARISH COUNCIL: Monday, 7/9/18, 6PM, Council Chambers*

ANNOUNCEMENTS

Catfish Festival: June 22 – 24, 2018, St. Gertrude Catholic Church, Des Allemands

Twenty-Eighth Annual Independence Day Celebration: Tuesday, 7/3/18, 6PM – 9PM, Luling Bridge Park – Fireworks Display at Dark

PARISH HOLIDAY: Wednesday, 7/4/18 – Independence Day

****PLEASE NOTE THAT THERE WILL BE A THREE (3) WEEK LAPSE BETWEEN COUNCIL MEETINGS. THE NEXT REGULAR COUNCIL MEETING WILL BE HELD ON MONDAY, JULY 9, 2018.*

"Notice is hereby given that a Public Meeting for the St. Charles Parish Council will be held in the Council Chambers on the second floor of the St. Charles Parish Courthouse, 15045 River Road, Hahnville, LA 70057 on July 9, 2018 at 6:00 P.M. to adopt millage rates."

Accommodations for Disabled

St. Charles Parish will upon request and with three (3) days advanced notice provide reasonable accommodation to any disabled individual wishing to attend the meeting. Anyone requiring reasonable accommodation is requested to contact the Office of the Council Secretary at (985) 783-5000 to discuss the particular accommodations needed.

The Parish of St. Charles

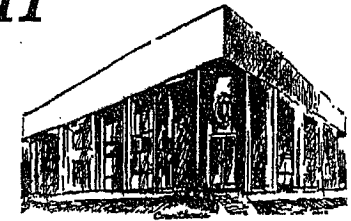
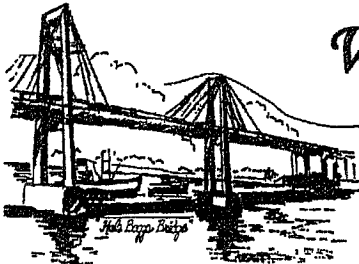
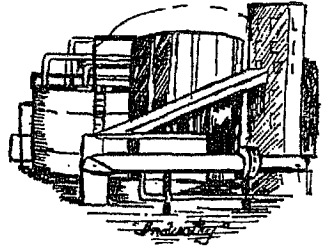
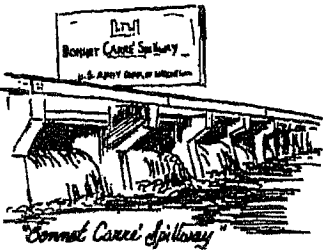
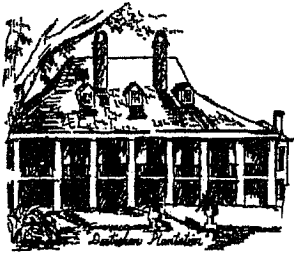
June 18, 2018

The St. Charles Parish Council
and the Parish President
Deeply Appreciate
Your Years of Service
as a member of the

HOUSING AUTHORITY BOARD OF COMMISSIONERS

WILLIAM O. DEBRULER, III
February 2, 2016 – March 30, 2018

"PARISH OF PLENTY"
created in 1807 from the county of the
"German Coast", a parish of
unprecedented economic and social
development, known for its
hospitality, rural living and sporting
opportunities... with the added
distinction of being located
on both sides of the
Mighty Mississippi River.



LARRY COCHRAN
PARISH PRESIDENT

PAUL J. HOGAN, PE
COUNCILMAN AT LARGE, DIV. B

TERRELL D. WILSON
COUNCILMAN, DISTRICT I

MARY K. CLULEE
COUNCILWOMAN, DISTRICT II

DICK GIBBS
COUNCILMAN, DISTRICT III

WENDY BENEDETTO
COUNCILWOMAN AT LARGE, DIV. A

WILLIAM BILLY WOODRUFF
COUNCILMAN, DISTRICT IV

MARILYN B. BELLOCK
COUNCILWOMAN, DISTRICT V

TRACIA A. FLETCHER
COUNCILWOMAN, DISTRICT VI

JULIA FISHER-PERRIER
COUNCILWOMAN, DISTRICT VII

PROCLAMATION

WHEREAS, the spirit of liberty and independence inspired the Second Continental Congress to resolve "That these United Colonies are, and of right ought to be free and independent States, that they are absolved from all allegiance to the British Crown, and that all political connection between them and the State of Great Britain is, and ought to be, totally dissolved"; and,

WHEREAS, the Congress appointed a Committee of Five consisting of John Adams, Roger Sherman, Benjamin Franklin, Robert Livingston, and Thomas Jefferson to draft a declaration presenting to the world the colonies' case for independence; and,

WHEREAS, on July 4, 1776, fifty-six delegates to the Second Continental Congress risked their "Lives, their Fortunes, and their Sacred Honor" to sign the Declaration of Independence and to assert their conviction that "We hold these truths to be self-evident, that all men are created equal, that they are endowed by their Creator with certain unalienable rights, that among these are Life, Liberty, and the Pursuit of Happiness"; and,

WHEREAS, July 4, 2018, marks the 242nd Anniversary of American Independence; and,

WHEREAS, it is fitting and proper to accord official recognition to this memorable anniversary, and to the patriotic exercises that will commemorate the occasion.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL AND THE PARISH PRESIDENT, DO HEREBY PROCLAIM JULY 4, 2018, AS THE

"242nd ANNIVERSARY OF AMERICAN INDEPENDENCE"

AND URGE OUR CITIZENS TO REFLECT ON THE BLESSINGS OF LIBERTY AND ON THE RIGHTS, PRIVILEGES, AND ATTENDANT RESPONSIBILITIES OF CITIZENSHIP IN OUR GREAT NATION.

BE IT FURTHER RESOLVED, THAT ALL CITIZENS IN THE PARISH ARE INVITED TO ATTEND THE TWENTY-EIGHTH ANNUAL FESTIVITIES AT THE ST. CHARLES PARISH WEST BANK BRIDGE PARK IN LULING, ON TUESDAY, JULY 3, 2018, FROM 6 PM-9 PM, WITH A FIREWORKS DISPLAY AT DARK.

LARRY COCHRAN
PARISH PRESIDENT

WENDY BENEDETTO
COUNCILWOMAN AT LARGE, DIV. A

PAUL J. HOGAN, PE
COUNCILMAN AT LARGE, DIV. B

WILLIAM BILLY WOODRUFF
COUNCILMAN, DISTRICT IV

TERRELL D. WILSON
COUNCILMAN, DISTRICT I

MARILYN B. BELLOCK
COUNCILWOMAN, DISTRICT V

MARY K. CLULEE
COUNCILWOMAN, DISTRICT II

TRACI A. FLETCHER
COUNCILWOMAN, DISTRICT VI

DICK GIBBS
COUNCILMAN, DISTRICT III

JULIA FISHER-PERRIER
COUNCILWOMAN, DISTRICT VII

2018-0156

**INTRODUCED BY: LARRY COCHRAN, PARISH PRESIDENT
(DEPARTMENT OF FINANCE)**

ORDINANCE NO. _____

An ordinance adopting, setting forth, levying and imposing taxes on all property subject to taxation in the Parish of St. Charles, State of Louisiana, as required by Section 23 of Article VII of the Constitution of Louisiana and Revised Statute 47.1705(B) for General Parochial Purposes; constructing, acquiring, maintaining, operating, extending and/or improving levees, facilities and structures associated with outer flood protection systems within the Parish; constructing, maintaining, and operating the Parish Road Maintenance program, Parish Recreation program, Parish Fire Protection, Mosquito Control Program, E-911 Telephone System, Health Unit and Council on Aging program; Road Lighting District No. 1; Library Service District No. 1; the ARC of St. Charles; paying any costs associated with acquiring, constructing, improving, maintaining and operating wastewater facilities and systems in the Parish; and for the purpose of paying the principal and interest on outstanding General Obligation Sewer Bonds for the year 2018.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That acting under the authority of Section 23 of Article VII of the Constitution of the State of Louisiana and Section 47.1705(B) of the Louisiana Revised Statutes of 1950, as amended.

A. As Governing authority of St. Charles Parish, Library Service District No. 1, and Road Lighting District No.1 of St. Charles Parish, acting under the authority of special elections held in said Parish, there is hereby levied, assessed and imposed special taxes on all of the taxable property within the Parish and the respective Districts for the year 2018 for the respective purposes contained in the propositions voted upon at said elections, and said taxes shall be levied, assessed and imposed at the following millage rates:

	2018 Millages Levied
General Parochial	3.17
Levees	4.07
ARC	0.67
Road Lighting District No. 1	1.01
Library Service District No. 1	4.35
Road Maintenance Program	5.90
Recreation Program	2.96
Mosquito Control Program	1.08
Council on Aging Program	0.96
Fire Protection	1.45
E-911 Telephone System	0.97
Wastewater Facilities	1.64
Health Unit	0.61

B. As Governing Authority of St. Charles Parish, acting under the authority of a special election held in said Parish, there is hereby levied, assessed, and imposed special taxes as provided by Article VII, Section 23(D) of the Constitution of Louisiana, on all of the taxable property within the Parish and the respective District for the year 2018 for the purpose of paying any costs associated with acquiring, constructing, improving, maintaining and operating wastewater facilities and systems in the Parish, including those owned and operated by Consolidated Waterworks and

Wastewater District No. 1 of the Parish of St. Charles, Louisiana, provided that said Tax shall not be levied in any year to the extent such levy would cause the combined millage levied to pay debt service on the Parish’s General Obligation Refunding Bonds, Series 2012, and the millage from the Tax to total more than 2.20 mills in such year, adjusted as provided in the Louisiana Constitution:

Public Sewer Bonds

2018 Millages Levied
0.56

SECTION II. That the proper administrative officers of the Parish of St. Charles, State of Louisiana, be and they are hereby empowered, authorized and directed to spread said taxes, as herein above set forth, upon the assessment roll of said Parish for the year 2018, and to make the collection of the respective taxes imposed for and on behalf of said Parish and said Districts, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and the collection thereof shall be enforceable in the manner provided by law.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

And the ordinance was declared adopted this _____ day of _____, 2018 to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: _____
SECRETARY: _____
DLVD/PARISH PRESIDENT: _____
APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____
RETD/SECRETARY: _____
AT: _____ RECD BY: _____

2018 ADVAL council update
ST. CHARLES PARISH
AD VALOREM TAX
MILLAGE RATE COMPARISON SCHEDULE

AREA/TAXING DISTRICT/Tax Roll	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2017/ 2018
PARISHWIDE:												
General Fund	3.17	3.21	3.21	3.21	3.17	3.17	3.17	3.17	3.17	3.17	3.17	-
Levees								4.00	4.07	4.07	4.07	-
ARC								0.70	0.70	0.67	0.67	-
Road Lighting	1.01	1.45	1.45	1.45	1.43	1.43	1.43	1.03	1.03	1.01	1.01	-
Library M & O	4.35	4.79	4.79	4.50	4.45	4.45	4.45	4.45	4.45	4.35	4.35	-
Road Maintenance	5.90	5.83	5.96	5.96	5.94	5.94	5.94	5.94	6.04	5.90	5.90	-
Recreation	2.96	2.96	2.96	2.96	2.97	2.97	2.97	2.97	3.02	2.96	2.96	-
Mosquito Control	1.08	1.08	1.08	1.08	1.10	1.10	1.10	1.10	1.10	1.08	1.08	-
Council on Aging	0.96	0.97	0.97	0.97	0.96	0.96	0.96	0.96	0.96	0.96	0.96	-
Fire Protection	1.45	1.54	1.55	1.55	1.53	1.53	1.53	1.53	1.53	1.45	1.45	-
E-911 Emergency System	0.97	0.98	0.98	1.00	0.99	0.99	0.99	0.99	0.99	0.97	0.97	-
Health Unit	0.61	0.64	0.65	0.65	0.64	0.64	0.64	0.64	0.64	0.61	0.61	-
Wastewater Facility									1.09	1.09	1.64	0.55
Sewer Bonds	2.98	2.95	2.95	2.95	2.83	2.60	2.20	2.20	1.11	1.11	0.56	(0.55)
TOTAL PARISHWIDE	25.44	26.40	26.55	26.28	26.01	25.78	25.38	29.68	29.90	29.40	29.40	-
Increase/(Decrease over Prior Year)	(1.74)	0.96	0.15	(0.27)	(0.27)	(0.23)	(0.63)	4.30	0.22	(0.50)	0.00	

ST. CHARLES PARISH
Advalorem Millage Rates Gross Revenue Comparison
2018 Assessment

AREA/TAXING DISTRICT	2018 Adjusted	Estimated 2019 Gross Revenue	2017 Actual	2017 Actual Gross Revenue	Estimated Change in Revenue
PARISHWIDE:					
General Fund	3.17	4,361,859.28	3.17	3,914,395.00	447,464.28
Levees	4.07	5,600,242.05	4.07	5,023,459.00	576,783.05
Road Lighting	1.01	1,389,740.66	1.01	1,268,776.00	120,964.66
Library M & O	4.35	5,985,516.68	4.35	5,494,881.00	490,635.68
Road Maintenance	5.90	8,118,287.00	5.90	7,458,061.00	660,226.00
Recreation	2.96	4,072,903.31	2.96	3,729,027.00	343,876.31
Mosquito Control	1.08	1,486,059.31	1.08	1,358,286.00	127,773.31
Council on Aging	0.96	1,320,941.61	0.96	1,146,298.87	174,642.74
Fire Protection	1.45	1,995,172.23	1.45	1,826,915.00	168,257.23
E-911 Emergency System	0.97	1,334,701.42	0.97	1,222,451.00	112,250.42
Health Unit	0.61	839,348.32	0.61	764,197.00	75,151.32
ARC	0.67	921,907.17	0.67	835,473.00	86,434.17
WASTEWATER FACILITY	1.64	2,256,608.59	1.09	1,344,340.00	912,268.59
Sewer Bonds	0.56	770,549.27	1.11	1,372,232.00	(601,682.73)
TOTAL PARISHWIDE	29.40	40,453,836.90	29.40	36,758,791.87	3,695,045.03

2018 TAX ROLL - ESTIMATE

	<u>Parish Wide</u>
2018 Tax Roll	<u>1,375,980,847</u>
Estimated 2018 Tax Roll (Gross)	<u><u>1,375,980,847</u></u>
Gross per Mill	\$1,375,981
2018 Ad Valorem Net of Retirement (3.5%)	-\$48,159
and Uncollectible (4%) - Rounded	-\$55,039
Net per Mill	\$1,272,782

2019 Revenue Estimate = Estimated 2018 Tax Roll (Gross) X Millage Rate X .96

2019 Retirement Estimate = Estimated 2018 Tax Roll (Gross) X Millage Rate X .035

AD VALOREM TAX MILLAGE ADJUSTMENT FORM**FUND: 207 SEWER GENERAL OBLIGATION**

	<i>2012</i> <i>Refunding</i>	<i>DEQ</i>	<i>TOTAL</i>
2019 Debt Service - Interest	10,718	0	10,718
2019 Debt Service - Principal	1,165,000	0	1,165,000
PLUS: *Misc. Paying Agent & Administrative Fees	600	0	600
Sub-Total	1,176,318	0	1,176,318
LESS: 2018 Interest Earnings (1.85% X FB)	7,537	0	7,537
LESS: 2018 Interest Earnings (1.85% X FB)	0	0	0
Sub-Total	1,183,855	0	1,183,855
Plus: Increase to Fund Balance			0
Less: Fund Balance Draw Down	(420,000)	0	(420,000)
Gross Ad Valorem Taxes Needed	<u>763,855</u>	<u>0</u>	<u>763,855</u>
Gross Taxes Needed	763,855	0	763,855
Gross Collected Per Mill	1,375,981	1,375,981	1,375,981
 = Mills	 0.56	 0.00	 0.56

Mills to Levy for the 2018 Tax Roll for 2019 Budget

0.56**FISCAL YEAR 2018 PROJECTION - FUND 207****ASSUMING 2017 TAX ROLL LEVY OF 1.11 MILLS**

	<i>2012</i> <i>Refunding</i>	<i>DEQ</i>	<i>TOTAL</i>
<i>Fund Balance Estimate @ 1/1/18</i>	<i>407,430</i>	<i>0</i>	<i>407,430</i>
Gross Ad Valorem Tax 2018	770,549		770,549
Interest on Investments	7,537		7,537
Bond Maturity Payments	(1,165,000)		(1,165,000)
Bond Interest Payments	(10,718)		(10,718)
*Misc. Paying Agent & Admin. Fees	(600)		(600)
<i>Fund Balance Estimate @ 12/31/19</i>	<i>9,199</i>	<i>0</i>	<i>9,199</i>

**Note: Retirement System Deduction not included because Ad Valorem is net of Deduction.*

David Wolfe's Rule of Thumb - Surplus after 9/1 payment should be 1/2 of next years March & September payments combined in case of industry taxes being paid under protest & not available for Debt Service.

WER GENERAL OBLIGATION BOND SINKING

FUND NUMBER: 207

Description	2018 Budget 2012 Refunding Refunding Issue
FUND BALANCE	409,654
<i>(obtained from '17 fund analysis)</i>	
REVENUES:	
Ad Valorem Taxes <i>(to date 5/24/18)</i>	1,402,568
Interest Earnings <i>2018 actual</i>	3,704
TOTAL REVENUES	1,406,272
 TOTAL MEANS OF FINANCING	 1,815,926
 EXPENDITURES:	
OPERATING SERVICES:	
Debt Service - Professional Services <i>(2018 Budget)</i>	100
TOTAL OPERATING SERVICES	100
 DEBT SERVICE:	
Debt Service - Bond Principal <i>(Budget)</i>	1,325,000
Debt Service - Defeasance Payment	-
Debt Service - Bond Interest <i>(2018 Budget)</i>	33,626
Debt Service - Fiscal Paying Agent <i>(Budget)</i>	600
TOTAL DEBT SERVICE	1,359,226
 INTERGOVERNMENTAL:	
Debt Service - Ad Val Tax Ded - Sheriff <i>(Actual) 2018</i>	46,670
Debt Service - Cost of Ad Valorem Tax Coll. <i>(Budget)</i>	2,500
TOTAL INTERGOVERNMENTAL	49,170
 TRANSFERS:	
Transfer to General Fund - Indirect Cost	-
TOTAL TRANSFERS	-
 TOTAL EXPENDITURES	 1,408,496
 ENDING FUND BALANCE	 407,430

2018-0155
INTRODUCED BY: PAUL J. HOGAN, PE, COUNCILMAN-AT-LARGE, DIVISION B
ORDINANCE NO. _____

An ordinance to amend the Code of Ordinances to revise Chapter 15, Section 15-9, to provide an exception to the Twenty-five (25) Miles Per Hour Speed Limit, to lower the speed limit on **Kosher Lane in Des Allemands to ten (10) miles per hour.**

WHEREAS, paragraph (a) of Section 15-9 of the Code provides that it is unlawful to operate any motor vehicle at a speed in excess of twenty-five (25) miles per hour on Parish streets; and,

WHEREAS, that Paragraph (a) of Section 15-9 has been amended to provide exceptions; and,

WHEREAS, the Parish Council desires to provide an exception to lower the speed limit on Kosher Lane in Des Allemands which is a single lane dead end road.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That Section 15-9 of the Traffic Code is hereby amended to add No. 86 as follows:

- (a) It shall be unlawful for any person to operate any motor vehicle at a speed in excess of twenty-five (25) miles per hour on any of the Parish streets, roads, highways and bridges,

EXCEPT:

- (86) Kosher Lane in Des Allemands,** speed limit shall be **ten (10) miles per hour.**

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

And the ordinance was declared adopted this _____ day of _____, 2018, to become effective five (5) days after publication in the Official Journal.

2018-0155 Speed Limit Kosher Lane in DA-10mph (5-25-18) (L_8-4-18)

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____

2018-0157

INTRODUCED BY: DICK GIBBS, COUNCILMAN, DISTRICT III
ORDINANCE NO. _____

An ordinance to amend the Code of Ordinances
by revising Chapter 20 Railroads, Section 20-6.
Switching. by removing (b) which is regarding
residential structures near switching yards.

WHEREAS, on November 6, 2006, Ordinance No. 06-11-16 was adopted by the
St. Charles Parish Council to amend the Code of Ordinances to not allow
the construction of residential structures within 500 feet of a Railway
Switching Yard; and,

WHEREAS, it was the desire of the St. Charles Parish Council to demonstrate a
commitment to the railroad to prohibit by law the construction of any
residential development near the railroad based upon their investment
required for the redesign of the railroad switching yard to the east; and,

WHEREAS, it is the desire of the Parish Council to amend the code as indicated below
due to the railroad not moving forward with the design changes required to
move the switching functions to the east.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Code of Ordinances, Chapter 20 Railroads, Section 20-6.
Switching. is amended by removing “(b) It shall be unlawful to construct a residential
structure within five hundred (500) feet of a railway switching yard.”

SECTION II. That the foregoing provisions of this ordinance shall be included
and incorporated in the Code of Ordinances of the Parish of St. Charles as an addition
or amendment thereto, and the provisions shall be appropriately renumbered to
conform to the uniform numbering system of the Code.

The foregoing ordinance having been submitted to a vote, the vote thereon was
as follows:

And the ordinance was declared adopted this _____ day of _____, 2018,
to become effective five (5) days after publication in the Official Journal.

2018-0157 Amend Code - Ch. 20 Railroads remove 20-6 (b)

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____

2018-0159

**INTRODUCED BY: LARRY COCHRAN, PARISH PRESIDENT
(GRANTS OFFICE)**

RESOLUTION NO. _____

A resolution requesting authorization for St. Charles Parish to accept the work as complete for the Willowridge Pump Station, State Project No. H.010102, through the State of Louisiana Department of Transportation and Development (DOTD) under the Louisiana Statewide Flood Control Program.

WHEREAS, St. Charles Parish has successfully completed the Willowridge Pump Station flood control project under the Statewide Flood Control Program by way of Certificate of Final Acceptance issued on February 27, 2018; and,

WHEREAS, the Louisiana Statewide Flood Control Program requires a resolution accepting the work.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, consider this project complete and accepts all improvements and modifications installed during the execution of the Willowridge Pump Station, State Project No. H.010102.

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

And the resolution was declared adopted this _____ day of _____, 2018, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED : _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____

2018-0160

**INTRODUCED BY: LARRY COCHRAN, PARISH PRESIDENT
(GRANTS OFFICE)**

RESOLUTION NO. _____

A resolution approving and authorizing the Parish President to submit an application for grant funds from the Delta Regional Authority States' Economic Development Assistance Program for the Paradis Canal Gate in the amount of \$200,000.

WHEREAS, the Paradis Canal Gate is flood control structure that is necessary to prevent backflow flooding through the Paradis Canal during heavy rain and high tide events; and,

WHEREAS, the Paradis Canal Gate is an essential part of the St. Charles Parish West Bank Hurricane Protection Levee and the Upper Barataria Risk Reduction System; and,

WHEREAS, St. Charles Parish is requesting \$200,000 in DRA States' Economic Development Assistance Program funding to be applied towards construction costs for the project; and,

WHEREAS, the Delta Regional Authority application requires a resolution of support from the local governing body; and,

WHEREAS, St. Charles Parish is applying for this grant along with funds in the amount of \$2,540,724 from CPRA-Parish RESTORE Act Matching Opportunities Program and \$349,517 from the Parish's RESTORE Act Direct Component allocation.

NOW, THEREFORE, BE IT RESOLVED, THAT WE, THE MEMBERS OF THE ST. CHARLES PARISH COUNCIL, do hereby approve and authorize the submission of an application to Delta Regional Authority States' Economic Development Assistance Program for the Paradis Canal Gate in the amount of \$200,000.

BE IT FURTHER RESOLVED, that the Parish President is hereby authorized to execute said application and to act on behalf of St. Charles Parish in all matters pertaining to this project and subsequent grant award.

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

And the resolution was declared adopted this _____ day of _____, 2018, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED : _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____

2018-0161
INTRODUCED BY: LARRY COCHRAN, PARISH PRESIDENT
(GRANTS OFFICE)

RESOLUTION NO. _____

A resolution adopting the revised St. Charles Parish Procurement Policy for all Louisiana Community Development Block Grant (LCDBG) Programs for the Parish.

WHEREAS, Resolution No. 5202 regarding the St. Charles Parish Procurement Policy for all LCDBG Programs was adopted by the St. Charles Parish Council on June 7, 2004; and,

WHEREAS, the guidelines for meeting the procurement standards referenced within the procurement policy have since changed; and,

WHEREAS, participation in the LCDBG Program requires the St. Charles Parish Council to adopt a policy by which the supplies, equipment, construction services and professional services required in the implementation of the LCDBG Programs for the Parish are procured; and,

WHEREAS, this policy must conform to all state and federal guidelines for approval by the State.

NOW, THEREFORE, BE IT RESOLVED, that the St. Charles Parish LCDBG Procurement Policy, attached hereto and made a part hereof, is hereby officially adopted for usage in the procurement of all goods and services required in the implementation of all St Charles Parish LCDBG Programs.

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

And the resolution was declared adopted this _____ day of _____, 2018, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____

ST. CHARLES PARISH
LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
PROCUREMENT POLICY

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the LCDBG Program. These guidelines meet the standards established in 2 CFR 200.317-326 and state requirements.

CODE OF CONDUCT

No employee, officer, or agent of St. Charles Parish shall participate in the selection or in the award or administration of a contract supported by LCDBG funds if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

No officer, employee or agent of St. Charles Parish shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to sub-agreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Any alleged violations of these standards of conduct shall be referred to the Parish Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

PROCUREMENT PROCEDURES

The director or supervisor of each department or agency of the Parish is responsible for procurement of services, supplies, equipment, or construction obtained with LCDBG funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the Director or Supervisor, an analysis to determine which approach would be the most economical shall be undertaken.

St. Charles Parish shall take affirmative steps to assure that small and minority firms, women's business enterprises, and labor surplus firms are solicited whenever they are potential qualified sources. The Parish shall also consider the feasibility of dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority firms, women's

business enterprises, and labor surplus firms. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses.

St. Charles Parish shall assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms.

SELECTION PROCEDURES

ALL procurement carried out with LCDBG funds, where St. Charles Parish is a direct party, shall be carried out in a manner that provides maximum free and open competition. Procurement procedures will not restrict or eliminate competition. The Parish shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will St. Charles Parish encourage or participate in noncompetitive practices among firms. The Parish is alert to organizational conflicts which would jeopardize the negotiation process and limit competition. The Parish will not require unnecessary experience or bonding requirements.

Pursuant to state law, all solicitations of offers shall incorporate a clear accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and the minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. A "brand name or equal" description may be used to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offerers shall be clearly stated.

All solicitations of offers shall clearly set forth all requirements which offerers must fulfill and all other factors to be used in evaluating bids, proposals, or statements of qualifications.

Contracts shall be awarded only to responsible contractors/firms that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement.

Consideration shall be given to such factors as the contractor's/firm's capacity, integrity, compliance with public policy, record of past performance, and financial and technical resources.

METHODS OF PROCUREMENT

Direct procurement by St. Charles Parish shall be made by using one of the following methods depending on the type of service to be procured.

Procurement by Micro-Purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold. To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among

qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

Small Purchase Procedures. Relatively simple, informal procurement procedures will be used where the purchase of materials, supplies, equipment, and/or other property will not cost in the aggregate more than \$30,000, and for construction with a cost of less than \$150,000, except where further limited by state law or LCDBG policy. The small purchase procedure can also be utilized to procure administrative consulting and other professional services costing less than \$150,000. The only exception to professional services is for architectural/engineering services that must be procured through competitive negotiation. The procurement officer must obtain a minimum of three oral or written price or rate quotations from qualified sources. Documentation on all quotations received (whether oral or written) shall be made a part of the file.

Competitive Sealed Bids/Formal Advertising. Under this procedure bids are publicly advertised in accordance with the state's Public Bid Law. A firm fixed price contract (either lump sum or unit price) shall be awarded to the responsible bidder whose bid is lowest in price and that conforms to all the material terms and conditions of the advertisement for bids.

Competitive sealed bids can be used ONLY when the following criteria are met: (1) there are complete, adequate, and realistic specifications or purchase descriptions; (2) there are two or more responsible bidders who are willing and able to compete effectively; (3) the procurement can be made on a firm fixed-price contract and selection of the successful bidder can appropriately be made principally on the basis of price.

When formal advertising is used the following conditions shall be met.

- i. The advertisement for bids shall be publicly advertised in accordance with state law.
- ii. The advertisement for bids, including the specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the advertisement.
- iii. All bids shall be opened publicly at the time and place specified in the advertisement for bids.
- iv. A firm fixed-price contract award shall be made by written notice to the lowest responsible bidder whose bid conforms to the advertisement for bids. Where specified in the bid documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts shall only be used to determine low bid when prior experience indicates that such discounts are generally taken.
- v. Notwithstanding the above, any or all bids may be rejected when there are sound documented business reasons in the best interest of the LCDBG Program.

Competitive Negotiation: Requests for Proposals/Qualification Statements. This method may be used when formal advertising is not appropriate. Architectural and engineering services must be procured via requests for qualification statements; administrative consulting services must be procured via requests for proposals. Other professional services may also be procured by requests for proposals. The following procedures will be used for competitive negotiation:

- i. Requests for proposals or qualification statements must be advertised in a newspaper in the nearest metropolitan area in accordance with the rules of the state's LCDBG Program. All submittals will be honored and entered into the competition.
- ii. The package for proposals or qualification statements shall identify all significant evaluation factors or selection criteria, including the corresponding point system that will be used to rate the proposals/qualification statements.
- iii. The selecting official (or committee, if one is designated) shall review all proposals and statements received and make a technical evaluation of each. This shall also include a written statement that identifies the basis upon which the selection was made.
- iv. Contract award will be made to the responsible offerer whose submission is deemed most appropriate to the Parish with consideration for price, qualifications, and other factors set by the local government. Unsuccessful offerers shall be notified in writing within ten working days of contract award. Documentation of notification shall be maintained in the contract selection file for the individual project.
- v. Following the review of the qualification statements received, the most qualified competitor will be selected to enter into contract negotiation. This shall always include negotiation of price to insure cost reasonableness. At the conclusion of successful negotiation, the competitor shall be invited to enter into a contract.

Noncompetitive Negotiation/Sole Source. Noncompetitive negotiation shall be used when small purchase, formal advertising, or competitive negotiation procedures are not feasible. Noncompetitive negotiation will involve solicitations of a proposal from only one source. This can also occur if solicitations under the competitive negotiation procedures result in only one proposal or qualification statement. Noncompetitive negotiation shall only be used when written authorization has been obtained from the state's Office of Community Development, with the one exception noted. In order to qualify for this type of procurement, one of the following circumstances must apply:

- i. The item or service is available only from a single source;
- ii. It is determined that a public urgency or emergency exists and the urgency will not permit the delay beyond the time needed to employ one of the other three methods of procurement.

- iii. The state expressly authorizes noncompetitive proposes in response to a written request from St. Charles Parish.
- iv. After solicitation of a number of sources, competition is determined to be inadequate.

CONTRACT PRICING

Cost Plus percentage of cost and percentage of construction cost methods of contracting MUST NOT be used. St. Charles Parish shall perform cost or pricing analysis in connection with EVERY procurement action including contract modifications. Costs or prices based on estimated costs for LCDBG projects shall be allowed only to the extent that the costs incurred or the cost estimates included in negotiated prices are consistent with federal cost principals. Cost reimbursement, fixed price, per diem contracts, or a combination thereof may be utilized as appropriate.

A cost reimbursement type contract is most appropriate when the scope and extent of the work to be performed are not clearly defined. A cost reimbursement contract MUST clearly establish a cost ceiling which may not be exceeded without formally amending the contract, and must identify a fixed dollar profit that may not be increased unless there is a contract amendment that increases the scope of the work.

A fixed price contract is appropriate when the scope of work is very well defined and product oriented. A fixed price contract MUST establish a guaranteed price that may not increase unless there is a contract amendment that increases the scope of the work.

A per diem contract expected to exceed \$10,000 will not be considered unless St. Charles Parish has determined that a cost reimbursable or fixed price contract is not appropriate. Cost and profit included in the per diem rate MUST be specifically negotiated and shown separately in the proposal. The contract must clearly establish a ceiling price that may not be exceeded without formally amending the contract.

St. Charles Parish may use a multiplier type of compensation under either the cost reimbursement or fixed price contract. The multiplier and the portions of the multiplier applicable to overhead and profit must be specifically negotiated and separately identified in the contract.

PROCUREMENT RECORDS

St. Charles Parish shall maintain records sufficient to detail the history of the procurement. The records shall include the following contract provisions and conditions, as applicable for construction contracts.

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must

address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week

is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier, up to the non-Federal award.

(J) See §200.322 Procurement of recovered materials.

(K) Pursuant to LRS 38:2227, public entities are required to obtain an attestation regarding past criminal convictions, if any, from the lowest bidder responding to advertisements and letting for bids for public works contracts. The Past Criminal Convictions of Bidders form must be included in all contracts for public works.

(L) Pursuant to LRS 38:2212.10, all bidders and contractors performing physical services with public entities must be registered and participate in a status verification system to verify that all employees in the state are legal citizens of the United States, or are legal aliens. The bidder/contractor must sign an attestation that they are complying with this law, and that all subcontractors will comply with this law.

(M) Pursuant to LRS 23:1726 bidders and contractors must certify that they are not being assessed penalties regarding unpaid worker's compensation insurance.

CONTRACT ADMINISTRATION

St. Charles Parish shall maintain contract administration systems that insure contractors/firms perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The accepted performance of contractors/ firms will be a factor in subsequent contract negotiations and award. Remedial action by the Parish through legal processes shall be considered in instances of identified significant nonperformance.

2004-0219

INTRODUCED BY: ALBERT D. LAQUE, PARISH PRESIDENT
(CHIEF ADMINISTRATIVE OFFICER)

RESOLUTION NO. 5202

A resolution adopting the St. Charles Parish Procurement Policy for all Louisiana Community Development Block Grant (LCDBG) Programs for the Parish.

WHEREAS, participation in the LCDBG Program requires the St. Charles Parish Council to adopt a policy by which the supplies, equipment, construction services and professional services required in the implementation of the LCDBG Programs for the Parish are procured; and,

WHEREAS, this policy must conform to all state and federal guidelines for approval by the State.

NOW, THEREFORE, BE IT RESOLVED by the St. Charles Parish Council that the St. Charles Parish LCDBG Procurement Policy, attached hereto and made a part hereof, is hereby officially adopted for usage in the procurement of all goods and services required in the implementation of all St. Charles Parish LCDBG Programs.

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

YEAS: MARINO, HILAIRE, FABRE, RAMCHANDRAN, WALLS, BLACK, DUHE, MINNICH

NAYS: NONE

ABSENT: FAUCHEUX

And the resolution was declared adopted this 7th day of June, 2004, to become effective five (5) days after publication in the Official Journal.

CHAIRMAN:

SECRETARY:

DLVD/PARISH PRESIDENT:

APPROVED:

DISAPPROVED:

PARISH PRESIDENT:

RETD/SECRETARY:

AT: 12:05 pm

RECD BY:

Pr
Wd

**ST. CHARLES PARISH
LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

24

Procurement Policy

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the LCDBG Program. These guidelines meet the standards established in OMB Circular A-102, Attachment O and State requirements.

CODE OF CONDUCT

No employee, officer, or agent of the St. Charles Parish Government shall participate in the selection or in the award or administration of a contract supported by LCDBG funds, if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial interest in the firm selected for award.

No officer, employee or agent of the Parish shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to subagreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Any alleged violations of these standard of conduct shall be referred to the Parish Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

PROCUREMENT PROCEDURES

The director or supervisor of each department or agency of the Parish, responsible for procurement of services, supplies, equipment, or construction obtained with LCDBG funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the Director or Supervisor, an analysis to determine which approach would be the most economical shall be undertaken.

The Parish shall take affirmative steps to assure that small and minority firms and women-owned firms and women-owned business enterprises are solicited whenever they are potential qualified sources. The Parish shall also consider the feasibility of dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority firms and women's business enterprises. Where permitted by regulations, delivery schedules will be developed which

will include participation by such businesses. The Parish shall assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms.

SELECTION PROCEDURES

ALL procurement carried out with LCDBG funds, where the St. Charles Parish Government is a direct party, shall be carried out in a manner that provides maximum free and open competition. Procurement procedures will not restrict or eliminate competition. The Parish shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will the Parish encourage or participate in noncompetitive practices among firms. The Parish is alert to organizational conflicts which would jeopardize the negotiation process and limit competition. The Parish will not require unnecessary experience or bonding requirements.

Pursuant to State law, all solicitations of offers shall incorporate a clear accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurement, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and the minimum essential characteristics and standards to which it must conform, if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. A "brand name or equal" description may be used to define their performance or other salient requirements of a procurement. The specific features of the named brand which must be met by offerers shall be clearly stated.

All solicitations of offers shall clearly set forth all requirements which offerers must fulfill and all other factors to be used in evaluating bids, proposals, or statements of qualifications.

Contracts shall be awarded only to responsible contractors/firms that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement. Consideration shall be given to such factors as the contractor's/firm's capacity, integrity, compliance with public policy, record of past performance, and financial and technical resources.

METHODS OF PROCUREMENT

Direct procurement by the St. Charles Parish Government shall be made by using one (1) of the following methods depending on the type of service to be procured.

Small Purchase Procedures. Relatively simple, informal procurement procedures will be used where the purchase of services, supplies, equipment, and/or other property will not cost in the aggregate more than \$15,000, and for construction with a cost of less than \$100,000 except where further limited by State law or LCDBG policy. The small purchase procedure can also be utilized to procure administrative consulting and other professional services costing less than \$100,000; the only exception to professional services is for architectural engineering services which must be procured through competitive negotiation. The procurement officer must obtain a minimum of three

(3) oral or written price or rate quotations from qualified sources. Documentation on all quotations received (whether oral or written) shall be made a part of the file.

Competitive Sealed Bids/Formal Advertising. Under this procedure, bids are publicly advertised in accordance with the State's bid law. A firm fixed price contract (either lump sum or unit price) shall be awarded to the responsible bidder whose bid is lowest in price and which conforms to all the material terms and conditions of the advertisement for bids.

Competitive sealed bids can be used ONLY when the following criteria are met:

1. There are complete, adequate, and realistic specifications or purchase descriptions;
2. There are two or more responsible bidders who are willing and able to compete effectively;
3. The procurement can be made on a firm fixed-price contract, and selection of the successful bidder can appropriately be made principally on the basis of price.

When formal advertising is used the following conditions shall be met:

1. The advertisement for bids shall be publicly advertised in accord with State law.
2. The advertisement for bids, including the specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the advertisement.
3. All bids shall be opened publicly at the time and place specified in the advertisement for bids.
4. A firm fixed-price contract award shall be made by written notice to the lowest responsible bidder whose bid conforms to the advertisement for bids. Where specified in the bid documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts shall only be used to determine low bid when prior experience indicates that such discounts are generally taken.
5. Notwithstanding the above, any or all bids may be rejected when there are sound documented business reasons in the best interest of the LCDBG program.

Competitive Negotiation: Requests for Proposals/Qualification Statements. This method may be used when formal advertising is not appropriate. Architectural and engineering services must be procured via requests for qualification statements; administrative consulting services must be procured via requests for proposals. Other professional services may also be procured by requests for proposals. The following procedures will be used for competitive negotiation.

1. Requests for proposals or qualification statements must be advertised in a newspaper in the nearest metropolitan area in accordance with the rules of the State's LCDBG Program. All submittals will be honored and entered into the competition.
2. The package for proposals or qualification statements shall identify all significant evaluation factors or selection criteria, including the corresponding point system which will be used to rate the proposals/qualification statements.
3. The selecting official (or committee, if one is designated) shall review all proposals and statements received and make a technical evaluation of each. This shall also include a written statement that identifies the basis upon which the selection was made.
4. Contract award will be made to the responsible offerer whose submission is deemed most appropriate to the Parish with consideration for price, qualifications, and other factors set by the Parish. Unsuccessful offerers shall be notified within ten (10) working days of contract award. Documentation of notification shall be maintained in the contract selection file for the individual project.
5. Following the review of the proposals/statements received, the most qualified competitor will be selected to enter into contract negotiation. This shall always include negotiation of price to ensure cost reasonableness. At the conclusion of successful negotiation, the competitor shall be invited to enter into a contract.

Noncompetitive Negotiation/Sole Source. Noncompetitive negotiation shall be used when small purchase, formal advertising, or competitive negotiation procedures are not feasible. Noncompetitive negotiation will involve solicitations of a proposal from only one (1) source. This can also occur if solicitations under the competitive negotiation procedures result in only one proposal or qualification statement. Noncompetitive negotiation shall only be used when written authorization has been obtained from the State's Office of Community Development, with the one exception noted. In order to qualify for this type of procurement, one (1) of the following circumstances must apply:

1. The item or service is available only from a single source;
2. It is determined that a public urgency or emergency exists and the urgency will not permit the delay beyond the time needed to employ one of the other three methods of procurement.
3. After solicitation of a number of sources, competition is determined to be inadequate.

The non-competitive negotiation method may be used, without written authorization from the State, when an areawide planning agency or regional planning and development district is utilized for administrative consulting services.

CONTRACT PRICING

Cost plus, percentage of cost and percentage of construction cost methods of contracting **MUST NOT** be used. The St. Charles Parish Government shall perform cost or pricing analysis in connection with **EVERY** procurement action including contract modifications. Costs or prices based on estimated costs for LCDBG projects shall be allowed only to the extent that the costs incurred or the cost estimates included in negotiated prices are consistent with federal cost principals. Cost reimbursement, fixed price, per diem contracts, or a combination thereof may be utilized as appropriate.

A cost reimbursement type contract is most appropriate when the scope and extent of the work to be performed are not clearly defined. A cost reimbursement contract **MUST** clearly establish a cost ceiling which may not be exceeded without formally amending the contract; and, must identify a fixed dollar profit which may not be increased unless there is a contract amendment which increases the scope of work.

A fixed price contract is appropriate when the scope of work is very well defined and product oriented. A fixed price contract **MUST** establish a guaranteed price which may not increase unless there is a contract amendment that increases the scope of the work.

A per diem contract expected to exceed \$10,000 will not be considered unless the Parish has determined that a cost reimbursable or fixed price contract is not appropriate. Cost and profit included in the per diem rate **MUST** be specifically negotiated and shown separately in the proposal. The contract must clearly establish a ceiling price which may not be exceeded without formally amending the contract.

The St. Charles Parish Government may use a multiplier type of compensation under either the cost reimbursement or fixed price contract. The multiplier and the portions of the multiplier applicable to overhead and profit must be specifically negotiated and separately identified in the contract.

PROCUREMENT RECORDS

The St. Charles Parish Government shall maintain records sufficient to detail the history of the procurement. The records shall include the following contract provisions and conditions:

1. Contracts other than small purchase shall contain provisions which allow for administrative, contractual, or legal remedies, if contractors violate or breach contract terms, and provide for sanctions and penalties, as appropriate.
2. All contracts in excess of \$10,000 shall provide for termination by the Parish including the manner in which it will be done, and the basis for settlement. The termination clauses shall be for cause and convenience.
3. Contracts and subcontracts in excess of \$10,000 shall include provisions which require

compliance with Executive Order 11246, Equal Opportunity, as amended by Executive Order 11375, and as supplemented in DOL regulations (41 CFR Part 60).

4. All contracts and subcontracts in excess of \$10,000 for construction or repair shall include a provision for compliance with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented by DOL regulations (29 CFR Part 3).
5. All contracts or subcontracts in excess of \$2,000 for construction or repair shall include a provision for compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by DOL regulations (29 CFR Part 5).
6. All construction or repair contracts or subcontracts in excess of \$2,000, and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers, shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by DOL regulations (29 CFR Part 5).
7. Each contract shall include a notice of State requirements and regulations pertaining to reporting and patent rights under any contract involving or with respect to an any discovery or invention which arises or is developed in the course of or under such contract, and the State requirements pertaining to copyrights and rights in data.
8. All negotiated contracts except for those awarded under small purchase procedures shall include a provision that makes it possible for the State, HUD, the Comptroller General of the United States, or any duly authorized representatives, to have access to any books, documents, papers, or records of the contractor/firm which are directly pertinent to the contract, for the purpose of making audit examination excerpts and transcriptions. Further, the contract must include a provision that all required records will be maintained by the contractor/firm for a period of four (4) years after the St. Charles Parish Government formally closes out their LCDBG program.
9. All contracts, subcontracts, and subgrants in amounts in excess of \$100,000 shall contain a provision which requires compliance with the requirements of Sections 306 and 508 of the Clean Air Act (42 USC a857(h), and 33 USC 1368), and Environmental Protection Agency Regulations (40 CFR Part 15).
10. Contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan, issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
11. The St. Charles Parish Government will be permitted to require changes, remedies, changed conditions, access and record retention, and suspension of work clauses approved by the State.

The St. Charles Parish Government shall maintain contract administration systems which insure that contractors/firms perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The accepted performance of contractors/firms will be a factor in subsequent contract negotiations and award. Remedial action by the Parish through legal processes shall be considered in instances of identified significant nonperformance.

2018-0166

RESOLUTION NO. _____

A resolution to appoint a member to the St. Charles Parish Communications District representing Emergency Medical Services as requested by St. Charles Parish Hospital Service District No. 1 Board of Commissioners.

WHEREAS, there exists a vacancy on the ST. CHARLES PARISH COMMUNICATIONS DISTRICT; due to Ms. Deanna Tarullo ceasing to be an active member of the agency represented on May 30, 2018; and,

WHEREAS, it is the desire of the Parish Council to fill this vacancy.

NOW, THEREFORE, BE IT RESOLVED, that _____

is hereby appointed to fill the unexpired term on the ST. CHARLES PARISH COMMUNICATIONS DISTRICT.

BE IT FURTHER RESOLVED that said appointment shall be effective IMMEDIATELY and shall expire AUGUST 19, 2018.

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

And the resolution was declared adopted this _____ day of _____, 2018, to become effective five (5) days after publication in the Official Journal.

APPOINT 911 (unexpired - no longer with agency)

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

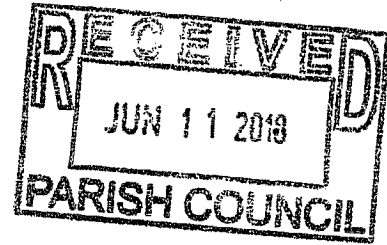
PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____

**St. Charles
Parish Hospital**

Managed by
Ochsner
Health System



June 11, 2018

Attn: Mr. Dick Gibbs
15045 River Road
P.O. Box 302
Hahnville, LA 70057

Dear Mr. Gibbs:

RE: E-911 Communications District
Board of Commissioners

Please be advised that the St. Charles Parish Hospital Service District No. 1 Board of Commissioners appointed Chief Sergio Morales, Director of EMS, to replace Mrs. Deanna Tarullo as the Hospital's Representative on the 911 Board, effective immediately. Mrs. Deanna Tarullo is no longer an active member of the agency represented.

Chief Sergio Morales can be reached at email sergio.morales@ochsner.org or via cell # 504-400-8881

Should you require any additional information please feel free to contact me at 985-785-3643.

Sincerely,

Austin K. Reeder
Chief Executive Officer/Secretary

AKR:plm

Cc: Board of Commissioners
Chief Sergio Morales, Director EMS