

FINANCE COMMITTEE MINUTES

June 12th, 2012

Chairman Jaclyn Hotard

Vice-Chairman Art Smith

Members: Lucien Gauff, III, Jaclyn Hotard, Art Smith, Ranney Wilson, Lennix Madere, Marvin Perrilloux, Michael Wright, Larry Snyder, Cheryl Millet

PRESENT: Lucien Gauff, III, Jaclyn Hotard, Lennix Madere, Marvin Perrilloux, Larry Snyder, Cheryl Millet, Michael Wright, Art Smith, Ranney Wilson

ABSENT: None

BID OPENING REPORT/AWARDS:

Randy Vincent - Bid Award - Reverse Osmosis Membranes

Randy Vincent, Chief Financial Officer, stated, "Administration requests authorization to award the low bid for the 2012 Annual Contract for Reverse Osmosis Membranes to CSM Inc., with a unit price of \$419.00. CSM has met all of the required qualifications as stated in the specifications."

MOTION: Councilwoman Millet moved and Councilman Wright seconded the motion to award the bid for Reverse Osmosis Membranes to CSM Inc., with a unit price of \$419.00. The motion passed unanimously.

Theresa Rodgers - Authorization to renew an agreement with Eliza Eugene Enterprises, LLC to provide small business and career solutions

Theresa Rodgers, CAO, stated, "Administration requests authorization to renew this agreement to facilitate small business outreach services through the Department of Economic Development. The goal of the program includes New Business Welcome/Outreach, Microenterprise Development, Business Retention and Expansion and Technical Assistance Training Referral. The contract is for one year and an amount not to exceed \$75,000. It begins in June of 2012 and terminates in June of 2013. There is an option for a one-year extension."

Councilwoman Millet stated, "Mrs. Rodgers, this is nothing against Mrs. Eugene, I am sure she does a wonderful job but I have not received this contract I've asked for it for the last week. I understand it was e-mailed today. I have yet to see it. Therefore there is no way I can support this without having a chance to review it. I cannot wait for last minute things. I do not have the time to review everything that last-minute. I need time to go over things so I can make an honest and qualified vote."

Theresa Rodgers stated, "Yes ma'am we understand and we apologize for the delay in getting this to you is a rather comprehensive contract. The basic contract language in the first three pages is very standard but the exhibits are rather detailed in that the contract entails quite a bit of duties and things that we expect."

Councilwoman Millet stated, "Then don't put it on the agenda if you are not ready to give us the contract."

Theresa Rodgers stated, "Yes ma'am."

Councilman Wilson asked, "Is this a full time job?"

Natalie Robottom, Parish President, stated, "This is actually a consulting contract. We previously had a contract with this firm for a year it includes three staff members, one being an administrative assistant or clerical and two employees. So it is a three employee company. The task in this contract is very similar but spelled out a little bit more than the previous contract. It is not new. It is a continuation of services that have been in progress for a year now and will end this June. We have had an opportunity to review all aspects of that contract unfortunately Mrs. Eugene was ill and was unable to meet with us until yesterday actually the contract is still listed in draft form because she was able to come in and we left it in draft form. What we are asking for today is approval to continue with the contract. The contract document itself will be finalized. The terms of the contract or as stated a one-year extension, with an option for an additional year's extension. As with all contract they're not necessarily ready when you approve them authorization from the Council is to allow us to continue this service which we think has been very beneficial."

Councilman Wilson asked, "How close did they come to that \$75,000.00 last year?"

Natalie Robottom stated, "Actually it was \$66,000.00 last year and I think we forwarded the number of visits with small businesses as well as individuals wanting to start businesses included in the contract were two seminars that were held, some outreach efforts to our new businesses and with our new economic development director we have slightly different or some additions to that Mrs. Eugene is open to that. It is very specific with regard to what will be produced for this Council and the recording mechanism and as a result we wanted to make sure that Mrs. Eugene was familiar with that and give her an opportunity to review it before we finalize that. So that is why it was late. It is still in draft form. What we are asking for today is authorization to continue this contract at the terms that are specified on the agenda."

Councilman Gauff stated, "I had spoken with Mrs. Eugene actually I asked her for information about a month ago just to see how she was doing with the progress of the contract. She gave me the information. I thought the information was somewhat general. So what I liked was that your contract was more specific now. There or more accountabilities built into the contract that I could see for myself and I think also you may be asking for some quarterly updates which would be for the Council so I like and would support this contract."

Natalie Robottom stated, "And we added some things at Mrs. Eugene's request the previous contract did not allow for marketing expenses which we added to this contract additionally we separated the administrative fees and we specified target areas within the contract. She is comfortable with it. We have an estimated number of visits. We have a system for recording those visits and as I said we apologize for

being late she was out-of-pocket. We didn't want to introduce something without having an opportunity to go over it with her which is still marked as draft although we met with her yesterday she has not had an opportunity to visit the final draft. So again the authorization request tonight is for approval of an extension of this contract the final details of which and I did speak with Ms. Eugene today she was very comfortable with the terms we discussed at the time she had not had an opportunity to review changes made from yesterday."

Councilman Smith asked, "Since this is in a draft form are you anticipating or can we reasonably be assured that there won't be any changes because this is a draft and you said Mrs. Eugene has not had a chance to view this and get with you guys the final product do you anticipate any changes before because if we vote on this as is and there are changes, then we would have to vote on an amendment to this."

Natalie Robottom stated, "Actually the request is to vote on the contract, the amount of the contract and the term. The actual details within the contract will be spelled out as I said we don't anticipate any changes the only thing we did differently was breakdown the core contract services. We have contract services, administrative fees and marketing. So we delineated the amount for each one of those. We discussed all items with Mrs. Eugene. I spoke with her at length on the phone today. She conception ally always thought it was a good contract. She liked the changes we made and we do not anticipate any problems."

Councilman Smith stated, "I had a conversation with her also and she seemed to be satisfied. I just wanted to be sure that we were voting on something that isn't a change once you guys get back together again. I just want to make sure that the monies are not going to change and that we are voting on a contract for a certain amount."

Natalie Robottom stated, "That is correct, that is what we are asking that you vote on the amount that is there for a one-year term with an option to extend."

Councilman Wilson asked, "There is one thing I would like to ask that we receive a monthly report for what she has done and the contacts that she made and the results of those contacts."

Natalie Robottom stated, "That is not a problem that is generally attached the invoice which has to be reviewed for payment. Additionally those visits, which is a different requirement will be logged into the synchronism computer program so we will be able to print the reports out themselves. So that should not be a problem. She will be working very closely with our economic development director obviously are CAO authorizes the final payment but it is an ongoing relationship. It is a partnership. This is not someone working in isolation. It is driven by the vision of the office. So there has to be a direct contact."

Councilman Smith asked, "Is there any way that we can get this information and more of a timely manner because I agree with Mrs. Millet getting these things last minute really puts us behind the eight ball if we had a little more time to read these things and get these things and get some understanding. I think things would go a lot smoother and quicker."

Natalie Robottom stated, "We understand and apologize for that as we said Mrs. Eugene was in the hospital and unable to come in until Monday and then we had some additional discussion and made some edits and that is why it was late."

MOTION: Councilman Gauff moved and Councilman Madere seconded the motion to grant administration authorization to renew an agreement with Eliza Eugene Enterprises, LLC to provide small business and career solutions. The motion passed with 7 yeas and 2 abstaining (Millet & Snyder).

Theresa Rodgers - Authorization to execute a one-year extension with Providence Technical Services, LLC to perform inspections for the St. John the Baptist Parish Housing Mitigation Program

Theresa Rodgers stated, "Administration requests authorization for a one-year extension of this contract for completion of inspection services for the Housing Mitigation Program. The renewal remains at a not to exceed amount of \$59,500.00 beginning June 2012 ending June 2013. The scope of work is the same as the original, to conduct pre- and intermediate site visits, determine the extent of the needed repairs, perform cost estimates, monitor contractor's progress and complete final inspections certifying that the work was completed to code."

Councilman Snyder asked, "Is that particular program moving along smoothly?"

Theresa Rodgers stated, "We did hit a little bit of a stumbling block when we terminated the contract with the previous consultant because we're not getting the services that we needed. So that has been a little bit of a hiccup but we are moving forward. This is for inspection of 30 of the homes. There is already an existing contract for the remaining homes. All of the pre-inspections have been completed this will move us along to the next step."

Councilman Snyder asked, "Okay this will be intermediate in the final inspection?"

Theresa Rodgers stated, "Yes sir."

Councilman Perrilloux asked, "Mrs. Rodgers is the dollar amount still the same for each of these homes?"

Theresa Rodgers stated, "Yes sir in the grant it stipulated how much is per home per repair but this is the contract amount in a not to exceed amount."

Councilman Perrilloux asked, "Is it too much trouble to ask for may be a listing of these homes so I can see what's done?"

Theresa Rodgers stated, "We can get you a listing of homes. We can definitely do that. The homes were approved for the program by third-

party agent that had a contract. So we can get you a list of the homes."

Councilman Smith asked, "In addition to that list can we get a copy of the contract also and the homeowners and the contractors that it will be performing the work because the last time we had this conversation when this was brought up we were going to have a meeting with the contractors has that meeting ever taken place in the homeowners the homes are to be repaired have they been contacted or spoken to because we have a lot of complaints from those people that say they know nothing, they keep asking the same questions over and over, it has been a year it is going on two years and these people have just become frustrated with the whole program and no one is communicating with them."

Natalie Robottom stated, "There were couple of things. We actually did send out a letter to all the homeowners on the list. All the contracts are on the website they have been there since they were initiated. I the last week or the week before all of the contractors were met with and they are currently out assessing and putting prices on the work that needs to be done on the homes. What we are doing is moving simultaneously with some additional inspections. They are putting prices on the homes and environmental review is going to be conducted at the same time. Again there were a couple of hiccups in this program one we added money to the program so that we could take care more homes what we did that the new and amended budget required approval at the State Department that delayed us somewhat. The other being we had to terminate a contract that was entered in prior to me taking office however the services were not being delivered. So again those were all the things that delayed the project however additional homes were added. It is on target. All of our contractors have met are or out doing their work. The inspections are ongoing and we are in the process of finalizing and environmental review team so all of the things will start to move. We met Friday with our project team and everything that we to state will be put letter form and mailed to all the residents. So we understand there has been a delay but we had previously sent out letters. We have discussed that at Council meetings and a second letter now letting them know exactly where they are. They will be having people coming out doing inspections putting prices on their homes, doing environmental reviews and then the contract work will begin."

Councilman Smith asked, "Is there an anticipated date when the first nail will hit the house?"

Natalie Robottom stated, "I can't tell you that Mr. Smith. We are doing as much as we can base on the guidelines that are tied to the money. If we can ask but that it we will and we are hoping for a successful program. Again we have to work within the guidelines that we are given. I applaud our team for working to get this done. As I said they will be

forwarding a letter to all of the residents on the list some of these things were outside of our control."

Councilman Smith stated, "I hope you understand what I'm saying because these people that were waiting and waiting and the frustration has built and built and I am sure a lot of people are watching the meeting and are saying when am I going to get some action? They have been getting lip service for the last two years so we can let them know something that says hey July, August or September we should start on someone's home that would at least give them a ray of hope right now they have no ray of hope because we haven't shown them the light at the end of the tunnel and they keep getting lip service from us. I am not trying to pressure you for a drop-dead date but those letters if we can get those letters out ASAP to let them know that something is going to happen from administration it would eliminate a lot of grief for all of us that these people keep asking questions and I am sure if they are watching at home they greatly appreciate this."

Natalie Robottom stated, "As I said, Mrs. Myra Valentine is working on that letter. They should have people at their homes because they are actually doing either inspection work or assessment works so they should start to see some action at their homes."

MOTION: Councilman Gauff moved and Councilman Perrilloux seconded the motion to grant administration authorization to execute a one-year extension with Providence Technical Services, LLC to perform inspections for the St. John the Baptist Parish Housing Mitigation Program. The motion passed unanimously.

Theresa Rodgers - Authorization to execute a contract with Royal Engineers & Consultants, LLC for design and management of the Canal Repair, clearing and drainage project

Theresa Rodgers, stated, "Based on results of the RFQ process, administration requests authorization to execute a contract for design and management of the 20 canals identified in the Community Development Block Grant (CDBG) for canal repair, clearing, and drainage. This contract will begin in June 2012 and terminate June 2013 with a not to exceed amount of \$136,061.53. The contract is in accordance with state and federal requirements stipulating plans and specifications are prepared by and stamped by a registered, licensed, professional engineer for bidding. The contract amount is based on the engineering curve included in the parish's Code of Ordinances. This project is funded by Office of Community Development Gustav/Ike Recovery Funds."

Councilman Smith stated, "I would like to make a motion to table this item. I didn't get enough information."

MOTION: Councilman Smith moved and Councilwoman Millet seconded the motion to table administration authorization to execute a contract with Royal Engineers & Consultants, LLC for design and management of the Canal Repair, clearing and drainage project. The motion passed with 8 yeas and 1 nea (Gauff).

Stacey Cador - Authorization to renew commercial property insurance for Fire Station #51 (521 Hemlock Street, LaPlace) with Omega US Insurance, Inc. through Riverlands Insurance Services, Inc.

Stacey Cador, Director of Human Resources, stated, "*Administration requests authorization to renew this insurance with Omega US Insurance, Inc. through Riverlands Insurance Services, Inc. The proposed coverage is to commence on June 24, 2012 with an annual premium of \$4,851.00. This represents a slight cost-savings over the expiring premium of \$4,956.00.*"

MOTION: Councilman Smith moved and Councilman Perrilloux seconded the motion to grant administration authorization to renew commercial property insurance for Fire Station #51 (521 Hemlock Street, LaPlace) with Omega US Insurance, Inc. through Riverlands Insurance Services, Inc. The motion passed with 7 yeas and 2 abstaining (Hotard & Millet).

Any and all other financial concerns

There were no other financial concerns.

Adjournment

MOTION: Councilwoman Millet moved and Councilman Wright seconded the motion to adjourn. The motion passed unanimously.