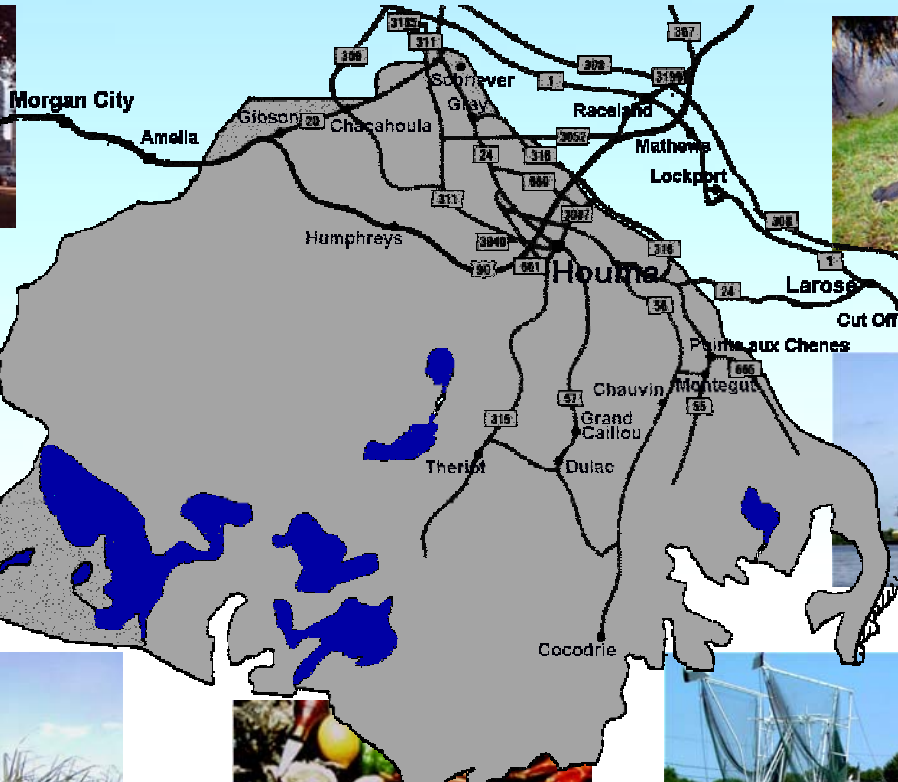


# ADOPTED BUDGET 2002

*TERREBONNE PARISH...*

*"Diversity at its Best"*



**Terrebonne Parish Consolidated Government  
Houma, Louisiana**

# **ADOPTED BUDGET**

## **For the Year 2002**



### **TERREBONNE PARISH CONSOLIDATED GOVERNMENT**

**Robert J. Bergeron**  
PARISH PRESIDENT

**Al Levron**  
PARISH MANAGER

**Jamie J. Elfert**  
PARISH COMPTROLLER

**Donald Picou**  
ASSISTANT COMPTROLLER

**Sonja Chiasson**  
ACCOUNTANT

### **2001 PARISH COUNCIL MEMBERS**

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**Clayton Voisin, Vice-Chairman**  
**Alvin Tillman**  
**Wayne J. Thibodeaux**  
**Christa M. Duplantis**  
**Joseph B. Breaux, Jr.**  
**Harold F. Lapeyre**  
**Daniel D. Henry**  
**Peter Rhodes**

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**September 26, 2001**

**Honorable Members of the Terrebonne Parish Council**

I respectfully submit, for your review and consideration, the Proposed 2002 Consolidated Operations and Maintenance Budget and Five-Year Capital Outlay Requests. Our Budget continues the tradition of providing professional and efficient services and aligns additional resources with Parish Administration and Council priorities. The Proposed Budget of \$141.8 million contains enhanced services in Public Works and Economic Development.

In preparing the Proposed Budget, this Administration gave Departments significant latitude within available revenues (recurring and non-recurring) in developing their budgets, with the provision that requests were consistent with overall Administrative and Council goals.

**Major Enhancements**

*Public Works* is an area heavily influenced by weather and economic swings that will either work together in harmony or work against each other. Our current general revenue sources from sales taxes and property taxes dictate the maintenance and operation levels provided by the Drainage and Road and Bridge Department. Additional work crews, major equipment acquisitions, and funding for on-going and new projects related to our most immediate needs are included in the Proposed Budget based on our most current economic outlook available.

Accumulated revenues from prior years, ¼% Capital Sales Tax, state and local grants, public improvement bonds and certain unpredictable revenues are utilized for capital improvement programs to avoid interference with operations and maintenance.

***Economic Development*** continues to be one of the most important long-term goals of our Parish. The Proposed Budget includes funding for several major projects designed to advance the expansion and diversification of the local and regional economy in Terrebonne Parish. These projects include continued local and state funding of Downtown Revitalization, Port Construction, Downtown Marina, and East Park French Market.

### **Benefits/Pay Raises for Employees – Cost of Living**

With all large employment markets a rising costs in health care issues continue to be a major concern. This Administration is reviewing our group insurance benefit package in order to minimize the long-term financial impact and stabilize the current costs. We have increased the premiums in 2001 in addition to gradually using surpluses from prior years to offset our current obligations. A year-end adjustment has also been included in the 2001 projections to conservatively estimate potential losses.

In the 2001 Adopted Budget, the Parish employees were afforded a cost of living increase of 3%, which provided Administration a tool to keep an adequate supply of qualified workers in most departments. For the 2002 Proposed Budget, it is recommended that a 2% cost of living raise be granted along with a cap of 3% average for merit pay increases.

### **Long Term Outlook**

Prudent financial planning requires that Administration and Council look beyond immediate budget issues and assess the impact of current decisions on future budgets.

The Public Safety Fund (City Fire and Police) is estimated to end 2002 with \$726,000 in the fund balance. The current operating expenditures of the City Police and City Fire exceed the current revenue for 2002 by \$519,000. This area of concern was included with 2001, however with increased sales tax collections and the inability of the Police and Fire Department to maintain a full staff, the need to supplement from General Funds has been delayed until 2003. It is anticipated that Utility “Payment In Lieu of Tax” Funds generated within the Urban Area be used in the future as a supplement.

The Sanitation Service Fund (Solid Waste) continues to be an area of concern that requires difficult decisions ahead for long term funding. This is a time when we will jointly explore the various options presented and find a workable solution acceptable to all.

## CONCLUSION

### **Taking Government To the People**

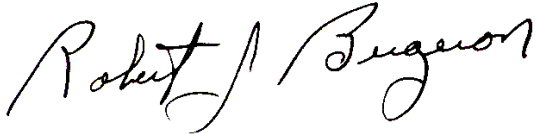
By the end of 2001, this government will begin relocating into the new Government Tower. It is with great anticipation, that we as a government provide the citizens of our Great Parish something to be proud of.

Although the face of freedom was dramatically changed on September 11, 2001, our Parish will remain strong, meet any challenges, and maintain our life of democracy, because after all, Terrebonne Parish is.....

**"DIVERSITY AT ITS BEST"**

With kindness regards, I remain,

Respectfully Yours,

A handwritten signature in black ink that reads "Robert J. Bergeron". The signature is written in a cursive style with a large, prominent initial "R".

Robert J. Bergeron  
Parish President

## BUDGET MESSAGE SUPPLEMENT

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As citizens of Terrebonne Parish, we are proud to be part of this parish surrounded by diversity. This Administration is determined to lead our Parish into the new millennium and to attain many of the goals we have set for this government. As the Parish continues to grow in diversity, we continue to strengthen our resolve to make Terrebonne Parish a better place to live and work - **a place proud to call our home.**

Before discussing the budget and the independent review of our revenue estimates, let us first look at the economic picture of our great Parish.

### ECONOMIC CONDITION AND OUTLOOK

Terrebonne Parish has entered the new century with vigor and high expectations. We recognize the unique potential of our area, and seek to preserve our culture and heritage even as we seek to share it with the rest of the country. The major industries include oilfield, seafood, marine; shipbuilding and medical (our newest addition to major status) enjoy impressive growth in the Parish. These industries are major employers of the Parish's labor force.

**“Forbes magazine ranks Houma-Thibodaux high in business climate”**

**By RYAN CHATELAIN**  
**The Courier –May 31, 2001**

The Houma-Thibodaux area has been ranked 80<sup>th</sup> out of 200 top metropolitan areas according to Forbes magazine. The study conducted by the Milken Institute ranked the areas based on “*growth in jobs and earned income, plus a measure of activity critical technologies that foster future growth*”. The first four categories measure overall economic activity while other categories reflect activity within the technology sectors, which according to Forbes.com, are the “*primary drivers of economic growth*”.

Each metro's score is based on the following categories:

Relative Wage & Salary Growth Indexed to 1994 (1999 Value)
Relative Wage & Salary Growth Indexed to 1998 (1999 Value)
Relative Job Growth Indexed to 1995 (2000 Value)
Relative Job Growth Indexed to 1999 (2000 Value)
High-Tech Concentration 2000
Tech output growth 1995-2000
Tech output growth 1999-2000
Number of tech clusters 2000



## BUDGET MESSAGE SUPPLEMENT

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An impressive observation is Houma-Thibodaux's ranking as the highest area in the State of Louisiana.

Area	U.S. Ranking
Houma	80
Baton Rouge	107
Lafayette	159
Shreveport-Bossier City	185
Lake Charles	193
New Orleans	194

Source: <http://www.forbes.com>

A boost to our economy has been realized through the operations of the **Houma-Terrebonne Civic Center**, a multipurpose facility consisting of a 37,000 square foot exhibit hall and connecting meeting room wings. In 2000 the facility hosted 292 event days bringing in a total of a half-million guests. Our newest expansion was hosting the New Orleans Saints Training Camp during inclimate days and Saints Festival – a joint production with our neighboring parish of Lafourche.

The indirect economic impact is estimated to be \$5 million in spin-off dollars spent in the community for goods and services generated by Civic Center operations. The International Association of Convention and Visitors Bureau and the International Association of Assembly Managers, two trade organizations that govern the public facility industry, supplied formulas used to calculate this figure.

Under the guidance of the **Department of Cultural Resources and Economic Development**, the parish is working with a steering committee to develop the EPSCOT (Experimental Plan to Stimulate Competitive Technologies) report to guide economic development strategies in Louisiana in conjunction with Nicholls State University and University of Louisiana at Lafayette.

Some of economic indicators below have reflected the past growth and future potential growth of our Parish:

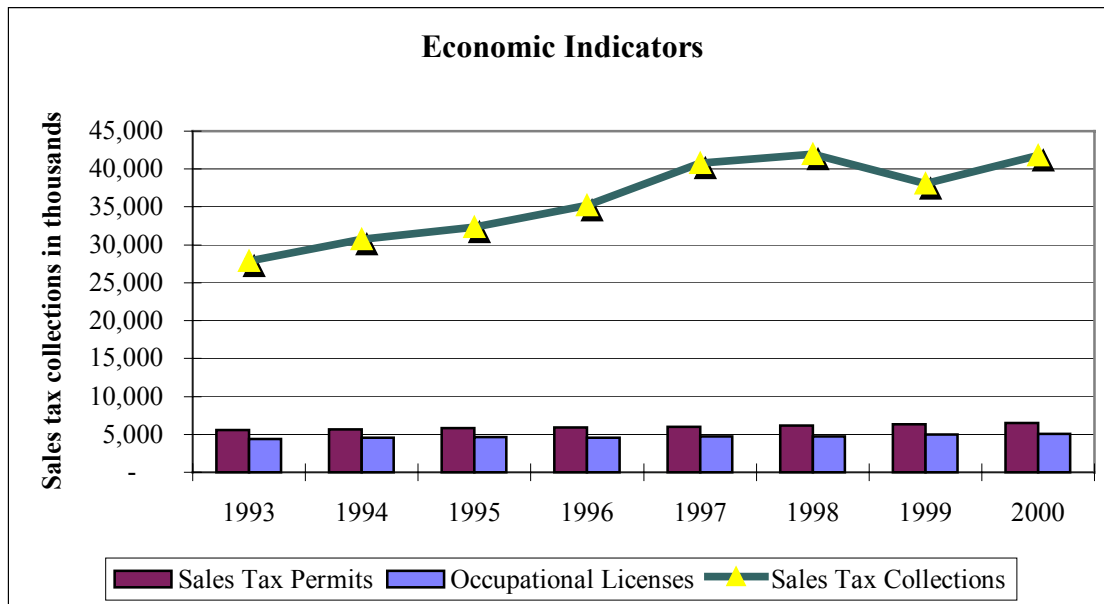
Year	Accounts Registered				Gross Sales Tax Collections	Annual % Growth
	Sales Tax Permits	Annual % Growth	Occupational Licenses	Annual % Growth		
1993	5,595		4,424		\$27,888,305	
1994	5,619	0.43%	4,519	2.15%	30,737,536	10.22%
1995	5,796	3.15%	4,636	2.59%	32,354,546	5.26%
1996	5,926	2.24%	4,593	-0.93%	40,181,320 *	8.76%
1997	6,021	1.60%	4,738	3.16%	55,899,026 **	15.84%
1998	6,174	2.54%	4,732	-0.13%	62,219,210 ***	2.89%
1999	6,367	3.13%	4,993	5.52%	58,774,824 ***	-9.13%
2000	6,534	2.62%	5,039	0.92%	64,232,535 ***	9.71%

## BUDGET MESSAGE SUPPLEMENT

\* In 1996, the Terrebonne Parish School Board levied a 1% sales tax, which generated gross collections of \$4,991,556 in 1996, \$14,521,575 in 1997, \$15,075,544 in 1998, \$13,815,668 in 1999 and \$15,013,117 in 2000. This tax was not included in the formula calculating the annual percentage of growth for 1996 through 2000.

\*\* In 1997, the Terrebonne Parish Sheriff's Office levied a ¼% sales tax, which generated \$614,707 in 1997, \$3,742,678 in 1998, \$3,432,374 in 1999 and \$3,717,110 in 2000. This tax was not included in the formula calculating the annual percentage of growth for 1997 through 2000.

\*\*\* In 1998, the Terrebonne Parish Consolidated Government levied a ¼% sales tax, which generated \$1,460,168 in 1998, \$3,415,866 in 1999 and \$3,692,457 in 2000. This tax was not included in the formula calculating the annual percentage of growth for 1998 through 2000.



A press release issued by the Louisiana Department of Labor on May 25, 2001 contained these comments regarding current employment statistics:

*“Though the overall average nonagricultural employment growth rate over the year for the state’s metropolitan statistical areas (MSA’s) slowed somewhat in April, the month did bring job growth over the year for each of the eight MSA’s”, said Secretary Forster. “The overall average growth rate was 1.6 percent. The leader in percentage growth over the year continued to be **Houma** with an increase of 3.6 percent, followed by the Shreveport-Bossier City and Lafayette with increase rates of 3.1 and 2.9 percent, respectively.”*

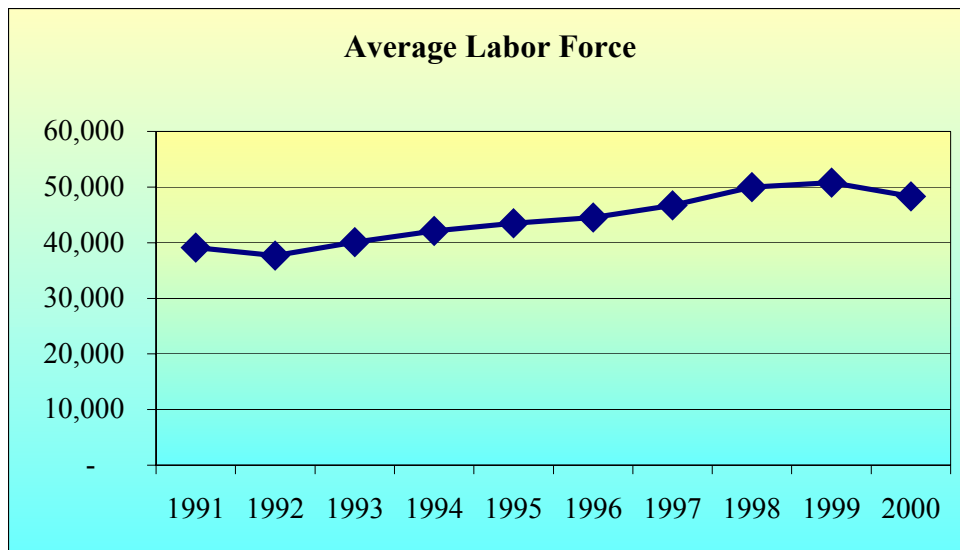
*“Seasonally adjusted total employment increased by 9,700 over the year while the civilian labor force – people available for work – increased by 12,400. Though the growth of the civilian labor force once again contributed to a slight increase over the in the statewide unemployment rate to 5.4 percent for April 2001, the rate decreased from the March level of 5.6 percent. The over-the-month rate decrease was reflected in lower unemployment rates over the month in 60 of the state’s 64 parishes, and in rates lower than the national average in four of the MSA’s – **Houma**, Lafayette, and New Orleans.”*

## BUDGET MESSAGE SUPPLEMENT

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According to the Louisiana Department of Labor, the annual average rate of local unemployment within Terrebonne Parish decreased to an average of 3.9% in 2000 and the average labor force decreased to 48,300 as reflected in the following chart.

Year	Average Labor Force *	Unemployment Rate *
1991	39,133	6.70%
1992	37,700	10.60%
1993	40,100	7.00%
1994	42,100	7.10%
1995	43,500	6.70%
1996	44,500	5.40%
1997	46,700	4.30%
1998	50,000	3.50%
1999	50,800	4.20%
2000	48,300	3.90%



Source: \*Louisiana Department of Labor

## BUDGET MESSAGE SUPPLEMENT

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### LOUISIANA'S ECONOMY

The State of Louisiana has published a well-documented speculation of our economy:

Historically, Louisiana's, as well as Terrebonne Parish's, economy has revolved around its wealth of natural resources, including oil and gas, agriculture, and fisheries. Our economy has been marked by periods of growth and decline largely tied to the price of oil and gas. Our oil and gas reserves have provided the base for the extraction, refining, and related petrochemical industries. Increases in oil and gas prices are accompanied by rise in extraction activities and related increases in construction, shipbuilding, pipeline operation, oilfield instrumentation and machinery production, and water and helicopter transportation. Growth in this arena leads to accompanying growth in trade, services, and banking as well as increased revenues for the State. Conversely, falling demand for oil and gas leads to reduce prices and the resulting decline in all the same activities that ride the wave up.

According to the State of Louisiana, its economy today indicates that earnings, employment, and value added by manufacture are still dominated by the oil and gas and related industries. Chemical and allied products and petroleum refining account for 51 percent of the State's value added by manufacture and 23 percent of manufacturing employment. When transportation equipment (primarily shipbuilding) is included, the numbers rise to 57 percent and 35 percent, respectively. Earnings from mining-related activities account for 4.5 percent of earnings in the State – five times the national average. The petroleum and chemical sectors account for more than 37 percent of the State's manufacturing earnings, compared to about 10 percent for the nation as a whole.

Along with the nation's economy, Louisiana's economy has thrived in recent years. However, changes in the national and global economies mean that the growth of high quality jobs and companies in Louisiana will not occur exclusively as a result of cheap labor, the presence of natural resources, or our physical location – factors that have led to growth in the past. The current economy will leave the State vulnerable to the same ups and downs, largely related to the prices of oil and gas that have occurred over the past three decades. It is diversification into rapidly growing, non-oil and gas related industries that can provide greater balance and stability in the future. A more diversified economy will not only leave Louisiana less vulnerable to downturns in any particular sector, it will also result in an environment for creativity and innovation, an environment where good ideas in one sector spill over into improvements for other sectors as well.

The key ingredients for a vibrant 21st Century economy in Louisiana will be a skilled and educated workforce, access to technology, and access to capital. Information and communications technologies have revolutionized manufacturing, transportation, and health care, even wholesale and retail trade. Growth of high value-added industries and their associated jobs depends on trained, innovative, entrepreneurial citizens embracing and utilizing those information and communications technologies.

Global competition forces companies to compete on price, quality, and timely performance to an extent never before experienced. The changing natures of the marketplace and the technologies making those changes possible have fundamentally altered the way we do business. These changes show up in the way workers relate to machines and products, the way products are conceived and produced, the way markets are served, and the way in which companies interact. As a report from the North Carolina Economic Development Board recently said, "...*the terms of competition* have changed for business, which in turn has changed the terms of competition for people, for communities, and for state economic development policies."

## BUDGET MESSAGE SUPPLEMENT

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### Changes affecting the economy include:

- **Technology.** Technology must be integrated into every aspect of a company's business in order to compete locally, regionally, nationally, or internationally. Technology will drive the future.
- **Movement from a labor economy to a technology economy.** There will be few jobs for low wage, relatively unskilled workers. Those jobs are now leaving Louisiana and other states as companies such as apparel manufacturers move their operations to other countries. Many of the workers in Louisiana's traditional industries, such as oil and gas exploration and production and chemical plant operations, are already required to operate computers, advanced instrumentation, and other sophisticated equipment. Highly skilled, high performance laborers are required to meet the needs of the technology-intensive companies that will remain as others become less competitive and move offshore or close.

The types of workers companies need are also changing. The demand for managerial, production, and low-skilled laborers is decreasing while the demand for skilled technicians, designers, and high-level professional services are increasing. The use of technology also improves productivity, allowing increases in output with the same or reduced employment.

- **Innovation is required for success.** Successful companies must be constantly improving production practices and products and moving into new markets.
- **Entrepreneurial behavior.** Successful companies must be flexible and rapidly respond to changing markets and economic conditions.
- **Quality and cost.** High quality products produced at ever-lower costs are required to compete.
- **Outsourcing.** Companies are increasingly outsourcing components, business services, and, in some cases, R&D in order to streamline operations. While outsourcing may shrink the size of some companies, it also opens up opportunities for companies that produce needed components, as well as specialized business and R&D services. Again technology, in the form of advanced communications and transportation systems, contributes to the success of these types of arrangements.
- **A changing base economy.** Manufacturing has been the base of the U.S. economy, producing multiplier effects throughout the economy. In the new economy, some high value service sector industries, such as engineering, environmental services, and telecommunications services, are also becoming an important part of the base economy.
- **Partnering is critical to success.** Companies working in isolation from suppliers and final demand producers will find themselves left behind. Innovative, entrepreneurial companies are working closely with their suppliers and the companies that use their products to make critical design and production decisions to increase their competitiveness.

There are a number of things state/parish government can do to have an effect on essential requirements for businesses to be competitive in today's world. Areas where the State can have an impact include education and training, physical infrastructure, the environment, capital, and technology diffusion.

Specifically, today's businesses need:

- Educated workers willing and able to learn new skills and adapt to new work practices;
- Information infrastructure in place;
- Adequate physical infrastructure, including transportation, power, water, sewer;
- Reasonable and predictable environmental and tax laws;
- Access to services, including information, technology, financial, and other business services;
- Risk capital and debt capital managed by people who understand today's world, including international finance;
- Technology diffusion for those small- and medium-sized companies without the critical mass to develop technologies on their own.

Source: <http://www.lded.state.la.us/new/2020/overview.htm>

## BUDGET MESSAGE SUPPLEMENT

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### MAJOR INITIATIVES

#### CURRENT AND FUTURE PARISH-WIDE PROJECTS



***Port Facility:*** A 400-acre port facility located off Industrial Boulevard near the waterway section of the Houma Navigational Canal and Intracoastal Canal is currently under-construction. In 1998, the Port Commission entered into a cooperative endeavor agreement with the State of Louisiana and the Parish of Terrebonne to secure and spend \$3.9 million in State Capital Outlay Funds, matched by Terrebonne Parish for the same amount. The project is being constructed in accordance with its Master Plan. Phase I, which included the dredging of about one-half of the slip, is complete. Phase II construction is underway and expected to be completed by the end of 2001.

When finished the Port will consist of approximately 350 acres of income-producing land surrounding more than 12,000 linear feet of water frontage along the one-mile protective slip. The slip is 400 feet wide and has a 600-foot turning basin on its north end. The slip has been dredged to a depth of 16 feet navigable. An additional \$2 million will be invested on infrastructure and land at the site will be finished to a uniform +5.00ft. elevation.

Terrebonne Parish Consolidated Government is committed to the development of the Port as a catalyst for economic growth and a hub of marine transportation for the region. The port will be filled with an industrial park and facilities for shipbuilding and repair, fabrication, machining, tow and barge repair, bow loading and marshaling security and other machine services.

The current adopted funding through the year 2002 of \$7,805,000 includes the following sources: General Fund (\$3,270,500), Terrebonne Waterways Association (\$5,000), Capital Improvement Sales Tax (\$590,500) and State of Louisiana Facility Planning and Control (\$3,939,000).

#### ***Rural Transportation:***

Most governmental services in Terrebonne Parish are concentrated in the northern end of the parish in and close to Houma. There are no hospitals, doctors, high schools or trade schools, and almost no government or social service offices of any type located in the isolated rural communities of lower Terrebonne Parish. Most of the businesses in the parish are likewise concentrated in and around Houma. Essentially, most of the opportunities for health, employment, education, and social services, are only available to those residents who can travel to Houma.



## BUDGET MESSAGE SUPPLEMENT

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The *Rural Transportation System* will improve the living conditions and health of the people in the affected area. It will also aid in the economic development of the entire parish. As envisioned, the rural transportation system will create 5 new jobs, but the total economic impact will be much greater because of the mobility this system will bring to formerly isolated people.

In 2001, the Terrebonne Parish Consolidated Government entered into a funding agreement with the State of Louisiana, Department of Transportation and Development to purchase three (3) 17-passenger transit

buses. The total funding of \$134,601 includes a local match of \$26,920 and state funding of \$107,681. The buses are scheduled to begin rolling by the end of 2001.

### **DEPARTMENT ACCOMPLISHMENTS**

**Administration** To provide for more convenient governmental services and public access, the parish purchased a downtown bank building (approximately 87,000 square feet of office space) and adjacent multi-story parking garage to consolidate government functions in the downtown area. With development of a parish website containing current information and bulletins, the administration has introduced a new communication link to the general public. In addition, installation of the in-house server and implementation of an intranet, the parish offices are afforded linked non-intrusive and timesaving communications.

**Public Works** The *Drainage Division* implemented Phase I of Supervisory Control and Data Acquisition System (SCADA) to remotely monitor and operate drainage pumps. Geographic information systems (GIS) for data management and decision-making was developed in addition to the collection and creation of "as-built" drawings of drainage structures. By year-end, this division had completed over \$7 million in major infrastructure improvements.

The *Road and Bridge Division* received a federal grant to implement "Intelligent Transportation System" to computerize operation of traffic lights and intersections to improve the effectiveness and productivity of existing roadways. In 2000, this division had completed over \$14 million in major infrastructure improvements.

One of the newest and most cost savings accomplishments in Public Works were introduced in 2000 with the *Centralized Fleet Maintenance Division*. The purpose was to realize a reduction in unscheduled repairs, increase the longevity of our vehicle fleet and improve safety conditions.

**Utilities** The department operates a combined municipal electric and gas utility, a wastewater collection and treatment system and provides solid waste collection and disposal services throughout Terrebonne Parish including operation of the Ashland landfill site.

The Terrebonne Parish President and Council have expressed their interest to consider offering public telecommunications services to their constituents. The Department of Utilities has been assigned the responsibility of coordinating the various tasks necessary to investigate and report on the possible costs, benefits and risks associated with such an undertaking. The work will likely include development of a comprehensive business model complete with capital cost projections, market analysis, operating cost estimates, and funding alternatives.

## BUDGET MESSAGE SUPPLEMENT

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**Finance Department** *The Accounting Division* implemented a new format of the annual budget providing “user friendly” qualities. Highlights of historical information on the revenues and expenses included their origins, prior year comparisons, goals and objectives and performance measures. The budget package was designed, prepared and printed by the employees of the Accounting Division. The Annual Budget may now be viewed at our website [www.tpcg.org](http://www.tpcg.org) thanks to the Information Systems Division.

*Information Systems Division* has completed its upgrade of the Parish’s main computer system, and IBM AS/400 Model 620. The performance and capabilities of this system has exceeded expectations. In addition to being the main computer system, it also functions as a main file server for various PC networks, allowing users to exchange data between Networks and the AS/400. With the installation of the Internet web server, the parish has a direct link to Internet backbone, firewall, eight phone lines to allow dial in access to server and a Parish Web Site at [www.tpcg.org](http://www.tpcg.org) designed and updated by division staff.

Strategic goals include the installation of an imaging system that will incorporate spool file data from the AS/400, personal computer documents and spreadsheets, and incoming documents. In addition, modifications to our payroll applications are underway to expand current data limitation and increase Human Resources information. This goal was born after commercially packaged systems were found to be inadequate in comparison to our current in-house designed system.

**Department of Cultural Resources and Economic Development** The newly created department has developed and published a regular parish newsletter to enhance the quality of parish employment. This past year, the circulation has brought our parish offices intimately closer to each other’s activities, including “new faces”, retirements, and other special announcements and achievements. This is especially important in bringing our field and office personnel a common tool of communication.

### **UNDERSTANDING THE BUDGET**

Included in the budget for each department is a narrative description of the mission of the fund and department, as well as a section of budget highlights. Most departments include sections on performance measurement, which includes goals/objectives and performance indicators.

### **INTERNAL CONTROL**

The Parish Administration, under the direction of the Parish President, is responsible for establishing and maintaining an internal control designed to ensure that the assets of the government are protected from loss, theft or misuse and to ensure that adequate accounting data is compiled to allow for the preparation of financial statements in conformity with accounting principles generally accepted in the United States of America. The internal control is designed to provide reasonable, but not absolute, assurance that these objectives are met. The concept of reasonable assurance recognizes that: the cost of a control should not exceed the benefits likely to be derived; and the valuation of costs and benefits requires estimates and judgments by management.

As a recipient of federal, state and local financial assistance, the Parish is also responsible for ensuring that an adequate internal control is in place to ensure and document compliance with applicable laws and regulations related to these programs.

### **BUDGETARY CONTROLS**

The Parish maintains extensive budgetary controls, including an encumbrance system, with legal provisions embodied in the annual operating budget and five-year capital outlay budget, approved by the Parish Council.



## BUDGET MESSAGE SUPPLEMENT

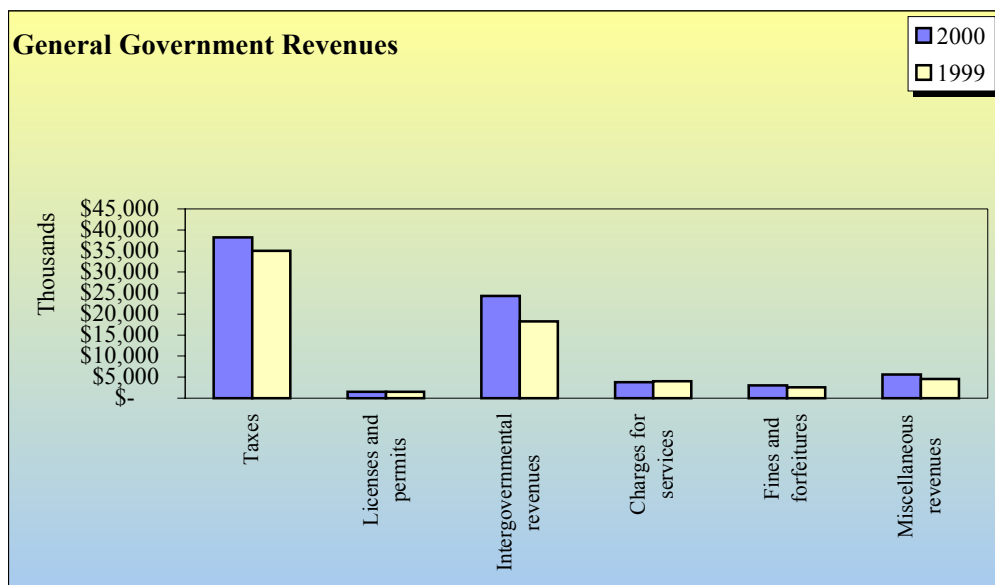
Activities of the General Fund, Special Revenue Funds, Debt Service Funds, Capital Projects Funds, and Proprietary Funds are included in the annual appropriated operating budget. Capital and long-term projects are prepared for the five-year capital outlay budget.

The level of budgetary control under the Parish President allows the transfer of part or all of any unencumbered appropriation within departments. The Council must approve any amendment involving the transfer of monies from one department to another or exceeding amounts estimated.

### GENERAL GOVERNMENT FUNCTIONS

**General Government Revenues:** Revenues of the primary government for general governmental functions (exclusive of other financing sources) totaled \$76,616,865 in 2000, an increase of \$10,594,049, or 16.05%, over 1999's \$66,022,816. Revenues from major sources and their increase (decrease), compared with the previous year, are summarized in the following table. The "Percent of Total" for each item relates to the total revenues for that year.

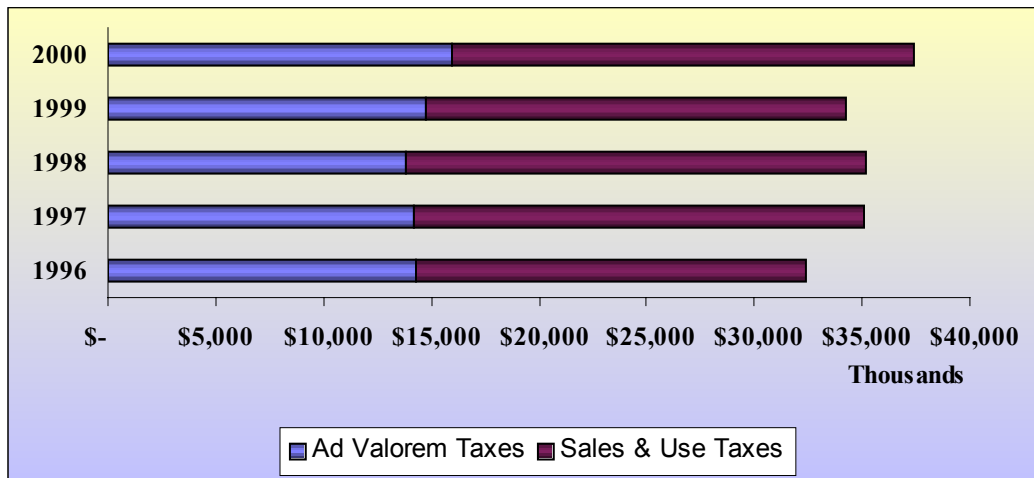
Sources of Revenue	2000		1999		Increase (Decrease) Over 1999
	Revenue	Percent of Total	Revenue	Percent of Total	
Taxes	\$ 38,267,974	49.95%	\$ 35,076,201	53.13%	\$ 3,191,773
Licenses and permits	1,535,767	2.00%	1,556,702	2.36%	(20,935)
Intergovernmental revenues	24,300,474	31.72%	18,263,608	27.66%	6,036,866
Charges for services	3,819,676	4.99%	4,007,990	6.07%	(188,314)
Fines and forfeitures	3,057,879	3.99%	2,595,487	3.93%	462,392
Miscellaneous revenues	5,635,095	7.35%	4,522,828	6.85%	1,112,267
<b>Totals</b>	<b>\$ 76,616,865</b>	<b>100.00%</b>	<b>\$ 66,022,816</b>	<b>100.00%</b>	<b>\$ 10,594,049</b>



## BUDGET MESSAGE SUPPLEMENT

**Tax revenues** for 2000 accounted for 49.95% of total governmental revenues. This includes ad valorem of \$15,999,943, sales taxes of \$21,404,802, special assessment taxes of \$131,761, and other taxes of \$731,468. A comparison of the last five (5) years for the two major sources of tax revenues is provided below.

Year	Ad Valorem	Sales & Use
1996	\$ 14,329,069	\$ 18,042,085
1997	14,173,401	20,948,358
1998	13,872,243	21,262,235
1999	14,757,343	19,468,951
2000	15,999,943	21,404,802



Intergovernmental revenues increased by \$6,036,866 in 2000. Federal and State grants totaling \$12,817,859 increased by \$3,569,024 over 1999's \$9,248,835, a 38.6% increase. Activity increases in the Section 8 Program, Housing & Urban Development's Head Start Program, Community Development Block Grant capital projects, the Port Construction and Bayou Gardens Boulevard Widening Project account for the majority of the increase.

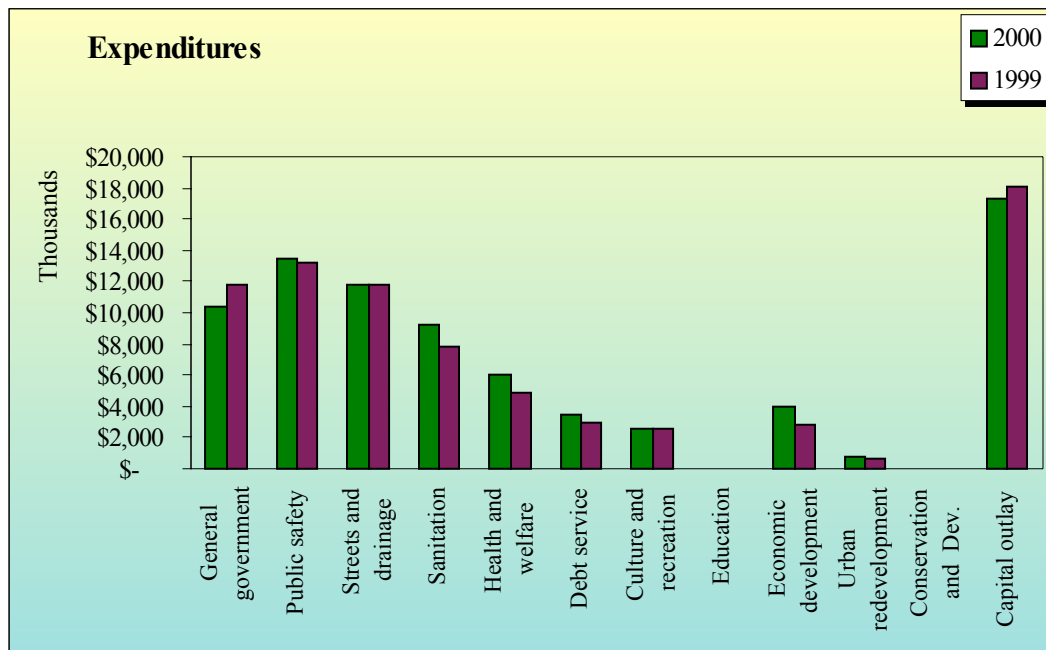
In the year 2000, the state-shared revenue received fees for video draw poker, which increased by \$347,097 for a total of \$1,581,535, from \$1,234,438 in 1999. The 28.12% increase in video poker revenues is sometimes related to the changes in spending pattern of the video machines and powerball lottery purchases during the months of peak lottery jackpots. This franchise fee is collected by the state on all video poker devices and is shared with the parishes.

The state mineral royalties collected under the provisions of the Louisiana Constitution, guarantees local governments 10% of the royalties on minerals taken from their jurisdiction. In 2000 the Parish received \$5,278,225, an increase from the \$2,995,055 received in 1999. The substantial increase of \$2,283,170 (76.23%) is related to the current activity in the oil and gas industry.

Expenditures for general governmental operations of the primary government increased by \$2,326,724 (3.03%) to \$78,998,495 in 2000 over 1999's of \$76,671,772.

## BUDGET MESSAGE SUPPLEMENT

Function	2000		1999		Increase (Decrease) Over 1999
	Expenditure	Percent of Total	Expenditure	Percent of Total	
General government	\$10,324,285	13.07%	\$11,858,332	15.47%	\$ (1,534,047)
Public safety	13,402,998	16.97%	13,242,473	17.27%	160,525
Streets and drainage	11,817,445	14.96%	11,762,806	15.34%	54,639
Sanitation	9,272,663	11.74%	7,853,525	10.24%	1,419,138
Health and welfare	6,081,498	7.70%	4,843,820	6.32%	1,237,678
Debt service	3,513,679	4.45%	2,920,968	3.81%	592,711
Culture and recreation	2,551,890	3.23%	2,555,855	3.33%	(3,965)
Education	33,143	0.04%	23,247	0.03%	9,896
Economic development	3,917,446	4.96%	2,869,498	3.74%	1,047,948
Urban redevelopment and housing	730,415	0.92%	644,676	0.84%	85,739
Conservation and Development	8,619	0.01%	10,381	0.01%	(1,762)
Capital outlay	17,344,415	21.95%	18,086,191	23.60%	(741,776)
<b>Totals</b>	<b>\$78,998,496</b>	<b>100.00%</b>	<b>\$76,671,772</b>	<b>100.00%</b>	<b>\$ 2,326,724</b>



## BUDGET MESSAGE SUPPLEMENT

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**General government expenditures** decreased by a total of \$1,534,047 or 12.94%, in 2000 due to the non-recurring construction expenditures of the Terrebonne Waterlife Museum and the major renovations to Government Buildings in 1999.

**Sanitation expenditures** increased in 2000 by \$1,419,138 or 18.07% over 1999 due substantially to the disposal and transportation of solid waste to an outside facility resulting from the completion of the landfill closure project.

**Health and Welfare expenditures** increased by \$1,237,678 or 25.55%, due to expansion of the Section 8 and Head Start programs and the mosquito abatement project.

**Debt Service expenditures** increased by \$592,711, or 20.29%, due to the issuance of public improvement bonds in 1998 and 2000.

**Economic Development expenditures** increased by \$1,047,948 or 36.52%, due to the creation of the new Cultural and Economic Development Department and increases of Community Development Block Grant capital projects and programs.

**Capital Outlay** includes expenditures in the Capital Projects Funds. The decrease of \$741,776 or 4.10% is mainly attributable to the on-going construction of various projects. The expenditures in the Capital Project Funds are non-recurring in nature, therefore will fluctuate from year to year.

**Property Assessments and Tax Levies** The assessed value of property amounted to \$361,567,645 parishwide in 2000, representing an increase of \$32,006,330, or 9.71%. The City of Houma's assessed value of \$74,414,625 in 2000 represents an increase of \$6,187,375 or 9.07% over 1999.

The allocation of property tax levies for parish wide and special districts for 2000 and the four preceding years is as follows:

	Mills Per Dollar of Assessed Valuation				
	2000	1999	1998	1997	1996
City:					
Maintenance	27.82	28.25	28.25	28.49	28.49
Parishwide:					
Debt Service	2.07	2.25	2.24	2.38	2.50
Maintenance	40.99	36.57	36.57	39.74	39.74
Districts (Ranges)					
Debt Service					
Low	3.63	0.50	0.62	0.40	0.10
High	8.00	10.00	8.00	8.00	7.15
Maintenance					
Low	0.05	2.50	2.50	2.00	2.50
High	15.00	16.15	16.15	15.00	16.50

## BUDGET MESSAGE SUPPLEMENT

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**General Fund-Fund Balance** Terrebonne Parish maintains a prudent fund balance for the General Fund due to conservative budgetary practices and long-term planning. For the period ending December 31, 2000, the fund balance increased to \$11,353,708, from \$7,336,751 (54.75%) for the period ending December 31, 2000.

The Utility Revenue Fund transfers a “payment in lieu of taxes” to the General Fund. In accordance with the provisions of the 1992 Utilities Bond Ordinance, 50% of the allowable transfer was made for all years except 2000 through 2002, when 100% was transferred to supplement the purchase and renovation of the new Government Towers Building and other projects described in the “SUMMARIES” section of this book. The following transfers were made for the dedicated purpose of current and future urbanized expenditures:

<u>Year</u>	<u>Amount</u>
1994	\$ 230,000
1995	773,043
1996	557,013
1997	1,348,630
1998	1,055,120
1999	1,582,552
2000	3,549,118
2001	3,704,970
2002	3,662,839

### **PROPRIETARY OPERATIONS**

Terrebonne Parish operates three enterprise funds consisting of the Utilities Fund (electric and gas utilities), the Sewerage Fund and the Civic Center Fund. In addition, there are five Internal Service Funds consisting of the Insurance Control Fund, Group Health Insurance Fund, Human Resources Fund, Centralized Purchasing Fund and Information Systems Fund.

**Utility Fund:** The Utility Fund includes the production and distribution of electricity and the procurement and distribution of gas. In 2000, the Utilities Fund had a net income of \$3,073,663 compared to 1999 of \$5,208,715. The Utility Fund ended the year with retained earnings of \$50,608,446. The retained earnings for 2001 are projected to be \$46,784,893. It is proposed to finish the year 2002 with \$47,019,314.

**Sewerage Fund:** The Sewerage Fund realized a net loss of \$390,779 in 2000 in comparison to the net loss of \$1,019,768 in 1999. In 1998, the parish adopted a user rate adjustment, which allows the Sewerage Fund to begin adequately recovering annual operating costs (including depreciation) over the next five years. The Sewerage Fund ended the year with retained earnings of \$1,567,469 while the 2001 projection is \$1,802,544. The proposed retained earnings for fiscal year 2002 is \$1,777,099.

**Civic Center Fund:** In the second year of operations, the Civic Center Fund realized a net loss of \$687,489. The Civic Center operations was subsidized by the General Fund in 2000 in the amount of \$520,000 and ended fiscal year 2000 with retained earnings of \$391,324. The projected for 2001 is \$385,258 while 2002 proposal is \$326,389. The proposed subsidy from General Fund for 2002 is \$868,000.

## BUDGET MESSAGE SUPPLEMENT

**Internal Service Funds:** The following schedule relates to the net income (loss) of each internal service fund and the retained earnings balance through 2000 is as follows:

	<u>Insurance Control Fund</u>	<u>Group Health Insurance Fund</u>	<u>Human Resources Fund</u>	<u>Centralized Purchasing Fund</u>	<u>Information Systems Fund</u>
Beginning Retained Earnings	\$ 60,594	\$1,902,633	\$ 189,743	\$ 230,605	\$ 183,373
Net income (loss)	<u>1,370,485</u>	<u>(1,884,705)</u>	<u>(18,607)</u>	<u>(52,362)</u>	<u>44,598</u>
Ending Retained Earnings	<u>\$ 1,431,079</u>	<u>\$ 17,928</u>	<u>\$ 171,136</u>	<u>\$ 178,243</u>	<u>\$ 227,971</u>

The combined retained earnings balance as proposed for fiscal year 2002 is as follows:

	<u>Insurance Control Fund</u>	<u>Group Health Insurance Fund</u>	<u>Human Resources Fund</u>	<u>Centralized Purchasing Fund</u>	<u>Information Systems Fund</u>
Ending Retained Earnings	<u>\$ 145,049</u>	<u>\$ -</u>	<u>\$ 166,876</u>	<u>\$ 236,505</u>	<u>\$ 256,254</u>

### **FIDUCIARY OPERATIONS**

***Pension Trust Fund Operations:*** Employees of the parish, except for policemen and firemen of the City of Houma, are members of the Parochial Employees' Retirement System, Plan B. On October 1, 1983, the City of Houma policemen joined the Municipal Police Employees' Retirement System (MPERS) of the State of Louisiana. The Parish maintains a Trust Fund (Police Pension and Relief Fund) for the policemen hired prior to October 1, 1983. Effective January 1, 1980, new firemen are covered under the Firefighters' Retirement System of the State of Louisiana. The Parish maintains a Trust (Firemen's Pension and Relief Fund) for firemen hired prior to January 1, 1980. On March 26, 1996, the City of Houma Firemen's Pension Plan entered into a merger agreement with the Firefighter's Retirement System of the State of Louisiana, which was effective July 1, 1995.

### **DEBT ADMINISTRATION**

The Parish had a number of debt issues outstanding at year-end including the following:

Public Improvement	\$31,480,000
General Obligation	8,457,195
Special Assessment	195,928
Revenue Bonds	13,340,000

In December 2000, the Parish sold \$4.5 million in Public Improvement Bonds to fund various paving, drainage and public building improvement projects.

## BUDGET MESSAGE SUPPLEMENT

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As of October 1, 2001, the parish bonds are rated by two major rating services as follows:

<b>Moody's Rating</b>	<i>RATING</i>
Public Improvement Bonds, Series ST-1998A	A2
Public Improvement Refunding Bonds, Series ST-1998 B	A2
Moody's has also upgraded Parish's outstanding General Obligation Bond rating to A2 from A3	

<b>Standard &amp; Poor's</b>	<b>RATING</b>
\$4.50 million Public Improvement Bonds Ser ST-2000 dated Nov. 1, 2000	A2
\$12.57 million Public Improvement Bonds Ser ST-1998A	A2
\$2.93 million Public Improvement Sewer Refunding Bonds Ser ST-1998B	

### CASH MANAGEMENT

The investment objectives of the Parish are to obtain the most favorable rate of return while maintaining enough liquidity to meet the operating requirements of the Government. Primary emphasis is placed upon the safety of such funds in an effort to minimize risk while earning maximum returns.

The Parish for investment purposes, including demand deposits, certificates of deposit, Federal Home Loan Bank Notes, Federal Home Loan Mortgage Corporation Notes, Tennessee Valley Authority Bonds Federal National Mortgage Association Notes, Federal Farm Credit Bank Notes, pools short-term available cash. The year 2000 generated interest earnings of \$7,633,929 with an average investment rate of 5.98%. In 1999, interest earnings totaled \$5,194,494 with an average investment rate of 4.94% on investments.

The Parish's cash resources were divided between cash and investments as follows:

	<u>2000</u>		<u>1999</u>	
	<u>Amount</u>	<u>Average Percent</u>	<u>Amount</u>	<u>Average Percent</u>
Cash on hand	\$ 11,097	0.01%	\$ 3,100	0.00%
Carrying amount of deposits	41,580,152	34.29%	41,837,743	32.58%
Carrying amount of investments	79,684,039	65.70%	86,561,606	67.42%
Totals	<u>\$121,275,288</u>	<u>100.00%</u>	<u>\$ 128,402,449</u>	<u>100.00%</u>

## **BUDGET MESSAGE SUPPLEMENT**

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All funds managed and invested by the Parish are done so in accordance with Louisiana Revised Statutes, Title 39, Chapter 7, and the Terrebonne Parish Consolidated Government Home Rule Charter, section 4-04. Any institution issuing certificates of deposits or maintaining an interest bearing checking account in excess of the FDIC insurance will be required to pledge collateral to secure the investments. The collateral pledged investments must be held by a third party bank serving as custodian.

### **RISK MANAGEMENT**

The Parish's comprehensive risk management program includes property, liability, safety, worker's compensation, health, life, and dental. This program is responsible for an organized and aggressive loss control program, safety management, and accident/injury prevention programs. Losses and claims incurred but not reported that are measurable and probable are accrued in the financial statements. An actuarial study is engaged annually to calculate the incurred but not reported liability claims.

The Parish is exposed to various risks of loss related to general liability, auto liability, and workers' compensation, property and group health benefits. Various suits and claims arising from personal injury and property damage, some for substantial amounts, are pending against the Parish, its insurers and others. In accordance with Statement of Financial Accounting Standards No. 5, the Parish's Internal Service Fund has provided for, in its financial statements, estimated losses from the aforementioned pending suits and claims are based on the estimated ultimate cost of settling the claims, considering the effects of inflation, recent claim settlement trends and other social and economic factors, including the effects of specific incremental claim adjustment expenses, salvage and subrogation. The Parish believes the ultimate settlement costs will not materially exceed the amounts provided for the claims.

Under the Parish's limited risk management program, premiums are paid into the Internal Service Funds by all participating funds and are available to pay claims, claim reserves and administrative costs of the program. The total charge by the Internal Service Funds to the other funds is based on an actuarial method and adjusted over a reasonable period of time so that Internal Service Fund revenues and expenses are approximately equal.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The liability for claims and judgments is reported in the Internal Service Funds.

The Parish is self-insured for the first \$500,000 of each claim relating to general liability and employer's liability. The Parish is covered under various insurance contracts for the excess liability up to \$1,000,000. Any claim in excess of \$1,000,000 is covered by another insurance contract for the umbrella liability up to \$5,000,000 (subject to a self-insurance retention of \$10,000 if there is no underlying insurance). If a claim or suit is settled or adjudicated for a sum greater than the self-insured retention, the re-insurer will pay claim expenses in the ratio that their liability for the judgment rendered or settlement made bears to the whole amount of such judgment or settlement (inclusive of the applicable self-insured retention). The re-insurer will pay their share of claim expenses in addition to the applicable limits of insurance. Any claims in excess of the \$6,000,000 are to be paid by the Parish. The Parish is self-insured for the first \$500,000 of each wrongful act relating to the public officials and employee's liability. The Parish is covered under an insurance contract for the excess liability up to \$6,000,000. Any claims in excess of \$6,000,000 are to be paid by the Parish. The Parish is self-insured for the first \$200,000 of each claim relating to general liability of the Electric and Gas Systems. The Parish is covered under an insurance contract for the excess liability up to \$10,000,000. Any claims in excess of \$10,000,000 are to be paid by the Parish.

The Parish is self-insured for the first \$250,000 of each claim relating to auto insurance. The Parish is covered under an insurance contract for the excess liability up to \$1,000,000 and the umbrella liability up to \$5,000,000 (subject to a self insurance retention of \$10,000 if there is no underlying insurance).



## BUDGET MESSAGE SUPPLEMENT

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If a claim or suit is settled or adjudicated for a sum greater than the self-insured retention, the re-insurer will pay claim expenses in the ratio that their liability for the judgment rendered or settlement made bears to the whole amount of such judgment or settlement (inclusive of the applicable self-insured retention). The re-insurer will pay their share of claim expenses in addition to the applicable limits of insurance. Any claims in excess of \$6,000,000 are to be paid by the Parish.

The Parish is self-insured for the first \$300,000 of each claim relating to workers' compensation insurance. The Parish is covered under an insurance contract for the excess liability with policy limits being statutory and the employer's liability being \$1,000,000 and the umbrella liability up to \$5,000,000 (subject to a self insurance retention of \$10,000 if there is no underlying insurance). Any claims in excess of \$6,000,000 are to be paid by the Parish.

The Parish is self-insured for the first \$100,000 of each claim relating to property insurance except for wind/named storm losses which will be one percent (1%) of the value at the time of loss of each separate building or \$500,000 maximum. If two or more deductible amounts in this policy apply to a single occurrence, the total amount to be deducted shall not exceed the largest deductible applicable. The Parish is covered under insurance contracts for the excess liability up to \$100,000,000. Any claims in excess of \$100,000,000 are to be paid by the Parish.

The Parish is self-insured for the first \$125,000 of each claim relating to group health insurance. The aggregate deductible for all group claims relating to group insurance for 2000 was \$7,809,820. The Parish is covered under an insurance contract for the excess liability up to \$1,000,000 on individual claims. Each covered employee is subject to a lifetime maximum claims limit of \$1,000,000.

The Parish is self-insured for the first \$50,000 of each claim relating to employment practices liability. The Parish is covered under an insurance contract for the excess liability up to \$1,000,000. Any claims in excess of \$1,000,000 are to be paid by the Parish.

Settled claims have not exceeded the insurance coverage for the excess liability in any of the past three years.

At December 31, 2000, the amount of liability for unpaid claims was \$5,618,944 for the Insurance Control Fund and \$1,471,902 for Group Health Insurance Fund. These liabilities are the Parish's best estimate based on available information. Changes in the reported liabilities during the past two years are as follows:

### Group Health Insurance Fund

	<u>Unpaid Claims January 1,</u>	<u>Incurred Claims (Including IBNRs)</u>	<u>Claim Payments</u>	<u>Unpaid Claims December 31,</u>
1999	\$ 1,083,112	\$ 6,085,095	\$ 5,830,188	\$ 1,338,019
2000	\$ 1,338,019	\$ 6,111,466	\$ 5,977,583	\$ 1,471,902

## BUDGET MESSAGE SUPPLEMENT

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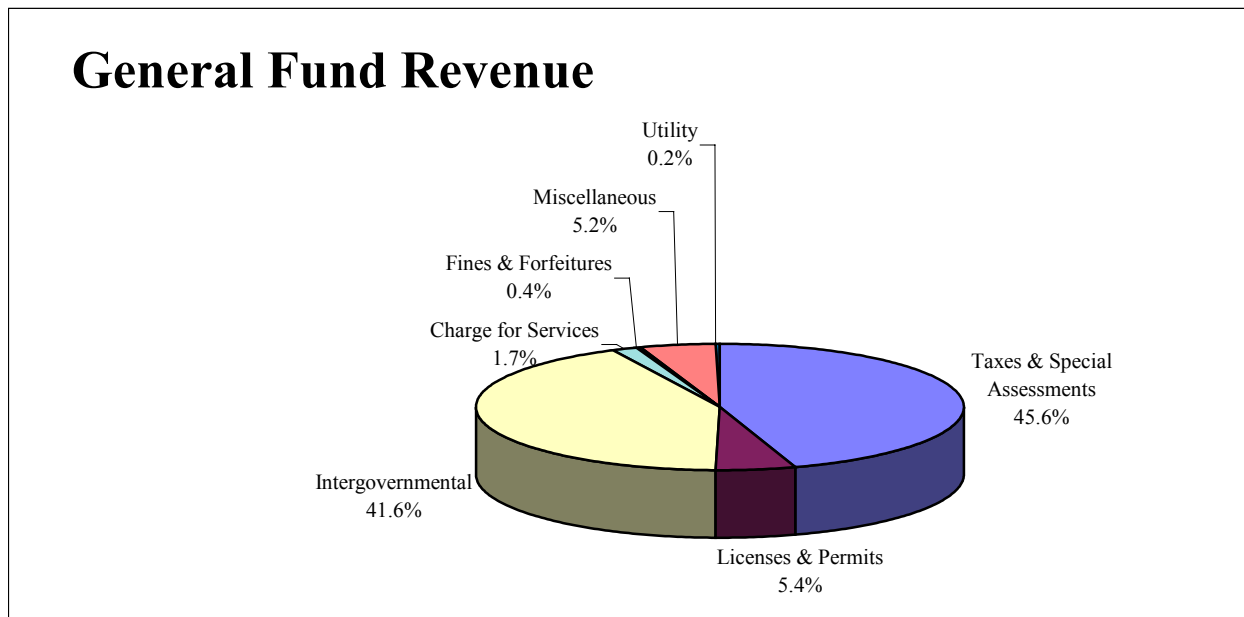
### Insurance Control Fund

	<u>Unpaid Claims January 1,</u>	<u>Incurred Claims (Including IBNRs)</u>	<u>Claim Payments</u>	<u>Unpaid Claims December 31,</u>
1999	\$ 5,646,516	\$ 2,026,151	\$ 1,967,597	\$ 5,705,070
2000	\$ 5,705,070	\$ 1,494,981	\$ 1,581,107	\$ 5,618,944

## **GENERAL FUND OPERATIONS**

### **GENERAL FUND FUNDING SOURCES**

Total General Fund revenue sources for 2002 Budget are displayed in the graph below:



## BUDGET MESSAGE SUPPLEMENT

Following is a summary of revenue estimates for 2002, as compared with 2001:

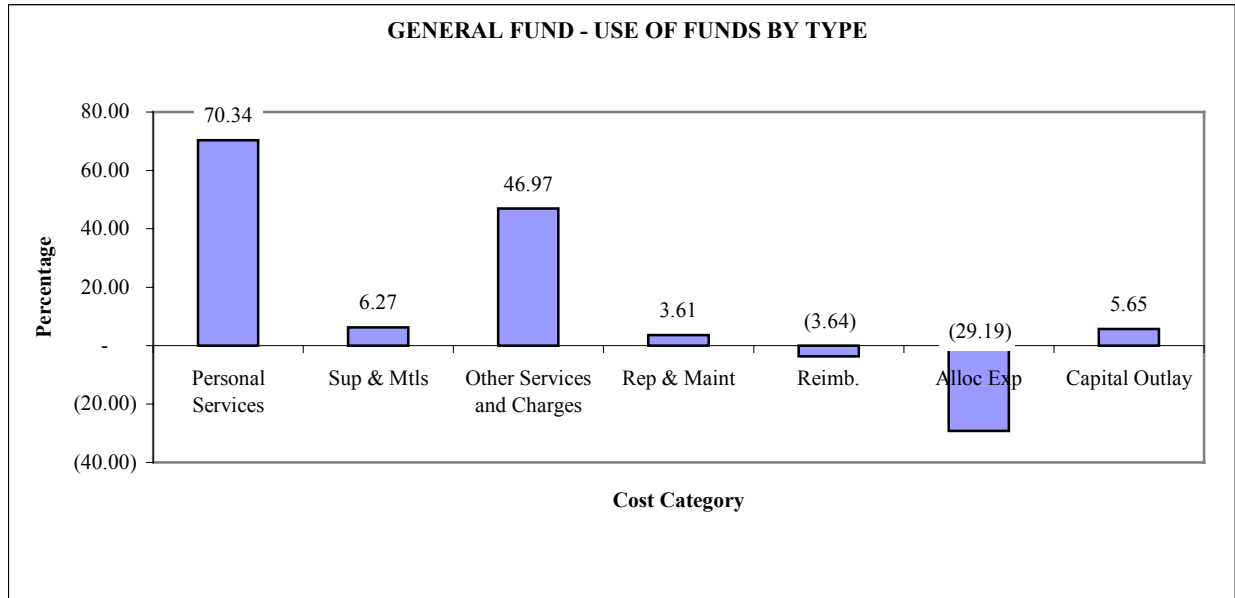
	2001 BUDGET	2001 PROJECTION	2002 BUDGET	2002 BUDGET OVER (UNDER) 2001	% VARIANCE
<b>Taxes</b>					
Ad valorem	956,066	1,004,977	1,000,000	43,934	5%
Franchise	601,000	350,620	641,000	40,000	7%
Hotel/motel tax	57,091	76,192	0	(57,091)	-100%
Penalties	2,500	1,643	2,500	0	0%
Sales and use	4,504,197	3,034,749	4,844,000	339,803	8%
	6,120,854	4,468,181	6,487,500	366,646	6%
<b>Licenses and permits</b>					
Licenses	525,000	584,992	575,000	50,000	10%
Permits	188,950	143,530	190,200	1,250	1%
	713,950	728,522	765,200	51,250	7%
<b>Intergovernmental</b>					
Federal Government					
Housing preservation grant	0	54,224	0	0	
Office of Emergency Preparedness	26,278	12,863	22,000	(4,278)	-16%
State of Louisiana					
Supplemental Pay	17,000	0	17,000	0	0%
Mineral royalties	3,500,000	3,858,437	3,500,000	0	0%
Severance taxes	750,000	750,220	750,000	0	0%
Revenue sharing	65,000	66,720	66,000	1,000	2%
State beer tax	142,000	25,588	125,000	(17,000)	-12%
Hotel/motel tax	104,709	47,576	0	(104,709)	-100%
Video draw poker	1,200,000	1,110,017	1,400,000	200,000	17%
Various State Grants	130,000	28,662	30,000	(100,000)	-77%
State facility planning	720,000	0	0	(720,000)	-100%
Terrorism consequence mgnt	17,300	0	0	(17,300)	-100%
	6,672,287	5,954,307	5,910,000	(762,287)	-11%
<b>Charges for services</b>					
Parking Meters	50,000	58,008	65,000	15,000	30%
Grass cutting fees	25,000	42,423	25,000	0	0%
Fees-letters of no objection	75,000	75,750	90,000	15,000	20%
Other fees	63,800	26,491	63,400	(400)	-1%
	213,800	202,672	243,400	29,600	14%
<b>Fines and forfeitures</b>					
Court fines	35,000	31,721	40,000	5,000	14%
Other fines	7,000	10,707	10,500	3,500	50%
	42,000	42,428	50,500	8,500	20%
<b>Miscellaneous</b>					
Interest earned	163,500	100,511	142,500	(21,000)	-13%
Rental income/leases	404,504	589,813	448,692	44,188	11%
Other	55,000	121,523	142,000	87,000	158%
	623,004	811,847	733,192	110,188	18%
Total revenues	14,385,895	12,207,957	14,189,792	(196,103)	-1%
<b>Fund Balance</b>					
Reserved:					
Self Insurance	18,175	30,243	19,755	1,601	9%
Long-term receivables	68,457	113,917	74,487	3,030	4%
Maintenance of Broadmoor trees	104,201	173,395	113,379	9,178	9%
Unreserved:					
Designated:					
Capital projects	1,172,257	1,950,694	1,275,512	103,255	9%
Subsequent years' expenditures	674,881	1,123,035	734,326	59,445	9%
Undesignated	4,020,204	6,689,823	4,374,314	354,110	9%
Total	20,444,070	22,289,064	20,781,565	337,516	2%

# BUDGET MESSAGE SUPPLEMENT

## GENERAL FUND APPROPRIATIONS: 2002 COMPARED WITH 2001

COST CATEGORY	2001 BUDGET		2002 BUDGET		2002 BUDGET OVER (UNDER) 2001 BUDGET	
	AMOUNT	PERCENT OF TOTAL	AMOUNT	PERCENT OF TOTAL	AMOUNT	PERCENT
Personal Services	6,579,801	47.78	7,281,497	70.34	701,696	10.66
Sup & Mtls	671,503	4.88	648,935	6.27	(22,568)	(3.36)
Other Services and Charges	5,454,282	39.60	4,861,760	46.97	(592,522)	(10.86)
Rep & Maint	216,433	1.57	373,607	3.61	157,174	72.62
Reimb.	(245,636)	(1.78)	(376,697)	(3.64)	(131,061)	53.36
Alloc Exp	(2,494,725)	(18.11)	(3,021,909)	(29.19)	(527,184)	21.13
Capital Outlay	3,590,134	26.07	584,430	5.65	(3,005,704)	(83.72)
<b>TOTAL</b>	<b>\$ 13,771,792</b>	<b>100.00</b>	<b>\$ 10,351,623</b>	<b>100.00</b>	<b>\$ (3,420,169)</b>	<b>(24.83)</b>

The above schedule shows that the 2002 General Fund Budget decreased by \$3,420,169, or 24.83% as compared with the 2001 budget. The graph below depicts General Fund spending by major cost category in 2002.



## BUDGET MESSAGE SUPPLEMENT

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### SPECIAL FUNDS OPERATIONS

Approximately 7.31% of spending authorized in the budget relates to the budgets for the General Fund. The remaining percentage of operations pertains to special/specific operations or activities. The most common reason for having separate budgets for these activities is that the revenues supporting them are legally dedicated to a specific purpose.

### **BUDGETS FOR SPECIAL/SPECIFIC FUNDS**

Programs funded or supplemented through these special funds and the total 2002 budget for each program area are as follows:

<b>Programs Funded</b>	<b>Total Recommended Budget</b>
<b>Special Revenue Funds</b>	
Terrebonne Juvenile Detention Fund	2,161,147
Parish Prisoners Fund	2,590,392
Public Safety Fund	10,479,130
Non-District Recreation	812,914
Federal and State Assistance	7,897,348
Roads and Bridges	6,028,288
Drainage	8,142,489
Sanitation Fund	11,201,383
Fire - Rural	714,339
Road Lighting Districts	1,913,539
Health Unit Fund	687,768
Parishwide Recreation Fund	1,481,502
Mental Health Unit	245,767
Bayou Terrebonne Waterlife Museum	177,643
General - Other	1,523,753
<b>Enterprise Funds</b>	
Utilities Department	83,562,662
Pollution Control	5,189,991
Civic Center	1,460,869
General - Other	54,705
<b>Internal Service Fund</b>	
Risk Management	12,370,315.00
Human Resources	442,905.00
Purchasing Department	569,130.00
Information Systems	1,163,690.00
Centralized Fleet Maintenance	605,939.00

## BUDGET MESSAGE SUPPLEMENT

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### Debt Service Funds

General - Other	81,356.00
Parish Prisoners	6,754.00
Police Pension	92,210.00
Fire - Urban	427,072.00
Roads and Bridges	524,142.00
Drainage	380,361.00
Sewerage Collection	2,243,675.00
Solid Waste Services	958,563.00

### Capital Projects Funds

City Court Building Fund	125,000.00
Parishwide Drainage Construction Fund	4,704,475.00
Capital Projects Control	3,079,600.00
Road Construction Fund	5,904,000.00
Sewerage Bonds Construction Fund	59,698.00
Sanitation Construction Fund	1,452,858.00
Landfill Closure / Construction	497,025.00
Public Improvement Construction Fund	550,000.00

### MAJOR INCREASES:

The 2002 Adopted Budget totaled \$142.5 million, an increase of \$18.8 million (or 15.2%) over the 2001 original Adopted Budget, with major increases highlighted below:

- Salary increases from a 2% cost of living pay adjustment recommended for direct Parish employees. The adjustment for the cost of living is presented in this budget. \$500,000
- The Parish group insurance expense has increased due to increase in insurance premiums and insurance claims. \$1,300,000
- Rising costs in health care and a high rate of claims has forced the parish to anticipate an increase in the overall expenditures of the Group Insurance Internal Service Fund. \$2,300,000
- Premiums charged to the Parish Departments have been increased to compensate for the 2002 projected expenditures anticipated in the Group Insurance Internal Service Fund. \$2,500,000
- Capital Expenditures increased over the 2001 Adopted Budget to add next phases to on-going projects, to supplement existing projects and to fund new projects. A detail of the projects can be found beginning on pages xxxi of the "Construction Funds" Five Year Capital Outlay section of this book. \$5,000,000
- Computer technology is one of the backbones of this government. To provide the parish the ability to retain computer technical employees and attract qualified staff to fill vacant positions, we must be able to compete with industry salary averages. In general, large-turnovers within this field are common and could in fact be crippling to our government should we be faced with it. Overall increases to the Information Systems Division of the Finance Department is indeed essential, including hardware upgrades, website management and personnel costs. Costs saving measures are in place with in-house training of programmers and subsequent promotional incentives. \$683,000

## BUDGET MESSAGE SUPPLEMENT

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- The Electric and Gas Utility System has recognized an increase in the cost of fuel, as did other parts of the United States. Increases for fuel purchases have ranged from 5.0% to 12.0%. \$4,600,000

### CAPITAL PROJECTS FUNDS

This Administration is proud of the wide array of capital projects that are implemented at this time. The following is a brief explanation of the diversified Capital Project Funds active at this time:

**City Court Building Fund** – To accumulate funds for the acquisition, leasing, construction equipping and maintenance of new City Court Complex.

**Parishwide Drainage Construction Fund** - To account for the construction and improvements to Terrebonne Parish's Forced Drainage system. Financing was provided by General Obligation and Public Improvement bond proceeds.

**Parishwide Sewerage Construction Fund** - To account for the construction and improvements of Terrebonne Parish's sewer treatment facilities and collection system. Federal Grants provided financing and General Obligation and Public Improvement bond proceeds.

**Capital Projects Control Fund** - To account for construction and improvements for all capital projects. State of Louisiana Grants, Federal Revenue Sharing Funds, Federal Grants, General Fund Revenues, Capital Road Construction Revenues and Capital Improvements Sales Tax Revenues provided financing.

**Road and Bridge Construction Fund** - To account for construction, improving and maintaining of streets and bridges in the parish. Financing was provided by General Obligation bond proceeds.

**Administrative Building Construction Fund** - To account for the construction of a civic center and parish administrative building. General Obligation bond proceeds and a Public Trust Authority Grant will provide funding with partial financing by the Parish.

**1-1B Construction Fund** - To account for the construction of the 1-1B drainage project. A Department of Transportation Grant provided financing with partial financing by the Parish.

**1994 Sewerage Construction Fund** - To account for the construction projects funded by the 1994 Public Improvement Sewerage Bonds.

**Sanitation Construction Fund** – To account for construction and capital improvements of Sanitation Program. Financing provided by 2001 General Obligation Bond proceeds scheduled not to exceed \$9.5 million.

**Landfill Closure Construction Fund** - To account for projects associated with the closure of the Ashland Landfill.

**1998 Public Improvement Construction Fund** – To account for the cost of various paving, drainage, landfill, port and sewer projects within the Parish. Financing was provided by the sale of \$16,000,000 Public Improvement Bonds.

**2000 Public Improvement Construction Fund** – To account for the cost of various paving, drainage, and Administrative Building Renovation projects within the Parish. Financing was provided by the sale of \$4,500,000 Public Improvement Bonds.

## BUDGET MESSAGE SUPPLEMENT

<i>City Court Building Fund</i>	- General Fund - City Court Building Fund
<i>Parishwide Drainage Construction Fund</i>	- General Fund; Drainage Tax Fund - Capital Sales Tax Fund - Capital Projects Control Fund - Department of Transportation and Development; FEMA - 2000 Public Improvement Construction Fund - 1993, 1995, 1996, 2000 Bond Proceeds
<i>Parishwide Sewerage Construction Fund</i>	- Sales Tax Bonds - Parishwide Sewerage Construction Fund - EPA Grant
<i>Capital Projects Control Fund</i>	- General Fund; Capital Sales Tax Fund - Department of Natural Resources - Road & Bridge O & M Fund; Drainage Tax Fund - Parishwide Sewerage Construction Fund - 1994 Sewerage Bonds Construction Fund - Department of Transportation and Development - Airport Commission - EDA State Grant; Office of Rural Development Grant - Wildlife & Fisheries Grant - Facility Planning and Control - Terrebonne Waterways Association
<i>Road Construction Fund</i>	- 1993, 1996, 1998, 2000 Bond Proceeds - Department of Transportation and Development - Road Construction Fund; Road & Bridge O & M Fund - General Fund; Capital Sales Tax Fund - Parish Transportation Fund
<i>Administrative Building Fund</i>	- General Fund; Capital Sales Tax Fund - Public Trust Authority - 2000 Public Improvement Construction Fund
<i>I-1 B Construction Fund</i>	- Capital Sales Tax Fund; Drainage Tax Fund - State Grant
<i>1994 Sewerage Bonds Construction Fund</i>	- 1994 Sales Tax Proceeds - 1994 Sewerage Bonds Construction Fund
<i>Sanitation Construction Fund</i>	- 2001 Bond Proceeds
<i>Landfill Closure/Construction Fund</i>	- Landfill Closure Funds - General Fund; Capital Sales Tax Fund; Sanitation O & M Fund
<i>1998 Public Improvement Construction Fund</i>	- Public Improvement Bond Proceeds - 1998 Public Improvement Construction Fund



## **BUDGET MESSAGE SUPPLEMENT**

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### **PARISHWIDE DRAINAGE CONSTRUCTION FUND**

Because of the location of Terrebonne Parish and its vulnerability to the Gulf of Mexico from the hurricane season, we have drainage situations that are of the utmost importance. The Parish currently has over \$19,000,000 budgeted in its five-year capital outlay plan for various drainage projects.

The Parish voters have approved a hurricane protection levee project called Morganza-to-the-Gulf on November 17, 2001, to implement a quarter-cent sales tax to pay the project's local share. The tax will raise an estimated \$3.6 million per year. The \$680 million project awaits approval of federal and state money, decisions that could come next year. The 72-mile collection of levees, locks, and floodgates, intended to protect Terrebonne against Category 3 hurricanes, would take 16 years to complete.

### **PARISHWIDE SEWERAGE CONSTRUCTION FUND**

This fund is accounting for several sewer projects mainly major sewer main lines and manhole rehabilitation. Also, we are handling future expansions of existing force mains to accommodate expansion of service areas. A Telemetry system which is comprised of computers, telephone modem and network interface equipment, radio bridge equipment, printers and software and data acquisition system for monitoring sewerage facilities is one of the ways this Parish is striving to operate more efficiently. The Parish has over \$312,000 budgeted in our five-year capital outlay.

### **CAPITAL PROJECTS CONTROL FUND**

The Parish has several projects in this fund ranging from sidewalk construction for better access to transit system to the development of the Terrebonne Parish Port. Our sidewalk improvement is to provide better access to parish transit bus stops. This will facilitate compliance with ADA accessibility guidelines and to promote increase ridership on the transit system. We have \$463,000 budgeted for this in our five-year capital outlay. Included in this fund is a construction of a gymnasium for our Juvenile Detention Center. This project has been budgeted thus far \$425,000. Also, we are budgeting walking tracks for our citizens to facilitate recreation and exercise. The major project in this fund is the development of the Terrebonne Parish Port that is on 400 acres off of Industrial Blvd. The port will have an inlet slip of 5,760 feet long and 15 feet deep. This major endeavor will provide another tool to help the industry in our area that shows Terrebonne Parish is diversifying. The five-year capital outlay is budgeted at \$6,964,219, which is included in the total for this fund of \$9,513,137.

### **ROAD CONSTRUCTION FUND**

As our Parish continues to grow, we are facing traffic congestions, which we are constantly working towards relieving. There are several road construction and bridge projects that will be taking place over the next few years. We are constructing four lane roads and widening bridges in the fast growing areas of our Parish. St. Charles Street Widening project was a major project totaling \$5,945,341. This project entailed making it a four lane with a grass median. Another major road project is extending Westside Blvd to St. Louis Canal Road. This project is budgeted in our five-year capital outlay at \$2,700,000. Westside Boulevard, a dead-end four lane street, will provide motorist easy access to a major highway by connecting to St. Louis Canal Road. The Department of Transportation, State of Louisiana is a major contributor to this project as well as General Fund (Video Poker). Another major project is the four lane of Hollywood Road (south). This project is budgeted for \$5,000,000 of which the Department of Transportation, State of Louisiana is a major contributor to this project as well. This fund has a five-year capital outlay total budget of \$16,085,936.

## **BUDGET MESSAGE SUPPLEMENT**

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### **1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND**

The 1998 Public Improvement Construction Fund was established with bonds sold for \$12,625,000. These monies are to be used for a variety of construction projects ranging from road constructions to drainage to sewer projects. Valhi Blvd. Extension to Hollywood Road is to build a four-lane boulevard including grass median, drainage, and turning lanes. Total funding for this project was \$4,221,676. A much-needed project is Schriever Pump Station Rehabilitation was budgeted for \$1,500,000. Various sewer rehabilitation projects such as in the Barrios, Mulberry, and Broadmoor areas have a five-year capital outlay budgeted for \$807,600. The total five-year capital outlay for this fund is \$9,468,958.

### **OTHER INFORMATION**

#### **AWARDS**

Terrebonne Parish Consolidated Government has received from the Government Finance Officers Association (GFOA) of the United States and Canada the Certificate of Achievement for Excellence in Financial Reporting for its Comprehensive Annual Financial Report for the fiscal years ending 1997, 1998, 1999, and 2000. The Certificate of Achievement is a prestigious national award-recognizing conformance with the highest standards for preparation of state and local financial reports.

#### **NEW PROGRAM**

The Police Department is beginning a new program in 2002 called The Young Marines. This is a national organization built for young kids, age 8-17, to learn discipline, respect, honor, integrity, courage, leadership principles and cooperation traits. This program consists of 130 hours of training/drills, for which the U. S. Marine Corp supplies all of the materials. On completion, a graduation ceremony will be conducted whereby all kids successfully completing the course receive certificates. The Young Marines will hold two camps per calendar year for interested kids.

#### **TECHNOLOGY UPDATE**

Terrebonne Parish has made great strides in expanding our technological base since the turn of the century. The software and hardware improvements we have implemented have increased stability and productivity. The Parish Web Site at [www.tpcg.org](http://www.tpcg.org) now has over 700 pages serving twenty departments and divisions and three outside organizations that receive an average of 125 visitors per day. The web site also allows residents to voice opinions or report problems as well as allowing prospective residents or businesses to gain insight into our area. Our fiber optic network has been expanded to include the City Garage and the Terrebonne Assessor's Office. We've designed and implemented Domestic Violence and Stolen Property applications for the Houma Police Department and implemented electronic transmission of Mineral Lease Escrow Data to the State Treasury for the Finance Department. Also, the Consolidated Waterworks District was converted to a new billing system and designed a Fire Pre Planning system for the Houma Fire Department and all volunteer fire departments.

#### **GOVERNMENT RELOCATION**

Terrebonne Parish Consolidated Government is in the process of moving several departments and divisions currently located in different areas of the city/parish to the newly purchased Government Tower Building to create a "one stop shop" for its citizens. Information Systems Department has incorporated the seven-story Government Tower Building into our network via high-speed data communications phone circuits and is researching the benefit of installing fiber optic cable at that location.

## BUDGET PROCESS

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### THE BUDGET PROCESS

#### **Operating Budget**

The purpose of the Annual Operating Budget for Terrebonne Parish Consolidated Government is to provide direction for the next year. The goal of the budget process is to determine how the limited estimated revenues would be expensed.

The Parish adheres to the following procedures in establishing the budgetary data reflected in the financial statements:

- (1) Prior to October 1, the president submits to the Council a proposed operating budget for the year commencing the following January 1. The operating budget includes proposed expenditures and the means of financing them. The actual dates for the 2002 budget process:
  - July 30, 2001 – Instructional Letter and Budget Packets sent to Departments
  - August 15 – 30, 2001 – Various Deadlines by departments for submission of budget requests
  - September, 2001 – President’s Discussions/Review
  - September 26, 2001 – Presented budget to Council
  - October – November, 2001 – Council Budget Hearings
  - December 5, 2001 – Council approval of revised budget
  - January 1, 2002 – Budget takes effect
- (2) The Council conducts public hearings in October through the first Wednesday in December to obtain taxpayer comments.
- (3) All actions necessary to adopt and otherwise finalize and implement the budget for an ensuing year are taken prior to the last regular meeting of the year in progress. The budget is legally enacted through passage of an ordinance.
- (4) The level of budgetary control is at the fund, department or project level and any amendment involving the transfer of monies from one fund, department or project to another or any amendment for amounts exceeding any current expenditure amount budgeted must be approved by the Council. The Parish President can control any transfers of unencumbered appropriations within departments.
- (5) All budgeted amounts, which are not expended, or obligated through contracts, lapse at year-end.
- (6) Budgets for all governmental fund types are adopted on a basis consistent with accounting principles generally accepted in the United States of America.
- (7) The budget may be amended throughout the year. The amendments are in order to (1) carry over any encumbrances obligated but not recognized as an expenditure as of the end of the year and (2) to adjust revenues and expenditures in order to come within five percent of anticipated revenues and expenditures as required by state law. The financial statements reflect the amended budget amounts.

Budget-to-actual comparisons are presented for the Debt Service and Capital Project Funds; however, formal budgetary accounting is not employed for Debt Service Funds because effective control is alternatively achieved through the indenture provisions of the bonds and certificates.

## BUDGET PROCESS

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For budgetary control throughout the year, the Parish utilizes an encumbrance system under which purchase orders, contracts and other commitments are recorded in the financial reports. Encumbrances lapse at year-end.

### **BUDGETARY STRUCTURE**

The accounts of the Parish are organized and operated on the basis of funds and account groups, each of which is considered a separate accounting entity. The basis of budgeting and the basis of accounting are of the same for the Parish. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Account groups are a reporting device to account for certain assets and liabilities of the governmental funds not recorded directly in those funds.

The Parish has the following fund types and account groups:

#### **Governmental Funds**

General Fund - The General Fund is the general operating fund of the Parish. It is used to account for all financial resources except those that are required to be accounted for in another fund.

Special Revenue Funds - Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specified purposes.

Debt Service Funds - Debt Service Funds are used to account for the accumulation of resources for, and the payment of, general long-term debt principal, interest and related costs.

Capital Projects Funds - Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities (other than those financed by Enterprise Funds).

#### **Proprietary Funds**

Enterprise Funds - Enterprise Funds are used to account for operations (a) that are financed and operated in a manner similar to private business enterprise - where the intent of the governing body is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred and/or net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

Internal Service Funds - Internal Service Funds are used to account for the financing of goods or services provided by one department or agency to other departments or agencies, or to other governments, on a cost-reimbursement basis.

## BUDGET PROCESS

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### **Fiduciary Funds**

Trust and Agency Funds - Trust and Agency Funds are used to account for assets held by the Parish in a trustee capacity or as an agent for individuals, private organizations, other governments and/or other funds. These include Expendable Trust, Nonexpendable Trust, Pension Trust and Agency Funds. Nonexpendable Funds and Pension Trust Funds are accounted for in essentially the same manner as Proprietary Funds since capital maintenance is critical. Agency Funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

### **FINANCIAL POLICIES**

The Parish accounting and financial reporting systems is maintained in conformance with generally accepted accounting principles and the standards of the Government Accounting Standards Board. Due to GASB 34, our fixed asset system will be upgraded and maintained to identify all Parish assets, their location, historical costs, useful life, depreciation method, depreciation to date, and the individual responsible for asset control.

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All governmental funds, including General, Special Revenue, Debt Service and Capital Projects Funds, are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (revenues and other financing sources) and decreases (expenditures and other uses) in net current assets.

All proprietary funds and pension trust funds are accounted for on a flow of economic resources, cost of services or "capital maintenance" measurement focus. With this measurement focus, all assets and all liabilities (whether current or noncurrent) associated with the operation of these funds are included on the balance sheet. Fund equity (net total assets) is segregated into contributed capital and retained earnings components. Operating statements for proprietary fund types present increases (revenues) and decreases (expenses) in net total assets.

Governmental Funds and Agency Funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available. Ad valorem taxes and the related state revenue sharing (Intergovernmental revenue) are recorded as revenue of the period for which levied, thus the current year property taxes which are being levied to finance the subsequent year's budget are recorded as revenue for the subsequent fiscal year. The 2000 tax levy is recorded as deferred revenue in the Parish's 2000 financial statements. Ad Valorem Tax Adjustments represent taxes paid under protest and other unremitted taxes that are recognized as general government expenditures when the related tax levy is recognized as revenues. Sales taxes are considered "measurable" when in the hands of merchants and are recognized as revenue at that time. Anticipated refunds of such taxes are recorded as fund liabilities and reductions of revenue when they are measurable and valid. Special assessments for the Sewer Improvement and Paving Sinking Funds are recognized as revenues when installments are billed and unbilled assessments are reported as deferred revenues. Intergovernmental revenues (federal and state grants) are recorded as revenues when the Parish is entitled to the funds. Licenses and permits, fines and forfeitures, and miscellaneous revenues are recorded as revenues when received in cash by the Parish or an intermediary collecting agency because they are generally not measurable until actually received. Charges for services are recorded when earned since they are measurable and available.

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include: (1) claims, judgments and compensated absences which are recorded as expenditures when paid with expendable available financial resources; and (2) principal interest on general long-term debt which is recognized when due.

## **BUDGET PROCESS**

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### **Cash, Cash Equivalents and Investments**

Cash includes amounts in regular and money market accounts.

For purposes of the statement of cash flows, cash and cash equivalents include certificates of deposit and securities with maturities of three months or less when purchased.

Investments are stated at fair value as established by the open market, except for the Louisiana Asset Management Pool (LAMP). LAMP is an external pool, which is operated in a manner consistent with the SEC's Rule 2a7 of the Investment Company Act of 1940. Rule 2a7 allows SEC-registered mutual funds to use amortized cost rather than fair value to report net assets to compute share prices if certain conditions are met.

Securities traded in a national or international exchange are valued at the last reported sales price at current exchange rates. Investments that do not have an established market are reported at estimated fair value. Realized gains and losses on investments recorded at fair value are included in investment income.

Investment policies are governed by state statutes and bond covenants. Investments during the year consisted of the following:

- Federal Home Loan Bank Notes
- Federal Home Loan Mortgage Corporation (FHLMC) Notes
- Tennessee Valley Authority Bonds
- Federal National Mortgage Association (FNMA) Notes
- Louisiana Asset Management Pool (LAMP)
- Federal Farm Credit Bank Notes

### **Accounts Receivable**

Uncollectable amounts due for ad valorem taxes and other receivables are recognized as bad debts at the time information becomes available which would indicate the uncollectibility of the particular receivable.

### **Inventories**

Inventories are stated at cost using the average price method in the General Fund, all Enterprise Funds and Internal Service Funds. Expenditures for inventories are recognized utilizing the consumption method.

### **Fixed Assets**

General fixed assets are not capitalized in the funds used to acquire or construct them. Instead, capital acquisition and construction are reflected as expenditures in governmental funds, and the related assets are reported in the General Fixed Assets Account Group. All purchased fixed assets are valued at historical cost.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives are not capitalized.

Public domain ("infrastructure") general fixed assets consisting of roads, bridges, curbs and gutters, streets and sidewalks, drainage systems and lighting systems are not capitalized, as these assets are immovable and of value only to the government.

## BUDGET PROCESS

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Interest is capitalized on proprietary fund assets acquired with tax-exempt debt. The amount of interest to be capitalized is calculated by offsetting interest expense incurred from the date of the borrowing until completion of the project with interest earned on invested proceeds over the same period. Interest on bond proceeds used for construction in all Enterprise Funds was not capitalized prior to 1986. Interest is not capitalized for the Parish's General Fixed Assets.

Assets in the General Fixed Assets Account Group are not depreciated. Depreciation of all exhaustible fixed assets used by Proprietary and Internal Service Funds are charged as an expense against their operations. Accumulated depreciation is reported on Proprietary and Internal Service Fund balance sheets.

Depreciation on fixed assets of the Enterprise and Internal Service Funds has been computed under the straight-line method based on the estimated useful lives of the individual assets. The depreciation rates for the major classifications of assets are as follows:

<u>Type of Fixed Assets</u>	<u>Annual Rates</u>
Buildings and Structures	2 - 10%
Distribution Systems	4 - 10%
Furniture and Equipment	4 - 20%

Certain assets in various Enterprise Funds have been constructed or acquired substantially with contributions in aid of construction. Net income includes depreciation on assets acquired from contributions. However, certain depreciation applicable to assets acquired from contributions is transferred to the related contribution account rather than retained earnings.

### **Accumulated Vacation and Sick Leave**

Accumulated vacation and sick leave are recorded as an expenditure of the period in which paid in all Governmental Funds. Furthermore, all vacation and one-half of sick leave benefits relating to employees of Governmental Funds are accrued and reported as a liability of the General Long-Term Obligations Account Group. The Proprietary Funds accrue benefits in the period, which they were earned.

Employees of the Primary Government can earn 96 hours or 136 hours of vacation leave, depending on their length of employment. Accumulated vacation leave is due to the employee at the time of termination or death. The vacation policy provides that employees are to take vacation within one year of being earned, with no carry forward provisions. Hours forfeited are transferred to retirement for participants of the Parochial Employees' Retirement System.

Employees of the Parish earn 56 hours sick leave per year and are permitted to accumulate a maximum of 480 hours. Upon retirement, sick leave is treated differently depending on the employee's retirement system as indicated below:

- (1) Parochial Employees' Retirement System (PERS) - participants in this system are paid for one-half of their accumulated sick leave to a maximum of 240 hours.
- (2) Civil Service - (Police and Fire Retirement Systems) - participants in these systems receive no benefits for unused sick leave either through payment or computation of monthly retirement benefits.

## **BUDGET PROCESS**

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### **Long-Term Obligations**

Long-term debt is recognized as a liability of a Governmental Fund when due, or when resources have been accumulated in the Debt Service Fund for payment early in the following year. For other long-term obligations, only that portion expected to be financed from unexpendable available financial resources is reported as a fund liability of a Governmental Fund. The remaining portion of such obligations is reported in the General Long-Term Obligations Account Group. Long-term liabilities expected to be financed from Proprietary Fund operations are accounted for in those funds.

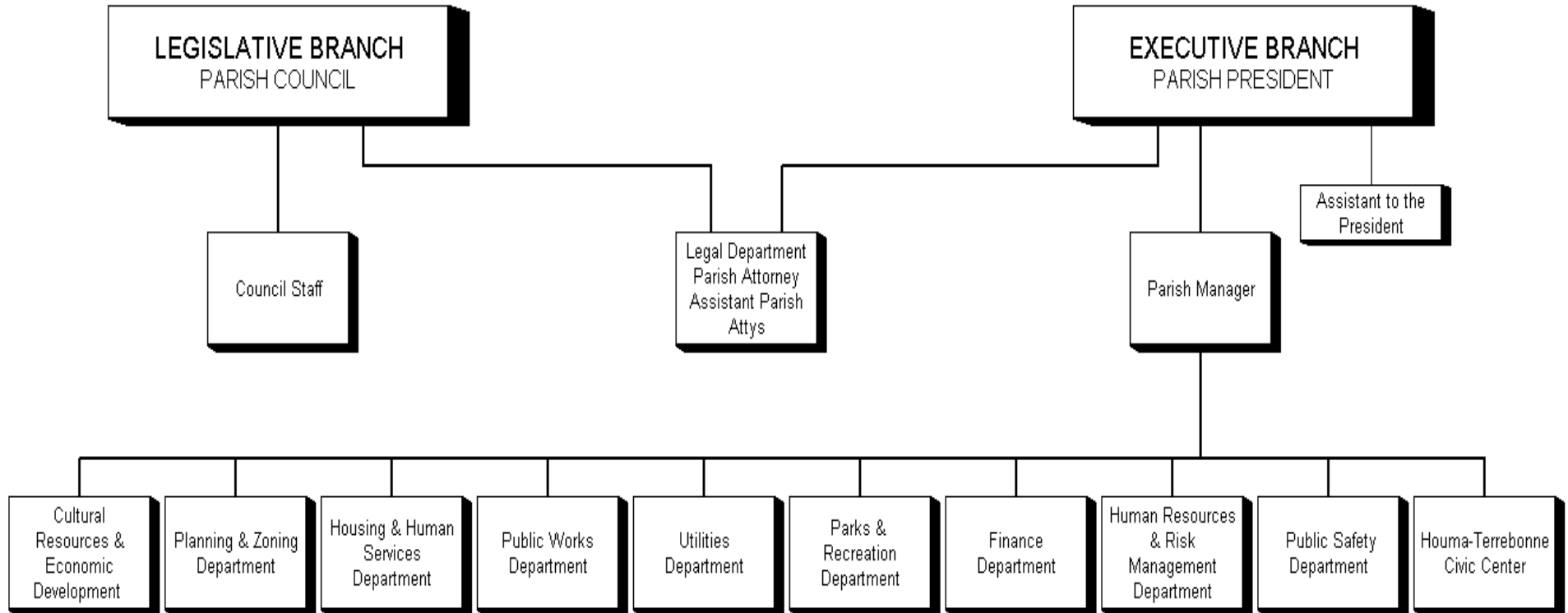
### **Bond Discount and Issuance Costs**

Bond discount and issuance costs for the Utilities Fund are being amortized by the interest method.



# TERREBONNE PARISH CONSOLIDATED GOVERNMENT

February 23, 2000



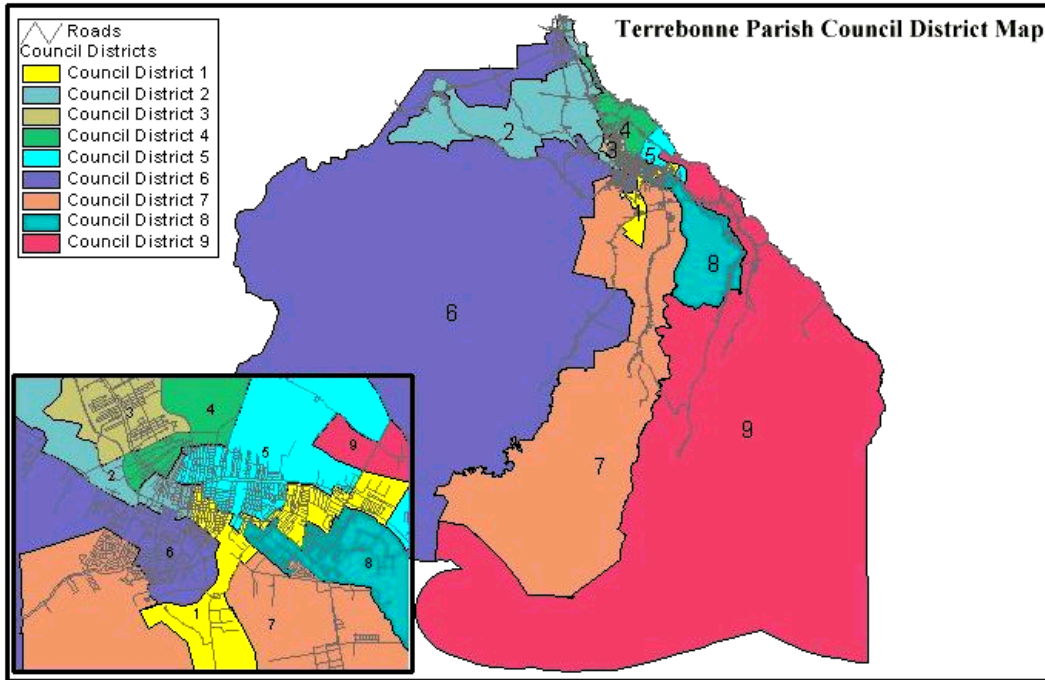
## TERREBONNE PARISH COUNCIL MEMBERS

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Front Row- Mr. Harold Lapeyre, District 6, Mr. Ray Boudreaux,  
District 3, Mr. Daniel D. Henry, District 9, Ms. Christa Duplantis, District 4  
Back Row- Mr. Peter Rhodes, District 8, Mr. Clayton Voisin, District 7,  
Mr. J. B. Breaux, District 5, Mr. Wayne Thibodeaux, District 2,  
Mr. Alvin Tillman, District 1.

# TERREBONNE PARISH DISTRICT MAP / STATE MAP



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE/RETAINED EARNINGS**  
**ALL FUND TYPES**  
**REPORT ON THE BUDGET FOR YEAR ENDING DECEMBER 31, 2002**

	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>PROPRIETARY FUND TYPES</b>	
					<b>ENTERPRISE</b>	<b>ADOPTED</b>
<b>REVENUES</b>						
Taxes & Special Assessments	6,487,500	30,579,809	1,008,665	0	88,000	38,163,974
Licenses & Permits	765,200	699,500	0	0	0	1,464,700
Intergovernmental	5,910,000	10,732,157	0	4,219,000	0	20,861,157
Charges for Services	243,400	480,625	0	0	14,486,695	15,210,720
Fines & Forfeitures	50,500	373,000	0	55,000	0	478,500
Miscellaneous Revenue	733,192	1,439,598	201,363	868,844	1,488,220	4,731,217
Utility Revenue	30,000	4,906,441	0	0	42,629,301	47,565,742
Other Revenue	0	0	0	0	67,500	67,500
<b>TOTAL REVENUES</b>	<b>14,219,792</b>	<b>49,211,130</b>	<b>1,210,028</b>	<b>5,142,844</b>	<b>58,759,716</b>	<b>128,543,510</b>
<b>EXPENDITURES</b>						
Parish Council	131,874	0	0	0	0	131,874
Council Clerk	105,365	0	0	0	0	105,365
Official Fees/Publication	55,185	0	0	0	0	55,185
City Court	631,018	0	0	125,000	0	756,018
District Court	379,721	0	0	0	0	379,721
Juvenile Services	0	2,091,897	0	0	0	2,091,897
District Attorney	392,363	0	0	0	0	392,363
Clerk of Court	151,600	0	0	0	0	151,600
Ward Court	227,019	0	0	0	0	227,019
City Marshall's Office	0	586,696	0	0	0	586,696
Judicial-Other	145,500	0	0	0	0	145,500
Parish President	148,279	0	0	0	0	148,279
Comm. Problem Solver	0	0	0	0	0	0
Registrar of Voters	95,534	0	0	0	0	95,534
Elections	12,000	0	0	0	0	12,000
Accounting	283,657	0	0	0	0	283,657
Customer Service	84,795	0	0	0	0	84,795
Purchasing	0	0	0	0	653,280	653,280
Risk Management	0	0	0	0	12,370,315	12,370,315
Human Resources Admin.	0	0	0	0	442,905	442,905
Legal Services	424,176	0	0	0	0	424,176
Parking Meter Admin.	61,018	0	0	0	0	61,018
Information Systems	0	0	0	0	1,166,190	1,166,190
Planning	1,008,639	819,519	0	0	0	1,828,158

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE/RETAINED EARNINGS**  
**ALL FUND TYPES**  
**REPORT ON THE BUDGET FOR YEAR ENDING DECEMBER 31, 2002**

	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>PROPRIETARY FUND TYPES</b>	
					<b>ENTERPRISE</b>	<b>ADOPTED</b>
Government Buildings	1,896,896	0	0	0	0	1,896,896
Code Violation/Compliance	135,000	0	0	0	0	135,000
Auditoriums	0	240,782	0	0	0	240,782
Civic Center	0	0	0	0	1,460,869	1,460,869
Janitorial Services	662,994	0	0	0	0	662,994
General-Other	475,366	1,496,253	81,356	0	54,705	2,107,680
Parish Prisoners	0	1,778,402	6,754	175,000	0	1,960,156
Prisoners' Medical Department	0	811,990	0	0		811,990
Coroner	373,000	0	0	0	0	373,000
Police	0	5,120,931	0	0	0	5,120,931
Cops Fast Program	0	0	0	0	0	0
Police-Pension	0	0	92,210	0	0	92,210
Fire-Rural	0	666,773	0	0	0	666,773
Fire-Urban	0	4,354,917	427,072	0	0	4,781,989

	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>PROPRIETARY FUND TYPES</b>	
					<b>ENTERPRISE</b>	<b>ADOPTED</b>
Public Works Administration	0	0	0	0	0	0
Service Ctr./Engineering	306,411	0	0	0	0	306,411
Garage	0	0	0	0	605,939	605,939
Roads & Bridges	0	6,901,187	524,142	5,904,000	0	13,329,329
Sidewalks	0	0	0	0	0	0
Road Lighting	0	1,475,250	0	308,000	0	1,783,250
Drainage	0	7,508,335	380,361	4,704,475	0	12,593,171
Health Unit	0	642,542	0	0	0	642,542
Summer Feeding Program	0	74,214	0	0	0	74,214
Pauper's Expense	3,760	0	0	0	0	3,760
Parish VA Service Office	10,104	0	0	0	0	10,104
Health & Welfare-Other	541,400	134,603	0	0	0	676,003
Social Detox	0	196,894	0	0	0	196,894
Terr Alcohol/Drug Abuse	0	70,170	0	0	0	70,170
Sewerage Collection	0	0	2,243,675	59,698	2,081,319	4,384,692
Treatment Plant	0	0	0	0	2,120,749	2,120,749
EPA Grant Administration	0	0	0	0	261,222	261,222
Sewerage Capital Addt'n	0	0	0	0	195,000	195,000
Solid Waste Services	0	9,772,529	827,897	1,452,858	0	12,053,284

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE/RETAINED EARNINGS**  
**ALL FUND TYPES**  
**REPORT ON THE BUDGET FOR YEAR ENDING DECEMBER 31, 2002**

	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>DEBT SERVICE</u>	<u>CAPITAL PROJECTS</u>	<u>PROPRIETARY FUND TYPES</u>	
					<u>ENTERPRISE</u>	<u>ADOPTED</u>
Animal Control	0	303,407	0	150,000	0	453,407
Landfill Closure	0	65,600	0	231,347	0	296,947
Parks & Grounds	0	428,762	0	0	0	428,762
Darsey Park	0	20,000	0	0	0	20,000
Library	0	0	0	0	0	0
Recreation-Other	0	0	0	0	0	0
Adult Softball	0	28,000	0	0	0	28,000
TPR-Administration	0	531,565	0	0	0	531,565
Camps & Workshops	0	211,432	0	0	0	211,432
Grand Bois Park	0	61,820	0	0	0	61,820
Youth Basketball	0	147,000	0	0	0	147,000
Football	0	72,000	0	0	0	72,000
Youth Softball	0	69,000	0	0	0	69,000
Youth Volleyball	0	8,500	0	0	0	8,500
Baseball	0	166,150	0	0	0	166,150
Adult Basketball	0	23,000	0	0	0	23,000
Special Olympics	0	90,652	0	0	0	90,652
Museum-O & M	0	177,643	0	0	0	177,643
Port Administration	0	0	0	0	0	0
Marina O & M	0	0	0	0	0	0
Existing Certificates	0	0	0	0	0	0
Vouchers Program	0	1,864,256	0	0	0	1,864,256
Home Administration	0	76,643	0	0	0	76,643
Home/Technical Assistant	0	90,900	0	0	0	90,900
Home/Projects	0	454,500	0	0	0	454,500
LiHeap Weatherization	0	21,984	0	0	0	21,984
LiHeap Weath.	0	0	0	0	0	0
LiHeap Weather	0	2,041	0	0	0	2,041
CDBG Administration	0	407,600	0	0	0	407,600
LCDBG 1991 Rental Rehab	0	54,680	0	0	0	54,680
CDBG-Economic Development	0	137,000	0	0	0	137,000
CDBG Projects	0	1,087,567	0	0	0	1,087,567
CDBG Housing Rehab	0	282,970	0	0	0	282,970

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE/RETAINED EARNINGS**  
**ALL FUND TYPES**  
**REPORT ON THE BUDGET FOR YEAR ENDING DECEMBER 31, 2002**

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	PROPRIETARY FUND TYPES	
					ENTERPRISE	ADOPTED
CDBG Summer Youth Program	0	160,863	0	0	0	160,863
Essential Services	0	20,665	0	0	0	20,665
Shelter Operations	0	125,710	0	0	0	125,710
Homeless Prevention	0	15,000				15,000
Tanf Energy Assistance	0	0				0
LiHeap	0	0	0	0	0	0
LiHeap	0	0	0	0	0	0
LiHeap	0	0				0
LHFA - LiHeap	0	166,625				166,625
Main St. Program	0	0	0	0	0	0
Welfare to Work / WIA Youth	0	101,326	0	0	0	101,326
CSBG-Administration	0	163,751	0	0	0	163,751
CSBG-Programs	0	98,079	0	0	0	98,079
Economic Development	546,923	0	0	0	0	546,923
Publicity	62,000	0	0	0	0	62,000
Economic Development-Other	291,000	500	0	550,000	0	841,500
Housing & Human Service	300,884	0	0	0	0	300,884
Parish Farm Agent	30,900	0	0	0	0	30,900
Head Start Administration	0	11,500	0	0	0	11,500
Head Start Program	0	63,523	0	0	0	63,523
Administration	0	50,299	0	0	0	50,299
Outreach & Recruitment	0	20,046	0	0	0	20,046
Education/Job Training	0	108,669	0	0	0	108,669
Leadership Dev/Supp Svc	0	7,425	0	0	0	7,425
Job Placement	0	10,470	0	0	0	10,470
Trainee Wages	0	249,063	0	0	0	249,063
FTA X005	0	0	0	0	0	0
FTA-X006 (X004)	0	0	0	0	0	0
Metropolitan	0	0	0	0	0	0
Port Administration	194,965	0	0	2,446,600	0	2,641,565
Project Ind. 98-99	0	0	0	0	0	0
Project Ind. 1999-2000	0	0	0	0	0	0
Job Training Component	0	0	0	0	0	0
Arts & Humanities	0	152,860	0	0	0	152,860
Arts & Humanities	0	45,010	0	0	0	45,010
Local Coastal Prgm Dev.	0	59,739	0	0	0	59,739
Vocational Education	0	0	0	0	0	0

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE/RETAINED EARNINGS**  
**ALL FUND TYPES**  
**REPORT ON THE BUDGET FOR YEAR ENDING DECEMBER 31, 2002**

	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>PROPRIETARY FUND TYPES</b>	
					<b>ENTERPRISE</b>	<b>ADOPTED</b>
Job Readiness	0	0	0	0	0	0
Planning	0	37,821	0	0	0	37,821
Operation/General Admin	0	132,298	0	0	0	132,298
Vehicle Operations	0	527,001	0	0	0	527,001
Vehicle Maintenance	0	165,081	0	0	0	165,081
Non Vehicle Maintenance	0	11,626	0	0	0	11,626
Rent/Emergency Shelter	0	20,000	0	0	0	20,000
Electric Generation	0	0	0	0	17,751,029	17,751,029
Electric Distribution	0	0	0	0	2,459,316	2,459,316
Gas Distribution	0	0	0	0	11,715,093	11,715,093
Utility Administration	0	0	0	0	3,365,113	3,365,113
G.I.S. Mapping System	0	515,000	0	0	87,000	602,000
911 Emergency Telephone	0	0	0	0	0	0

	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>PROPRIETARY FUND TYPES</b>	
					<b>ENTERPRISE</b>	<b>ADOPTED</b>
Emergency Preparedness	204,727	0	0	0	0	204,727
911 Fire Dispatchers	0	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>10,374,073</b>	<b>54,668,506</b>	<b>4,583,467</b>	<b>16,106,978</b>	<b>56,790,044</b>	<b>142,523,068</b>

EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	3,845,719	(5,457,376)	(3,373,439)	(10,964,134)	1,969,672	(13,979,558)
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**OTHER FINANCING SOURCES (USES)**

Operating Transfers In	3,699,008	9,311,114	3,879,483	8,217,000	45,939,428	71,046,033
Operating Transfers Out	(11,130,491)	(8,849,690)	(129,159)	(4,280,926)	(48,705,767)	(73,096,033)
<b>OTHER FINANCING SOURCES (USES)</b>	<b>(7,431,483)</b>	<b>461,424</b>	<b>3,750,324</b>	<b>3,936,074</b>	<b>(2,766,339)</b>	<b>(2,050,000)</b>

EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(3,585,764)	(4,995,952)	376,885	(7,028,060)	(796,667)	(16,029,558)
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**FUND BALANCE / RETAINED EARNINGS**



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT**  
**COMBINED STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE/RETAINED EARNINGS**  
**ALL FUND TYPES**  
**REPORT ON THE BUDGET FOR YEAR ENDING DECEMBER 31, 2002**

	<b>GENERAL</b>	<b>SPECIAL REVENUE</b>	<b>DEBT SERVICE</b>	<b>CAPITAL PROJECTS</b>	<b>PROPRIETARY FUND TYPES ENTERPRISE</b>	<b>ADOPTED</b>
Beginning of Year	10,081,107	17,984,522	4,968,590	14,538,007	50,708,118	98,280,344
End of Year	6,495,343	12,988,570	5,345,475	7,509,947	49,911,451	82,250,786

## VIDEO POKER REVENUES AND PROJECTS

Revenues generated from the operation of video poker devices, allocated annually through the State of Louisiana. This franchise fee is collected by the state on all video poker devices and is shared with participating Parishes.



<u>Year</u>	<u>Amount</u>
1993	\$ 331,686
1994	655,175
1995	917,030
1996	1,170,851
1997	1,259,196
1998	1,383,506
1999	1,234,439
2000	1,581,535
2001 Projected	1,438,715
<b>Revenues Received To Date</b>	<b>\$ 9,972,133</b>

### Projects Funded With Video Poker Revenues

#### Year 1993

Government Building Improvements	147,129	
Dizzy Dean	14,000	
Jail - Copy Machine	11,745	
South Central Planning	4,397	\$ 177,271

#### Year 1994

ADA Handicap Improvements	335,705	
3% Dedicated Emergency Fund	9,951	\$ 345,656

#### Year 1995

ADA Handicap Improvements	57,045	
3% Dedicated Emergency Fund	19,655	\$ 76,700

#### Year 1996

ADA Handicap Improvements	100,000	
Juvenile Detention	970,095	
3% Dedicated Emergency Fund	27,511	\$ 1,097,606

## VIDEO POKER REVENUES AND PROJECTS

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### Projects Funded With Video Poker Revenues (Continued)

#### Year 1997

St. Charles St. Widening	1,000,000		
ADA Handicap Improvements	150,000		
3% Dedicated Emergency Fund	35,126	\$	1,185,126

#### Year 1998

Juvenile Detention	(500,000)		
Civic Center Storage	500,000		
Administrative Complex	565,251		
Port Commission	580,000		
3% Dedicated Emergency Fund	37,776	\$	1,183,027

#### Year 1999

Civic Center Grand Opening	200,000		
Westside Blvd. Extension	68,800		
Country Drive Improvements	200,000		
3% Dedicated Emergency Fund	41,505	\$	510,305

#### Year 2000

Mosquito Control	470,000		
Port Commission Administration	99,059		
Port Construction	619,000		
Fire Dispatchers	113,724		
Grand Bois Park Renovations	15,000		
Business Incubator Program	20,000		
Girl's Softball Complex Parking Lot	126,000		
Agriculture Building Repairs	50,000		
Consultant - Houma Navigational Canal	14,000		
Saints Camp	50,000		
Soccer Field Complex	80,000		
Friendswood Park Playground Equipment	30,000		
Recreation District #7 Improvements	57,000		
Boys & Girls Club	25,000	\$	1,768,783

## VIDEO POKER REVENUES AND PROJECTS

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### Year 2001

Mosquito Control	485,000	
Port Commission Administration	201,731	
Port Construction Project	481,000	
Fire Dispatchers	62,000	
Juvenile Detention Gym	250,000	
Comprehensive Regional Plan	400,000	
Civic Center Landscaping & Irrigation System	60,508	
Energy Assistance Program for Disadvantaged	30,000	
Weed & Seed Technical Assistance	15,000	
Local Match - FTA Rural Transit Buses	26,920	
Landfill Closure	500,000	\$ 2,512,159

**Projects Funded To Date** **\$ 8,856,633**

**VIDEO POKER BALANCE ESTIMATED AT 12/31/2001** **\$ 1,115,500**

**2002 Proposed Revenue** **\$ 1,400,000**

### **2002 Proposed Expenditures**

Mosquito Control	490,035	
Port Commission Administration	194,965	
Port Construction Project	590,500	
Animal Shelter Preliminary Design	150,000	
Hollywood Road	40,000	
Country Drive	700,000	
Sanitation Fund	350,000	\$ 2,515,500

**2002 Proposed Activity** **\$ (1,115,500)**

**VIDEO POKER BALANCE ESTIMATED AT 12/31/2002** **\$ (0)**

## PAYMENT IN LIEU OF TAXES (PILOT)

The PILOT (payment in lieu of taxes) is a prudent percentage of funds that may be transferred from the City Utility System after satisfying various requirements of the Consolidated Bond Ordinance 97-5740 and can be used for "any lawful purpose". The formula is calculated on the prior year's audited financial statement.



Year	Amount
1994	\$ 500,000
1995	773,043
1996	557,013
1997	1,348,630
1998	1,055,120
1999	1,582,552
2000	3,549,118
2001	3,704,970
<b>Revenues Received To Date</b>	<b>\$ 13,070,446</b>

### Projects Funded With PILOT

#### Year 1995

Summerfield/Southdown Drainage	270,000		
3% Dedicated Emergency Fund	15,000	\$	285,000

#### Year 1996

3% Dedicated Emergency Fund	23,191	\$	23,191
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#### Year 1997

Downtown Revitalization	200,000		
Downtown Museum	25,000		
St. Charles St. Widening	1,440,000		
Civic Center/Administrative Bldgs.	930,000		
3% Dedicated Emergency Fund	16,710	\$	2,611,710

#### Year 1998

Downtown Revitalization	200,000		
Downtown Museum	25,000		
St. Charles St. Widening	819,000		
3% Dedicated Emergency Fund	40,459	\$	1,084,459

#### Year 1999

Downtown Revitalization	200,000		
Weatherproofing Administrative Complex	250,000		
Le Petit Theatre Roof Replacement	55,000		
Park Equipment-Recreation	85,000		
Weatherproofing Old Courthouse	55,000		
Houma Airport Sewerage	132,200		
3% Dedicated Emergency Fund	31,654	\$	808,854

## PAYMENT IN LIEU OF TAXES (PILOT)

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### Year 2000

Downtown Revitalization	200,000		
Operations and Maintenance:			
City Court	511,528		
Government Buildings Capital	36,003		
Handicap Annex Elevator - ADA	193,382		
Municipal Auditoriums	121,454		
City Marshall	256,186		
City Marshall (Amendment)	32,500		
Transit System	37,631		
Waterlife Museum	96,512		
Bayou Terrebonne Boardwalk & Greenspace	150,973		
Administrative Building Purchase	1,756,529	\$	3,392,698

### Year 2001

Downtown Revitalization	200,000		
Operations and Maintenance:			
City Court	604,146		
Government Buildings Capital	205,000		
Municipal Auditoriums	292,938		
City Marshall	239,254		
Transit System	220,719		
Waterlife Museum	109,478		
Bayou Terrebonne Boardwalk & Greenspace	150,000		
10-year Sidewalk Improvement Plan	119,000		
LIHEAP Supplement for Urban Utilities	30,000		
Downtown Boardwalk - Local Match	229,818		
Urban District Street Lights	217,000		
Administrative Building Purchase	1,000,000	\$	3,617,353

**Projects Funded To Date** **\$ 11,823,265**

**PILOT Balance Estimated at 12/31/2001** **\$ 1,247,181**

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## PAYMENT IN LIEU OF TAXES (PILOT)

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**2002 Estimated Revenue** \$ 3,662,839

**2002 Proposed Expenditures**

Downtown Revitalization	200,000	
Operations and Maintenance:		
City Court	631,018	
Government Buildings Capital	45,000	
Municipal Auditoriums	210,494	
City Marshall	294,879	
Transit System	208,253	
Road & Bridge (Parks & Grounds)	254,174	
Waterlife Museum	111,869	
Downtown Promotions (Parades, etc)	62,000	
City Court Complex Fund	62,500	
East Park French Market	500,000	
Downtown Marina	50,000	
Hayes Street Sidewalk	75,000	
Williams Avenue Bridge	350,000	
Saadi St. Drainage	200,000	
Jean Ellen Drainage	100,000	
10-year Sidewalk Improvement Plan	29,000	
Urban District Street Lights	217,000	
Dedicated Emergency Fund	62,000	
		\$ 3,663,187

**2002 Proposed Activity** \$ (348)

**PILOT BALANCE ESTIMATED AT 12/31/2002** \$ 1,246,833

## UNCOLLECTED & PROTEST TAXES

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<u>TAX YEAR</u>	<u>UNCOLLECTED TAXES</u>	<u>PROTEST TAXES</u>
1986	28,587	
1987	7,990	
1988	27,108	
1989	18,599	
1990	18,722	
1991	2,800	
1992	10,350	
1993	39,025	
1994	26,261	
1995	17,661	
1996	21,583	
1997	47,901	1,489
1998	40,624	1,443
1999	109,179	2,031
	<u>416,388</u> *	<u>4,963</u> **

\* Uncollected taxes are reported for all parish millages.

\*\* Protest Taxes are delinquent to the Terrebonne Parish Consolidated Government, but have been collected by the Sheriff's Office and are being held "in protest", pending a ruling from the courts.



## 151 GENERAL FUND

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	6,685,242	6,120,854	6,780,526	6,487,500	6,487,500
Licenses & Permits	802,106	713,950	775,102	765,200	765,200
Intergovernmental	7,940,661	6,668,009	9,275,146	5,910,000	5,910,000
Charge for Services	663,806	213,800	233,558	243,400	243,400
Fines & Forfeitures	56,301	42,000	55,974	50,500	50,500
Miscellaneous	399,712	623,004	938,541	733,192	733,192
Utility Revenue	29,896	30,000	31,621	30,000	30,000
Other Revenue	22,637	-	50,434	-	-
<b>TOTAL REVENUES</b>	<b>16,600,361</b>	<b>14,411,617</b>	<b>18,140,902</b>	<b>14,219,792</b>	<b>14,219,792</b>
<b>EXPENDITURES:</b>					
Parish Council	75,868	148,067	143,081	131,874	131,874
Council Clerk	70,654	137,434	117,721	103,715	105,365
Official Fees/Publication	50,346	74,615	60,824	55,185	55,185
City Court	511,536	634,014	634,014	631,018	631,018
District Court	280,833	348,281	341,700	379,721	379,721
District Attorney	344,850	362,237	363,611	392,363	392,363
Clerk of Court	191,566	151,600	148,802	151,600	151,600
Ward Court	178,741	200,040	199,166	227,019	227,019
Judicial-Other	139,783	150,000	142,825	145,500	145,500
Parish President	123,029	145,516	114,278	149,679	148,279
Community Problem Solver	23,254	-	-	-	-
Registrar of Voters	63,580	88,049	79,691	95,534	95,534
Elections	14,937	10,000	18,964	12,000	12,000
Accounting	213,089	341,629	341,417	283,657	283,657
Customer Service	41	152,202	120,531	84,795	84,795
Legal Services	394,521	338,124	470,874	423,776	424,176
Parking Meter Administration	47,910	69,730	65,097	61,018	61,018
Planning & Zoning	1,026,424	1,377,665	1,337,578	1,008,639	1,008,639
Government Buildings	1,491,545	2,354,030	2,293,569	1,896,896	1,896,896
Code Violat./Compliance	74,915	468,305	468,305	135,000	135,000
Janitorial Services	408,058	673,284	629,563	662,994	662,994
General-Other	395,145	472,366	510,399	475,366	475,366
Coroner	344,612	351,000	329,256	373,000	373,000
Service Center Admin.	423,857	636,050	317,882	306,411	306,411
Pauper's Expense	3,257	3,750	3,360	3,760	3,760
Parish VA Service Off.	10,104	10,104	10,104	10,104	10,104

## 151 GENERAL FUND

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Health & Welfare-Other (Mosq.)	504,078	506,450	506,420	519,600	541,400
Economic Development Admin.	64,389	510,792	517,852	546,923	546,923
Publicity	40,228	163,075	177,559	62,000	62,000
Economic Devel. Other	210,763	2,061,755	2,061,311	291,000	291,000
Housing & Human Services	13	232,907	284,985	300,884	300,884
Parish Farm Agent	33,143	30,534	29,534	30,900	30,900
Waterways & Ports	9,992	227,782	109,713	194,965	194,965
911 Emergency Telephone	(4,754)	-	-	-	-
Emergency Preparedness	138,362	278,405	263,807	204,727	204,727
Fire Dispatchers	96,334	62,000	60,130	-	-
<b>TOTAL EXPENDITURES</b>	<b>7,995,003</b>	<b>13,771,792</b>	<b>13,273,923</b>	<b>10,351,623</b>	<b>10,374,073</b>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	8,605,358	639,825	4,866,979	3,868,169	3,845,719
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating Transfer In	3,675,079	3,895,011	3,934,421	3,699,008	3,699,008
Operating Transfer Out	(8,263,486)	(9,830,370)	(10,074,001)	(11,080,491)	(11,130,491)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(4,588,407)</b>	<b>(5,935,359)</b>	<b>(6,139,580)</b>	<b>(7,381,483)</b>	<b>(7,431,483)</b>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	4,016,951	(5,295,534)	(1,272,601)	(3,513,314)	(3,585,764)
<b>FUND BALANCE</b>					
Beginning of Year	7,336,757	11,353,708	11,353,708	10,081,107	10,081,107
End of Year	11,353,708	6,058,174	10,081,107	6,567,793	6,495,343

## BUDGET HIGHLIGHTS

### Major Revenue Sources:

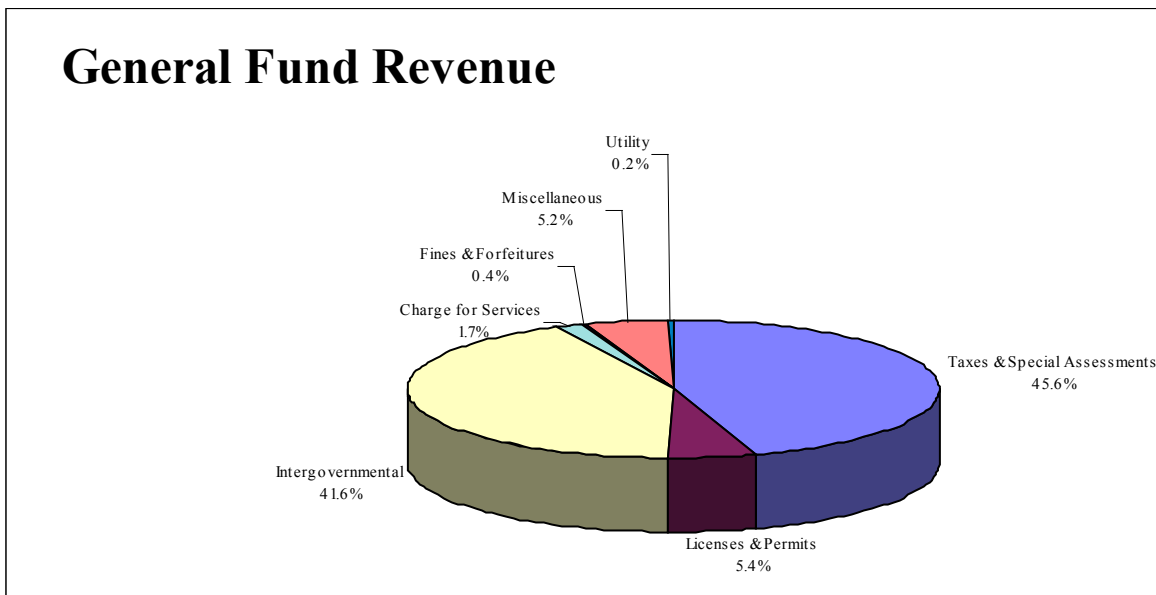
- A Parish Alimony Tax levied annually on parish property totaling 4.64 mills (1.55 inside the city limits and 3.09 outside the city limits) - **\$1,000,000** (an increase of \$43,934 over 2001 budget – 4.6%)
- Tax levied in 1965 from a 1% sales tax divided equally by the Policy Jury, City of Houma, and Parish School Board. The General Fund receives 1/3 of the tax for general operations - **\$4,844,000** (an increase of \$339,803 over 2001 budget – 7.5%)
- The Parish levies a 5% franchise fee on the local cable services - **\$641,000** (an increase of \$40,000 over 2001 budget – 6.7%)
- An annual license due on any insurer engaged in the business of issuing any form of insurance policy or contract in the parish (Art I. Sec. 16-1, Parish Code) - **\$250,000** (Net of the 15% collection fee charged by the Parish Sheriff)
- An annual occupational license tax levied and imposed on each individual, corporation, partnership or other legal entity pursuing a business in the parish (Art II. Sec. 16-26 Parish Code) - **\$325,000**

## 151 GENERAL FUND

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### Major Revenue Sources (Continued)

- Building Permits are fees charged to any owner, authorized agent, or contractor desiring to construct a building or structure as defined in the code - **\$130,000**
- State Mineral Royalties are collected under the provisions of the Louisiana Constitution, that guarantees local governments 10% of royalties on minerals taken from their jurisdiction - **\$3,500,000**
- Video Draw Poker Revenue is generated from the operation of video devices, allocated annually through the State of Louisiana. This franchise fee is collected by the state on all video poker devices and is shared with participating Parishes - **\$1,400,000** (Note: these funds are generally used for non-recurring programs and projects of the Parish)
- Severance taxes levied on natural resources and allocated by the State to Parishes on an annual basis (R.S. 56:1543) - **\$750,000**
- State Beer Tax collected by the State and remitted to the parish on a quarterly basis (R.S. 26:493) - **\$125,000**
- Rental Income from the leases of the tenants of the Government Complex - **\$448,692**
- PILOT (Payment in Lieu of Taxes) is a prudent percentage of funds that may be transferred from the City Utility System after satisfying various requirements of the Consolidated Bond Ordinance 97-5740 (From 91-4750 & 92-4765) and can be used for “any lawful purpose” - **\$3,662,839**



**151 GENERAL FUND  
111 PARISH COUNCIL**

**MISSION STATEMENT**

The Terrebonne Parish Council is the legislative branch of the Terrebonne Parish Consolidated Government. Its members are entrusted by the voters of this parish to set forth policy and to serve as the official governing body of this community. The Council, in keeping with the laws and provisions of the Home Rule Charter and the Louisiana Revised Statutes, is authorized to make local laws and has been called the “Board of Directors” of this government. The Council plays a crucial role in the system of “checks and balances” for the local government.

**GOALS AND OBJECTIVES**

To establish policies for the Parish Government by which the Parish Administration may oversee the day-to-day operations of Parish Government.

To adopt and to regularly monitor the budget of the Parish Government to insure the most prudent and effective use of all funds generated for the operation of Parish Government.

To appoint members of various boards and commissions which are subdivisions of local government.

To work closely with the Parish Administration to assure that the taxpayers are provided with an efficient, effective and productive form of government to which they are entitled.

**PERFORMANCE MEASURES**

The Council gauges its effectiveness by monitoring the questions and concerns of the general public. The Council members listen closely to the comments made by citizens, not only at the podium during official meetings, but by remarks made at grocery stores, phone calls to their homes and/or observations at their work places. The basic goal of the Council is to serve the public, and the satisfaction of all residents is the ultimate measure of performance.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	164,892	176,552	176,913	187,774	187,774
Supplies and Materials	17,429	24,850	21,099	26,100	26,100
Other Services and Charges	51,491	96,758	94,654	101,100	101,100
Repair and Maintenance	1,135	2,400	1,366	3,900	3,900
Allocated Expenditures	(171,074)	(187,000)	(198,500)	(187,000)	(187,000)
Capital Outlay	11,995	34,507	47,549	0	0
<b>TOTAL EXPENDITURES</b>	<b>75,868</b>	<b>148,067</b>	<b>143,081</b>	<b>131,874</b>	<b>131,874</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>6.09%</b>

**BUDGET HIGHLIGHTS**

No significant changes.

**151 GENERAL FUND  
111 PARISH COUNCIL**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Council Members	9	9	9	9	N/A	****	****	****
TOTAL	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>				

The salaries of the council members are established with the maximum salary for members at one thousand fifty-five dollars and fifty-eight cents (\$1,055.58) monthly and; established the maximum salary of its chairman at one thousand one hundred eighty-seven dollars and fifty-three cents (\$1,187.53) monthly. (Parish Code, Section 2-51)

**151 GENERAL FUND  
115 COUNCIL CLERK**

**MISSION STATEMENT**

The basic mission of the Council Staff, as authorized and detailed in Section 2-10 of the Home Rule Charter, is to provide support staff to the members of the Terrebonne Parish Council. Taken as a whole, the mission of the Council Staff is to help the general public better access local government.

**GOALS AND OBJECTIVES**

To answer the calls of the general public addressed to Council members and to Parish Government and to quickly route the calls, correspondence and personal questions to the appropriate person, agency or office to properly and promptly address their needs.

To maintain a central file of all actions of the Parish Council, including, but not limited to correspondence, meeting minutes and files.

To prepare all agendas, minutes, meeting indexes, speeches, correspondence, etc. requested by the members of the legislative branch of local government and to make them available to the public through publication in the official journal, as well as through the Parish's internet website.

To maintain a current membership list of all boards/commissions appointed by the Parish Council.

To work with Administrative Staff to coordinate a variety of projects, programs and activities.

**PERFORMANCE MEASURES**

The Council Staff measures its effectiveness through comments from the Council members, members of Administrative Staff and the general public. The fact that the staff receives numerous inquiries about local government on a daily basis is an indicator that our combined data base is considered accurate.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	207,639	247,200	184,806	262,907	262,907
Supplies and Materials	15,496	22,100	17,678	21,350	21,350
Other Services and Charges	19,044	22,470	26,636	23,200	23,200
Repair and Maintenance	863	400	537	3,100	3,100
Allocated Expenditures	(175,298)	(197,000)	(154,200)	(206,842)	(206,842)
Capital Outlay	2,910	42,264	42,264	0	1,650
<b>TOTAL EXPENDITURES</b>	<b>70,654</b>	<b>137,434</b>	<b>117,721</b>	<b>103,715</b>	<b>105,365</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>6.29%</b>

**151 GENERAL FUND  
115 COUNCIL CLERK**

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**BUDGET HIGHLIGHTS**

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- Budget amended by including \$1,650 for new furniture for Government Tower – Approved.

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**PERSONNEL SUMMARY**

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Council Clerk	1	1	1	1	28	48,942	63,746	78,549
Fiscal Officer	1	1	1	1	28	48,942	63,746	78,549
Asst. Council Clerk	1	1	1	1	24	29,568	37,619	45,683
Minute Clerk	2	2	2	2	21	22,439	28,049	33,658
TOTAL	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>				

**151 GENERAL FUND  
119 OFFICIAL FEES/PUBLICATION**

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**MISSION STATEMENT**

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The Parish is mandated to contract certain services that are generically provided for the government as a whole. The expenditures include, but are not limited to, Independent Audit Fees, Cable Regulation Audit Fees, Publication of Proceedings, and Membership Dues to organizations benefiting the Parish.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Other Services and Charges	182,823	212,615	220,858	200,383	200,383
Allocated Expenditures	<u>(132,477)</u>	<u>(138,000)</u>	<u>(160,034)</u>	<u>(145,198)</u>	<u>(145,198)</u>
<b>TOTAL EXPENDITURES</b>	<b><u>50,346</u></b>	<b><u>74,615</u></b>	<b><u>60,824</u></b>	<b><u>55,185</u></b>	<b><u>55,185</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					-5.75%

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**BUDGET HIGHLIGHTS**

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- Membership Dues for the year 2002: - Approved.
  - Louisiana Municipal Association: \$11,200
  - Louisiana Conference of Mayors: \$3,000
  - National League of Cities: \$2,600
  - National Association of Counties: \$1,800
  - Police Jury Association: \$9,600
- Independent Audit Fees: \$125,000 – Approved.
- Publish Proceedings (Minutes, Public Notices, etc.): \$40,000 – Approved.



**151 GENERAL FUND  
120 CITY COURT**

**MISSION STATEMENT**

City Court of Houma has three departments: Civil, Criminal/Traffic and Juvenile. The Civil Department processes civil suits under \$20,000, small claims under \$3,000, and other civil proceedings such as evictions. The Criminal/Traffic Department handles all misdemeanor summons and traffic tickets issued by the Houma Police Department, in addition to all parking meter tickets, and animal control summons. Tall grass complaints are also handled in this department when referred. City Court serves as the juvenile court for the entire parish.

**GOALS AND OBJECTIVES**

To archive the eighty-three years of records at City Court using the microfilm process, storing a duplicate offsite in the event of a fire or natural disaster.

To work closely with the Parish's Information Systems staff to develop a web site, a civil package, and various updates to criminal/traffic and juvenile departments.

To continue to offer programs aimed at modifying juvenile delinquent behavior to reduce the number of youth in the juvenile justice system.

To work with the Parish Council and Administration as well as State Legislators to implement effective policy changes to address current problems, particularly in the juvenile population.

**LONG TERM GOALS**

To upgrade computer programs to 21<sup>st</sup> century standards; to provide as many services as possible through these upgrades.

To work with the parish to obtain a facility that will allow future growth of court needs, citizens as well as court employees.

**PERFORMANCE MEASURES**

City Court is now on line with its own website, [www.tpcg.org/city-court](http://www.tpcg.org/city-court).

**CASES FILED**

Year	1999	2000
Civil	2,339	2,326
Criminal	3,034	2,882
Traffic	6,485	7,062
Juvenile	3,187	2,304
Other	804	700
<b>GRAND TOTAL</b>	<b>15,849</b>	<b>15,274</b>

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	752,016	819,835	884,915	964,018	964,018
Supplies and Materials	3,288	4,400	3,867	11,867	11,867
Other Services and Charges	30,856	31,265	31,623	31,623	31,623
Repair and Maintenance	56	350	207	207	207
Reimbursements	(274,680)	(245,636)	(310,398)	(376,697)	(376,697)
Capital Outlay	0	23,800	23,800	0	0
<b>TOTAL EXPENDITURES</b>	<b>511,536</b>	<b>634,014</b>	<b>634,014</b>	<b>631,018</b>	<b>631,018</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING REIMB. &amp; CAPITAL OUTLAY</b>					<b>17.74%</b>

**151 GENERAL FUND  
120 CITY COURT**

**BUDGET HIGHLIGHTS**

- Requesting the addition of a Chief Deputy Clerk to enable City Court to handle both the criminal traffic and civil departments – Approved.
- The reimbursements from City Court have been increased from \$246k to \$377k to cover the additional staff, pay adjustments, and other various expenditures – Approved.
- Information Systems Technical Support, to maintain the City Court web site, civil package and various programming updates to meet 2002 goals and objectives, \$20,000 – Approved.

**PERSONNEL SUMMARY**

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Judge	1	1	1	1	N/A	****	****	****
City Court Administrator	1	1	1	1	27	42,917	55,578	68,238
Supr. Juv. & Comm. Service	1	1	1	1	13	35,710	46,423	57,136
Fam. Skills Train. Coord.	1	1	1	1	11	29,620	38,203	46,800
Juvenile Officer	3	3	3	3	10	27,100	34,827	42,553
Chief Deputy Clerk	0	0	1	1	22	24,309	30,567	36,827
Deputy Clerk of Court V	3	2	1	1	60	23,348	31,022	38,697
Acct. I-City Court	1	1	1	1	8	22,919	29,217	35,528
Deputy Clerk IV	3	6	6	6	57	18,089	23,568	29,035
Deputy Clerk III	10	9	9	9	56	16,725	21,621	26,529
Comm. Service Work Supv.	1	1	1	1	55	15,479	19,894	24,295
<b>TOTAL FULL-TIME</b>	<b>25</b>	<b>26</b>	<b>26</b>	<b>26</b>				
Bus Driver	1	1	1	1	58	10,020	13,140	16,259
<b>TOTAL PART-TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				
<b>TOTAL</b>	<b>26</b>	<b>27</b>	<b>27</b>	<b>27</b>				



**151 GENERAL FUND  
121 DISTRICT COURT**

**MISSION STATEMENT**

The Thirty-Second District Court is a level of the judicial branch of government and is charged with trying all cases that involve the government and with the administration of justice within its jurisdiction. Terrebonne Parish has five district judges each handling civil, criminal, juvenile, misdemeanor courts, and a hearing officer handling child support cases. District court has five secretaries, and six court reporters. Each court is assigned one court reporter and the sixth is used for relief.

**GOALS AND OBJECTIVES**

To provide prompt and just disposition of all matters handled by this court.

To meet and exceed the standards of case management in spite of caseload increases.

**PERFORMANCE MEASURES**

CASES FILED

2000 Civil	3,680
Criminal	6,874
Traffic	16,788
Total 2000	27,342
Total 1999	37,792
Total 1998	22,646
Total 1997	21,665

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	209,409	251,281	251,404	264,305	264,305
Supplies and Materials	12,670	13,700	11,815	28,658	28,658
Other Services and Charges	57,759	70,300	65,429	69,758	69,758
Repair and Maintenance	966	1,000	1,052	1,000	1,000
Capital Outlay	29	12,000	12,000	16,000	16,000
<b>TOTAL EXPENDITURES</b>	<b>280,833</b>	<b>348,281</b>	<b>341,700</b>	<b>379,721</b>	<b>379,721</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					8.16%

**BUDGET HIGHLIGHTS**

- Requesting the replacement of several chairs in the courtrooms, \$15,458 – Approved.
- Operating Capital:
  - Benches for the hallways for the public waiting on court proceedings, \$16,000 – Approved.

**151 GENERAL FUND  
121 DISTRICT COURT**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Court Reporter	6	6	6	6	N/A	****	****	****
TOTAL	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>				



**151 GENERAL FUND  
123 DISTRICT ATTORNEY**

**MISSION STATEMENT**

The District Attorney of the 32<sup>nd</sup> Judicial District is responsible for the prosecution of all offenses against the State of Louisiana. This responsibility extends from trial through appeal for both juvenile and adult offenders. The District Attorney is responsible for representing the interest of the state in probation revocation proceedings and in cases of application for post-conviction relief filed in State and Federal court on behalf of prisoners convicted in the 32<sup>nd</sup> Judicial District Court. The District Attorney also serves as the representative of the State and the legal advisor to the Terrebonne Parish Grand Jury. Additionally, the District Attorney's Office provides legal representation to certain public bodies within the 32<sup>nd</sup> Judicial District. In order to carry out effectively the prosecution function assigned to the Office of the District Attorney, a number of special units have been created. In addition to assisting in prosecution, these units perform a variety of public services. These units include but are not limited to: child support enforcement; worthless check collection; pre-trial intervention; investigations division; juvenile division; data processing; traffic department; special prosecution division; sex crimes and child abuse unit; children's advocacy center and crime victims assistance unit.

**GOALS AND OBJECTIVES**

To establish a drug court in the Parish providing for the ordinary person treatment and counseling rather than incarceration.

To reduce 15% in docket overcrowding with non-violent drug cases within the drug court's first three years.

To pursue both state funding and local industry support as a way to supplement the drug court.

**PERFORMANCE MEASURES**

Court case volume reduced to manageable levels by providing a thorough and fair screening process and review of all criminal charges brought within the 32<sup>nd</sup> Judicial District.

A 90% plus conviction rate in criminal prosecutions.

Reports from civil boards and public service programs indicating a high quality of service from our staff.

An acceptable level of collections from the efforts of the child support enforcement program and the worthless check program.

Notification from the U.S. Justice Department that \$500,000 has been awarded to Terrebonne Parish Drug Court over the next three years.

Established commitments from various institutions that will assist with the drug treatments and counseling.

Established criteria of those eligible to participate in the new program.



**151 GENERAL FUND  
123 DISTRICT ATTORNEY**

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<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	336,643	354,517	355,892	384,643	384,643
Other Services and Charges	<u>8,207</u>	<u>7,720</u>	<u>7,719</u>	<u>7,720</u>	<u>7,720</u>
<b>TOTAL EXPENDITURES</b>	<u><u>344,850</u></u>	<u><u>362,237</u></u>	<u><u>363,611</u></u>	<u><u>392,363</u></u>	<u><u>392,363</u></u>
% CHANGE OVER PRIOR YEAR					8.32%

**BUDGET HIGHLIGHTS**

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- No significant changes.

**PERSONNEL SUMMARY**

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<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
District Attorney	1	1	1	1	N/A	****	****	****
Asst. District Attorney	13	13	13	13	N/A	****	****	****
Administrator	1	1	1	1	27	42,917	55,578	68,238
<b>TOTAL</b>	<u><u>15</u></u>	<u><u>15</u></u>	<u><u>15</u></u>	<u><u>15</u></u>				

**151 GENERAL FUND  
124 CLERK OF COURT**

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**MISSION STATEMENT**

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The Clerk of Court is the administrative officer of the 32<sup>nd</sup> Judicial District Court; the custodian and recorder of mortgages, conveyances, and other legal records of Terrebonne Parish; the chief elections official of the parish; the custodian of voting machines; ex-officio notary public. The Clerk of Court is also the custodian of civil, probate, family, and criminal court records.

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**GOALS AND OBJECTIVES**

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To provide continued efficient service to the public and continued preservation of public records.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Supplies and Materials	162,155	120,000	120,000	120,000	120,000
Other Services and Charges	<u>29,411</u>	<u>31,600</u>	<u>28,802</u>	<u>31,600</u>	<u>31,600</u>
<b>TOTAL EXPENDITURES</b>	<u><u>191,566</u></u>	<u><u>151,600</u></u>	<u><u>148,802</u></u>	<u><u>151,600</u></u>	<u><u>151,600</u></u>
<b>% CHANGE OVER PRIOR YEAR</b>					0.00%

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**BUDGET HIGHLIGHTS**

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- No significant changes.

**151 GENERAL FUND  
126 WARD COURT**

**MISSION STATEMENT**

The Ward Court consists of nine Justices of the Peace and nine Ward Constables. Justices of the Peace and Ward Constables are elected officials with jurisdiction of certain wards and districts located outside the city limits. These officials spend many hours encouraging peaceful resolution of neighborhood and family disputes. Except for the items listed in this budget request, these officers pay for all of their own expenses out of the fees that they generate.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	167,895	188,917	189,831	215,896	215,896
Other Services and Charges	<u>10,846</u>	<u>11,123</u>	<u>9,335</u>	<u>11,123</u>	<u>11,123</u>
<b>TOTAL EXPENDITURES</b>	<u><u>178,741</u></u>	<u><u>200,040</u></u>	<u><u>199,166</u></u>	<u><u>227,019</u></u>	<u><u>227,019</u></u>
<b>% CHANGE OVER PRIOR YEAR</b>					13.49%

**BUDGET HIGHLIGHTS**

- The Governmental Accounting Standards Board (GASB) Statement 24 requires local governments to reflect on-behalf payments made by the State of Louisiana for salaries and fringe benefits of employees. Included in this budget request is \$16,200 for payments to be made by the state, balanced by an equal amount of revenue in the General Fund.

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Constable	9	9	9	9	N/A	****	****	****
Justice of the Peace	9	9	9	9	N/A	****	****	****
<b>TOTAL</b>	<u><u>18</u></u>	<u><u>18</u></u>	<u><u>18</u></u>	<u><u>18</u></u>				



**151 GENERAL FUND  
129 JUDICIAL – OTHER**

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**MISSION STATEMENT**

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This Judicial Section of the General Fund is used to budget and account for any court related expenditures not budgeted and accounted for in any other fund. The major expenditures include support of the Clerk of Court’s office, costs related to the jurors and witnesses used by the Courts in Terrebonne Parish, payment to the law enforcement personnel who act as bailiffs in the Courts, outside legal services and expert witnesses. The state laws, L.R.S. 13:3049, 13:661, and 13:3671, that provide for these payments and set forth the amounts to be paid to the different types of jurors and witnesses for daily service, mileage, hotel, and meals. L.R.S. 15:255 provides for payment to police officers and other witnesses in criminal cases.

Article 417.B of the Code of Criminal Procedure requires that the list of grand jurors and petit jurors be published in the local newspaper. Articles 5185 and 5186 of the Code of Civil Procedure require the Clerk of Court to pay the costs of appeal in the case of an indigent defendant.

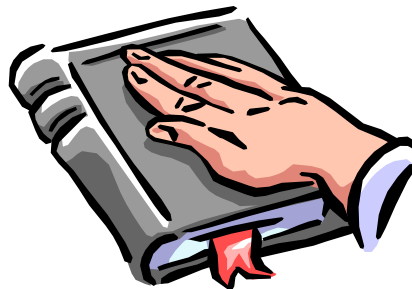
Article 660 of the Code of Criminal Procedure provides that a physician called to testify concerning a mental examination is entitled to a witness fee and travel expenses. L.R.S. 33:1556 provides that the parish coroner, when required to appear in court for testimony arising from his official duties, is entitled to a witness fee.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Supplies and Materials	0	0	554	500	500
Other Services and Charges	<u>139,783</u>	<u>150,000</u>	<u>142,271</u>	<u>145,000</u>	<u>145,000</u>
<b>TOTAL EXPENDITURES</b>	<u><u>139,783</u></u>	<u><u>150,000</u></u>	<u><u>142,825</u></u>	<u><u>145,500</u></u>	<u><u>145,500</u></u>
% CHANGE OVER PRIOR YEAR					-3.00%

**BUDGET HIGHLIGHTS**

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- No significant changes.



**151 GENERAL FUND  
131 PARISH PRESIDENT**

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**MISSION STATEMENT**

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The Parish President supervises and directs the administration of all departments, offices, and agencies of the Terrebonne Parish Consolidated Government's Executive Branch. He keeps the Council informed of the financial condition of the government, with recommendations for action; submits the annual budget to the Council; and performs other duties prescribed by the Home Rule Charter. The mission of Administration is to better serve the citizens of Terrebonne Parish through the provision of a fairer and friendlier local governmental organization delivering professional, high quality, cost-effective services within the framework of the Parish Charter, and to respond to and plan for the developing needs of the community in an innovative and proactive manner.

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**GOALS AND OBJECTIVES**

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Position departments/offices into the newly purchased "Government Tower" building in a way that maximizes the building's usage and facilitates a "one stop-shop" for the public.

After move to Government Tower building, solicit and evaluate proposals from qualified parties for the adaptive and creative re-use of vacated governmental structures around the parish, particularly downtown; renegotiate remaining rental agreements for building space or more effectively utilize non-rental property for governmental operations.

Regional cooperation to attain common goals by continuing to work regionally to secure construction of the proposed North/South Corridor to meet the local 35% matching share for the \$650 million "Morganza" project.

Secure legislation of local/regional concern by working with legislators on WRDA (Water Resources Development Appropriation) allowing the parish to pay its match for the Morganza project over a 30-year period.

Participate in restructuring Planning and Zoning Commissions in order to consolidate functions into one board.

Disposal of surplus land and buildings to maximize revenues and reduce costs.

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**PERFORMANCE MEASURES**

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Achieved greater governmental consolidation through reorganization of parish departments and modifications to job responsibilities; designed and implemented after Parish Council approval a restructured parish organizational chart to maximize departmental effectiveness and accountability.

Continue to prepare bi-annual department-by-department Strategic Plan for long-range perspective and pro-active problem-solving approaches.

Purchased the Bank One Building, renamed Government Tower, to consolidate government functions in order to facilitate public access and convenience.

Frequently update Parish Government website to facilitate public access to government.

Initiated technology upgrades with improvements to internal network connections, upgrade of central computer, installation of in-house server, and implementation of intranet.

Designated South Central Planning & Development Commission as MPO for Terrebonne to increase funding for transportation projects in the parish.

Worked with Terrebonne Parish Sheriff to institute a litter abatement program.

Reduced cost of internal government operations by hiring a communication specialist to reduce expenses on parish-wide communication equipment and hired automotive fleet manager to reduce vehicle related expenses.

**151 GENERAL FUND  
131 PARISH PRESIDENT**

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	381,026	381,020	365,916	383,382	383,382
Supplies and Materials	31,087	31,000	19,464	31,275	31,275
Other Services and Charges	42,988	54,770	52,692	58,533	53,533
Repair and Maintenance	4,619	4,250	4,303	4,500	4,500
Allocated Expenditures	(345,832)	(340,283)	(342,856)	(340,711)	(337,111)
Capital Outlay	9,141	14,759	14,759	12,700	12,700
<b>TOTAL EXPENDITURES</b>	<b>123,029</b>	<b>145,516</b>	<b>114,278</b>	<b>149,679</b>	<b>148,279</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					0.35%

**BUDGET HIGHLIGHTS**

- Add Clerk II position (Level 55) – Approved.
- Eliminate Executive Secretary position (Level 58) – Approved.
- Operating Capital: - Approved.
  - Copy machine replacement, \$10,000
  - Laser Printer, \$2,000
  - Fax Machine, \$700
- Recommended by Administration to reduce Travel and Training account from \$10,000 to \$5,000 – Approved.



**151 GENERAL FUND  
131 PARISH PRESIDENT**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Parish President	1	1	1	1	31	72,978	99,762	120,414
Parish Manager	1	1	1	1	30	63,823	84,094	104,351
Parish Pres. Secretary	1	1	1	1	24	29,568	37,619	45,683
Communications Specialist	1	1	0	0	10	27,100	34,827	42,553
Administrative Secretary	1	1	1	1	59	21,737	28,231	35,074
Executive Secretary	2	2	1	1	58	19,647	25,763	31,879
Clerk III-Receptionist	1	1	1	1	56	16,725	21,621	26,529
Clerk II	0	0	1	1	55	15,479	19,894	24,295
TOTAL	<u>8</u>	<u>8</u>	<u>7</u>	<u>7</u>				

**151 GENERAL FUND  
141 REGISTRAR OF VOTERS**

**MISSION STATEMENT**

The State Office of the Registrar of Voters is responsible for the registration of eligible voters in Terrebonne Parish and for the administration of the laws relating to the registration of voters. The Registrar of Voters is also responsible for absentee voting and verifying of signatures for petitions. The parish is responsible for providing office space and salary supplements for state employees.

**GOALS AND OBJECTIVES**

To continue working towards a positive and professional image in personnel and office standards to effectively serve the citizens of Terrebonne Parish relative to voter registration.

For the Registrar of Voters to become a Certified Election and Registration Administrator.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	56,999	72,780	67,360	83,545	83,545
Supplies and Materials	2,374	5,800	3,549	3,200	3,200
Other Services and Charges	4,190	4,900	4,459	8,289	8,289
Repair and Maintenance	17	500	254	500	500
Capital Outlay	0	4,069	4,069	0	0
<b>TOTAL EXPENDITURES</b>	<b>63,580</b>	<b>88,049</b>	<b>79,691</b>	<b>95,534</b>	<b>95,534</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>13.76%</b>

**BUDGET HIGHLIGHTS**

- Requesting \$3,100 increases in Travel and Training to attend Election Center workshops toward certification for Election and Registration Administrator – Approved.
- Requesting 4% increase for classified employee, (\$336 parish supplement) – Approved.



Assisting absentee voter.



Verifying signatures on a petition.

**151 GENERAL FUND  
141 REGISTRAR OF VOTERS**

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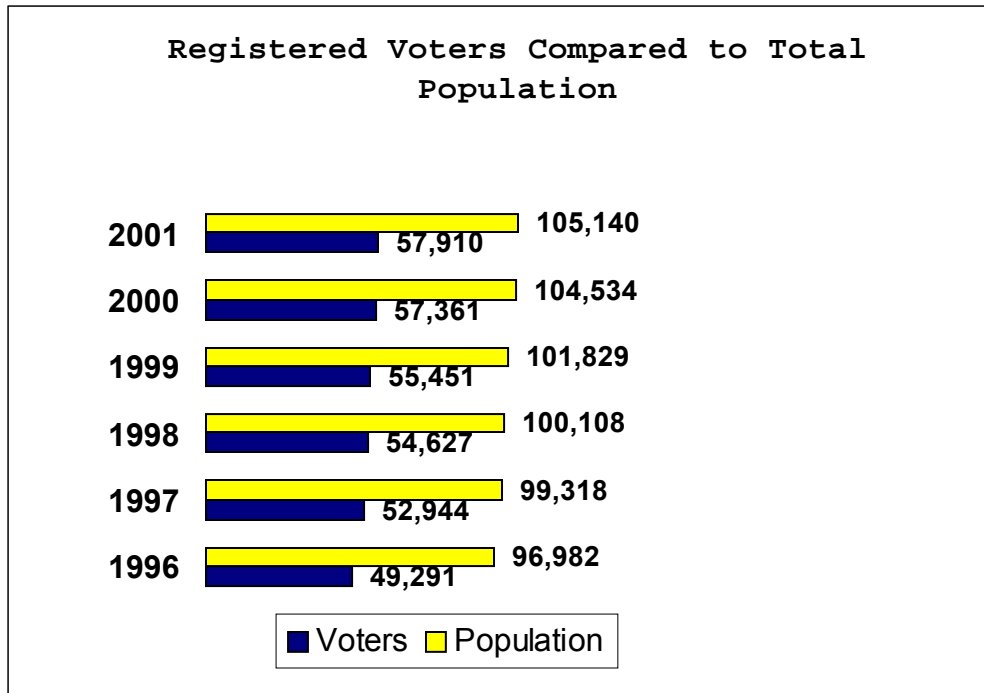
**PERSONNEL SUMMARY**

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Registrar of Voters	1	1	1	1	N/A	****	****	****
Chief Deputy Registrar	1	1	1	1	N/A	****	****	****
Voter Registration Spec.	2	2	2	2	N/A	****	****	****
Confidential Asst.	1	1	1	1	N/A	****	****	****
<b>TOTAL</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>				

**PERFORMANCE MEASURES**

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**151 GENERAL FUND  
142 ELECTIONS**

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**MISSION STATEMENT**

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The Elections category of the General Fund is used to record direct expenditures for holding general, primary and special elections.

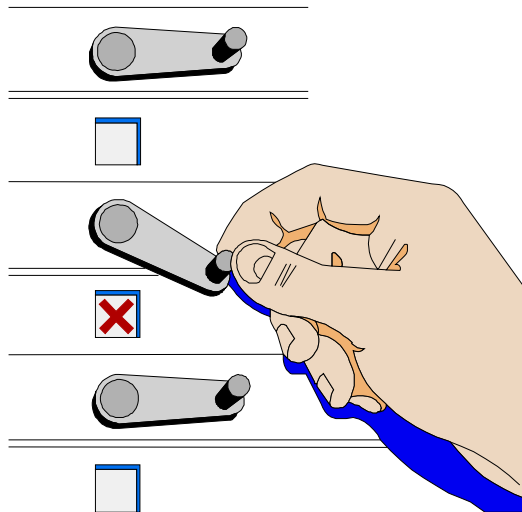
<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Other Services and Charges	14,937	10,000	18,964	12,000	12,000
<b>TOTAL EXPENDITURES</b>	<u>14,937</u>	<u>10,000</u>	<u>18,964</u>	<u>12,000</u>	<u>12,000</u>
<b>% CHANGE OVER PRIOR YEAR</b>					20.00%

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**BUDGET HIGHLIGHTS**

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- No significant changes.



**151 GENERAL FUND  
151 ACCOUNTING**

**MISSION STATEMENT**

The primary function of the Accounting Division staffed with 21 employees is performing all activities leading to the timely deliverance and usefulness of accurate financial and management reports to user departments and agencies of this government. The activities include but are not limited to: budget planning, control and preparation; prudent investment objectives; accounts payable and receivables; payroll; contract/project coordination; debt service management; and year end audits.



**GOALS AND OBJECTIVES**

To preserve the public trust and confidence through innovative and practical financial management.

To receive Annual Budget Certification from the Government Finance Officers Association (GFOA).

To meet the requirements of the Governmental Accounting Standards Board (GASB) for statement No. 34 for State and Local Governments.

To establish routine annual physical inventories of Parish Assets, working with Purchasing to surplus obsolete and broken assets.

To implement a new payroll system incorporating field input, balancing and uniform time collection.

To establish additional aggressive collection procedures for accounts receivable through independent local agencies.

To assist the Human Resources and Risk Management Department with the re-design of our self-funded Group Insurance Benefits program and provide for a stable future in spite of rising health care costs.

**PERFORMANCE MEASURES**

The Government Finance Officers Association (GFOA) of the United States and Canada awarded a Certificate of Achievement for Excellence in Financial Reporting to the Terrebonne Parish Consolidated Government Finance Department for its Comprehensive Annual Financial Report for the fiscal years 1997, 1998 1999 and 2000.

Under the re-organization, the Purchasing Division and Customer Service Division now report to the Accounting Division allowing for more team structure.

Added the Terrebonne Parish Consolidated Government's 2001 Adopted Budget to the Parish internet web site, ([www.tpcg.org](http://www.tpcg.org)).

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	658,256	765,853	765,507	827,860	827,860
Supplies and Materials	31,392	39,000	37,793	43,500	43,500
Other Services and Charges	31,545	32,720	33,210	32,730	32,730
Repair and Maintenance	221	1,250	2,500	1,500	1,500
Allocated Expenditures	(513,759)	(595,558)	(597,757)	(635,783)	(635,783)
Capital Outlay	5,434	98,364	100,164	13,850	13,850
<b>TOTAL EXPENDITURES</b>	<b>213,089</b>	<b>341,629</b>	<b>341,417</b>	<b>283,657</b>	<b>283,657</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					7.96%



**151 GENERAL FUND  
151 ACCOUNTING**

**BUDGET HIGHLIGHTS**

- Increasing college intern hours to 25 hours per week to assist in fixed asset physical inventory – Approved.
- To amend the following positions in the Parish Pay Plan – no salary adjustments required – Approved.
  - Assistant Comptroller, Level 12 to Level 14
  - Accountant I, Level 8 to Level 10
  - Establish new title of Accountant III
- Operating Capital: - Approved.
  - Replace Fax machine, \$2,350
  - Replace 6 of the 22 computers, \$15,000

**PERSONNEL SUMMARY**

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Comptroller	1	1	1	1	15	43,592	57,110	70,615
Assistant Comptroller	0	0	1	1	14	39,398	51,409	63,434
Assistant Comptroller	1	1	0	0	12	32,464	42,046	51,617
Budget Officer	1	0	0	0	12	32,464	42,046	51,617
Accountant III	0	1	1	1	12	32,464	42,046	51,617
Accountant II	3	2	2	2	11	29,620	38,203	46,800
Investment Officer	1	1	1	1	11	29,620	38,203	46,800
Accountant I	0	0	2	2	10	27,100	34,827	42,553
Accountant I	1	2	0	0	8	22,919	29,217	35,528
Accounting Clerk V	3	3	3	3	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Accounting Clerk IV	6	6	6	6	57	18,089	23,568	29,035
Secretary	1	1	1	1	56	16,725	21,621	26,529
Clerk III - Receptionist	1	1	1	1	56	16,725	21,621	26,529
<b>TOTAL FULL-TIME</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>				
Accounting Clerk IV	2	2	2	2	57	9,044	11,784	14,518
<b>TOTAL PART-TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>				
<b>TOTAL</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>				



**151 GENERAL FUND  
152 CUSTOMER SERVICE**

**MISSION STATEMENT**

The mission of this division is to serve as a “one-stop” central point of contact for all citizens and prospective clients wishing to conduct business throughout the City of Houma/Parish of Terrebonne. This office strives on ensuring superior customer service while providing definitive communication, and collections for each of the following public services: Electric/Gas Utilities, Special (Sewer/Paving) Assessments, Special Events, Bar Cards, Certificate of Registration/Solicitation Permits, Liquor Licenses, Electrician & Plumber Contractor Licenses, Worthless Checks to TPCG, and Parking Enforcement. Also includes the central collection point of license taxes resulting from businesses issuing life, accident, or health insurance policies throughout the urban service areas of Houma-Terrebonne.

**GOALS AND OBJECTIVES**

To encourage and increase qualified customer participation in the “Average Billing” program, and the “Direct Payment/Bank Draft” programs.

To provide an additional payment option for public services rendered by TPCG via “Credit Cards” (MasterCard /Visa), which is expected to be available by the year ending 2001.

To continue to improve efforts toward effective collections for utility services, and methods of reducing bad debts.

**PERFORMANCE MEASURES**

Utility Customers.....18,000  
Insurance Licenses.....700  
Liquor Licenses.....464  
Electrician /Plumber Licenses... 270



<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	0	554,837	545,557	591,629	591,629
Supplies and Materials	41	137,400	119,402	138,900	138,900
Other Services and Charges	0	342,473	319,397	375,066	375,066
Repair and Maintenance	0	5,900	7,251	4,200	4,200
Allocated Expenditures	0	(1,025,000)	(976,733)	(1,025,000)	(1,025,000)
Capital Outlay	0	136,592	105,657	0	0
<b>TOTAL EXPENDITURES</b>	<b>41</b>	<b>152,202</b>	<b>120,531</b>	<b>84,795</b>	<b>84,795</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>6.65%</b>

**151 GENERAL FUND  
152 CUSTOMER SERVICE**

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**BUDGET HIGHLIGHTS**

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- As a support division of the government, the Customer Service Department is accounted for in the General Fund and allocated to “user” funds.
- Significant operating expenses: - Approved.
  - Postage, \$85,000
  - Utility Billing Contract, \$114,000
  - Communications, \$25,340, (includes an increase of 100% for Radio Tower from \$10,460 to \$20,900)
- No new operating capital.

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Customer Service Mgr.	1	1	1	1	14	39,398	51,409	63,434
Op. Supv-Cust. Serv.	1	1	1	1	60	23,348	31,022	38,697
Customer Service Supv.	1	1	1	1	60	23,348	31,022	38,697
Meter Serv. Technician	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	1	1	1	1	57	18,089	23,568	29,035
Sr. Customer Service Rep.	3	3	3	3	57	18,089	23,568	29,035
Clerk III-Receptionist	2	1	1	1	56	16,725	21,621	26,529
Customer Service Rep.	4	5	5	5	56	16,725	21,621	26,529
Meter Reader	6	6	6	6	55	15,479	19,894	24,295
TOTAL	<u>20</u>	<u>20</u>	<u>20</u>	<u>20</u>				

**151 GENERAL FUND  
157 LEGAL SERVICES**

**MISSION STATEMENT**

To deliver effective and cost-efficient legal services to the executive and legislative branches of the Parish government in a professional and expedient manner for the purpose of directing the lawful implementation of the Parish Charter and Code of Ordinances in coordination with applicable state and federal law, and for the purpose of successfully defending local government's interests in litigated matters.

The Legal Department consists of the Parish Attorney who is head of the department, and five Assistant Parish Attorneys all of whom are contracted to the Parish government on a yearly basis upon appointment by the Parish President and ratification by the Parish Council. Legal services and legal advice are provided and available 24-hours a day to the Parish President, all departments of Administration, and the Parish Council. Additionally, the Legal Department represents the Parish government in all litigation in which the Parish is named as a party (unless other representation is provided pursuant to insuring and indemnity agreements.)

**GOALS AND OBJECTIVES**

To reduce workplace-related litigation and to educate department heads and employees about laws affecting the workplace.

To improve delivery of legal opinions and to effectively use existing and emerging computer technology and software to speed the delivery of legal opinions. Also to complete the task of indexing past legal opinions into a database.

To reconcile and update the Parish Code in accordance with changes in State Law by revising code to improve services and protect health, safety, and welfare of citizens.

**PERFORMANCE MEASURES**

The Legal Department has evaluated workload and matched the expertise and availability of each particular attorney with the projects and cases for assignment. This department has also created a computerized opinion database and initiated procedures for locating and scanning into the database all legal opinions rendered in the last ten years for use as a research tool.

The Legal Department has developed an aggressive approach to ending frivolous litigation and having lawsuits against the Parish dismissed, or proceed to trial as rapidly as possible to control legal interest on awards and control defense costs, they have closed approximately one-third of outstanding litigation files.

The Legal Department has initiated an on-going review of Code resulting in correction of outdated ordinances.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	46,343	46,524	47,714	49,216	49,216
Supplies and Materials	7,657	0	9,960	9,960	9,960
Other Services and Charges	<u>340,521</u>	<u>291,600</u>	<u>413,200</u>	<u>364,600</u>	<u>365,000</u>
<b>TOTAL EXPENDITURES</b>	<u><u>394,521</u></u>	<u><u>338,124</u></u>	<u><u>470,874</u></u>	<u><u>423,776</u></u>	<u><u>424,176</u></u>
<b>% CHANGE OVER PRIOR YEAR</b>					25.45%

**151 GENERAL FUND  
157 LEGAL SERVICES**

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**BUDGET HIGHLIGHTS**

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- For the assistance to Capital Area Legal Services with rent on an “as needed” basis, the budget was originally submitted as \$14,600. Final and approved amount is an increase of \$400 for a total of \$15,000.
- 2002 Legal fees budget has increased by \$75,000 (27%)
- In addition to the Parish Attorney and Assistants, the Parish has been assigned two Special Assistant District Attorneys, one on contract to handle City Court prosecutions; one as a full time employee to perform various legal services in collection procedures, Planning Commission and Nuisance Abatement.

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**PERSONNEL SUMMARY**

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Asst. District Attorney	1	1	1	1	N/A	****	****	****
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				



**151 GENERAL FUND  
162 PARKING METER ADMINISTRATION**

**MISSION STATEMENT**

The mission of the City of Houma Parking Meter Administration/ Parking Control Officers is to promote parking availability in the downtown business district of Houma-Terrebonne by enforcement of the following non-moving violations: expired meter, overtime at meter, and taking up 2 meter spaces. This division consists of collecting fees for daily parking, which is available to those people who conduct business in the downtown-area, and they also serve as ambassadors of goodwill to the public for general directions, etc., along with informative efforts for parking accuracy in compliance with established procedures.

**GOALS AND OBJECTIVES**

To continue the efforts of promoting parking awareness to the general public by way of communications.

To establish parking permits procedure for "Temporary Parking" to visitors, dignitaries, elected government officials, service personnel to the Terrebonne Parish Consolidated Government, etc.

**PERFORMANCE MEASURES**

<b>Year</b>	<b>Parking Tickets Issued</b>
1998	775
1999	3,785
2000	2,633
2001	2,464*

\*(As of August 15, 2001)

As of March 2001, a second Parking Control Officer was hired. It is possible that as many as 4,000 parking tickets can be issued by the year's end in 2001.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	24,906	44,285	42,931	52,003	52,003
Supplies and Materials	5,747	7,100	4,517	4,975	4,975
Other Services and Charges	3,096	2,500	2,307	2,340	2,340
Repair and Maintenance	536	2,800	1,688	1,700	1,700
Capital Outlay	13,625	13,045	13,654	0	0
<b>TOTAL EXPENDITURES</b>	<b>47,910</b>	<b>69,730</b>	<b>65,097</b>	<b>61,018</b>	<b>61,018</b>
<b>% CHANGE OVER PRIOR YEAR CAPITAL OUTLAY</b>					<b>7.64%</b>

**151 GENERAL FUND  
162 PARKING METER ADMINISTRATION**

**BUDGET HIGHLIGHTS**

- Parking meter revenue is expected to generate \$65,000 for 2002.
- Parking meter fines are budgeted at \$10,000 for 2002.

**PERSONNEL SUMMARY**

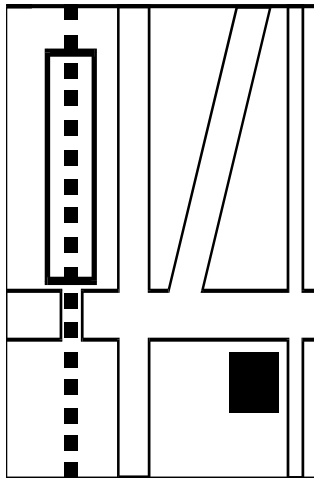
JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Meter Reader	2	2	2	2	54	14,375	18,349	22,322
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>				



**151 GENERAL FUND  
193 PLANNING**

**MISSION STATEMENT**

To provide professional planning and building services to preserve the natural resources and qualities of Terrebonne Parish, to enhance the quality of living and to ensure orderly development. The Planning and Zoning Department is divided into the following divisions: Permits; Coastal Zone Management; Houma-Terrebonne Regional Planning Commission; Houma Zoning Commission; Transportation Planning; Tall Grass/Debris Complaints.



**GOALS AND OBJECTIVES**

The primary goal of the Planning & Zoning Department will be to extend a fair and friendly approach to all individuals while processing their permit applications.

To establish a Geographic Information System (GIS) mapping on the parish web site.

The Planning Commission will continue sponsorship of the Comprehensive Plan for Terrebonne Parish and will submit Phase I of the subdivision regulations to the Parish Administration and the Council.

To develop information page of all permit applications on the Parish web page. These permits would include building permits, inspections, plumbing and electrical license, parade permits, taxi cab permits, letter of no objection, coastal use permits, etc.



**PERFORMANCE MEASURES**

In 2000 the Department of Planning & Zoning issued approximately 2,470 building permits. Of that total 490 were for new construction residential, 545 mobile homes and 75 for new construction commercial. All other permits were for renovations, additions or certificates of occupancy. The total construction estimates for 2001 was over 85 million dollars. There was an estimated 12,000 inspections made for electric, gas, plumbing and elevation requirements.

The Houma-Terrebonne Regional Planning Commission received and processed 166 applications for subdivisions, redivisions of property, raw land sales and family partitions.

The Planning Commission submitted Phase I of the subdivision regulations to the Parish Council and was approved.

The Houma Zoning Commission reviewed and processed 18 applications for zoning map amendments, home occupations, and planned group approvals.

The Board of Adjustments accepted 34 applications for structural variances.

The Department also processed over 800 tall grass and debris complaints throughout Terrebonne Parish. The tall grass and debris complaints should be reduced with the billing directly tied into the property tax roles. Also more stringent regulations are being developed for repeat offenders.



**151 GENERAL FUND  
193 PLANNING**

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	1,005,194	638,214	620,622	751,779	751,779
Supplies and Materials	50,203	38,650	37,441	38,500	38,500
Other Services and Charges	230,783	692,390	672,386	232,300	232,300
Repair and Maintenance	(12,351)	3,650	3,217	3,650	3,650
Allocated Expenditures	(323,341)	(30,000)	(30,849)	(20,840)	(20,840)
Capital Outlay	75,936	34,761	34,761	3,250	3,250
<b>TOTAL EXPENDITURES</b>	<b>1,026,424</b>	<b>1,377,665</b>	<b>1,337,578</b>	<b>1,008,639</b>	<b>1,008,639</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>-25.25%</b>

**BUDGET HIGHLIGHTS**

- The Houma Terrebonne Regional Planning Commission has proposed to the Parish Administration and Council the funding for a detailed Comprehensive Plan for the Parish. This \$700,000 project will provide a vision for future growth in respect to roads, drainage, sewerage, utilities and land use. In 1999, \$150,000 was set aside to begin the project, \$400,000 in 2001 and the balance of \$150,000 proposed in 2002.
- Requesting changes to the organizational structure for a Nuisance Abatement Section to better serve the public needs in the areas of tall grass, derelict cars and vessels, condemnations and demolitions – Approved.
  - Nuisance Abatement Officer, (Level 10)
  - Two Nuisance Abatement Inspectors, (Level 56)
  - Eliminate Office Manager, (Level 9) and Tall Grass Inspector, (Level 56)
  - Upgrade Clerk III to Clerk IV
- Eliminate the GIS Planner (Planner Grants Writer) and use the Funds for GIS Contractor as needed - Approved.
- Operating Capital – Approved.
  - Laptop computer with docking station for Director, \$3,250.

**151 GENERAL FUND  
193 PLANNING**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Planning Director	1	1	1	1	29	55,863	73,186	90,495
Senior Planner	1	1	1	1	14	39,398	51,409	63,434
Coastal Zone Manager	1	1	1	1	12	32,464	42,046	51,617
Planner II	1	1	1	1	12	32,464	42,046	51,617
Nuisance Abatement Officer	0	0	1	1	10	27,100	34,827	42,553
Planner/Grantwriter	1	1	0	0	10	27,100	34,827	42,553
Office Manager	1	1	0	0	9	24,880	31,854	38,813
Chief Inspector	1	1	1	1	60	23,348	31,022	38,697
Permits Specialist	1	1	1	1	8	22,919	29,217	35,528
Inspector	3	3	3	3	59	21,737	28,231	35,074
Clerk V	1	1	1	1	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	1	1	2	2	57	18,089	23,568	29,035
Clerk III	3	2	2	2	56	16,725	21,621	26,529
Tall Grass Inspector	0	1	0	0	56	16,725	21,621	26,529
Nuisance Abatement Inspector	0	0	2	2	56	16,725	21,621	26,529
TOTAL	<u>17</u>	<u>17</u>	<u>18</u>	<u>18</u>				

**151 GENERAL FUND  
194 GOVERNMENT BUILDINGS**

**MISSION STATEMENT**

This department is responsible for the repair, routine and preventive maintenance programs, renovations or modifications of all government buildings and parish grounds utilizing parish employees and contract personnel.

**GOALS AND OBJECTIVES**

To assist with a smooth transition from the old offices to the new Government Towers.

To enhance building maintenance capabilities by recruiting, training, entry-level maintenance personnel, therefore improving our services to said buildings and personnel.

**PERFORMANCE MEASURES**

Acquired seven floor “Bank One” building in downtown Houma to establish Terrebonne Parish Government Complex.

Employed architect to determine most efficient use of new government complex.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	82,145	194,513	187,591	279,250	279,250
Supplies and Materials	18,900	30,000	30,483	34,000	34,000
Other Services and Charges	678,711	1,098,792	1,047,566	1,147,296	1,147,296
Repair and Maintenance	108,883	163,783	162,395	167,500	167,500
Capital Outlay	602,906	866,942	865,534	268,850	268,850
<b>TOTAL EXPENDITURES</b>	<b>1,491,545</b>	<b>2,354,030</b>	<b>2,293,569</b>	<b>1,896,896</b>	<b>1,896,896</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>9.48%</b>

**BUDGET HIGHLIGHTS**

- Requesting the addition of two Clerk II (Level 55) and One Clerk III (Level 56), positions to serve as an Information Greeter at the new complex, building mail-runner, and clerical assistance to Building Maintenance work orders, purchases, etc. – Approved.
- With the purchase and renovations of the Government Complex, various expenditures have been increased including Utilities, Insurance, mechanical maintenance contracts, etc. As we vacate various Parish and leased buildings, these expenditures should start decreasing.
- Rental income from the Government Complex is estimated for 2002 at \$448,692. Included in the rental income is \$24,000 for two additional communications towers.
- Operating Capital: - Approved.
  - Roof repairs at Health Unit, \$12,000
  - Old Jail Air Handler, \$34,000
  - Major repairs on #1 Chiller at Government Tower, \$23,000
  - ½ Ton Extended Cab Truck, \$18,800

**151 GENERAL FUND  
194 GOVERNMENT BUILDINGS**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Government Tower Manager	1	1	1	1	13	35,710	46,423	57,136
Mechanical Maint. Supervisor	1	1	1	1	11	29,620	38,203	46,800
Clerk IV	0	1	0	0	57	18,089	23,568	29,035
Maintenance Technician	1	1	1	1	56	16,725	21,621	26,529
Clerk III	0	0	1	1	56	16,725	21,621	26,529
Laborer II	1	1	1	1	55	15,479	19,894	24,295
Clerk II	0	0	2	2	55	15,479	19,894	24,259
Laborer I	1	1	1	1	53	13,388	16,972	20,556
TOTAL	<u>5</u>	<u>6</u>	<u>8</u>	<u>8</u>				

**151 GENERAL FUND  
195 CODE VIOLATION/COMPLIANCE**

**MISSION STATEMENT**

The Code Violation and Compliance Division of Planning is responsible for the management and enforcement of the Demolition Program, Grass Cutting, Derelict Vessels and Condemnations.

**GOALS AND OBJECTIVES**

To amend the parish Tall Grass Ordinance to incorporate escalating fines and penalties for repeat offenders.

To secure additional federal and state funds to remove derelict vessels from our waterways.

Partnership with the Sheriff's Office, especially Water Patrol Division, to enforce the derelict vessel ordinance once waterways are clean.

**PERFORMANCE MEASURES**

Liens were placed on tax notices for the first time on tall grass violators. The collection rate dramatically increased.

Secured federal funding for the removal of 40 sunken vessels along Bayou Dularge from Falgout Canal to Grand Pass.

2000 Complaints and Condemnations

No. of tall grass complaints –958  
No. of condemnations – 39

2001 Complaints and Condemnations  
(As of September 19, 2001)

No. of tall grass complaints –818  
No. of condemnations – 20

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Other Services and Charges	74,915	468,305	468,305	135,000	135,000
<b>TOTAL EXPENDITURES</b>	<b>74,915</b>	<b>468,305</b>	<b>468,305</b>	<b>135,000</b>	<b>135,000</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>-71.17%</b>

**BUDGET HIGHLIGHTS**

- Significant Operating Expenses: - Approved.
  - Demolition Program: \$20,000
  - Tall Grass Cutting: \$100,000 (Reimbursements from property owners estimated at \$25,000)
  - Derelict Vessels: \$10,000
  - Condemnations: \$5,000

**151 GENERAL FUND  
198 JANITORIAL SERVICES**

**MISSION STATEMENT**

This department provides custodial services for all government buildings. Those buildings include: the Homeless Shelter, the Utilities/Purchasing Complex, the Federal Programs Office, the Courthouse, the Courthouse Annex, the LSU Extension Office, City Hall, the Planning Building, City Court, Pollution Control, the Bayou Terrebonne Waterlife Museum, the Administration Building, the Human Resources/Risk Management Building, the Bus Depot, and the Health Unit. In addition, contracted custodial services are provided to the Government Tower.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	337,922	512,384	499,320	500,335	500,335
Supplies and Materials	61,656	77,300	57,515	63,800	63,800
Other Services and Charges	6,375	80,600	70,956	95,859	95,859
Repair and Maintenance	2,105	3,000	1,772	3,000	3,000
<b>TOTAL EXPENDITURES</b>	<b>408,058</b>	<b>673,284</b>	<b>629,563</b>	<b>662,994</b>	<b>662,994</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>-1.53%</b>

**BUDGET HIGHLIGHTS**

- Through attrition, one part-time position has been eliminated.
- 2002 Janitorial Services for Government Complex, \$81,000 increase of \$19,800 (32.35 %), projected as the Government Tower becomes full of Parish offices.

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Custodial Supervisor	1	1	1	1	10	27,100	34,827	42,553
Crew Leader	1	1	1	1	58	19,647	25,763	31,879
Laborer III / General	1	1	1	1	56	16,725	21,621	26,529
Clerk III-Receptionist	1	1	1	1	56	16,725	21,621	26,529
Custodian	18	20	18	18	52	12,505	15,739	18,972
<b>TOTAL FULL-TIME</b>	<b>22</b>	<b>24</b>	<b>22</b>	<b>22</b>				
Custodian	4	3	3	3	52	6,253	7,869	9,486
<b>TOTAL PART-TIME</b>	<b>4</b>	<b>3</b>	<b>3</b>	<b>3</b>				
<b>TOTAL</b>	<b>26</b>	<b>27</b>	<b>25</b>	<b>25</b>				

**151 GENERAL FUND  
199 GENERAL – OTHER**

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**MISSION STATEMENT**

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This department is used for expenses that are related to general expenditures such as taxes, security purchases or investments, indirect allocations from service departments (Fleet Maintenance, Purchasing, Information Systems).

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Other Services and Charges	108,746	117,366	155,399	118,366	118,366
Allocated Expenditures	<u>286,399</u>	<u>355,000</u>	<u>355,000</u>	<u>357,000</u>	<u>357,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>395,145</u></b>	<b><u>472,366</u></b>	<b><u>510,399</u></b>	<b><u>475,366</u></b>	<b><u>475,366</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					0.85%

**BUDGET HIGHLIGHTS**

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- No significant changes.

**151 GENERAL FUND  
205 CORONER**

**MISSION STATEMENT**

The Office of the Coroner of Terrebonne Parish serves the public 24 hours a day, 365 days a year. It is charged with determining the manner and cause of death for those cases that fall within its jurisdiction, including homicide, suicide, and accidental, unusual, or suspicious deaths. The Coroner's Office performs autopsies when appropriate and issues death certificates. It issues orders of protective custody for the mentally ill and chemically dependent and performs court ordered sanity commission exams. It investigates cases of possible criminal sex offense.

**GOALS AND OBJECTIVES**

To maintain professional and comprehensive abilities to investigate deaths, to evaluate the mentally ill and chemically dependent, and to investigate possible criminal sex offenses.

To work with outside agencies to deliver a high quality of services; these agencies include the City of Houma Police Department, Sheriff's Office, State Police, mental health facilities, substance abuse clinics, and other coroner's offices.

To maintain high-quality statistical information.

**PERFORMANCE MEASURES**

The Coroner's Office investigated and completed appropriate documentation on all coroner death cases, projected to be 588 for 2001.

Autopsies are performed as needed to complete an investigation into the cause of death. The number of autopsies for 2001 is projected to be about 84.

The Coroner's Office strives to operate efficiently when evaluating the mentally ill and the chemically dependent. Mental cases, including investigations of mental illness, examinations, are projected to be 642 for 2001.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	40,956	0	0	0	0
Other Services and Charges	303,656	351,000	329,256	373,000	373,000
<b>TOTAL EXPENDITURES</b>	<b>344,612</b>	<b>351,000</b>	<b>329,256</b>	<b>373,000</b>	<b>373,000</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>6.27%</b>

**BUDGET HIGHLIGHTS**

- Coroner Fees have increased by \$22,000 (6%).
- Budgeted Cases for 2002 have increased:

	<u>2001</u>	<u>2002</u>	<u>Difference</u>
Investigation (Mentals)	100	130	30
Mental Exams	490	500	10
Commitments	490	500	10
Investigations (Deaths)	450	550	100
Autopsies	80	84	4
Views Without Autopsies	315	400	85
Toxicology Studies	80	84	4





**151 GENERAL FUND  
302 ENGINEERING**

**MISSION STATEMENT**

The Engineering Division of the Terrebonne Parish Consolidated Government provides engineering services to the Public Works Department. The Engineering Division has the primary responsibility of managing the Public Works Department's capital construction program. This division also provides engineering support for the Terrebonne Parish Regional Planning Commission subdivision approval process. The Engineering division provides miscellaneous engineering services to other Public Works Department divisions and in-house engineering for small capital projects as assigned by the Parish Manager or the Parish President.

**GOALS AND OBJECTIVES**

To provide for the effective construction of DPW (Department of Public Works) capital projects that, in general meet applicable design standards and serve their purpose.

To provide for the effective review of subdivisions submitted to the Planning Commission for Engineering approval and to inform the Planning Commission of any design deficiencies in the reviewed subdivisions.

To provide the DPW with required technical assistance and to help the DPW improve its technical proficiency.

**PERFORMANCE MEASURES**

No. of Capital Projects managed in 2000 - 69

Capital Projects Dollar Amt. In 2000 - \$120,873,185

Invoices Dollar Amount 2000 - \$14,771,010

No. of Change orders in 2000 - 45

No. of Engineering/Architectural Appointments in 2000- 15

No. of Amendments in 2000 - 24

No. of Substantial Completions in 2000 - 20

No. of Engineering reviews of subdivisions in 2000 - 18

No. of Engineering reviews of building permit applications in 2000 - 7

No. of final inspections of subdivisions in 2000 - 22

No. of Capital Projects by the Engineering Group in 200 - 7

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	457,721	261,417	261,044	316,625	316,625
Supplies and Materials	30,048	29,750	22,733	30,350	30,350
Other Services and Charges	140,304	92,200	116,612	79,871	79,871
Repair and Maintenance	19,571	16,450	13,707	167,800	167,800
Allocated Expenditures	(290,341)	25,000	(307,447)	(327,235)	(327,235)
Capital Outlay	66,554	211,233	211,233	39,000	39,000
<b>TOTAL EXPENDITURES</b>	<b>423,857</b>	<b>636,050</b>	<b>317,882</b>	<b>306,411</b>	<b>306,411</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>48.73%</b>

**151 GENERAL FUND  
302 ENGINEERING**

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**BUDGET HIGHLIGHTS**

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- Replace part-time drafter with full time drafter, \$150,000 for Phase II of the NPDES Program (Enforced by Department of Environmental Quality)
- Operating Capital: - Approved.
  - Replacement of 2 computers, \$10,000
  - Replacement of computer printer, \$10,000
  - UPS Backup System, \$4,000
  - Copy Machine, \$5,000, replacement
  - Screen and Projector Equipment, \$10,000

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Parish Engineer	1	1	1	1	15	43,592	57,110	70,615
Engineering Analyst	3	3	3	3	61	25,568	34,190	42,826
Clerk IV	1	1	1	1	57	18,089	23,568	29,035
Drafter II	0	0	1	1	55	15,479	19,894	24,295
TOTAL FULL-TIME	<u>5</u>	<u>5</u>	<u>6</u>	<u>6</u>				
Drafter	1	1	0	0	55	7,739	9,947	12,148
TOTAL PART-TIME	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>				
TOTAL	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>				

**151 GENERAL FUND  
406 PAUPER'S EXPENSE**

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**MISSION STATEMENT**

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The function of this fund is to maintain the pauper's cemetery for Terrebonne Parish.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Other Services and Charges	257	250	260	260	260
Repair and Maintenance	<u>3,000</u>	<u>3,500</u>	<u>3,100</u>	<u>3,500</u>	<u>3,500</u>
<b>TOTAL EXPENDITURES</b>	<u><u>3,257</u></u>	<u><u>3,750</u></u>	<u><u>3,360</u></u>	<u><u>3,760</u></u>	<u><u>3,760</u></u>
<b>% CHANGE OVER PRIOR YEAR</b>					0.27%

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**BUDGET HIGHLIGHTS**

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- Annual maintenance charge at Bisland Cemetary, \$3,500.



**151 GENERAL FUND  
408 PARISH VA SERVICE OFFICE**

**MISSION STATEMENT**

The Veterans' Service Office provides counseling and assistance to veterans, their dependents, and their survivors in applying for all federal and state benefits to which they may be entitled. This includes U. S. Department of Veterans' Affairs benefits in the form of pensions, compensation, insurance, education, home loans, and medical care.

**GOALS AND OBJECTIVES**

To see that all veterans and their dependents receive the maximum benefits allowed by law.

To continue to work with the various veterans' organizations in the community to represent the veterans and their dependents.

**PERFORMANCE MEASURES**

Terrebonne's veteran population is about 8,017. Terrebonne Parish veterans received \$5,740,193 in benefit dollars. The Parish maintained about 900 active case files.

<b>Claims filed:</b>	
Compensation and D & IC	55
Disability Pension	194
Education & Insurance	19
Medical & Hospital	18
Burial	97
State Benefits	30
Home Loan Applications	74
Miscellaneous & other claims	672

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Other Services and Charges	10,104	10,104	10,104	10,104	10,104
<b>TOTAL EXPENDITURES</b>	<b>10,104</b>	<b>10,104</b>	<b>10,104</b>	<b>10,104</b>	<b>10,104</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>0.00%</b>

**BUDGET HIGHLIGHTS**

- Parish supplement for State Veterans Service Office, \$10,104.

**151 GENERAL FUND  
409 HEALTH & WELFARE – OTHER**

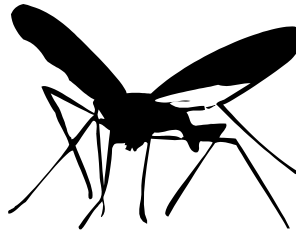
**MISSION STATEMENT**

The mission of the Terrebonne Parish Mosquito Abatement Program is to reduce populations of annoying and potentially disease-breeding pests and also to locate and assess the population of mosquitoes and implement appropriate integrated pest management techniques. The Haven is a non-profit organization providing a domestic violence program and sexual assault program. The Boys and Girls Club of Southeast Louisiana provides diversified activities to children between the ages of seven and eighteen.

**GOALS AND OBJECTIVES**

To institute Mosquito Abatement Program through integrated pest management techniques. This includes the establishment of an inspection/surveillance program. Additionally biological and chemical control agents will be employed to reduce mosquito populations. An encephalitis-monitoring program will also be established.

Both the Haven and the Boys and Girls Club of Southeast Louisiana wish to expand and enhance their current programs with a Parish supplement.



**PERFORMANCE MEASURES**

A comparison of mosquito complaints received during 2001 will be compared to complaints received in subsequent years, as well as the number of encephalitis cases recorded.

<u>The Haven</u>	
<b>Residential</b>	<b>10 Months of 2001</b>
Women	71
Children	75
<b>Non-Residential</b>	
Women	224
Children	99
<b>Sexual Assault</b>	
Survivors	120
Group Counseling	72
Individ. Counseling	662

<b>BUDGET SUMMARY</b>	<b>2000</b>	<b>2001</b>	<b>2001</b>	<b>2002</b>	<b>2002</b>
	<b>ACTUAL</b>	<b>BUDGET</b>	<b>PROJECTED</b>	<b>PROPOSED</b>	<b>ADOPTED</b>
Other Services and Charges	504,078	506,450	506,420	519,600	541,400
<b>TOTAL EXPENDITURES</b>	<u>504,078</u>	<u>506,450</u>	<u>506,420</u>	<u>519,600</u>	<u>541,400</u>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>6.90%</b>

**BUDGET HIGHLIGHTS**

- Estimated contract for Mosquito Control, \$504,400, Approved. (Source of funding Video Poker)
- Cost of pager for Alligator Specialist, \$200, Not Approved.
- Domestic Abuse – The Haven, \$15,000, Approved.
- Boys & Girls Club, \$22,000, Approved.

## **151 GENERAL FUND 650 CULTURAL RESOURCES & ECONOMIC DEVELOPMENT**

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### **MISSION STATEMENT**

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The Department of Cultural Resources is charged with the development and promotion of policies, programs, and a cooperative spirit among government, educational institutions, business and industry that will help to foster the expansion and diversification of the local and regional economy, and with enhancement of the quality of life for all our citizens through development and increased utilization of Terrebonne's cultural facilities. In order to accomplish this mission the department is organizationally structured into two divisions, Cultural Resources and Economic Development. The Cultural Resources Division consists of the Municipal and Dumas Auditoriums, the Bayou Terrebonne Waterlife Museum, the Folklife Culture Center Museum (in development), and downtown revitalization efforts including the Main Street Program. Under the Economic Development Division is working with the Port Commission for the Port of Terrebonne, including the Downtown Marina, small business programs (grants, Community Development Block Grant loans, and technical assistance), business and industrial retention and recruitment, and general economic development and diversification efforts.

### **GOALS AND OBJECTIVES**

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To expand and diversify local and regional economy:

- Undertake and complete an economic development plan and strategy in conjunction with and funding participation by local Chamber of Commerce and others.
- Complete economic development video for dissemination to targeted businesses/industries.
- Develop and disseminate in conjunction with the video attractive promotional/informational materials at trade shows and to targeted industries.
- Work with local educational institutions to ensure adequate and specific training to meet the needs of industry.
- Cooperate with and assist Houma-Terrebonne Airport Commission in securing funding for runway strengthening/lengthening projects and in attracting new business to airport site.
- Aggressively pursue additional outside funding sources (EDA, Corps of Engineers, etc.) for continued infrastructure development at Port of Terrebonne.
- Engage actively in recruitment of tenants for Port of Terrebonne.
- Continue to implement local and regional elements of CEDS 2000 work plan in conjunction with South Central Planning and Development Commission.
- Continue to participate with regional agencies and groups such as South Louisiana Economic Council, Bayou Vision, and others to promote regional economic growth and diversification.
- Expand outreach program to make more small business owners aware of the financial services and business loans available through Cultural Resources and Economic Development.
- Explore feasibility of business management/operations training with Louisiana Technical College to assist with business incubator program. Lease suitable building to house business incubator program.
- Continue to edit and publish six times a year the "Pride of Terrebonne", the Parish's newsletter.

To revitalize Downtown Houma:

- Develop 2002 work programs for all four Main Street Committees with assistance and leadership coming from Main Street Manager.
- Work toward adoption of regulatory Historic District ordinance that expands boundaries to local historic district making more properties eligible for available financial assistance.
- Continue Main Street Manager training as well as other requirements necessary to maintain Certified Local Government status and certification under the National Main Street Center of the National Trust for Historic Preservation.
- Reach out to and involve more downtown property and business owners in the development of programs to promote downtown Houma,
- Work with the Houma Downtown Development Corporation to facilitate development and completion of projects for the downtown area.
- Work with downtown interest and Parish government to improve "Downtown on the Bayou Festival".

**151 GENERAL FUND  
650 CULTURAL RESOURCES & ECONOMIC DEVELOPMENT**

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**GOALS AND OBJECTIVES (continued)**

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To improve quality of life for Parish residents through development of Cultural Resources:

- Improve the existing Waterlife Museum in conjunction with the Museum manager; work toward the completion of the Folklife Culture Center (in development); and pursue the use of the old Main Library for a Children’s Museum in downtown Houma.
- Participate in the development and promotion of various cultural events in downtown Houma related to the arts, music, theatre, and heritage.
- Continuing improvement and maintenance of Houma’s Municipal and Dumas Auditoriums, particularly the entrance improvements (portico and driveway) at Dumas.

**PERFORMANCE MEASURES**

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Performance and/or success will be measured by the number of new businesses assisted and jobs created through:

- Business planning assistance referrals.
- Small business loans through the CDBG program.
- State tax incentive program referrals or assistance through the Enterprise Zone and other state programs.
- Historic district façade loans or grants.
- Various grant applications submitted to state and federal agencies for projects in Terrebonne Parish (EDA, Rural Development, etc.)
- Development and dissemination of economic development promotional materials to an extra-regional market.
- Preparation and dissemination of outreach materials and seminars for local small businesses.
- Attraction of new businesses to downtown Houma through the Main Street program and related efforts, including cultural events.
- Continuing infrastructure development and marketing efforts for Port of Terrebonne and Houma-Terrebonne Airport.



**151 GENERAL FUND  
650 ECONOMIC DEVELOPMENT**

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	64,285	274,085	281,068	321,303	321,303
Supplies & Materials	1,720	7,850	9,552	9,500	9,500
Other Services & Charges	8,000	219,707	227,634	189,740	189,740
Repair & Maintenance	0	750	814	1,000	1,000
Allocated Expenditures	(9,616)	0	(9,616)	0	0
Capital Outlay	0	8,400	8,400	25,380	25,380
<b>TOTAL EXPENDITURES</b>	<b>64,389</b>	<b>510,792</b>	<b>517,852</b>	<b>546,923</b>	<b>546,923</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					3.81%

**BUDGET HIGHLIGHTS**

- Economic Development Promotions, \$50,000 – funding to support various economic development promotional/publicity efforts including ads in trade journals, magazines and other publications; websites; development and printing of promotional materials.
- Consultant Fees, \$50,000 –First to continue with efforts to develop a hotel at the Civic Center site. Second, to use these funds as the Parish’s share in a joint effort to produce an economic development plan by a consultant with the Chamber of Commerce and others.
- Other Fees, \$15,000 – these are funds to be paid to South Central Planning and Development Commission to cover TPCG’s share administering revolving loan fund.
- Downtown Promotions, \$10,000 – funding to support various promotional efforts downtown including support for “Downtown Live” concert series.
- Travel & Training, \$6,000 – to support mandatory training requirements for Main Street Manager (necessary for TPCG to maintain Certified Local Government Status needed for participation in Main Street Program), and other staff training/travel needs primarily for Director.
- Printing Services, \$10,800 – for printing of six editions of the Parish newsletter in 2002 used as a promotional tool and employee guide.
- Operating Capital – Approved.
  - Vehicle for director, \$17,930.
  - Laptop computer with Power Point projector, \$7,450.



**151 GENERAL FUND  
650 ECONOMIC DEVELOPMENT**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Economic Developmt. Director	1	1	1	1	29	55,863	73,186	90,495
Small Business Pmgr. Mgr.	1	1	1	1	13	35,710	46,423	57,136
Main St. Manager	1	1	1	1	12	32,464	42,046	51,617
Marketing/Site Specialist	1	1	1	1	9	24,880	31,854	38,813
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	2	2	2	2	57	18,089	23,568	29,035
TOTAL	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>				

**151 GENERAL FUND  
651 PUBLICITY**

**MISSION STATEMENT**

To provide for Parishwide special events encouraging community involvement and partnership between government and the public. To present entertainment events to promote tourism.

**GOALS AND OBJECTIVES**

To implement “New Approach to Litter” programs involving government and public. Encourage enforcement of litter laws and community discipline to maintain cleanliness throughout the Parish.

**PERFORMANCE MEASURES**

Special events sponsored and co-sponsored by Parish Government included the Downtown on the Bayou Festival, Annual Christmas Parade, Veterans Park Parade, Martin Luther King Day, Non-profit races, and Summer Camps.

Court Square, Downtown Park, Government Buildings, and Parish landscaping improvements newly created outlying community entrances.

By encouraging efforts from all Downtown merchants, the Holiday decorating was expanded. Proposing holiday tour as joint effort with TARC (Terrebonne Association with Retarded Citizens).



<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Supplies and Materials	2,193	36,153	36,153	5,000	5,000
Other Services and Charges	29,908	81,000	95,484	52,000	52,000
Capital Outlay	8,127	45,922	45,922	5,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>40,228</b>	<b>163,075</b>	<b>177,559</b>	<b>62,000</b>	<b>62,000</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-51.35%

**BUDGET HIGHLIGHTS**

- Downtown Festival, \$15,000, co-sponsored expenditures – Approved.
- Special Events insurance (co-sponsorship), \$14,000, with various non-profit organizations – Approved.
- Christmas Parade, \$22,000 (generates about \$9,000 in sponsorship revenue) – Approved.

**151 GENERAL FUND  
652 ECONOMIC DEVEL. – OTHER**

**MISSION STATEMENT**

The mission of the Houma Downtown Development Corporation is to stimulate economic development within the established geographical boundaries of the downtown area by encouraging cooperation and building leadership in the business community, by creating a positive image for downtown as an attractive place to live, work and invest, by improving the appearance of the downtown area, encouraging the growth of cultural institutions and activities in the downtown area.

**GOALS AND OBJECTIVES**

- To develop historical markers for important sites.
- Regular maintenance of historic district and enforcement of pertinent ordinances.
- To complete Terrebonne Boardwalk Project.
- To promote the adoption of the regulatory Historic District ordinance.
- To acquire a site for and develop a Children’s Museum in downtown Houma.
- To promote and expand the Façade Loan program.

**PERFORMANCE MEASURES**

- Completed the brochure and map for the downtown historic district walking tour.
- Completed and dedicated the Main Street Memorial Park, Fountain and Sculpture.
- Downtown on the Bayou Festival.
- Main Street Program in conjunction with the Main Street Manager.
- Various Cultural Activities such as the “Art After Dark” event and the American Wind Symphony Orchestra concert.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Other Services and Charges	149,032	134,399	133,955	111,000	111,000
Capital Outlay	61,731	1,927,356	1,927,356	180,000	180,000
<b>TOTAL EXPENDITURES</b>	<b>210,763</b>	<b>2,061,755</b>	<b>2,061,311</b>	<b>291,000</b>	<b>291,000</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-17.41%

**BUDGET HIGHLIGHTS**

- South Central Planning Commission, \$40,000, membership – Approved.
- South Central Planning Commission, \$26,000, the local match for the Urban Systems Grant Administration – Approved.
- South Louisiana Economic Council, \$25,000 – Approved.
- Downtown Revitalization, \$200,000 funding from General Fund PILOT revenues – Approved.

**151 GENERAL FUND  
653 HOUSING AND HUMAN SERVICES (FEDERAL PROGRAMS)**

**MISSION STATEMENT**

This department carries out all activities relating to the creation, implementation and administration of federal and state grant programs.

**GOALS AND OBJECTIVES**

To provide programs which improve the quality of life for various targeted populations in Terrebonne Parish.

**PERFORMANCE MEASURES**

Various capital improvements, housing rehabilitation efforts and public service programs such as literacy, homeownership assistance, emergency assistance and rental assistance are funded through programs administered by this department.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	0	548,487	534,088	734,468	734,468
Supplies & Materials	0	1,700	4,549	6,200	6,200
Other Services and Charges	0	39,654	39,537	45,566	45,566
Repair & Maintenance	13	4,950	(8,951)	4,950	4,950
Allocated Expenditures	0	(361,884)	(284,238)	(490,300)	(490,300)
<b>TOTAL EXPENDITURES</b>	<b>13</b>	<b>232,907</b>	<b>284,985</b>	<b>300,884</b>	<b>300,884</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					33.02%

**BUDGET HIGHLIGHTS**

- No significant changes.

**151 GENERAL FUND  
653 HOUSING AND HUMAN SERVICES (FEDERAL PROGRAMS)**

**PERSONNEL SUMMARY**

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Housing & Human Svc. Dir.	1	1	1	1	29	55,863	73,186	90,495
Asst. Director/Comm Dev Adm.	1	1	1	1	13	35,710	46,423	57,136
Internal Auditor	1	1	1	1	11	29,620	38,203	46,800
Housing Rehab. Specialist	1	1	1	1	10	27,100	34,827	42,553
Grantswriter	1	1	1	1	10	27,100	34,827	42,553
Foreman/Carpenter	1	1	1	1	60	23,348	31,022	38,697
Code Enforcement Officer	1	1	1	1	60	23,348	31,022	38,697
Home/Homeless Manager	1	1	1	1	8	22,919	29,217	35,528
Housing Inspector	3	3	3	3	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Carpenter	2	2	2	2	58	19,647	25,763	31,879
Secretary	2	2	2	2	56	16,725	21,621	26,529
Equal Emp. Opportunity Off.	1	1	1	1	55	15,479	19,894	24,295
Clerk II	1	1	1	1	55	15,479	19,894	24,295
<b>TOTAL FULL-TIME</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>				
Fiscal Monitor	1	1	1	1	59	11,086	14,397	17,888
Literacy Coordinator	1	1	1	1	58	9,824	12,882	15,940
E & T Instructor	1	1	1	1	56	8,362	10,810	13,265
Clerk I	1	1	1	1	53	6,694	8,486	10,278
<b>TOTAL PART-TIME</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>				
<b>TOTAL</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>				

**151 GENERAL FUND  
654 PARISH FARM AGENT**

**MISSION STATEMENT**

The function of the Louisiana Cooperative Extension Service is to provide educational programs to agricultural producers, homeowners, homemakers, and youth, and both commercial and hobby horticulturists. This division also transfers research-based information in production, agriculture, aquaculture, fisheries, human nutrition, diet, health, family living, financial management, and other areas to the people of Terrebonne Parish. They provide taxpayers a source of research-based, unbiased, scientifically proven methods in technical subject matter (home insect control, pesticide safety, etc.) that will allow them to make sound decisions that will benefit them.



**GOALS AND OBJECTIVES**

To assist, train, and teach Terrebonne citizens skills that will enable them to be more productive, to improve their quality of life and to provide economic impact to individuals, families, and the Parish. We hope to continue to bring the LSU University to the people of Terrebonne Parish.



**PERFORMANCE MEASURES**

During 2000, the Terrebonne Parish Office of the LSU Agricultural Center had a total of over 65,000 audience contacts. Our main focus is educational programs in Agriculture and Natural Resources, Home Economics and 4-H Youth. Agriculture and Natural Resources provides the most economic impact to the parish with over \$75 million dollars brought into the parish economy. The volunteer/education segment is the Terrebonne Association for Family and Community Education. It consists of 14 councils and over 370 volunteer members. The 4-H youth program consists of 30 organized clubs with an enrollment of 1,200 members and 165 adult volunteers. We are a technology and information transfer agency. We presently have a Digital Diagnostic Lab that allows the citizens of the parish to have insect, disease and weed control problems addressed on a timely basis. Also, we now have a distance-learning site in our office, which allows us to download classes taught from LSU to be taught at our office in Houma.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Other Services and Charges	27,222	30,000	29,000	30,900	30,900
Capital Outlay	5,921	534	534	0	0
<b>TOTAL EXPENDITURES</b>	<b>33,143</b>	<b>30,534</b>	<b>29,534</b>	<b>30,900</b>	<b>30,900</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					3.00%

**BUDGET HIGHLIGHTS**

- The parish supplements the state department’s salaries and is required to provide office space.

**151 GENERAL FUND  
680 WATERWAYS & PORTS**

**MISSION STATEMENT**

The Port of Terrebonne’s mission is to be a powerful catalyst of parishwide economic growth and hub of trade-related activity by developing diversified and competitive shipping facilities and conducting maritime-related activities in a profitable, safe, and environmentally responsible manner.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	0	83,081	45,543	0	0
Supplies and Materials	0	10,500	5,150	0	0
Other Services and Charges	9,992	126,701	51,520	194,965	194,965
Capital Outlay	0	7,500	7,500	0	0
<b>TOTAL EXPENDITURES</b>	<b>9,992</b>	<b>227,782</b>	<b>109,713</b>	<b>194,965</b>	<b>194,965</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>-11.49%</b>

**BUDGET HIGHLIGHTS**

The Terrebonne Port Commission is a separate political subdivision of the State of Louisiana under provisions of Act 485 of 1964. A supplement is proposed until such time revenues may be self-generated, \$194,965, (see Miscellaneous Information section for details)

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Port Administrator	1	1	0	0	N/A	****	****	****
Clerk V	1	1	0	0	59	21,737	28,231	35,074
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>				

**151 GENERAL FUND  
912 EMERGENCY PREPAREDNESS**

**MISSION STATEMENT**

The Terrebonne Parish Office of Emergency Preparedness (OEP) operates in accordance with the Louisiana Emergency Assistance and Disaster Act of 1993. This office coordinates with the National Weather Service, the National Hurricane Center, and other weather related agencies to monitor current weather conditions and is responsible for incident management relating to weather disasters. This office provides public awareness information to the citizens of Terrebonne Parish and can be contacted for any weather (hurricanes, tornadoes, flooding, etc.). In addition, the OEP manages hazardous material related emergencies, (chemical, oil spills, diesel spills, illegal burning, etc.).

**GOALS AND OBJECTIVES**

To update the Multi-Hazard Plan with emphasis on updating the entire Annex H (Haz-Mat Annex).

To re-activate the Local Emergency Planning Committee (LEPC) in accordance with federal and state law.

To develop and utilize better and more effective links with news media to increase public awareness and information. To put into place a better notification system.

**PERFORMANCE MEASURES**

The OEP has revised a multi-hazard plan to include response procedures for tornadoes, terrorism and mass fatalities. It has also created the position and hired a communication specialist to utilize new technology to enhance intradepartmental communication. A new weather monitoring system to provide advance warning to governmental departments has been installed.

During the year 2001 this office has distributed thousands of guidebooks, hurricane tracking charts, as well as other brochures to the citizens of Terrebonne Parish.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	57,354	102,019	94,765	110,559	110,559
Supplies and Materials	7,016	34,250	26,369	21,300	21,300
Other Services and Charges	33,228	32,550	33,745	50,868	50,868
Repair and Maintenance	5,195	1,500	842	1,600	1,600
Capital Outlay	35,569	108,086	108,086	20,400	20,400
<b>TOTAL EXPENDITURES</b>	<b>138,362</b>	<b>278,405</b>	<b>263,807</b>	<b>204,727</b>	<b>204,727</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>8.22%</b>

**BUDGET HIGHLIGHTS**

- Increase travel to attend various workshops and Internal Emergency Manager Conference
- \$10,000 for a software program zoning the parish for vulnerabilities (i.e., hurricanes, terrorism, hazardous spills), Approved.
- \$12,000 to provide for “one-call” public notification services – Approved.
- Operating Capital: - Approved.
  - Extended cab pick-up truck with bed cover, \$20,400



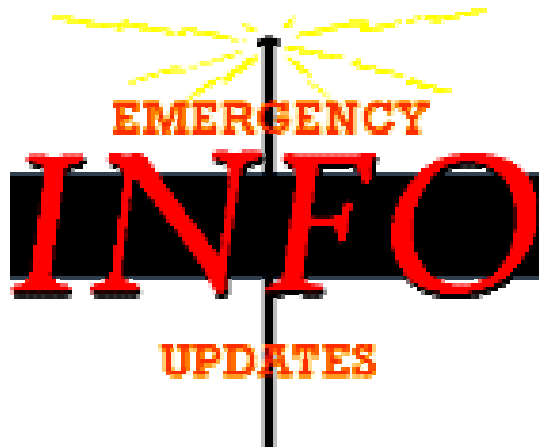
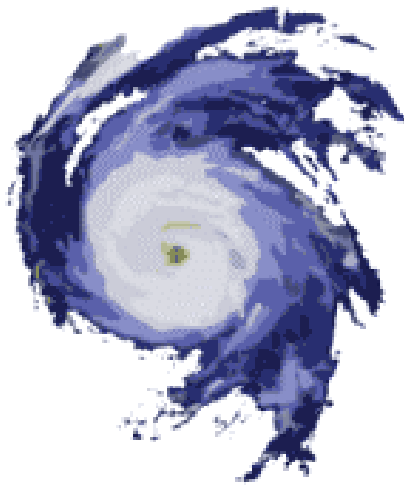
**151 GENERAL FUND  
912 EMERGENCY PREPAREDNESS**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Emergency Prep. Director	1	1	1	1	24	29,568	37,619	45,683
Asst. Dir. Emerg. Prep.	1	1	1	1	9	24,880	31,854	38,813
Secretary	1	1	1	1	56	16,725	21,621	26,529
TOTAL	3	3	3	3				



**151 GENERAL FUND  
913 – 911 FIRE DISPATCHERS**

**MISSION STATEMENT**

The Terrebonne Parish Fire Chief’s Association in collaboration with the Terrebonne Parish Communications District will continue to strive to provide the most effective emergency fire dispatch communications possible. To attain this goal, together we must establish professional standards and guidelines for dispatch telecommunications; train and retain the qualified employees and field personnel necessary to provide this service.

**GOALS AND OBJECTIVES**

To provide the most effective emergency fire dispatch communications possible for the citizens (residents and businesses) and visitors of Terrebonne Parish.

To provide parish fire department/district field personnel with professional dispatch communications services with emphasis on safety, accuracy and cooperation.

To establish a relevant and effective fire dispatch/telecommunication training program.

To act and react more than as a team, as a member of the emergency services family.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	96,334	62,000	60,130	0	0
<b>TOTAL EXPENDITURES</b>	<b>96,334</b>	<b>62,000</b>	<b>60,130</b>	<b>0</b>	<b>0</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>-100.00%</b>

**BUDGET HIGHLIGHTS**

- The Terrebonne Parish Consolidated Government as of June 30, 2001 no longer funds this department. The individual fire districts and 911 Communications District has picked up the funding.

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Dispatcher	5	0	0	0	N/A	****	****	****
<b>TOTAL</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>				

**151 GENERAL FUND**  
**999 OPERATING TRANSFERS**

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**BUDGET HIGHLIGHTS**

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DEDICATED EMERGENCY FUND - \$200,000

When funds are available from prior year surpluses, the Parish will add an annual appropriation to this fund for emergency expenditures. A portion of this transfer is proposed from excess PILOT revenues (\$62,000)

TERREBONNE JUVENILE DETENTION FUND – \$1,217,490

Terrebonne Parish was in need of a juvenile detention facility that would assist and afford opportunities to children who enter the juvenile justice system to become productive, law abiding citizens of the community by the establishment of rehabilitative programs. When Terrebonne Parish did not have this facility, the children were sent outside the Parish for rehabilitation. The General Fund supplements the operations of this facility for expenditures exceeding the dedicated ad valorem taxes.

PARISH PRISONERS FUND - \$1,814,178

The General Fund supplements the operations of the Adult Detention Center for expenditures in excess of the Department of Corrections revenue shared with the Parish Sheriff.

NON-DISTRICT RECREATION FUND – \$369,287

Monies in this fund are primarily from the General Fund. Proceeds are used to provide playgrounds and other facilities that are not funded through Parish Recreation Districts, which promote recreation and the general health and well being of the City's youth. In 2002, Administration is proposing the remaining grass cutting services to be administered by the Road and Bridge/Vegetation Division. The Municipal and Dumas Auditoriums net operations are included. A portion of the transfer is from the PILOT Revenue (\$311,699).

MARSHAL'S FUND - \$294,879

The General Fund supplements the operation of this Department with PILOT revenues.

COASTAL ZONE MANAGEMENT - \$24,739

To supplement a grant received from the U.S Department of Commerce through the State Department of Natural Resources.

DEPARTMENT OF HEALTH AND HOSPITALS OFFICE OF ADDICTIVE DISORDERS - \$24,000

General Fund supplement of \$24,000 provides for additional hours for part-time employees for the Social Detox Center.

HOME INVESTMENT PARTNERSHIP - \$16,043

General Fund transfers local funds to supplement the U.S. Department of Housing and Urban Development Grant that is used to expand the supply of decent, affordable housing for low and very-low income families, and also to provide for coordinated assistance to state and local participants in the development of low-income housing stock.

FTA GRANT- \$208,253

Local match funds transferred from General Fund PILOT Revenues for the operation of a public transit system in Terrebonne Parish.

HEAD START PROGRAM - \$33,523

Local supplement from General Fund to provide for educational, nutritional, family and social services to eligible school age children.

ROAD & BRIDGE FUND – \$1,304,174

A supplemental transfer from the General Fund used for operating, maintaining, and constructing roads and bridges. Transfer to the Road and Bridge Fund has been amended to include the additional responsibility of parishwide grass cutting from the Recreation Department.

**151 GENERAL FUND**  
**999 OPERATING TRANSFERS – (continued)**

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**BUDGET HIGHLIGHTS**

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SANITATION O & M FUND - \$350,000

In the 2001 Adopted Budget and Five-Year Capital Outlay, \$500,000 of Video Poker was adopted for 2002 transfer to the Landfill Closure Fund. With the sale of General Obligation Bonds at the end of 2001, all previously funded Capital Sanitation Projects would return to the Sanitation Operations and Maintenance Fund, including all external funding sources eligible for O & M. In addition to the \$350,000, \$150,000 is proposed to be used for the preliminary design of a possible Animal Shelter (a division of the Sanitation Fund).

PARISHWIDE RECREATION – \$456,802

Transfer to this fund is used for the Special Olympics, Arts and Crafts Camps, and Special Summer Camps.

MENTAL HEALTH FUND - \$30,000

A supplemental transfer from the General Fund to provide funding of \$30,000 to the Mental Health Unit for an additional counselor, and \$17,000 to Social Detox to allow part-time hours to increase.

TERREBONNE WATERLIFE MUSEUM - \$111,869

To supplement the operations and maintenance of the museum funded by various private donations, memberships and grants through the use of PILOT Revenues.

SEWERAGE FUND - \$28,500

In the 1980's, a sewerage assessment program in the Norman St. area was supplemented with General funds. Excess Debt Service funds have returned to the General Fund and then transferred to Sewerage Operations for repairs in the same area.

CIVIC CENTER O & M FUND - \$868,000

To supplement the activities necessary for the Houma-Terrebonne Civic Center, including, but not limited to, the administration, operations, maintenance and marketing. Included in the transfer is \$60,508 for the Landscaping and Outdoor Irrigation system from Video Poker Revenues.

PARISH JAIL BOND SINKING - \$6,754

To transfer monies for the payment of \$60,000 of General Obligation Bonds of the State of Louisiana. The Parish has contracted with the State of Louisiana to pay the debt service requirements for its share (30%) of a \$200,000 State Bond issue to be used for the preliminary costs of constructing a Parish Jail.

CITY COURT BUILDING FUND - \$62,500

To extend a portion of the PILOT revenues toward the acquisition of property for a future City Court Complex.

P/W DRAINAGE CONSTRUCTION FUND - \$300,000

To fund the Saadi Drainage Project and Jean Ellen Drainage Project altering a portion of the PILOT revenues.

CAPITAL PROJECT CONTROL FUND - \$1,569,500

To transfer funds for various projects including the Port construction (\$481,000 – Video Poker Revenue), Dumas/Legion Pool Study (\$150,000-PILOT Revenue), 10 year Sidewalk Improvement Plan (\$119,000 – PILOT Revenue).

ROAD CONSTRUCTION FUND - \$1,640,000

To supplement or fund various road projects and bridges using \$740,000 of Video Poker, \$435,000 PILOT and \$550,000 from surplus revenues received from State Mineral Royalties.

CRIMINAL COURT FUND - \$150,000

To supplement the operations of the criminal courts, petit jury, grand jury, witness fees, parish law library, and other expenses related to the judges of the criminal courts and office of the district attorney. In addition, expenses in the trial of indigent persons charged with the commission of felonies.

## 200 DEDICATED EMERGENCY FUND

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### MISSION STATEMENT

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Per Ordinance No. 4717, adopted on September 25, 1991, an appropriation of \$200,000 or 3% of General Fund Revenue based on previous year audited revenues, whichever is greater, is transferred for the purpose of emergency expenditures. In the event the fund has a balance of at least \$1,500,000, the appropriation mandated herein shall become discretionary for all such periods of time that the fund has a balance of at least \$1,500,000. Every five (5) years the cap of \$1,500,000 will be increased by increments of \$250,000 to a maximum cap of \$3,000,000. Ordinance No. 6533 was passed in December 2001, to increase the maximum cap to \$5,000,000.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	170,507	100,000	158,000	150,000	150,000
Operating Transfers In	<u>0</u>	<u>0</u>	<u>0</u>	<u>200,000</u>	<u>200,000</u>
<b>TOTAL REVENUES</b>	<b><u>170,507</u></b>	<b><u>100,000</u></b>	<b><u>158,000</u></b>	<b><u>350,000</u></b>	<b><u>350,000</u></b>
<b>EXPENDITURES:</b>					
Other Services & Charges	4,868	500	4,739	4,500	4,500
Transfers Out	<u>0</u>	<u>100,000</u>	<u>100,000</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b><u>4,868</u></b>	<b><u>100,500</u></b>	<b><u>104,739</u></b>	<b><u>4,500</u></b>	<b><u>4,500</u></b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	165,639	(500)	53,261	345,500	345,500
<b>FUND BALANCE, JANUARY 1</b>	2,641,379	2,807,018	2,807,018	2,860,279	2,860,279
<b>FUND BALANCE, DECEMBER 31</b>	2,807,018	2,806,518	2,860,279	3,205,779	3,205,779

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### BUDGET HIGHLIGHTS

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- \$200,000 Transfer from the General Fund from prior years excess revenues.
- In 2001, an emergency, which was declared during a flood in the Parish, made available \$100,000 to the Drainage Department.

## 202 TERREBONNE JUVENILE DETENTION FUND

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### MISSION STATEMENT

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The monies in this fund are received from the proceeds of ad valorem taxes assessed by the Parish. Proceeds from these taxes shall be used for the purchase or otherwise acquire, construct, reconstruct, rehabilitate, improve, repair, operate, lease as lessor or lessee, manage and administer or enter into contracts for the management, administration and operation of a Youth Center. The mission of the Terrebonne Parish Juvenile Detention Center is to provide a safe and restrictive environment for those juveniles requiring secure residential detention and to ensure that those detained will be available for scheduled court hearings. The atmosphere of the facility is such that the juvenile will not be physically, emotionally, or psychologically injured or damaged by the detention experience. Programs in the detention facility will be developed to meet each juvenile's nutritional, emotional, spiritual, educational, recreational, hygienic, and physical needs. Each juvenile's medical, dental, and mental health needs will be handled as necessary on an emergency or immediate care basis. The facility houses seventy-two juveniles. The facility is capable of housing 52 males and 20 females.

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### GOALS AND OBJECTIVES

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The Terrebonne Parish Juvenile Detention Center (TPJDC) seeks to maximize public safety through appropriate and effective custodial and supervisory programs; to maximize public safety the TPJDC has a primary goal of zero escapes.

The Terrebonne Parish Juvenile Detention Center seeks to provide for the safety of staff and juveniles by maintaining an organized and disciplined system of operations that promote stability in the facility's operations.

To increase educational opportunities by utilizing \$75,000 Title 1 Funds among three classrooms and to purchase Pre-GED software, basic skill building software, and traditional classroom supplies.

To begin construction on a new multipurpose indoor gymnasium.

To fund and submit application to obtain American Corrections Association (ACA) certification.

To review and improve current manual for ACA compliance.

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### PERFORMANCE MEASURES

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The Terrebonne Parish President, facility Director, and pertinent staff now hold meetings to review all facility needs. Programs are analyzed and evaluated in terms of their objectiveness, cost, and relation to the facility's philosophy and goals.

The facility has increased technology support in the three classrooms. Twelve computers for the classrooms were purchased using Title One grant funds. Also recreational reading materials for juveniles were provided.

Coordinated with the Junior Auxiliary of Terrebonne and conducted a book fundraiser to purchase three library carts and 2,500 books.

Positions were upgraded to provide for quality applicants and to maintain staff for which the Parish has spent many dollars training.

## 202 TERREBONNE JUVENILE DETENTION FUND

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	677,210	684,550	718,364	716,300	716,300
Intergovernmental	51,021	50,000	53,868	51,000	51,000
Charges for Services	175,357	189,125	128,097	80,000	80,000
Miscellaneous Revenue	61,025	20,000	37,000	37,000	37,000
Operating Transfers In	842,807	1,107,390	857,390	1,217,490	1,217,490
<b>TOTAL REVENUES</b>	<b>1,807,420</b>	<b>2,051,065</b>	<b>1,794,719</b>	<b>2,101,790</b>	<b>2,101,790</b>
<b>EXPENDITURES:</b>					
Personal Services	1,315,350	1,502,513	1,500,560	1,588,497	1,588,497
Supplies & Materials	54,420	134,000	112,055	123,500	123,500
Other Services & Charges	326,108	367,820	408,145	385,250	385,250
Repair & Maintenance	22,136	33,000	21,671	30,700	30,700
Allocated Expenditures	32,961	30,800	30,800	33,200	33,200
Capital Outlay	7,206	317,110	67,110	0	0
Transfers Out	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,758,181</b>	<b>2,385,243</b>	<b>2,140,341</b>	<b>2,161,147</b>	<b>2,161,147</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					4.45%
INCREASE (DECREASE) TO FUND BALANCE	49,239	(334,178)	(345,622)	(59,357)	(59,357)
FUND BALANCE, JANUARY 1	355,740	404,979	404,979	59,357	59,357
FUND BALANCE, DECEMBER 31	404,979	70,801	59,357	0	0

### BUDGET HIGHLIGHTS

- Proposed to receive \$716,300 from ad valorem taxes levied through a 1 mill tax approved by voters on July 18, 1998 and .98 mills through special state legislation (R.S. 15:1099).
- Revenue generated from housing state DOC juveniles are estimated at \$80,000.
- A general fund supplement is proposed in the amount of \$1,217,490, an increase over 2001 Budget of \$82,845 (9.94%).
- Major Capital: - Approved.
  - In 2001, a multipurpose room/gym was budgeted in the Capital Projects Control Fund, using \$250,000 from General Fund (Video Poker). For 2002, it is proposed to add an additional \$175,000 due to changes in the design of the gymnasium. The new design will include office/storage space as well as have restroom facilities.

**202 TERREBONNE JUVENILE DETENTION FUND**

**PERSONNEL SUMMARY**

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Admin/Juvenile Detention	1	1	1	1	27	42,917	55,578	68,238
Asst. Dir/Juvenile Detention	1	1	1	1	13	35,710	46,423	57,136
Social Worker	1	1	1	1	12	32,464	42,046	51,617
E&T Senior Instructor	0	1	1	1	10	27,100	34,827	42,553
Registered Nurse	1	1	1	1	10	27,100	34,827	42,553
Admissions Coordinator	1	1	1	1	59	21,737	28,231	35,074
Watch Commander	4	4	4	4	59	21,737	28,231	35,074
Foreman II	1	0	0	0	58	19,647	25,763	31,879
Transportation Assoc.	2	2	2	2	58	19,647	25,763	31,879
Asst. Watch Commander	4	4	4	4	57	18,089	23,568	29,035
Recreation & Activ. Assoc.	1	1	1	1	57	18,089	23,568	29,035
E&T Instructor	1	0	0	0	56	16,725	21,621	26,529
Maintenance Technician	0	1	1	1	56	16,725	21,621	26,529
Secretary	1	1	1	1	56	16,725	21,621	26,529
Clerk II	2	1	1	1	55	15,479	19,894	24,295
Juvenile Care Associate	28	28	28	28	54	14,375	18,349	22,322
Clerk I	1	2	2	2	53	13,388	16,972	20,556
Custodian	1	1	1	1	52	12,505	15,739	18,972
<b>TOTAL FULL-TIME</b>	<b>51</b>	<b>51</b>	<b>51</b>	<b>51</b>				
L.P. Nurse	2	2	2	2	8	11,460	14,608	17,764
<b>TOTAL PART-TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>				
<b>TOTAL</b>	<b>53</b>	<b>53</b>	<b>53</b>	<b>53</b>				



## 203 PARISH PRISONERS FUND

### MISSION STATEMENT

This division of the Public Safety Department is divided into two separate management groups; the Parish Government provides for the medical staff, prisoner's education, and building maintenance and the Parish Sheriff provides for the Warden and his staff. The Medical Department of the Adult Detention Facility was first established in 1986 and comprises 17 medical support professionals and four physicians. This department provides medical services to 600 adult detainees and 50 juvenile inmates, housed in separate facilities. Also, the adult facility maintains x-ray capabilities that aid in the diagnosis of alleged injuries and illnesses without the need to transport inmates to outside medical facilities.

### GOALS AND OBJECTIVES

To prepare a formal agreement between the Parish of Terrebonne and the Sheriff of Terrebonne for the management and funding of the jail operations.

To provide advanced life support by maintaining a cardiac monitor defibrillator at facility.

To continue providing a safe environment for the prison inmates and staff by promoting awareness to the dangers of handling needles and other biochemical contaminants by continued strict guidelines relative to blood borne and airborne pathogens.

### PERFORMANCE MEASURES

Nursing staff responded to over 16,361 inmates' medical needs.

Physicians responded to over 650 inmate medical conditions.

There were 89 in-house radiological procedures performed.

There were over 2,969 physical examinations performed.

Improved services and reduced costs by changing purchasing practices through increased vendor participation and competition.

Contracted with Acadian Ambulance to transport inmates on an emergency basis.

Reached an agreement between the Terrebonne Parish Sheriff's Office and Leonard Chabert Medical Center to provide free inpatient and outpatient services to inmates.



## 203 PARISH PRISONERS FUND

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	715,878	779,000	786,901	740,675	740,675
Charges for Services	7,270	5,000	6,121	6,950	6,950
Miscellaneous Revenue	24,127	5,000	12,608	15,000	15,000
Operating Transfers In	1,311,246	1,686,599	1,725,519	1,814,178	1,814,178
<b>TOTAL REVENUES</b>	<b>2,058,521</b>	<b>2,475,599</b>	<b>2,531,149</b>	<b>2,576,803</b>	<b>2,576,803</b>
<b>EXPENDITURES:</b>					
Personal Services	465,090	536,627	529,744	572,198	572,198
Supplies & Materials	231,057	332,700	400,554	398,165	398,165
Other Services & Charges	1,378,581	1,375,521	1,349,611	1,372,959	1,372,959
Repair & Maintenance	136,680	136,572	150,981	141,500	141,500
Allocated Expenditures	47,206	45,600	45,606	45,600	45,600
Capital Outlay	45,871	42,627	42,627	59,970	59,970
Operating Transfers Out	11,637	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>2,316,122</b>	<b>2,469,647</b>	<b>2,519,123</b>	<b>2,590,392</b>	<b>2,590,392</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					4.34%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>					
	(257,601)	5,952	12,026	(13,589)	(13,589)
<b>FUND BALANCE, JANUARY 1</b>	259,164	1,563	1,563	13,589	13,589
<b>FUND BALANCE, DECEMBER 31</b>	1,563	7,515	13,589	0	0

### BUDGET HIGHLIGHTS

- In October 1991, an agreement between the Parish Government and the Sheriff of Terrebonne Parish was executed to provide the parish funding assistance with the Parish Jail. Each year the Sheriff pays to the Parish the first \$25,000 of all funds received under the Department of Corrections and one-half of all said funds for the remainder of the year. (Reference: Resolution No. 91-454). For 2002, the Parish is estimating to receive \$740,675 from the Sheriff of Terrebonne.
- General Fund supplement for 2002 is projected to be \$1,814,178, an increase of \$125,579 (7.56%).

## 203 PARISH PRISONERS FUND

BUDGET SUMMARY	2000 ACTUAL	2001 BUDGET	2001 PROJECTED	2002 PROPOSED	2002 ADOPTED
EXPENDITURES:					
Personal Services	465,090	536,627	529,744	107,623	107,623
Supplies & Materials	231,057	332,700	400,554	219,300	219,300
Other Services & Charges	1,378,575	1,375,521	1,349,611	1,206,609	1,206,609
Repair & Maintenance	136,680	136,572	150,981	141,500	141,500
Allocated Expenditures	47,206	45,600	45,606	45,600	45,600
Capital Outlay	45,871	42,627	42,627	57,770	57,770
<b>TOTAL EXPENDITURES</b>	<b>2,304,479</b>	<b>2,469,647</b>	<b>2,519,123</b>	<b>1,778,402</b>	<b>1,778,402</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-29.66%

### BUDGET HIGHLIGHTS

- The Parish reimburses the Sheriff for the feeding of the prisoners based on a flat formula of \$1.75 per day for Department of Corrections (DOC) prisoners and \$3.50 per day for all others. The projected costs for 2002 is \$691,128, which is based on an average prison population of 636.
- Operating Capital: - Approved.
  - Replacement of 17 personal computers and addition of 6, \$44,700
  - Laser Printers (4), \$7,200
  - Network Equipment, Cabling, etc., \$5,870

### PERSONNEL SUMMARY

#### 203-201 PARISH PRISONERS

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Medical Administrator	1	1	0	0	14	39,398	51,409	63,434
Registered Nurse	1	1	0	0	10	27,100	34,827	42,553
Op. Supv.-Maintenance	1	1	1	1	60	23,348	31,022	38,697
L.P. Nurse	2	2	0	0	8	22,919	29,217	35,528
E.M.T.	7	7	0	0	58	19,647	25,763	31,879
E & T Instructor	1	0	1	1	56	16,725	21,621	26,529
Work Supervisor	1	1	1	1	55	15,479	19,894	24,295
<b>TOTAL FULL-TIME</b>	<b>14</b>	<b>13</b>	<b>3</b>	<b>3</b>				
Registered Nurse	1	1	0	0	10	27,100	34,827	42,553
E.M.T.	3	3	0	0	58	9,824	12,882	15,940
<b>TOTAL PART-TIME</b>	<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>				
<b>TOTAL</b>	<b>18</b>	<b>17</b>	<b>3</b>	<b>3</b>				

## 203 PARISH PRISONERS FUND

BUDGET SUMMARY	2000 ACTUAL	2001 BUDGET	2001 PROJECTED	2002 PROPOSED	2002 ADOPTED
EXPENDITURES:					
Personal Services	0	0	0	464,575	464,575
Supplies & Materials	0	0	0	178,865	178,865
Other Services & Charges	0	0	0	166,350	166,350
Capital Outlay	0	0	0	2,200	2,200
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>811,990</b>	<b>811,990</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					100.00%

### BUDGET HIGHLIGHTS

- For 2002, the medical staff and supplies have been transferred to a separate department for monitoring of the medical expenses.
- The Parish currently contracts the Haydel Clinic for physicians care at \$75,000 per year. With the inclusion of dental care, ambulance and hospital care, the medical services are estimated for 2002 at \$165,700.
- Medical supplies request of \$175,000 has increased significantly, 35% over 2001.
- Operating Capital: - Approved.
  - Working station for nursing staff, \$2,200.

### PERSONNEL SUMMARY

#### 203-202 PRISONERS MEDICAL DEPARTMENT

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Medical Administrator	0	0	1	1	14	39,398	51,409	63,434
Registered Nurse	0	0	1	1	10	27,100	34,827	42,553
L.P. Nurse	0	0	2	2	8	22,919	29,217	35,528
E.M.T.	0	0	7	7	58	19,647	25,763	31,879
<b>TOTAL FULL-TIME</b>	<b>0</b>	<b>0</b>	<b>11</b>	<b>11</b>				
Registered Nurse	0	0	1	1	10	13,821	17,761	21,703
E.M.T.	0	0	3	3	58	9,824	12,882	15,940
<b>TOTAL PART-TIME</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>4</b>				
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>15</b>				

## 204 PUBLIC SAFETY FUND

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### MISSION STATEMENT

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The proceeds of the Public Safety Fund are used for operating, maintaining and purchasing any necessary equipment for the police and fire departments.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	6,868,837	6,316,291	7,063,477	6,754,087	6,754,087
Licenses & Permits	733,661	670,500	722,334	699,500	699,500
Intergovernmental	604,626	627,400	649,832	637,400	637,400
Charges for Services	22,863	10,000	15,155	10,000	10,000
Fines & Forfeitures	151,887	87,000	158,916	143,000	143,000
Miscellaneous Revenue	423,646	150,000	260,000	200,000	200,000
Other Revenue	6,936	0	24,125	0	0
Operating Transfers In	0	0	0	0	0
<b>TOTAL REVENUES</b>	<b>8,812,456</b>	<b>7,861,191</b>	<b>8,893,839</b>	<b>8,443,987</b>	<b>8,443,987</b>
<b>EXPENDITURES:</b>					
General -Other	441,334	495,791	502,206	511,500	484,000
Police	4,114,371	5,180,047	5,213,199	5,120,931	5,120,931
Cops Fast Program	5,595	0	0	0	0
Fire-Urban	2,933,569	6,509,438	6,418,712	4,354,917	4,354,917
Operating Transfers Out	519,286	526,546	529,767	519,282	519,282
<b>TOTAL EXPENDITURES</b>	<b>8,014,155</b>	<b>12,711,822</b>	<b>12,663,884</b>	<b>10,506,630</b>	<b>10,479,130</b>
<b>INCREASE (DECREASE) TO</b>	<b>798,301</b>	<b>(4,850,631)</b>	<b>(3,770,045)</b>	<b>(2,062,643)</b>	<b>(2,035,143)</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>5,760,997</b>	<b>6,559,298</b>	<b>6,559,298</b>	<b>2,789,253</b>	<b>2,789,253</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>6,559,298</b>	<b>1,708,667</b>	<b>2,789,253</b>	<b>726,610</b>	<b>754,110</b>

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### BUDGET HIGHLIGHTS

- Ad valorem taxes are proposed for 2002 in the amount of \$1,900,000 from the levy of 6.75 mills (City Alimony Tax), 5.08 mills City Fire Protection, and 5.08 mills City Police Protection approved by voters on November 3, 1998.
- In 1965 the Parish levied a 1% parishwide sales tax equally divided by the Parish Policy Jury, City of Houma, and Parish School Board. The 1/3 City of Houma portion is used to supplement the Public Safety Fund and is projected to generate \$4,762,087 in 2002.
- Insurance occupational licenses collected in the City of Houma are projected to collect \$500,000.
- Court fines have increased from \$87,000 to \$143,000.
- The final budget was amended to decrease the Civil Service Board amount from \$40,000 to \$12,500. Of the \$12,500, \$5,000 is for Legal Services and \$7,500 is for Secretary Fees and Supplies.

**204 PUBLIC SAFETY FUND  
211 POLICE**

**MISSION STATEMENT**

The mission of the Houma Police Department is to improve the quality of life of citizens living, working, or visiting in the city. In order to carry out that mission, the department will: engage in crime prevention and public education activities; engage in crime interdiction and suppression by various means with emphasis on patrol services; implement a philosophy of community oriented problem solving in which citizens are equal partners in the crime prevention effort; provide efficient and courteous services to the public in non-criminal matters, including traffic movement, resolution of non-criminal disputes, and emergency assistance as needed.



**GOALS AND OBJECTIVES**

The motto “Integrity-Intelligence-Initiative” describes the three pillars upon which the department rests and which enable it to carry out its primary objective in an efficient, effective, professional manner. It is through these that the department serves the people of Houma by performing the law enforcement function in a professional manner. The department will enforce the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. A police officer shall perform all duties impartially, without favor, affectation, or ill will, and without regard to a person’s status or diversity. All employees and citizens shall be treated equally with courtesy, consideration, and dignity.

**PERFORMANCE MEASURES**

By the end of the year 2001, the Houma Police Department shall have completed the self-assessment phase necessary for accreditation by CALEA. It shall have written and adopted a new policy and procedure manual, and for the first time, shall have written and approved a field operations manual. Both manuals shall be in compliance with CALEA standards. In addition, the manuals shall be written in a manner that accommodates training goals and objectives. Within the first six months of 2002 operations, the police department shall have a comprehensive plan implemented that is target at reducing crime throughout the City of Houma.

Gained recognition of the Mechanicville/Senator Circle area as a Weed & Seed community.

Worked with District Attorney to establish a Drug Court in Houma.

Expanded standardized weapons training resulting in higher officer qualifying rates.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	3,257,741	3,930,551	3,895,987	4,188,492	4,188,492
Supplies and Materials	166,310	170,600	181,532	183,400	183,400
Other Services and Charges	364,410	325,086	357,581	357,250	357,250
Repair and Maintenance	84,536	72,500	98,872	81,500	81,500
Allocated Expenditures	36,235	38,500	36,417	32,289	32,289
Capital Outlay	205,139	642,810	642,810	278,000	278,000
<b>TOTAL EXPENDITURES</b>	<b>4,114,371</b>	<b>5,180,047</b>	<b>5,213,199</b>	<b>5,120,931</b>	<b>5,120,931</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>6.93%</b>

**204 PUBLIC SAFETY FUND  
211 POLICE**

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**BUDGET HIGHLIGHTS**

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- Reclassification of the Clerk III to Clerk IV – no pay change, Approved.
- Addition of one police patrolman /1<sup>st</sup> class, Approved.
- Replacement of nine police vehicles in the Capital Outlay, \$198,000, Approved.
- Major building repairs, \$80,000, Approved.

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**PERSONNEL SUMMARY**

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Police Chief	1	1	1	1	28	48,942	63,746	78,549
Assistant Police Chief	1	1	1	1	76	39,297	49,678	62,801
Police Captain	2	2	2	2	75	33,421	42,250	53,412
Police Lieutenant	9	9	9	9	74	28,770	36,370	45,978
Police Sergeant	10	10	10	10	73	25,063	31,684	40,054
Police Patrolman/1st Class	46	46	47	47	72	22,100	27,939	35,320
Clerk V	2	2	2	2	59	21,737	28,231	35,074
Police Chief Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	1	1	2	2	57	18,089	23,568	29,035
Dispatcher	9	9	9	9	56	16,725	21,621	26,529
Clerk III	4	4	3	3	56	16,725	21,621	26,529
TOTAL	<u>86</u>	<u>86</u>	<u>87</u>	<u>87</u>				

**204 PUBLIC SAFETY FUND  
222 FIRE**

**MISSION STATEMENT**

The Houma Fire Department is responsible for preventing, preserving, and protecting lives and property of our citizens from the ravages and destruction caused by uncontrolled fires and quick response to the location where help is needed. The department renders first aid and other emergency services to the public. The Houma Fire Department is divided into five divisions – Administration, Training, Maintenance, Prevention, and Suppression. The Fire Chief is responsible for the Administration and Management of the Houma Fire Department and is the overall administrator of all four other divisions. The Houma Fire Department operates five stations and one administrative facility within the City of Houma. The Department operates four engines each capable of delivering 1,500-gallons of water per minute and one 95-foot ladder platform truck with similar capacity. The Department is staffed 24 hours a day by 65 fire fighters, all of whom are certified.

**GOALS AND OBJECTIVES**

To continue to provide the most cost effective emergency fire response service possible reflective in the ever increasing accumulation of departmental points provided by Property Insurance Association of Louisiana (PIAL) and demonstrated in the reduction of fire insurance cost to the citizenry served.

To continue to educate the public on fire prevention through education, community service, code enforcement and public relations and to maintain and enforce professional standards, serve as role models, and strive to effectively and efficiently utilize all of the necessary resources at our command to provide a service deemed excellent by the public.

To maintain a relevant and effective training program for all members of the department.

To maintain quality assurance standards through firefighter and fire officer certification programs that meet or exceed the National Fire Protection Association (NFPA) requirements.

**PERFORMANCE MEASURES**

During 2000, 5,565 training classes were conducted for a total of 10,736 man-hours of training. The Fire Prevention Division conducted 759 various inspections and investigations. The Houma Fire Department responded to a total of 692 calls in 2000 with the value of property totaling \$41,539,782 and the loss of property totaling \$631,735. There was one fire fatality in the city limits for the year 2000.



<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	2,609,488	3,212,241	3,103,451	3,487,833	3,487,833
Supplies and Materials	97,477	188,850	142,941	117,700	117,700
Other Services and Charges	116,588	168,900	200,804	205,634	205,634
Repair and Maintenance	56,272	77,000	64,222	54,500	54,500
Allocated Expenditures	1,245	23,000	21,500	23,000	23,000
Capital Outlay	52,499	2,839,447	2,885,794	466,250	466,250
<b>TOTAL EXPENDITURES</b>	<b>2,933,569</b>	<b>6,509,438</b>	<b>6,418,712</b>	<b>4,354,917</b>	<b>4,354,917</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>6.00%</b>



**204 PUBLIC SAFETY FUND  
222 FIRE**

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**BUDGET HIGHLIGHTS**

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- \$200,000 Annual set aside for Fire Engine/Truck replacements, Approved.
- Capital Outlay: - Approved
  - Replacing 25 single streamer hydrants to double in order to increase water capacity and flow at key locations throughout our area.
  - \$100,000 additional funds needed for the construction of the South Houma Fire Station.
  - \$5,250 replacement of seven mobile radios.
  - \$25,000 back-up 15 kw generators for five fire stations.
  - \$1,000, replace fax machine
  - \$5,000, replace sofas and recliners at stations
  - \$30,000, for the installation and equipment necessary to install computers/communication devices.

**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Fire Chief	1	1	1	1	27	42,917	55,578	68,238
Assistant Fire Chief	1	1	1	1	N/A	44,514	****	****
Fire District Chief	3	3	3	3	N/A	42,335	****	****
Fire Maintenance Officer	1	1	1	1	N/A	42,090	****	****
Fire Inspector	2	2	2	2	N/A	42,090	****	****
Fire Training Officer	1	1	1	1	N/A	42,090	****	****
Fire Captain	22	22	22	22	N/A	31,955	****	****
Fire Driver/Operator	19	19	19	19	N/A	27,489	****	****
Cert. Firefighter II	15	15	15	15	N/A	21,428	****	****
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk III -Receptionist	1	1	1	1	56	16,725	21,621	26,529
<b>TOTAL FULL-TIME</b>	<b>66</b>	<b>66</b>	<b>66</b>	<b>66</b>				
Volunteer Firemen	9	9	9	9	N/A	****	****	****
<b>TOTAL PART-TIME</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>				
<b>TOTAL</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>75</b>				



## 205 NON-DISTRICT RECREATION

### MISSION STATEMENT

To provide playgrounds and other facilities that are not funded through Parish Recreation Districts, which promote recreation and the general health and well being of the City's youth. The Auditoriums are under the Department of Economic Development and Cultural Resources and the remaining divisions are under the direction of the Parks and Recreation Department.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	111,000	111,000	111,000	111,000	111,000
Charges for Services	52,770	37,300	49,750	54,800	54,800
Miscellaneous Revenue	73,124	30,000	57,354	34,000	34,000
Other Revenue	(359)	0	1,164	0	0
Operating Transfers In	880,684	1,033,133	1,033,133	369,287	369,287
<b>TOTAL REVENUES</b>	<b>1,117,219</b>	<b>1,211,433</b>	<b>1,252,401</b>	<b>569,087</b>	<b>569,087</b>
<b>EXPENDITURES:</b>					
Auditoriums	143,528	355,420	349,184	240,782	240,782
General-Other	57,683	66,050	61,631	61,550	61,550
Parks & Grounds	816,541	785,098	760,263	428,762	428,762
Darsey Park	55,134	149,295	172,071	20,000	20,000
Gyms & Fields	0	0	0	0	0
Grand Bois Park	41,931	73,010	73,398	61,820	61,820
<b>TOTAL EXPENDITURES</b>	<b>1,114,817</b>	<b>1,428,873</b>	<b>1,416,547</b>	<b>812,914</b>	<b>812,914</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>2,402</b>	<b>(217,440)</b>	<b>(164,146)</b>	<b>(243,827)</b>	<b>(243,827)</b>
FUND BALANCE, JANUARY 1	412,326	414,728	414,728	250,582	250,582
FUND BALANCE, DECEMBER 31	414,728	197,288	250,582	6,755	6,755

### BUDGET HIGHLIGHTS

- \$111,000 of the City of Houma's portion of the 1965 1% sales taxes is transferred for the Municipal and Dumas Auditoriums. The remaining supplement to the Auditoriums budget comes from the General Fund's PILOT funds (\$71,532).
- General Fund supplements the remaining divisions for 2002 in the amount of \$297,755 of which \$138,962 is financed through General Fund PILOT revenues.

## 205-196 AUDITORIUMS

### MISSION STATEMENT

The Municipal and Dumas Auditoriums are community assets and facilities that are maintained in a high state of readiness to accommodate the needs, not only of Parish Government for meeting room space, but of the general public as well for weddings and receptions, family and class reunions, dances, graduation parties, Carnival Krewe events and activities, seminars, banquets, and more.

### GOALS AND OBJECTIVES

Maintain a high degree of responsiveness in dealing with the public through the booking process for events at both facilities.

Continue to implement planned maintenance and capital improvements at both facilities to better serve the people of Terrebonne Parish.

Complete the exterior capital improvements at Dumas Auditorium designed to provide cover for inclement weather and to improve safety of ingress/egress at the site.

### PERFORMANCE MEASURES

Implemented adjusted rates for outside electricity usage at both Municipal and Dumas Auditoriums.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	27,200	20,116	20,000	20,000	20,000
Supplies and Materials	21,881	47,250	41,985	51,700	51,700
Other Services and Charges	76,893	80,072	80,541	78,332	78,332
Repair and Maintenance	14,119	49,000	47,676	58,500	58,500
Allocated Expenditures	1,885	14,000	14,000	14,000	14,000
Capital Outlay	1,550	144,982	144,982	18,250	18,250
<b>TOTAL EXPENDITURES</b>	<b>143,528</b>	<b>355,420</b>	<b>349,184</b>	<b>240,782</b>	<b>240,782</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>6.16%</b>

### BUDGET HIGHLIGHTS

- Rental fees are expected to generate \$45,000 in 2002. The General Fund (PILOT) funds the remaining cost of \$71,532.
- Capital Outlay: - Approved.
  - Copier/Fax Machine for \$1,250
  - Storage building 675 square feet at Municipal Auditorium, \$17,000

## 205-501 PARKS & GROUNDS

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### MISSION STATEMENT

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This department follows a detailed plan to concentrate on the beautification of the Parish parks and grounds. This department also concentrates on giving support to civic organizations, community organizations and a close mutual agreement with other departments in the Parish Government.

### GOALS AND OBJECTIVES

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To distribute flags and build stands for special events.

To maintain playground equipment of the parks.

To oversee the placement of barricades at parades, festivals and any other authorized function, as a safety net during the events.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	535,245	454,856	444,421	229,688	229,688
Supplies & Materials	57,649	60,700	52,315	49,700	49,700
Other Services and Charges	63,584	70,450	71,894	60,874	60,874
Repair & Maintenance	32,320	69,000	44,523	18,500	18,500
Allocated Expenditures	16,324	27,000	44,018	35,000	35,000
Capital Outlay	111,419	103,092	103,092	35,000	35,000
<b>TOTAL EXPENDITURES</b>	<b>816,541</b>	<b>785,098</b>	<b>760,263</b>	<b>428,762</b>	<b>428,762</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-45.23%

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### BUDGET HIGHLIGHTS

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- Operating Capital: - Approved.
  - Replace playground equipment, for various parish parks, \$35,000.
- All remaining functions of grass cutting will be transferred to the Road and Bridge Department. Staffing in the Parks and Grounds Division will be reduced to six positions.

## 205-501 PARKS & GROUNDS

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### PERSONNEL SUMMARY

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Parks & Grounds Supt.	1	0	0	0	10	27,100	34,827	42,553
Field Supv-Parks & Grounds	1	1	1	1	59	21,737	28,231	35,074
Equipment Operator III	1	2	1	1	58	19,647	25,763	31,879
Equipment Operator II	3	1	0	0	56	16,725	21,621	26,529
Laborer III	3	4	1	1	56	16,725	21,621	26,529
Laborer II	4	4	3	3	55	15,479	19,894	24,295
<b>TOTAL FULL-TIME</b>	<b>13</b>	<b>12</b>	<b>6</b>	<b>6</b>				
Clerk I	1	1	1	1	53	6,694	8,486	10,278
<b>TOTAL PART-TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				
<b>TOTAL</b>	<b>14</b>	<b>13</b>	<b>7</b>	<b>7</b>				



## 205-502 DARSEY PARK

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### MISSION STATEMENT

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This park provides a recreation area accessible to the local community.

### GOALS AND OBJECTIVES

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To provide recreation equipment and an area for recreation and leisure time activities.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Repair and Maintenance	7,601	33,492	56,268	20,000	20,000
Capital Outlay	<u>47,533</u>	<u>115,803</u>	<u>115,803</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<u><u>55,134</u></u>	<u><u>149,295</u></u>	<u><u>172,071</u></u>	<u><u>20,000</u></u>	<u><u>20,000</u></u>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-40.28%

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### BUDGET HIGHLIGHTS

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- All mineral royalties received on this property are allocated for the upkeep and maintenance of Darsey Park, according to the provisions set forth in the act of donation.

## 205-524 GRAND BOIS PARK

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### MISSION STATEMENT

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Grand Bois Park, located in Terrebonne Parish, accommodates individual or group campers and many recreation activities. This Park also can accommodate recreation vehicles.

### GOALS AND OBJECTIVES

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To provide a large lighted, secured area for camping and recreational activities for the public.

To provide a park area for meetings and celebrations for the residents of Terrebonne Parish.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	8,810	9,410	9,753	9,570	9,570
Supplies & Materials	2,063	7,000	8,838	9,200	9,200
Other Services and Charges	23,673	27,600	24,936	26,350	26,350
Repair & Maintenance	7,385	15,000	15,871	16,700	16,700
Capital Outlay	0	14,000	14,000	0	0
<b>TOTAL EXPENDITURES</b>	<b>41,931</b>	<b>73,010</b>	<b>73,398</b>	<b>61,820</b>	<b>61,820</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					47.43%

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### BUDGET HIGHLIGHTS

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- No significant changes.

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### PERSONNEL SUMMARY

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<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Laborer I	1	1	1	1	53	6,694	8,486	10,278
<b>TOTAL PART-TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				

## 206 LOCAL LAW ENFORCEMENT

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### MISSION STATEMENT

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The monies in this fund are received from the U.S. Department of Justice, Office of Justice to reduce local crime and improve public safety by purchasing technology and equipment to aid in their efforts in law enforcement.

### PERFORMANCE MEASURES

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Purchased various safety equipment, guns and body armor, mobile data terminals, and police vehicles, needed by the department.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	61,878	120,836	120,836	0	0
Miscellaneous Revenue	4,928	650	650	0	0
Operating Transfers In	4,616	12,776	12,776	0	0
<b>TOTAL REVENUES</b>	<b>71,422</b>	<b>134,262</b>	<b>134,262</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES:</b>					
Personal Services	0	25,000	25,000	0	0
Supplies & Materials	10,599	7,174	7,174	0	0
Other Services & Charges	147	0	0	0	0
Allocated Expenditures	1,486	0	0	0	0
Capital Outlay	63,119	102,088	102,088	0	0
<b>TOTAL EXPENDITURES</b>	<b>75,351</b>	<b>134,262</b>	<b>134,262</b>	<b>0</b>	<b>0</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(3,929)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>3,929</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

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### BUDGET HIGHLIGHTS

- At this time, the Parish has not received a firm commitment for the 2002 Grant year.



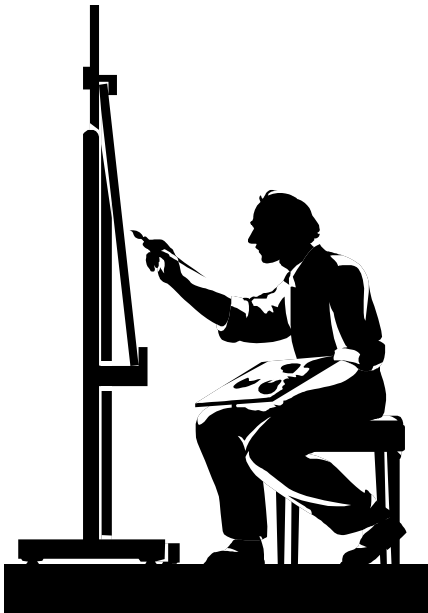
## 208 STATE OF LOUISIANA DIVISION OF ARTS

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### MISSION STATEMENT

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The mission of the Houma Terrebonne Arts & Humanities Council (HTAHC) is to promote and provide cultural activities, through a partnership of public and private funding, which meets the needs of our individual communities. As the city and parish's designated local arts agency, the HTAHC serves to undertake, promote, develop, support, and encourage cultural and creative activities in Assumption, Lafourche, St. Charles, St. James, St. John and Terrebonne Parishes (Region 3). Through a grants program and united fund drive the HTAHC distributes over \$200,000 to non-profit groups for arts activities. The programs and services the HTAHC provide are designed to spread the arts to the younger generation through school art activities and also to the general public by means of visual art workshops, concerts, art exhibits and festivals. Programs administered by the HTAHC, such as the Decentralized Arts Funding Program, are intended to make the arts accessible and affordable for everyone while meeting local needs.



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### GOALS AND OBJECTIVES

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- To encourage investments in galleries and theaters.
- To fund the 6<sup>th</sup> annual Performing Arts Camp for children.
- To present workshops, lectures, and other educational outreach programs.
- To continue serving as the Regional Distributing Agency of the Louisiana Decentralized Arts Funding Program for six parishes (Assumption, Lafourche, St. Charles, St. James, St. John the Baptist and Terrebonne). State funds support this project.
- To continue serving as the Distributing Program for Terrebonne Parish.
- To maintain a paid, professional staff responsible for the administrative and artistic functions of the Council.
- To provide a cultural and economic force that attracts new tourism dollars.
- To promote the visual arts, theater, story telling and music through Arts Education Programs.
- To provide rotating art exhibits.
- To publish and distribute a "Community Arts Resource" directory.



## 208 STATE OF LOUISIANA DIVISION OF ARTS

### PERFORMANCE MEASURES

Four methods of evaluation are used to determine the success, quality, and degree to which the projects match the purpose of the HTAHC.

- Evaluation forms by participants are assessed to show need and benefit to the community, artists and/or the organization.
- Accurate budget records specifically addressing the economic impact of events are evaluated to determine the financial success of a program.
- Planning and implementation of the program are reviewed to assure that public participation and outreach efforts are achieved.
- Economic impact – The Sales and Use Tax office is a great resource to evaluate the amount of revenues generated at various functions. Example: Southdown Marketplace vendors reported an increase in sales tax generated following the biannual show.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	222,766	195,428	190,626	197,070	197,070
Miscellaneous Revenue	1,828	0	13	0	0
Operating Transfers In	169	0	800	800	800
<b>TOTAL REVENUES</b>	<b>224,763</b>	<b>195,428</b>	<b>191,439</b>	<b>197,870</b>	<b>197,870</b>
<b>EXPENDITURES:</b>					
Personal Services	280	1,000	0	0	0
Supplies and Materials	1,034	2,100	880	800	800
Other Services and Charges	223,448	192,328	190,109	197,070	197,070
Repair & Maintenance	0	0	450	0	0
<b>TOTAL EXPENDITURES</b>	<b>224,762</b>	<b>195,428</b>	<b>191,439</b>	<b>197,870</b>	<b>197,870</b>
% CHANGE OVER PRIOR YEAR					1.25%
INCREASE (DECREASE) TO	1	0	0	0	0
FUND BALANCE, JANUARY 1	(1)	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	0	0

## 208 STATE OF LOUISIANA DIVISION OF ARTS

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### BUDGET HIGHLIGHTS

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- The Division of Arts Grant for 2002 is estimated to be \$197,070.
- The following grant budgets are provided to the participating parishes:
  - Assumption Parish - \$10,000
  - Lafourche Parish - \$34,000
  - St. Charles Parish - \$21,000
  - St. John Parish - \$19,000
  - St. James Parish - \$10,000
  - Terrebonne Parish - \$30,000



## 209 MARSHAL'S FUND

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### MISSION STATEMENT

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The City Marshal's Office is a Parish wide elected office for a term of six years. It is mandated by State Statute that every city court shall have a Marshal. The Marshal is the executive office of the court and shall execute the orders and mandates of the court. In the execution thereof, and in making arrest and preserving the peace, he has the same powers and authority as a sheriff.

The Terrebonne Parish City Marshal presently appoints twelve deputy marshals. The Marshal's jurisdiction encompasses all of Terrebonne Parish with duties consisting of providing court security for adult and juvenile proceedings, service of civil papers, criminal papers, seizure and sale of property (including garnishment of wages), executing orders of evictions, making arrests per warrants issued by City Court, handling of adult and juvenile prisoners and providing transportation for same to and from jail, hospitals, appointments, etc. The monies in the Marshal's fund are received from fees charged by the Marshal (set by State Statute) for the serving of civil papers, commissions from seizures and Marshal's sales of property, court costs in criminal matters as set by the court and from the general fund for the operation and maintenance of the City Marshal's Office.

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### GOALS AND OBJECTIVES

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To provide efficient services to all in the business community as well as the private sector that may require the services of the court and City Marshal's office.

To work closely with and maintain a positive relationship with local government and other law enforcement agencies.

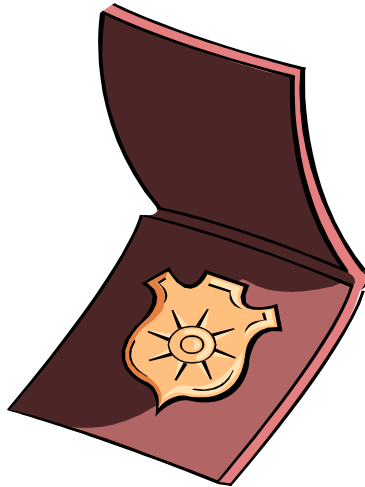
To continuously strive to be more self-sufficient by increasing the amount of revenue provided by the Marshal's Office to the General Fund through aggressive measures implemented in working and executing warrants of arrest in an effort to collect outstanding fines and costs.

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### PERFORMANCE MEASURES

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The Marshal's Office is managing to show an increase in revenues each year as a result of increased fees for services in all civil matters and aggressive collection of outstanding fines by our warrant officers.



## 209 MARSHAL'S FUND

### BUDGET HIGHLIGHTS

BUDGET SUMMARY	2000 ACTUAL	2001 BUDGET	2001 PROJECTED	2002 PROPOSED	2002 ADOPTED
<b>REVENUES:</b>					
Intergovernmental	14,400	14,400	12,600	12,600	12,600
Fines & Forfeitures	229,257	215,000	243,000	230,000	230,000
Miscellaneous Revenue	4,638	1,000	3,579	3,000	3,000
Other Revenue	3,246	0	0	0	0
Operating Transfers In	<u>288,686</u>	<u>239,254</u>	<u>239,254</u>	<u>294,879</u>	<u>294,879</u>
<b>TOTAL REVENUES</b>	<u><u>540,227</u></u>	<u><u>469,654</u></u>	<u><u>498,433</u></u>	<u><u>540,479</u></u>	<u><u>540,479</u></u>
<b>EXPENDITURES:</b>					
Personal Services	407,064	459,395	455,487	465,114	465,114
Supplies & Materials	20,209	21,500	18,835	21,500	21,500
Other Services & Charges	27,585	33,015	37,202	35,782	35,782
Repair & Maintenance	8,415	9,000	8,339	9,000	9,000
Allocated Expenditures	12,775	11,700	12,600	12,600	12,600
Capital Outlay	<u>1,237</u>	<u>51,673</u>	<u>51,673</u>	<u>42,700</u>	<u>42,700</u>
<b>TOTAL EXPENDITURES</b>	<u><u>477,285</u></u>	<u><u>586,283</u></u>	<u><u>584,136</u></u>	<u><u>586,696</u></u>	<u><u>586,696</u></u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					1.62%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>					
	62,942	(116,629)	(85,703)	(46,217)	(46,217)
FUND BALANCE, JANUARY 1	71,787	134,729	134,729	49,026	49,026
FUND BALANCE, DECEMBER 31	134,729	18,100	49,026	2,809	2,809

- The revenue generated from fines and forfeitures is estimated to be \$230,000 in 2002, an increase of \$15,000 (7%).
- The General Fund supplements this fund with the PILOT revenue, of \$294,879.
- Capital outlay: - Approved.
  - Two full-size vehicles, \$42,000, which will replace vehicles having in excess of 100,000 miles.

**209 MARSHAL'S FUND**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
City Marshall	1	1	1	1	N/A	****	****	****
City Marshall Deputy	1	1	1	1	N/A	****	****	****
Chief Deputy	1	1	1	1	N/A	****	****	****
Sergeant	1	1	1	1	N/A	****	****	****
Deputy	4	5	5	5	N/A	****	****	****
Transportation/Bailiff	1	1	1	1	N/A	****	****	****
Dep. Marshall Secretary	1	1	1	1	N/A	****	****	****
Deputy Clerk II	1	1	1	1	N/A	****	****	****
Bus Driver	1	0	0	0	N/A	****	****	****
TOTAL	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>				

## 210 GIS TECHNOLOGY FUND (ASSESSOR)

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### MISSION STATEMENT

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The preparation and implementation of a Geographical Information System (G.I.S.) mapping system has been an ongoing project of the Terrebonne Parish Consolidated Government for several years, and is designed to help all units of local government and the general public. The Louisiana Revised Statute (33:4713) requires that the cost of supplying maps to the Parish Assessor shall be borne proportionately by all tax recipient bodies in the parish, in the proportion of the amount received from such tax monies by each recipient body in the parish. The Terrebonne Parish Consolidated Government shall make these purchases and then bill the other tax recipients for their proportionate share.

The parishwide G.I.S. Mapping System is progressing very well. The mission of the Assessor is to inventory, with digital pictures, all properties in Terrebonne Parish and then have this information available to all governmental agencies through networking. At the same time, Global Positions (G.P.S.) are being taken of all fire hydrants, public buildings, churches, etc., throughout the parish. The system is well within its projected schedule for completion.

### GOALS AND OBJECTIVES

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The 2001 objective (completion of all possession lines) will be accomplished by year's end. Completion of these possession lines is, by itself, a major accomplishment, but we still have a long way to go. Both manual and computerized mapping system must be maintained until all account numbers, right-of-ways, servitudes, etc., are put in place. The integrity of both systems is essential until we are 100% sure that the computerized system is correct. Our goal for 2002 is to complete the global positioning of all properties requested by other governmental agencies and have at least 30% of all properties, with pictures, inventoried and tagged.

A massive parish-wide fire hydrant program is in the developmental stages. To complete this program will greatly assist all fire departments in testing the hydrants twice a year for insurance purposes and maintaining the records of over 10,000 of them. By global positioning all hydrants, we will be able to give firefighters the exact location of the nearest hydrants to a specific location.

### PERFORMANCE MEASURES

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- Fire Departments-City of Houma and Volunteer Departments:  
They now have stand-alone computers at all manned locations for immediate access to information on properties in their coverage area. A parish-wide pre-plan program has been developed for all fire departments to use. By doing so, each district no longer has to purchase this program, resulting in tens of thousands of dollars being saved.
- Consolidated Waterworks District No. 1:  
Thousands of dollars have been saved by purchasing a G.P.S. (Global Positioning System) and accurately identifying the location of thousands of fire hydrants in Terrebonne Parish. Networking is making this information available to them. When completed, the above mentioned fire hydrant program will electronically notify the Waterworks District of the number of gallons of water being used when testing these hydrants. This program will also measure the number of gallons of water being used during training and actual fire fighting. This alone will greatly assist the Waterworks District in monitoring their usage and loss. This program also gives them an excellent tool to use in tying in their existing waterlines.
- Terrebonne Parish Consolidated Government:  
The Parish Government will have immediate access to all their properties parishwide. At the click of a mouse, they will have access to any property they own along with pictures, aerials, property description, acquisitions, etc.
- Terrebonne Parish School System:  
Same access to their properties as the Parish Government.
- Utilities Department:  
This department has immediate access to the entire mapping system to accurately position their utility poles, transformers, lines, etc. Also can be used in determining and acquiring properties and right of ways for installation of new lines, etc.

## 210 GIS TECHNOLOGY FUND (ASSESSOR)

### PERFORMANCE MEASURES (continued)

- Drainage Department:  
This department has immediate access to the entire mapping system to accurately position the levees, draining right-of-ways, culverts, aerial photos, etc. Also can be used in determining and acquiring properties for drainage, levees, etc.
- City of Houma Police and Sheriff's Office:  
They have immediate access to owner names and addresses of all properties in the Parish. They can acquire ownership by a variety of ways, such as physical locations, individual's name, etc.
- 911 Emergency:  
This agency has a complete copy of all the information in our G.I.S. It is updated daily for emergency response use only.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	0	500,000	500,000	500,000	500,000
Operating Transfers In	153,907	0	10,000	15,000	15,000
<b>TOTAL REVENUES</b>	<b>153,907</b>	<b>500,000</b>	<b>510,000</b>	<b>515,000</b>	<b>515,000</b>
<b>EXPENDITURES:</b>					
Personal Services	48,240	0	4,343	0	0
Other Services & Charges	75,340	226,420	226,420	257,500	257,500
Capital Outlay	30,327	119,673	125,330	257,500	257,500
Operating Transfers Out	0	153,907	153,907	0	0
<b>TOTAL EXPENDITURES</b>	<b>153,907</b>	<b>500,000</b>	<b>510,000</b>	<b>515,000</b>	<b>515,000</b>
<b>INCREASE (DECREASE) TO</b>					
<b>FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### BUDGET HIGHLIGHTS

- In 2002, the taxing jurisdictions will be proportionately charged \$500,000 for these estimated expenditures.
- The \$500,000, plus interest has been equally proportioned to consulting fees and computer equipment.



**215 DEPARTMENT OF NATURAL RESOURCES (Coastal Zone Management)**

**MISSION STATEMENT**

A division of the Planning Department of the Parish, this fund accounts for the funds received from the U.S. Department of Commerce through the State Department of Natural Resources for the development of a local Coastal Management Program. This program will give citizens a greater voice in the use of coastal resources. The program will allow Terrebonne Parish to receive additional funding through state and federal sources. Proposed legislation will bring additional outer continental shelf oil and gas money to states needing the funds for coastal restoration.

**GOALS AND OBJECTIVES**

The Coastal Zone Management Program was approved at the end of 2000. Terrebonne Parish receives \$11 million a year from this legislation's approval. Since the Terrebonne Parish Coastal Zone Program was approved it encompasses regulating activities of local concern in the coastal zone through a local permitting process, this creates another step towards the ultimate goal for the Planning and Zoning Department to become a "One Stop" permit office.

**PERFORMANCE MEASURES**

Increased local participation in the decision making process of coastal zone issues.

Developed and implemented a Coastal Zone Program, to process coastal use permits for activities in wetlands of local concern.

Secured state funds for 50/50 grant to administer program.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	8,619	35,000	35,000	35,000	35,000
Operating Transfers In	0	15,000	24,066	24,739	24,739
<b>TOTAL REVENUES</b>	<b>8,619</b>	<b>50,000</b>	<b>59,066</b>	<b>59,739</b>	<b>59,739</b>
<b>EXPENDITURES:</b>					
Personal Services	3,980	30,000	30,000	36,947	36,947
Supplies & Materials	2,939	4,500	4,500	2,950	2,950
Other Services & Charges	1,700	15,500	15,666	10,500	10,500
Allocated Expenses	0	0	8,900	9,342	9,342
<b>TOTAL EXPENDITURES</b>	<b>8,619</b>	<b>50,000</b>	<b>59,066</b>	<b>59,739</b>	<b>59,739</b>
<b>INCREASE (DECREASE) TO</b>					
<b>FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FUND BALANCE, JANUARY 1	0	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	0	0

**BUDGET HIGHLIGHTS**

- The estimated grant for the year 2002 is \$35,000 from the Department of Natural Resources and will be used for the Coastal Zone Management Program.

## 219 SECTION 8 VOUCHERS

### MISSION STATEMENT

The Section 8 Program has merged into one Housing Choice Voucher Program. The mission of the Section 8 Program is the same as that of the Department of Housing and Urban Development. The funding is received from HUD to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination for low-income families.

### GOALS AND OBJECTIVES

To increase the availability of decent, safe and affordable housing. Expand the supply of assisted housing. Increase assisted housing choices. Provide an improved living environment. Promote self-sufficiency of assisted households. To provide safe, decent, and sanitary housing for very low income families while maintaining their rent payments at an affordable level.

To apply for additional rental vouchers. Increase customer satisfaction. Conduct outreach efforts to potential landlords. Promote program availability in the community. Provide assistance to increase independence for the elderly or families with disabilities.

### PERFORMANCE MEASURES

As of December 2001 the Section 8 Program projects having 512 families being assisted under the Housing Choice Voucher Program.

Received 109 additional Section 8 vouchers during this year.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	1,414,477	2,079,361	1,849,536	1,864,040	1,864,040
Charges for Services	2,985	0	2,024	2,000	2,000
Miscellaneous Revenue	207	0	5,424	4,800	4,800
Operating Transfers In	667	0	0	0	0
<b>TOTAL REVENUES</b>	<b>1,418,336</b>	<b>2,079,361</b>	<b>1,856,984</b>	<b>1,870,840</b>	<b>1,870,840</b>
<b>EXPENDITURES:</b>					
Personal Services	102,338	161,797	152,847	205,752	205,752
Supplies & Materials	6,322	18,100	15,595	10,500	10,500
Other Services & Charges	1,270,735	1,894,974	1,637,787	1,648,004	1,648,004
Allocated Expenses	(316)	0	0	0	0
Capital Outlay	6,952	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,386,031</b>	<b>2,074,871</b>	<b>1,806,229</b>	<b>1,864,256</b>	<b>1,864,256</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>-10.15%</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>32,305</b>	<b>4,490</b>	<b>50,755</b>	<b>6,584</b>	<b>6,584</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>18,356</b>	<b>50,661</b>	<b>50,661</b>	<b>101,416</b>	<b>101,416</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>50,661</b>	<b>55,151</b>	<b>101,416</b>	<b>108,000</b>	<b>108,000</b>

## 219 SECTION 8 VOUCHERS

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### BUDGET HIGHLIGHTS

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- The funding of this department is generated from a grant through the Housing and Urban Development Department, Voucher Program. For the year ending 2002, the Parish is projecting to receive \$1,864,040, which is a decrease from 2001 by 12%.
- Direct housing assistant payments are estimated to be \$1,608,072 for the year 2002.

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### PERSONNEL SUMMARY

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Section 8 Administrator	1	1	1	1	11	29,620	38,203	46,800
Clerk IV	2	2	3	3	57	18,089	23,568	29,035
Clerk II	1	1	1	1	55	15,479	19,894	24,295
TOTAL FULL-TIME	<u>4</u>	<u>4</u>	<u>5</u>	<u>5</u>				
Clerk IV	1	1	0	0	57	9,044	11,784	14,518
TOTAL PART-TIME	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>				
TOTAL	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>	<u><u>5</u></u>				

## 221 DEPARTMENT OF HEALTH/HUMAN RESOURCES

### MISSION STATEMENT

The monies in this fund are received from the U. S. Department of Agriculture through the State Department of Education. This fund provides breakfast and lunches to children of lower-income families during the summer.

### GOALS AND OBJECTIVES

The primary goals and objectives are to provide nutritious meals to children of low-income families.

### PERFORMANCE MEASURES

Approximately 1,200 children from low-income families benefited from the 2000 Summer Feeding Program.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	70,313	72,850	73,055	70,253	70,253
Miscellaneous Revenue	244	0	0	0	0
<b>TOTAL REVENUES</b>	<b>70,557</b>	<b>72,850</b>	<b>73,055</b>	<b>70,253</b>	<b>70,253</b>
<b>EXPENDITURES:</b>					
Personal Services	2,375	2,584	174	2,451	2,451
Supplies & Materials	66,479	69,542	64,838	70,253	70,253
Other Services & Charges	1,335	1,483	1,754	1,510	1,510
<b>TOTAL EXPENDITURES</b>	<b>70,189</b>	<b>73,609</b>	<b>66,766</b>	<b>74,214</b>	<b>74,214</b>
<b>% CHANGE OVER PRIOR YEAR</b>					0.82%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	368	(759)	6,289	(3,961)	(3,961)
<b>FUND BALANCE, JANUARY 1</b>	20,256	20,624	20,624	26,913	26,913
<b>FUND BALANCE, DECEMBER 31</b>	20,624	19,865	26,913	22,952	22,952

### BUDGET HIGHLIGHTS

- The grant received from the U.S. Department of Agriculture through the State Department of Education is estimated at \$70,253 for the year ending 2002.
- For 2002, an estimated 29,000 meals will be served at a cost of \$2.42 per meal paid to the Terrebonne Parish School Board.

## **225 HOUSING/URBAN DEVELOPMENT GRANT**

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### **MISSION STATEMENT**

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The monies in this fund are received from the U.S. Department of Housing and Urban Development. The Community Development Block Grant (CDBG) program includes several housing rehabilitation programs, neighborhood and related public facilities improvements, and various services, all targeted to lower-income persons and neighborhoods. The management of this grant is through the Housing and Human Services Department of the Parish.

### **GOALS AND OBJECTIVES**

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The primary objectives are the provisions of decent housing, suitable living environment and expanding economic opportunities for persons of low and moderate income.

To stimulate the economy and assist small business owners with loans and training.

### **PERFORMANCE MEASURES**

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To date, the following was accomplished with Community Development Block Grant Funds this year (2001):

- The Department ran the Summer Youth Program, which provided tutoring, and recreation for children during the summer. A total of 1,100 children benefited from this program.
- The literacy program served approximately 200 persons with assistance in learning to read and write.
- Clinton Street Sewers Phase I Project was completed and 23 low-income residents were connected to the main sewer line. Clinton Street Sewers Phase II & III projects are scheduled to begin in 2001 and be completed in 2002.
- Thirty-seven (37) low-income households were assisted with home improvement needs.
- Working with the Catholic Social Services, who are now providing workshops to assist existing and future small business owners with the necessary management skills for success. Those completing the workshops may be eligible for “micro loans” sponsored by this grant.

## 225 HOUSING/URBAN DEVELOPMENT GRANT

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	3,294,556	4,682,049	4,684,589	2,038,000	2,038,000
Charges for Services	26,411	44,000	38,615	38,000	38,000
Miscellaneous Revenue	17,109	0	15,025	0	0
Operating Transfers In	9,000	0	0	0	0
<b>TOTAL REVENUES</b>	<b>3,347,076</b>	<b>4,726,049</b>	<b>4,738,229</b>	<b>2,076,000</b>	<b>2,076,000</b>
<b>EXPENDITURES:</b>					
Personal Services	314,282	386,092	420,815	346,144	346,144
Supplies & Materials	15,677	28,100	32,891	42,250	42,250
Other Services & Charges	714,273	1,468,764	1,226,887	541,495	541,495
Repair & Maintenance	282	5,500	5,500	15,464	15,464
Capital Outlay	2,306,000	3,052,342	3,018,508	1,130,647	1,130,647
Operating Transfers Out	84,645	0	33,633	0	0
<b>TOTAL EXPENDITURES</b>	<b>3,435,159</b>	<b>4,940,798</b>	<b>4,738,234</b>	<b>2,076,000</b>	<b>2,076,000</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>-49.94%</b>
<b>INCREASE (DECREASE) TO</b>	<b>(88,083)</b>	<b>(214,749)</b>	<b>(5)</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>370,684</b>	<b>282,601</b>	<b>282,601</b>	<b>282,596</b>	<b>282,596</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>282,601</b>	<b>67,852</b>	<b>282,596</b>	<b>282,596</b>	<b>282,596</b>

### BUDGET HIGHLIGHTS

- The 2002 grant entitlement from the Housing and Urban Development Grant is estimated to be \$2,038,000.
- Operating Capital: - Approved.
  - One Pick-up Truck to inspect job sites, \$21,000
  - One Panel Truck to transport workers and equipment for \$29,000
  - Replace three computers, \$9,000
- Economic Development set-aside, \$62,057 Economic Development Loans and \$50,000 Micro Loans
- Special Programs:
  - \$15,920 Literacy Program
  - \$60,000 Homeless Shelter Operations
  - \$30,500 Public Transit
  - \$30,000 Head Start Operations
  - \$160,863 Summer Youth Program
  - \$190,112 Housing Rehab
- Capital Projects, \$951,147 to be allocated with the adoption of the “Proposed use of Funds” in early 2002, Approved.

## 225 HOUSING/URBAN DEVELOPMENT GRANT

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### PERSONNEL SUMMARY

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#### 225-611 CDBG ADMINISTRATION

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Clerk IV	1	1	1	1	57	18,089	23,568	29,035
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				

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### PERSONNEL SUMMARY

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#### 225-620 CDBG SUMMER YOUTH PROGRAM

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Administrator	1	1	1	1	N/A	****	****	****
Instructor / Aid	54	0	0	0	N/A	****	****	****
Tutor/ Monitor	0	41	40	40	N/A	****	****	****
Clerk I	0	18	7	7	N/A	****	****	****
Teacher/ Asst. Supv.	0	14	14	14	N/A	****	****	****
TOTAL FULL-TIME	<u>55</u>	<u>74</u>	<u>62</u>	<u>62</u>				
Clerk I	0	2	0	0	N/A	****	****	****
Tutor/ Monitor	0	6	0	0	N/A	****	****	****
TOTAL PART-TIME	<u>0</u>	<u>8</u>	<u>0</u>	<u>0</u>				
TOTAL	<u>55</u>	<u>82</u>	<u>62</u>	<u>62</u>				

## 226 DEPARTMENT OF URBAN/COMMUNITY AFFAIRS

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### MISSION STATEMENT

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To provide for a revolving loan fund originally funded by the State of Louisiana, Department of Urban and Community Affairs. Management of this program is through the Parish Cultural Resources and Economic Development Department.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Charges for Services	9,287	10,000	37,263	7,200	7,200
Miscellaneous Revenue	4,791	6,000	4,464	2,800	2,800
<b>TOTAL REVENUES</b>	<b>14,078</b>	<b>16,000</b>	<b>41,727</b>	<b>10,000</b>	<b>10,000</b>
<b>EXPENDITURES:</b>					
Personal Services	36	180	194	180	180
Supplies & Materials	0	0	1,500	1,500	1,500
Other Services & Charges	18,323	50,476	41,000	53,000	53,000
<b>TOTAL EXPENDITURES</b>	<b>18,359</b>	<b>50,656</b>	<b>42,694</b>	<b>54,680</b>	<b>54,680</b>
% CHANGE OVER PRIOR YEAR					7.94%
<b>INCREASE (DECREASE) TO</b>					
<b>FUND BALANCE</b>	<b>(4,281)</b>	<b>(34,656)</b>	<b>(967)</b>	<b>(44,680)</b>	<b>(44,680)</b>
FUND BALANCE, JANUARY 1	71,942	67,661	67,661	66,694	66,694
FUND BALANCE, DECEMBER 31	67,661	33,005	66,694	22,014	22,014

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### BUDGET HIGHLIGHTS

- Program income generated by interest earnings estimated for 2002, \$10,000.
- Programs:
  - Façade Lending Program, \$22,500.
  - Economic Development Grants, \$10,000
  - Training, \$10,000



## 227 WORKFORCE INVESTMENT ACT (WIA) ASSISTANCE

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### MISSION STATEMENT

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The Welfare to Work/WIA Youth Program provides assistance to eligible participants in funding employment through job readiness skills training classes and personal counseling, including organizational skills, money management, job retention and self-esteem. The management of this program is through the Parish Housing and Human Services Department.

### PERFORMANCE MEASURES

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In the first six months of the program, eighteen women were referred by the Work Connection (a non-profit organization funded through the Job Training Partnership Act). Fifteen of those women are currently working. The next group of referral totaled twenty of which nine have gone to work.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	1,318	0	52,794	101,326	101,326
<b>TOTAL REVENUES</b>	<b>1,318</b>	<b>0</b>	<b>52,794</b>	<b>101,326</b>	<b>101,326</b>
<b>EXPENDITURES:</b>					
Personal Services	1,318	0	52,548	94,076	94,076
Other Services & Charges	0	0	926	7,250	7,250
Allocated Expenditures	0	0	(680)	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,318</b>	<b>0</b>	<b>52,794</b>	<b>101,326</b>	<b>101,326</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					100.00%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>					
FUND BALANCE	0	0	0	0	0
FUND BALANCE, JANUARY 1	0	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	0	0

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### BUDGET HIGHLIGHTS

- The monies in this fund are received from the LAT (Lafourche, Assumption and Terrebonne) Workforce Investment Board, Inc. through the State Department of Labor.
- The program began December 1, 2000 with a first time award of \$47,023 for the seven-month period ended June 30, 2001. The contract was renewed for the period July 1, 2001 through June 30, 2002 for \$118,053.

**227 WORKFORCE INVESTMENT ACT (WIA) ASSISTANCE**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
E & T Instructor	0	1	2	2	N/A	****	****	****
E & T Operation Analyst/Inst.	0	1	1	1	N/A	****	****	****
TOTAL	<u>0</u>	<u>2</u>	<u>3</u>	<u>3</u>				

## 228 DEPARTMENT OF HEALTH & HOSPITALS-(Weatherization)

### MISSION STATEMENT

The Weatherization Assistance Program provides assistance to low-income families, particularly the elderly and handicapped, by making their homes more energy efficient.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	17,145	50,968	17,810	24,025	24,025
Operating Transfers In	<u>0</u>	<u>0</u>	<u>532</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUES</b>	<b><u>17,145</u></b>	<b><u>50,968</u></b>	<b><u>18,342</u></b>	<b><u>24,025</u></b>	<b><u>24,025</u></b>
<b>EXPENDITURES:</b>					
Personal Services	3,650	5,837	2,568	7,435	7,435
Other Services & Charges	<u>13,497</u>	<u>45,131</u>	<u>15,774</u>	<u>16,590</u>	<u>16,590</u>
<b>TOTAL EXPENDITURES</b>	<b><u>17,147</u></b>	<b><u>50,968</u></b>	<b><u>18,342</u></b>	<b><u>24,025</u></b>	<b><u>24,025</u></b>
% CHANGE OVER PRIOR YEAR					-52.86%
INCREASE (DECREASE) TO FUND BALANCE	(2)	0	0	0	0
FUND BALANCE, JANUARY 1	2	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	0	0

### BUDGET HIGHLIGHTS

- The monies in this fund are received from the U.S. Department of Energy through the Louisiana Housing Finance Agency, which are estimated for 2002, \$24,025.
- Direct services of labor and material, \$15,975.

## 229 DEPARTMENT OF LABOR – CSBG GRANT

### MISSION STATEMENT

The mission of the CSBG Grant Programs is to work in partnership and cooperation with governmental and community agencies to provide a variety of human and economic development services and activities to enable low-income individuals and families to become self-sufficient, thereby creating within themselves a sense of dignity and worth. The agency will promote, encourage, and require the applicant to be part of the long-term solution through employment or other income management strategies. The management of this program is through the Parish Housing and Human Service Department.

### GOALS AND OBJECTIVES

**Self Sufficiency-** To assist low-income people to become financially stabilized through budget management planning and economic intervention of the program with regards to housing, utility services, employment, and other options that may be available to them. Enabling the applicant to continue dependence upon privately or governmentally sponsored aid will be discouraged in favor of self-reliance.

**Family Stability-** Provides assistance to low-income persons to achieve their potential by encouraging family support toward independence. Stability is achieved by requiring the applicant to demonstrate the ability to continue to pay regular necessary financial obligations once assistance has been provided.

### PERFORMANCE MEASURES

Determined by the Annual CSBG Contract and Activities Statement. Activities for fiscal 2000 are as follows: *(PLEASE NOTE: The following numbers represent unduplicated assistance to clients. Some clients were able to receive assistance twice in the same year under multiple categories of assistance.)*

**Weatherization Program Support:** Assisted 6 families to receive inspection services in order to receive weatherization services to their dwelling.

**CSBG Crisis Intervention:**

- Ninety-four (94) families received utility, mortgage or rent assistance in conjunction with the family's efforts to achieve self-sufficiency.

**LIHEAP (Low Income Home Energy Assistance Program):**

- One thousand one hundred sixty (1,160) Households were provided utility assistance.

**EF & S (Emergency Food & Shelter Grant):**

- Twenty-two (22) families received rent assistance.



## 229 DEPARTMENT OF LABOR – CSBG GRANT

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	198,246	191,772	230,222	261,830	261,830
<b>TOTAL REVENUES</b>	<b>198,246</b>	<b>191,772</b>	<b>230,222</b>	<b>261,830</b>	<b>261,830</b>
<b>EXPENDITURES:</b>					
Personal Services	148,218	145,432	181,103	219,898	219,898
Supplies & Materials	7,725	7,000	8,406	7,000	7,000
Other Services and Charges	62,169	50,243	65,043	60,060	60,060
Repair & Maintenance	0	150	518	600	600
Allocated Expenditures	(22,632)	(11,053)	(25,380)	(25,728)	(25,728)
Capital Outlay	2,767	0	0	0	0
Operating Transfers Out	0	0	532	0	0
<b>TOTAL EXPENDITURES</b>	<b>198,247</b>	<b>191,772</b>	<b>230,222</b>	<b>261,830</b>	<b>261,830</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>41.78%</b>
INCREASE (DECREASE) TO	(1)	0	0	0	0
FUND BALANCE, JANUARY 1	1	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	0	0

## BUDGET HIGHLIGHTS

- The 2002 grant is estimated at \$261,830, an increase of 37% from 2001.
- Although a major component of this grant relates to personnel services, direct services are offered as follows:
  - Crisis Intervention, \$15,000
  - Emergency Food Vouchers, \$1,000

## 229 DEPARTMENT OF LABOR – CSBG GRANT

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### PERSONNEL SUMMARY

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#### 229-642 CSBG - ADMINISTRATION

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Human Development Adm Secretary	1	1	1	1	11	29,620	38,203	46,800
	1	1	1	1	56	16,725	21,621	26,529
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>				

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### PERSONNEL SUMMARY

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#### 229-643 CSBG - PROGRAMS

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Clerk II	2	2	3	3	55	15,479	19,894	24,295
TOTAL	<u>2</u>	<u>2</u>	<u>3</u>	<u>3</u>				

## 230 DEPARTMENT OF HEALTH/HOSPITALS – ENERGY (LIHEAP)

### MISSION STATEMENT

The monies in this fund are received from the U.S. Department of Energy through the State Department of Social Services, Office of Community Services. The Low Income Home Energy Assistance Program (LIHEAP) provides assistance to low-income families by reducing the impact of high fuel costs; to provide utility assistance to eligible participants enrolled in the Low Income Housing Assistance Program. The Parish Housing and Human Services Department administers this program.

### PERFORMANCE MEASURES

Due to escalating energy bills the Parish had a need to supplement the program in 2001, reflecting an increase in benefits. Assisted 1,700 households with utility payments.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	324,377	312,579	211,851	166,625	166,625
Operating Transfers In	0	60,000	60,000	0	0
<b>TOTAL REVENUES</b>	<b>324,377</b>	<b>372,579</b>	<b>271,851</b>	<b>166,625</b>	<b>166,625</b>
<b>EXPENDITURES:</b>					
Supplies & Materials	13,487	0	0	0	0
Other Services & Charges	288,259	349,481	257,070	155,000	155,000
Allocated Expenditures	22,631	23,098	14,781	11,625	11,625
<b>TOTAL EXPENDITURES</b>	<b>324,377</b>	<b>372,579</b>	<b>271,851</b>	<b>166,625</b>	<b>166,625</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS</b>					<b>-55.65%</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### BUDGET HIGHLIGHTS

- The LIHEAP grant is expected to generate \$166,625 in 2002.
- Estimated direct services to be paid to Entergy, Terrebonne Parish Utility System, SLECA, Amp of Louisiana, Housing Authority and Transla total \$155,000.

## 231 DHH OFFICE OF ADDICTIVE DISORDERS

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### MISSION STATEMENT

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The mission of the Terrebonne Detox Center is to provide a one to two week(s) non-medical (social) detox program for abusers of alcohol and drugs who express a desire for treatment. The program provides a safe and nurturing environment in which clients can detox and enter the continuum of care provided by the state. Each client receives an individual assessment to determine the nature and extent of his/her substance abuse problem, participates in the development of an individualized treatment plan, meets with a case manager to determine the subsequent steps in the treatment process, and attends group counseling, 12-steps meetings, educational sessions and one-on-one meetings as needed. The facility is able to accommodate all ambulatory clients regardless of disabilities. The Terrebonne Detox Center is a state licensed 12-bed facility (8 male beds; 4 female beds) operating 24 hours a day, 7 days a week, 365 days per year. Clients are admitted throughout the state, but primarily from parishes of Region 3. Admissions and discharges are conducted around-the-clock. The facility is located at 1116 Church Street; Houma, Louisiana in a building leased from the Terrebonne Parish Consolidated Government with maintenance provided by the parish.

### PERFORMANCE MEASURES

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There are 600 clients per year treated at this facility.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	0	0	0	147,168	147,168
Charge for Services	0	0	0	8,200	8,200
Miscellaneous Revenue	0	0	0	4,800	4,800
Operating Transfers In	0	0	0	48,951	48,951
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>209,119</b>	<b>209,119</b>
<b>EXPENDITURES:</b>					
Personal Services	0	0	0	158,426	158,426
Supplies & Materials	0	0	0	11,550	11,550
Other Services & Charges	0	0	0	26,418	26,418
Repairs and Maintenance	0	0	0	500	500
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>196,894</b>	<b>196,894</b>
% CHANGE OVER PRIOR YEAR					100.00%
INCREASE (DECREASE) TO FUND BALANCE	0	0	0	12,225	12,225
FUND BALANCE, JANUARY 1	0	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	12,225	12,225



## 231 DHH OFFICE OF ADDICTIVE DISORDERS

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### BUDGET HIGHLIGHTS

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- Social Detox division is funded through a State Grant, \$147,168 and Client Fees charged to participants, \$7,500.
- General Fund supplement of \$24,000 provides for additional hours for part-time employees.
- No Operating Capital.
- Note: This department was previously reported as a division of the Mental Health Fund; proposed to separate in 2002 with any remaining funds at year-end to be transferred to this new fund.

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### PERSONNEL SUMMARY

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Director	0	0	1	1	N/A	****	****	****
Assistant Director	0	0	1	1	N/A	****	****	****
TOTAL FULL-TIME	<u>0</u>	<u>0</u>	<u>2</u>	<u>2</u>				
Clerk I	0	0	8	8	53	6,694	8,486	10,279
TOTAL PART-TIME	<u>0</u>	<u>0</u>	<u>8</u>	<u>8</u>				
TOTAL	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>10</u></u>	<u><u>10</u></u>				

## 232 YOUTHBUILD PROGRAM

### MISSION STATEMENT

The mission of YouthBuild Terrebonne is to provide youth with the ability to train for better paying jobs through specialized training, academic and leadership education. This training will not only improve their lives but the greater community as a whole. The Parish Housing and Human Services Department administers this program.

### GOALS AND OBJECTIVES

To prepare program participants for successful completion of GED requirements and receipt of a high school equivalency diploma.

To establish patterns and expectations of success for YouthBuild participants through leadership development activities, education, and community service.

To educate YouthBuild participants to take advantage of existing economic opportunities, create new ones, and further their education.

To prepare YouthBuild participants for successful completion of construction training program and meaningful employment opportunities.

### PERFORMANCE MEASURES

By the end of 2001 it is anticipated that 8 students will receive their GED.

Four students are enrolled in college during 2001.

Construction of one new home was completed in 2001 and it is anticipated that 4 units of public housing will be rehabilitated by the end of the year.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	55,537	608,113	290,817	445,972	445,972
<b>TOTAL REVENUES</b>	<b>55,537</b>	<b>608,113</b>	<b>290,817</b>	<b>445,972</b>	<b>445,972</b>
<b>EXPENDITURES:</b>					
Personal Services	31,888	512,253	254,691	407,137	407,137
Supplies & Materials	4,551	48,500	10,459	8,000	8,000
Other Services and Charges	16,985	82,300	29,057	88,350	88,350
Repair and Maintenance	32	1,500	410	300	300
Allocated Expenditures	0	(52,640)	(20,000)	(57,815)	(57,815)
Capital Outlay	2,078	16,200	16,200	0	0
<b>TOTAL EXPENDITURES</b>	<b>55,534</b>	<b>608,113</b>	<b>290,817</b>	<b>445,972</b>	<b>445,972</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					-21.84%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	3	0	0	0	0
<b>FUND BALANCE, JANUARY 1</b>	(3)	0	0	0	0
<b>FUND BALANCE, DECEMBER 31</b>	0	0	0	0	0

## 232 YOUTHBUILD PROGRAM

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### BUDGET HIGHLIGHTS

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- The Youth Build grant is estimated to generate \$445,972 for 2002.
- Remaining funds at year-end of 2001 will be carried over to 2002.
- In addition to a earnings at the construction site, a small stipend is paid to the participants in exchange for attending class at Thibodaux Vocational Technical College, (\$3.00 per hour), \$65,000.

### PERSONNEL SUMMARY

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#### 232-662 YOUTH BUILD PRGM ADMINISTRATION

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Youth Build Administrator	1	1	1	1	10	27,100	34,827	42,553
Clerk II	1	1	1	1	55	15,479	19,894	24,295
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>				

### PERSONNEL SUMMARY

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#### 232-664 EDUCATION/JOB TRAINING

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
GED Instructor / Counselor	1	0	0	0	9	24,880	31,854	38,813
Instructor / Site Supervisor	2	3	3	3	59	21,737	28,231	35,074
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>				

### PERSONNEL SUMMARY

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#### 232-667 YOUTH BUILD PROGRAM TRAINEE WAGES

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Program Participants	10	23	23	23	N/A	*****	*****	*****
TOTAL	<u>10</u>	<u>23</u>	<u>23</u>	<u>23</u>				

## 234 TERREBONNE HOMELESS SHELTER

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### MISSION STATEMENT

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These funds are received from the U.S. Department of Housing and Urban Development through the State of Louisiana, Department of Social Services, for the provision of shelter and other essential services to needy homeless women with children. The Homeless Shelter is managed through a contract with Start Corporation.

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### GOALS AND OBJECTIVES

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To provide shelter for residents with a stable living environment.

To provide immediate mental health services (counseling) to stabilize their emotional condition.

To provide case management services to address mainstream transitional needs for residents.

To provide job counseling and job search services to prepare residents for entry into the labor market.

To provide parenting classes and child care referral services.

To provide access to education and skills training services.

To promote good health, nutrition and home maintenance by providing counseling and referrals.

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### PERFORMANCE MEASURES

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Under the Emergency Shelter Program, decent, safe and sanitary housing has been provided to 62 families.



## 234 TERREBONNE HOMELESS SHELTER

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	117,941	120,000	251,055	120,000	120,000
Miscellaneous Revenue	6,941	0	7,970	0	0
Operating Transfers In	14,018	0	33,633	0	0
<b>TOTAL REVENUES</b>	<b>138,900</b>	<b>120,000</b>	<b>292,658</b>	<b>120,000</b>	<b>120,000</b>
<b>EXPENDITURES:</b>					
Personal Services	17,720	72,097	59,399	31,975	31,975
Supplies & Materials	1,523	48,976	48,976	2,000	2,000
Other Services & Charges	111,018	153,420	202,290	127,400	127,400
Repair & Maintenance	228	8,025	8,025	0	0
<b>TOTAL EXPENDITURES</b>	<b>130,489</b>	<b>282,518</b>	<b>318,690</b>	<b>161,375</b>	<b>161,375</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>-42.88%</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>8,411</b>	<b>(162,518)</b>	<b>(26,032)</b>	<b>(41,375)</b>	<b>(41,375)</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>292,630</b>	<b>301,041</b>	<b>301,041</b>	<b>275,009</b>	<b>275,009</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>301,041</b>	<b>138,523</b>	<b>275,009</b>	<b>233,634</b>	<b>233,634</b>

## BUDGET HIGHLIGHTS

- The funding for this program comes from a grant through Emergency Shelter Grant Program, Office of Community Services (\$60,000) and is matched by the HUD entitlement grant (60,000).
- Management Contract, \$66,000, Start Corporation.
- Security Contract, \$17,474

## 235 HOME INVESTMENT PARTNERSHIP

### MISSION STATEMENT

The Home Program funds are received from the U.S. Department of Housing and Urban Development to expand the supply of decent, affordable housing for low and very-low income families. The Parish Department of Housing and Human Services administers this program.

### GOALS AND OBJECTIVES

To increase awareness of homeowner opportunities by educating and counseling lower-income families.

To provide affordable housing opportunities to lower-income persons.

To assist lower-income families with the replacement of a new home due to the old home being beyond repair.

To assist Community Housing Development Organizations (CHDO) development of affordable housing projects.

### PERFORMANCE MEASURES

Assistance has been provided to over 220 lower-income families to purchase their first home.

Provided assistance to neighborhood-based non-profit organizations with the purchase or development of 10 properties to help provide decent, safe, and sanitary housing for lower-income families.

Sponsored first-time homebuyer training seminars from which over 72 persons received certificates.

Completed the development of a subdivision that will provide new homes for low-income homebuyers.

Rehabilitated 20 single-family homes for low-income homeowners.

Renewed agreement with Catholic Housing to provide counseling services to low-income prospective homebuyers. Counseled approximately 75 prospective homebuyers in 2000.

Assisted 450 households with rental vouchers in 2000.



## 235 HOME INVESTMENT PARTNERSHIP

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	485,184	1,756,512	1,756,512	606,000	606,000
Charges for Services	65,525	0	12,051	0	0
Operating Transfers In	136,750	182,210	182,210	16,043	16,043
<b>TOTAL REVENUES</b>	<b>687,459</b>	<b>1,938,722</b>	<b>1,950,773</b>	<b>622,043</b>	<b>622,043</b>
<b>EXPENDITURES:</b>					
Personal Services	59,224	66,000	67,455	65,335	65,335
Supplies & Materials	107	400	400	500	500
Other Services & Charges	671,084	1,872,222	1,868,741	556,108	556,108
Repair & Maintenance	0	100	100	100	100
<b>TOTAL EXPENDITURES</b>	<b>730,415</b>	<b>1,938,722</b>	<b>1,936,696</b>	<b>622,043</b>	<b>622,043</b>
% CHANGE OVER PRIOR YEAR					-67.91%
INCREASE (DECREASE) TO FUND BALANCE	(42,956)	0	14,077	0	0
FUND BALANCE, JANUARY 1	50,244	7,288	7,288	21,365	21,365
FUND BALANCE, DECEMBER 31	7,288	7,288	21,365	21,365	21,365

## BUDGET HIGHLIGHTS

- HUD Home Program grant for 2002, \$606,000.
- A General Fund supplement is proposed for \$16,043, a reduction of \$166,167 from year 2001.
- Direct services:
  - \$90,900 Community Housing Development Organization (CHDO) Loan Program
  - \$300,000 First-Time Homebuyer's Assistance
  - \$150,628 Replacement Housing

## 236 FEMA EMERGENCY FOOD/SHELTER

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### MISSION STATEMENT

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These funds are provided from the U.S. Department of Federal Emergency Management Agency through the Emergency Food and Shelter National Board Program, for the provision of emergency assistance rent or mortgage payments for needy low-income families identified through referral and/or outreach channels. The administration of this program is through the Parish Housing and Human Services Department.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	15,910	20,044	20,044	20,000	20,000
<b>TOTAL REVENUES</b>	<b>15,910</b>	<b>20,044</b>	<b>20,044</b>	<b>20,000</b>	<b>20,000</b>
<b>EXPENDITURES:</b>					
Other Services & Charges	15,910	20,044	20,044	20,000	20,000
<b>TOTAL EXPENDITURES</b>	<b>15,910</b>	<b>20,044</b>	<b>20,044</b>	<b>20,000</b>	<b>20,000</b>
% CHANGE OVER PRIOR YEAR					-0.22%
INCREASE (DECREASE) TO FUND BALANCE	0	0	0	0	0
FUND BALANCE, JANUARY 1	0	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	0	0

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### BUDGETS HIGHLIGHTS

- FEMA/United Way grant for 2002, \$20,000
- Direct Services:
  - Rent/Home Mortgage Payments, \$20,000
- Home Mortgage Payments, \$20,000



## 237 FTA GRANT (URBAN)

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### MISSION STATEMENT

The primary mission for the Terrebonne Parish Consolidated Government Public Transit Division is to enhance the mobility of Terrebonne Parish's residents. To achieve this mission, Terrebonne Parish Consolidated Government maintains a safe, effective, and efficient public transit bus system that addresses the mobility needs of the citizenry. The monies in this fund are received from the U.S. Department of Transportation, Federal Transit Administration for the implementation and operation of a public transit system in Terrebonne Parish. The administration of the program is with the Parish Public Works Department.




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### GOALS AND OBJECTIVES

To increase the mobility of residents and positively influence the development of Terrebonne Parish.

To provide an efficient, reliable, safe, cost effective public transit service throughout Terrebonne Parish.

To deliver convenient, on-time service to the people in the service area. Dependable service is essential to attract and hold customers to transit.

To maintain the highest possible standards of passenger safety and security.

To establish sensible, efficient, and equitable fares.

To tailor routes and schedules to the changing travel patterns of the public.

To coordinate transit with urban development so the region's resources are used more efficiently, and environmental quality is improved.

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### PERFORMANCE MEASURES

- Implemented system's first public transit service expansion in the Gray area and at Nicholls State University.
- Increase in transit rider ship from 187,979 in 1999 to 221,356 in year 2000.

	Small Urban<200,000 1997 National Average	2000 GET
<u>Service Efficiency</u>		
Operating Expense/Vehicle Revenue Mile	\$ 3.69	\$ 2.43
Operating Expense/Vehicle Revenue Hour	\$49.69	\$41.89
<u>Cost Effectiveness</u>		
Operating Expense/Passenger Mile	\$ .55	\$ .65
Operating Expense/Passenger Trip	\$ 2.11	\$ 3.17
<u>Service Effectiveness</u>		
Passenger Trip/Revenue Vehicle Mile	\$ 1.70	\$ .76
Passenger Trip/Vehicle Revenue Hour	\$23.57	\$13.18

## 237 FTA GRANT (URBAN)

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	411,203	901,280	830,417	537,016	537,016
Charges for Services	116,085	114,750	121,775	121,775	121,775
Miscellaneous Revenue	45,689	0	16,170	0	0
Other Revenue	1	0	627	0	0
Operating Transfers In	<u>266,423</u>	<u>448,399</u>	<u>448,399</u>	<u>208,253</u>	<u>208,253</u>
<b>TOTAL REVENUES</b>	<u><b>839,401</b></u>	<u><b>1,464,429</b></u>	<u><b>1,417,388</b></u>	<u><b>867,044</b></u>	<u><b>867,044</b></u>
<b>EXPENDITURES:</b>					
Personal Services	505,266	504,969	497,596	596,849	596,849
Supplies & Materials	87,825	108,273	86,916	94,450	94,450
Other Services & Charges	132,742	211,747	167,052	174,085	174,085
Repair & Maintenance	42,718	79,531	49,612	49,600	49,600
Allocated Expenditures	(71,538)	14,907	(26,684)	(41,157)	(41,157)
Capital Outlay	9,336	401,620	401,620	0	0
Operating Transfers Out	<u>223,627</u>	<u>65,134</u>	<u>65,134</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<u><b>929,976</b></u>	<u><b>1,386,181</b></u>	<u><b>1,241,246</b></u>	<u><b>873,827</b></u>	<u><b>873,827</b></u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					1.16%
INCREASE (DECREASE) TO FUND BALANCE	(90,575)	78,248	176,142	(6,783)	(6,783)
FUND BALANCE, JANUARY 1	155,709	65,134	65,134	241,276	241,276
FUND BALANCE, DECEMBER 31	65,134	143,382	241,276	234,493	234,493

## BUDGET HIGHLIGHTS

- Intergovernmental Grants:
  - Parish Transportation Fund, \$85,000
  - FTA Grant-Operational Assistance, \$391,901
  - FTA Grant-Planning and Capital, \$29,615
  - HUD-CDBG-Special Allocation, \$30,500
- Estimated Bus Fare revenue, \$114,500.
- General Fund supplement, \$208,253 from PILOT Revenues

## 237 FTA GRANT (URBAN)

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### PERSONNEL SUMMARY

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#### 237-690 PLANNING

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Public Transit Administrator	1	1	1	1	13	35,710	46,423	57,136
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				

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### PERSONNEL SUMMARY

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#### 237-691 OPERATION / GENERAL ADMINISTRATION

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Asst. Adm./Transit	1	0	0	0	10	27,100	34,827	42,553
Clerk V	1	1	1	1	59	21,737	28,231	35,074
TOTAL	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>				

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### PERSONNEL SUMMARY

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#### 237-692 VEHICLE OPERATIONS

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Transit Bus Operator	12	12	12	12	58	19,647	25,763	31,879
TOTAL	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>				

**237 FTA GRANT (URBAN)**

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**PERSONNEL SUMMARY**

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**237-693 VEHICLE MAINTENANCE**

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Foreman III	1	1	1	1	59	21,737	28,231	35,074
Laborer II/General	1	0	0	0	55	15,479	19,894	24,295
TOTAL	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>				

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**PERSONNEL SUMMARY**

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**237-694 NON VEHICLE MAINTENANCE**

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Laborer II/General	0	1	1	1	55	15,479	19,894	24,295
TOTAL	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>				



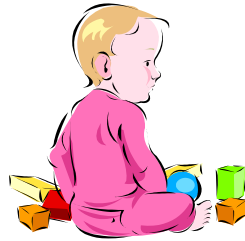
## 239 HUD HEAD START PROGRAM

### MISSION STATEMENT

The mission of the Head Start Program is to work in partnership and cooperation with governmental and community agencies to provide educational and preschool developmental services and activities to enable low-income participants and families to become self-sufficient by offering an educational advantage through early training. These monies are funded by the U.S. Department of Housing and Urban Development through a delegate agreement with the Lafourche Parish Council, for the provision of educational, nutritional, family and social services to eligible school age children. The administration of the program is with the Parish Housing and Human Services Department.

### GOALS AND OBJECTIVES

To provide a smooth transition for program participants into kindergarten and the public school setting. Preschool children attain fundamental skills that are required by all kindergarten and first grade students.



### PERFORMANCE MEASURES

Preschool fundamental skills training have been provided to 200 students at ten (10) different locations throughout the Parish.

Seventy-eight (78) students participated in a graduation ceremony to mark their completion of Terrebonne Parish's Head Start preschool program.

Held this year was the fifth annual Transition Exposition, which showcased booths from area educational and social service agencies.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	518,722	685,047	785,072	824,840	861,019
Operating Transfers In	16,771	25,724	28,173	33,523	33,523
<b>TOTAL REVENUES</b>	<b>535,493</b>	<b>710,771</b>	<b>813,245</b>	<b>858,363</b>	<b>894,542</b>
<b>EXPENDITURES:</b>					
Personal Services	508,615	653,247	743,104	785,240	821,419
Supplies & Materials	23	0	0	100	200
Other Services & Charges	19,218	37,528	51,303	53,238	53,138
Repair & Maintenance	0	0	338	500	500
Allocated Expenditures	7,640	19,996	15,000	19,285	19,285
Capital Outlay	0	0	3,500	0	
<b>TOTAL EXPENDITURES</b>	<b>535,496</b>	<b>710,771</b>	<b>813,245</b>	<b>858,363</b>	<b>894,542</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>26.71%</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(3)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 239 HUD HEAD START PROGRAM

### BUDGET HIGHLIGHTS

- HUD Head Start Grant estimated for 2002, \$831,019.
- CDBG-HUD special allocation, \$30,000.
- General Fund supplement for 2002, \$33,523, an increase of \$7,799 over 2001.
- Two new positions, Family Service Specialist (Level 60) and Family Involvement Manager, (Level not available), Approved.
- Budget amended to include a new position, Registered Nurse, (Level 10), Approved.

### PERSONNEL SUMMARY

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Head Start Admin.	1	1	1	1	10	27,100	34,827	42,553
Registered Nurse	0	0	0	1	10	26,569	34,144	41,719
Family Serv. Specialist	1	2	2	2	60	23,348	31,022	38,697
Parent Inv Coordinator	1	1	1	1	60	23,348	31,022	38,697
Resource Center Manager	2	2	2	2	59	21,737	28,231	35,074
E & T Instructor	10	10	10	10	56	16,725	21,621	26,529
E & T Instructor Aide	10	10	10	10	55	15,479	19,894	24,295
Family Inv. Manager	0	1	1	1	N/A	****	****	****
<b>TOTAL FULL-TIME</b>	<b>25</b>	<b>27</b>	<b>27</b>	<b>28</b>				
E & T Instructor	7	7	7	7	56	8,363	10,811	13,265
<b>TOTAL PART-TIME</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>				
<b>TOTAL</b>	<b>32</b>	<b>34</b>	<b>34</b>	<b>35</b>				



## 240 FEDERAL HIGHWAY ADMINISTRATION (RURAL TRANSIT)

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### MISSION STATEMENT

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The primary mission for the Terrebonne Parish Consolidated Government Public Transit Division is to enhance the mobility of Terrebonne Parish's residents. To achieve this mission, Terrebonne Parish Consolidated Government implemented and maintains a safe, effective, and efficient public transit bus system that addresses the mobility needs of the citizenry. The monies in this fund are received from the U.S. Department of Transportation, Federal Transit Administration for the implementation and operation of a public transit system in the rural areas of Terrebonne Parish.

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### GOALS AND OBJECTIVES

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To provide transportation to the people in rural areas, connecting them to available opportunities in Terrebonne Parish.

To provide an efficient, reliable, safe, cost effective public transit service throughout Terrebonne Parish.

To deliver convenient, on-time service to the people in the rural service area.

To maintain the highest possible standards of passenger safety and security.

To establish sensible, efficient, and equitable fares.

To design routes and schedules to meet the travel pattern needs of the public in rural service areas.

To coordinate the rural transit system with the urban transit system so the region's resources are used more efficiently, and environmental quality is improved.

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### PERFORMANCE MEASURES

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Ordered there (3) 17-passenger transit buses under section 5311 Rural Transportation Grant Program utilizing a 20% local match from General Fund (Video Poker Revenues).

Approved for funding in order to develop of a rural transit system.



## 240 FEDERAL HIGHWAY ADMINISTRATION (RURAL TRANSIT)

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	0	357,487	357,487	0	0
Charge for Services	0	30,000	30,000	0	0
Operating Transfers In	24	214,327	214,327	0	0
<b>TOTAL REVENUES</b>	<b>24</b>	<b>601,814</b>	<b>601,814</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES:</b>					
Personal Services	0	240,349	240,349	0	0
Supplies and Materials	0	41,948	41,948	0	0
Repairs & Maintenance	0	17,136	17,136	0	0
Other Services & Charges	24	68,579	68,579	0	0
Capital Outlay	0	260,331	260,331	0	0
Allocated Expenditures	0	(26,529)	(26,529)	0	0
<b>TOTAL EXPENDITURES</b>	<b>24</b>	<b>601,814</b>	<b>601,814</b>	<b>0</b>	<b>0</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-100.00%
<b>INCREASE (DECREASE) TO</b>					
FUND BALANCE	0	0	0	0	0
FUND BALANCE, JANUARY 1	0	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	0	0

### BUDGET HIGHLIGHTS

- The current contract runs through 6/30/02; however, total award is reflected entirely in 2001, with those funds remaining at 2001 year end to be carried over to 2002. The program is expected to receive continued funding for future operations which will be addressed with 2002 budget amendments as funding commitments materialize.



## 240 FEDERAL HIGHWAY ADMINISTRATION (RURAL TRANSIT)

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### PERSONNEL SUMMARY

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#### 240-691 OPERATION / GENERAL ADMINISTRATION

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Clerk III	1	1	0	0	56	16,725	21,621	26,529
TOTAL	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>				

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### PERSONNEL SUMMARY

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#### 240-692 VEHICLE OPERATIONS

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Field Supervisor	1	1	0	0	59	21,737	28,231	35,074
Transit Bus Operator	5	5	0	0	58	19,647	25,763	31,879
TOTAL	<u>6</u>	<u>6</u>	<u>0</u>	<u>0</u>				

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### PERSONNEL SUMMARY

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#### 240-693 VEHICLE MAINTENANCE

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Laborer II/General	1	1	0	0	55	15,479	19,894	24,295
TOTAL	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>				

## 250 PARISH TRANSPORTATION FUND

### MISSION STATEMENT

Funds are provided by the State of Louisiana (defined by LRS 48:751) to local governments and dedicated for the constructing and repairing of roads and bridges. The Parish adopts a project priority list every year to provide those areas of need first.

### GOALS AND OBJECTIVES

To establish a long-term preventative maintenance program that includes an annual inspection of each parish road. Each road is rated and issued a numerical value that creates a systematic approach to our street repairs. This report is called the Road Priority List. Street repair projects are determined based on the report.

### PERFORMANCE MEASURES

In 1987, the parish began implementing the Pavement Management Program. To date, the parish has applied patching, surface treatment or asphalt overlay to some 140 miles of roadway.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	943,179	400,000	850,000	400,000	400,000
Miscellaneous Revenue	80,345	50,000	61,266	50,000	50,000
Operating Transfers In	0	157,000	157,000	0	0
<b>TOTAL REVENUES</b>	<b>1,023,524</b>	<b>607,000</b>	<b>1,068,266</b>	<b>450,000</b>	<b>450,000</b>
<b>EXPENDITURES:</b>					
Other Services & Charges	2,462	500	1,402	500	500
Repair & Maintenance	652,538	2,033,604	2,033,604	1,013,424	1,013,424
Operating Transfers Out	0	157,000	157,000	0	0
<b>TOTAL EXPENDITURES</b>	<b>655,000</b>	<b>2,191,104</b>	<b>2,192,006</b>	<b>1,013,924</b>	<b>1,013,924</b>
% CHANGE OVER PRIOR YEAR					-50.15%
INCREASE (DECREASE) TO FUND BALANCE	368,524	(1,584,104)	(1,123,740)	(563,924)	(563,924)
FUND BALANCE, JANUARY 1	1,319,140	1,687,664	1,687,664	563,924	563,924
FUND BALANCE, DECEMBER 31	1,687,664	103,560	563,924	0	0

### BUDGET HIGHLIGHTS

- The revenues are subject to annual state appropriation; therefore, \$400,000 is estimated through the State's fiscal year end of June 30, 2002.
- Direct services for street repairs, \$1,013,424 are based on the estimated 2001 carry-over and 2002 revenue through June 30th.

## 251 ROAD AND BRIDGE FUND

### MISSION STATEMENT

The primary responsibilities of this division of Public Works are to maintain Terrebonne Parish roads, streets, bridges, and signs, perform grass cutting and tree trimming. Funding is derived from a ¼ cent parish wide sales tax with supplemental funding from General Fund. With a work force of approximately seventy employees, the responsibilities of this division vary considerably.



### GOALS AND OBJECTIVES

To continue pavement program; to create a program that consolidates road maintenance and traffic planning.

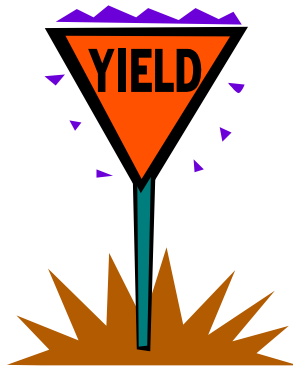
To computerize the Tree Inventory Program, Sign Inventory Program, and Bridge Maintenance and Inventory Program.

To establish a priority rating system of bridge structural conditions for replacement program.

To upgrade existing signal intersections with new technology (NEMA type controllers).

To develop comprehensive road sign inventory; determine sign compliance with the Federal "Manual of Uniform Traffic Control Devices."

To manage the grass cutting function of Parks and Grounds through an independent contract at a cost savings and to assist with the special needs of ballparks.



### PERFORMANCE MEASURES

In addition to daily operations, significant accomplishments by the division include:

Effective pavement management system.

Computerized herbicide spraying equipment.

Inventory of trees within the parish.

Establish routes for grass cutting and herbicide spraying.

Computerized sign fabrication system.

Established maintenance programs for all bridges, traffic signals, and caution lights.



## 251 ROAD AND BRIDGE FUND

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	3,774,281	3,325,000	3,836,940	3,645,093	3,645,093
Intergovernmental	16,424	0	0	0	0
Charge for Services	897	0	0	0	0
Miscellaneous Revenue	174,839	100,000	120,000	100,000	100,000
Other Revenue	11,156	0	2,619	0	0
Operating Transfers In	900,000	1,100,000	1,100,000	1,304,174	1,304,174
<b>TOTAL REVENUES</b>	<b>4,877,597</b>	<b>4,525,000</b>	<b>5,059,559</b>	<b>5,049,267</b>	<b>5,049,267</b>
<b>EXPENDITURES:</b>					
Personal Services	1,885,789	2,598,813	2,446,232	2,806,894	2,806,939
Supplies & Materials	480,086	588,450	540,589	549,800	549,800
Other Services & Charges	526,434	538,468	570,215	823,570	823,570
Repair & Maintenance	940,029	1,112,298	1,088,026	1,191,500	1,191,500
Allocated Expenditures	315,853	297,400	295,140	297,479	297,479
Capital Outlay	63,756	270,532	277,312	209,000	209,000
Operating Transfers Out	406,970	80,000	80,000	150,000	150,000
<b>TOTAL EXPENDITURES</b>	<b>4,618,917</b>	<b>5,485,961</b>	<b>5,297,514</b>	<b>6,028,243</b>	<b>6,028,288</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					11.03%
<b>INCREASE (DECREASE) TO</b>					
<b>FUND BALANCE</b>	258,680	(960,961)	(237,955)	(978,976)	(979,021)
FUND BALANCE, JANUARY 1	1,691,186	1,949,866	1,949,866	1,711,911	1,711,911
FUND BALANCE, DECEMBER 31	1,949,866	988,905	1,711,911	732,935	732,890

### BUDGET HIGHLIGHTS

- In 1992, the voters of Terrebonne Parish approved a ¼% sales tax used to fund this division. The 2002 revenues are estimated at \$3.645 million, an increase of 9.63%.
- The Road and Bridge Division is requesting to increase the staff by thirteen (10): - Approved.
  - One Crew Leader, Level 58
  - Two Equipment Operator II's, Level 56
  - Two Laborer III's, Level 56
  - Four Bridge Tenders, Level 51
  - One Welder, Level 57

## 251 ROAD AND BRIDGE FUND

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### BUDGET HIGHLIGHTS (continued)

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- General Fund supplements this division annually, \$1,304,174.
- Major operating expenditures:
  - \$350,000-Shells (Reduced by \$50,000)
  - \$217,000-Urban Street Lights (Funded by General Fund PILOT)
  - \$450,000-Street Repairs- (Reduced by 50,000)
  - \$150,000-Bridge Repairs (Reduced by \$25,000)
  - \$150,000-Traffic Lights and Sign Repairs
  - \$180,000-Grass Cutting Contract – Urban Parks & Grounds
  - \$150,000-Sidewalk Repairs (new)
  - \$125,000-Pavement Markings (Increase of \$85,000)
- Operating Capital: - Approved.
  - Replacement vehicles, \$75,000 (units 2132, 2120, 2210)
  - Two Vehicles for proposed Crew Leaders, \$40,000
  - One Vehicle for Operations Manager, \$20,000
  - One Skid Loader, \$30,000
  - One Replacement Joint Sealer, \$17,000
  - One Computer-Operations Supervisor, \$3,000
  - Four Electric Controlled Gates- Single Lane Bridges, \$24,000

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### PERSONNEL SUMMARY

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Operations Manager	1	1	1	1	15	43,592	57,110	70,615
Road & Bridge Supt.	2	2	1	1	14	39,398	51,409	63,434
Vegetation Supt.	0	0	1	1	14	39,398	51,409	63,434
Engineering Analyst	1	1	1	1	61	25,568	34,190	42,826
Operations Supervisor	4	4	4	4	60	23,348	31,022	38,697
Electrician IV	1	1	1	1	59	21,737	28,231	35,074
Clerk V	1	1	1	1	59	21,737	28,231	35,074
Equipment Operator III	8	8	8	8	58	19,647	25,763	31,879
Crew Leader	8	7	9	9	58	19,647	25,763	31,879
Welder	0	0	1	1	57	18,089	23,568	29,035
Clerk IV	2	2	2	2	57	18,089	23,568	29,035
Bridge Mechanic	1	1	1	1	56	16,725	21,621	26,529
Equipment Operator II	12	13	14	14	56	16,725	21,621	26,529
Laborer III	10	10	12	12	56	16,725	21,621	26,529
Laborer II	7	7	7	7	55	15,479	19,894	24,295
Bridge Tender	24	24	31	28	51	11,713	14,634	17,570
TOTAL	82	82	95	92				

## 252 DRAINAGE TAX FUND

### MISSION STATEMENT

The Drainage Division was formed to meet the growing need for protection from flooding caused by rain and storms such as Tropical Depressions and Hurricanes. The monies in this fund are primarily from the proceeds of a dedicated ¼ % sales tax, 7.31 mills ad valorem taxes, and State Revenue Sharing. Drainage services provided include: maintain forced drainage pumps; clean canals in the forced drainage areas; clean roadside and lateral ditches; clean culverts and catch basins; cut grass on levees and lateral ditches; operate Bayou Black flood control structure; maintain aids to navigation; give sizes for culverts and install culverts in ditches. The Drainage Division operates 61 forced drainage systems throughout the parish.



### GOALS AND OBJECTIVES

To provide drainage to the residents of Terrebonne Parish by the operation of pump stations, cleaning of ditches and canals, and installation of culverts.

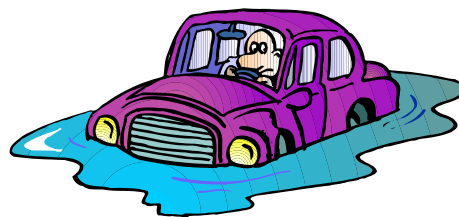
To eliminate the backlog of work orders in reference to ditch, culvert and catch basin cleaning.

To develop and inventory technologies for drainage system management and maintenance.

To continue work to create as-built drawings and input into GIS all Parish maintained drainage structures.

To find an alternative for funding drainage system improvements by seeking and applying for funding from various Federal and State programs, such as NRCS, FEMA, CWPPRA (Breaux Bills).

Expand Supervisory Control and Data Acquisition (SCADA) system capabilities to efficiently monitor and operate drainage pump machinery.



### PERFORMANCE MEASURES

At present the parish is continuing inventory of drainage ditches to create a work schedule for maintenance. Terrebonne Parish is presently installing a telemetry SCADA system on the stations, which have the capability of monitoring the status of the stations from a central location to assure proper operation of the pumps. The first phase is complete with 39% of the pumps online at present. There are 25 stations already online, with an additional 10 planned for the next phase which will begin in the upcoming year. The Division is continuing to take care of work orders generated from public calls on a daily basis.

The Drainage Division is continuing the inventory program for catch basins, levees, ditches, canals and laterals.

Additional crews will address scheduled areas only. Existing crews will respond to public complaints only.

Developed geographic information system (GIS) for data management and decision-making.

Initiated collection of global positioning system (GPS) points to represent drainage arteries in the GIS system.

Submitted applications for Statewide Flood Control program funds.

Applied for Natural Resources Conservation Service (NRCS) Emergency Watershed funding.

Sought Federal Emergency Management Agency (FEMA) Hazard Mitigation Funding.

## 252 DRAINAGE TAX FUND

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	6,274,486	5,857,104	6,490,138	6,248,095	6,248,095
Intergovernmental	666,135	185,000	190,942	190,000	190,000
Charge for Services	1,429	0	0	0	0
Miscellaneous Revenue	404,882	175,000	335,000	225,000	225,000
Other Revenue	0	0	610	0	0
Operating Transfers In	0	100,000	100,000	0	0
<b>TOTAL REVENUES</b>	<b>7,346,932</b>	<b>6,317,104</b>	<b>7,116,690</b>	<b>6,663,095</b>	<b>6,663,095</b>
<b>EXPENDITURES:</b>					
Personal Services	2,087,888	2,582,278	2,532,165	3,227,798	3,227,798
Supplies & Materials	343,050	620,200	625,132	522,700	522,700
Other Services & Charges	482,519	784,004	899,448	693,454	693,454
Repair & Maintenance	859,480	1,276,500	1,347,836	1,301,500	1,301,500
Allocated Expenditures	352,344	483,800	471,520	478,537	478,537
Capital Outlay	1,259,109	2,994,771	2,994,771	1,436,000	1,436,000
Operating Transfers Out	1,417,296	915,000	915,000	482,500	482,500
<b>TOTAL EXPENDITURES</b>	<b>6,801,686</b>	<b>9,656,553</b>	<b>9,785,872</b>	<b>8,142,489</b>	<b>8,142,489</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					9.17%
INCREASE (DECREASE) TO FUND BALANCE	545,246	(3,339,449)	(2,669,182)	(1,479,394)	(1,479,394)
FUND BALANCE, JANUARY 1	4,196,470	4,741,716	4,741,716	2,072,534	2,072,534
FUND BALANCE, DECEMBER 31	4,741,716	1,402,267	2,072,534	593,140	593,140

### BUDGET HIGHLIGHTS

- In 1992, the voters of Terrebonne Parish approved a ¼% sales tax used to fund this division. The 2002 revenues are estimated to generate \$3.645 million, an increase of 9.63%.
- On October 18, 1997, an ad valorem tax of 7.31 mills was approved, which will generate an estimated \$2.6 million for 2002.
- Requesting 12 new positions: 1-Senior Equipment Mechanic, (Level 59), 3-Equipment Operator IV, (Level 59), 4-Laborer III, (Level 56), 2-Equipment Operator II's, (Level 56), 1-Right of Way Agent, (Level 60), 1-Laborer II, (Level 53). – Approved.
- Requesting reclassification of 5-Laborer II's, (Level 55), from Laborer I- Approved.
- Major operating expenditures:
  - Gasoline and Oil, \$100,000, (increase of \$10,000)
  - Diesel/Pumps, \$190,000, (increase of \$15,000)
  - Chemicals, \$100,000, (decrease of \$100,000)
  - Equipment repairs, \$110,000

## 252 DRAINAGE TAX FUND

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### BUDGET HIGHLIGHTS (CONTINUED)

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- Pump repairs, \$300,000, (decrease of \$50,000)
- Contractors repairs, \$250,000, (increase of \$50,000)
- Canal and Lateral Ditch Maintenance, \$200,000
- Collection Canal Cleaning, \$150,000
- Operating Capital:
  - Two D-9 (Ashland North @ La Hwy 57) to replace two engines with props, \$60,000
  - Two spare 6RBIT Engines, \$54,000
  - Three new Portable Pumps (Tractors), \$30,000
  - One Trash Screen - 1-1B Hwy 90 @ Williams, for Safety Issue, \$40,000
  - One Trash Screen - Summerfield, for Safety Issue, \$40,000
  - One Trash Screen - D-9 Ashland, for Safety Issue, \$25,000
  - One Trash Screen – D-13 Industrial, for Safety Issue, \$25,000
  - Two-24” gears and engines on hydraulic pumps for D-60 (behind Ashland North Subdivision), \$80,000
  - One new Truck Mounted Excavator, \$250,000
  - Two new Tandem Dump Truck, \$150,000
  - One new Pressure Truck, \$190,000
  - One new-laterals Excavator, \$120,000
  - Two new pick-up Trucks for new excavator operators, \$20,000
  - Two new 4x4 Trucks for new Marsh Buggy Operator and new Right-Of-Way Agent, \$40,000
  - One new computer for new Drainage Inspector, \$2,000
  - One new 1 ton U-Body Truck for new Senior Mechanic, \$35,000
  - One new Crew Cab Truck to replace Unit # 3145, \$25,000
  - One new Amphibious Excavator with cutter head and bucket, \$250,000
- Operating Transfers Out: Drainage Construction Fund
  - Schriever Drainage, \$282,500, (adopted in 2001 5-year Capital Outlay)
  - Lower Bayou Dularge Drainage, \$200,000, (adopted in 2001 5-year Capital Outlay)



## 252 DRAINAGE TAX FUND

### PERSONNEL SUMMARY

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Drainage Superintendent	2	2	2	2	14	39,398	51,409	63,434
Engineering Analyst	1	1	1	1	61	25,568	34,190	42,826
Right of Way Agent	0	0	1	1	60	23,348	31,022	38,697
Op. Supv-Drainage	4	3	4	4	60	23,348	31,022	38,697
Electrician IV	2	1	2	2	59	21,737	28,231	35,074
Equipment Operator IV	10	10	13	13	59	21,737	28,231	35,074
Field Supv-Drainage	1	1	1	1	59	21,737	28,231	35,074
Sr. Equipment Mechanic	1	1	2	2	59	21,737	28,231	35,074
Maint Scheduler / Planner	0	1	0	0	58	19,647	25,763	31,879
Equipment Operator III	6	5	6	6	58	19,647	25,763	31,879
Crew Leader-Drainage	4	4	4	4	58	19,647	25,763	31,879
Inspector	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	2	2	2	2	57	18,089	23,568	29,035
Welder	1	1	1	1	57	18,089	23,568	29,035
Equipment Operator II	18	18	20	20	56	16,725	21,621	26,529
Laborer III	1	2	5	5	56	16,725	21,621	26,529
Laborer II	17	17	23	23	55	15,479	19,894	24,295
Laborer I	5	4	0	0	53	13,388	16,972	20,556
Pump Attendant	14	12	14	14	N/A	****	****	****
TOTAL FULL-TIME	<u>90</u>	<u>86</u>	<u>102</u>	<u>102</u>				
Pump Attendant	1	1	1	1	N/A	****	****	****
TOTAL PART-TIME	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				
TOTAL	<u>91</u>	<u>87</u>	<u>103</u>	<u>103</u>				

## 253 SANITATION FUND

### MISSION STATEMENT

This division of the Utilities Department provides for the maintaining of garbage collection and disposal services, Ashland Landfill closure, and Animal Control. The monies in this fund are primarily from the proceeds of ad valorem taxes assessed by the Parish and the collection of a monthly garbage user fee from each household.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	3,929,872	4,006,353	4,170,204	4,160,733	4,160,733
Intergovernmental	361,921	295,000	300,127	300,000	300,000
Charges for Services	14,332	12,000	16,668	17,000	17,000
Miscellaneous Revenue	443,935	250,000	252,126	255,000	255,000
Utility Revenue	3,217,701	3,185,000	3,164,071	5,650,465	4,906,441
Other Revenue	6	0	32,228	0	0
Operating Transfers In	0	50,000	50,000	350,000	3,130,926
<b>TOTAL REVENUES</b>	<b>7,967,767</b>	<b>7,798,353</b>	<b>7,985,424</b>	<b>10,733,198</b>	<b>12,770,100</b>
<b>EXPENDITURES:</b>					
General -Other	291,019	226,821	468,807	231,450	231,450
Solid Waste	8,759,553	10,567,530	10,002,307	8,836,593	9,772,529
Animal Shelter	192,076	393,835	374,028	303,407	303,407
Landfill Closure	133,865	77,600	19,320	65,600	65,600
Economic Devel. - Other	6,917	500	2,018	500	500
Operating Transfers Out	791,941	0	243,542	1,444,688	827,897
<b>TOTAL EXPENDITURES</b>	<b>10,175,371</b>	<b>11,266,286</b>	<b>11,110,022</b>	<b>10,882,238</b>	<b>11,201,383</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(2,207,604)</b>	<b>(3,467,933)</b>	<b>(3,124,598)</b>	<b>(149,040)</b>	<b>1,568,717</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>5,784,218</b>	<b>3,576,614</b>	<b>3,576,614</b>	<b>452,016</b>	<b>452,016</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>3,576,614</b>	<b>108,681</b>	<b>452,016</b>	<b>302,976</b>	<b>2,020,733</b>

## 253 SANITATION FUND

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### BUDGET HIGHLIGHTS

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- Voters approved the 11.49 mill ad valorem tax, which is projected to generate \$4.1 million in 2002, on October 18, 1997.
- The 35,000 average households in the parish will produce approximately \$2,446,597 million of collection fees. The collection fee is proposed to increase from \$3 per month to \$6 per month per household on January 1, 2002, Approved.
- Budget amended to change Tipping fees from \$22.00 to \$17.00 for commercial rates which is expected to generate \$2,427,844, Approved.
- Bond sale not to exceed \$9.5 million for capital outlay is scheduled for December 2001, Approved.
- With the sale of bonds in December 2001, the proposed strategy is to return to operations and maintenance previously funded capital projects that had not been started. In 2001 adopted 5-Year Capital Outlay, \$500,000 from Video Poker Proceeds, therefore \$350,000 is proposed for Sanitation Operations and Maintenance, and \$150,000 for preliminary design of an Animal Shelter at Fund 659, Capital Control, Approved.
- Transfer Out to Bond Sinking Fund for 2002 debt service payment, \$827,897, Approved.



## 253-441 SOLID WASTE SERVICES

### MISSION STATEMENT

The function of this division is to collect, transport, and dispose of solid waste for serviced customers in an efficient, effective, and environmentally responsible manner. Solid Waste is collected from approximately 37,000 residential and small commercial units throughout the Parish and transported to a transfer station located at the Ashland Landfill site under a service contract. The department operates the transfer station where collections are consolidated for bulk transportation to the River Birch landfill. The department is presently conducting activities associated with final closure of the Ashland Sanitary Landfill and permitting of a landfill to dispose of construction and demolition. The Ashland pickup station opened in 1999, with the closure of the Ashland landfill. Waste is currently handled through the 500 ton per day capacity Ashland Solid Waste Pickup Station. The station is a 50 feet high precast concrete structure with a wind load design of 115 mph.

### GOALS AND OBJECTIVES

Develop and implement waste stream management programs and practices to achieve optimum waste reduction and minimize cost.

Effectively manage contract resources to improve service and minimize cost.

To complete landfill closure permitting and construction.

Maintain consent order compliance.

Complete permitting and construction of Construction and Demolition (C & D) landfill.

Continue to develop management information systems, including GIS, for totter issuance, repair, and replacement.

Manage system in and environmentally responsible manner.

Manage resources and services in a fiscally responsible manner.

### PERFORMANCE MEASURES

Recounted residential and small commercial service locations covered by SWDI collection contract, employing GIS technology, and implemented procedures to continuously update same.

Implemented information systems database for totter and trash pick-up tracking.

Initiated construction of C & D Landfill access road to be used in connection with sanitary landfill closure.

Adherence to regular inspection and reporting schedules for compliance of state and federal environmental regulations. The Parish averages approximately 110,000 tons of waste per year, it provides recycling of scrap metal, newspapers and used oil.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	469,525	584,992	445,076	557,857	557,857
Supplies and Materials	86,390	92,850	78,249	66,350	66,350
Other Services and Charges	7,669,924	7,782,000	8,461,654	7,863,636	8,799,572
Repair and Maintenance	119,741	217,250	107,465	108,250	108,250
Allocated Expenditures	181,811	240,500	240,500	240,500	240,500
Capital Outlay	232,162	1,649,938	669,363	0	0
<b>TOTAL EXPENDITURES</b>	<b>8,759,553</b>	<b>10,567,530</b>	<b>10,002,307</b>	<b>8,836,593</b>	<b>9,772,529</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>9.85%</b>

## 253-441 SOLID WASTE SERVICES

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### BUDGET HIGHLIGHTS

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- Elimination of four positions: - Approved.
  - One Senior Equipment Mechanic
  - One Equipment Operator IV
  - Two Equipment Operator II's
- Three new positions: - Approved.
  - Equipment Operator III
  - One Laborer III
  - One Clerk II
- Major operating expenses: - Approved.
  - \$2,900,000 disposal contract (River Birch), increase of 6%
  - \$790,000 Transportation (WB Company, Inc.), increase of 6.9%
  - \$3,924,358 Solid Waste Contract (SWDI Contract), increase of 4.73%
  - Guard Service is eliminated, will be manned by employee, savings in guard service contract of \$157,000

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### PERSONNEL SUMMARY

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Solid Waste Admin.	1	1	1	1	14	39,398	51,409	63,434
Waste Wise Coordinator	1	1	1	1	10	27,100	34,827	42,553
Op. Supv-Solid Waste	1	1	1	1	60	23,348	31,022	38,697
Field Supv-Solid Waste	1	0	1	1	59	21,737	28,231	35,074
Sr. Equipment Mechanic	1	0	0	0	59	21,737	28,231	35,074
Equipment Operator IV	1	0	0	0	59	21,737	28,231	35,074
Equipment Operator III	5	5	6	6	58	19,647	25,763	31,879
Clerk IV	1	1	1	1	57	18,089	23,568	29,035
Scale Operator	1	1	1	1	56	16,725	21,621	26,529
Laborer III	0	0	1	1	56	16,725	21,621	26,529
Equipment Operator II	2	0	0	0	56	16,725	21,621	26,529
Clerk II	0	0	1	1	53	13,656	17,311	20,967
TOTAL	15	10	14	14				

## 253-442 ANIMAL CONTROL

### MISSION STATEMENT

The Terrebonne Parish Animal Control program protects public safety by enforcing city regulations concerning animals. Animal Control Officers provide a variety of services including catching stray, lost, or dangerous animals. The Animal Shelter also houses unwanted pets, has an adoption program, and assists the public in animal related problems.

The Animal Control Program also euthanizes and disposes of impounded animals. The parish also responds to animal complaints and vicious and cruelty to animal reports with a local law enforcement officer on call for assistance.

### GOALS AND OBJECTIVES

The goal of Animal Control is to meet the increasing demands of society to provide public health and safety and law enforcement pertaining to animals according to the humane standards established by the National Animal Control Association.

To provide adequate facilities to conduct animal control services to the community.

Develop conceptual plans and budget for a new animal shelter.

Explore alternative funding sources and methods for new shelter.

Further develop cooperative relationships and programs with the Houma-Terrebonne Humane Society.

Evaluate animal census and survey community support for various animal control programs.

### PERFORMANCE MEASURES

The Animal Control Division impounded 7,120 animals in 1999 as compared to 8,064 animals in 2000.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	138,084	163,129	163,561	182,802	182,802
Supplies & Materials	24,419	36,450	31,143	39,450	39,450
Other Services and Charges	23,947	36,674	30,756	65,955	65,955
Repair & Maintenance	5,626	21,680	12,666	15,200	15,200
Capital Outlay	0	135,902	135,902	0	0
<b>TOTAL EXPENDITURES</b>	<b>192,076</b>	<b>393,835</b>	<b>374,028</b>	<b>303,407</b>	<b>303,407</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>17.63%</b>

### BUDGET HIGHLIGHTS

- Will hire contract labor to clean animal shelter, \$32,000.

## 253-442 ANIMAL CONTROL

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### PERSONNEL SUMMARY

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Animal Shelter Manager	1	1	1	1	58	19,647	25,763	31,879
Animal Warden	4	4	4	4	56	16,725	21,621	26,529
Kennel Keeper	1	1	1	1	55	15,479	19,894	24,295
Laborer II/ General	0	1	0	0	55	15,479	19,894	24,295
TOTAL	<u>6</u>	<u>7</u>	<u>6</u>	<u>6</u>				



## 253-444 LANDFILL CLOSURE

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### MISSION STATEMENT

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Prior to the Ashland Sanitary Landfill opening in 1981, solid waste disposal consisted of unregulated open dumps. In November 1981 the Ashland Sanitary Landfill opened and started receiving waste, as the first publicly owned permitted landfill in Louisiana. The site was permitted for municipal solid waste and commercial waste, regulated by the Louisiana Department of Environmental Quality's Solid Waste Division. The 126 acres Ashland site designed for 10 years of service closed July 31, 1999 well past its designed life with an estimated closure cost of 3 to 4 million dollars. The landfill had a decapacity of 1,588,774 tons and averaged 80 scale trucks for 440 tons of solid waste per day. State and federal laws and regulations require the Parish to place a final cover on its Ashland Landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site for thirty years after closure. On August 2, 1999, the Solid Waste Pickup Station was operational with subsequent transportation to the River Birch Landfill in Avondale, Louisiana.

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### PERFORMANCE MEASURES

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Concluded major modification of Ashland Landfill closure plan and permit emphasizing coordination with C & D landfill.

Completed engineering and bid final cap phase of closure.

Added Wastewise Coordinator position in compliance with closure consent order providing for various waste stream management programs.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	50,569	30,000	15,506	15,500	15,500
Supplies and Materials	31	2,600	1,310	2,600	2,600
Other Services and Charges	83,265	40,000	0	45,000	45,000
Repair and Maintenance	0	5,000	2,504	2,500	2,500
<b>TOTAL EXPENDITURES</b>	<b>133,865</b>	<b>77,600</b>	<b>19,320</b>	<b>65,600</b>	<b>65,600</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>-15.46%</b>

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### BUDGET HIGHLIGHTS

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- Includes laboratory-testing fees of \$45,000, Approved.
- The landfill closure costs are accounted for in the construction funds.



**253-652 ECONOMIC DEVEL. – OTHER**

**MISSION STATEMENT**

The Terrebonne Parish Enhancement Commission is a parish wide group of concerned citizens who organize community awareness about local litter problems.

**GOALS AND OBJECTIVES**

To organize more groups to work together towards beautification of the Parish.

**PERFORMANCE MEASURES**

Organized 8 of the annual Terrebonne Parish Trash Bash Days.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Other Services and Charges	6,917	500	2,018	500	500
<b>TOTAL EXPENDITURES</b>	<b>6,917</b>	<b>500</b>	<b>2,018</b>	<b>500</b>	<b>500</b>
% CHANGE OVER PRIOR YEAR					0.00%

**BUDGET HIGHLIGHTS**

- No significant changes.

**255 ¼% CAPITAL IMPROVEMENTS SALES TAX REVENUE FUND**

**MISSION STATEMENT**

The ¼ % Capital Improvement sales tax is for the retirement of the 1994 Civic and Community Center Bonds, the 1998 Public Improvement Bonds, and the 2000 Public Improvement Bonds. The ¼ % Capital Improvement Sales Taxes has an irrevocable pledge to the outstanding bonds. On a monthly basis a portion of the ¼ % tax is transferred to the Debt Service Fund. The Parish may use monies remaining in the Sales Tax Capital Improvement Fund after debt service requirements are met, for the purposes for which the “Capital Improvement Sales Tax” was authorized.

**GOALS AND OBJECTIVES**

To fund various capital improvement projects throughout the Parish.

To capitalize on the most prudent method of funding through low interest debt and annual set-asides for multi-phased projects.

**PERFORMANCE MEASURES**

Capital Projects Funded in 2001:

- Green Acres Drainage, \$287,500
- 4-1 Pump Station, \$388,000
- District 1 Walking Track, \$104,400
- Valhi Lagoon Rd., \$315,000
- Landfill Closure, \$300,000

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	3,774,307	3,364,881	3,838,908	3,646,963	3,646,963
Charge for Service	2,192	0	0	0	0
Miscellaneous Revenue	145,304	90,000	97,918	90,000	90,000
Operating Transfers In	19,036	315,000	315,000	0	0
<b>TOTAL REVENUES</b>	<b>3,940,839</b>	<b>3,769,881</b>	<b>4,251,826</b>	<b>3,736,963</b>	<b>3,736,963</b>
<b>EXPENDITURES:</b>					
Other Services & Charges	5	10	52	50	50
Operating Transfers Out	4,314,244	3,379,295	3,513,276	4,637,060	4,637,060
<b>TOTAL EXPENDITURES</b>	<b>4,314,249</b>	<b>3,379,305</b>	<b>3,513,328</b>	<b>4,637,110</b>	<b>4,637,110</b>
<b>% CHANGE OVER PRIOR YEAR</b>					37.22%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	(373,410)	390,576	738,498	(900,147)	(900,147)
<b>FUND BALANCE, JANUARY 1</b>	2,574,597	2,201,187	2,201,187	2,939,685	2,939,685
<b>FUND BALANCE, DECEMBER 31</b>	2,201,187	2,591,763	2,939,685	2,039,538	2,039,538

## **255 ¼% CAPITAL IMPROVEMENTS SALES TAX REVENUE FUND**

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### **BUDGET HIGHLIGHTS**

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- In 1976, the voters of the Parish approved a ¼% Capital Improvement sales tax that is estimated to generate \$3.65 million.
- Transfer to the Parish wide Drainage Construction Fund \$614,000 for the 4-1 pump station, \$500,000 for District I Drainage, \$250,000 for Suzie Canal Drainage, \$250,000 Public Facility and Drainage Mitigation (Fund 655) , Approved.
- Proposed annual contribution to the Landfill Closure Construction Fund, \$300,000. The budget has been amended and approved to provide funding for Sewer Bond Proceeds, (Fund 453) for the \$300,000 in lieu of the Landfill Closure Construction Fund.
- Transfer to Capital Improvement Bond Sinking Fund for annual bond requirements, \$2,132,560 (Fund 453), Approved.
- Transfer to the Capital Projects Control Fund, \$590,500, to supplement the Port Project, (Fund 659), Approved.
- Maintain a balance equal to at least 95% of the 2003 Bond Obligations (\$1.97 million) in addition to the Bond Sinking and Reserve Funds.

## 258 ROAD DISTRICT #6 O & M

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### MISSION STATEMENT

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This fund is used to accumulate funds to maintain the roads in Ward 6. Monies in the fund are primarily from the proceeds of ad valorem taxes assessed by the Parish.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	71,517	1,393	1,293	1,293	1,293
Intergovernmental	1,933	0	38	38	38
Miscellaneous Revenue	20,089	6,000	12,416	6,000	6,000
<b>TOTAL REVENUES</b>	<b>93,539</b>	<b>7,393</b>	<b>13,747</b>	<b>7,331</b>	<b>7,331</b>
<b>EXPENDITURES:</b>					
Other Services & Charges	2,478	190,109	190,165	11,697	11,697
Allocated Expenditures	1,741	1,750	1,750	1,935	1,935
Operating Transfers Out	0	157,000	157,000	0	0
<b>TOTAL EXPENDITURES</b>	<b>4,219</b>	<b>348,859</b>	<b>348,915</b>	<b>13,632</b>	<b>13,632</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS</b>					<b>-93.85%</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>89,320</b>	<b>(341,466)</b>	<b>(335,168)</b>	<b>(6,301)</b>	<b>(6,301)</b>
FUND BALANCE, JANUARY 1	252,149	341,469	341,469	6,301	6,301
FUND BALANCE, DECEMBER 31	341,469	3	6,301	0	0

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### BUDGET HIGHLIGHTS

- On November 3, 1998, the voters of Ward 6 approved a .80 mills ad valorem tax, which will be levied at .05 mills, generating an estimated \$1,293 for 2002.
- Street repairs in 2002 are proposed at \$10,475, Approved.

## 261 FIRE DISTRICT 5

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### MISSION STATEMENT

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The monies in this fund are primarily from the proceeds of ad valorem taxes, assessed by the Parish. Proceeds from the taxes shall be used for the purpose of acquiring, constructing, maintaining, and operating Fire District No. 5's fire protection facilities and paying the cost of obtaining water for protection purposes. Fire District No. 5 is located in Bourg, Louisiana.

### PERFORMANCE MEASURES

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In September 2000, the Bourg Volunteer Fire Department dropped its fire rating from a 4 to a 3.

This department has 24 volunteers and successfully serves a community of over 5,000 residents.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	96,747	97,437	99,108	94,753	94,753
Intergovernmental	35,375	34,600	36,841	34,600	34,600
Charges for Services	0	0	17	0	0
Miscellaneous Revenue	21,697	10,000	18,750	13,750	13,750
<b>TOTAL REVENUES</b>	<b>153,819</b>	<b>142,037</b>	<b>154,716</b>	<b>143,103</b>	<b>143,103</b>
<b>EXPENDITURES:</b>					
Personal Services	48,336	35,380	39,828	42,205	42,205
Supplies & Materials	16,502	27,250	17,948	30,850	30,850
Other Services & Charges	23,818	37,512	27,832	31,243	31,243
Repair & Maintenance	11,559	18,000	12,415	17,000	17,000
Allocated Expenditures	5,342	2,550	5,320	5,320	5,320
Capital Outlay	220,342	196,727	196,727	35,000	35,000
<b>TOTAL EXPENDITURES</b>	<b>325,899</b>	<b>317,419</b>	<b>300,070</b>	<b>161,618</b>	<b>161,618</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					2.67%
INCREASE (DECREASE) TO FUND BALANCE	(172,080)	(175,382)	(145,354)	(18,515)	(18,515)
FUND BALANCE, JANUARY 1	425,322	253,242	253,242	107,888	107,888
FUND BALANCE, DECEMBER 31	253,242	77,860	107,888	89,373	89,373

## 261 FIRE DISTRICT 5

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### BUDGET HIGHLIGHTS

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- On July 20, 1996, the voters of District 5 approved a 12.12 mill ad valorem tax, which is estimated to generate \$94,753 in 2002.
- \$30,000 Fire Response Utility Vehicle for Fire Chief and Volunteers, Approved.
- \$2,895 Hydraulic pump for backup in extrication emergencies, Approved.
- \$1,800 Positive pressure fan for ventilation at Fire Station, Approved.

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### PERSONNEL SUMMARY

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Firemen	1	1	1	1	N/A	****	****	****
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				

## 264 FIRE DISTRICT 8

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### MISSION STATEMENT

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The monies in this fund are primarily from the proceeds of ad valorem taxes, assessed by the Parish. Proceeds from the taxes shall be used for the purpose of acquiring, constructing, maintaining, and operating Fire District No. 8's fire protection facilities and paying the cost of obtaining water for protection purposes. Fire District No. 8 is located in Gibson/Donner, Louisiana.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	216,324	218,432	228,437	228,390	228,390
Intergovernmental	15,197	11,500	12,973	12,000	12,000
Miscellaneous Revenue	19,103	12,000	11,693	13,000	13,000
<b>TOTAL REVENUES</b>	<b>250,624</b>	<b>241,932</b>	<b>253,103</b>	<b>253,390</b>	<b>253,390</b>
<b>EXPENDITURES:</b>					
Personal Services	25,240	0	3,495	0	0
Supplies & Materials	46,364	32,600	34,887	53,700	53,700
Other Services & Charges	52,352	68,682	99,679	67,083	67,083
Repair & Maintenance	44,879	48,300	36,479	46,500	46,500
Debt Service	80,875	78,750	81,944	0	0
Allocated Expenditures	4,870	5,050	5,050	5,050	5,050
Capital Outlay	35,277	76,912	79,291	72,000	72,000
<b>TOTAL EXPENDITURES</b>	<b>289,857</b>	<b>310,294</b>	<b>340,825</b>	<b>244,333</b>	<b>244,333</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-26.74%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>					
	(39,233)	(68,362)	(87,722)	9,057	9,057
FUND BALANCE, JANUARY 1	258,885	219,652	219,652	131,930	131,930
FUND BALANCE, DECEMBER 31	219,652	151,290	131,930	140,987	140,987

### BUDGET HIGHLIGHTS

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- On March 21, 1991, the voters of District 8 approved a 9.79 mill ad valorem tax, which is estimated to generate \$228,390 in 2002.
- New contract to test hoses and hydrants, \$10,000, Approved.
- Operating Capital: - Approved.
  - Air Conditioner replacement and ice machines, \$15,000
  - Desk and computer furniture, \$10,000
  -

## 265 FIRE DISTRICT 9

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### MISSION STATEMENT

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The monies in this fund are primarily from the proceeds of ad valorem taxes, assessed by the Parish. Proceeds from the taxes shall be used for the purpose of acquiring, constructing, maintaining, and operating Fire District No. 9's fire protection facilities and paying the cost of obtaining water for protection purposes. Fire District No. 9 is located in Bayou Black, Louisiana.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	245,006	248,937	253,082	252,318	252,318
Intergovernmental	20,358	19,100	20,912	24,100	24,100
Miscellaneous Revenue	24,729	18,000	16,953	18,000	18,000
Other Revenue	0	100,000	100,000	0	0
<b>TOTAL REVENUES</b>	<b>290,093</b>	<b>386,037</b>	<b>390,947</b>	<b>294,418</b>	<b>294,418</b>
<b>EXPENDITURES:</b>					
Personal Services	37,298	61,880	58,376	70,917	70,917
Supplies & Materials	27,471	56,650	39,377	55,200	55,200
Other Services & Charges	33,241	58,137	77,038	51,638	51,638
Repair & Maintenance	39,141	43,500	35,049	39,500	39,500
Allocated Expenditures	5,632	6,500	6,502	20,284	20,284
Capital Outlay	158,900	286,733	291,872	70,849	70,849
<b>TOTAL EXPENDITURES</b>	<b>301,683</b>	<b>513,400</b>	<b>508,214</b>	<b>308,388</b>	<b>308,388</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-1.32%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>					
	(11,590)	(127,363)	(117,267)	(13,970)	(13,970)
FUND BALANCE, JANUARY 1	271,184	259,594	259,594	142,327	142,327
FUND BALANCE, DECEMBER 31	259,594	132,231	142,327	128,357	128,357

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### BUDGET HIGHLIGHTS

- On May 3, 1997, the voters of District 9 approved a 14.68 mill ad valorem tax, which is estimated to generate \$252,118 in 2002.
- Capital Outlay: - Approved.
  - Fire Truck Chassis, \$70,849
- Loan payments begin in 2002 for Fire Substation, \$13,782, Approved.



**265 FIRE DISTRICT 9**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Firemen	2	2	2	2	N/A	****	****	****
TOTAL FULL-TIME	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>				
Board Member	1	0	0	0	N/A	****	****	****
TOTAL PART-TIME	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>				
TOTAL	<u><u>3</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>				

## 267 – 276 ROAD LIGHTING DISTRICTS

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### MISSION STATEMENT

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The monies in these funds are primarily from the proceeds of ad valorem taxes (in their respective Districts) assessed by the Parish. Proceeds from the taxes shall be used for the purpose of providing and maintaining electric lights on the streets, roads, highways, alleys, and public places in said Districts.

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### COMBINED STATEMENT – DISTRICTS #1-#10

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<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	1,327,548	644,426	716,122	1,235,855	1,235,855
Intergovernmental	109,226	46,500	50,460	83,400	83,400
Miscellaneous Revenue	<u>220,256</u>	<u>107,000</u>	<u>147,262</u>	<u>115,000</u>	<u>115,000</u>
<b>TOTAL REVENUES</b>	<b><u>1,657,030</u></b>	<b><u>797,926</u></b>	<b><u>913,844</u></b>	<b><u>1,434,255</u></b>	<b><u>1,434,255</u></b>
<b>EXPENDITURES:</b>					
General - Other	86,785	89,826	119,368	130,289	130,289
Road Lighting	1,220,647	1,354,800	1,485,303	1,475,250	1,475,250
Operating Transfers Out	<u>0</u>	<u>308,000</u>	<u>308,000</u>	<u>308,000</u>	<u>308,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,307,432</u></b>	<b><u>1,752,626</u></b>	<b><u>1,912,671</u></b>	<b><u>1,913,539</u></b>	<b><u>1,913,539</u></b>
<b>% CHANGE OVER PRIOR YEAR</b>					-11.14%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	349,598	(954,700)	(998,827)	(479,284)	(479,284)
<b>FUND BALANCE, JANUARY 1</b>	2,768,001	3,117,599	3,117,599	2,118,772	2,118,772
<b>FUND BALANCE, DECEMBER 31</b>	3,117,599	2,162,899	2,118,772	1,639,488	1,639,488

## 267 – 276 ROAD LIGHTING DISTRICTS

### INDIVIDUAL ROAD LIGHTING DISTRICTS

INDIVIDUAL ROAD LIGHTING DISTRICTS - 2002 ADOPTED BUDGET										
BUDGET SUMMARY	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
<b>REVENUES:</b>										
Taxes & Special Assmt.	71,132	217,005	415,472	78,595	62,544	123,443	122,186	24,575	19,803	101,100
Intergovernmental	7,500	13,000	31,000	2,500	13,000	3,000	7,500	500	1,600	3,800
Miscellaneous Revenue	10,000	15,000	20,000	10,000	5,000	7,000	10,000	8,000	25,000	5,000
<b>TOTAL REVENUES</b>	<b>88,632</b>	<b>245,005</b>	<b>466,472</b>	<b>91,095</b>	<b>80,544</b>	<b>133,443</b>	<b>139,686</b>	<b>33,075</b>	<b>46,403</b>	<b>109,900</b>
<b>EXPENDITURES:</b>										
General - Other	11,255	13,792	42,738	10,185	6,201	11,100	16,860	4,390	5,008	8,760
Road Lighting	183,000	139,500	413,800	126,500	85,200	130,000	150,950	76,000	64,800	105,500
Operating Transfers Out	0	154,000	0	0	0	0	0	0	154,000	
<b>TOTAL EXPENDITURES</b>	<b>194,255</b>	<b>307,292</b>	<b>456,538</b>	<b>136,685</b>	<b>91,401</b>	<b>141,100</b>	<b>167,810</b>	<b>80,390</b>	<b>223,808</b>	<b>114,260</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>										
	(105,623)	(62,287)	9,934	(45,590)	(10,857)	(7,657)	(28,124)	(47,315)	(177,405)	(4,360)
<b>BEGINNING FUND BALANCE</b>	<b>301,746</b>	<b>121,398</b>	<b>422,500</b>	<b>181,444</b>	<b>100,685</b>	<b>127,926</b>	<b>181,239</b>	<b>241,551</b>	<b>416,581</b>	<b>23,702</b>
<b>ENDING FUND BALANCE</b>	<b>196,123</b>	<b>59,111</b>	<b>432,434</b>	<b>135,854</b>	<b>89,828</b>	<b>120,269</b>	<b>153,115</b>	<b>194,236</b>	<b>239,176</b>	<b>19,342</b>

### BUDGET HIGHLIGHTS

- St. Charles Street Light Project - \$616,000, to be jointly funded by Road Lighting Districts #2 and #9 in 2001 and 2002.
- The following table highlights the Road Lighting District's Ad Valorem Tax Revenue, maximum authorized, millages levied, year tax expires.

District	Date Authorized	Maximum Authorized	Amount Levied	2001 Proposed Ad Valorem Revenues	Expires
RLD#1	November 3, 1998	7.74	2.00	71,032	2009
RLD#2	November 15, 1997	4.46	4.46	216,805	2007
RLD#3	November 3, 1998	7.72	6.50	415,272	2009
RLD#4	November 15, 1997	5.18	2.50	78,395	2007
RLD#5	November 3, 1998	10.33	8.00	62,344	2009
RLD#6	April 11, 1992	4.77	4.77	123,343	2001 *
RLD#7	November 13, 1993	6.89	4.50	121,986	2003 *
RLD#8	April 11, 1992	4.63	1.05	24,475	2001 *
RLD#9	July 18, 1992	8.64	0.95	19,703	2001 *
RLD#10	April 11, 1992	4.89	4.89	101,000	2001 *

\*Scheduled for renewal, November 17, 2001.

## 277 HEALTH UNIT FUND

### MISSION STATEMENT

The State Health Department manages this Parish facility providing for public health services. The monies in this fund are received from the proceeds of ad valorem taxes assessed by the Parish. Proceeds from the tax shall be used for the purpose of operating and maintaining the Terrebonne Parish Health Unit.

### GOALS AND OBJECTIVES

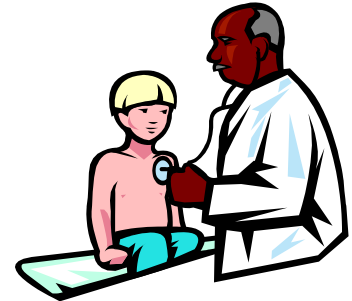
To enhance the quality of life and develop healthy communities by providing information necessary for individuals to assume responsibility for their own health.

To assure the availability of basic health care services for those in need.

To provide a work environment for the workforce where teamwork is valued and where employees are encouraged to make collaborative decisions and are enabled to work to the best of their abilities.

### PERFORMANCE MEASURES

Over 1,600 individuals are serviced on a monthly basis.



<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	567,762	573,926	602,306	600,705	600,705
Intergovernmental	42,775	42,000	43,360	42,000	42,000
Miscellaneous Revenue	49,205	20,000	26,274	20,000	20,000
<b>TOTAL REVENUES</b>	<b>659,742</b>	<b>635,926</b>	<b>671,940</b>	<b>662,705</b>	<b>662,705</b>
<b>EXPENDITURES:</b>					
Personal Services	68,942	124,127	122,252	140,374	140,374
Supplies & Materials	9,485	11,750	9,891	11,750	11,750
Other Services & Charges	487,731	497,218	531,125	514,294	514,294
Repair & Maintenance	5,829	10,650	8,094	10,650	10,650
Allocated Expenditures	10,636	10,700	10,700	10,700	10,700
Capital Outlay	0	17,361	17,361	0	0
<b>TOTAL EXPENDITURES</b>	<b>582,623</b>	<b>671,806</b>	<b>699,423</b>	<b>687,768</b>	<b>687,768</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					5.18%
INCREASE (DECREASE) TO FUND BALANCE	77,119	(35,880)	(27,483)	(25,063)	(25,063)
FUND BALANCE, JANUARY 1	423,583	500,702	500,702	473,219	473,219
FUND BALANCE, DECEMBER 31	500,702	464,822	473,219	448,156	448,156

## 277 HEALTH UNIT FUND

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### BUDGET HIGHLIGHTS

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- A 1.66 mill ad valorem tax approved by voters November 3, 1998 will generate an estimated \$600,205 in 2002.
- A 4.0% increase is proposed for the personnel based on the State Health Unit adjustments, Approved.
- Reimbursement of various expenditures incurred by the State, \$395,000, Approved.
- Additional personnel: One part-time clerk II position, Approved.

### PERSONNEL SUMMARY

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Clerk IV	2	2	2	2	57	18,089	23,568	29,035
Clerk III	1	1	1	1	56	16,725	21,621	26,529
<b>TOTAL FULL-TIME</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>				
Clerk II	0	1	1	1	55	15,479	19,894	24,295
Registered Nurse	2	2	2	2	10	13,822	17,761	21,703
<b>TOTAL PART-TIME</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>3</b>				
<b>TOTAL</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>6</b>				



## 279 RETARDED CITIZENS – TARC

### MISSION STATEMENT

The monies in this fund are primarily from the proceeds of ad valorem taxes assessed by the Parish. Proceeds from the tax shall be used for the purpose of operating, maintaining, and constructing schools for the mentally retarded; and to administer to the health and educational requirements of trainable and below trainable mentally retarded individuals in the Parish. The Terrebonne Association for Retarded Citizens (TARC) is committed to securing for all people with mental retardation the opportunity to develop, function, live and enjoy life to their fullest potential with dignity.

### GOALS AND OBJECTIVES

To provide quality services required of our clientele within our budget:

- Residential
- Vocational
- Respite
- Day Care
- Transportation

To maintain safe and adequate facilities for learning.

To assist self-advocates in learning about their rights and responsibilities.

To insure that TARC's needs and safety of our clients, employees & public are met.

TARC will provide free transportation for Special Olympics free up to 7,500 miles for 2002. This includes travel for practice sessions and four out-of-town events.

### PERFORMANCE MEASURES

TARC services about 170 adult clients and about 60 school-age children.

Christmas Wonderland is going into its seventh year, the event began in 1995 when the state came in and told TARC officials that they would either have to update their playground or shut it down. So the facility began fund-raising with a Christmas light display. In its first year, more than 20,000 people turned out to see the lights, more than 100,000 people to date have come from all over. The light display, which paid for the facility's new playground after its second year, has grown. Proceeds from 1999 were used to fund an early intervention program for infants and children up to age 5.

TARC's 2000 Annual Audited Financial Statements were issued an unqualified opinion and no major "findings".



**279 RETARDED CITIZENS – TARC**

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	1,822,995	1,845,054	1,934,584	1,930,165	1,930,165
Intergovernmental	137,344	130,000	136,300	130,000	130,000
Miscellaneous Revenue	63,015	30,000	33,728	30,000	30,000
<b>TOTAL REVENUES</b>	<b>2,023,354</b>	<b>2,005,054</b>	<b>2,104,612</b>	<b>2,090,165</b>	<b>2,090,165</b>
<b>EXPENDITURES:</b>					
General -Other	72,087	110,554	240,374	115,815	115,815
Transfers to TARC	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000
<b>TOTAL EXPENDITURES</b>	<b>1,972,087</b>	<b>2,010,554</b>	<b>2,140,374</b>	<b>2,015,815</b>	<b>2,015,815</b>
<b>% CHANGE OVER PRIOR YEAR</b>					0.26%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	51,267	(5,500)	(35,762)	74,350	74,350
<b>FUND BALANCE, JANUARY 1</b>	159,321	210,588	210,588	174,826	174,826
<b>FUND BALANCE, DECEMBER 31</b>	210,588	205,088	174,826	249,176	249,176

**BUDGET HIGHLIGHTS**

- A 5.33 mill ad valorem tax approved by voters October 18, 1997 will generate an estimated \$1,927,165 in 2002.
- Funds are transferred to Terrebonne Association, as needed, \$1.9 million estimated for 2002, Approved.

## 280 PARISHWIDE RECREATION FUND

### MISSION STATEMENT

The Terrebonne Parish Recreation Department shall provide the residents of the parish a mass variety of supervised and self-directed activities meeting their interest and needs during their leisure time. The programs provide enjoyment, contentment, self-expression, and physical improvement. All programs are designed and shall provide a wholesome atmosphere stimulating the mind and body.

### GOALS AND OBJECTIVES

To provide variety of programs for the residents. The programs will promote safety first in play by encouraging fun and competitive competition. These programs will allow youth and adults the opportunity to experience physical functioning, enjoyment, and excitement in their chosen area of recreation.

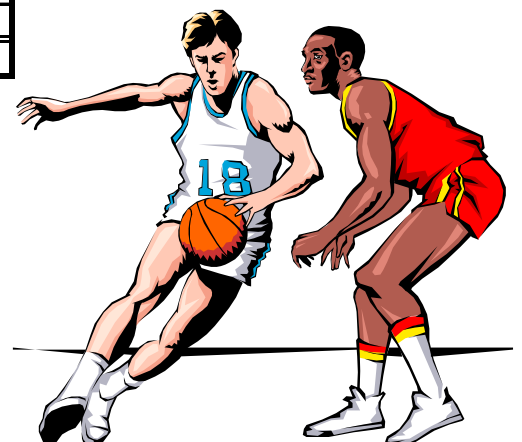
### PERFORMANCE MEASURES

**Basketball:** 10 and 12 yr old Girls- Teams participated in the **National Biddy Tournament** held in Wichita, KS.  
 9 and 10 yr old Boys- Teams participated in the **National Biddy Tournament** held in Evansville, IN.  
 12 yr old Boys- Teams participated in the **National Biddy Tournament** held in Westwego, LA.  
 13 and 14 yr old Boys Pre-Prep- Teams participated in the **National Pre-Prep Tournament** held in Slidell, LA.  
**14 yr old Team- National Champions**

**Softball:** 14 and under and 16 and under teams participated in the **Regional Tournament** held in LaGrange, Texas.

**Baseball:** 12 yr old Dizzy Dean team participated in the **World Series** held in Hattiesburg, MS.  
 15-15 yr old and 17 – 19 Metro teams participated in the **World Series** held in Southaven, MS.

2000 Participation		
Sport:	Youth	Adults
Baseball	1,979	
Softball	2,075	51 Teams
Football	921	
Basketball	1,600	
Volleyball	124	
Special Olympics	250	
<b>Total</b>	<b>6,949</b>	<b>51 Teams</b>





## 280 PARISHWIDE RECREATION FUND

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	755,876	772,218	802,029	802,000	802,000
Intergovernmental	56,947	56,000	58,514	58,000	58,000
Charges for Services	92,058	90,000	87,144	88,200	88,200
Miscellaneous Revenue	30,776	20,000	34,454	26,500	26,500
Other Revenue	851	0	2,768	0	0
Operating Transfers In	132,549	255,205	310,727	456,802	506,802
<b>TOTAL REVENUES</b>	<b>1,069,057</b>	<b>1,193,423</b>	<b>1,295,636</b>	<b>1,431,502</b>	<b>1,481,502</b>
<b>EXPENDITURES:</b>					
General - Other	118,031	118,818	176,429	134,203	134,203
Adult Softball	25,438	26,500	24,384	28,000	28,000
TPR - Administration	411,835	438,276	513,215	531,565	531,565
Camps & Workshops	59,889	171,164	139,589	161,432	211,432
Youth Basketball	112,112	138,000	146,488	147,000	147,000
Football	65,620	56,000	69,410	72,000	72,000
Youth Softball	48,864	59,000	51,727	69,000	69,000
Youth Volleyball	4,950	5,700	8,530	8,500	8,500
Baseball	152,524	143,000	149,125	166,150	166,150
Adult Basketball	0	20,000	0	23,000	23,000
Special Olympics	86,636	86,875	87,465	90,652	90,652
<b>TOTAL EXPENDITURES</b>	<b>1,085,899</b>	<b>1,263,333</b>	<b>1,366,362</b>	<b>1,431,502</b>	<b>1,481,502</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(16,842)</b>	<b>(69,910)</b>	<b>(70,726)</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>87,568</b>	<b>70,726</b>	<b>70,726</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>70,726</b>	<b>816</b>	<b>0</b>	<b>0</b>	<b>0</b>

### BUDGET HIGHLIGHTS

- A 2.21 mill ad valorem tax approved by the voters May 5, 2001 will generate an estimated \$802,000 in 2002.
- Participation fees will generate an estimated \$88,200 in 2002.
- The General Fund supplements recreation due to an expansion of various requested programs, (Special Olympics, Arts and Crafts, and Special Summer Camp Programs, expanded sports).

## 280-521 TPR ADMINISTRATION

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### MISSION STATEMENT

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The Terrebonne Parish Recreation Department Administration supervises and coordinates multiple recreational and leisure time activities in sports and other types of recreational functions.

### GOALS AND OBJECTIVES

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To study the public's recreational needs and provide plans of actions to meet their needs.

To assist recreation volunteers in planning and organizing of activities throughout the parish.

To maintain discipline and encourage compliance for safety and all regulations.

To keep records of registration and participation of every person taking part in the programs provided.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	366,787	388,460	459,785	482,467	482,467
Supplies and Materials	27,545	25,300	37,298	32,800	32,800
Other Services and Charges	40,281	46,100	54,946	39,098	39,098
Repair and Maintenance	12,335	6,200	5,988	6,200	6,200
Allocated Expenditures	(16,324)	(27,000)	(44,018)	(35,000)	(35,000)
Reimbursements	(20,495)	(21,638)	(21,638)	0	0
Capital Outlay	1,706	20,854	20,854	6,000	6,000
<b>TOTAL EXPENDITURES</b>	<b>411,835</b>	<b>438,276</b>	<b>513,215</b>	<b>531,565</b>	<b>531,565</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS, REIMB. AND CAPITAL OUTLAY					20.28%

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### BUDGET HIGHLIGHTS

- Operating Capital: Computer T-1 Communication Line, \$6,000, Approved.
- Request changes in personnel: - Approved.
  - New Program Manager, (Level 12)
  - Reassign One Athletic Program Coordinator to Girl's Sports
  - Eliminate Laborer I (Recreation #3 position transferring to "outside agency fund" – 100% reimbursed)
  - Eliminate Part-time Laborer I position assigned to Girl's Sports
  - New Part-time Clerk I (COE), (Level 53)

**280-521 TPR ADMINISTRATION**

<b>2002 ADOPTED BUDGET SUMMARY</b>	<b>YOUTH BASKETBALL</b>	<b>FOOTBALL</b>	<b>YOUTH SOFTBALL</b>	<b>YOUTH VOLLEYBALL</b>	<b>BASEBALL</b>
Operating Supplies	35,000	18,000	24,000	3,000	70,000
Recreation Insurance	18,000	14,000	6,000	4,000	18,000
Other Fees	4,000	0	2,000	0	3,150
Official Fees	45,000	20,000	17,000	1,500	45,000
Travel & Training	45,000	20,000	20,000	0	30,000
<b>TOTAL EXPENDITURES</b>	<b>147,000</b>	<b>72,000</b>	<b>69,000</b>	<b>8,500</b>	<b>166,150</b>

<b>2002 ADOPTED BUDGET SUMMARY</b>	<b>ADULT SOFTBALL</b>	<b>ADULT BASKETBALL/ VOLLEYBALL</b>
Operating Supplies	3,000	2,000
Other Fees	1,000	1,000
Official Fees	24,000	20,000
<b>TOTAL EXPENDITURES</b>	<b>28,000</b>	<b>23,000</b>



**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Parks & Recreation Dir.	1	1	1	1	29	55,863	73,186	90,495
Program Manager	0	0	1	1	12	32,464	42,047	51,617
Athletic Program Coord.	2	2	2	2	10	27,100	34,827	42,553
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	1	1	1	1	57	18,089	23,568	29,035
Laborer I	1	0	0	0	53	13,388	16,972	20,556
<b>TOTAL FULL-TIME</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>				
Foreman IV	1	1	1	1	61	12,784	17,095	21,413
Laborer II	1	0	0	0	55	7,739	9,947	12,148
Laborer I	27	27	26	26	53	6,694	8,486	10,278
Clerk I (COE)	0	1	1	1	53	6,694	8,486	10,278
<b>TOTAL PART-TIME</b>	<b>29</b>	<b>29</b>	<b>28</b>	<b>28</b>				
<b>TOTAL</b>	<b>35</b>	<b>34</b>	<b>34</b>	<b>34</b>				

## 280-523 CAMPS & WORKSHOPS

### MISSION STATEMENT

This division of the Recreation Department provides for camps and workshops in Terrebonne Parish. The camps and workshops provide the local communities with activities geared toward recreational interest. The Houma-Terrebonne Arts and Humanities manage the Arts and Crafts.

### GOALS AND OBJECTIVES

To provide activities and request geared toward the community interest.

To provide the youth and adults with a variety of activities geared toward a leisure time interest.

### PERFORMANCE MEASURES

In 2001, contracted with ONE CHANE, Inc. to manage two (2) summer camps at Dumas Auditorium and in the Smithridge Community.

- 489 participants at the Smithridge Camp
- 865 participants at the Dumas Camp

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Supplies & Materials	4,087	4,000	4,578	4,500	4,500
Other Services and Charges	<u>55,802</u>	<u>167,164</u>	<u>135,011</u>	<u>156,932</u>	<u>206,932</u>
<b>TOTAL EXPENDITURES</b>	<u><u>59,889</u></u>	<u><u>171,164</u></u>	<u><u>139,589</u></u>	<u><u>161,432</u></u>	<u><u>211,432</u></u>
<b>% CHANGE OVER PRIOR YEAR</b>					23.53%

### BUDGET HIGHLIGHTS

- Administration fee paid to H-T Arts and Humanities, \$9,686, Approved.
- Direct services to Recreation Districts for Arts and Crafts Programs, \$38,746, Approved.
- Summer Camp Programs (Special), \$100,000 was originally submitted. It was approved at \$150,000.
  - As recommended by Council

## 280-532 SPECIAL OLYMPICS

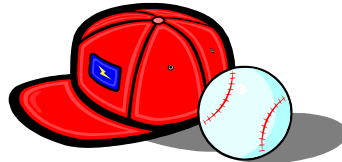
### MISSION STATEMENT

The function of the Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for the people eight years of age and older with mental retardation, giving them the continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in sharing of gifts, skills and friendships with their families, other Special Olympic athletes and the community.

### GOALS AND OBJECTIVES

To provide recreational opportunities for the mentally retarded citizens of Terrebonne Parish.

To participate in Special Olympics Louisiana competitions at the local, area, district and state levels.



### PERFORMANCE MEASURES

The program continues to grow, since 1995, we have increased the actual number of athletes participating in the program by 40%.

Example:

1995 – There was one Softball team with 12 athletes participating.

1999 – There was two Softball teams and two T-Ball teams, with a total of 54 participants.

2001 – There are two Softball teams and two T-Ball teams, and one coach-pitch team and have seventy-four athletes participating.

The parish expects to and is working hard to expand the program on a continuous basis. Numerous eligible citizens are NOT participating in the program, but the parish will continue to search for and explore ways to reach these people and make the information about the program available to them and their parents.

Terrebonne Parish had 591 participants in the Special Olympics in 2001.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	40,760	44,875	45,950	47,652	47,652
Supplies and Materials	16,367	16,000	15,421	16,000	16,000
Other Services and Charges	29,509	26,000	25,799	26,700	26,700
Repair and Maintenance	0	0	295	300	300
<b>TOTAL EXPENDITURES</b>	<b>86,636</b>	<b>86,875</b>	<b>87,465</b>	<b>90,652</b>	<b>90,652</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>4.35%</b>

### BUDGET HIGHLIGHTS

- No significant changes.

## 280-532 SPECIAL OLYMPICS

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### PERSONNEL SUMMARY

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Asst. Dir./Spec. Olympics	1	1	1	1	12	32,464	42,046	51,617
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				



## 281 MENTAL HEALTH UNIT

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### MISSION STATEMENT

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To provide appropriate mental health services to those individuals identified as homicidal, suicidal, and or gravely disabled within Terrebonne Parish. Mental health services may include the following: intake, psychiatric, psychological, medication, counseling, and referrals. Outreach programs also provided are: ACT (Assertive Children Team), Outreach (nurses and counselors), Work Program, School Mental Health Program, and other programs. The mental health unit also does placements for those individuals who are screened by the counselor and may require immediate treatment.

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### GOALS AND OBJECTIVES

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#### Short Term:

To obtain continued funding of our school counselor position at its present rate.

To increase the presence of mental health workers in the Terrebonne Parish School System in at least 1/3 of all Primary and Secondary Schools, and Junior High School.

Improve communication with the Terrebonne Parish School System in regards to mental health issues, i.e., crisis by meeting at least once per quarter with Terrebonne Parish School Supervisors.

#### Long Term:

To contact at least four agencies in the parish to improve the communication and linkage between Terrebonne Mental Health and other agencies within the parish by November 30, 2002.

To increase the amount of clients working through the Louisiana Rehabilitation, Options for Independence programs by 3 by October 31, 2002.

Worker funded by the Terrebonne Parish Council shall visit at least 7 primary/secondary, Junior high schools targeted due to referrals by the School System by May 31, 2002.

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### PERFORMANCE MEASURES

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The Terrebonne Mental Health Unit will screen at least 15 adults and 4 children who walk in for services per week, and dispose of these cases as warranted.

Terrebonne Mental Health outreach school counselor will visit at least 4 children per week up to the school year ending June, 2002.

Outreach and clinic worker will increase the amount of contact (clients) by 2% by the end of July 31, 2002.

## 281 MENTAL HEALTH UNIT

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	143,651	145,332	152,431	152,059	152,059
Intergovernmental	160,798	163,300	149,536	10,000	10,000
Charges for Services	11,808	10,436	9,564	0	0
Miscellaneous Revenue	12,252	3,000	4,047	6,858	6,858
Operating Transfers In	0	47,000	47,000	30,000	30,000
<b>TOTAL REVENUES</b>	<b>328,509</b>	<b>369,068</b>	<b>362,578</b>	<b>198,917</b>	<b>198,917</b>
<b>EXPENDITURES:</b>					
General -Other	10,747	15,082	21,693	16,043	16,043
Health & Welfare-Other	80,203	127,488	127,488	134,603	134,603
Social Detox	155,955	183,450	177,286	0	0
Terr. Alcohol/Drug Abuse	46,304	63,920	55,760	70,170	70,170
Operating Transfers Out	0	0	0	24,951	24,951
<b>TOTAL EXPENDITURES</b>	<b>293,209</b>	<b>389,940</b>	<b>382,227</b>	<b>245,767</b>	<b>245,767</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>35,300</b>	<b>(20,872)</b>	<b>(19,649)</b>	<b>(46,850)</b>	<b>(46,850)</b>
FUND BALANCE, JANUARY 1	31,199	66,499	66,499	46,850	46,850
FUND BALANCE, DECEMBER 31	66,499	45,627	46,850	0	0

### BUDGET HIGHLIGHTS

- An ad valorem tax of .42 mills approved by the voters November 3, 1998 is estimated to generate \$151,859.
- Based on previous precedent, the allocation of the ad valorem tax is 60-40%, Mental Health and Alcohol & Drug Abuse Clinic respectively.
- General Fund Supplement - \$30,000, Approved.



**281-409 HEALTH & WELFARE – OTHER**

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<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	77,575	85,318	105,307	117,604	117,604
Supplies and Materials	0	3,000	3,000	3,000	3,000
Other Services and Charges	2,628	39,170	19,181	13,999	13,999
<b>TOTAL EXPENDITURES</b>	<b>80,203</b>	<b>127,488</b>	<b>127,488</b>	<b>134,603</b>	<b>134,603</b>
<b>% CHANGE OVER PRIOR YEAR</b>					5.58%

**BUDGET HIGHLIGHTS**

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- General Fund supplement of \$30,000 for an additional contract counselor, Approved.

**PERSONNEL SUMMARY**

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<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Fam Skills Train Coord	2	3	3	3	11	29,620	38,203	46,800
Clerk I	1	1	1	1	53	13,388	16,972	20,556
<b>TOTAL</b>	<b>3</b>	<b>4</b>	<b>4</b>	<b>4</b>				

## 281-411 SOCIAL DETOX

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	113,541	136,101	132,209	0	0
Supplies & Materials	22,245	12,750	12,335	0	0
Other Services and Charges	19,890	28,699	32,704	0	0
Repair & Maintenance	279	5,900	38	0	0
<b>TOTAL EXPENDITURES</b>	<b>155,955</b>	<b>183,450</b>	<b>177,286</b>	<b>0</b>	<b>0</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>-100.00%</b>

## BUDGET HIGHLIGHTS

- Social Detox division is funded through a State Grant, \$153,300 and Client Fees charged to participants, \$10,436.
- General Fund supplement of \$17,000 to provide for additional hours for part-time employees, Approved.
- Detox operating capital: - Approved.
  - Fax Machine, \$1,000
  - Printer, \$500
  - Freezer, \$2,000
  - Mattresses, \$2,400

## PERSONNEL SUMMARY

### 281-411 SOCIAL DETOX

<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Director	1	1	0	0	N/A	****	****	****
Assistant Director	0	1	0	0	N/A	****	****	****
Clerk I	1	0	0	0	53	13,388	16,972	20,556
<b>TOTAL FULL-TIME</b>	<b>2</b>	<b>2</b>	<b>0</b>	<b>0</b>				
Clerk I	8	7	0	0	53	6,694	8,486	10,278
<b>TOTAL PART-TIME</b>	<b>8</b>	<b>7</b>	<b>0</b>	<b>0</b>				
<b>TOTAL</b>	<b>10</b>	<b>9</b>	<b>0</b>	<b>0</b>				

**281-412 TERREBONNE ALCOHOL/DRUG ABUSE**

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<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	41,840	52,460	53,590	68,770	68,770
Other Services and Charges	<u>4,464</u>	<u>11,460</u>	<u>2,170</u>	<u>1,400</u>	<u>1,400</u>
<b>TOTAL EXPENDITURES</b>	<u><u>46,304</u></u>	<u><u>63,920</u></u>	<u><u>55,760</u></u>	<u><u>70,170</u></u>	<u><u>70,170</u></u>
<b>% CHANGE OVER PRIOR YEAR</b>					9.78%

**BUDGET HIGHLIGHTS**

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- No significant changes.

**PERSONNEL SUMMARY**

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**281-412 TERR ALCOHOL / DRUG ABUSE**

<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Fam Skills Train Coord	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	11	29,620	38,203	46,800
<b>TOTAL FULL-TIME</b>	<u><u>1</u></u>	<u><u>1</u></u>	<u><u>1</u></u>	<u><u>1</u></u>				
Fam Skills Train Coord	1	1	1	1	11	14,810	19,102	23,154
L.P. Nurse	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	8	11,689	14,900	18,119
<b>TOTAL PART-TIME</b>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>				
<b>TOTAL</b>	<u><u>3</u></u>	<u><u>3</u></u>	<u><u>3</u></u>	<u><u>3</u></u>				



## 284 BAYOU TERREBONNE WATERLIFE MUSEUM

### MISSION STATEMENT

The Bayou Terrebonne Waterlife Museum is a division of the Economic Development and Cultural Resources Department. The museum houses a \$300,000 permanent exhibit on the economic, social, and natural history of Terrebonne Parish and southeast Louisiana's bayous, wetlands, and nearby Gulf waters, especially fisheries past and present. There are 20 separate voices used as narratives, 130 creatures displayed on the eco-line mural, 64 interactive buttons, a 13 ½ foot long stuffed alligator, and a seven-piece suspended diorama redfish display. The museum was selected as a catalyst to help stimulate the economic growth of downtown Houma. In addition the museum will have a prominent role as a "gateway" into the Atchafalaya Trace Heritage area. The Bayou Terrebonne Waterlife Museum was a project of the Houma Downtown Development Corporation, the Terrebonne Parish Consolidated Government and the private sector working in unison.



### GOALS AND OBJECTIVES

**Goal:** To promote and pay tribute to the economic, social, and natural history of the bayous, wetlands and nearby Gulf waters of Terrebonne Parish and the region.

**Objectives:**

Through promotional efforts provide a focus for continued renovation and tourism in downtown Houma.

Develop a satellite tourism office in the Museum.

Through special exhibits and programs, preserve and promote the area's historically important connection with the seafood industry, water transportation, wetlands, mining/extraction operations, and water-based hunting and gathering.

Develop outreach programs in schools.

A present workshop such as ArtSense is an annual five-week, art intense workshop.

Develop a Calendar of Events.

Increase awareness that the museum is an excellent rental facility for parties, receptions, weddings, etc.

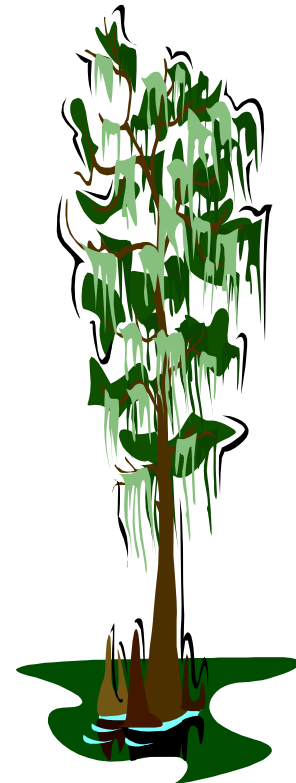
Increase gift shop sales in 2002 through expanded product lines and consignment activity.

Develop cultural activities at the museum that stimulate the interest of locals and tourist.

### PERFORMANCE INDICATORS

**PROJECTED FOR 2001**

Individuals	10,000
Group Tours	57
Workshops	10
Rentals	12
Special events	15



## 284 BAYOU TERREBONNE WATERLIFE MUSEUM

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	0	5,000	8,440	11,000	11,000
Charges for Services	28,819	47,500	34,972	46,500	46,500
Miscellaneous Revenue	1,881	3,500	3,298	3,290	3,290
Operating Transfers In	96,512	109,478	109,478	111,869	111,869
<b>TOTAL REVENUES</b>	<b>127,212</b>	<b>165,478</b>	<b>156,188</b>	<b>172,659</b>	<b>172,659</b>
<b>EXPENDITURES:</b>					
Personal Services	28,705	28,976	30,754	30,446	30,446
Supplies & Materials	18,035	25,700	22,450	28,700	28,700
Other Services & Charges	83,947	105,257	99,346	108,697	108,697
Repair & Maintenance	8,308	8,000	3,480	7,500	7,500
Allocated Expenditures	5,654	0	0	0	0
Capital Outlay	1,821	11,800	11,800	2,300	2,300
<b>TOTAL EXPENDITURES</b>	<b>146,470</b>	<b>179,733</b>	<b>167,830</b>	<b>177,643</b>	<b>177,643</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					
					4.41%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>					
	(19,258)	(14,255)	(11,642)	(4,984)	(4,984)
<b>FUND BALANCE, JANUARY 1</b>					
	35,884	16,626	16,626	4,984	4,984
<b>FUND BALANCE, DECEMBER 31</b>					
	16,626	2,371	4,984	0	0

### BUDGET HIGHLIGHTS

- Self generated revenue through the gift shop, concessions, commissions, rentals, admissions, membership fees and donations are projected for 2002 at \$46,500.
- The General Fund supplement for the Museum is projected to be \$111,869 from PILOT Funds which is a 2.18% increase from 2001.
- Management contract with Arts and Humanities, \$40,002, Approved.
- Capital Outlay: - Approved.
  - Computer and Fax machine, \$2,300

**284 BAYOU TERREBONNE WATERLIFE MUSEUM**

**PERSONNEL SUMMARY**

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Secretary	1	1	1	1	56	16,725	21,621	26,529
TOTAL FULL-TIME	1	1	1	1				
Clerk I	1	1	1	1	53	6,694	8,486	10,278
TOTAL PART-TIME	1	1	1	1				
TOTAL	2	2	2	2				



### 300 – 306 UTILITIES DEPARTMENT

#### MISSION STATEMENT

The Department of Utilities' mission is to render services to our community in a customer oriented and environmentally responsible manner, while contributing to support other community needs. The department structure includes the divisions of Utilities Administration, Gas Distribution, Electric Production and Electric Distribution and also Pollution Control and Environmental Services.

#### GOALS AND OBJECTIVES

To obtain and monitor customer input as a benchmark for performance evaluation.

To effectively communicate the cost and benefits of proposed programs.

To offer our employees career opportunities with competitive wages, training and recognition based on performance.

#### PERFORMANCE MEASURES

Customer surveys, complaint tracking, competitive price evaluation, and competitive wage comparisons.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	58,906	0	0	0	0
Charges for Services	9,924	96,800	54,330	102,000	102,000
Miscellaneous Revenue	1,859,259	806,750	856,740	911,400	911,400
Utility Revenue	41,260,847	33,892,652	37,523,872	38,248,901	38,248,901
Other Revenue	130,872	17,500	8,960	17,500	17,500
Operating Transfers In	31,373,088	43,220,058	43,293,975	44,517,282	44,517,282
<b>TOTAL REVENUES</b>	<b>74,692,896</b>	<b>78,033,760</b>	<b>81,737,877</b>	<b>83,797,083</b>	<b>83,797,083</b>
<b>EXPENSES:</b>					
General -Other	22,229	90	12,268	4,990	4,990
Customer Service	36,862	0	0	0	0
Garage	916,931	0	0	0	0
Electric Generation	17,793,321	16,397,668	20,957,719	17,751,029	17,751,029
Electric Distribution	2,024,532	2,438,831	2,235,227	2,459,316	2,459,316
Gas Distribution	13,684,526	9,165,867	12,079,053	11,715,093	11,715,093
Utility Administration	2,200,275	3,379,077	3,278,218	3,365,113	3,365,113
G.I.S. Mapping System	0	42,563	46,998,945	87,000	87,000
Transfers Out	34,922,206	46,925,028	42,563	48,180,121	48,180,121
<b>TOTAL EXPENSES</b>	<b>71,600,882</b>	<b>78,349,124</b>	<b>85,603,993</b>	<b>83,562,662</b>	<b>83,562,662</b>
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>	<b>3,092,014</b>	<b>(315,364)</b>	<b>(3,866,116)</b>	<b>234,421</b>	<b>234,421</b>
RETAINED EARNINGS, JANUARY 1	47,516,432	50,608,446	50,608,446	46,742,330	46,742,330
RETAINED EARNINGS, DECEMBER 31	50,608,446	50,293,082	46,742,330	46,976,751	46,976,751

## 300 – 306 UTILITIES DEPARTMENT

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### BUDGET HIGHLIGHTS

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- Electric residential and commercial sales revenue for fiscal year 2002 totals \$12.5 million.
- \$2.9 Million is budgeted for residential and commercial sales of gas.
- Sales from the gas distribution system to the power plant to fuel the production of electricity for fiscal year 2002 are \$5,000,000, an increase of 5.3%.





**300 – 306 UTILITIES DEPARTMENT  
301 – 802 ELECTRIC GENERATION**

**MISSION STATEMENT**

The Electric Generation Division’s mission is to operate and maintain the Houma Generating Station in such a manner as to maximize availability, reliability, and efficiency, and to manage the allocation of available electric supply resources to minimize total supply cost, while deriving optimum revenues from the sale and utilization of surplus production capacity. The system peak load is approximately 70 megawatts with annual sale of approximately 270,000 megawatt-hours. The power supply resources for the system include native production, entitlement to a portion of production from the Rodemacher No. 2 Generating facility in Boyce, LA, and off-system purchases. The native production capacity of 81 megawatts is comprised primarily of three simple-cycle; natural gas fueled steam turbine generators and originates from the Houma Generating Station. The Rodemacher project entitlement of 23 MW is secured through a power sales contract with the Louisiana Energy and Power Authority (LEPA) for a portion their partial project ownership.

**GOALS AND OBJECTIVES**

Maintain industry average availability and reliability factors.

Establish and maintain a comprehensive preventive maintenance record keeping system.

Effectively manage production resource portfolio to minimize unit cost of supply and maximize revenue derived through sale of excess capacity and energy.

Maximize availability and reliability of Houma Generating Station resources.

Evaluate and address emergency and black-start capacity needs in conjunction with those of priority community services.

Continually monitor market-restructuring initiatives, evaluate possible effects and analyze alternative courses.

**PERFORMANCE MEASURES**

Refunded LEPA Rodemacher project debt for annual savings of \$370,000 in the period 2004-2013.

Performed complete dismantled inspection of Turbine/Generator Unit 15.

Initiated discussions with Terrebonne General Medical Center (TGMC) for consideration of emergency and black-start capacity addition.

Issued RFP for peak season sales of surplus capacity and energy and concluded agreement resulting in gross sales of \$758,751.

Expanded purchased resource options with multiple regulated and unregulated suppliers.

Successfully negotiated extension of agreement with LEPA providing for Houma load regulation control and regulation generation sharing.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	945,108	1,167,073	1,125,524	1,217,579	1,217,579
Supplies and Materials	117,711	199,200	188,835	201,200	201,200
Other Services and Charges	609,986	672,588	742,361	829,450	829,450
Repair and Maintenance	659,585	518,807	520,146	382,800	382,800
Energy Purchases	14,637,478	13,015,000	17,555,853	14,265,000	14,265,000
Capital Outlay (Depreciation)	823,453	825,000	825,000	855,000	855,000
<b>TOTAL EXPENSES</b>	<b>17,793,321</b>	<b>16,397,668</b>	<b>20,957,719</b>	<b>17,751,029</b>	<b>17,751,029</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ENERGY PURCHASES AND CAPITAL OUTLAY					2.87%

**300 – 306 UTILITIES DEPARTMENT  
301 – 802 ELECTRIC GENERATION**

**BUDGET HIGHLIGHTS**

- Major operating expenses: - Approved.
  - Chemical purchases, \$140,000
  - Environmental cost, \$150,000
  - Plant repairs, \$360,000
  - Natural gas purchases to fuel the power plant, \$5,000,000 (an increase of \$250,000 or 5.3%)
  - Energy and power costs, \$9,260,000 (an increase of \$1.0 million or 12 %)
- Capital Outlay: (@ 303 – 802) – Approved.
  - Major Building repairs, \$58,000
  - Motor Vehicles, \$20,000
  - Radio Equipment upgrade, \$6,000
  - Machinery and Equipment - includes replacements for units 14, 15 and 16 Cooling Tower Fan Assemblies and Demineralizer acid and caustic pumps, \$150,455
  - Replacement of Instruments, \$157,500
  - Utility Plant improvements, \$81,600
  - Diesel Generator Unit Overhaul, \$4,430,000

**PERSONNEL SUMMARY**

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Utility Supt./Elec. Gen.	1	1	1	1	13	35,710	46,423	57,136
Utility Supervisor	2	2	2	2	62	28,061	37,775	47,488
Foreman IV	1	1	1	1	61	25,568	34,190	42,826
Op. Supv-Elec. Gen.	4	4	4	4	61	25,568	34,190	42,826
Engineering Analyst	1	0	1	1	61	25,568	34,190	42,826
Mechanic IV	1	0	1	1	60	23,348	31,022	38,697
Equip Oper IV / General	4	1	4	4	59	21,737	28,231	35,074
Field Supv-Elec Gen	1	1	1	1	59	21,737	28,231	35,074
Sr. Power Plt. Mechanic	2	2	2	2	59	21,737	28,231	35,074
Electric Plant Oper.	5	5	5	5	58	19,647	25,763	31,879
Instrument Technician	1	1	1	1	57	18,089	23,568	29,035
Power Plant Mechanic	3	2	3	3	56	16,725	21,621	26,529
Secretary	1	1	1	1	56	16,725	21,621	26,529
Laborer III	2	2	2	2	56	16,725	21,621	26,529
Electrician II	1	1	1	1	54	14,375	18,349	22,322
<b>TOTAL</b>	<b>30</b>	<b>24</b>	<b>30</b>	<b>30</b>				

**300 – 306 UTILITIES DEPARTMENT  
301 – 803 ELECTRIC DISTRIBUTION**

**MISSION STATEMENT**

To distribute electric supply to connected customers safely, efficiently, and reliably with a focus on customer service satisfaction. Electric service is provided to approximately 10,500 residential and commercial customers within the corporate limits of Houma and in immediately adjacent urban areas.



**GOALS AND OBJECTIVES**

To minimize extent and duration of electrical outages.

To develop a GIS system of tracking customer outages more effectively.

To develop a formal lineman apprentice training program.

Initiate community electrical safety awareness program.

Attain and maintain highest reasonable level of customer service reliability through a systematic and continuous process of monitoring, assessment, and improvement.

Evaluate and optimize competitive position and alternatives in anticipation of market restructuring.

**PERFORMANCE MEASURES**

Initiated construction of lineman training facilities and completed first aid and CPR re-certification of all division employees.

Purchased and instituted use of harnesses for aerial operations and conducted first pole-top rescue training exercise.

Initiated Southdown Substation Expansion to meet growing area demand.

Expanded fiber optic network to include the Houma Police Department.

Completed Civic Center Drive road lighting improvements.

Initiated second phase of transmission interconnection improvements to segregate sub-transmission system supply points.

Purchased spare 15,000 KVA substation transformer.

Constructed improvements to McKinley Substation Circuit No. 1.

Developed conceptual plan for an additional 115 KV transmission interconnection.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	375,377	617,426	550,706	593,095	593,095
Supplies & Materials	53,376	51,325	46,254	55,325	55,325
Other Services and Charges	303,613	368,580	286,971	401,896	401,896
Repair & Maintenance	348,079	421,500	371,296	429,000	429,000
Capital Outlay (Depreciation)	944,087	980,000	980,000	980,000	980,000
<b>TOTAL EXPENSES</b>	<b>2,024,532</b>	<b>2,438,831</b>	<b>2,235,227</b>	<b>2,459,316</b>	<b>2,459,316</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>1.40%</b>

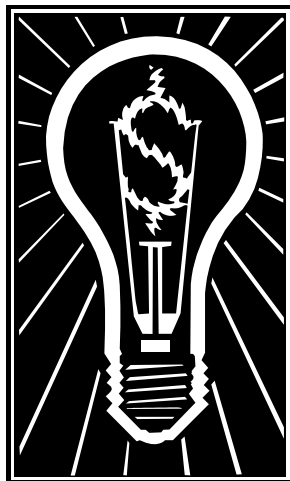
**300 – 306 UTILITIES DEPARTMENT**  
**301 – 803 ELECTRIC DISTRIBUTION**

**BUDGET HIGHLIGHTS**

- Major operating expenses: - Approved.
  - Line Clearing and Maintenance Service, \$150,000
  - Line repairs, \$270,000
- Capital Outlay: (@ 303-803) – Approved.
  - Communication Equipment- Radio system upgrades for mobiles and SCADA, \$50,000
  - Machinery and Equipment- EZ Hauler 2500, EZ Hauler Trailer, Radar Cable fault locator, Servisavor, \$75,000
  - Distribution System- System Maintenance, Hobson Substation, \$800,00
  - System additions- System expansion for new subdivisions, \$600,000

**PERSONNEL SUMMARY**

JOB TITLE	2					ANNUAL SALARY		
	AD					MIN	MID	MAX
Utility Supt/Elec Dist					14	39,398	51,409	63,434
Utility Supervisor	1	1	1	1	62	28,061	37,775	47,488
Mtr Ctrl's Substn Tech	1	1	0	0	61	25,568	34,190	42,826
Op. Supv-Elec Dist	4	3	4	4	61	25,568	34,190	42,826
Engineering Tech/E. Dist	1	1	2	2	60	23,348	31,022	38,697
Sr. Lineman	3	2	3	3	59	21,737	28,231	35,074
Lineman	4	2	4	4	56	16,725	21,621	26,529
TOTAL	15	11	15	15				



**300 – 306 UTILITIES DEPARTMENT**  
**301 – 806 GAS DISTRIBUTION**

<b>MISSION STATEMENT</b>	<b>GOALS AND OBJECTIVES</b>	<b>PERFORMANCE MEASURES</b>
<p>To manage the natural gas supply portfolio for minimum total supply cost, and to distribute the supply to connected customers safely, efficiently, and reliably with a focus on customer service satisfaction. The natural gas service is provided to approximately 14,000 customers throughout the corporate limits, in adjacent urban areas and in communities along the Bayou Dularge, Bayou Black, and Little Bayou Black arteries. Kock Gateway Pipeline and several wells located within the service area supplement the predominant system supply, through the Louisiana Intrastate Gas and pipeline system.</p>	<p>Continue replacement of cast iron main and service lines.</p> <p>Maintain adherence to regular inspection schedules for leak detection, cathodic protection, and regulator stations and key valve functionality.</p> <p>Maintain and expand customer and contractor risk awareness programs.</p> <p>Develop GIS system for tracking location and nature of system repairs and evaluate need for other component replacement programs.</p> <p>Develop gas supply curtailment plan.</p> <p>Implement Operator Qualification program.</p>	<p>Infrastructure improvements completed to Cast Iron Replacement Program Phase VI (Ziegler).</p> <p>Initiated construction of Cast Iron Replacement Program Phase VII (Magnolia).</p> <p>Completed Highway 311 gas mainline replacement and regulator station upgrade.</p> <p>Initiated construction of Oak Forest gas line improvements in Gibson area.</p> <p>Completed engineering and initiated bidding of St. Charles Street high-pressure gas line relocation.</p> <p>Evaluated alternatives and selected program for federally mandated operator qualification and training.</p> <p>Instituted energy cost stabilization program to mitigate fluctuations.</p>

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	554,844	688,445	659,938	707,921	707,921
Supplies and Materials	64,299	95,150	86,945	98,100	98,100
Other Services and Charges	195,812	199,272	199,106	182,072	182,072
Repair and Maintenance	250,502	283,000	232,961	293,000	293,000
Energy Purchases	12,142,215	7,500,000	10,500,000	10,000,000	10,000,000
Capital Outlay (Depreciation)	476,854	400,000	400,103	434,000	434,000
<b>TOTAL EXPENSES</b>	<b>13,684,526</b>	<b>9,165,867</b>	<b>12,079,053</b>	<b>11,715,093</b>	<b>11,715,093</b>
<p>% CHANGE OVER PRIOR YEAR EXCLUDING ENERGY PURCHASES AND CAPITAL OUTLAY</p>					1.20%

**300 – 306 UTILITIES DEPARTMENT**  
**301 – 806 GAS DISTRIBUTION**

**BUDGET HIGHLIGHTS**

- Natural gas purchases, \$10,000,000 (an increase of \$2,500,000 or 33%), Approved.
- Capital Outlay: (@ 303 – 806) – Approved.
  - Two replacement trucks, \$40,000
  - Miscellaneous machinery and equipment, \$2,000
  - Instruments, \$34,000
  - Distribution system, \$600,000
  - System additions, \$100,000
  - Cast Iron replacements, \$900,000
  - Radio upgrades, \$50,000

**PERSONNEL SUMMARY**

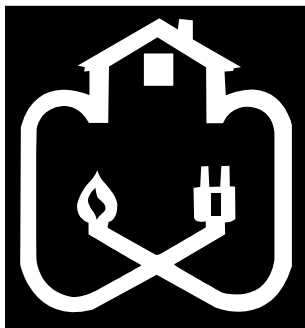
	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Utility Supt./Gas	1	0	1	1	13	35,710	46,423	57,136
Utility Supervisor	2	2	2	2	62	28,061	37,775	47,488
Engineering Analyst	2	2	2	2	61	25,568	34,190	42,826
Foreman III	2	2	2	2	59	21,737	28,231	35,074
Sr Util. Svc. Worker-Gas	5	5	5	5	59	21,737	28,231	35,074
Laborer III / General	7	5	7	7	56	16,725	21,621	26,529
TOTAL	<u>19</u>	<u>16</u>	<u>19</u>	<u>19</u>				



**300 – 306 UTILITIES DEPARTMENT  
301 – 807 UTILITY ADMINISTRATION**

**MISSION STATEMENT**

To provide continuous guidance, support, and counsel to the department management team so as to maximize overall efficiency and ensure uniform observance of general administrative guidelines.



**GOALS AND OBJECTIVES**

To develop a structured magnetic media library of management information and databases.

Develop and implement additional Geographic Information System (GIS) applications on a cost/benefit priority basis.

Continued conversion of records, maps and drawings to magnetic media.

Expansion of the work order system to enhance reporting capabilities and interaction with inventory controls.

Evaluate conversion to FERC system of utility accounts in coordination with Department of Finance.

**PERFORMANCE MEASURES**

Integrated Solid Waste and Wastewater divisions into existing department organization.

Designated first level staff position focusing on coordination of department safety and environmental compliance issuers.

Enhanced computerized work order system to standardize reporting.

Implemented GIS systems as primary electric and gas system mapping resource.

Conducted GIS inventory of solid waste service locations in connection with collection contract management.

Initiated development of databases for continuous monitoring of solid waste service locations, trash toters and trash pick-ups.

Developed and implemented fuel and energy cost stabilization.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	582,394	573,062	526,725	599,626	599,626
Supplies and Materials	31,758	56,050	32,942	61,250	61,250
Other Services and Charges	233,102	299,187	265,779	303,531	303,531
Repair and Maintenance	13,125	16,000	10,510	14,500	14,500
Allocated Expenditures	417,997	1,549,000	1,556,484	1,561,158	1,561,158
Capital Outlay (Depreciation)	58,826	70,000	70,000	60,000	60,000
<b>TOTAL EXPENSES</b>	<b>1,337,202</b>	<b>2,563,299</b>	<b>2,462,440</b>	<b>2,600,065</b>	<b>2,600,065</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					3.66%

**300 – 306 UTILITIES DEPARTMENT**  
**301 – 807 UTILITY ADMINISTRATION**

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**BUDGET HIGHLIGHTS**

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- Increase in cost to this department:
  - Allocated expenses of the Customer Service Division, (\$1,025,000) and the Centralized Fleet Maintenance Division, (\$80,000). In prior years, these two divisions were accounted for in the Utility Fund. Since they have been transferred to other funds in 2001, it is necessary to budget the proportionate share of their cost to the Utility Administration Department as an allocated expense, Approved.
- Capital Outlay: (@ 303 – 807) – Approved.
  - Site and building improvements, \$20,000
  - Communication equipment, \$15,000
  - Upgrade computer equipment, \$30,000

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Utilities Director	1	1	1	1	29	55,863	73,186	90,495
Assoc. Util. Director	2	1	2	2	15	43,592	57,110	70,615
Administrative Assistant	1	1	1	1	12	32,464	42,046	51,617
Environmental Specialist	1	1	1	1	11	29,620	38,203	46,800
Util. GIS & Records Mgr	1	1	1	1	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	3	3	3	3	57	18,089	23,568	29,035
Drafter II	1	1	1	1	55	15,479	19,894	24,295
Dispatcher/Utilities	2	1	2	2	55	15,479	19,894	24,295
TOTAL	13	11	13	13				



**300 – 306 UTILITIES DEPARTMENT**  
**306 – 808 G.I.S. MAPPING SYSTEM**

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**MISSION STATEMENT**

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To provide a central system of integrated graphical and statistical data for participating agencies of the parish to effectively manage physical assets and geographically dependent data. This department has immediate access to the entire mapping system to accurately position their utility poles, transformers, lines, etc. Also can be used in determining and acquiring properties and right of ways for installation of new lines, etc.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	15,219	16,800	16,800	16,800	16,800
Supplies and Materials	0	7,800	3,900	20,000	20,000
Other Services and Charges	18,391	57,200	21,863	50,200	50,200
Allocated Expenditures	(33,610)	0	0	0	0
<b>TOTAL EXPENSES</b>	<u>0</u>	<u>81,800</u>	<u>42,563</u>	<u>87,000</u>	<u>87,000</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					6.36%

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**BUDGET HIGHLIGHTS**

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- No significant changes.

## 310 & 311 POLLUTION CONTROL

### MISSION STATEMENT

The Pollution Control Division provides wastewater utility service to the residents of Terrebonne Parish in the most cost effective and efficient manner possible, and collects, transports, and treats the wastewater discharges of connected customers in an efficient, effective, and environmentally responsible manner. Wastewater services are provided to approximately 24,000 locations through gravity and forced main collection systems, connected through a network of holding basins to two major treatment facilities located north and south of the city. The service area is concentrated in and around the urban area. However, other areas are serviced by isolated community collection and treatment works, operated and maintained by the department.

### GOALS AND OBJECTIVES

To reduce system infiltration so as to minimize associated pumping and treatment cost.

To minimize sanitary sewer overflows (SSO) and resultant non-compliant discharges (NCD).

To maximize plant efficiency by minimizing chemical consumption and electrical power requirements.

Identify and manage or isolate sources of excess odor emissions from collection and treatment systems.

To evaluate and implement cost effective measures of system expansions to new and existing unserved areas while maximizing utilization of available excess treatment capacity.

To evaluate and implement cost reduction and revenue enhancement measures sufficient to establish and maintain sound financial status.

Rehabilitate aging and dysfunctional lift stations at Highland and Duet locations.

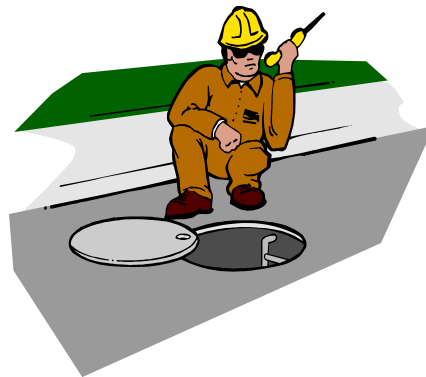
### PERFORMANCE MEASURES

Implemented sanitary sewer rehabilitation program utilizing trench less technology.

Constructed Gibson/Jarvis community sewers in conjunction with CDBG program.

Constructed Clinton St. community sewers in conjunction with CDBG program.

Extended or initiated extension of collection systems along East Park, Calloway Road, and Thunderbird Road, and St. Charles St.



## 310 & 311 POLLUTION CONTROL

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	19,062	0	977	0	0
Charges for Services	6,902	0	109,927	0	0
Miscellaneous Revenue	528,857	200,000	204,160	230,000	230,000
Utility Revenue	3,871,505	4,247,400	4,056,980	4,380,400	4,380,400
Other Revenue	1,996	0	1,286	0	0
Operating Transfers In	<u>734,742</u>	<u>584,105</u>	<u>584,105</u>	<u>554,146</u>	<u>554,146</u>
<b>TOTAL REVENUES</b>	<u><b>5,163,064</b></u>	<u><b>5,031,505</b></u>	<u><b>4,957,435</b></u>	<u><b>5,164,546</b></u>	<u><b>5,164,546</b></u>
<b>EXPENSES:</b>					
General -Other	10,462	3,000	11,640	6,055	6,055
Sewerage Collection	1,523,776	1,912,392	1,824,363	2,081,319	2,081,319
Treatment Plant	1,725,117	1,921,806	1,914,289	2,120,749	2,120,749
EPA Grant Administration	157,761	240,241	197,962	261,222	261,222
Sewerage Capital Add'tn	193,888	80,500	190,000	195,000	195,000
Operating Transfers Out	<u>734,742</u>	<u>584,105</u>	<u>584,105</u>	<u>525,646</u>	<u>525,646</u>
<b>TOTAL EXPENSES</b>	<u><b>4,345,746</b></u>	<u><b>4,742,044</b></u>	<u><b>4,722,359</b></u>	<u><b>5,189,991</b></u>	<u><b>5,189,991</b></u>
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>	817,318	289,461	235,076	(25,445)	(25,445)
RETAINED EARNINGS, JANUARY 1	750,150	1,567,468	1,567,468	1,802,544	1,802,544
RETAINED EARNINGS, DECEMBER 31	1,567,468	1,856,929	1,802,544	1,777,099	1,777,099

## BUDGET HIGHLIGHTS

- Sewer rates were increased by Ordinance No. 5999, which allows for an increase of 11 cents per 1,000 gallons of water per year starting January 1, 2000 until January 1, 2003. Both city and rural area revenue for fiscal year 2002 projected - \$4,298,000

**310 & 311 POLLUTION CONTROL  
310 – 431 SEWERAGE COLLECTION**

**MISSION STATEMENT**

The Sewerage Collection Division is responsible for operation, maintenance and repair of all wastewater collection and transport facilities, including 157 pumping stations, 7 holding basins, approximately 220 miles of collector lines, 50 miles of force main transport lines and 4,850 manholes.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	434,426	614,672	536,635	686,538	686,538
Supplies and Materials	58,667	85,600	69,860	84,600	84,600
Other Services and Charges	578,998	622,120	653,573	709,181	709,181
Repair and Maintenance	176,504	211,500	205,795	250,000	250,000
Allocated Expenditures	179,903	223,000	203,000	221,000	221,000
Capital Outlay (Depreciation)	<u>95,278</u>	<u>155,500</u>	<u>155,500</u>	<u>130,000</u>	<u>130,000</u>
<b>TOTAL EXPENSES</b>	<u><u>1,523,776</u></u>	<u><u>1,912,392</u></u>	<u><u>1,824,363</u></u>	<u><u>2,081,319</u></u>	<u><u>2,081,319</u></u>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>12.81%</b>

**BUDGET HIGHLIGHTS**

- Major Expenditures:
  - Utility cost, \$435,000
  - 2.25% Collection Fee of all sewerage revenue collected by Consolidated Waterworks, \$90,000.
  - Requesting reclassification of position, Pump Station Operator (Level 56) to Senior Pump Station Operator (Level 59), Approved.
- Capital Outlay:
  - No new Capital Outlay

**310 & 311 POLLUTION CONTROL  
310 – 431 SEWERAGE COLLECTION**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Sewerage Supt / Collect.	1	1	1	1	14	39,398	51,409	63,434
Asst. Sewerage Supt.	1	1	1	1	11	29,620	38,203	46,800
Field Supv-Pump Station	1	1	1	1	59	21,737	28,231	35,074
Electrician IV	1	1	1	1	59	21,737	28,231	35,074
Equipment Operator IV	1	1	1	1	59	21,737	28,231	35,074
Sr. Pump Stn. Operator	2	2	3	3	59	21,737	28,231	35,074
Equipment Operator III	1	1	1	1	58	19,647	25,763	31,879
Crew Leader-Poll. Ctrl.	2	2	2	2	58	19,647	25,763	31,879
Line Maint. Operator	1	1	1	1	57	18,089	23,568	29,035
Pump Station Operator	3	3	2	2	56	16,725	21,621	26,529
Laborer II / General	2	2	2	2	55	15,479	19,894	24,295
Jr. Pump Station Operator	1	1	1	1	54	14,375	18,349	22,322
Electrician I	1	1	1	1	53	13,388	16,972	20,556
TOTAL	<u>18</u>	<u>18</u>	<u>18</u>	<u>18</u>				

**310 & 311 POLLUTION CONTROL  
310 – 432 TREATMENT PLANT**

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**MISSION STATEMENT**

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The Sewerage Treatment Plant is responsible for operation, maintenance and repair of all wastewater treatment facilities including 2 major and 9 minor wastewater treatment plants; management of wastewater laboratory and ensuring compliance with discharge permit monitoring and reporting requirements.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	622,827	681,931	638,690	742,702	742,702
Supplies & Materials	157,087	186,125	189,781	201,349	201,349
Other Services and Charges	486,770	541,150	589,733	645,598	645,598
Repair & Maintenance	125,040	187,600	171,085	196,100	196,100
Capital Outlay (Depreciation)	<u>333,393</u>	<u>325,000</u>	<u>325,000</u>	<u>335,000</u>	<u>335,000</u>
<b>TOTAL EXPENSES</b>	<u><u>1,725,117</u></u>	<u><u>1,921,806</u></u>	<u><u>1,914,289</u></u>	<u><u>2,120,749</u></u>	<u><u>2,120,749</u></u>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					11.83%

**BUDGET HIGHLIGHTS**

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- Major Expenditures:
  - Chemical purchases, \$115,500
  - Treatment Plant utility cost, \$505,000
  - Various plant repairs, \$125,000
- No new Capital Outlay
  - Utility Vehicle (#727) transferred from Utilities Administration
  - Utility Trailer (#929) transferred from Electric Distribution



**310 & 311 POLLUTION CONTROL  
310 – 432 TREATMENT PLANT**

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**PERSONNEL SUMMARY**

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Sewerage Supt/Treatment	1	1	1	1	14	39,398	51,409	63,434
Chemist / Lab Supervisor	1	1	1	1	11	29,620	38,203	46,800
Asst. Sewerage Supt.	1	1	1	1	11	29,620	38,203	46,800
Electrician IV	1	1	1	1	59	21,737	28,231	35,074
Sr. Equipment Mechanic	1	1	1	1	59	21,737	28,231	35,074
Treatment Plant Oper. IV	6	6	6	6	59	21,737	28,231	35,074
Lab Technician	2	2	2	2	56	16,725	21,621	26,529
Treatment Plant Oper I	4	4	4	4	54	14,375	18,349	22,322
Mechanic I	2	2	2	2	54	14,375	18,349	22,322
Electrician I	1	1	1	1	53	13,388	16,972	20,556
TOTAL	20	20	20	20				

**310 & 311 POLLUTION CONTROL**  
**310 – 433 POLLUTION CONTROL ADMINISTRATION**

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**MISSION STATEMENT**

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The EPA Grant Administration is responsible for all administrative functions of the Pollution Control Division and management of telemetry, GIS and mapping system.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	148,103	229,791	182,485	250,207	250,207
Supplies and Materials	1,268	1,650	1,645	1,650	1,650
Other Services and Charges	8,365	7,850	12,882	8,415	8,415
Repair and Maintenance	25	950	950	950	950
<b>TOTAL EXPENSES</b>	<u>157,761</u>	<u>240,241</u>	<u>197,962</u>	<u>261,222</u>	<u>261,222</u>
<b>% CHANGE OVER PRIOR YEAR</b>					8.73%

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**BUDGET HIGHLIGHTS**

- No significant changes.

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**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Pollution Control Admin.	1	1	1	1	15	43,592	57,110	70,615
Office Manager	1	1	1	1	12	32,464	42,046	51,617
Environmental Analyst	1	1	1	1	11	29,620	38,203	46,800
Eng. Tech/Comp Sys Maint	1	1	1	1	61	25,568	34,190	42,826
Clerk V	1	1	1	1	59	21,737	28,231	35,074
<b>TOTAL</b>	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>				



**310 & 311 POLLUTION CONTROL  
311 – 434 SEWERAGE CAPITAL ADDITIONS**

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Capital Outlay (Depreciation)	<u>193,888</u>	<u>80,500</u>	<u>190,000</u>	<u>195,000</u>	<u>195,000</u>
TOTAL EXPENSES	<u>193,888</u>	<u>80,500</u>	<u>190,000</u>	<u>195,000</u>	<u>195,000</u>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					0.00%

**BUDGET HIGHLIGHTS**

- Sewerage Collection Replacement Capital: - Approved.
  - Two GIS Workstation computers, \$10,000
  - Four computers, \$13,000
  - One Laptop computer, \$3,500
  - Two 2-way Radios, \$17,000
  - One copy machine, \$8,000
- Sewerage Treatment Replacement Capital: - Approved.
  - Two Service water pumps at North Treatment Plant, \$6,600
  - Two motors for Aerators at North Treatment Plant, \$9,356
  - One Sludge Pump, P-22 at North Treatment Plant, 12,996

## 385 CIVIC CENTER

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### MISSION STATEMENT

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The mission of the Houma-Terrebonne Civic Center is to provide cultural enrichment, diverse entertainment and a public forum while maintaining a safe and clean facility. This mission is to be accomplished through innovative management, fiscal responsibility, aggressive marketing and a superior customer service department. These strategies will promote civic pride, integrity and a sense of community for employees and clients. The Houma-Terrebonne Civic Center is a multipurpose facility that is uniquely designed to hold events ranging from conventions, seminars, trade shows, consumer and family shows, concerts and banquets to performing arts, community events, festivals, exhibitions, graduations and religious services. The facility is 100,000 total square feet. This department is composed of, three divisions: Marketing, Operations and Business Management and has a current staff of 16. The Civic Center opened on January 6, 1999 and the cost of construction was \$18.1 million.

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### GOALS AND OBJECTIVES

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To position the Civic Center as an economic impact catalyst, both directly and indirectly, by generating sales taxes, part-time jobs, and event related dollars spent in the community.

To promote Civic Center services and Parish-Wide attractions, hotels, and restaurants.

To continue expansion of the Civic Center's sports market, including efforts to attract SEC College basketball games, to increase bookings and generate additional revenue.

To increase food and beverage revenue and to increase facility revenue, decrease expenses, and reduce facility subsidy.

To continue to maintain an image of a performing arts complex and cultivate new promoter interest in the facility.

To attend national conferences and seminars to make HTCC visible to the national entertainment/convention industry and obtain education of and contacts within this industry.

To create additional media extensions, publicity and promotion for the Houma-Terrebonne Civic Center.

To inform the community about HTCC and its events through a regularly published newsletter, maintenance of the outdoor marquee, and placement of event schedules in print publications.

Assist the Parish Economic Development Department in attracting a hotel property on the Civic Center site.

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### PERFORMANCE MEASURES

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The Houma-Terrebonne Civic Center has been fully operational for nearly three years with an aggressive event filled calendar. Since opening, the facility has hosted 399 event days attracting over 600,000 guests.

Beginning with the 2002 fiscal year, the Houma-Terrebonne Civic Center will operate food and beverage services as an in-house operation. This change in the operation should allow for increased revenue, premium products, service and perception.



## 385 CIVIC CENTER

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	90,484	75,000	88,000	88,000	88,000
Intergovernmental	1,866	0	0	0	0
Charges for Services	379,061	342,000	342,164	426,000	426,000
Miscellaneous Revenue	24,817	35,000	20,444	20,000	20,000
Transfers In	520,000	868,005	888,079	868,000	868,000
<b>TOTAL REVENUES</b>	<b>1,016,228</b>	<b>1,320,005</b>	<b>1,338,687</b>	<b>1,402,000</b>	<b>1,402,000</b>
<b>EXPENSES:</b>					
Personal Services	501,565	590,273	595,381	722,940	722,940
Supplies & Materials	78,617	74,900	76,252	83,200	83,200
Other Services & Charges	509,937	434,770	443,778	474,513	474,513
Repair & Maintenance	7,009	74,508	75,405	33,500	33,500
Allocated Expenditures	42,256	68,500	56,809	54,270	54,270
Capital Outlay (Depreciation)	81,658	97,128	97,128	92,446	92,446
<b>TOTAL EXPENSES:</b>	<b>1,221,042</b>	<b>1,340,079</b>	<b>1,344,753</b>	<b>1,460,869</b>	<b>1,460,869</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					11.90%
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>					
	(204,814)	(20,074)	(6,06)	(58,869)	(58,869)
RETAINED EARNINGS, JANUARY 1	596,138	391,324	391,324	385,258	385,258
RETAINED EARNINGS, DECEMBER 31	391,324	371,250	385,258	326,389	326,389

## BUDGET HIGHLIGHTS

- Receives a special dedicated Hotel/Motel Tax, 2002 projected - \$88,000.
- Self generated revenue from facility use rentals, marketing, celebrity promotions, and food and beverage sales are projected for 2002, \$426,000.
- General Fund supplements the Civic Center; 2002 is projected to be \$868,000, (same as prior year).
- To reclass the positions of Operating Supervisor (Level 60 to Level 10) and the Electrician/Eng. Foreman, (Level 59 to Level 10), Approved.
- In a reorganization of food and beverage area, it was adopted during 2001 to include a Food and Beverage Chef and Assistant. This would include the elimination the contract for Food and Beverage and operate in-house.
- Kitchen supplies, \$10,000, (new).
- Operating Capital: - Approved.
  - Replacement of 2 computers, \$5,000 and purchase 1 Laptop, \$ 3,250 for a total of \$8,250.
  - Computer Communication T-1 Line, \$6,500
  - Condiment Carts, \$2,150
  - Payphones, \$1,000

## 385 CIVIC CENTER

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### PERSONNEL SUMMARY

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JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Convention Ctr. Director	1	1	1	1	28	48,942	63,746	78,549
Sales & Marketing Mgr.	1	1	1	1	26	37,671	48,501	59,330
Business Manager	1	1	1	1	25	33,178	42,475	51,760
Event Services Manager	1	1	1	1	25	33,178	42,475	51,760
Food & Beverage Chef	1	1	1	1	25	33,178	42,475	51,760
Food & Beverage Assistant	1	1	1	1	10	27,100	34,827	42,553
Booking & Contracts Coord.	1	1	1	1	10	27,100	34,827	42,553
Event Coordinator	1	1	1	1	10	27,100	34,827	42,553
Box Office Supervisor	1	1	1	1	10	27,100	34,827	42,553
Operations Supervisor	0	0	0	1	10	27,100	34,827	42,553
Electrician/Eng Foreman	0	0	0	1	10	27,100	34,827	42,553
Operations Supervisor	1	1	1	0	60	23,348	31,022	38,697
Electrician/Eng Foreman	1	1	1	0	59	21,737	28,231	35,074
Custodial/Conv. Foreman	1	1	1	1	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk I	1	1	1	1	53	13,388	16,972	20,556
Custodian	4	4	4	4	52	12,505	15,739	18,972
<b>TOTAL FULL-TIME</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>				
Ticket Seller	1	1	1	1	55	7,739	9,947	12,148
<b>TOTAL PART-TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				
<b>TOTAL</b>	<b>19</b>	<b>19</b>	<b>19</b>	<b>19</b>				

## 354 & 357 RISK MANAGEMENT

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### MISSION STATEMENT

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Terrebonne Parish retains self-insurance for general liability, auto liability, worker's compensation, employee group health benefits and property insurance at the highest practical level. This department is responsible for an organized and aggressive loss control program, safety management, and accident/injury prevention program. The present Benefit Package includes; Medical, Dental, Prescription Card, Short Term Disability, Long Term Disability and Life Insurance. The Parish also has voluntary coverage for Vision, Accidental Death and Term Life. The Parish presently has a cafeteria plan (Section 125). The Risk Management division works to reduce liabilities and protect parish assets and employees through the maintenance of healthy and safe working conditions, safety and prevention training for the reduction of workers compensation and auto/general liability claims, effective processing and investigation of medical and suit claims, and compliance with OSHA regulations.

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### GOALS AND OBJECTIVES

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To reduce accidents and Workman's Compensation claims.

To implement effective safety awareness and training programs to comply with OSHA and other safety regulations.

To initiate required training programs to improve parish safety standards in areas of hazardous chemical and other specialized skills through the EPA auditor, Houma Fire Department, and defensive driving instructors.

To develop a Safety Liaison Team with representatives from each department to assist in job coaching. Monitor critical training issues to promote the safety of all employees.

To continue and improve the Safety Awards Program.

To initiate proactive program to put injured workers back to work through a "light duty" –training program.

To monitor current programs and vendor information concerning market forecasts to enhance decision-making.

To evaluate the current group benefits package in accordance with the current rise in health care costs.

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### PERFORMANCE MEASURES

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Conducted Drug & Alcohol Supervisory training program, facilitated by MMSI and the Drug Task Force agents.

Implemented a new PPE Safety Awareness Training program.

Conducted safety inspections to assure proper regulations and adequate training are in place.

Establish in-house defensive driving program for employees driving Parish Vehicles.

Revised Safety Awards program to meet the newly implemented standards and training programs.

In process of implementing a "Return-to-work" policy through job related training programs designed to reduce loss time.

Introduced mandatory Defensive Driving class for employees driving parish vehicles involved in accidents.

The Risk Management Department in conjunction with the Parish Attorney's Office has approached claims handling in a very aggressive manner in an attempt to settle the claims in which Terrebonne Parish Consolidated Government is liable and defending the claims which the Parish is not. This approach has reduced the amount of pending files in litigation and open unrepresented claims, thus reducing the bottom line.

## 354 & 357 RISK MANAGEMENT

### INSURANCE CONTROL FUND (354)

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	(195,685)	0	0	0	0
Charges for Services	3,668,614	3,685,100	4,191,105	3,798,500	3,798,500
Miscellaneous Revenue	268,885	70,000	213,547	197,000	197,000
Other Revenue	239,329	0	48,363	0	0
<b>TOTAL REVENUES</b>	<b>3,981,143</b>	<b>3,755,100</b>	<b>4,453,015</b>	<b>3,995,500</b>	<b>3,995,500</b>
<b>EXPENSES:</b>					
Personal Services	293,827	326,415	354,282	374,125	374,125
Supplies & Materials	25,579	29,350	36,837	40,350	40,350
Other Services & Charges	2,728,591	2,700,186	4,270,101	4,529,946	4,529,946
Repair & Maintenance	1,011	7,700	10,856	2,700	2,700
General - Other	3,455	0	993	0	0
Allocated Expenditures	46,786	63,500	49,400	53,600	53,600
Capital Outlay (Depreciation)	5,998	4,500	4,650	6,706	6,706
<b>TOTAL EXPENSES</b>	<b>3,105,247</b>	<b>3,131,651</b>	<b>4,727,119</b>	<b>5,007,427</b>	<b>5,007,427</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					61.48%
INCREASE (DECREASE) TO RETAINED EARNINGS	875,896	623,449	(274,104)	(1,011,927)	(1,011,927)
RETAINED EARNINGS, JANUARY 1	555,184	1,431,080	1,431,080	1,156,976	1,156,976
RETAINED EARNINGS, DECEMBER 31	1,431,080	2,054,529	1,156,976	145,049	145,049

### BUDGET HIGHLIGHTS

- Premium Revenue from departments and user agencies for major self-insured plans: - Approved.
  - Workmen's Compensation, \$1,050,000
  - General Liability, \$1,080,000
  - Vehicle Liability, \$601,000
  - Physical Plan, \$600,000
  - Gas/Electric Liability, \$200,000
- Major Expenditures: - Approved.
  - Premiums for excess of our self-insurance retention:
    - Workmen's Compensation, \$300,000
    - Vehicle Liability, \$145,000

## 354 & 357 RISK MANAGEMENT

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### BUDGET HIGHLIGHTS

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- Physical Plant, \$480,000
- Gas /Electric Liability, \$90,000
- Claims for all coverage, \$3.0 million
- Consultant Fees, \$90,000, includes an additional fee for an independent consultant to assist with our insurance renewals (liability and group/health)
- Actuarial Audit, \$15,000 as required for annual financial reporting.
- Reclassification of Insurance Claims Supervisor from Level 12 to Level 14, Approved.
- Capital Outlay: - Approved.
  - Requesting for two utility wagons, \$37,200, for Adjuster (replacement) and safety coordinator.
  - Requesting for two laptop computers, \$7,000

### Special Notes:

The Parish is exposed to various risks of loss related to general liability, auto liability, and workers' compensation, property and group health benefits. Various suits and claims arising from personal injury and property damage, some for substantial amounts, are pending against the Parish, its insurers and others. In accordance with Statement of Financial Accounting Standards No. 5, the Parish's Internal Service Fund has provided for, in its financial statements, estimated losses from the aforementioned pending suits and claims are based on the estimated ultimate cost of settling the claims, considering the effects of inflation, recent claim settlement trends and other social and economic factors, including the effects of specific incremental claim adjustment expenses, salvage and subrogation. The Parish believes the ultimate settlement costs will not materially exceed the amounts provided for the claims.

Under the Parish's limited risk management program, premiums are paid into the Internal Service Funds by all participating funds and are available to pay claims, claim reserves and administrative costs of the program. The total charge by the Internal Service Funds to the other funds is based on an actuarial method and adjusted over a reasonable period of time so that Internal Service Fund revenues and expenses are approximately equal.

Liabilities are reported when it is probable that a loss has occurred and the amount of the loss can be reasonably estimated. Liabilities include an amount for claims that have been incurred but not reported (IBNRs). The liability for claims and judgments is reported in the Internal Service Funds.

The Parish is self-insured for the first \$500,000 of each claim relating to general liability and employers liability. The Parish is covered under various insurance contracts for the excess liability up to \$1,000,000. Any claim in excess of \$1,000,000 is covered by another insurance contract for the umbrella liability up to \$5,000,000 (subject to a self-insurance retention of \$10,000 if there is no underlying insurance). If a claim or suit is settled or adjudicated for a sum greater than the self-insured retention, the re-insurer will pay claim expenses in the ratio that their liability for the judgment rendered or settlement made bears to the whole amount of such judgment or settlement (inclusive of the applicable self-insured retention). The re-insurer will pay their share of claim expenses in addition to the applicable limits of insurance. Any claims in excess of the \$6,000,000 are to be paid by the Parish. The Parish is self-insured for the first \$500,000 of each wrongful act relating to the public officials and employees liability. The Parish is covered under an insurance contract for the excess liability up to \$6,000,000. Any claims in excess of \$6,000,000 are to be paid by the Parish. The Parish is self-insured for the first \$200,000 of each claim relating to general liability of the Electric and Gas Systems. The Parish is covered under an insurance contract for the excess liability up to \$10,000,000. Any claims in excess of \$10,000,000 are to be paid by the Parish.

The Parish is self-insured for the first \$250,000 of each claim relating to auto insurance. The Parish is covered under an insurance contract for the excess liability up to \$1,000,000 and the umbrella liability up to \$5,000,000 (subject to a self insurance retention of \$10,000 if there is no underlying insurance). If a claim or suit is settled or adjudicated for a sum greater than the self-insured retention, the re-insurer will pay claim expenses in the ratio that their liability for the judgment rendered or settlement made bears to the whole amount of such judgment or settlement (inclusive of the applicable self-

## 354 & 357 RISK MANAGEMENT

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### INSURANCE CONTROL FUND (354)

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insured retention). The re-insurer will pay their share of claim expenses in addition to the applicable limits of insurance. Any claims in excess of \$6,000,000 are to be paid by the Parish.

The Parish is self-insured for the first \$300,000 of each claim relating to workers' compensation insurance. The Parish is covered under an insurance contract for the excess liability with policy limits being statutory and the employer's liability being \$1,000,000 and the umbrella liability up to \$5,000,000 (subject to a self insurance retention of \$10,000 if there is no underlying insurance). Any claims in excess of \$6,000,000 are to be paid by the Parish.

The Parish is self-insured for the first \$100,000 of each claim relating to property insurance except for wind/named storm losses which will be one percent (1%) of the value at the time of loss of each separate building or \$500,000 maximum. If two or more deductible amounts in this policy apply to a single occurrence, the total amount to be deducted shall not exceed the largest deductible applicable. The Parish is covered under insurance contracts for the excess liability up to \$100,000,000. Any claims in excess of \$100,000,000 are to be paid by the Parish.

The Parish is self-insured for the first \$50,000 of each claim relating to employment practices liability. The Parish is covered under an insurance contract for the excess liability up to \$1,000,000. Any claims in excess of \$1,000,000 are to be paid by the Parish.

Settled claims have not exceeded the insurance coverage for the excess liability in any of the past three years.



## 354 & 357 RISK MANAGEMENT

### GROUP HEALTH INSURANCE FUND (357)

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Charges for Services	4,907,326	7,000,000	6,921,785	7,208,168	7,208,168
Miscellaneous Revenue	135,587	80,000	118,000	104,720	104,720
Other Revenue	173,874	0	70,000	50,000	50,000
<b>TOTAL REVENUES</b>	<b>5,216,787</b>	<b>7,080,000</b>	<b>7,109,785</b>	<b>7,362,888</b>	<b>7,362,888</b>
<b>EXPENSES:</b>					
Personal Services	6,923,694	6,864,400	6,911,543	7,149,868	7,149,868
Other Services & Charges	540	600	318	600	600
Allocated Expenditures	176,091	232,900	214,622	212,420	212,420
General - Other	1,167	0	1,231	0	0
<b>TOTAL EXPENSES</b>	<b>7,101,492</b>	<b>7,097,900</b>	<b>7,127,714</b>	<b>7,362,888</b>	<b>7,362,888</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					4.16%
INCREASE (DECREASE) TO RETAINED EARNINGS	(1,884,705)	(17,900)	(17,929)	0	0
RETAINED EARNINGS, JANUARY 1	1,902,634	17,929	17,929	0	0
RETAINED EARNINGS, DECEMBER 31	17,929	29	0	0	0

### BUDGET HIGHLIGHTS

- Premium Revenue, \$7.2 million
- Major expenditures: - Approved.
  - Premiums for excess liability, \$852,528
  - Administrative Fees, \$175,000
  - Claims, \$6,110,000
- The Parish is self-insured for the first \$125,000 of each claim relating to group health insurance. The Parish is covered under an insurance contract (at an annual cost of \$475,000) for the excess liability up to \$1,000,000 on individual claims. Each covered employee is subject to a lifetime maximum claims limit of \$1,000,000.

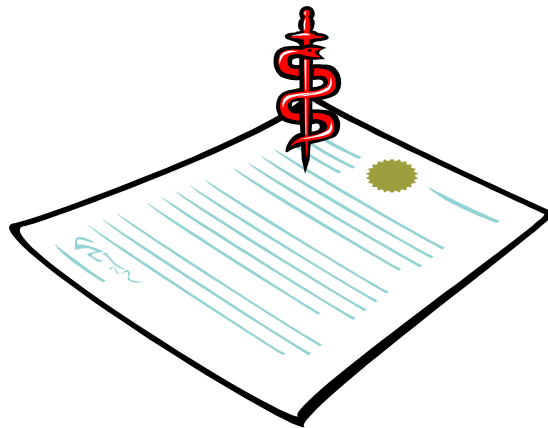
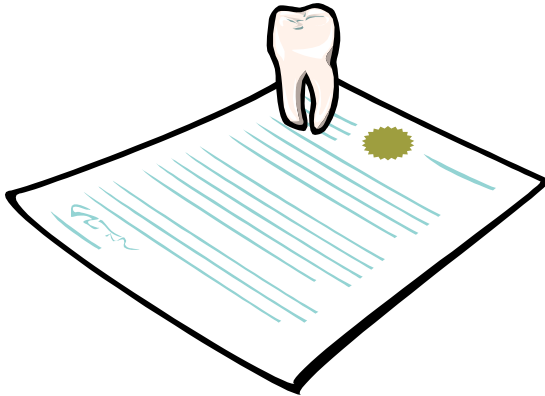
### Special Notes:

The Parish is self-insured for the first \$125,000 of each claim relating to group health insurance. The aggregate deductible for all group claims relating to group insurance for 2000 was \$7,809,820. The Parish is covered under an insurance contract for the excess liability up to \$1,000,000 on individual claims. Each covered employee is subject to a lifetime maximum claims limit of \$1,000,000.

## 354 & 357 RISK MANAGEMENT

### PERSONNEL SUMMARY

JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Insurance/Claims Super.	0	1	1	1	14	39,398	51,409	63,434
Claims Adjuster	3	2	2	2	12	32,464	42,046	51,617
Safety & Claims Coord.	1	1	1	1	11	29,620	38,203	46,800
Clerk V	1	1	1	1	59	21,737	28,231	35,074
Benefits Technician	1	1	1	1	59	21,737	28,231	35,074
Clerk III-Receptionist	2	2	2	2	56	16,725	21,621	26,529
Claims Technician	1	1	1	1	55	15,479	19,894	24,295
<b>TOTAL FULL-TIME</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>				
Clerk III (Intern)	0	0	1	1	56	8,363	10,811	13,265
<b>TOTAL PART-TIME</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>				
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>10</b>				



## 370 HUMAN RESOURCES

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### MISSION STATEMENT

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The mission for the Department of Human Resources includes the maintenance and enhancement of the work force while maximizing employee productivity. This department manages employee recruitment, orientation, benefit management and retention of 1,000 plus employees. It also handles parish classification and compensation plans, coordination of employee benefits and special needs (such as Family Medical Leave, insurance, and retirement), and compliance with relevant Federal and State employment laws and regulations. The Human Resources Department gives advice and/or interpretation of employment-related matters to all employees concerning the Parish's personnel policies and procedures.



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### GOALS AND OBJECTIVES

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To revise the Human Resources Policy and Procedures Manual to better support administrative changes while implementing new training programs designed to enhance employee skills and productivity.

To continue the progressive hiring and placing of qualified employees through joint screening and interviewing processes designed to improve productivity and employee retention.

To assess and identify key training needs of Parish employees and provide training programs to meet those needs.

To provide skilled training avenues for parish employees in various departments through the joint efforts of the certified instructors in Parish Government fostering teamwork designed to promote a stronger friendlier government.

To introduce a Skills learning Lab Program that will assist employees seeking to improve their job skills for future promotions with the Parish.

To assist all employees with answers to questions regarding all employment-related issues.

To hire a consulting firm for the upgrade of our current compensation plan.

To complete the major upgrades to the Human Resources application through the Department of Information Systems.

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### PERFORMANCE MEASURES

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Designed and implemented the organizational structure necessary to unite Human Resources and Risk Management functions.

Developed and implemented a Management Training Program for managers and supervisors.

Enforced stricter adherence to the Drug Screening Policy through supervisory training and awareness programs.

Implemented a new Orientation Program that fully introduces our Personnel Policy and Safety manuals.

Ran a successful employee United Way Campaign for the year 2001.

Facilitated and monitored a Performance Evaluation plan that resulted in merit increases being authorized by the Parish President.

Reviewed Waters Study to ensure clear job function definitions and pay levels based on industry standards.

Developed a data base system for the Retirement and FMLA programs to better serve those employees.

## 370 HUMAN RESOURCES

### BUDGET HIGHLIGHTS

BUDGET SUMMARY	2000 ACTUAL	2001 BUDGET	2001 PROJECTED	2002 PROPOSED	2002 ADOPTED
<b>REVENUES:</b>					
Charges for Services	273,183	462,030	499,474	452,000	452,000
Miscellaneous Revenue	33,231	11,000	16,104	15,000	15,000
Other Revenue	406	0	0	0	0
<b>TOTAL REVENUES</b>	<b>306,820</b>	<b>473,030</b>	<b>515,578</b>	<b>467,000</b>	<b>467,000</b>
<b>EXPENSES:</b>					
Personal Services	184,421	269,902	272,321	299,564	299,564
Supplies & Materials	19,684	95,350	103,478	21,700	21,700
Other Services & Charges	125,674	86,322	107,163	144,725	144,725
Repair & Maintenance	868	500	699	500	500
Allocated Expenditures	(15,516)	0	0	0	0
Capital Outlay (Depreciation)	10,294	16,612	16,612	20,076	20,076
<b>TOTAL EXPENSES</b>	<b>325,425</b>	<b>468,686</b>	<b>500,273</b>	<b>486,565</b>	<b>486,565</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					3.19%
INCREASE (DECREASE) TO RETAINED EARNINGS	(18,605)	4,344	15,305	(19,565)	(19,565)
RETAINED EARNINGS, JANUARY 1	189,741	171,136	171,136	186,441	186,441
RETAINED EARNINGS, DECEMBER 31	171,136	175,480	186,441	166,876	166,876

- The Human Resources Department is funded by a user charge paid by all department/divisions, which benefit from this service. The charge for 2002 is 2.10% of salaries and wages or \$452,000.
- Major Expenditures: - Approved.
  - Upgrade compensation plan, \$20,000
  - Legal Fees, \$38,408 (increase from \$14,000)
  - Unemployment Claims, \$10,000 (reduced from \$20,000)
- Capital Outlay: - Approved.
  - Requesting four TV/VCR Combination, \$2,000
  - Requesting four Computers, \$7,200
  - Overhead Projector, \$800
  - Elimination of the color copier approved in 2001, <\$45,000> which is not feasible for the government at this time.

## 370 HUMAN RESOURCES

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### PERSONNEL SUMMARY

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Hum.Res./Risk Mngt. Director	1	1	1	1	29	55,863	73,186	90,495
Employ. & Training Mgr.	1	1	1	1	11	29,620	38,203	46,800
Clerk V	1	1	1	1	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	1	1	1	1	57	18,089	23,568	29,035
Clerk III-Receptionist	1	1	1	1	56	16,725	21,621	26,529
Clerk II	2	2	2	2	55	15,479	19,894	24,295
<b>TOTAL FULL-TIME</b>	<b>8</b>	<b>8</b>	<b>8</b>	<b>8</b>				
Clerk II	1	1	1	1	55	7,739	9,947	12,148
<b>TOTAL PART-TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>				



## 380 PURCHASING DEPARTMENT

### MISSION STATEMENT

The Purchasing Division of the Finance Department procures supplies, materials, and contractual services for all user agencies of the Terrebonne Parish Consolidated Government, all districts of which the Terrebonne Parish Council is the governing authority, and other departments, commissions, and agencies that may request such services. It is responsible for seeing that all transactions conform to established centralized purchasing procedures and bid laws. Some functions include: scrutinize requisitions; coordinate bids and purchase orders; evaluate bids and recommendations; regulate Council approval of expenditures; and monitor annual contracts.

### GOALS AND OBJECTIVES

The Purchasing Division will strive to complete the purchasing process of requisitions and purchase orders in a timely manner, and to ensure that invoices will be paid more timely.

To add an additional Bid Coordinator because of the increase in the number of bids being processed. As the Parish grows healthy and strong, capital expenditures requiring specialized bid coordination have increased.

To provide support to each department in efficient managing, controlling and planning their available resources to meet present and future procurement needs.

A future goal is to update our web site with further information to allow vendors the opportunity to request to become a vendor with Terrebonne Parish Consolidated Government. To set up a listing of Bid opening, with more information. Overall to use the web site for more interaction with the public.

To centralize all purchasing authority (including those purchases of less than the decentralized \$500.00 level).

To expand the warehouse Division to offer additional bulk buying.

- To standardize "like" items.
- To expand warehouse inventory for repeat items.
- To increase turnover of "stale" inventory.

### PERFORMANCE MEASURES

Year	1998	1999	2000
<b>No. P.O.'s Issued</b>	41,363	44,472	34,941
<b>Value in Million</b>	\$80.5	\$97.7	\$90.5
<b>No. of Sealed Bids</b>	70	69	50
<b>No. of Surplus Bids</b>	11	10	8



## 380 PURCHASING DEPARTMENT

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Charges for Services	431,970	460,000	499,564	740,958	740,958
Miscellaneous Revenue	8,392	2,000	1,400	2,000	2,000
Other Revenue	7	0	0	0	0
<b>TOTAL REVENUES</b>	<b>440,369</b>	<b>462,000</b>	<b>500,964</b>	<b>742,958</b>	<b>742,958</b>
<b>EXPENSES:</b>					
Personal Services	337,021	365,738	382,701	488,374	488,374
Supplies & Materials	15,486	20,500	16,179	22,000	22,000
Other Services & Charges	49,544	50,100	55,608	56,250	56,250
Repair & Maintenance	4,198	5,900	4,332	6,100	6,100
Allocated Expenditures	70,156	54,850	54,850	54,850	54,850
Capital Outlay (Depreciation)	16,323	16,300	18,710	25,706	25,706
<b>TOTAL EXPENSES</b>	<b>492,728</b>	<b>513,388</b>	<b>532,380</b>	<b>653,280</b>	<b>653,280</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					29.51%
INCREASE (DECREASE) TO RETAINED EARNINGS	(52,359)	(51,388)	(31,416)	89,678	89,678
RETAINED EARNINGS, JANUARY 1	230,602	178,243	178,243	146,827	146,827
RETAINED EARNINGS, DECEMBER 31	178,243	126,855	146,827	236,505	236,505

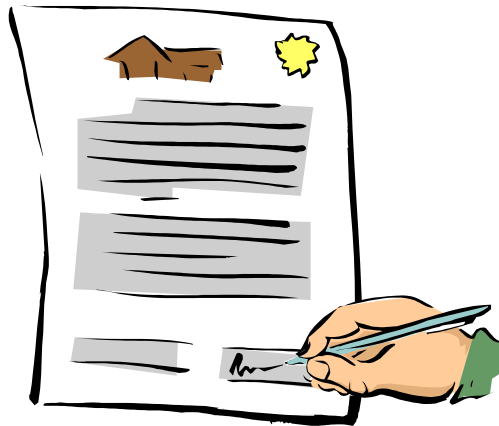
### BUDGET HIGHLIGHTS

- The Purchasing Division is funded by a user charge to all departments that process purchase orders and requisitions. Total revenues projected for 2002, \$740,958.
- Changes in Personnel:
  - Reclassify the position of Senior Buyer (Level 59) to a salaried position (Level 10) – no changes in salary or job duties, not approved.
  - Add Warehouse Manager, (Level 14), Approved.
  - Add Purchasing Buyer, (Level 59), Approved.
  - Eliminate position of Assistant Bid Coordinator (Level 56), Approved.
  - Add one Bid Coordinator (Level 59), Approved.
- Capital Outlay: - Approved.
  - Requesting four PC Complete Stations for imaging project, \$6,000.
  - Concrete Slab for inventory, \$13,000.
  - One small Pick-up Truck (Mail delivery replacement), \$14,500.
  - Major Roof Repair, \$55,000.
  - Forklift, (8,000 lb.), \$35,000.
  - Work station/desk/chair, \$1,000.

## 380 PURCHASING DEPARTMENT

### PERSONNEL SUMMARY

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Purchasing Manager	1	1	1	1	14	39,398	51,409	63,434
Warehouse Manager	0	0	0	1	14	39,398	51,409	63,434
Purchasing Buyer (Clerk V)	1	1	1	2	59	21,737	28,231	35,074
Warehouse Buyer (Clerk V)	1	1	1	1	59	21,737	28,231	35,074
Bid Coordinator	1	1	1	2	59	21,737	28,231	35,074
Purchasing Clerk IV	1	1	1	1	57	18,089	23,568	29,035
Bid Coordinator Asst.	1	1	1	0	56	16,725	21,621	26,529
Purchasing Clerk III	2	1	1	2	56	16,725	21,621	26,529
Warehouse Clerk II	1	2	2	1	55	15,479	19,894	24,295
Warehouse Laborer II	3	3	3	3	55	15,479	19,894	24,295
<b>TOTAL FULL-TIME</b>	<b>12</b>	<b>12</b>	<b>12</b>	<b>14</b>				
Clerk I	1	1	1	1	53	6,694	8,486	10,278
<b>TOTAL PART-TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				
<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>15</b>				





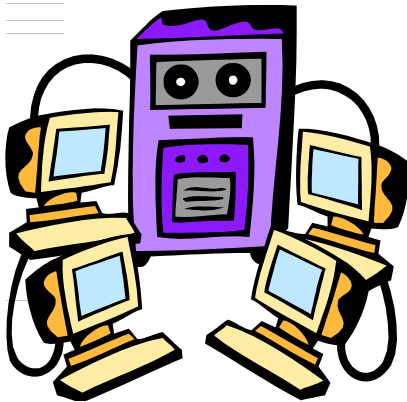
## 390 INFORMATION SYSTEMS

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### MISSION STATEMENT

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The Information Systems Division provides computer related and telecommunications (phones, pagers and radios) support services to parish departments, divisions, and thirty-two other governmental agencies within the parish. Support services provided include consultant, design, application development and maintenance, training, security, Intranet and Internet access, web page development and maintenance, e-mail system, networking, and equipment repairs. Additional services consist of the pricing, ordering, setup, and installation of computer hardware and software and telecommunications equipment. Supported equipment consist of an IBM AS/400, Model 620 Midrange System, 14 network servers, and hundreds of personal computers and peripheral equipment.



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### GOALS AND OBJECTIVES

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Finalize the installation of an imaging system that will incorporate spool file data from the AS/400, personal computer documents and spreadsheets, and incoming documents.

To continue network development while streamlining and optimizing the existing data communications equipment.

Establish a radio system with the capability of reaching all areas of the parish, especially in the event of natural disaster and other emergencies.

Redesign the appearance and navigation method of parish web site, and the addition of e-business capabilities.

Establish computer training for new employees as part of the Human Resources orientation process and software training programs for parish and user agency personnel.

Upgrade AS/400 Midrange Computer System and Uninterruptible Power System.

Continue replacing display terminals with personal computers, which will eventually place all users in network environment.

Design and implement a new payroll and human resources application merging four payroll systems into one application.

Complete the inventory of all computer equipment, software, telephone equipment, pagers, radios, and cellular phones.

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### PERFORMANCE MEASURES

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Major projects performed by Information Systems during the previous year include:

- Connected Government Tower Building and Town Hall Building to parish network system via high-speed data communications phone circuits.
- Completed the installation of data communications equipment to all floors of Government Tower Building.
- Implemented virus scanning of all incoming and outgoing Internet E-Mail.
- Installed new servers for Utilities, Sheriff's Office, and Assessor's Office.
- Connected Assessor's Office and City Garage to parish network system via Fiber Optic Cable.
- Designed and programmed Fire Pre Planning applications for all fire departments (Urban and Volunteer) within the parish.
- Converted Consolidated Waterworks Utility Billing to a new billing system.
- Implemented electronic transmission of Mineral Lease Escrow Data to the State Treasury for Accounting.
- Created inventory tracking systems for computer equipment, software, and telecommunications equipment.
- Designed and implemented Domestic Violence and Stolen Property applications for the Houma Police Department.
- Redesigned and modified Family Medical Leave application and Random Drug Testing selection procedure for Human Resources.
- Designed and implemented Tall Grass Complaint processing for Planning and Zoning.

### 390 INFORMATIONS SYSTEMS

#### PERFORMANCE MEASURES (Continued)

- For Risk Management, a system that electronically files property schedules was designed and implemented.
- Added the following points of interest to the parish internet site:
  - City Court Web Section
  - City Marshall Web Section
  - Proposed Legislation
  - Emergency Information System for Office of Emergency Preparedness
  - Online Photo Tour
  - Terrebonne Parish Consolidated Government 2001 Adopted Budget

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Charges for Services	754,330	997,764	953,460	1,160,000	1,160,000
Miscellaneous Revenue	6,045	2,000	8,000	8,000	8,000
<b>TOTAL REVENUES</b>	<b>760,375</b>	<b>999,764</b>	<b>961,460</b>	<b>1,168,000</b>	<b>1,168,000</b>
<b>EXPENSES:</b>					
Personal Services	499,161	751,593	720,866	880,327	880,327
Supplies & Materials	26,922	39,113	28,314	50,627	50,627
Other Services & Charges	102,233	115,205	111,968	145,986	145,986
Repair & Maintenance	1,621	7,700	3,489	7,450	7,450
Allocated Expenditures	32,858	11,300	11,300	11,300	11,300
Capital Outlay (Depreciation)	52,980	61,000	61,550	68,000	68,000
<b>TOTAL EXPENSES</b>	<b>715,775</b>	<b>985,911</b>	<b>937,487</b>	<b>1,163,690</b>	<b>1,163,690</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					18.69%
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>	<b>44,600</b>	<b>13,853</b>	<b>23,973</b>	<b>4,310</b>	<b>4,310</b>
RETAINED EARNINGS, JANUARY 1	183,371	227,971	227,971	251,944	251,944
RETAINED EARNINGS, DECEMBER 31	227,971	241,824	251,944	256,254	256,254

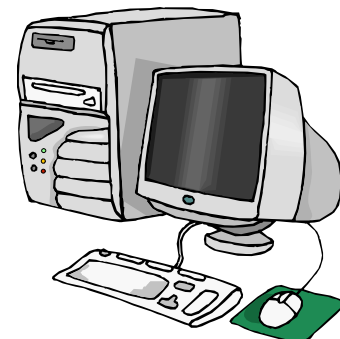
## 390 INFORMATION SYSTEMS

### BUDGET HIGHLIGHTS

- Being an Internal Service Fund, the Information Systems Fund derives revenues from the departments that it services. 2002 Projected user fees, \$1,162,500
- Personnel changes proposed: - Approved.
  - Title change from Network/Systems Administrator to Network Administrator (no level or salary change).
  - Addition of one Assistant Network Administrator (Level 12) with elimination of one Network Technician (Level 60)
  - Addition of a Programmer II position (Level 60)
  - Addition of a Software Instructor (Level 11)
- Capital Outlay: - Approved.
  - Reserve for AS/400 computer upgrade, \$35,000.
  - Cloning Server, \$4,500
  - Personal computers for staff, (8), \$21,000
  - Web Server, \$8,000
  - Personal Computers for training class (6), \$15,000
  - 18 GB Disk Drive for RAID Configuration, \$1,000
- Budget amended for an increase of office supplies by \$2,500 for a total of \$18,203, Approved.

### PERSONNEL SUMMARY

JOB TITLE	2001	2001	2002	2002	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Information Systems Mgr	1	1	1	1	15	43,592	57,110	70,615
Programming Supervisor	1	1	1	1	13	35,710	46,423	57,136
Webmaster	1	1	1	1	13	35,710	46,423	57,136
Network System Admin.	1	1	0	0	12	32,464	42,046	51,617
Network Administrator	0	0	1	1	12	32,464	42,046	51,617
Asst. Network Administrator	0	0	1	1	12	32,464	42,046	51,617
Software Instructor	0	0	1	1	11	29,620	38,203	46,800
Programmer/Analyst	2	1	2	2	11	29,620	38,203	46,800
Systems Analyst	2	2	2	2	11	29,620	38,203	46,800
Systems Specialist	1	1	1	1	11	29,620	38,203	46,800
Communications Specialist	0	1	1	1	10	27,100	34,827	42,553
Programmer II	1	1	2	2	60	23,348	31,022	38,697
Network Technician	3	3	2	2	60	23,348	31,022	38,697
Programmer I	1	2	1	1	59	21,737	28,231	35,074
Clerk III-Receptionist	1	1	1	1	56	16,725	21,621	26,529
<b>TOTAL</b>	<b>15</b>	<b>16</b>	<b>18</b>	<b>18</b>				



## 395 CENTRALIZED FLEET MAINTENANCE

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### MISSION STATEMENT

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The Centralized Fleet Maintenance Division of Public Works was created to utilize all available resources to provide a modern, efficient and structured support system for all departments in the areas of purchasing, service and repair in a timely manner, and proper application, use, and value retention of all Parish owned equipment.

Centralized Fleet Maintenance offers a wide variety of services to all departments and affiliated entities of Terrebonne Parish Consolidated Government. These services include: overseeing and maintaining a wide array of items from filters to tail light bulbs to nuts and bolts and windshield wipers in support of all departments; provide road service and help to coordinate tire services, front end work, glass work and transmission repairs as required by departments; maintain and operate a complete fuel station and dispense all essential fluids; monitor vendor correspondence and are constantly on the lookout for changes and innovation in equipment design and performance that will be of benefit to the Parish and it's various departments in accomplishing their mission; with information provided by our Finance Department we maintain a "recall notice" file on all parish owned equipment and take any and all actions necessary to protect the interest of the parish; and mechanics are on 24 hour call.

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### GOALS AND OBJECTIVES

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The ultimate goal of Centralized Fleet Maintenance is to improve and enhance productivity; improve efficiency; promote safety and provide excellent customer service.

To establish an electronic library of reference material, this electronic resource will be used to locate parts, materials and information and increase the effectiveness of the department and it's personnel.

To establish a car pool. The creation of a car pool would be of benefit to many departments who may have limited or unscheduled needs for transportation such as out of town meetings or training seminars.

To upgrade Parish facilities. We are currently reviewing conditions of the physical plant and carrying all possible improvements within budgetary constraints as well as itemizing needed repairs and/or reassignment of work areas.

To explore opportunities in the area of "farming out" certain functions that may prove cost effective in the long run such as regularly scheduled service.

To establish a safe and secure area for storage of surplus items.

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### PERFORMANCE MEASURES

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The Centralized Fleet Maintenance is currently making use of all electronic resources to maintain records from which data can be extracted and distributed to department heads to aid in management decisions. This is a building process that will take time to become fully implemented.

- Reviewed the Year 2000 manual log of State Inspection (brake tags) conducted and entering this information into the system were able to implement electronic notification 15 days prior to month of expiration.

Reports generated by the system to analyze various needs as they occur are being used for:

- A report was developed at the request of Administration and Risk Management that identifies and isolates license plate numbers that ties in to Unit Numbers and departmental assignments. This aids in locating and identifying vehicles for various reasons including public complaints.
- The ability to print work orders for each individual unit for the responsible department head. This will prove to be an invaluable tool in budgeting, monitoring operating cost and operator performance.
- Working with the Purchasing Department to monitor fuel card usage on all parish owned vehicles.

Reorganized Inventory procedures with the aid and co-operation of the Purchasing Department. In securing and storage of batteries, filters and grease, annual potential savings of over \$30,000 is projected.

## 395 CENTRALIZED FLEET MAINTENANCE

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Charges for Services	0	650,000	579,008	596,569	596,569
Miscellaneous Revenue	0	0	624	100	100
Other Revenue	0	0	2,058	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>650,000</b>	<b>581,690</b>	<b>596,669</b>	<b>596,669</b>
<b>EXPENSES:</b>					
Personal Services	0	426,478	417,893	460,359	460,359
Supplies & Materials	0	29,700	32,535	36,700	36,700
Other Services & Charges	0	76,900	57,229	58,960	58,960
Repair & Maintenance	0	4,250	1,783	8,400	8,400
Allocated Expenditures	0	32,250	32,250	32,250	32,250
Capital Outlay (Depreciation)	0	4,200	4,200	9,270	9,270
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>573,778</b>	<b>545,890</b>	<b>605,939</b>	<b>605,939</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					5.04%
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>					
	0	76,222	35,800	(9,270)	(9,270)
<b>RETAINED EARNINGS, JANUARY 1</b>					
	0	0	0	35,800	35,800
<b>RETAINED EARNINGS, DECEMBER 31</b>					
	0	76,222	35,800	26,530	26,530

### BUDGET HIGHLIGHTS

- Major funding source - \$590,361 of user fees charged to user departments.
- Capital Outlay: - Approved.
  - One Four-Post Lift, \$10,200
  - One 20 foot Floor type Drill Press, \$2,500
- Eliminate one custodian through attrition to utilize janitorial pool services, Approved.
- Upgrade a Clerk II (Level 55) to a Clerk III (Level 56), Approved.

## 395 CENTRALIZED FLEET MAINTENANCE

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### PERSONNEL SUMMARY

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JOB TITLE	2001 ADPT	2001 CUR	2002 PRO	2002 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Fleet Maint. Superintendent	1	1	1	1	12	32,464	42,046	51,617
Operations Supervisor	1	1	1	1	60	23,348	31,022	38,697
Senior Equipment Mechanic	4	4	4	4	59	21,737	28,231	35,074
Fleet Maint. Supervisor	1	1	1	1	58	19,647	25,763	31,879
Clerk III-Receptionist	1	1	2	2	56	16,725	21,621	26,529
Equipment Mechanic	3	3	3	3	56	16,725	21,621	26,529
Clerk II	1	1	0	0	55	15,479	19,894	24,295
Custodian	1	1	0	0	52	12,505	15,739	18,972
<b>TOTAL</b>	<b>13</b>	<b>13</b>	<b>12</b>	<b>12</b>				



## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

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**Bond Trust Fund** - To accumulate funds which the paying agent bank has returned to the Parish Government. These funds are for coupons and bonds which have extended beyond the ten year holding period for the bank.

**Public Safety Pension Debt Service Fund** – In 1998 the City of Houma refinanced their indebtedness to the Municipal Police Employees Retirement System (MPERS) and the Firefighters Retirement System (FRS) of the State of Louisiana. Refinancing issues were \$2,265,000 Refunding Certificates of Indebtedness for the MPERS obligations and \$3,725,000 Taxable Refunding Certificates of Indebtedness for the FRS. The Bonds are secured by and payable solely from a pledge and dedication of the excess of annual revenues of the Issuer above statutory, necessary and usual charges in each of the fiscal years during which the Series 1998 Certificates are outstanding.

**Road and Bridge Bond Sinking Fund** - To provide for the accumulation of monies for the retirement of the \$900,000 1993 Paving Bonds, \$1,600,000 1995A Paving Bonds and \$2,500,000 1996 Paving Bonds. These bonds will be retired from ad valorem tax assessments.

**Capital Improvement Bond Reserve Fund** - To account for \$2,313,833 of bond proceeds from the 1998 \$16,000,000 Public Improvement Bonds, the 1994 \$6,000,000 Civic and Community Center Bonds, and the 2000 \$4,500,000 Public Improvement Bonds. Amounts equal to the highest combined principal and interest requirement in any succeeding calendar year on bonds payable from sales tax revenues are required to be held in reserve.

**Capital Improvement Bond Sinking Fund** - To accumulate monies for payment of the 1994 \$6,000,000 Civic and Community Center Bonds, the 1998 \$16,000,000 Public Improvement Bonds, and the 2000 \$4,500,000 Public Improvement Bonds. Financing is to be provided from an irrevocable pledge and dedication of the Parish's portion of the one percent parishwide sales and use tax and the one-fourth of one percent sales and use tax levied for the Parish.

**Sanitation Bond Sinking Fund** – To accumulate monies for payment of \$9,500,000 General Obligation Bonds. These bonds will be retired from ad valorem tax assessment.

**Parishwide Sewerage Bond Sinking Fund** - To accumulate monies for payment of \$7,000,000 of 1976 Sewer Bonds. The Bonds are to be retired from ad valorem tax assessments. This issue was retired in 1996.

**Parishwide Drainage Bond Sinking Fund** - To provide for the accumulation of monies for the retirement of the 1993 \$1,600,000 Drainage Bonds, \$2,400,000 1995B Drainage Bonds and \$1,000,000 1996 Drainage Bonds. These bonds will be retired from ad valorem tax assessments.

**Parish Jail Bond Sinking Fund** - To accumulate monies for the payment of \$60,000 of General Obligation Bonds of the State of Louisiana. The Parish has contracted with the State of Louisiana to pay the debt service requirements for its share (30%) of a \$200,000 State Bond issue to be used for the preliminary costs of constructing a Parish Jail.

**Road District No. 6 Bond Sinking Fund** - To accumulate monies for the payment of \$850,000 of 1989 Road District No. 6 Bonds. The bonds are to be retired by ad valorem tax assessments from Road District No. 6

**Sewer Improvement and Paving Sinking Funds** - To accumulate monies for the payment of special assessment bonds. These bonds were used to finance public improvements or services deemed to benefit the properties against which the costs are assessed. The costs of the projects are estimated and property owners are assessed their proportionate share, i.e., estimated cost per linear foot times front footage. The property owner either pays the assessment within 60 days or over a 10-year period. Interest is charged on the unpaid assessments usually at rates equal to the interest on the related bonds. Bond principal and interest are paid with the monies provided by payments on the assessments and related interest.

## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	978,785	903,549	1,015,426	1,008,665	1,008,665
Miscellaneous Revenue	275,817	258,274	78,423	201,363	201,363
Operating Transfers In	<u>3,119,301</u>	<u>2,611,335</u>	<u>2,981,137</u>	<u>4,196,274</u>	<u>3,879,483</u>
<b>TOTAL REVENUES</b>	<b><u>4,373,903</u></b>	<b><u>3,773,158</u></b>	<b><u>4,074,986</u></b>	<b><u>5,406,302</u></b>	<b><u>5,089,511</u></b>
<b>EXPENDITURES:</b>					
General - Other	39,959	53,286	90,846	81,356	81,356
Parish Prisoners	0	6,780	6,780	6,754	6,754
Police-Pension	92,210	92,810	92,211	92,210	92,210
Fire-Urban	422,460	420,960	424,780	427,072	427,072
Roads & Bridges	571,328	531,344	531,831	524,142	524,142
Drainage	378,277	381,874	382,374	380,361	380,361
Capital Improvement	1,900,504	2,131,785	0	0	0
Sewerage Collection	61,099	57,775	2,141,484	2,243,675	2,243,675
Solid Waste Services	0	0	0	958,563	827,897
Operating Transfers Out	<u>198,308</u>	<u>187,024</u>	<u>170,491</u>	<u>129,159</u>	<u>129,159</u>
<b>TOTAL EXPENDITURES</b>	<b><u>3,664,145</u></b>	<b><u>3,863,638</u></b>	<b><u>3,840,797</u></b>	<b><u>4,843,292</u></b>	<b><u>4,712,626</u></b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>709,758</b>	<b>(90,480)</b>	<b>234,189</b>	<b>563,010</b>	<b>376,885</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>4,024,643</b>	<b>4,734,401</b>	<b>4,734,401</b>	<b>4,968,590</b>	<b>4,968,590</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>4,734,401</b>	<b>4,643,921</b>	<b>4,968,590</b>	<b>5,531,600</b>	<b>5,345,475</b>

### Summary of Utility Revenue Bond Coverage

Year	Available for				Debt Service Requirements			Coverage
	Debt Service				Principal	Interest	Total	
1991	682,741	2,193,286	586,994	3,463,021	1,365,000	584,653	1,949,653	1.78
1992	1,401,199	1,794,737	879,046	4,074,982	580,000	875,349	1,455,349	2.80
1993	2,604,828	1,696,639	1,105,445	5,406,912	605,000	1,104,775	1,709,775	3.16
1994	1,678,891	1,720,002	783,013	4,181,906	630,000	1,079,668	1,709,668	2.45
1995	4,436,280	1,803,691	738,180	6,978,151	655,000	1,051,318	1,706,318	4.09
1996	3,184,731	1,769,614	1,020,228	5,974,573	690,000	1,019,878	1,709,878	3.49
1997	4,574,159	1,716,941	985,728	7,276,828	720,000	985,378	1,705,378	4.27
1998	5,513,902	1,933,296	948,288	8,395,486	760,000	947,938	1,707,938	4.92
1999	5,208,715	2,127,485	907,248	8,243,448	800,000	906,898	1,706,898	4.83
2000	3,073,663	2,321,582	863,073	6,258,318	845,000	862,898	1,707,898	3.66



## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

### SCHEDULE OF NEXT 20 YEARS BONDED PRINCIPAL & INTEREST REQUIREMENTS

	<u>PUBLIC IMPROVEMENT BONDS</u>	<u>GENERAL OBLIGATION BONDS</u>	<u>SPECIAL ASSESSMENT BONDS</u>	<u>UTILITY REVENUE BONDS</u>	<u>TOTAL</u>
2002	2,742,857	881,401	39,512	1,709,848	5,373,618
2003	2,729,032	877,913	37,851	1,710,038	5,354,834
2004	2,717,038	874,730	36,168	1,706,038	5,333,974
2005	2,725,129	779,684	12,561	1,707,738	5,225,112
2006	2,737,858	781,383	11,904	1,709,138	5,240,283
2007	2,740,924	781,483	0	1,706,250	5,228,657
2008	2,761,358	784,845	0	1,707,500	5,253,703
2009	2,763,655	786,451	0	1,708,750	5,258,856
2010	2,771,656	791,275	0	1,704,688	5,267,619
2011	2,780,343	789,303	0	1,705,313	5,274,959
2012	2,793,196	795,341	0	0	3,588,537
2013	2,794,601	779,513	0	0	3,574,114
2014	2,581,564	534,018	0	0	3,115,582
2015	1,966,458	514,419	0	0	2,480,877
2016	1,968,131	333,973	0	0	2,302,104
2017	1,974,905	35,075	0	0	2,009,980
2018	2,013,988	33,425	0	0	2,047,413
2019	669,488	22,075	0	0	691,563
2020	390,260	21,025	0	0	411,285
2021	0	10,250	0	0	10,250
	<u>44,622,441</u>	<u>11,207,582</u>	<u>137,996</u>	<u>17,075,301</u>	<u>73,043,320</u>

The objective of the Terrebonne Parish Consolidated Government debt management policy is to maintain the Parish's ability to incur present and future debt at the most beneficial interest rates without adversely affecting the ability to finance essential services. Under Section 5-08. Bonded Debt; of the Terrebonne Parish Home Rule Charter, "Parish Government is empowered to incur bonded debt in accordance with this charter and the constitution and laws of the state. When voter approval is required, no resolution shall be passed calling for a referendum to incur a bonded debt until an engineering and economic feasibility report shall have been made to the Council and a summary thereof published in the official journal at least sixty (60) days prior to the proposed date of the election, unless the Council is required to call such an election pursuant to a petition as provided for under the general laws of this state."

### Computation of Legal Debt Margin – Ad Valorem Tax Bonds

Purpose:	<u>Roads, Highways and Bridges</u>	<u>Drainage</u>
Assessed valuation	<u>\$ 493,424,250</u>	<u>\$ 493,424,250</u>
Debt limit: 10% of assessed value *	<u>\$ 49,342,425</u>	<u>\$ 49,342,425</u>
Less: Debt outstanding	4,470,000	3,975,000
Amounts held in sinking funds	<u>(598,709)</u>	<u>(471,409)</u>
Debt applicable to limitation	<u>3,871,291</u>	<u>3,503,591</u>
Legal debt margin	<u>\$ 45,471,134</u>	<u>\$ 45,838,834</u>

\* Debt may be incurred up to a limit of 10% of assessed valuation for any one purpose.

## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

### Ratio of Ad Valorem Tax Debt to Assessed Value And Net Ad Valorem Tax Debt to Assessed Value

Year	Population	Assessed Value	Ad Valorem Tax Debt	Less Debt Service Fund	Net Ad Valorem Tax Debt	Ratio of Net Ad Valorem Tax Debt to Assessed Value	Net Ad Valorem Tax Debt per Capita
1991	97,824	\$345,920,110	\$9,835,000	\$4,272,129	\$5,562,871	1.61%	57
1992	99,581	337,999,120	7,800,000	3,820,359	3,979,641	1.18%	40
1993	99,833	341,357,010	6,490,000	3,040,594	3,449,406	1.01%	35
1994	99,948	356,452,685	4,805,000	1,554,798	3,250,202	0.91%	33
1995	100,485	368,240,280	7,910,000	1,899,324	6,010,676	1.63%	60
1996	101,760	383,715,775	10,035,000	1,361,228	8,673,772	2.26%	85
1997	101,760	395,844,980	9,600,000	1,230,910	8,369,090	2.11%	82
1998	103,964	418,977,712	9,245,000	1,166,871	8,078,129	1.93%	78
1999	104,317	443,101,205	8,860,000	1,075,077	7,784,923	1.76%	75
2000	104,503	493,424,250	8,445,000	1,070,118	7,374,882	1.49%	71

### Ratio of Annual Debt Service Expenditures for Ad Vaorem Tax Debt to Total General Governmental Expenditures

Year	Principal	Interest and Fiscal Charges	Total Debt Service	Total General Governmental Expenditures	Ratio of Debt Service to General Governmental Expenditures
1991	2,024,000	746,440	2,770,440	59,583,476	4.65%
1992	2,035,000	614,491	2,649,491	58,034,447	4.57%
1993	1,180,000	350,398	1,530,398	46,372,381	3.30%
1994	925,000	344,672	1,269,672	48,383,371	2.62%
1995	895,000	266,522	1,161,522	50,171,852	2.32%
1996	1,265,000	427,580	1,692,580	56,206,603	3.01%
1997	435,000	528,045	963,045	61,181,496	1.57%
1998	355,000	541,383	896,383	82,382,197	1.09%
1999	385,000	508,936	893,936	76,672,086	1.17%
2000	415,000	477,721	892,721	78,998,496	1.13%

### Computation of Direct And Overlapping Bonded Debt Ad Valorem Tax Bonds

Jurisdiction	Ad Valorem Tax Debt Outstanding	Percentage Applicable to Government	Amount Applicable to Government
Direct:			
Terrebonne Parish Consolidated Government	\$ 8,445,000	100%	\$ 8,445,000
Overlapping:			
Terrebonne Parish School Board	2,910,000	100%	2,910,000
Total	<u>\$ 11,355,000</u>	<u>100%</u>	<u>\$ 11,355,000</u>

## 600 CAPITAL PROJECTS FUNDS

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**City Court Building Fund** – To accumulate funds for the acquisition, leasing, construction equipping and maintenance of new City Court Complex.

**Parishwide Drainage Construction Fund** - To account for the construction and improvements to Terrebonne Parish's Forced Drainage system. Financing was provided by General Obligation and Public Improvement bond proceeds.

**Parishwide Sewerage Construction Fund** - To account for the construction and improvements of Terrebonne Parish's sewer treatment facilities and collection system. Financing was provided by Federal Grants and General Obligation and Public Improvement bond proceeds.

**Capital Projects Control Fund** - To account for construction and improvements for all capital projects. State of Louisiana Grants, Federal Revenue Sharing Funds, Federal Grants, General Fund Revenues, Capital Road Construction Revenues and Capital Improvements Sales Tax Revenues provided financing.

**Road and Bridge Construction Fund** - To account for construction, improving and maintaining of streets and bridges in the parish. Financing was provided by General Obligation bond proceeds.

**Administrative Building Construction Fund** - To account for the construction of a civic center and parish administrative building. General Obligation bond proceeds and a Public Trust Authority Grant will provide funding with partial financing by the Parish.

**1-1B Construction Fund** - To account for the construction of the 1-1B drainage project. Financing was provided by a Department of Transportation Grant with partial financing by the Parish.

**1994 Sewerage Construction Fund** - To account for the construction projects funded by the 1994 Public Improvement Sewerage Bonds.

**Sanitation Construction Fund** – To account for construction and capital improvements of Sanitation Program. Financing provided by 2001 General Obligation Bond proceeds scheduled not to exceed \$9.5 million.

**Landfill Closure Construction Fund** - To account for projects associated with the closure of the Ashland Landfill.

**1998 Public Improvement Construction Fund** – To account for the cost of various paving, drainage, landfill, port and sewer projects within the Parish. Financing was provided by the sale of \$16,000,000 Public Improvement Bonds.

**2000 Public Improvement Construction Fund** – To account for the cost of various paving, drainage, and Administrative Building Renovation projects within the Parish. Financing was provided by the sale of \$4,500,000 Public Improvement Bonds.

## 600 CAPITAL PROJECTS FUNDS

### FUND 604 – CITY COURT BUILDING FUND

Act 901 of the 1999 Legislative Session allowed for the collection of a fee not to exceed ten dollars on civil filings and criminal convictions dedicated solely to the acquisition, leasing, construction, equipping and maintenance of new and existing City Courts. This fund will account for the fees collected and expenditures set forth. The estimated fees to be collected on an annual basis are \$55,000.

BUDGET SUMMARY	2000 ACTUAL	2001 BUDGET	2001 PROJECTED	2002 PROPOSED	2002 ADOPTED
<b>REVENUES:</b>					
Fines & Forfeitures	0	0	55,000	55,000	55,000
Miscellaneous Revenue	0	0	1,500	2,500	2,500
Operating Transfers In	0	0	0	62,500	62,500
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>56,500</b>	<b>120,000</b>	<b>120,000</b>
<b>EXPENDITURES:</b>					
Other Services & Charges	0	0	26	125,000	125,000
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>26</b>	<b>125,000</b>	<b>125,000</b>
INCREASE (DECREASE) TO FUND BALANCE	0	0	56,474	(5,000)	(5,000)
FUND BALANCE, JANUARY 1	0	0	0	56,474	56,474
FUND BALANCE, DECEMBER 31	0	0	56,474	51,474	51,474

### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **City Court Complex**
  - 2002 General Fund (PILOT) - \$62,500
  - 2002 City Court Building Fund - \$62,500

PROJECT TITLE	PRIOR YEARS	2001	2002	2003	2004	2005	TOTAL
City Court Complex	0	0	125,000	0	0	0	125,000
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>125,000</b>

## 600 CAPITAL PROJECTS FUNDS

### FUND 655 – PARISHWIDE DRAINAGE CONSTRUCTION FUND

Drainage improvements are accounted for in this fund for various locations in Terrebonne Parish. Projects are financed from the Drainage Tax Funds, Capital Sales Tax Funds, interest, General Fund, and 2000 Bond Issue. State and Federal grants from FEMA, Natural Resources Conservation and Louisiana Department of Transportation and Development supplement the funding of these projects.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	677,203	1,239,215	2,009,215	0	0
Miscellaneous Revenue	415,151	100,000	379,000	215,702	215,702
Operating Transfers In	<u>2,658,462</u>	<u>2,947,824</u>	<u>2,947,824</u>	<u>3,396,500</u>	<u>3,396,500</u>
<b>TOTAL REVENUES</b>	<b><u>3,750,816</u></b>	<b><u>4,287,039</u></b>	<b><u>5,336,039</u></b>	<b><u>3,612,202</u></b>	<b><u>3,612,202</u></b>
<b>EXPENDITURES:</b>					
General -Other	6,485	0	1,609	0	0
Drainage	1,443,767	13,088,236	13,788,404	4,126,500	4,126,500
Operating Transfers Out	<u>200,000</u>	<u>315,000</u>	<u>315,000</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b><u>1,650,252</u></b>	<b><u>13,403,236</u></b>	<b><u>14,105,013</u></b>	<b><u>4,126,500</u></b>	<b><u>4,126,500</u></b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>2,100,564</b>	<b>(9,116,197)</b>	<b>(8,768,974)</b>	<b>(514,298)</b>	<b>(514,298)</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>7,182,708</b>	<b>9,283,272</b>	<b>9,283,272</b>	<b>514,298</b>	<b>514,298</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>9,283,272</b>	<b>167,075</b>	<b>514,298</b>	<b>0</b>	<b>0</b>

## 600 CAPITAL PROJECTS FUNDS

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### FUND 655 – PARISHWIDE DRAINAGE CONSTRUCTION FUND

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#### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

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- **Schriever Drainage / Gravity Improvements**
  - 2002 Drainage Tax Fund - \$282,500 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
  - 2002 Public Improvement Bond Fund (2000 Issue) - \$1,000,000
  - 2003 Drainage Tax Fund - \$282,500 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
  - 2004 ¼ % Capital Sales Tax Fund - \$315,000 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
- **4-1 New Pump Station**
  - 2002 ¼ % Capital Sales Tax Fund - \$287,000(*Adopted in 2001 Capital Outlay, Ordinance 6352*)
  - 2002 ¼ % Capital Sales Tax Fund - \$327,000
- **Lower Bayou Dularge Levee**
  - 2002 Drainage Tax Fund - \$200,000(*Adopted in 2001 Capital Outlay, Ordinance 6352*)
  - 2003 Drainage Tax Fund - \$200,000(*Adopted in 2001 Capital Outlay, Ordinance 6352*)
  - 2004 Drainage Tax Fund - \$200,000(*Adopted in 2001 Capital Outlay, Ordinance 6352*)
- **Suzie Canal Project**
  - 2002 ¼ % Capital Sales Tax Fund - \$250,000 (Replaced Ordinance 6352)
- **Drainage/Public Facility Mitigation**
  - 2002 Drainage Tax Fund - \$250,000 (exchanged with Summerfield/Southdown in 2001)
  - 2002 Parish Wide Drainage Construction Fund - \$170,000
  - 2002 ¼ % Capital Sales Tax Fund - \$250,000
- **District 1 Drainage Improvements**
  - 2002 ¼ % Capital Sales Tax Fund - \$500,000
- **Bayou Gardens Water Control Gate**
  - 2002 Parish Wide Drainage Construction Fund - \$35,000
- **Saadi St. Drainage Improvements**
  - 2002 General Fund (PILOT) - \$200,000
- **Bayou Black Hydrologic Study**
  - 2002 Parish Wide Drainage Construction Fund - \$25,000
- **Jean Ellen St. Ditch/Culverts**
  - 2002 General Fund (PILOT) - \$100,000
- **Lower Bayouside Dr. Drainage Improvements**
  - 2002 Parish Wide Drainage Construction Fund - \$150,000
- **Texas Gulf Road Drainage**
  - 2002 Parish Wide Drainage Construction Fund - \$100,000
- **Ward Seven (7) Drainage Improvements**
  - 2003 ¼ % Capital Sales Tax Fund - \$250,000

## 600 CAPITAL PROJECTS FUNDS

### FUND 655 – PARISHWIDE DRAINAGE CONSTRUCTION FUND

#### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

PROJECT TITLE	PRIOR YEARS	2001	2002	2003	2004	2005	TOTAL
1-1A Drainage	10,000	0	0	0	0	0	10,000
2-1A Schriever Drainage Improvements	473,408	0	1,282,500	282,500	315,000	0	2,353,408
4-1 New Pump Station	0	678,000	614,000	0	0	0	1,292,000
4-1 Upper Pointe Aux Chene Levee	1,721,346	0	0	0	0	0	1,721,346
4-3B Pointe-Aux-Chenes	33,117	0	0	0	0	0	33,117
4-3C Isle De Jean Charles	761,301	0	0	0	0	0	761,301
Ashland North Forced Drainage	275,084	0	0	0	0	0	275,084
Barataria Hydrologic Study	0	60,000	0	0	0	0	60,000
Bayou Black Hydrologic Study	0	0	25,000	0	0	0	25,000
Bayou Chauvin Pump Station	0	500,000	0	0	0	0	500,000
Bayou Gardens Water Control Gate	0	0	35,000	0	0	0	35,000
Bayouside Dr. Pump Station	100,000	0	0	0	0	0	100,000
Bonanza Pump Station Floodproofing	0	62,500	0	0	0	0	62,500
Company Canal Forced Drainage	0	50,000	0	0	0	0	50,000
Coteau Drainage Phase I - Caro Canal	196,271	250,000	0	0	0	0	446,271
District 1 Drainage Improvements	0	0	500,000	0	0	0	500,000
Drainage/Public Facility Mitigation Projects	0	0	670,000	0	0	0	670,000
Falgout Canal Pump Station	30,000	0	0	0	0	0	30,000
Gibson/Bayou Black Drainage	2,029,447	0	0	0	0	0	2,029,447
Green Acres Drainage Improvements	257,000	660,653	0	0	0	0	917,653
Hebert St. Pump Station (FEMA)	0	975,000	0	0	0	0	975,000
Jean Ellen St. Ditch/Culverts	0	0	100,000	0	0	0	100,000
Little Bayou Black Drainage (1-1A)	0	100,000	0	0	0	0	100,000
Lower Bayou Dularge Levee	0	100,000	200,000	200,000	200,000	0	700,000
Lower Bayouside Dr. Drainage	0	0	150,000	0	0	0	150,000
Mount Pilgrim Forced Drainage	2,965	0	0	0	0	0	2,965
Saadi St. Drainage Improvements	0	0	200,000	0	0	0	200,000
SCADA/GIS	154,108	250,000	0	0	0	0	404,108
Schriever Bridge (To Pump Station)	165,109	0	0	0	0	0	165,109
Schriever Pump Station (FEMA)	800,572	150,000	0	0	0	0	950,572
Summerfield/Southdown Drainage	52,415	670,000	0	0	0	0	722,415
Suzie Canal & Suzie Canal Extension	982,608	0	250,000	0	0	0	1,232,608
Systems Channel Project	0	62,500	0	0	0	0	62,500
Texas Gulf Rd. Drainage	0	0	100,000	0	0	0	100,000
Upper Montegut Pump Rehab	1,041,306	0	0	0	0	0	1,041,306
Ward Seven (7) Drainage Improvements	0	0	0	250,000	0	0	250,000
Williams Ave. Culvert Replacement	133,694	(55,000)	0	0	0	0	78,694
Williams Ave. Pump Station	0	55,000	0	0	0	0	55,000
<b>TOTAL EXPENDITURES</b>	<b>9,219,751</b>	<b>4,568,653</b>	<b>4,126,500</b>	<b>732,500</b>	<b>515,000</b>	<b>0</b>	<b>19,162,404</b>

## 600 CAPITAL PROJECTS FUNDS

### FUND 656 – PARISHWIDE SEWERAGE CONSTRUCTION FUND

Sewer main and manhole rehabilitation are presently on going throughout the Parish.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	749	0	0	0	0
Miscellaneous Revenue	18,628	10,000	14,621	7,000	7,000
<b>TOTAL REVENUES</b>	<b>19,377</b>	<b>10,000</b>	<b>14,621</b>	<b>7,000</b>	<b>7,000</b>
<b>EXPENDITURES:</b>					
Sewerage Collection	68,404	287,490	287,490	24,998	24,998
Operating Transfer Out	26,228	0			
<b>TOTAL EXPENDITURES</b>	<b>94,632</b>	<b>287,490</b>	<b>287,490</b>	<b>24,998</b>	<b>24,998</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(75,255)</b>	<b>(277,490)</b>	<b>(272,869)</b>	<b>(17,998)</b>	<b>(17,998)</b>
FUND BALANCE, JANUARY 1	366,122	290,867	290,867	17,998	17,998
FUND BALANCE, DECEMBER 31	290,867	13,377	17,998	0	0

### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **Barataria Sewer Manhole Repair**
  - 2002 Parishwide Sewerage Construction Fund - \$24,998

<b>PROJECT TITLE</b>	<b>PRIOR YEARS</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>TOTAL</b>
Barataria Sewer Manhole Repair	92,970	49,826	24,998	0	0	0	167,794
Gray Sewer Force Main - Phase III	49,826	(49,826)	0	0	0	0	0
Point Repair Rehab	122,018	0	0	0	0	0	122,018
Telemetry	22,676	0	0	0	0	0	22,676
<b>TOTAL EXPENDITURES</b>	<b>287,490</b>	<b>0</b>	<b>24,998</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>312,488</b>



## 600 CAPITAL PROJECTS FUNDS

### FUND 659 – CAPITAL PROJECTS CONTROL

Our major project in this fund is the development of the Terrebonne Parish Port. It is on 400 acres off of Industrial Blvd. and will provide alternate links to industry. The inland slip is 5,760 feet long, 400 feet wide and 15 feet deep. Facility Planning and Control is providing us with \$3.9 million. We have budgeted \$425,000 from General Fund to build a gymnasium for the Juvenile Detention Center. The Parish is also installing sidewalks and a walking track to facilitate recreation and exercise to residents of Terrebonne Parish.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	3,315,256	1,937,084	1,937,084	1,259,000	1,259,000
Miscellaneous Revenue	73,441	23,900	145,000	50,000	50,000
Other Revenue	0	0	6,600	0	0
Operating Transfers In	<u>1,725,597</u>	<u>1,271,402</u>	<u>1,521,402</u>	<u>2,468,000</u>	<u>2,468,000</u>
<b>TOTAL REVENUES</b>	<b><u>5,114,294</u></b>	<b><u>3,232,386</u></b>	<b><u>3,610,086</u></b>	<b><u>3,777,000</u></b>	<b><u>3,777,000</u></b>
<b>EXPENDITURES:</b>					
Government Buildings	270	190,924	190,924	0	0
Auditoriums	0	11,603	11,603	0	0
Animal Control	0	0	0	150,000	150,000
General- Other	2,254	0	0	0	0
Parish Prisoners	0	0	250,000	175,000	175,000
Fire-Rural	0	2,050	2,050	0	0
Public Works Administration	14,169	349,714	349,714	0	0
Roads & Bridges	2,004,382	582,109	579,559	254,000	254,000
Road Lighting	0	308,000	308,000	308,000	308,000
Drainage	453,922	255,384	255,384	0	0
Sewerage Collection	53,618	607,382	607,382	0	0
Parks & Grounds	138,606	453,039	445,348	0	0
Library	118,840	71,170	71,170	0	0
Economic Development-Other	734,423	201,586	201,624	550,000	550,000
Waterways & Ports	<u>1,364,964</u>	<u>1,991,817</u>	<u>1,991,817</u>	<u>2,446,600</u>	<u>2,446,600</u>
<b>TOTAL EXPENDITURES</b>	<b><u>4,885,448</u></b>	<b><u>5,024,778</u></b>	<b><u>5,264,575</u></b>	<b><u>3,883,600</u></b>	<b><u>3,883,600</u></b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>228,846</b>	<b>(1,792,392)</b>	<b>(1,654,489)</b>	<b>(106,600)</b>	<b>(106,600)</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>1,592,273</b>	<b>1,821,119</b>	<b>1,821,119</b>	<b>166,630</b>	<b>166,630</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>1,821,119</b>	<b>28,727</b>	<b>166,630</b>	<b>60,030</b>	<b>60,030</b>

## 600 CAPITAL PROJECTS FUNDS

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### FUND 659 - 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

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- **District 1 Walking Tracks**
  - 2002 Capital Projects Control Fund - \$150,000 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
- **Sidewalk Improvement Plan**
  - 2002 General Fund (PILOT) - \$29,000(*Adopted in 2001 Capital Outlay, Ordinance 6352*)
  - 2003 General Fund (PILOT) - \$104,000 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
  - 2004 General Fund (PILOT) - \$106,000 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
  - 2005 General Fund (PILOT) - \$105,000 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
- **Terrebonne Port Commission Project**
  - 2002 General Fund (Video Poker) - \$590,500 (*Adopted in Year 2000 5-year Capital Outlay Ordinance 6135*)
  - 2002 ¼% Capital Improvement Sales Tax Fund - \$590,500 (*Adopted in Year 2000 5-year Capital Outlay Ordinance 6135*)
  - 2002 State of Louisiana (Facility Planning & Control) - \$1,259,000 (*Adopted in Year 2000 5-year Capital Outlay Ordinance 6135*)
- **St. Charles Street Lighting**
  - 2002 Road Lighting District #2 - \$154,000 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
  - 2002 Road Lighting District #9 - \$154,000 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
- **Juvenile Detention Center**
  - 2002 General Fund - \$175,000
- **Hayes Street Sidewalks**
  - 2002 General Fund (PILOT) - \$75,000
- **Animal Shelter**
  - 2002 General Fund (Video Poker) - \$150,000
- **East Park French Market**
  - 2002 General Fund (PILOT) - \$500,000
- **Downtown Boardwalk and Greenspace / Marina**
  - 2002 – General Fund (PILOT) - \$50,000
  - 2003 – General Fund (PILOT) - \$50,000

**600 CAPITAL PROJECTS FUNDS**

**FUND 659 - 5-YEAR CAPITAL OUTLAY HIGHLIGHTS (CONTINUED)**

<b>PROJECT TITLE</b>	<b>PRIOR YEARS</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>TOTAL</b>
Alamo Drive	112,852	0	0	0	0	0	112,852
Animal Shelter	0	0	150,000	0	0	0	150,000
Bayou Dularge Clearing & Snagging	57,779	0	0	0	0	0	57,779
Bayou Gardens Blvd. Widening	57,536	0	0	0	0	0	57,536
Bayou Side Dr. Drainage Study	2,500	0	0	0	0	0	2,500
Crescent Subdivision Drainage Project	252,884	0	0	0	0	0	252,884
District 1 Walking Trails	0	150,000	150,000	0	0	0	300,000
Downtown Boardwalk & Greenspace/Marina	197,686	3,900	50,000	50,000	0	0	301,586
Dularge Library Books & Renovations	71,170	0	0	0	0	0	71,170
Dumas Auditorium	11,603	0	0	0	0	0	11,603
Dumas/Legion Pools	0	150,000	0	0	0	0	150,000
East Park French Market	0	0	500,000	0	0	0	500,000
Fire Hydrants - Duplantis St.	2,050	0	0	0	0	0	2,050
Friendswood Park Playground Equipment	29,965	0	0	0	0	0	29,965
Fuel Tank Removal	103,065	0	0	0	0	0	103,065
Gray Pedestrian Sidewalk	155,778	76,062	0	0	0	0	231,840
Hayes St. Sidewalks	0	0	75,000	0	0	0	75,000
Hollywood/Dr. Beatrous Bridge Right of Ways	16,018	0	0	0	0	0	16,018
Houma Airport Sewerage (Thunderbird Rd.)	607,382	0	0	0	0	0	607,382
Houma Navigational Canal Study	0	60,000	0	0	0	0	60,000
Juvenile Detention Center Gymnasium	0	250,000	175,000	0	0	0	425,000
Oakshire School Traffic Improvements	15,750	0	0	0	0	0	15,750
Port Commission	410,817	1,581,000	2,446,600	0	0	0	4,438,417
Prospect St. Traffic Light	5,433	0	0	0	0	0	5,433
Recreation District #7 Improvements	53,843	0	0	0	0	0	53,843
Sidewalk Improvement Plan	0	119,000	29,000	104,000	106,000	105,000	463,000
Soccer Field/Complex - Airbase	75,156	0	0	0	0	0	75,156
St. Charles Street Lighting	0	308,000	308,000	0	0	0	616,000
TADAC Building Addition	190,924	0	0	0	0	0	190,924
Vetrans Memorial Park-Walking Path & Bridge	44,427	82,000	0	0	0	0	126,427
Williams Ave. Walking Track	9,957	0	0	0	0	0	9,957
	<u>2,484,575</u>	<u>2,779,962</u>	<u>3,883,600</u>	<u>154,000</u>	<u>106,000</u>	<u>105,000</u>	<u>9,513,137</u>

## 600 CAPITAL PROJECTS FUNDS

### FUND 661 – ROAD CONSTRUCTION FUND

There are several road construction projects that will be taking place over the next few years. Country Drive Improvements will be upgraded; the two-laned roadway will need to meet current standards, featuring two 12-foot lanes, an 8-foot shoulder, subsurface drainage and reconstruction of the one-lane St. Anne Bridge. Funds will be provided by the Department of Transportation and Development, Bond Funds and General Fund (Video Poker). The Parish will also be widening Hollywood Road to four undivided lanes from LA 311 to LA 3040 (Tunnel Blvd.), with subsurface drainage. The money will be provided by the Department of Transportation and Development, Bond Funds and General Fund (Video Poker). Westside Blvd. will extend the divided 4-laned road to intersect with St. Louis Canal Road. The money will also be provided by the Department of Transportation and Development, Bond money and General Fund (Video Poker). The Parish is also doing rehabilitation to the Bobtown Bridge, Morgan Street Bridge and the Savanne Road Bridge.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	848,131	1,279,395	1,279,395	2,960,000	2,960,000
Miscellaneous Revenue	97,166	30,000	60,000	38,342	38,342
Other Revenue	0	117,600	0	0	0
Operating Transfers In	563,000	552,000	669,600	2,290,000	2,290,000
<b>TOTAL REVENUES</b>	<b>1,508,297</b>	<b>1,978,995</b>	<b>2,008,995</b>	<b>5,288,342</b>	<b>5,288,342</b>
<b>EXPENDITURES:</b>					
General -Other	789	0	777	0	0
Roads & Bridges	2,799,101	3,471,978	3,379,936	5,650,000	5,650,000
Operating Transfers Out	519,000	369,826	369,826	0	0
<b>TOTAL EXPENDITURES</b>	<b>3,318,890</b>	<b>3,841,804</b>	<b>3,750,539</b>	<b>5,650,000</b>	<b>5,650,000</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(1,810,593)</b>	<b>(1,862,809)</b>	<b>(1,741,544)</b>	<b>(361,658)</b>	<b>(361,658)</b>
FUND BALANCE, JANUARY 1	3,933,795	2,123,202	2,123,202	381,658	381,658
FUND BALANCE, DECEMBER 31	2,123,202	260,393	381,658	20,000	20,000

## 600 CAPITAL PROJECTS FUNDS

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### FUND 661 – ROAD CONSTRUCTION FUND

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#### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

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- **Westside Blvd. – (Phase I) To St. Louis Canal Road**
  - 2003 General Fund (Video Poker) - \$100,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
  - 2003 State of Louisiana (Department of Transportation & Development) - \$400,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
  - 2004 General Fund (Video Poker) - \$400,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
  - 2004 State of Louisiana (Department of Transportation & Development) - \$1,600,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
- **Hollywood Road South – 4 Lane**
  - 2002 General Fund (Video Poker) - \$40,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
  - 2002 State of Louisiana (Department of Transportation & Development) - \$160,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
  - 2002 Road Construction Fund - \$400,000
  - 2003 General Fund (Video Poker) - \$360,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
  - 2003 State of Louisiana (Department of Transportation & Development) - \$1,440,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
  - 2003 Road Construction Fund - \$131,200
  - 2004 State of Louisiana (Department of Transportation & Development) - \$2,124,800
- **Country Drive Improvements**
  - 2002 General Fund (Video Poker Revenue) - \$700,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
  - 2002 State of Louisiana (Department of Transportation & Development) - \$2,800,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
- **Country Drive Improvements (Phase II)**
  - 2002 Road and Bridge O&M Fund - \$150,000 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
- **West Park / Hollywood Turning Lane**
  - 2002 General Fund (Mineral Royalties) - \$250,000
- **St. Louis Canal Road, Panel Replacement**
  - 2002 General Fund (Mineral Royalties) - \$100,000
- **Shrimpers Row Road Improvements**
  - 2002 1998 Public Improvement Bond Proceeds - \$250,000
  - 2002 2000 Public Improvement Bond Proceeds - \$250,000
  - 2003 ¼% Capital Sales Tax Fund - \$500,000
- **Hwy. 24 / Presque Isle Turning Lane**
  - 2002 General Fund (Mineral Royalties) - \$200,000
- **Williams Ave. Bridge**
  - 2002 General Fund (PILOT) - \$350,000

## 600 CAPITAL PROJECTS FUNDS

### FUND 661 – ROAD CONSTRUCTION FUND

#### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

PROJECT TITLE	PRIOR YEARS	2001	2002	2003	2004	2005	TOTAL
Bayou Gardens Feasibility Study	0	5,000	0	0	0	0	5,000
Bobtown Bridge Upgrade	209,283	0	0	0	0	0	209,283
Country Drive Improvements	1,160,592	0	3,500,000	0	0	0	4,660,592
Country Drive Improvements - Phase II	0	0	150,000	0	0	0	150,000
Denley Road	59,115	(59,115)	0	0	0	0	0
Dickson Road	16,683	(15,124)	0	0	0	0	1,559
Hollywood Rd. - (South) 4 Lane	192,532	0	600,000	1,931,200	2,124,800	0	4,848,532
Hollywood Rd. (North) - 4 Lane	0	100,000	0	0	0	0	100,000
Hwy. 24/Presque Isle Turning Lane	0	0	200,000	0	0	0	200,000
Morgan St. Bridge	243,846	0	0	0	0	0	243,846
Savanne Road @ US 90	281,240	0	0	0	0	0	281,240
Shrimpers Row Road Improvements	0	0	500,000	500,000	0	0	1,000,000
St. Charles St. Widening	161,707	0	0	0	0	0	161,707
St. Louis Canal Rd Panel Replacement	0	0	100,000	0	0	0	100,000
Valhi Lagoon Rd. Paving	0	363,000	0	0	0	0	363,000
West Park / Hollywood Turning Lane	0	0	250,000	0	0	0	250,000
Westside Blvd. - Phase I (To St. Louis Canal Rd.)	125,528	0	0	500,000	2,000,000	0	2,625,528
Westside Blvd. - Phase II (To MLK)	0	257,000	0	0	0	0	257,000
Williams Ave. Bridge	50,000	0	350,000	0	0	0	400,000
Woodlawn Turning Lane	90,649	138,000	0	0	0	0	228,649
<b>TOTAL EXPENDITURES</b>	<b>2,591,175</b>	<b>788,761</b>	<b>5,650,000</b>	<b>2,931,200</b>	<b>4,124,800</b>	<b>0</b>	<b>16,085,936</b>

## 600 CAPITAL PROJECTS FUNDS

### FUND 662 – ADMINISTRATIVE BUILDING

In December 2000, the Parish purchased the Downtown Houma Bank One Tower. This last year, the Parish has been redesigning the layout of the building to be able to provide the most efficient space to government offices. It is expected all offices will occupy the building in the first quarter of 2002. The funding for the purchase and renovations has been provided through the General Fund, ¼ % Capital Sales Tax, Public Improvement Bonds and interest.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	344,247	100,000	30,000	20,000	20,000
Operating Transfers In	<u>1,756,529</u>	<u>3,000,000</u>	<u>3,000,000</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUES</b>	<b><u>2,100,776</u></b>	<b><u>3,100,000</u></b>	<b><u>3,030,000</u></b>	<b><u>20,000</u></b>	<b><u>20,000</u></b>
<b>EXPENDITURES:</b>					
Government Buildings	7,113,995	3,772,166	3,702,166	0	0
General-Other	<u>1</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b><u>7,113,996</u></b>	<b><u>3,772,166</u></b>	<b><u>3,702,166</u></b>	<b><u>0</u></b>	<b><u>0</u></b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(5,013,220)</b>	<b>(672,166)</b>	<b>(672,166)</b>	<b>20,000</b>	<b>20,000</b>
FUND BALANCE, JANUARY 1	5,685,386	672,166	672,166	0	0
FUND BALANCE, DECEMBER 31	672,166	0	0	20,000	20,000

### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

<b>PROJECT TITLE</b>	<b>PRIOR YEARS</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>TOTAL</b>
Administrative Building/Renovations	677,920	3,024,246	0	0	0	0	3,702,166
<b>TOTAL EXPENDITURES</b>	<b><u>677,920</u></b>	<b><u>3,024,246</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>3,702,166</u></b>

## 600 CAPITAL PROJECTS FUNDS

### FUND 664 – 1-1B CONSTRUCTION FUND

The Forced Drainage 1-1-B project is near completion. It encompasses approximately 16,576 acres, located between the natural ridges of Bayou Terrebonne to West and Bayou Blue to East. Two major pump stations have been constructed and a levee along the intracoastal waterway. This project is to prevent local flooding from excessive rainfalls and tidal surges.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	107,836	25,000	61,000	25,000	25,000
Operating Transfers In	<u>270,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUES</b>	<b><u>377,836</u></b>	<b><u>25,000</u></b>	<b><u>61,000</u></b>	<b><u>25,000</u></b>	<b><u>25,000</u></b>
<b>EXPENDITURES:</b>					
General-Other	860	0	0	0	0
Drainage	<u>463,783</u>	<u>1,794,467</u>	<u>1,794,467</u>	<u>77,975</u>	<u>77,975</u>
<b>TOTAL EXPENDITURES</b>	<b><u>464,643</u></b>	<b><u>1,794,467</u></b>	<b><u>1,794,467</u></b>	<b><u>77,975</u></b>	<b><u>77,975</u></b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(86,807)</b>	<b>(1,769,467)</b>	<b>(1,733,467)</b>	<b>(52,975)</b>	<b>(52,975)</b>
FUND BALANCE, JANUARY 1	1,873,249	1,786,442	1,786,442	52,975	52,975
FUND BALANCE, DECEMBER 31	1,786,442	16,975	52,975	0	0

### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **1-1 B Construction Project**
  - 2002 1-1B Construction Funds (Interest) - \$77,975

<b>PROJECT TITLE</b>	<b>PRIOR YEARS</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>TOTAL</b>
1-1 B Drainage Project	1,631,526	162,941	77,975	0	0	0	1,872,442
<b>TOTAL EXPENDITURES</b>	<b><u>1,631,526</u></b>	<b><u>162,941</u></b>	<b><u>77,975</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>1,872,442</u></b>



## 600 CAPITAL PROJECTS FUNDS

### FUND 666 – 1994 SEWERAGE BONDS CONSTRUCTION FUND

Highland Dr. Sewer Pump Station Rehabilitation will consist of upgrading the existing station by replacing two existing vertical centrifugal pumps with two submersible pumps and extend the existing pump to above ground.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	34,818	10,000	17,615	10,000	10,000
<b>TOTAL REVENUES</b>	<b>34,818</b>	<b>10,000</b>	<b>17,615</b>	<b>10,000</b>	<b>10,000</b>
<b>EXPENDITURES:</b>					
Sewerage Collection	68,113	502,313	502,313	34,700	34,700
Operating Transfer Out	35,756	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>103,869</b>	<b>502,313</b>	<b>502,313</b>	<b>34,700</b>	<b>34,700</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(69,051)</b>	<b>(492,313)</b>	<b>(484,698)</b>	<b>(24,700)</b>	<b>(24,700)</b>
FUND BALANCE, JANUARY 1	578,449	509,398	509,398	24,700	24,700
FUND BALANCE, DECEMBER 31	509,398	17,085	24,700	0	0

### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **Sewerage System Rehab**
  - 2000 1994-Sewerage Construction Fund - \$34,700

<b>PROJECT TITLE</b>	<b>PRIOR YEARS</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>TOTAL</b>
Highland Drive Sewer Pump Station Rehab.		165,000	0	0	0	0	165,000
Lydenwood, Eustis, Coteau	329,455	(329,455)	0	0	0	0	0
Sewerage System Rehab	172,858	164,455	34,700	0	0	0	372,013
<b>TOTAL EXPENDITURES</b>		<b>502,313</b>	<b>0</b>	<b>34,700</b>	<b>0</b>	<b>0</b>	<b>537,013</b>

## 600 CAPITAL PROJECTS FUNDS

### FUND 695 – SANITATION CONSTRUCTION FUND

A new fund, titled the Sanitation Construction Fund, is proposed in the 2002 Budget to receive and expend proceeds of Sanitation capital improvement bonds currently proposed. The size of this issue is presently designated not to exceed \$9,500,000. Issuance of these bonds was proposed in the summer of 2001 as part of an overall solution to inadequate funding of the solid waste functions of the Utilities Department. This method of funding provides immediate financing of major capital expenditures of the Solid Waste Division, such as the Ashland Landfill Closure and C & D Landfill Construction, helps defer these otherwise immediate expenditures and allows for an incremental approach to necessary rate adjustments. This approach is also more consistent with the typical method funding of major capital improvements, whereby the improvements are paid for over the project life.

BUDGET SUMMARY	2000 ACTUAL	2001 BUDGET	2001 PROJECTED	2002 PROPOSED	2002 ADOPTED
<b>REVENUES:</b>					
Miscellaneous Revenue	0	0	0	175,300	175,300
Other Revenue	0	0	9,500,000	0	0
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>9,500,000</b>	<b>175,300</b>	<b>175,300</b>
<b>EXPENDITURES:</b>					
Solid Waste Services	0	0	1,029,750	1,452,858	1,452,858
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>1,029,750</b>	<b>1,452,858</b>	<b>1,452,858</b>
INCREASE (DECREASE) TO FUND BALANCE	0	0	8,470,250	(1,277,558)	(1,277,558)
FUND BALANCE, JANUARY 1	0	0	0	8,470,250	8,470,250
FUND BALANCE, DECEMBER 31	0	0	8,470,250	7,192,692	7,192,692

### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **C & D Landfill**
  - 2002 2000 Bond Proceeds - \$998,227
- **LaCache Cover/ Acquisition**
  - 2002 2000 Bond Proceeds - \$87,500
- **Schriever Satellite Acquisition**
  - 2002 2000 Bond Proceeds - \$40,000
- **Wastewater Lift Station**
  - 2002 2000 Bond Proceeds - \$327,131

**600 CAPITAL PROJECTS FUNDS**

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**FUND 695 – SANITATION CONSTRUCTION FUND**

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**5-YEAR CAPITAL OUTLAY HIGHLIGHTS**

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<b>PROJECT TITLE</b>	<b>PRIOR YEARS</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>TOTAL</b>
Ashland Wastewater 16" Force Main	0	592,250	0	0	0	0	592,250
C & D Landfill	0	0	998,227	0	0	0	998,227
LaCache Cover/Acquisition	0	87,500	87,500	0	0	0	175,000
Schriever Satellite Acquisition	0	0	40,000	0	0	0	40,000
Wastewater Lift Station	0	250,000	327,131	0	0	0	577,131
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>929,750</b>	<b>1,452,858</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,382,608</b>

## 600 CAPITAL PROJECTS FUNDS

### FUND 696 – LANDFILL CLOSURE / CONSTRUCTION

State and federal laws and regulations require the Parish to place a final cover on its Ashland Landfill site when it stops accepting waste and to perform certain maintenance and monitoring functions at the site for thirty years after closure. Initially, the Louisiana Department of Environmental Quality (LDEQ) had ordered the Ashland Sanitary Landfill closed on December 31, 1998. The Parish submitted and was granted a request for an extension until July 31, 1999. On August 2, 1999, the Solid Waste Pickup Station was operational and all solid waste was transported to the River Birch Landfill in Avondale, Louisiana. The Parish submitted and was granted a permit to accept Construction and Demolition (C & D) debris on the existing Ashland Landfill. C & D debris will be accepted until the area permitted is full. Concurrently, closure activities are proceeding. The Parish reports these closures and postclosure care costs as a liability in the General Long-Term Obligations Account Group. The \$5.8 million reported as landfill closure and postclosure care liability at December 31, 2000 represents the total estimated remaining cost of closure and postclosure care. These amounts are based on what it would cost to perform all closure and postclosure care in 2000 and includes costs associated with the LDEQ extension. Actual cost may be higher due to inflation, changes in technology or changes in regulations.

As of December 31, 2000, the Parish has set aside \$2,796,272, and plans to set aside \$800,000 in 2001 and subsequent years to cover the cost of closure and postclosure care. These monies are reported as restricted assets on the balance sheet. The Parish expects that future inflation costs will be paid from interest earnings on these annual contributions. However, if interest earnings are inadequate or additional postclosure care requirements are determined (due to changes in technology or applicable laws or regulations, for example), these costs may need to be covered by charges to future landfill users or from future tax revenue.

The landfill recognized \$346,714 in current expenditures which is included in the operating statement captioned capital expenditures and other services and charges, while reporting an increase of \$368,232 in the liability in the General Long-Term Obligations Account Group.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	163,490	51,586	165,322	75,000	75,000
Operating Transfer In	1,091,941	800,000	800,000	300,000	
<b>TOTAL REVENUES</b>	<b>1,255,431</b>	<b>851,586</b>	<b>965,322</b>	<b>375,000</b>	<b>75,000</b>
<b>EXPENDITURES:</b>					
General -Other	2,879	0	0	0	0
Landfill Closure	187,169	4,517,831	1,736,905	497,025	231,347
Operating Transfer Out	0	0	0	0	2,780,926
<b>TOTAL EXPENDITURES</b>	<b>190,048</b>	<b>4,517,831</b>	<b>1,736,905</b>	<b>497,025</b>	<b>3,012,273</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>1,065,383</b>	<b>(3,666,245)</b>	<b>(771,583)</b>	<b>(122,025)</b>	<b>(2,937,273)</b>
FUND BALANCE, JANUARY 1	2,643,473	3,708,856	3,708,856	2,937,273	2,937,273
FUND BALANCE, DECEMBER 31	3,708,856	42,611	2,937,273	2,815,248	0

## 600 CAPITAL PROJECTS FUNDS

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### FUND 696 – LANDFILL CLOSURE / CONSTRUCTION

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#### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

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- **Landfill Closure**
  - 2002 General Fund (Video Poker) - \$500,000 (*Ordinance No. 6352*)
  - 2002 General Fund (Video Poker) - <\$500,000> Replaced with Bond Proceeds
  - 2002 Landfill Closure Fund (Interest) - \$197,025

<b>PROJECT TITLE</b>	<b>PRIOR YEARS</b>	<b>2001</b>	<b>2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>TOTAL</b>
Dewatering System	57,727	(53,394)	0	0	0	0	4,333
Monitoring Well Upgrade	50,000	(6,000)	0	0	0	0	44,000
Landfill Closure - Final Cap	2,541,104	(852,532)	197,025	0	0	0	1,885,597
<b>TOTAL EXPENDITURES</b>	<b>2,648,831</b>	<b>(911,926)</b>	<b>197,025</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,933,930</b>

## 600 CAPITAL PROJECTS FUNDS

### FUND 698 – 1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND

Valhi Boulevard and Hollywood Road Extensions will be accomplished in three segments. “Segment I” (Valhi Boulevard Extension) will consist of a divided four-lane boulevard with a grass median together with subsurface drainage, concrete box culverts within median ditch and turning lanes from St. Charles Street to the Hollywood Road Extension. “Segment II” (Hollywood Road Extension) will consist of a four-lane roadway together with curb and gutter subsurface drainage facilities from La. Highway 311 to the Valhi Boulevard Extension. “Segment III” (Hollywood Road Extension) will consist of a four-lane roadway together with curbs and gutters and subsurface drainage facilities from the Valhi Boulevard Extension to U. S. Highway 90 (Big Bayou Black Drive).

Schriever Drainage Pump Station will consist of constructing a new drainage pump station and removing the existing drainage pump station.

South WWTP Effluent Line Repair/Replacement is to replace the line from primary cells to the chlorination chamber at the South Treatment Plant. Another sewerage project is the St. Charles Street Sewerage, which is the installation of new sewers along St. Charles Street and La. Highway 311. The Main Street Sewer Repair Project consists of repairing the sewer line between the East and West Main Streets. A segment of the sewer gravity main fell and we are constructing another sewer line in the shoulder of the road, and then replacing the paving of the road.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	563,184	100,000	366,000	150,000	150,000
Operating Transfers In	<u>500,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUES</b>	<b><u>1,063,184</u></b>	<b><u>100,000</u></b>	<b><u>366,000</u></b>	<b><u>150,000</u></b>	<b><u>150,000</u></b>
<b>EXPENDITURES:</b>					
General-Other	19,412	0	1,977	0	0
Roads & Bridges	307,289	4,084,971	4,084,971	0	0
Drainage	87,592	2,523,493	2,523,493	500,000	500,000
Sewerage Collection	45,457	2,312,800	2,312,800	0	0
Solid Waste	461	47,694	47,694	0	0
Operating Transfers Out	<u>152,619</u>	<u>50,000</u>	<u>50,000</u>	<u>250,000</u>	<u>250,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>612,830</u></b>	<b><u>9,018,958</u></b>	<b><u>9,020,935</u></b>	<b><u>750,000</u></b>	<b><u>750,000</u></b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>450,354</b>	<b>(8,918,958)</b>	<b>(8,654,935)</b>	<b>(600,000)</b>	<b>(600,000)</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>8,916,768</b>	<b>9,367,122</b>	<b>9,367,122</b>	<b>712,187</b>	<b>712,187</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>9,367,122</b>	<b>448,164</b>	<b>712,187</b>	<b>112,187</b>	<b>112,187</b>

## 600 CAPITAL PROJECTS FUNDS

### FUND 698 – 1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND

#### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **CCC Ditch Improvements**
  - 2002 1998 Public Improvement Construction Fund - \$500,000

PROJECT TITLE	PRIOR YEARS	2001	2002	2003	2004	2005	TOTAL
Agriculture Building Sewer Connections	40,000	(8,770)	0	0	0	0	31,230
Baroid Pump Station Rehab.	249,938	0		0	0	0	249,938
Bayou Chauvin Drainage	858,809	0	0	0	0	0	858,809
Bayouside Dr. Bridge (Bayou Petite Caillou)	123,960	0	0	0	0	0	123,960
CCC Ditch Improvements	0	0	500,000	0	0	0	500,000
Landfill Pick-Up Station	97,694	(50,000)	0	0	0	0	47,694
Main Street Sewer Repair Project	0	74,000	0	0	0	0	74,000
Schriever Pump Station Rehab. (D-28)	1,414,746	0	0	0	0	0	1,414,746
Sewer Rehab Projects	793,512	0	0	0	0	0	793,512
Sewerage Projects	748,688	(181,230)	0	0	0	0	567,458
South WWTP Effluent Line Repair/Repl.	350,000	0	0	0	0	0	350,000
St. Charles St. Sewerage	380,600	116,000	0	0	0	0	496,600
Valhi Blvd. And Hollywood Rd. Extension	3,661,011	300,000	0	0	0	0	3,961,011
<b>TOTAL EXPENDITURES</b>	<b>8,718,958</b>	<b>250,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9,468,958</b>

## 600 CAPITAL PROJECTS FUNDS

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### FUND 699 – 2000 PUBLIC IMPROVEMENT CONSTRUCTION FUND

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To date, the 2000 Public Improvement Construction Fund has transferred \$1,000,000 to the Parishwide Drainage Construction Fund and Administrative Building Fund to supplement on-going projects.

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	1,172	0	152,000	100,000	100,000
Other Revenue	<u>4,500,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL REVENUES</b>	<b><u>4,501,172</u></b>	<b><u>0</u></b>	<b><u>152,000</u></b>	<b><u>100,000</u></b>	<b><u>100,000</u></b>
<b>EXPENDITURES:</b>					
General-Other	62,923	0	4,887	0	0
Operating Transfers Out	<u>382,423</u>	<u>3,000,000</u>	<u>3,000,000</u>	<u>1,250,000</u>	<u>1,250,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>445,346</u></b>	<b><u>3,000,000</u></b>	<b><u>3,004,887</u></b>	<b><u>1,250,000</u></b>	<b><u>1,250,000</u></b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>4,055,826</b>	<b>(3,000,000)</b>	<b>(2,852,887)</b>	<b>(1,150,000)</b>	<b>(1,150,000)</b>
FUND BALANCE, JANUARY 1	1	4,055,827	4,055,827	1,202,940	1,202,940
FUND BALANCE, DECEMBER 31	4,055,827	1,055,827	1,202,940	52,940	52,940

### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

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- **Transfers Out –**
  - 2002 - Road Construction Fund - \$250,000
  - 2002 – Parishwide Drainage Construction Fund - \$1,000,000



**501 WATERWAYS & PORTS  
580 PORT ADMINISTRATION**

**MISSION STATEMENT**

The Port of Terrebonne’s mission is to be a powerful catalyst of parishwide economic growth and hub of trade-related activity by developing diversified and competitive shipping facilities and conducting maritime-related activities in a profitable, safe, and environmentally responsible manner. The Terrebonne Port is located with 350 acres of leaseable land. This property has over 12,000 feet of waterfront access, over 2,000 feet on Industrial Blvd. Not on the water, and numerous acres of land without water or prime footage giving the Port Commission a diversity of land uses and prices to offer tenants.

**GOALS AND OBJECTIVES**

- To develop a multimode port facility.
- To coordinate between land use and transportation development.
- To maintain and enhance the existing infrastructure.
- To develop seamless connections.
- To develop strategic alliances with other ports.
- Facilitation of the current and future needs of existing industry.
- Economic diversification.
- Development and implementation of a long-range capital improvements planning program for the port.
- Exercise scope of authority parishwide.
- Encourage active citizen involvement.
- To maintain cost effectiveness and affordability in the development of port facilities.
- To identify and secure sustainable funding sources.
- Establish and implement an aggressive sales program.
- To establish and maintain port administrative capabilities.

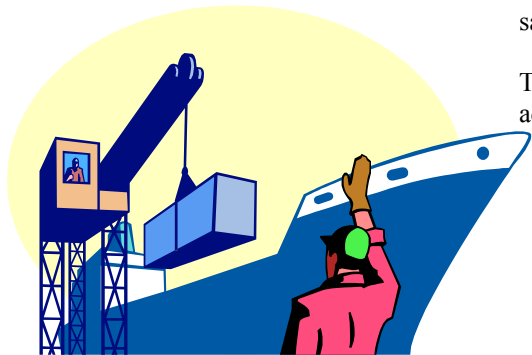
**PERFORMANCE MEASURES**

Coordination and cooperation with other Port’s in the State of Louisiana has benefited the Terrebonne Port Commission. That same cooperation with other forms of Ports, such as the Houma-Terrebonne Airport Commission has put us in a multimodal position. With improved infrastructure between the Airport facility and the Port site reinforces that position.

Since January 2001, the work has been completed on Phase II, Contract I with Presco Amphibious Equipment Co., Inc. and work started on Phase II, Contract II with Low-Land Construction Co., Inc. The work on this phase is progressing nicely and preparations are being made to go to bid for Phase III of the Capital Outlay Program. The one-mile slip should be completed by the end of 2001. Drainage is being accessed, as is a road on the site with utilities.

There is much to be done with the largest project being to bulkhead the entire waterfront. This will take time and money and will be one of the Port Commissions greatest challenges.

With the help of the Cultural Resources/Economic Development Director, the Port Administration has requested application for an EDA Grant through the Parish Consolidated Government. With that scope in mind, the Port Administration has found US Corps of Engineers Small Navigation Sections that could help the Port Commission complete projects on an 80/20 matching fund allowing much more infrastructure completion.



**501 WATERWAYS & PORTS  
580 PORT ADMINISTRATION**

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<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	0	0	0	194,964	194,964
Charges for Services	0	0	925	19,840	19,840
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>925</b>	<b>214,804</b>	<b>214,804</b>
<b>EXPENDITURES:</b>					
Port Administration	0	0	1,732	192,895	192,895
Parish Marina	0	0	23	21,909	21,909
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>1,755</b>	<b>214,804</b>	<b>214,804</b>
INCREASE (DECREASE) TO FUND BALANCE	0	0	(830)	0	0
FUND BALANCE, JANUARY 1		0	2,275	1,445	1,445
FUND BALANCE, DECEMBER 31	0	0	1,445	1,445	1,445

**BUDGET HIGHLIGHTS**

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- Temporarily funding Port Administration through the use of Video Poker revenues until such time a funding source becomes available.

**501 WATERWAYS & PORTS  
580 PORT ADMINISTRATION**

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	0	0	0	80,969	80,969
Supplies and Materials	0	0	235	9,308	9,308
Other Services and Charges	0	0	1,497	102,618	102,618
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>1,732</b>	<b>192,895</b>	<b>192,895</b>

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Port Administrator	0	0	1	1	N/A	****	****	****
Clerk V	0	0	1	1	59	21,737	28,231	35,074
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>2</b>				



**501 WATERWAYS & PORT  
581 DOWNTOWN MARINA**

**MISSION STATEMENT**

The mission of the Terrebonne Port Commission is to create a first class Marina to encourage transient recreational boaters, traveling the Gulf Intracoastal Waterway, to dock at this Marina creating economic diversity in a safe and environmentally responsible manner as well as establishing and maintaining a serene park for public use.

**GOALS AND OBJECTIVES**

To maintain a public park connecting users with the waterways of the Parish.

To establish a relationship with other modes of transportation for the visitors.

To maintain and enhance the existing Marina infrastructure.

To develop a strategic alliance with other Marinas.

To encourage citizens utilization of the Park.

To identify and secure sustainable funding sources to enhance Marina development.

To create goodwill through ambassadorship to encourage boaters to return for longer stays.

To actively encourage boaters to venture out into our community, by providing maps and other tourism information.

To establish and maintain Marina administrative capabilities.

**PERFORMANCE MEASURES**

Opened Docking Facilities in early May 2001 for Transient Recreational Boaters.

In the month of May there were 18 vessels that stayed overnight. From June 1<sup>st</sup>, 2001 thru August 15<sup>th</sup>, 2001 there have been 70 vessels visit and stay over.

Using in-house personnel and gifts from downtown merchants, we have compiled a welcome bag with maps of downtown Houma, brochures of the Waterlife Museum, walking tour maps, list of emergency phone numbers, Good Earth Pamphlets showing the routes of our transit system, and other items to encourage visitors to venture into our community.

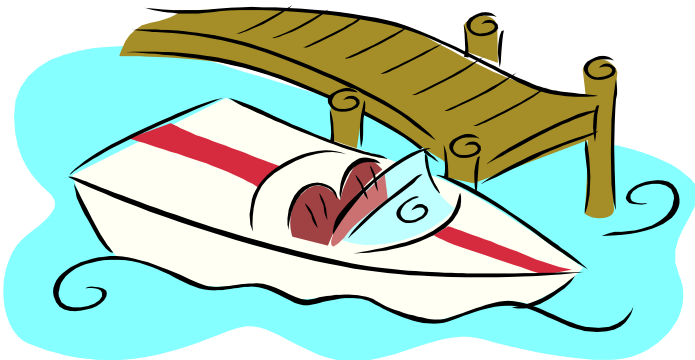
Helped secure the facility for the dedication of the Marina and Park by docking the American Wind Symphony Barge for a successful concert for the public.

Employed a Dock Master who also serves as Park Attendant.

Taken steps with Risk Management to eliminate liabilities for the Parish by the placement of signs, installation of decorative fence around the pool, and provide a sense of security with the attendant, Police Department patrols, and the Hospital Security, as well as the Sheriff's Departments "Water Patrol" at special events.

Acquired banners and placed on the light poles to provide color and beautification to the park.

This has been achieved within the Port Commission's 2001 budget.



**501 WATERWAYS & PORT  
581 DOWNTOWN MARINA**

<b>BUDGET SUMMARY</b>	<b>2000 ACTUAL</b>	<b>2001 BUDGET</b>	<b>2001 PROJECTED</b>	<b>2002 PROPOSED</b>	<b>2002 ADOPTED</b>
Personal Services	0	0	23	15,339	15,339
Supplies and Materials	0	0	0	1,900	1,900
Other Services and Charges	0	0	0	4,670	4,670
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>23</b>	<b>21,909</b>	<b>21,909</b>

**BUDGET HIGHLIGHTS**

- Docking fees expected for 2002, \$2,080.

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2001 ADPT</b>	<b>2001 CUR</b>	<b>2002 PRO</b>	<b>2002 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Foreman I	0	1	1	1	56	8,362	10,810	13,265
<b>TOTAL</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>				



# TERREBONNE PARISH COUNCIL ON AGING FUND

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## MISSION STATEMENT

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This fund is used to account for the receipt, investment of and payments of monies received by the Parish on behalf of the Terrebonne Council on Aging, Inc. The Terrebonne Council on Aging, Inc. serves as an advocate and community focal point for the elderly and disabled adult citizens by providing services and activities that will enhance their dignity, support their independence and improve the quality of their lives and their caregivers' lives.

## GOALS AND OBJECTIVES

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The Governor's Office of Elderly Affairs has approved the following goals and objectives for the Public Service Area (PSA), contained in a 4-year Area Plan (2000-2003). The Older Americans Act mandates that preference be given to clients with the greatest economic and social needs with particular attention to low-income minority and Native American residents.

- To continue to target areas such as Gray, Gibson, East Houma, Dulac, Smithridge, lower Montegut, lower Pointe-Aux-Chenes and Isle-de-Jean Charles, with significant population of low-income minority or Native American residents.
- To provide older persons and their caregivers access to services and care coordination by planning and arranging appropriate services.
- To maintain and improve the transportation system within the PSA and to insure that elderly and handicapped persons have access to needed services.
- To maintain or improve the physical well being of elderly citizens who are receiving nutritious meals, containing 1/3 of the USDA recommended daily allowance.
- To provide direct personal assistance with activities of daily living to elderly persons who are frail and homebound by reason of illnesses, or incapacitating disability or otherwise isolated, also to secure and maintain maximum independence in a home environment.
- To provide community awareness of elder abuse, neglect and exploitation and to advocate for the rights of elderly victims of abuse, neglect, and exploitation.
- To ensure community awareness and involvement in addressing the needs of both long-term-care facility residents and those individuals living in their homes having difficulty performing activities of daily living.
- To provide comfort, encouragement, and fellowship to frail elderly in their homes by telephoning and visiting with them.
- To ensure elderly individuals in the PSA access to proper education and representation in legal matters pertaining to their health and well being.

## SOURCES OF FUNDING

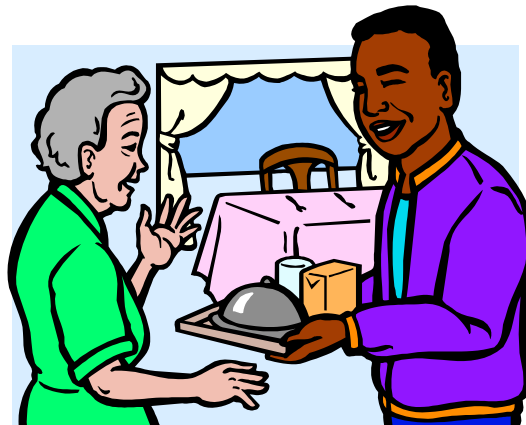
- Federal and State Funds
- Local ad-valorem tax, currently at 7.5 mills.
- United Way and other Grants
- Project Income
- Thrift shop



# TERREBONNE PARISH COUNCIL ON AGING FUND

## PERFORMANCE MEASURES

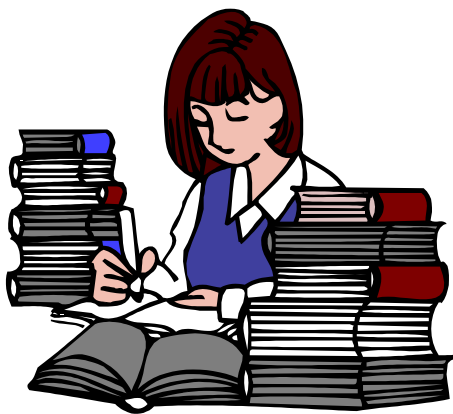
Service Supported by Older Americans Act (Title III)	FY 2000 Units of Service	FY 2001 Units of Service	FY 2002 Proposed Units of
			Service
Personal Care	1,638	1,783	16,900
Homemaker	3,508	3,527	6,240
Chore	200	113	150
Home Delivered Meals	63,151	83,403	94,500
Case Management	1,000	1,028	1,200
Congregate Meals	40,001	43,232	57,500
Transportation	36,881	60,301	56,695
Legal Assistance	258	322	251
Nutrition Education	1,542	1,152	1,100
Information/Assistance	3,026	4,580	4,000
Outreach	282	378	400
<b>SUB-TOTAL</b>	<b>151,487</b>	<b>199,819</b>	<b>238,936</b>
<b>Other Title III- Supported Service</b>			
Wellness	12,495	12,833	13,000
Recreation	27,214	25,686	27,000
Visiting	2,582	3,691	3,000
Telephoning	1,565	2,051	2,000
Material Aid	11,200	10,768	11,000
<b>SUB-TOTAL OTHER SERVICES</b>	<b>55,056</b>	<b>55,029</b>	<b>56,000</b>
<b>GRAND TOTAL</b>	<b>206,543</b>	<b>254,848</b>	<b>294,936</b>



# TERREBONNE PARISH LIBRARY

## MISSION STATEMENT

This fund accounts for the receipt, investment of and payment to the Terrebonne Parish Library of monies received by the Parish on its behalf. The mission of the Terrebonne Parish Library System is to provide to all segments of Terrebonne Parish's diverse population a comprehensive collection of library resources and services necessary to satisfy the evolving informational needs and recreational pursuits of the community, thus enhancing the quality of life in Terrebonne Parish. The library system has four primary roles: It will provide timely, accurate information and services employing a well trained and motivated library staff. It will provide resources, which are technologically advanced. It will serve as a door to learning for children by promoting the enjoyment of reading, learning, and libraries by providing materials and programs. The Terrebonne Parish Library System will uphold the public's freedom of access to knowledge.



## GOALS AND OBJECTIVES

To progress with the building of the new main library; continue to stay on the building program time-line; work on establishing a donation/gift program for the new library; build momentum with the public and staff in regards to the new library.

To continue to expand technological services for the library system; enhance and maintain a library web page; continuing education for staff with the automation system and public computers; market and teach the public the importance of the automated card catalog system; continue and expand computer workshops for the public; implement statewide interlibrary loan program.

To promote programming and services for the public; expand programs and increase attendance for the Summer Reading Club; continue to provide adult programs that are utilized by the public; promote the Knowledge Card to children and adults; continue the Learn Thru Love Project with area hospitals; begin to develop more programming and activities for young adults; promote and market the materials collection – let the public know what we have to offer: more books, videos, books-on-tapes, magazines, computers.

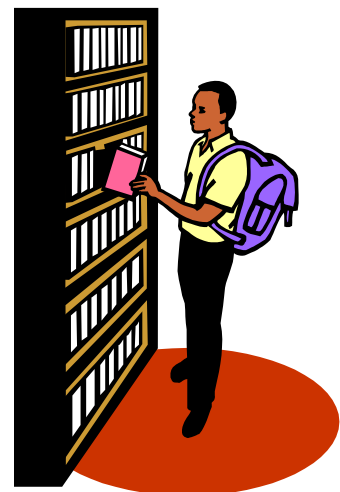
To maintain library branches; keep a prioritized list of needed maintenance and work on it throughout the year; focus on the North Terrebonne and East Houma Branches for major repairs; curtains, flooring, carpeting, air conditioners, and furniture.

## PERFORMANCE MEASURES

### Performance Indicators for 2000

- Library Visits - 236,063  
18% increase from 1999
- Circulation of materials - 247,836  
9.4% increase from 1999
- Reference Questions Answered - 48,011  
14% increase from 1999
- Program Attendance- 19,433  
3% increase from 1999
- Number of Programs- 534  
2% increase from 1999
- Computer Usage- 29,424
- Public Computers-56  
50%increase from 1999
- Materials in the Collection - 229,942  
22,974 added for 2000
- Magazine Subscriptions- 548  
43 added for 2000
- Per capita spending- \$19.48  
\$3.61 increases from 1999

In September 2001 the groundbreaking to commemorate the construction of the new Main Library was held at the construction site. The two-story, 70,000 square-foot brick and glass structure is expected to be open in late 2002.





**GENERAL GOVERNMENTAL EXPENDITURES (4)**

**Terrebonne Parish Consolidated Government**

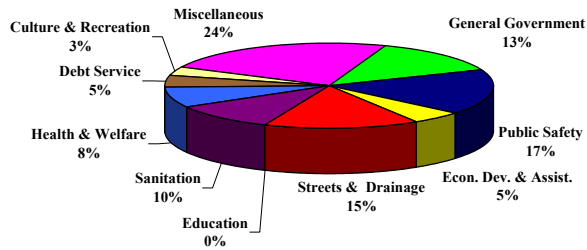
Last Ten Years

<u>Year</u>	<u>Total</u>	<u>General Government</u>	<u>Public Safety</u>	<u>Streets and Drainage</u>	<u>Sanitation</u>
1991	\$ 59,583,476	\$ 5,601,087	\$ 8,287,111	\$ 9,118,723	\$ 4,436,142
1992	58,034,447	6,030,703	8,223,139	9,913,152	6,128,980
1993 (3)	46,372,381	7,577,999	8,606,392	8,672,025	4,815,799
1994 (3)	48,383,371	5,688,433	8,047,061	10,630,738	5,692,089
1995 (3)	50,171,852	6,650,567	9,174,353	9,006,101	4,602,572
1996 (3)	56,206,603	10,207,498	10,966,254	8,887,026	4,440,582
1997 (3)	61,181,496	11,250,055	10,895,872	10,310,547	5,248,331
1998 (3)	82,382,197	9,920,145	12,153,460	11,772,743	6,267,425
1999 (3)	76,671,772	11,858,332	13,242,473	11,762,806	7,853,525
2000 (3)	78,998,496	10,324,285	13,402,998	11,817,445	9,272,663

- (1) The miscellaneous function is used for items which cannot be properly classified under the other nine functions.
- (2) "Miscellaneous" includes capital outlay.
- (3) As required by GASB 14, the Parish began to report certain component units as discrete rather than blended.
- (4) Includes all governmental fund types.

Source: Comprehensive Annual Financial Audit Report

**Expenditures By Function for 2000**



**GENERAL GOVERNMENTAL EXPENDITURES (4)**

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<u>Health and Welfare</u>	<u>Debt Service</u>	<u>Culture and Recreation</u>	<u>Education</u>	<u>Economic Development and Assistance</u>	<u>Miscellaneous (1) (2)</u>
\$ 6,420,338	\$ 4,585,544	\$ 4,017,328	\$ 17,674	\$ 6,879,330	\$ 10,220,199
6,353,689	4,853,341	3,466,379	14,334	5,693,250	7,357,480
4,245,219	3,668,581	1,386,443	14,703	3,108,632	4,276,588
3,831,211	2,856,456	1,465,460	20,151	2,247,484	7,904,288
3,726,512	3,187,822	1,901,660	21,577	3,882,096	8,018,592
3,815,614	4,303,438	1,992,288	21,493	1,744,084	9,828,326
4,131,792	3,460,650	2,239,791	24,161	1,683,137	11,937,160
4,770,277	11,185,282	2,342,134	24,124	2,944,371	21,002,236
4,843,820	2,920,968	2,555,855	23,247	2,869,498	18,741,248
6,081,498	3,513,679	2,551,890	33,143	3,917,446	18,083,449

**GENERAL GOVERNMENTAL REVENUES BY SOURCE (3)**

**Terrebonne Parish Consolidated Government**

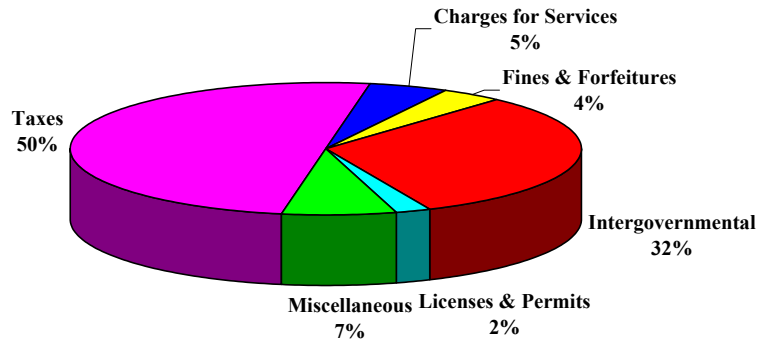
Last Ten Years

Year	Total	Taxes	Licenses and Permits	Inter-governmental	Charges for Services	Fines and Forfeitures	Miscellaneous
1991	\$ 56,429,645	\$ 27,592,789	\$ 1,178,646	\$ 22,124,041	\$ 2,200,553	\$ 236,472	\$ 3,097,144
1992	55,150,935	27,644,988	1,289,291	21,028,747	2,467,806	241,786	2,478,317
1993 (1)	50,396,048	29,843,726	1,279,048	14,510,334	1,804,643	1,690,046 (4)	1,268,251
1994 (1)/(2)	47,092,301	16,227,428	1,328,395	24,441,724	2,736,449	248,842	2,109,463
1995 (1)	60,735,710	31,174,791	1,373,448	20,518,020	3,238,039	247,498	4,183,914
1996 (1)	65,425,306	33,330,882	1,396,537	20,809,464	3,241,556	2,194,071 (4)	4,452,796
1997 (1)	65,165,513	35,883,791	1,457,339	17,284,126	3,404,055	2,366,915 (4)	4,769,287
1998 (1)	67,558,579	35,889,029	1,469,945	19,133,621	4,026,879	2,389,690 (4)	4,649,415
1999 (1)	66,022,816	35,076,201	1,556,702	18,263,608	4,007,990	2,595,487 (4)	4,522,828
2000 (1)	76,616,865	38,267,974	1,535,767	24,300,474	3,819,676	3,057,879 (4)	5,635,095

- (1) As required by GASB 14, the Parish began to report certain component units as discrete rather than blended.
- (2) In 1994, the Parish changed the method of recording ad valorem taxes. Taxes levied in the current year are recorded as revenue in the next year which is the year they were budgeted.
- (3) Includes all governmental fund types.
- (4) The Criminal Court Fund is shown in these years as a fund of the Parish.

Source: Comprehensive Annual Financial Audit Report

**Revenues By Source for 2000**



**GENERAL GOVERNMENTAL TAX REVENUES BY SOURCE (3)**

**Terrebonne Parish Consolidated Government**

Last Ten Years

<u>Year</u>	<u>Total</u>	<u>Ad Valorem Taxes</u>	<u>Sales &amp; Use Taxes</u>	<u>Special Assessment Taxes</u>	<u>Other Taxes</u>
1991	\$ 27,592,789	\$ 17,185,906	\$ 9,664,778	\$ 316,848	\$ 425,257
1992	27,644,988	17,439,881	9,381,665	279,929	543,513
1993 (1)	29,843,726	15,395,066	13,711,731	231,728	505,201
1994 (1)/(2)	16,227,428	146,486	15,383,064	205,463	492,415
1995 (1)	31,174,791	14,169,307	16,347,052	120,572	537,860
1996 (1)	33,330,882	14,329,069	18,042,085	237,201	722,527
1997 (1)	35,883,791	14,173,401	20,948,358	145,775	616,257
1998 (1)	35,889,029	13,872,243	21,262,235	106,047	648,504
1999 (1)	35,076,201	14,757,343	19,468,951	120,894	729,013
2000 (1)	38,267,974	15,999,943	21,404,802	131,761	731,468

(1) As required by GASB 14, the Parish began to report certain component units as discrete rather than blended.

(2) In 1994, the Parish changed the method of recording ad valorem taxes. Taxes levied in the current year are recorded as revenue in the next year which is the year they were budgeted.

(3) Includes all governmental fund types.

Source: Comprehensive Annual Financial Audit Report

**PROPERTY TAX LEVIES AND DELINQUENT TAX COLLECTIONS**

**Terrebonne Parish Consolidated Government**

Last Ten Years

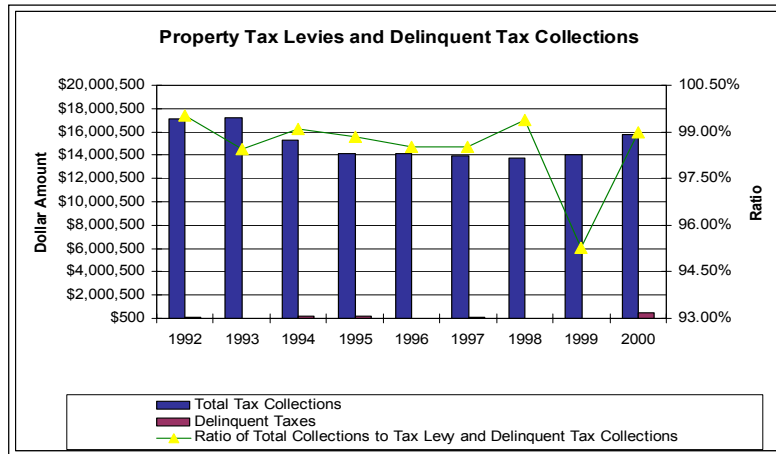
Year	Collection Year	Total Tax Levy	Current Tax Collections	Percent of Current Taxes Collected	(1) Delinquent Tax Collections	Total Tax Collections	Ratio of Total Collections to Tax Levy and Delinquent Tax Collections
1991	1992	\$ 17,070,844	\$ 16,987,728	99.51%	\$ 115,062	\$ 17,102,790	99.52%
1992	1993	17,418,630	17,148,659	98.45%	21,251	17,169,910	98.45%
1993 (2)	1994	15,228,235	15,088,356	99.08%	166,831	15,255,187	99.09%
1994 (2)/(3)	1995	14,118,166	13,952,637	98.83%	146,486	14,099,123	98.84%
1995 (2)	1996	14,266,096	14,052,002	98.50%	43,106	14,095,108	98.50%
1996 (2)	1997	14,069,491	13,857,969	98.50%	59,303	13,917,272	98.50%
1997 (2)	1998	13,842,518	13,757,133	99.38%	670	13,757,803	99.38%
1998 (2)	1999	14,711,238	14,014,881	95.27%	9,848	14,024,729	95.27%
1999 (2)	2000	15,419,182	15,257,611	98.95%	499,261	15,756,872	98.99%
2000 (2)	2001	16,079,675					

"Total Tax Levy" represents the taxpayer portion of the original levy of the Assessor. The amounts to be paid by the taxpayer are ultimately collected in full except for those adjustments due to assessment error or delayed homestead exemptions.

For financial statement reporting, ad valorem taxes represent total tax levy plus delinquent tax collections.

- (1) Delinquent taxes are collections corresponding to the levy year for the years 1991 to 1993.
- (2) As required by GASB 14, the Parish began to report certain component units as discrete rather than blended.
- (3) In 1994 and subsequent years there was a change in the method of recording ad valorem taxes. Taxes levied in the current year are recorded as revenue in the next year which is the year they were budgeted by the Parish.

Source: Sheriff and Ex-Officio Tax Collector's Grand Recapitulation of the Assessment Roll for the Parish of Terrebonne.



**ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY**

**Terrebonne Parish Consolidated Governmen**

Last Ten Years

<u>Year</u>	<u>Taxable Assessed Value</u>	<u>Homestead Exemptions</u>	<u>Assessed Value</u>	<u>Estimated Actual Value</u>	<u>Ratio of Assessed Value to Estimated Actual Value*</u>
1991	\$ 257,142,365	\$ 88,777,745	\$ 345,920,110	\$ 2,720,987,757	12.71%
1992	248,560,190	89,438,930	337,999,120	2,677,668,107	12.62%
1993	250,111,370	91,245,640	341,357,010 **	2,704,746,977	12.62%
1994	264,582,325	91,870,360	356,452,685 **	2,822,190,753	12.63%
1995	273,545,325	94,694,955	368,240,280 **	2,924,051,057	12.59%
1996	284,627,220	99,088,555	383,715,775 **	3,067,438,793	12.51%
1997	293,471,500	102,373,480	395,844,980 **	3,161,301,850	12.52%
1998	312,754,147	106,223,565	418,977,712 **	3,351,030,950	12.50%
1999	329,561,315	113,539,890	443,101,205 **	3,360,444,317	13.19%
2000	361,567,645	131,856,605	493,424,250 **	4,053,982,347	12.17%

\*Actual Valuation (Market Value) as computed to Assessed Valuation

Residential properties are assessed at 10% of fair market value; other movable property excluding land are to be assessed at 15%; and public service properties excluding land are to be assessed at 25% of fair market value. The overall assessed value is estimated to be 15% of actual market value.

\*\* Exempt Properties Not Included in Above

Does not include exempt assessed valuations as follows:

	<u>2000</u>	<u>1999</u>	<u>1998</u>	<u>1997</u>
(a) Real Estate and Improvements (Under 10 Year Exemption)	\$17,387,670	\$17,387,670	\$17,387,670	\$17,387,678
(b) Exempt Real Estate and Improvements	2,290,738	2,290,738	2,290,738	1,876,200
Total Exempt Properties	<u>\$19,678,408</u>	<u>\$19,678,408</u>	<u>\$19,678,408</u>	<u>\$19,263,878</u>

Source: Terrebonne Parish Assessor's Grand Recapitulations of the Assessment Roll for the Parish of Terrebonne.

**PROPERTY TAX RATES - DIRECT AND OVERLAPPING GOVERNMENTS (PER \$1,000 OF ASSESSED VALUE)**

**Terrebonne Parish Consolidated Government**

Last Ten Years

<u>Year</u>	<u>Operating</u>	<u>Debt Service</u>	<u>Total</u>	<u>School Board</u>	<u>Others</u>	<u>Total</u>
1991	\$ 236.00	\$ 55.90	\$ 291.90	\$ 18.51	\$ 18.15	\$ 328.56
1992	271.26	48.19	319.45	20.34	11.86	351.65
1993	273.51	40.19	313.70	20.57	11.82	346.09
1994	275.09	32.79	307.88	20.57	11.86	340.31
1995	278.74	23.46	302.20	19.49	11.86	333.55
1996	280.22	19.29	299.51	19.23	11.48	330.22
1997	309.97	22.73	332.70	19.34	14.54	366.58
1998	317.18	16.75	333.93	18.74	14.43	367.10
1999	333.19	26.11	359.30	18.74	14.43	392.47
2000	296.86	22.66	319.52	17.29	14.43	351.24

Source: Comprehensive Annual Financial Audit Report

**PRINCIPAL TAXPAYERS**

**Terrebonne Parish Consolidated Government**

December 31, 2000

<u>Taxpayer</u>	<u>Type of Business</u>	<u>2000 Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Texaco, Inc.	Oil & gas	\$13,540,775	2.74%
Bell South	Telephone utility	10,970,380	2.22%
Tenneco Gas Pipeline Co.	Pipeline	7,009,860	1.42%
Transcontinental Gas Pipeline	Pipeline	7,538,870	1.53%
Entergy LA., Inc.	Electric utility	6,900,020	1.40%
Banc One Management Corp.	Banking	6,701,635	1.36%
Poseidon Oil Pipeline Co.	Pipeline	6,189,205	1.25%
Equilon Pipeline Co.	Pipeline	5,375,780	1.09%
South Louisiana Electric Cooperative Association	Electric utility	4,558,610	0.92%
Hibernia National Bank	Banking	3,973,930	0.81%
	Totals	<u>\$72,759,065</u>	<u>14.74%</u>

Source: Terrebonne Parish Assessor's Office



## SPECIAL ASSESSMENT BILLINGS AND COLLECTIONS

### Terrebonne Parish Consolidated Governmen

Last Ten Years

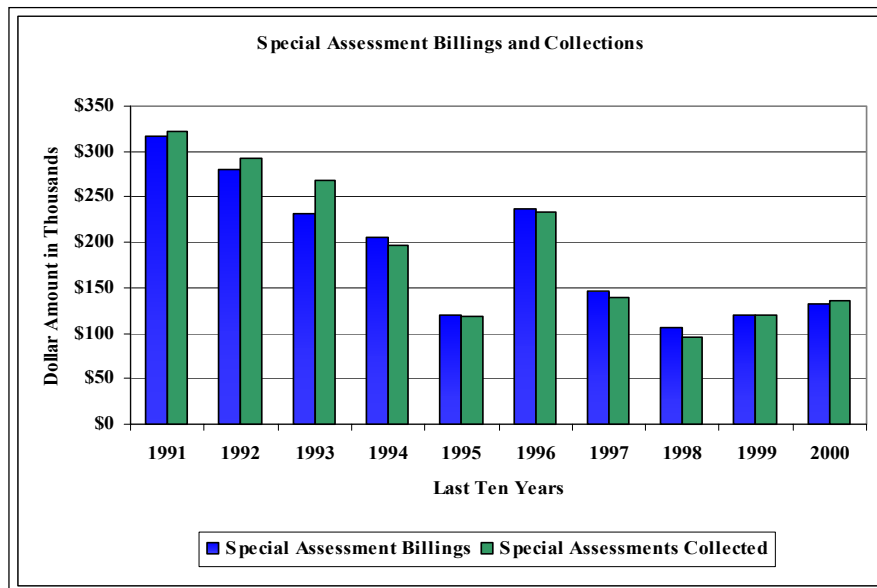
(UNAUDITED)

<u>Year</u>	<u>Special Assessment Billings (1)</u>	<u>Special Assessments Collected (1)/(2)</u>
1991	\$ 316,848	\$ 321,588
1992	279,929	293,274
1993	231,728	268,124
1994	205,463	197,624
1995	120,572	118,835
1996	237,201	233,772
1997	145,775	139,011
1998	106,047	96,286
1999	120,894	119,559
2000	131,761	136,528

(1) Includes prepayments and foreclosures.

(2) Includes delinquent collections.

Source: Finance Department Records



**COMPUTATION OF LEGAL DEBT MARGIN  
AD VALOREM TAX BONDS**

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**Terrebonne Parish Consolidated Government**

December 31, 2000

Purpose:	<u>Roads, Highways and Bridges</u>	<u>Drainage</u>
Assessed valuation	\$ <u>493,424,250</u>	\$ <u>493,424,250</u>
Debt limit: 10% of assessed value *	\$ <u>49,342,425</u>	\$ <u>49,342,425</u>
Less: Debt outstanding	4,470,000	3,975,000
Amounts held in sinking funds	<u>(598,709)</u>	<u>(471,409)</u>
Debt applicable to limitation	<u>3,871,291</u>	<u>3,503,591</u>
Legal debt margin	<u>\$ 45,471,134</u>	<u>\$ 45,838,834</u>

\* Debt may be incurred up to a limit of 10% of assessed valuation for any one purpose.

Source: Comprehensive Annual Financial Audit Report

**RATIO OF AD VALOREM TAX DEBT TO ASSESSED VALUE  
AND NET AD VALOREM TAX DEBT TO ASSESSED VALUE**

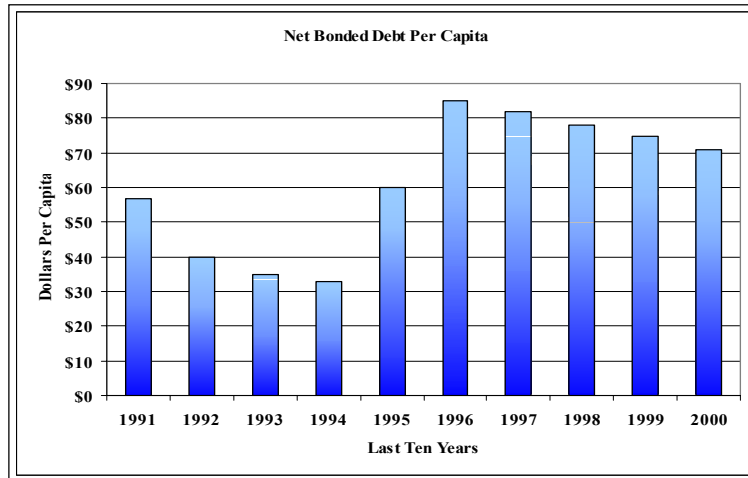
**Terrebonne Parish Consolidated Government**

Last Ten Years

Year	Population (1)	Assessed Value (2)	Ad Valorem Tax Debt (3)	Less Debt Service Fund (4)	Net Ad Valorem Tax Debt	Ratio of Net Ad Valorem Tax Debt to Assessed Value	Net Ad Valorem Tax Debt per Capita
1991	97,824	\$345,920,110	\$9,835,000	\$4,272,129	\$5,562,871	1.61%	\$ 57
1992	99,581	337,999,120	7,800,000	3,820,359	3,979,641	1.18%	40
1993 (5)	99,833	341,357,010	6,490,000	3,040,594	3,449,406	1.01%	35
1994 (5)	99,948	356,452,685	4,805,000	1,554,798	3,250,202	0.91%	33
1995 (5)	100,485	368,240,280	7,910,000	1,899,324	6,010,676	1.63%	60
1996	101,760	383,715,775	10,035,000	1,361,228	8,673,772	2.26%	85
1997	101,760	395,844,980	9,600,000	1,230,910	8,369,090	2.11%	82
1998	103,964	418,977,712	9,245,000	1,166,871	8,078,129	1.93%	78
1999	104,317	443,101,205	8,860,000	1,075,077	7,784,923	1.76%	75
2000	104,503	493,424,250	8,445,000	1,070,118	7,374,882	1.49%	71

- (1) Houma-Terrebonne Chamber of Commerce Estimate
- (2) From Table 4
- (3) Amount includes bonded debt payable from ad valorem taxes.
- (4) Amount available for repayment of bonds payable from ad valorem taxes.
- (5) As required by GASB 14, the Parish began to report certain component units as discrete rather than blended.

Source: Comprehensive Annual Financial Audit Report



**RATIO OF ANNUAL DEBT SERVICE EXPENDITURES FOR  
AD VALOREM TAX DEBT TO TOTAL GENERAL GOVERNMENTAL EXPENDITURES**

**Terrebonne Parish Consolidated Government**

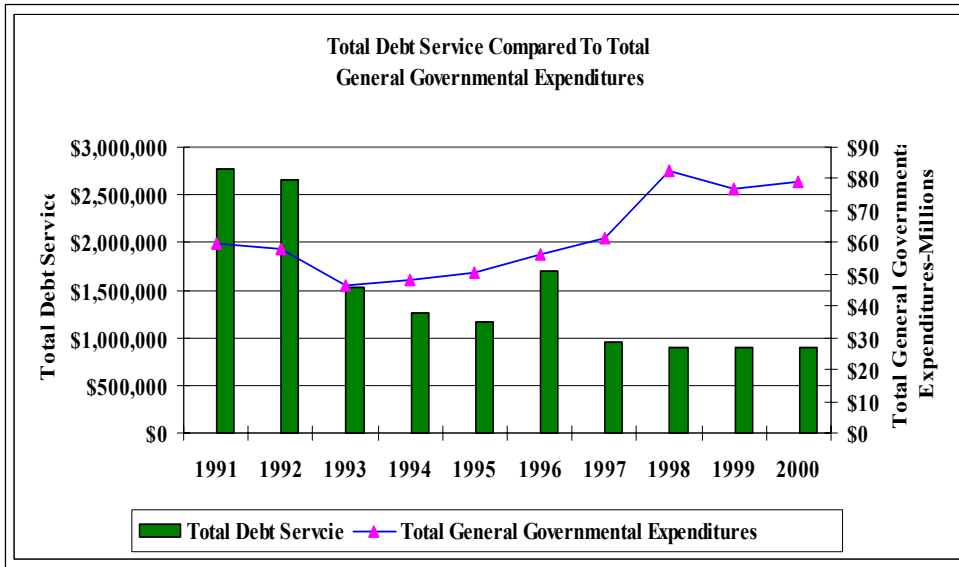
Last Ten Years

Year	Principal	Interest and Fiscal Charges	Total Debt Service (1)	Total General Governmental Expenditures (2)	Ratio of Debt Service to General Governmental Expenditures
1991	\$ 2,024,000	\$ 746,440	\$ 2,770,440	\$ 59,583,476	4.65%
1992	2,035,000	614,491	2,649,491	58,034,447	4.57%
1993	1,180,000	350,398	1,530,398	46,372,381	3.30%
1994	925,000	344,672	1,269,672	48,383,371	2.62%
1995	895,000	266,522	1,161,522	50,171,852	2.32%
1996	1,265,000	427,580	1,692,580	56,206,603	3.01%
1997	435,000	528,045	963,045	61,181,496	1.57%
1998	355,000	541,383	896,383	82,382,197	1.09%
1999	385,000	508,936	893,936	76,672,086	1.17%
2000	415,000	477,721	892,721	78,998,496	1.13%

(1) Total Debt Service includes bonded debt paid for by ad valorem taxes.

(2) From Table 1

Source: Comprehensive Annual Financial Report



**COMPUTATION OF DIRECT AND OVERLAPPING BONDED DEBT  
AD VALOREM TAX BONDS**

**Terrebonne Parish Consolidated Government**

December 31, 2000

<u>Jurisdiction</u>	<u>Ad Valorem Tax Debt Outstanding</u>	<u>Percentage Applicable to Government</u>	<u>Amount Applicable to Government</u>
Direct:			
Terrebonne Parish Consolidated Government (2)	\$ 8,445,000	100%	\$ 8,445,000
Overlapping:			
Terrebonne Parish School Board (1)	<u>2,910,000</u>	<u>100%</u>	<u>2,910,000</u>
Total	<u>\$ 11,355,000</u>	<u>100%</u>	<u>\$ 11,355,000</u>

(1) The fiscal year of the Terrebonne Parish School Board ends on June 30th. Overlapping debt is based on June 30, 2000 financial information.

(2) Excludes 1982 Jail General Obligation Bonds in the amount of \$12,195 that are not funded by Ad Valorem Taxes.

Source: Comprehensive Annual Financial Report and Terrebonne Parish School Board.

## SUMMARY OF UTILITY REVENUE BOND COVERAGE

### Terrebonne Parish Consolidated Government

Last Ten Years

Year	Net Income	Depreciation	Interest and Fiscal Charges	Available for Debt Service	Debt Service Requirements			Coverage
					Principal	Interest	Total	
1991	\$ 682,741	\$ 2,193,286	\$ 586,994	\$ 3,463,021	\$ 1,365,000	\$ 584,653	\$ 1,949,653	1.78
1992	1,401,199	1,794,737	879,046	4,074,982	580,000	875,349	1,455,349	2.80
1993	2,604,828	1,696,639	1,105,445	5,406,912	605,000	1,104,775	1,709,775	3.16
1994	1,678,891	1,720,002	783,013 (1)	4,181,906	630,000	1,079,668	1,709,668	2.45
1995	4,436,280	1,803,691	738,180 (1)	6,978,151	655,000	1,051,318	1,706,318	4.09
1996	3,184,731	1,769,614	1,020,228	5,974,573	690,000	1,019,878	1,709,878	3.49
1997	4,574,159	1,716,941	985,728	7,276,828	720,000	985,378	1,705,378	4.27
1998	5,513,902	1,933,296	948,288	8,395,486	760,000	947,938	1,707,938	4.92
1999	5,208,715	2,127,485	907,248	8,243,448	800,000	906,898	1,706,898	4.83
2000	3,073,663	2,321,582	863,073	6,258,318	845,000	862,898	1,707,898	3.66

(1) Interest paid less interest earned on bond investments are capitalized.

Source: Comprehensive Annual Financial Audit Report

## DEMOGRAPHIC STATISTICS

### Terbonne Parish Consolidated Government

Last Ten Years

Year	Population (1)	Per Capita Income	Median Age	Public School Enrollment (5)	Average % Unemployment Terbonne Parish (6)
1991	97,824	\$13,339 (3)	(7)	20,572	6.70 %
1992	99,581	13,339 (3)	29.8 (4)	20,602	10.60 %
1993	99,833	14,430 (3)	30.4 (4)	20,607	7.00 %
1994	99,948	15,327 (3)	30.5 (4)	20,531	7.10 %
1995	100,485	16,614 (8)	30.8 (4)	20,600	6.70 %
1996	101,760	17,479 (8)	30.8 (6)	20,600	5.40 %
1997	102,197	19,397 (8)		21,989	4.30 %
1998	103,964	20,774 (8)		20,395	3.50 %
1999	104,317	20,107 (8)	34.1 (9)	19,959	4.20 %
2000	104,503	20,550 (6)	29.3 (2)	19,633	3.90 %

Source: (1) Houma-Terrebonne Chamber of Commerce

(2) University of New Orleans, Division of Business and Economic Research

(3) Bureau of Economic Analysis, Survey of Current Business and Louisiana Department of Research and Statistical Data

(4) Woods & Poole Economics, Inc., projections

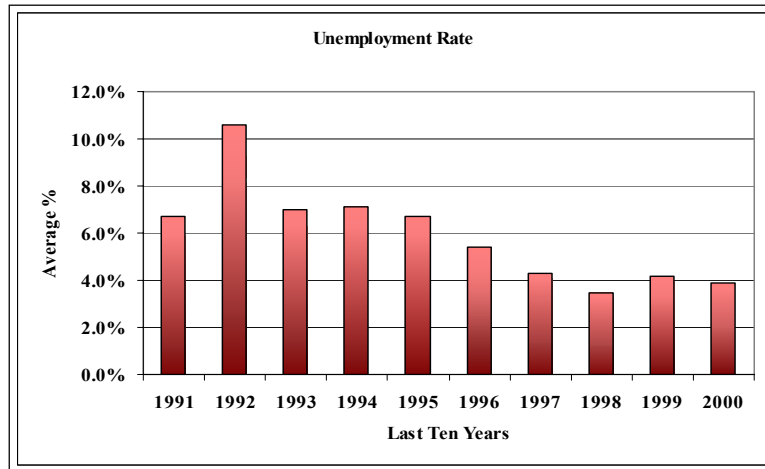
(5) Terrebonne Parish School Board

(6) Louisiana Department of Labor statistics

(7) Unavailable as per State Library of Louisiana, Baton Rouge, Louisiana

(8) U.S. Department of Commerce, Bureau of Economic Analysis

(9) Population Estimates Program, Population Division, U.S. Census Bureau



## PROPERTY VALUE AND CONSTRUCTION

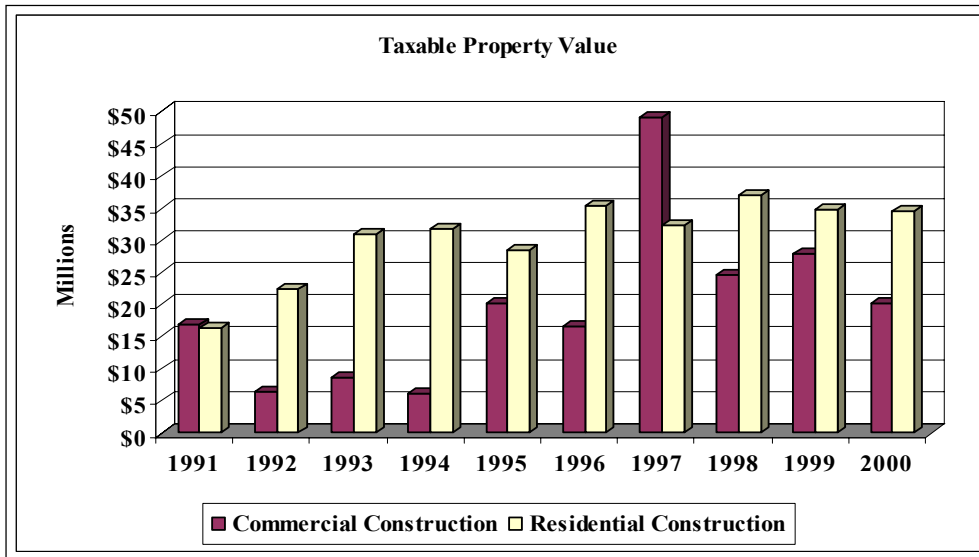
### Terrebonne Parish Consolidated Government

Last Ten Years

Year	Property Value (1) (2)				Commercial Construction (3)		Residential Construction (3)	
	Assessed Value of Land and Improvements	Assessed Value of All Other Properties	Exemptions	Total	Number of Units	Value	Number of Units	Value
1991	\$ 164,941,835	\$ 180,978,275	\$ 88,777,745	\$ 257,142,365	56	\$ 16,826,400	287	\$ 16,378,700
1992	166,568,240	171,430,880	89,438,930	248,560,190	45	6,356,568	370	22,502,330
1993	169,627,545	171,729,465	91,245,640	250,111,370	57	8,653,500	389	31,042,940
1994	174,939,080	181,513,605	91,870,360	264,582,325	47	6,148,062	389	31,868,121
1995	184,782,915	183,457,365	94,694,955	273,545,325	69	20,197,922	374	28,376,039
1996	193,664,120	190,051,655	99,088,555	284,627,220	57	16,534,306	434	35,333,969
1997	198,422,555	197,422,425	102,373,480	293,471,500	67	49,156,715	395	32,300,753
1998	209,356,877	209,620,835	106,223,565	312,754,147	93	24,457,452	433	36,886,540
1999	223,451,645	219,649,560	113,539,890	329,561,315	77	27,782,613	407	34,760,902
2000	273,005,900	220,418,350	131,856,605	361,567,645	49	20,073,991	414	34,599,063

Sources:

- (1) Estimated actual value listed on Table 4 from the 2000 Comprehensive Annual Financial Audit Report
- (2) Terrebonne Parish Assessor's Grand Recapitulation of the Assessment Rolls.
- (3) Terrebonne Parish Planning and Zoning, Permits and Inspections Department.





## MISCELLANEOUS STATISTICS

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### Terrebonne Parish Consolidated Government

**Description:**

Terrebonne Parish has a total of 2,067 square miles - 987 square miles of land and 1,070 square miles of water. It is located in the south central portion of the state, bounded by the Gulf of Mexico on the south, Lafourche Parish on the north and east, and Assumption and St. Mary parishes on the west. Terrebonne Parish is in the 32<sup>nd</sup> Judicial District; 6<sup>th</sup> Supreme Court District; 20<sup>th</sup> Senatorial District; 3<sup>rd</sup> Congressional District; 5<sup>th</sup> Public Service Commission District and the 1<sup>st</sup> Circuit Court of Appeals, State of Louisiana.

**Population:**

	<u>1970 Census</u>	<u>1980 Census</u>	<u>1990 Census</u>	<u>2000 Census</u>
City of Houma	30,922	32,602	30,495	32,393
Urbanized Area		65,780	65,879	69,583
Terrebonne Parish	76,049	94,393	96,982	104,503

**Population Characteristics:** 74% White, 18% Black, 5% American Indian, .8% Asian and 2.2% Other.

Source: Houma-Terrebonne Chamber

**Per Capita Personal Income:**

	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>
United States	\$23,562	\$24,651	\$25,874	\$27,322	\$28,542
Louisiana	19,541	20,254	21,208	22,351	22,839
Terrebonne Parish	16,614	17,479	19,397	20,774	20,107

Source: U.S. Department of Commerce, Bureau of Economic Analysis

**Effective Buying Income:**

Median Household: Terrebonne Parish \$32,696

Source: New Strategist Publications, Inc.

**Labor Analysis (Annual Average Figures):**

<u>Year</u>	<u>Average Labor Force</u>	<u>Average Unemployment</u>
1991	39,133	6.70 %
1992	37,700	10.60 %
1993	40,100	7.00 %
1994	42,100	7.10 %
1995	43,500	6.70 %
1996	44,500	5.40%
1997	46,700	4.30%
1998	50,000	3.50%
1999	50,800	4.20%
2000	48,300	3.90%

Source: Louisiana Department of Labor

## MISCELLANEOUS STATISTICS

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### Terrebonne Parish Consolidated Government

**Average Weekly Wage Scale 1999** (Latest available):

All Establishments	\$528.54
Manufacturing	\$647.98

Source: Louisiana Department of Labor

**Household Units/Households:**
Household Units:

Terrebonne Parish	35,416
City of Houma	11,476

<u>Households:</u>	31,837
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Source: 1990 U. S. Census

**New Building Permits (2000):**

<u>Type</u>	<u>Units</u>	<u>Cost</u>
Residential	414	\$34,599,063
Commercial	49	20,073,991
Totals	<u>463</u>	<u>\$54,673,054</u>

Source: Terrebonne Parish Planning and Zoning, Permits and Inspection Department

**Major Employers in Terrebonne Parish:**

<u>Company Name</u>	<u>Product or Services</u>	<u>Employees</u>
Terrebonne Parish School Board	Education	2,400
Terrebonne General Medical Center	Medical services	1,578
Terrebonne Parish Consolidated Government	Government	1,300
Pride Offshore	Oil field services	1,100
Leonard J. Chabert Medical Center	Medical services	930
Diocese of Houma-Thibodaux	Catholic education	800
North American Fabricators	Steel fabrication	690
Halliburton Services	Oil field services	649
Wal-Mart	Discount department store	532
Gulf Island Fabrication	Steel fabrication	481

Source: Houma-Terrebonne Chamber

**Average Employment for Employers Subject to the Louisiana Employment Security Law:**

<u>Classification</u>	Average 2000*
Agriculture	247
Mining	5,632
Construction	3,529
Manufacturing	4,129
Transportation	4,788
Wholesale Trade	2,357
Retail Trade	9,636
Finance	1,320
Services	14,262
Public Administration	1,720
Total	<u>47,620</u>

\* Latest available 3<sup>rd</sup> Quarter 2000

Source: Louisiana Department of Labor

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
<b><u>151-111 PARISH COUNCIL</u></b>							
106	1993	Ford LTD Crown Victoria	38997	Council Clerk's Office			X
<b><u>151-120 CITY COURT</u></b>							
452	2001	Dodge Ram Wagon	4749	City Court			
453	1994	Dodge Ram D-350	77525	Supervisor-Isaacs	X	X	
451	1995	Oldsmobile Cutlass 4 Door	84634	City Court			
<b><u>151-131 ADMINISTRATION</u></b>							
101	2001	Dusty Green Ford Crown Victoria	1387	President-Bergeron	X	X	
102	2002	Chevrolet Impala		Director-Levron	X	X	
<b><u>151-151 FINANCE</u></b>							
226	1997	Light Blue Ford Taurus	16,487	N/A			X
<b><u>151-152 CUSTOMER SERVICE</u></b>							
200	1997	Ford F-150 Pick-up	64150	Reide Chaisson	X	X	
203	1998	Chevrolet S-10 Pick-up	30643	Tracy Lapeyrouse	X	X	
204	1986	White Chevrolet Pick-up	128027				X
211	1992	Chevrolet Lumina	137168	Damiyan Sherman			X
201	2001	Ford Ranger Pick-up	30	Khiri Harris			
202	1999	Blue Ford Taurus	18220	Ed Lawson-Pool			X
205	2001	White Ford Ranger	6100	Minday Curole			X
206	1990	Dodge Dakota Pick-up	69608	Chad James			X
207	2001	White Ford Ranger	6134	Joseph Lagarde IV			X
209	2002	Ford Pickup		Terrence Wagner			X
<b><u>151-193 PLANNING &amp; ZONING DEVELOPMENT</u></b>							
500	1999	Platinum/Gray Dodge Stratus	15252	Pat Gordon	X	X	
508	1994	Cream/Silver Ford LTD Crown Victoria	19960	Pool			X
103	1997	White Dodge Intrepid	28039	Bob Harvey			
521	1998	White Chevrolet X-Cab S-10	58753	Robert Pitre	X	X	
522	1999	White Dodge Ram Pick-up	36479	Thomas Lajaunie	X	X	
527	1999	Pontiac Bonneville	28930	Donald Domangue			
517	1996	White Ford Taurus	47518	Planning	X	X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
523	2001	White Dodge Ram Pick-up	31718	Planning			
520	2001	White Dodge Ram Pick-up	27117	Planning			
<b><u>151-194 GOVERNMENT BUILDINGS</u></b>							
178	1998	Green Dodge Ram 1/2 Ton	21257	Supervisor-Coulon	X		X
1101	1994	Chevrolet C-1500 1/2 Ton Ext. Cab	92181	Tech-Bobby Dubois	X		X
176	1991	Red Dodge Pick-up	117543	Calvin Green			X
<b><u>151-201 JAIL</u></b>							
179	1999	Dodge Ram 1500 Pick-up	24416	Druis Martin	X		X
<b><u>151-198 JANITORIAL SERVICES</u></b>							
177	1997	Red Ford F-150	56737	Custodian-Campbell	X		X
175	1994	Chevrolet C-1500 1/2 Ton Ext. Cab	68550	Laborer-McElroy			X
225	1991	Chevrolet Caprice	86625	N/A			X
1102	1992	Chevrolet S-10 EL	85904	Supervisor-Arceneaux			
<b><u>151-302 SERVICE CENTER/ENGINEERING ADMINISTRATION</u></b>							
1110	1998	White Buick LeSabre	28000	Engineer-Jones	X		X
1111	1999	Red Dodge Ram 1500	35118	Inspector-Dupre	X		X
1112	1990	Ford LTD Crown Victoria	95736	Engineer Tech-Bray			X
1118	1992	Dodge Pick-Up	36479	Eng.Tech-Schexnayder			X
<b><u>151-650 ECONOMIC DEVELOPMENT &amp; CULTURAL RESOURCES</u></b>							
151	1996	Dodge Intrepid	59432	E.D. Spec. Hawkins			
152	1998	Beige Buick LeSabre	39934	Mart Black	X		X
<b><u>151-653 HOUSING &amp; HUMAN SERVICES</u></b>							
511	1992	Dodge Caravan	53616	Staff, CDBG			
513	1995	Red Ford Aerostar Van	27440	Office			X
519	1997	White Ford Aerostar XLT Van	23159	N/A			X
502	1991	Plymouth Acclaim	98435	Carroll LeBouef			X
503	1991	Blue Dodge Ram 350 Van	38054	Youthbuild			X
504	1999	White Dodge Intrepid	16011	N/A	X	X	X
525	1999	Ford Taurus LX	13546	N/A			X

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
526	1999	Ford Taurus LX	14805	N/A			X
506	1998	White Chevrolet S-10	70687	Youthbuild		X	
501	2000	White Ford F-150	19185	N/A			X
507	2000	White Ford F-150	19486				X
512	1993	Jeep Cherokee					X
<b><u>151-912 EMERGENCY PREPAREDNESS</u></b>							
110	1996	White Jeep Cherokee SE	61149	Director-Deroche	X	X	
109	1998	Chevrolet Lumina	74314	Jennie Callahan		X	
<b><u>202-122 TERREBONNE JUVENILE DETENTION</u></b>							
1130	1997	Grey Chevrolet Lumina	37857	N/A			X
1131	1998	White Ford E-350 Van	19837	N/A			X
1132	1999	Grey Jeep Cherokee	19755	Admin-Hutchinson	X	X	
<b><u>204-211 POLICE</u></b>							
300	1996	Grey Oldsmobile Cutlass Ciera SL	45664	Detective-Lusco	X	X	
301	1996	Grey Oldsmobile Cutlass Ciera SL	63641	Detective-Wolfe	X	X	
302	2000	White Ford Expedition	23812	Pat Boudreaux	X	X	
303	1998	Buick LeSabre	28956	Comm. Supervisor-Russell	X	X	
304	2000	White Ford Crown Victoria	24145	Police		X	
305	1996	Green/Grey Oldsmobile Ciera	54917	Detective-Coleman	X	X	
306	1998	Chevrolet Lumina	37720	Detective-Faulk	X	X	
307	1991	Ford E350 Aeromaster Ultimaster Van	5644	Rescue		X	X
308	1996	Green Oldsmobile Cutlass Ciera SL	34756	Detective-Myles	X	X	
309	1998	Chevrolet Lumina		Old			
310	1998	Buick LeSabre	34884	Asst. Chief-Bunch	X	X	
311	1995	White Chevrolet Caprice	143889	School Resource-Lyons		X	
312	2000	White Ford Crown Victoria	27684	Car Patrol		X	
313	2000	White Ford Crown Victoria	46855	Car Patrol		X	
314	2000	White Ford Crown Victoria	35368	Car Patrol		X	
315	1999	Desert Sand Jeep Cherokee SE	13850	Sgt. Pat Boudreaux	X	X	
316	2000	White Ford Crown Victoria	66092	Car Patrol			X
317	1997	Ford CRV	43109	HPD	X	X	
318	2001	White Ford Crown Victoria	3120	Police			X

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
319	2001	White Ford Crown Victoria	6130	Police			X
320	1998	Chevrolet Lumina	30690	Detective-Hebert	X	X	
321	2001	White Ford Crown Victoria	1339	Police			X
322	1996	Grey Oldsmobile Cutlass Ciera SL	45896	Detective-Levron	X	X	
323	2001	Ford Crown Victoria	4927	Police			X
324	2000	White Ford Crown Victoria	67400	Car Patrol			X
325	2000	White Ford Crown Victoria	48932	Car Patrol			X
326	1994	Blue Ford LTD	82640	Detective-McElroy	X	X	
327	2000	White Ford Crown Victoria	30712	Car Patrol		X	
328	2001	White Ford Crown Victoria	4096	Police			X
329	2000	White Ford Crown Victoria	40916	Car Patrol		X	
330	1999	White Ford Crown Victoria	31145	Chief-Callahan	X	X	
331	2000	White Ford Crown Victoria	64180	Car Patrol			X
332	2001	White Ford Crown Victoria	3923	Police			X
333	2000	White Ford Crown Victoria	9048	Traffic Supv.-Cunningham	X	X	
334	2002	Ford Crown Victoria		Asst. Chief-Bunch			
335	2000	White Ford Crown Victoria	74645	Car Patrol			X
336	2000	White Ford Crown Victoria	N/A	Detective Hogenstad	X	X	
337	2000	Ford CRV	29058	Car Patrol			X
338	2000	Ford CRV	27106	Car Patrol			X
340	2000	Ford Crown Victoria		Captain U.P.C.			
341	1995	White Ford F-150	N/A	Car Patrol		X	X
342	1995	Ford F-150	43200	Detective-Sgt.Chapman	X	X	
343	1996	Dodge Ram Club Cab 1500	46144	Lt. Clay Naquin	X	X	
345	1997	White Chevrolet Lumina	85441	Car Patrol		X	X
346	2000	Ford CRV	17719	Capt. Bergeron	X	X	

**204-222 FIRE - URBAN**

400	1986	E-1 Pro IV Hurricane Fire Truck Engine 2	59115	North Houma Station		X	X
401	1995	Red E-One H700 Chassis Ladder	13029	North Houma Station		X	X
402	1965	Mack Pumper Engine 7	82974	Airbase Station		X	X
403	1974	Mack Pumper Engine 6	89287	South Houma Station		X	X
404	1990	Chevrolet Caprice	98223	Fire Suppression		X	
405	1996	White Ford Crown Victoria	38270	Daniel Scott	X	X	
406	1980	LaFrance Pumper Engine 3	39172	East Houma Station		X	X

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
408	1999	Ford Crown Victoria	15982	Brian Hebert	X	X	
409	1992	E-1 Pro XL Cyclone Fire Truck Engine 1	41015	South Houma Station		X	X
410	1977	Ford Pumper C-8000 Engine 4	41415	East Park Station		X	X
411	1991	Dodge Dakota Unit 500	8140	Maint. Chief	X	X	
412	2001	White Dodge Ram 2500	14316	Suppression-Dist. Chief		X	X
413	2000	Emergency O Fire Truck		East Houma Station		X	X
414	2001	Dodge Ram 2500 Pick-up	4072	Stan Babin	X	X	
415	1992	E-1 Pro XL Cyclone Fire Truck Engine 5	33853	Airbase Station		X	X
416	2001	Dodge Durango	10364	David Lopez	X	X	
417	1981	Ford Utility Air One	13285	East Houma Station		X	X
419	1996	White Ford Crown Victoria	45996	Daniel Turner	X	X	
407	1991	Ford One Ton Truck	121,783	District Chief		X	X
<b><u>205-501 RECREATION AND PLAYGROUNDS</u></b>							
533	1997	White Ford F-350	60232	Laborer-Adams			
536	1997	Ford Crew Cab F-350	73201	Darrell Carter	X		
537	1996	1/2 Ton Dodge 1500	46821	Willie Nells	X	X	
538	1992	Ford F-150	98099	Laborer-James		X	
542	1999	White 1 Ton GMC Sierra HD	25949	John Hite		X	
543	1996	White International Dump Truck 4700	65914	Tim Aubert		X	
544	1996	White Ford F-150	91775	Joseph Harris	X	X	
<b><u>205-524 GRAND BOIS PARK</u></b>							
<b><u>509 RECREATIONS DISTRICT 11</u></b>							
252	1997	Ford Pickup Truck		Dept. Use			
253	2001	Dodge Ram 1500 Pickup Truck		Dept. Use			
254	2001	Dodge Ram 3500 Pickup Truck		Dept. Use			
<b><u>209-127 CITY MARSHALL'S OFFICE</u></b>							
360	1998	Ford Taurus	47704	Civil/Crim.-B. LeBlanc			
361	2001	Chevrolet Impala	5075	Jody Robichaux			
362	1999	White Doge Ram 3500 Maxiwagon	48674	Prisoner Transport-Thomas			
363	2001	Chevrolet Malibu	11238	Keith Redmond			
364	2001	Chevrolet Malibu	7339	Eugene Lagarde			

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
365	1995	Blue Oldsmobile Cutlass Ciera SL	58252	City Marshall-C.Kimble			
366	1995	Oldsmobile Cutlass Ciera SL	90055	Civil/Crim.-E. Lagarde			
368	1995	Red Oldsmobile Cutlass Ciera SL	80129	Civil/Crim.-K.Redmond			
370	1997	Green Dodge Ram 3500 Van	88078	Prisoner Transport-Picou			
371	1998	Ford Taurus	64704	Warrant Div.-E.Pontiff			
372	1998	Ford Taurus	109762	Civil/Crim.-P.Liner			
373	1998	Chevrolet Malibu	30761	Civil/Crim.-T. Rivette			
<b><u>225-611 HOUSING AND HUMAN SERVICES</u></b>							
512	1993	Jeep Cherokee	66989	Darrel Waire		X	X
<b><u>237-690 F.T.A. GRANT</u></b>							
624	2001	White Aerotech Paratransit Shuttle Bus	1444	Transit			
625	1999	White Aerotech Paratransit Shuttle Bus	8173	N/A			
<b><u>237-691 F.T.A. - OPERATIONS / GENERAL ADMINISTRATION</u></b>							
524	1998	White Dodge Stratus	15019				
<b><u>237-692 F.T.A. - VEHICLE OPERATIONS</u></b>							
514	1995	White Ford Aerostar Van	37882	Service Vehicle		X	
<b><u>237-692 F.T.A. - VEHICLE OPERATIONS</u></b>							
516	1995	Ford F-150	35400				
601	1996	Houma EZ Riders Transit Bus	146555				
602	1996	Houma EZ Riders Transit Bus	154796				
603	1996	Houma EZ Riders Transit Bus	150832				
604	1996	Houma EZ Riders Transit Bus	154673				
605	1996	Houma EZ Riders Transit Bus	152599				
606	1996	Houma EZ Riders Transit Bus	163831				
607	1996	Houma EZ Riders Transit Bus	160455				
608	1996	Houma EZ Riders Transit Bus	144779				
<b><u>251-310 ROADS AND BRIDGES</u></b>							
2100	1993	International S-4900 14 Yrd Dump	178724	Shell Crew		X	



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
2101	1995	Red International Dump Truck 4900	130456	Shell Crew		X	X
2102	2001	White Dodge Ram 3500	28619	Road & Bridge		X	
2103	1992	GMC Mini Sonoma	126834	N/A		X	X
2104	2001	White Dodge Ram 3500	25413	Road & Bridge		X	
2105	1995	Red Ford 133 Stylef-250	149501	Carl Authement		X	
2106	1998	Red Mack Street Sweeper	16212	Charles Reed			
2108	1982	Chevrolet Rapid Van	160671	N/A		X	X
2111	1996	Red Ford F-350	52155	Tree Crew		X	
2114	1996	White Chevrolet C-350040	51345	Tree Crew		X	
2115	1995	Red Ford F-250	59938	David Luke	X	X	
2116	1994	Red Ford F-250	111408	Heard Harris		X	
2117	1994	Red Ford F-250	140437	Robert Moore		X	
2118	1992	1 Ton Chevrolet C-30 Flatbed	17566	N/A		X	X
2119	1992	1 Ton Chevrolet C-30 Flatbed	165489	N/A			X
2120	1992	1 Ton Chevrolet C-30 Flatbed	204012	Michael Alvis	X	X	
2121	2001	International Dump Truck					
2122	1991	International Dump Truck 4900 14 Yrd	165819	N/A		X	X
2123	1998	Red Ford F Series Diesel	29347	Bridge Crew		X	X
2132	1994	Red Chevy C-30	131655	Sign Unit		X	
2133		Red Chevy C-30	108420	Nicky Lirette	X	X	
2134		Red Chevy Flat Bed C-30	128198	N/A			X
2135	1996	White Jeep Cherokee	63593	Perry Blanchard	X	X	
2136	1996	White Jeep Cherokee	94553	Allen Theriot	X	X	
2137	1996	White Jeep Cherokee	75085	Jerome Robinson	X	X	
2138	1997	White Jeep Cherokee	56000	Ray Darcey	X	X	
2140	1998	Red Dodge Cab & Chassis	59515	Dallas Boudreaux	X	X	
2141	1998	Red Dodge Cab & Chassis	69448	N/A		X	X
2143	1995	International Spray Truck DSL 4700 4X2	40457	Karl Moore		X	
2144	1998	Red GMC 3500	26582	Tractor Crew			X
2145	1998	Red GMC 3500	30326	Tractor Crew			X
2146	1997	Ford Crew CabF350 Pick-up	47634	Bridge Crew		X	
2147	2002	Ford F450 Truck					
2246	1999	Pelican Street Sweeper	25248	Lane Luke		X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
<b><u>252-351 DRAINAGE</u></b>							
3100	1994	Red Chevrolet S-10 LS	147249	Pool-Vegetation	X	X	X
3102	1995	Red Jeep Cherokee	64204	Jimmy Theriot	X	X	
3103	1998	White Dodge D-150	100077	Foreman/Earl Pellegrin	X	X	
3104	1998	White Dodge D-150	130456	Joseph Bergeron		X	
3105	2001	Dodge Ram 150	32456	Carl Ledet	X	X	
3106	1994	Red Chevrolet S-10 LS	146488	Johnny Lyons/Pool		X	X
3108	1993	Jeep Cherokee	186657	Pool		X	X
3109	1999	White Dodge 2500	25670	Curtis Myles		X	
3110	1993	International S-4900 Fuel Truck	203963	Errol LeBlanc		X	
3111	1990	Dodge W250	124535	N/A		X	X
3112	1994	4 x 4 Dodge D-2500	108556	Norman Porche	X	X	
3113	1999	White Dodge 1500	30326	Sylvester Warren		X	
3117	1993	Red International 2554 Pressure Truck	151643	Carl Henry		X	
3118	2001	Dodge		Kurt Wolfertz			
3119	1995	Red Ford F-250	75746	Willie Parker		X	
3120	1991	Dodge D-250	102154	Brian Pinell/Pool		X	
3121	1991	Dodge D-250	93465	Philip Ledet		X	
3122	1991	Dodge D-250	102034	Perry Vice		X	
3123	1991	Dodge D-250	114903	Bobby Dupre		X	
3124	1991	Dodge D-250	109132	David Danos		X	
3126	1996	1 Ton Red Dodge Ram 3500 Dually	77963	Donald Sons		X	
3127	1991	1 Ton Chevrolet Welding TK C-350 Flatbed	128141	Lloyd Dumont		X	
3128	1994	White Jeep Cherokee	91649	Blaise Lecompte	X	X	
3129	1999	White Dodge Ram 3500 Van	94553	Leroy Guidry	X	X	
3131	1991	International Tandem 4900 Dump Truck	150549	Extra		X	
3133	1995	Red International 4900 Dump Truck	111013	Charles Reed		X	X
3135	1990	Ford E-250 Econoline Van	78177	Spare		X	
3137	1993	International S-4900 Tandem Dump	151643	Alvin George		X	X
3138	1993	International S-4900 Tandem Dump	136516	N/A		X	X
3139	1978	Chevrolet C65 Diesel Fuel Truck	200820	Errol LeBlanc		X	
3144	1998	Red GMC 3500	62148	Eric Lewis		X	
3145	1995	Red Ford F-350 Crew Cab	119847	Terry Cadriere		X	
3146	1993	Red Ford F-350 Crew Cab	112373	Ronald Allen		X	
3147	1996	Red Ford F-350 Crew Cab	57817	Sidney Dupre			X

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
3148	2000	Ford Pick-Up 1 Ton F-350	18618	Bob Sneberk		X	
3150	1999	Red International Tandem 4900 Dump Tru	34813	Terry LeBlanc		X	
3151	1999	Red International Tandem 4900 Dump Tru	32456	Spare		X	
3152	1999	International Tandem Dump Truck	33433	Charles Westley		X	
3154	1999	International 4900	26746	Paul Pitre		X	
3155	1999	International 4900	29288	John Tucker		X	
<b><u>253-441 SOLID WASTE</u></b>							
4100	2000	Red Jeep Cherokee	22406	Daniel Naquin	X		
4104	1990	Dodge W150 D-150	67521	Mechanic		X	
4105	1990	Dodge D-350	109731	Fuel Truck/Pool		X	X
4107	1995	Ford F-150	74508	Steve Dupre		X	
4110	1990	Chevrolet Caprice	99099	N/A		X	X
4120	1993	Ford F-150	83931	Solid Waste		X	
4121	1993	Ford F-150	100908	Solid Waste		X	
4122	1990	Dodge Pickup Truck					
4131	1997	Red Ford Truck F-250	19006	N/A			X
4132	1997	Red Dodge Ram 3500 Welding Truck	12021	Solid Waste			
4134	1988	Beige Ford Tymco Street Sweeper	109413	Solid Waste			
4135	1997	Red/Black International Trash Load	22037	James Stove		X	
4178	1982	Ford CT8000 Dump Truck	68469	Solid Waste			
4179	1982	Ford CT8000 Dump Truck	87773			X	
4250	1997	Yellow Bell B25B Dump Truck	2661				
4251	1997	Yellow Bell B25B Dump Truck	3013				
<b><u>253-442 ANIMAL SHELTER</u></b>							
421	1994	Ford Ranger	40808	Tanya Voison		X	
422	1994	Ford Ranger	N/A	Mary Clement		X	
423	1998	Dark Red Chevrolet S-10 Ext. Cab	73116	Nicole Naquin		X	
424	1999	Red Dodge Ram	13683	Bonnie Lirette		X	
<b><u>261-221 FIRE DISTRICT #5 (BOURG)</u></b>							
E5-2	1982	LaFrance Pumper	20848	N/A			
E5-3	1987	Ford Pumper	18752				
	1988	Chevy Suburban	N/A				

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
	2000	Freightliner Pumper	3674	Bourg VFD			
<b><u>264-221 FIRE DISTRICT #8 (GIBSON/DONNER)</u></b>							
501	1991	Ford Ranger Custom	N/A	Fire District 8			
D/C1	1998	International Hose Tender/Pumper	N/A				
D/C1	1984	Ford Pumper F-800	N/A				
D/C3	1985	Ford F-350	N/A				
GE1	1998	International Foam Pumper Truck	N/A				
<b><u>264-221 FIRE DISTRICT #8 (GIBSON/DONNER)</u></b>							
G/E1	1984	Ford Pumper F-800	N/A				
G/E3	1985	Ford F-350 Support Unit	N/A				
G-1	1998	International Tanker/Pumper 49000	N/A	N/A			X
G-2	1984	Ford Pumper F-800	N/A	N/A			
	1999	Dodge Ram 2500	N/A				
	1998	International Pumper	N/A	N/A			
	1985	Ford Rescue F-350	N/A	N/A			
<b><u>265-221 FIRE - RURAL</u></b>							
	1989	Ford C8000 American Eagle	N/A				
	1979	Ford Pumper	N/A				
	1985	GMC Mini Pumper	N/A				
	1994	Ram Charger	N/A				
<b><u>280-521 TPR ADMINISTRATION</u></b>							
140	1995	White Jeep Cherokee	89572	Gregory Harding	X	X	
141	1991	Grey Plymouth Acclaim	119860	N/A	X	X	
142	1996	White Dodge Intrepid	77770	Sterling Washington	X	X	
143	1991	Dodge Spirit	119860	N/A		X	X
144	1999	White Dodge RamB3500 15 Psngr Maxi	48587	Tim Miller	X	X	
145	1999	White Dodge RamB3500 15 Psngr Maxi	32413	John Morgan	X	X	
146	1992	Ford Pickup Truck		Buddy Marcello	X	X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
<b><u>301-802 ELECTRIC GENERATION</u></b>							
870	1990	Chevrolet 1500 Truck	61396	N/A		X	X
872	1992	Chevrolet Blazer	45996	Charles Coan	X	X	
874	1996	Dodge Ram 3500 Cab & Chasis	N/A	N/A		X	X
<b><u>301-803 ELECTRIC DISTRIBUTION</u></b>							
802	1999	International Bucket Truck	16141	Phillip Liner	X	X	
805	1999	Dodge Ram Van	12164	Kenneth Fazzio	X	X	
810	1993	GMC Vandura Van	54748	Rotation/Pool	X	X	
860A	1999	White Dodge Durango	25200	Dan Kennedy	X	X	
862	1993	GMC Sierra Pickup	144340	Rudy Robichaux	X	X	
863	1992	F450 Cab & Chasis	121119	On Call/Pool	X	X	
863A	2002	Ford F-450 Truck	20	Utilities			
864	2000	White International Cab & Chasis 4700	17672	On Rotation/Pool			X
865	1990	International Cab & Chasis 4900	99466	On Call/Pool	X	X	X
866	1992	Ford F-600 Bucket Truck Cab & Chasis	82902	On Call/Pool			
867	1999	White International Bucket Truck	15748	On Call/Pool	X	X	
868	1985	Chevrolet Derrick Truck C-7D064	37326	N/A			X
869	1992	Stake Body	94262	On Call/Pool	X	X	
869A	2002	Ford F-450 Truck	20	Utilities			
<b><u>301-806 GAS DISTRIBUTION</u></b>							
515	1984	Ford F-7000 Dump Truck	57789	N/A		X	
811	1994	Chevrolet S-10 LS Truck	72581	Barry Carlos	X	X	
812	1995	Ford F-250 Pick-up	137112	Daniel Detiveaux	X	X	
820	1999	Chevrolet Blazer Utility Vehicle	19400		X	X	
821	1996	Ford F-250	105482	On Call	X	X	
822	2000	White Chevrolet Pick-Up	13059	Gas Crew	X	X	
823	1999	White Chevrolet	27531	Gas Crew	X	X	
824	1993	Dodge D-250	137848	On Call		X	X
825	1998	Dodge Ram 2500	70115	On Call			
826	1998	Dodge Ram 2500	47862	Anthony Thomas	X	X	
827	1999	Dodge Ram 2500	43356	Carey Robichaux	X	X	
828	1996	White Ford F-250	97501	On Call		X	
829	1993	Dodge D-250	13706	Dwight Harding			

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
830	1997	White Ford F-250	68910	On Call		X	
831	1997	White Ford F-250	85643	On Call		X	
<b><u>301-807 UTILITY ADMINISTRATION</u></b>							
800	1998	White Ford Taurus SE	13317	Tom Bourg	X	X	
807	1992	Chevrolet Lumina	19526	N/A			X
809	1993	Chevrolet Cavalier Station Wagon	30263	N/A			X
813	1998	Ford Taurus	40853	Ronnie Daigle	X	X	
814	1998	Ford Taurus	74525	Mac Mokhtarnejad	X	X	
<b><u>310-431 SEWERAGE COLLECTION</u></b>							
665	1979	1 Ton Ford 350 Custom Flatbed	62242	N/A		X	X
667	1994	White Ford F-150	65824	Darrell Caskey		X	
668	1994	White Ford F-150	172,990	T. Bussie	X	X	
669	1994	White Ford F-150	74,534	Raymond Mcguire	X	X	
670	1990	3/4 Ton Dodge	168015	Pump Station Operator		X	
671	1980	Ford E-100 Van	90,190	N/A			X
673	1993	Ford F-150	170,260	Glynn Hutchinson		X	
674	1994	White Ford F-150	156,570	Carl Brown	X	X	
675	1997	International Welding Cab & Chasis	211	Mechanic		X	X
677	1990	Chevrolet Van	183,359	Corey Smith	X	X	
678	1991	Dodge Ram D-250	179,559	Dale Veazey	X	X	
679	1991	Dodge D-250	174,757	R. Chapman	X	X	
681	1993	Ford F-150	197,631	Nathan Neal	X	X	
684	1998	International Vacuum Truck Model 2554	38,783	Herman Johnson		X	
685	1982	1/2 Ton Dodge D150	148,709	David Tyler	X	X	
<b><u>310-432 TREATMENT PLANT</u></b>							
680	1987	Ford Vacuum Truck	139,450	N/A		X	X
689	1999	White GMC Sonoma	21,142	N/A			X
690	1999	Ford F-250	40,973	Allie Griffin		X	
692	1993	Ford F-150	169,983	Dwayne Deroche	X	X	
693	1993	Jeep Cherokee	115,672	Archie McGuire	X	X	
694	1995	White Ford F-350	139,948	Elzie Pilet		X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
					Home	Business	Pool
695	1998	Dodge Ram 1500	135,488	Pool			X
696	1999	Ford Truck	44,565	Terry Evans		X	
<b><u>310-433 POLLUTION CONTROL ADMINISTRATION</u></b>							
672	1999	White Ford Taurus	9,205	Michael Ordoyne	X	X	
<b><u>354-155 RISK MANAGEMENT</u></b>							
1122	1992	Chevrolet Blazer	498858	Janell Brierley	X	X	
1126	1992	Chevrolet S-10 Blazer	60238	Larry Arcement	X		
1127	1994	Jeep Sport Utility Cherokee	44402	Dennis Vegas	X	X	
125	1995	Chevrolet Cavalier	22254	Wanda Robichaux	X	X	
<b><u>370-156 HUMAN RESOURCES ADMINISTRATION</u></b>							
126	1999	White Ford Taurus	9809	Director-Scott	X	X	
<b><u>380-154 PURCHASING</u></b>							
808	1990	Ford Ranger Truck	74704	Mailrunner/Pool		X	X
815	1995	Chevrolet Cavalier	65831	Office/Pool		X	X
816	1999	Dodge Ram 1500 Van	87452	Warehouse Staff/Delivery		X	X
<b><u>385-197 CIVIC CENTER</u></b>							
220	1997	White Ford Taurus	20552	Civic Center		X	X
221	1998	Dodge Ram 1500	9749	Civic Center		X	X
222	1998	Platinum Dodge Stratus	11580	Linda McCarthy		X	
<b><u>390-192 INFORMATION SYSTEMS</u></b>							
230	2000	Green Dodge Caravan	4885	Staff		X	X
<b><u>395-303 CENTRALIZED FLEET MAINTENANCE</u></b>							
1104	2001	Dodge Ram 2500 Truck	3506	John Daigle	X		
560	1992	Dodge Ram 1500 Truck	79091	Garage/ Pool		X	X
1106	1999	Dodge Truck 2500	8371	Gerard Luke	X	X	
1119	1991	Mitsubishi Pick-up	74316	Jed Allemand	X	X	
1100	1993	GMC Sonoma Pick-up	50999	Mike Breaux		X	
1105	1994	Ford F-250 Pick-up	41248	Quincy Voison	X	X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2001 VEHICLE LISTING**

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UNIT		MAKE/MODEL	MILEAGE	PERSON ASSIGNED	USAGE		
NO.	YEAR				Home	Business	Pool
1107	1996	Dodge Ram 2500 Truck	24660	Dean Hutchinson	X	X	
<b><u>411 DETOX</u></b>							
116	1996	Dodge Van		Dept. use		X	X
<b><u>911 EMERGENCY TELEPHONE</u></b>							
115	1999	Jeep Cherokee		911 Emergency			

Xx= denote vehicle taken home only on call.

\* N/A = Mileage Not Available

This report was generated from information received from the Centralized Fleet Maintenance Department.



## GLOSSARY

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**ACA.** American Corrections Association.

**ACT.** Assertive Children Team.

**Actual.** Occurring at the time.

**Adopted.** To accept formally and put into effect.

**Ad Valorem Taxes.** Taxes, commonly referred to as property taxes, levied on both real and personal property according to the property's valuation and the tax rate.

**Allocate.** Set apart portions of budgeted expenditures that are specifically designated to departments/organizations for special activities or purposes.

**Amp.** Amphibious.

**Appropriation.** A legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes.

**Assessed Valuation.** A valuation set upon real estate or other property by a government as a basis for levying taxes.

**Assessment.** The process for determining values of real estate and personal property for taxation purposes.

**Bond.** A written promise to pay a specified sum of money (principal or face value) at a specified future date (the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate).

**Budget.** An annual financial plan that identifies revenues, specifies the type and level of services to be provided and establishes the amount of money that may be spent within a certain time period.

**Budget Message.** A general discussion of the proposed budget as presented in writing by the budget-making authority to the legislative body. The budget message should contain an explanation of the principal budget items, an outline of the government's experience during the past period and its financial status at the time of the message, and recommendations regarding the financial policy for the coming period.

**CALEA.** Commission on Accreditation for Law Enforcement Agencies.

**CDBG.** Community Development Block Grant.

**CHDO.** Community Housing Development Organizations.

**CWPPRA.** Coastal Wetlands Planning, Protection & restoration.

**CSBG.** Community Service Block Grant.

**Capital Outlay.** Fixed assets that has a value of \$500 or more and has a useful economic lifetime of more than three years.

**Capital Project Funds.** The budget that contains funds for all of the City's construction projects authorized for a particular year. This budget is contained in a separate document, but is summarized in the operating budget book.

**Debt Service.** Outlays in the form of debt principal payments, periodic interest payments, and related service charges for benefits received in part in prior fiscal periods as well as in current and future fiscal periods.

**Debt Service Fund.** Governmental fund type used to account for the accumulation of resources for, and the payment of, general long-term debt principle and interest.

**Department.** The largest organizational unit within a fund.

**Depreciation.** Expiration in the service life of capital assets attributable to wear and tear, deterioration, action of the physical elements, inadequacy, or obsolescence.

**DHH.** Department Health & Hospitals.

**DOC.** Department of Corrections.

**DPW.** Department of Public Works.

**EF & S.** Emergency Food & Shelter Grant.

**Enterprise Fund.** A fund established to account for operations that are financed and operated in a manner similar to private business enterprises-where the costs of providing goods or services to the general public on a continuing basis are financed or recovered primarily through user charges.

**Expenditure.** The cost of goods received or services rendered whether cash payments have been made or accrued.

**FEMA.** Federal Emergency Management Agency.

**Financial Accounting Standards Board (FASB).** A seven-member board organized in 1973 to establish standards of financial accounting and reporting for the private sector.

## GLOSSARY

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**Fiscal Year.** A twelve-month period of time to which the annual operating budget applies. At the end of this period the government determines its financial position and the results of its operations. The fiscal year for the budget contained herein is January 1 through December 31.

**FMLA.** Family Medical Leave Act.

**FRS.** Firefighters Retirement System.

**FTA.** Federal Transit Administration.

**Function.** A group of related activities aimed at accomplishing a major service or regulatory program for which a government is responsible. The major functions contained in the budget are as follows:

*Culture-Recreation.* All cultural and recreational activities maintained for the benefit of residents and visitors.

*Economic Development & Assistance.* Activities designed to conserve and develop such natural resources as water, soil, forests, and minerals; activities related to the planning and provision of adequate housing and the redevelopment of substandard and blighted physical facilities; and activities involving economic development.

*General Government.* All governmental expenditures for the legislative and judicial branch of a government. Also includes expenditures made by the Parish President and other top-level auxiliary and staff agencies in the administrative branch of the government.

*Health and Welfare.* All activities involved in the conservation and improvement of public assistance and institutional care for individuals economically unable to provide essential needs for themselves.

*Public Safety.* A major function of the government that has as its objective the protection of persons and property. The major sub functions are police protection, fire protection, protective inspection, and corrections.

*Sanitation.* All activities involved in the removal and disposal of sewage and other types of waste.

*Streets & Drainage.* All activities involved in maintaining roadways, walkways, bridges, and canals.

**Fund.** A fiscal and accounting entity with a self-balancing set of accounts in which cash and other financial resources, together with all related liabilities and residual equities, or balances, and changes therein, are recorded and segregated to carry on specific activities or attain certain objectives in accordance with special regulations, restrictions, or limitations.

**Fund Balance.** Amounts that remain unspent after all budgeted expenditures have been made.

**General Fund.** The fund used to account for all financial resources except those required to be accounted for in another fund.

**GFOA.** Government Finance Officers Association.

**GIS.** Geographical Information System.

**Goals.** Broad aims toward which programs are directed.

**Governmental Accounting Standards Board (GASB).** A seven-member board organized in 1984 to establish standards of financial accounting and reporting for state and local governmental entities.

**Governmental Fund Types.** Four fund types are used to account for a government's governmental-type activities. These are the general fund, the special revenue fund, the debt service fund and the capital projects fund.

**GPS.** Global Positions System.

**Grant.** Contribution or gift of cash or other assets from another government to be used or expended for a specific purpose, activity, or facility.

**Homestead Exemption.** Value of residential property exempted from property tax assessment for owner-occupied property. The present exemption in Louisiana is \$7,500 of assessed valuation.

**HTAHC.** Houma Terrebonne Arts & Humanities Council.

**HUD.** Housing & Urban Development.

**Intergovernmental Revenue.** Funds received from federal, state, and other local government sources in the form of grants, shared revenues, and payments in lieu of taxes.

## GLOSSARY

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**Internal Service Fund.** A fund used to account for the financing of goods or services provided by one department or agency to other departments or agencies of a government, on a cost-reimbursement basis.

**LDEQ.** Louisiana Department of Environmental Quality.

**LEPA.** Louisiana Energy and Power Authority.

**LEPC.** Local Emergency Planning Committee.

**LIHEAP.** Low Income Home Energy Assistance Program.

**LRS.** Louisiana Revised Statute.

**Mill/Millage.** A mill is the thousandth part of a dollar used in calculating property taxes. The millage represents the total mills assessed for a given tax program.

**Mission Statement.** Fundamental purpose; a statement of what a department really wants to accomplish. The statement should refer to the impact on the Parish and its people.

**MPERS.** Municipal Police Employees Retirement System.

**NCD.** Non-Compliant Discharges.

**NFPA.** National Fire Protection Association.

**NRCS.** Natural Resources Conservation Service.

**Objectives.** Specific productivity targets within a certain time frame, with results that are measurable. Narrower than goals.

**OEP.** Office of Emergency Preparedness.

**Ordinance.** A formal legislative enactment by the Council that has the full force and effect of law within the boundaries of the Parish.

**Pay Grade.** Salary level or range for each personnel classification.

**Performance Measures.** Quantified indication of results obtained from budgeted activities.

**Personal Services.** Expenditures for gross salaries provided for all persons funded by the government.

**Personnel Summary.** The number and classifications of employee positions authorized for a given department.

**PIAL.** Property Insurance Association of Louisiana.

**PILOT.** Payment In Lieu Of Taxes. It refers to an amount calculated that the Utilities Revenue Fund will pay to General Fund for taxes as though the Utilities Department would be a private utility company.

**Projected.** Estimate for the future.

**Proposed.** To set forth for acceptance or rejection.

**Proprietary Fund Type.** Two fund types are used to account for a government's business-type activities (e.g., activities that receive a significant portion of their funding through user charges). These are the enterprise and internal service fund.

**PSA.** Public Service Area.

**Retained Earnings.** An equity account reflecting the accumulated earning of an enterprise or internal service fund.

**Revenues.** Increases in net current assets from sources other than expenditure refunds and residual equity transfers. Types of revenues include taxes, licenses and permits, intergovernmental revenues, charges for services, fines and forfeits, and miscellaneous revenues.

**SCADA.** Supervisory Control & Data Acquisition.

**Special Revenue Fund.** A budgetary fund where revenues are dedicated for specific purposes and are designated to be expended for specific uses.

**SSO.** Sanitary Sewer Overflows.

**Supplies.** All articles that are consumed are materially altered when used. Principal types are gasoline & oil, office supplies, operating supplies, and small tools & instruments.

**TARC.** Terrebonne Association for Retarded Citizens.

**Taxes.** Compulsory charges levied by a government for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments.

**VA.** Veterans' Affairs.

**WIA.** Workforce Investment Act.

**WRDA.** Water Resources Development Appropriation.

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