

# 2003 ADOPTED BUDGET

*"Your Parish,  
Your Home,  
Your Future..."*



*Terrebonne Parish"*

*Terrebonne Parish  
Consolidated Government  
Houma, Louisiana*



## **About The Cover**

The Terrebonne Parish Downtown Marina serves both transient, recreational boaters and local residents alike with its conveniences and park like setting. Situated at the junction of Historic Bayou Terrebonne and the Gulf Intracoastal Waterway, the Downtown Marina is officially located on the Gulf Intracoastal Waterway at Mile Marker 58WHL. Also, the Downtown Marina's landscaped park offers a comfortable place to relax and enjoy the scenic and busy waterway.

## **Special Acknowledgements:**

### **Photography**

Ruby LeCompte  
Guy Fanguy  
And Other Various Sources

## **Creative Layout and Design of Budget by:**

Ruby LeCompte

# **ADOPTED BUDGET**

## **For the Year 2003**



### **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

### **2002 PARISH COUNCIL MEMBERS**

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

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**September 25, 2002**

### **Honorable Members of the Terrebonne Parish Council**

I respectfully submit, for your review and consideration, the Proposed 2003 Consolidated Operations and Maintenance Budget and Five-Year Capital Outlay Requests. Our Budget continues the tradition of providing professional and efficient services with available recurring revenue and aligns additional resources with Parish Administration and Council priorities. The Proposed Budget of \$143.1 million is the third budget submitted under my Administration since taking office in the Year 2000.

Over the last three years, I have strived to put in place adequate staffing to provide the citizens of Terrebonne Parish a higher level of services within our financial boundaries. In preparing the 2003 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. In addition, special attention was given to economic changes felt nation-wide as well as those of our local community. We have transferred our own predictions of a different economy to the style in which we prepared the budget.

### **Highlights and Goals of the Proposed 2003 Operating Budget**

In 2002, the Parish Administration and Parish Council made a bold commitment to extend, expand and improve the **Sewerage System** of our Parish so as to work towards making quality sewerage service available to all Parish residents. Through this commitment, a policy was established that provided for the dedication of revenues over a five-year period in pursuit of the implementation in the following manner:

- To issue an additional \$7.0 million in bonds from the ¼% Capital Improvement Sales Tax. Based on current sales tax revenue collections, the 2003 Proposed Budget includes a \$2.8 million issue for projects to be determined on a priority basis.
- To dedicate Video Poker Revenues not to exceed fifty-percent of total receipts after deducting other projects funded.
- To dedicate General Fund State Mineral Royalties collected in excess of \$4.5 million each year.
- To Promote public participation through front-foot assessments or other contributions.
- To secure State and Federal Grants.

In 2003, our plan to deliver the final draft of the **Comprehensive Plan** through the efforts of this government, the Planning Commission and Steering Committee will become a reality. Planning, by its very nature, is pro-active and anticipates what is likely to happen and prepares for it. It allows us to expend and use our resources in the wisest possible way.

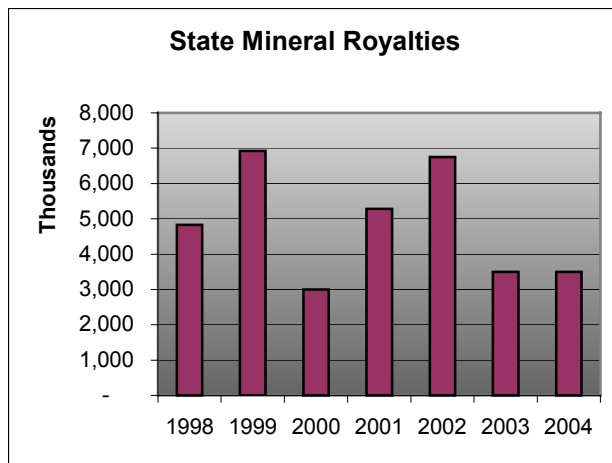
**Economic Development** again remains the heart of our future. Some of our aggressive goals will help to foster the expansion and diversification of the local and regional economy.

- To implement the Strategic Economic Development Plan with participation of funding partners: Houma-Terrebonne Chamber of Commerce and the South Central Industrial Association.
- To continue distributing promotional and information packets and videos to potential business and industrial firms considering relocation to Terrebonne Parish.
- To aggressively pursue outside funding resources for infrastructure.
- To continue work with Houma-Terrebonne Airport Commission to secure funding for runway strengthening and lengthening projects.
- Complete the initial phase of a Civic Center hotel feasibility study.
- To have a new regulatory Historic District Ordinance to expand the boundaries of the local historic district to make more properties eligible for available financial assistance.
- To continue work with the Houma Downtown Development Corporation in the planning, initiation, and completion of special projects in the downtown area:
  - Bayou Terrebonne Boardwalk
  - Folklife Culture Center
  - Utility relocation and sidewalk improvements
  - Children’s Museum/Discovery Center (in conjunction with Terrebonne General Medical Center)
- To continue plans with Louisiana Purchase Bicentennial Committee to plan a slate of commemorative anniversary in 2003.
- To improve the quality of life for Parish residents through development and better utilization of cultural resources.

## BUDGET PREPARATION

### Revenue

The budget planning began with the assumption that some of our revenues would produce 0% growth including a large component from **State Mineral Royalties**. In the years past, these revenues have shown significant highs and lows. With this in mind, it has been our practice to use only a portion of these proceeds for recurring operations and the remainder for non-recurring or special projects. We are projecting \$3.5 million for the Year 2002 based on the collections to date and proposing the same for Year 2003. We remain hopeful that our projections are exceeded, so that funds over \$4.5 million can be dedicated to the prioritized sewerage projects.



<u>Year</u>	<u>Collections</u>
1997	4,825,537
1998	6,922,735
1999	2,995,055
2000	5,278,225
2001	6,751,556
2002	3,500,000
2003	3,500,000

**Sales Tax** collections support the operations of the General Fund, Public Safety Fund, Road and Bridge and Drainage Funds. We are currently experiencing a 1.4% growth in sales tax collections through August 2002 compared to the same time last year. We have projected our 2002 collections to be 1% higher than 2001. At this time last year, the Parish actually enjoyed an increase in collections partially due to a surge in vehicle sales from low promotional interest rates. With this in mind, for Year 2003, we are proposing our collections to be 95% of the 2002 projections.

**Ad Valorem** taxes are proposed at 0% growth for 2003 although there is a prediction of at least a 5% increase. The purpose for caution is because approximately 6% of the 2001 and 2002 taxes have been paid under protest. Settlement of those claims is expected in the near future, to be conservative, we are budgeting a 0% growth.

**Interest** earnings on investments are naturally a disappointment. Although new construction has surged from low interest rates for loans, our investments have only produced minimal results. Thus, for 2003 we are proposing interest earnings at the same level as those projected 2002.

## **Expenditures**

**Personnel** changes for 2003 in full-time employees have been kept to a minimum, from 962 to 972, a net increase of 10, or 1%. The most significant additions include a Cemetery Administrator to manage the Public Cemeteries accepted by the Parish Council in July 2002. This position will guide us to adhere to the technical and cumbersome rules and regulations of cemetery management. In 2002, the Civic Center took over the management of the Food and Beverage Activities, which has proved to be financially successful and reducing General Fund dependence by \$150,000. The Food & Beverage Activity has come with additional bookkeeping tasks that require an Accountant I to assist the Business Manager. During 2002, an Assistant District Attorney under contract was approved by the Council to become a full time employee, which is reflected as an increase in 2003. Federally funded positions added include a Truancy Officer for the Weed and Seed Program and a Case Worker in the Housing and Human Services Department. Others include clerical positions and an electrician.

The major changes were made to part time employees with the net elimination of 60, including a large number related to a decrease in federal grants and some due to attrition downsizing.

**Payroll** increases are essential to adequately maintain competitive levels with the private sector, retain our loyal employees, and reward those who have exceeded our expectations. Even with the revenue base reflecting nearly 0% growth, we have included the provision to allow normal merit and longevity increases for eligible employees in this budget. My administration will continue to monitor COLA (cost-of-living allowance) indexes and revenue trends to see if any opportunity avails itself for an increase.

**Health Insurance** has again created havoc to our finances, with claims in 2002 projected to be \$7.7 million compared to \$5.9 million in year 2001. Year 2003 claims are predicted to be \$8.2 million due to medical inflation. In 2002, a plan design change, which increased the deductibles, co-pay and script-card, produced soft and unpredictable savings. Our 2003-2004 group benefits bids are expected to be received later this year. The plan design will return to Year 2000 deductibles, co-pay and script-card with some 2002 design features remaining. To do this, our employees were surveyed as to their preference of health plan design. By an overwhelming majority, the employees chose to increase their cost-share and return the majority of their benefits to Year 2000 levels.

Terrebonne Parish employees have long enjoyed low cost sharing in the amount of \$5.00 per month for Single coverage and \$49.00 per month for Family Coverage. The proposal to increase single rates to \$30.00 per month and family rates to \$100.00 per month will provide for a more hard and predictable savings. In addition, we have budgeted the employer premium for a 20% increase in 2003 and projected a one-time 2002 supplement of \$500,000 from the General Fund to stabilize our self-insured plan. Should we stabilize at the end of 2003, excess funds will be returned to the General Fund not to exceed the \$500,000 supplement.

**Retirement Contributions** for the Year 2003 will increase the employer's portion of the Parochial Employees Retirement System from 2.75% of gross payroll to 3.75%. The La. State Firefighters Retirement System more than doubled their employer portion from 9% to 18.25%, which has adversely affected the Public Safety Fund by nearly \$200,000.

### **Long Term Impacts**

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

As expected, the **Public Safety Fund** (City Fire and Police) began requiring a General Fund Supplement in 2003 of \$1.1 million due to an increase in Public Safety needs over the last five years and escalating employee benefits. Plans to permanently use the General Fund PILOT (Payment in Lieu of Taxes from the City Utility System) to supplement the Public Safety Fund have taken a different direction than we have expected due to lower Utility System profits. For 2003, the PILOT revenue (at 100%) has been calculated at \$2.3 million compared to prior years calculated in excess of \$3.5 million. This revenue is also used for City Court, City Marshall, Downtown Development and other urbanized programs.

This area of concern was included with both 2001 and 2002 Budgets, however with increased tax collections and the inability of the Police and Fire Department to maintain a full staff, the need to supplement from General Fund (PILOT) was delayed until 2003. For the years 1994 through 1999, the PILOT revenue transferred from City Utilities to the General Fund was at 50%, reserving cash needs for the City Utility System. For a short-term solution, a portion of the remaining 50% may supplement the shortfall in Years 2003 and 2004, however the Parish will seek alternative financial plans so as to not drain the reserves of the General Fund and Utility System.

The **Sanitation Operations and Maintenance Fund** has been projected to stabilize at the end of 2002 from the approved increase in the fees from \$3.00 to \$6.00 and an additional \$1.00 in 2003. However with contract negotiations under way in the New Year for garbage collections, this Administration will remain attentive in the oversight of the Sanitation finances.

### **CONCLUSION**

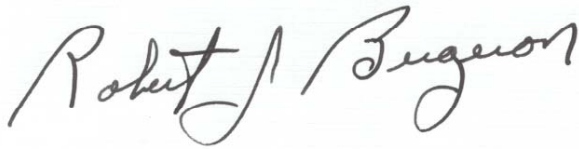
*"Your Parish,  
Your Home,  
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Terrebonne Parish"*

As you follow the theme of our 2003 Budget, we may take a moment to celebrate our accomplishments, however our clear intent is never to be content, but to strive for growing excellence. As we face the never-ending changes in this new economy we will remain vigilant over our own financial condition.

As with every year, I am grateful for the many efforts of the Parish Council, my Administration, and especially the Terrebonne Parish employees. The additions to our format, is the direct result of many hours of those efforts and pride among the employees.

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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In the Budget Message submitted by the Parish President, brief highlights of the 2003 Terrebonne Parish Consolidated Government were submitted to the Parish Council for introduction. The following supplemental pages provide the reader a detailed overview of various components of the Budget.

### ECONOMIC OUTLOOK

In 2002, the Parish entered into a joint cooperative endeavor agreement with the Houma-Terrebonne Chamber of Commerce and the South Central Industrial Association (SCIA) to fund an Economic Development Strategic Plan. Under the direction of the Parish Administration and the Economic Development Department, Tamerica Management Company prepared the groundbreaking report. Some of their findings and recommendations are found in this section, however the complete report may be found on the Parish website, [www.tpcg.org](http://www.tpcg.org).

*The economy of Terrebonne Parish is likely to become more complex in the future. The evolution of the global economy, the rapid growth of the Internet economy, the shift of labor intensive operations like garment assembly to offshore sites, and the increased importance of a skilled workforce are trends that will dictate local economic development.*

*The purpose of this strategic plan is to set forth the strategic goals and strategies for the economic development of Terrebonne Parish. This is not intended to be a comprehensive plan for the Parish; it is designed to address the specific needs and concerns of the leadership of the Parish with respect to increasing the quality and quantity of jobs, and improving the quality of life and the business environment. The intended result from this strategic planning effort is a more inclusive strategy to move the community forward to become a better place in which to live, work, and play. The plan will help facilitate a road map for the Parish's economic development effort, telling us where we are, where we want to go, and how to get there.*

*As Terrebonne Parish evaluates its economic situation and looks at potential employers to attract, it is important to first study the past and present state of the economy. The future is always built on the past.*

#### The Terrebonne Economy in 2001

*The parish has a strong entrepreneurial culture. All of the largest employers in the region, with four exceptions, were companies started by local businessmen. All but four are still controlled locally. The proportion of new jobs generated by young businesses in this region is comparable to Dallas, one of the most dynamic communities in the country. The region has seven (7) employment clusters (ranked in descending number of jobs):*

- Oil & Gas E&P
- Marine Transportation
- Shipbuilding
- Seafood
- Heavy Construction
- Sugar
- Casinos

*In terms of recent economic performance, Terrebonne Parish:*

- *Has grown faster since 1995 than 60 percent of U.S. counties above 50,000 populations and sixth fastest since 1995 amount Louisiana Parishes.*
- *Has a substantial share of income from wages and salaries and less from transfer payments (welfare & social security) and from financial investments than the national average.*
- *Has nearly twice as many high school dropouts and half the number of college graduates as the national average.*

## BUDGET MESSAGE SUPPLEMENT

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- *Has a slower job growth rate than Louisiana since 1990.*
- *Has an unemployment trend well below the Louisiana since 1992.*
- *Has an average wage rate above the Louisiana average but still 17% below the national average.*
- *Has a greater proportion of its workforce in blue-collar occupations than the nation and the largest need for post high school vocational training of any labor market in Louisiana.*
- *Has manufacturing employment growth over the last decade of 67% versus a national decline of 3 percent during the same period.*
- *Has business services growth (software and data processing) that substantially lags the national average over the last decade. Marine transportation, Oil & Gas, Seafood and Shipbuilding are all heavily concentrated in the region, anywhere from 10-30 times the national average.*
- *Have per capita retail sales far above the state and regional averages, suggesting that Terrebonne derives substantial retail impact from the purchases of offshore workers and from industry.*
- *Has a dynamic entrepreneurial climate that has 78 percent faster growing small businesses than other metro areas between 150-300,000 populations.*
- *Have fewer workers in engineering and information technology than most communities its size.*
- *Have a high innovation rate in mining technologies and a high rate of patent filings by individuals.*

### *Strengths and Weaknesses for Economic Development*

*The starting point for a credible strategic planning process is an assessment of the strengths and weaknesses of the community as they relate to future opportunities for development. In other words, what problems exist in the Parish that constitutes barriers for successfully achieving the vision of its leadership? Tamerica conducted an assessment of the community from a corporate site selector's perspective. The objectives of this assessment were to:*

- *Identify key strengths to emphasize in economic development marketing efforts;*
- *Identify key weaknesses that may limit corporate investment in Terrebonne Parish so that remediation of these local problems can occur; and,*
- *Build the foundation for the identification of appropriate target industry sectors for economic development marketing.*

*Information sources for this assessment included local employers (manufacturing firms and offices), selected local government officials, utilities, real estate brokers, education representatives, etc. Tamerica also gathered information, and reviewed previous studies and available local data. The following is a summary of what the consultants believe to be the major strengths (assets) and weaknesses (liabilities and limitations) from an economic development perspective.*

#### *Strengths:*

- *Worker Productivity & Labor Relations*
- *Business-Government Cooperation*
- *Globally Competitive Manufacturing*
- *Office Sector Wages*
- *Waterway Access*
- *Medical Care, Crime & Public Safety*
- *Executive Level Housing*

## BUDGET MESSAGE SUPPLEMENT

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### Neutrals:

- *Quality of Live*
- *Public Education*
- *Wages for Manufacturing*
- *Tax Rates*
- *Office & Industrial Real Estate Cost*
- *Industrial Power Rates*
- *Telecommunications Infrastructure*

### Weaknesses:

- *Vo-Tech & Apprenticeship Training*
- *Access to Regional & National Markets*
- *Traffic Congestion & Highway Access*
- *Lack of Skilled Workers*
- *Housing for Production Workers*
- *Lack of Water and Wastewater Connections*
- *Shortage of Prepared Sites and Buildings*
- *Lack of Rail Service*
- *Lack of Long-Range Community Development*
- *Dimensions of the Houma Navigation Canal*

In addition to the Parish Economic Strategic Plan, an independent study published by the Division of Economic Development and Forecasting, E. J. Ourso College of Business Administration, Louisiana State University, Baton Rouge, La. In September 2002 issued the following comments:

*Terrebonne Parish is located in the Southern coastal area of the state. The Parish is highly dependent on the oil and gas extraction industry and the spillover sector such as machinery, fabrication, shipbuilding, and water-borne transportation that feed off of the extraction sector. Because of its heavy dependency on the extraction industry and wild fluctuations in energy prices over the past quarter century have dramatically impacted Houma. It caused a vanishing of some 17,200 jobs in the area. Houma was on of the worst hit in the State by this recession. When oil and gas prices recovered somewhat from 1987-1991, this metro area's number of jobs rose up showing an increase in the area's economy. Exploration activity in Louisiana has been moving southward across the state since the 1950's, indeed, heading further offshore I the Gulf of Mexico. Terrebonne Parish's geographic location on the coast made it the ideal site from which to launch offshore exploration.*

*Houma and Terrebonne Parish is actively pursuing a diversified economy. However, every time energy prices get soft, Houma's employment declines. The metro area lost 1,500 jobs in 1992 when natural gas prices declined as a result of two straight unusually warm winters. The area lost 4,000 jobs from peak to trough in 1999 due to low oil prices.*

*It is very important to observe the declines are getting more and more shallower. The reason is due to the fact that shipyards have diversified away from total dependence on the exploration industry. For example, Bollinger Shipyards has large contracts with the Coast Guard and Army to construct vessels, and the firm is building a number of "brown water" vessels, such as barges and ferries, to be used on inland waterways. Edison Chouest, another shipyard in the metro area, has developed a whole new line of watercraft that is keeping them active through the energy slumps. The shipyards are protecting the Parish's economy from dipping again like in the 80's.*

### ALL FUND SUMMARY

The adopted budget for the year 2003 for all funds, exclusive of operating transfers between funds, totals \$144,771,748. This is an increase of 1.58% or \$4,248,680 from the original 2002 adopted budget. For comparison, the final 2002 budget was not used because it contained capital expenditures carried over from prior years. The graph on the next page and the chart that follows depict the total annual operating budget by fund type for the original 2002 budget and the recently adopted 2003 budget. The revenue summary and assumptions and appropriation assumptions are discussed in the "Understanding the Budget" section of this report.

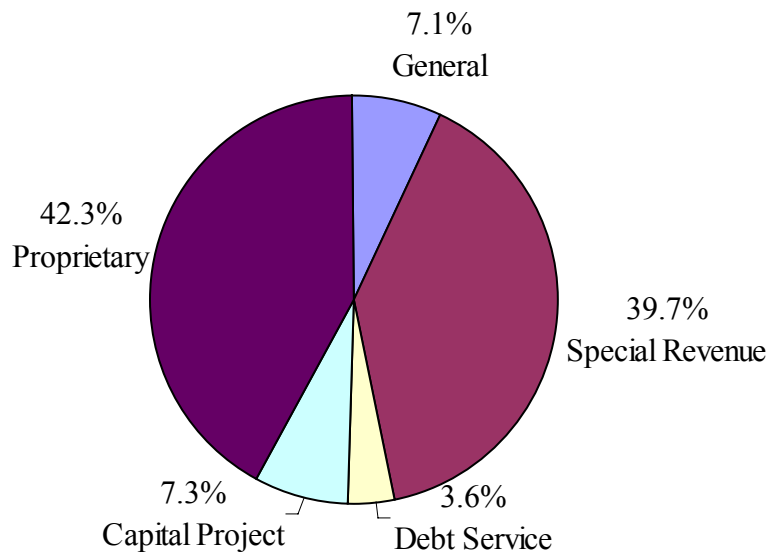
# BUDGET MESSAGE SUPPLEMENT

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## 2003 ANNUAL APPROPRIATIONS BY FUND TYPE

<u>Fund Type</u>	<u>2002 ORIGINAL BUDGET</u>	<u>2003 ADOPTED BUDGET</u>	<u>2003 BUDGET OVER (UNDER) 2002 BUDGET</u>	
General	\$ 10,374,073	\$ 10,250,170	\$ (123,903)	-1.19%
Special Revenue	54,668,506	57,491,933	2,823,427	5.16%
Debt Service	4,583,467	5,249,406	665,939	14.53%
Capital Project	16,106,978	10,517,657	(5,589,321)	-34.70%
Proprietary	56,790,044	61,262,582	4,472,538	7.88%
Grand Total	<u>\$ 142,523,068</u>	<u>\$ 144,771,748</u>	<u>\$ 2,248,680</u>	<u>1.58%</u>

## 2003 Annual Appropriations By Fund Type

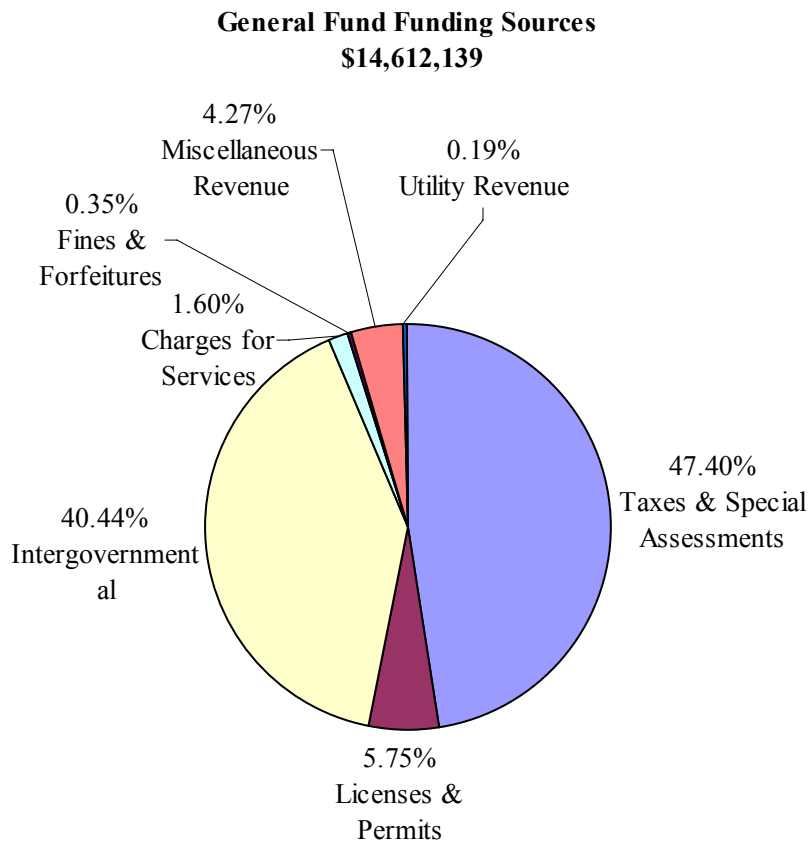


## BUDGET MESSAGE SUPPLEMENT

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### General Fund

As shown in the chart on the previous page, the General Fund makes up 7/1% of the total Parish budget for the year 2003. The General Fund provides for the general operations of the government and includes all revenues that are not legally dedicated for a specific purpose. The primary revenue sources for the General Fund are shown below.



Total appropriations for the General Fund Annual Operating Budget decreased by \$123,903 or 1.19%, compared to the 2002 original budget. Although the General Fund Departments suffered from the high increases in group insurance as in all funds, recurring and non-recurring expenditures were also scaled back anticipating a zero percent growth or even a loss in revenue, such as interest and sales taxes.

## BUDGET MESSAGE SUPPLEMENT

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The General Fund utilizes undesignated fund balance and non-recurring revenue for special projects that may be considered non-recurring in nature. Some of the major items are shown with the related source of funds.

### FROM FUND BALANCE - UNDESIGNATED:

Operating Capital (General Fund/Supplemented Special Revenue Funds)	\$	490,184
Publicity		
Downtown Festival	15,000	
Special Events Insurance	15,000	
Holiday Expenses (Including Parades)	36,500	66,500
Economic Development Projects		
Golf Course Marketing Analysis	7,500	
South La. Economic Council	25,000	
Economic Development Consulting/Studies	100,000	
Downtown Development (PILOT)	100,000	232,500
Parish Prison - Upgrade for Certification		224,667
Code Violation and Compliance		95,000
Restore and Retreat Fees		40,000
National Pollutant Discharge Elimination System		90,000
START Corporation - Weekend/Holiday Mental Health Services		15,000
The Haven - Domestic Abuse		15,000
Boys and Girls Club - Summer Program		15,000
Rural Transit System		151,125
Office of Addictive Disorders (To provide for additional hours for part-time employees at the Social Detox Center)		24,000
Summer Camp Programs		180,000
Parish Arts Program		30,000
Special Olympics		93,815
All-star Traveling for Recreation		80,000
Mental Health Programs		13,609
Drug Court Program and Group Insurance Assistance		275,000
<b>TOTAL FROM FUND BALANCE UNDESIGNATED</b>	<b>\$</b>	<b>2,131,400</b>

### FROM VIDEO POKER REVENUES:

Mosquito Control Program	\$	524,576
Port Commission Administration		206,602
Westside Blvd. Extension		100,000
Hollywood Road South Widening		360,000
District #4 Projects		50,000
	<b>\$</b>	<b>1,241,178</b>

## **BUDGET MESSAGE SUPPLEMENT**

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### **Special Revenue Funds**

Approximately 39.7% of spending authorized in this budget relates to special operations from dedicated funding sources. The separation of these funds is mostly supported by legally dedicated taxes or grants with some supplemented by the General Fund or charges for their services such as the sanitation collections.

The 2003 budgets for Special Revenue Funds increased by \$2,823,427 or 5.16% from the 2002 funding level of \$54,668,506. This is primarily the result of an increase in federal and state grant assistance and the overall increase in the group insurance benefits.

### **Debt Service Funds**

Debt service requirements for 2003 increased \$665,939 over the prior year or 14.53%. This is the result of 2001 Sanitation General Obligation Bonds. The debt service of \$829,000 in 2002 increased to \$1,487,000 in 2003.

### **Capital Project Funds**

The Annual Operating Budget includes capital projects that are funded and/or constructed over multi-years on a pay as you go method, other than those financed through Enterprise Funds. For 2003, new project funding totaled \$10,517,657. Terrebonne Parish is in the process of completing a number of capital improvements in the Parish, some important to the drainage infrastructure, which have been prioritized following the visit of Tropical Storm Isidore and Hurricane Lili within eight days of each other. A detail of these projects can be found in the section of the budget entitled "Capital Improvements".

### **Proprietary Fund Types**

#### **Enterprise Funds**

The Utility Fund is the largest of the Enterprise Funds with total operations of \$35.7 million. The services provided include both electric and gas and is funded by utility revenue. Based on the provisions set forth in the 1992 Revenue Bonds, the General Fund receives an annual distribution of "payments in lieu of taxes" from this fund and anticipates \$2.32 million for 2003. The fluctuation in expenditures is directly attributed to the cost of fuel for resale, although some of the increase relates to group insurance benefits for employees.

The Parishwide Sewerage System is responsible for the operation, maintenance and repair of all wastewater collection and transport facilities with total operations of \$4.88 million. Sewer fees charged to the users fund this system. The Parish has made a commitment to aggressively improve this system over the next five years and is highlighted in the Parish President's Budget Message in this budget.

The Civic Center Fund is the smallest of the Enterprise Funds with total operations of \$1.7 million. Funded by both user charges and a General Fund Supplement of \$717,000, this fund has recently changed the Food and Beverage Contract to an in-house service in 2002. The savings from this resulted in a decrease in the annual General Fund supplement by \$151,000 in 2003.

#### **Internal Service Funds**

The Internal Service Funds include Risk Management, Human Resources, Purchasing, Information Systems, and Centralized Fleet Maintenance. The services provided by these departments are funded through user fees on a cost-reimbursement basis with operations totaling \$18.9 million, compared to 2002 of \$15.3 million, a 24% increase.



## BUDGET MESSAGE SUPPLEMENT

Reflected in the following chart, Risk Management, Group Management and Human Resources had the greatest increases. With all insurance coverage for risk, property and group-health increasing nation-wide, Terrebonne Parish was also affected adversely. Risk and property coverage increased by rising premiums that affected the funds by more than \$1.0 million or 21% and for 2003 group-health \$2.4 million or 32%. The departments prepared for a net 20% increase after raising both the employee and employer contribution in addition to receiving a General Fund supplement of \$800,00 at the end of 2002.

Human Resources increased the full-time staff and also began upgrading the Human Resources/Payroll Program with Information Systems. Although the program is being upgraded in-house, the service is reimbursed on an actual hourly basis and scheduled for completion in mid-2003.

### INTERNAL SERVICE FUNDS

	<b>2002 ORIGINAL BUDGET</b>	<b>2003 ADOPTED BUDGET</b>	<b>2003 BUDGET OVER (UNDER) 2002 BUDGET</b>	<u>Percent</u>
Risk Management	\$ 5,007,427	\$ 6,057,762	\$ 1,050,335	21.0%
Group Management	7,362,888	9,718,711	2,355,823	32.0%
Human Resources	486,565	582,156	95,591	20.0%
Purchasing/Warehouse	653,280	696,367	43,087	7.0%
Information Systems	1,163,690	1,258,630	94,940	8.0%
Fleet Maintenance	605,939	623,000	17,061	3.0%
	<u>\$ 15,279,789</u>	<u>\$ 18,936,626</u>	<u>\$ 3,656,837</u>	<u>24.0%</u>

### DEBT MANAGEMENT

Terrebonne Parish continues to strive towards maintaining our ratings as part of an aggressive financial and debt management. The ratings below reflect our leadership as well as local economics. Standard & Poor's has rated Terrebonne Parish's outlook as stable.

<b>Moody's Rating</b>	<b>Rating</b>
Public Improvement Bonds, Series ST-1998A	A2
Public Improvement Refunding Bonds, Series ST-1998 B	A2
General Obligation Bonds for Roads and Drainage	A2

<b>Standard &amp; Poor's</b>	<b>Rating</b>
\$4.50 million Public Improvement Bonds Ser ST-2000 dated Nov. 1, 2000	AAA
\$12.57 million Public Improvement Bonds Ser ST-1998 A	AAA
\$2.93 million Public Improvement Sewer Refunding Bonds Ser ST-1998 B	AAA
General Obligation Bonds for Roads and Drainage	A+

## BUDGET MESSAGE SUPPLEMENT

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New construction and improvements of Terrebonne Parish's sewer treatment facilities and collection system are on-going projects of the Parish. Financing has been provided by Federal Grants and General Obligation and Public Improvement bond proceeds. In 2003, the Parish is proposing to sell General Obligation Bonds (from the ¼% Capital Improvement Sales Tax), which will net an additional \$2.8 million for new construction.

### DEPARTMENT INITIATIVES

#### Public Works

The Road and Bridge Division completed the upgrade of signs and markings at all school zones, implemented extensive parish wide curb marking program, consolidated grass-cutting crews and privatized grass cutting in selected parks and neutral grounds.

The Drainage Division reorganized the forced/gravity drainage work force for efficiency and collected Global Positioning System (GPS) for 75 miles of lateral ditches, 10,352 catch basins, and 6,337 driveway culverts. This past year, the Parish acquired FEMA funding for the construction for Isle of Cuba Pump Station and proposed Hebert Street forced drainage system. Prior to the storms Terrebonne Parish had in 2002, Drainage had upgraded the capacity and efficiency for 6 pump stations.

The Engineering Division secured a contract for NPDES (National Pollutant Discharge Elimination System) Phase II MS4 compliance. As-Builts and recorded plats of subdivisions, the Storm Drainage Design Manual, Subdivision Regulations, and the Engineering Approval checklist has been made available to the public on the Parish website.

The Centralized Fleet Maintenance Division mandated that all shop personnel complete the Forklift Operator Certification Program. They established online work order submission and review program. The facilities and services were upgraded with a four-post lift expanded and upgraded with copying and scanning capabilities and a new phone system to enhance communications. Storage- In house storage areas were increased for security and value retention of inventory items. The management established specification based training for operators upon delivery of newly acquired equipment. In partnership with the Purchasing Division of Finance, the Fleet Maintenance Division has adopted a value purchase concept by use of various cooperative purchasing agreements and state contract, with local vendor participation.

#### Public Safety

The Terrebonne Parish President, facility Director, and pertinent staff now hold meetings to review all Juvenile Detention facility needs. Programs are analyzed and evaluated in terms of their objectiveness, cost, and relation to the facility's philosophy and goals. Using Title I funding and working with the local school system four instructors were hired for the summer school 2002 program. A life skills instructor was hired to teach life skills. The Juvenile Division purchased and installed the GED/LEAP remediation program for the twelve computers that were purchased the year before and hired a fourth teacher for the 2002-2003 school year and a part-time teacher to run the lab outside the regular school day to assist students in the computer lab for core subject matter, pre-GED, GED, and LEAP remediation. Administration sent nursing director to CPR/First Aid Instructor class and with in house instructor now have 5-7 people certified in CPR/First Aid on each shift.

The Adult Detention Center increased the medical staff to include one additional part time medical professional and renewed the contract with Acadian Ambulance Service allowing for fast and efficient transportation of inmates when actual emergencies occur. In addition, management staff developed a cooperative agreement with Chabert Medical Center affording this facility the ability to have all laboratory procedures performed, and thereby providing quick turn-around results while at the same time reducing costs. The nursing staff was provided with a new, more efficient workstation in the dispensary making working conditions more enjoyable and providing more space and installed a new, more efficient computer system in the dispensary and Medical Administrators' office allowing direct communication with Parish Government as well as Chabert Medical Center.

## **BUDGET MESSAGE SUPPLEMENT**

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The City of Houma, within Terrebonne Parish had decline in its murder rate for 2002. In the first six months of 2001 the **Houma Police Department** investigated two (2) reported homicides. In the first 6 months of 2002 the department has no reported homicides. Comparisons of the first six months of 2001 and the first six months of 2002 reflect a decrease of calls by 7.8%. The federally funded Weed and Seed program hired a manager to begin several programs in specific areas and is detailed more in the Special Revenue Section of the budget. The Young Marines program implemented this year had its first graduation class, which consisted of fourteen (14) candidates. There were no major incidents during Mardi Gras in 2002.

The **Houma Fire Department** updated all Standard Operating Procedures for smoother operations. This department intensified the in-house training and brought in Louisiana State University (LSU) and Volunteer Fire Insurance Service (VFIS) training. This past year, several staff members began the "Save Your Neighbor Program", which included increased public education programs and supplying homes with smoke alarms. The smokehouse was completed to train children in fire safety. Firefighter equipment has been updated; including self contained breathing apparatus and communication equipment. Several firefighters were certified as Emergency Medical Technicians and all firefighters were trained as First responders.

Since September 11, 2001, the **Office of Emergency Preparedness** has made several changes and upgrading of services. They have created an emergency planning zone around Intra-Coastal Waterway and established a Terrorism Task Force Committee. Staff has received several hours of training on terrorist activities and weapons of mass destruction; received training in debris management; and hurricane related training. This past year Terrebonne Parish hosted the Louisiana Emergency Preparedness Association (LEPA) conference.

### **Utilities Department**

The **Electric and Gas Division** will save the government about \$1.0 million in interest over the next 10 years with the refinancing of the 1992 Revenue Bonds. Several projects were initiated and completed including the engineering for underground electric and communication service to the Government Tower, the 34.5kv substation and interconnect improvements, Highway 20 to Oak Forest gas line improvement and installed Friendswood Regulator Station to remedy the areas low-pressure problems and the serve the systems largest industrial customer. Management had operator qualification training and testing and implemented an Energy Risk Management Program Development.

The **Sewerage Division** implemented a sanitary sewer rehabilitation program-utilizing trench less technology. Some of the projects initiated and completed include the Gibson/Jarvis and Clinton St. community sewers using federal Housing and Urban Development grants.

The **Sanitation Division** recently brought back the distribution of the garbage totes that had been handled as part of the subcontracted collection service. This resulted in an improved distribution process, resolved the backlog and reflected an operating savings. The division advanced permitting on Construction and Demolition landfill projection and is now very close to obtaining a permit. They have continued progress on Landfill closure; with cells number 1 and 2 are 100 percent complete.

The Sanitation Division is the lead manager for the Animal Shelter, which is in progress of making a positive name for the shelter by making it more pleasant place to visit and comfortable place for the animals. Some of the shelter renovations to date include: cinder block dividers for kennels for a cleaner and safer environment for the animals; separate living facilities for tame and wild cats; epoxy coated the kennel floor to make them non pervious; and installed two air condition units in tame cat quarters.

### **Cultural Resources and Economic Development**

As previously discussed, this department has received the completion of Economic Development Strategic Plan through financial partnering with Houma-Terrebonne Chamber of Commerce and South Central Industrial Association. A progressive department, it has also initiated and completed many projects, which are detailed in the General Fund Section of this budget.

## **BUDGET MESSAGE SUPPLEMENT**

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### **Planning Department**

This department has initialized and implemented the electronic permit application for some permit approvals. The development of an accurate computerized flood zone map with the utilization of the G.I.S. system has been implemented. Through the efforts of this department, the Parish was awarded \$428,000 for Hazard Mitigation monies to add to the disaster relief funding to repetitive loss structures in flood prone areas and \$68,000 to develop and implement a Hazardous Mitigation Plan. As consultant to the Planning Commission, the final draft of the subdivision regulations was submitted to the Parish Council by the Planning Department. The draft was passed in an ordinance format after a public hearing. In addition a new division was created for the proper management of the three (3) public cemeteries.

### **Human Resources and Risk Management**

The **Human Resources Division** developed and implemented a Management Training Program for managers and supervisors. This past year, successfully implemented stricter adherence to the drug screening policy through supervisory training programs and a new Orientation Program that fully introduces our Personnel Policy and Safety manuals. Enhanced the job posting, applicant screening and interviewing process to facilitate hiring the most qualified candidates using multiple advertising avenues. Reviewed the Parish Wage Study to ensure clear job function definitions and pay levels based on industry standards. Developed a data base system for the Retirement and Family Medical Leave (FMLA) programs to better serve those employees.

The **Risk Management Division** completed a Worker's Compensation light duty training seminar for directors, division heads and supervisors, which were well attended. This seminar has proven good results in that departments are more willing to apply a light duty status employee back to work in a sedentary capacity while the employee is recovering from an on the job injury. This has resulted in only 1 loss time accident through the second quarter of 2002. Insurance markets have been revisited beginning July 2002, ahead of schedule, for the upcoming year 2003 to allow a broader segment of local as well as surrounding area agents/brokers to participate in the proposal process. Employee benefits have been re-evaluated for the upcoming year 2003, by distributing a benefit survey to all employees and outside agencies. Thus allowing employee feedback and participation from the management level as well as laborers and on all levels of employment of TPCG.

### **Recreation Department**

In 2002, the Parish contracted with O.N.E./C.H.A.N.E., Inc. to manage four (4) more summer camps in addition to the two that were held at Dumas Auditorium and in the Smithridge Community in 2001. The four new camps were held in Dularge, Gibson, East Houma, and North Terrebonne. Special Olympics competed in all area and state level events with the number of athletes, coaches, and volunteers continuing to grow. The number of athletes competing in each sport offered is on the rise and the numbers are expected to continue to expand due to the quality of the program; its leadership, coaches, parents and volunteers. Overall the program showed a 10% growth each year from 2000 through 2002. In addition, a minimum increase of 10% for the fiscal year 2003 is expected.

### **Civic Center Department**

The Parish has secured a National Indoor Football League expansion franchise, the Bayou Bucks, which played their first season in 2002, creating an additional (7) seven bookings and increasing rental revenue and food/beverage revenue. Management has negotiated and booked the facility as an available indoor site for the New Orleans Saints 2002 Training Camp. The Saints utilized the facility on August 9, 2002 generating publicity throughout the state of Louisiana. In the fall of 2001, the Terrebonne Parish Council authorized the Parish President to create a new in-house food service division within the Civic Center department beginning January 15<sup>th</sup>, 2002. Consequently, the Civic Center began an immediate transition phase from contracted service to a self-operation.

## BUDGET MESSAGE SUPPLEMENT

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### **Finance Department**

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 **Accounting Division** for its Comprehensive Annual Financial Report for the fiscal years 1997 through 2001. Management and Legal staff amended the Personnel Manual to include all sick leave and vacation conversions required by Parochial Retirement System. Enhanced the finance Department, Accounting Division website to include the budget, audit and various financial data.

The **Customer Service Division** had a minimal increase of 2% in the Average Billing Program, and a 21% increase in the Direct Payment through public awareness efforts. Effective January 2002, a credit card payment option for customers became available, with the programming progressively increasing. Recent changes were implemented to ease the burden on the downtown parking by increasing all Main Street parking mechanisms from one to two hour limits.

The **Purchasing/Warehouse Division** has expanded with both a full-time manager for the Purchasing and Warehouse sections. The Purchasing Division now employs two Bid Coordinators to expedite the bid process and allow for the processing of additional bids due to capital expenditure increases. The newest addition to the Parish Website of the requests for bids, proposals and sealed due to capital expenditure increases. The newest addition to the Parish Website of the requests for bids, proposals and sealed quotations, along with surplus bid items to enhance the competitive bid process. Management has added buyers for more support to each department in efficient managing, controlling and planning their available resources to meet present and future procurement needs.

**Information Systems Division** has completed a technology survey of Parish departments and Divisions to develop a needs assessment of software training requirements and implemented a training program based on the findings. The long awaited imaging system has been put in place for selected parish departments, divisions, and component units of the parish. The AS/400 hardware has been upgraded with the installation of an Optical Storage Device and expanded disk storage with a five-drive raid system. The display stations have been converted at the Criminal Justice Complex to personal computers. New Internet features included online employment application, subdivision drawing search, online permit applications, and reporting of street light outages. A revenue generating service has been added with an inquiry to Assessor's Data File via Internet access.

## UNDERSTANDING THE BUDGET

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The Parish of Terrebonne is a local governmental subdivision which operates under a Home Rule Charter and, subject to said Charter, is authorized as hereinafter provided to exercise any power and perform any function necessary, requisite or proper for the management of its local affairs. The plan of government provided by this Home Rule Charter shall be known as the "President-Council" form of government.

### 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 1st of each year, the president submits to the Council a proposed operating budget for the year commencing January 1st. The operating budget includes proposed expenditures and the means of financing them. The actual dates for the 2003 budget process:
  - July 15, 2002 – Instructional Letter and Budget Packets sent to Departments
  - August 1 – 30, 2002 – Various Deadlines by departments for submission of budget requests
  - September, 2002 – President's Discussions/Review with Finance Department/Accounting Division/Budget Staff
  - September 25, 2002 – Scheduled presentation of budget to Council
    - *Council Meeting cancelled due to the arrival of Tropical Storm Isidore.*
  - October 2, 2002 – Rescheduled presentation of budget
    - *Meeting cancelled due to the arrival of Hurricane Lili*
  - October 8, 2002 – Special Session held for previously cancelled meetings and the Presentation of the budget to Council
  - October – November, 2002 – Council Budget Hearings during the Budget and Finance Committee Meetings
  - December 2, 2002 – Final Budget and Finance Committee Meeting to discuss various changes to the proposed budget as a result to the outcome of both Tropical Storm Isidore and Hurricane Lili
  - December 4, 2002 – Council approval of revised budget
  - January 1, 2003 – 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.

## UNDERSTANDING THE BUDGET

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- (7) The budget may be amended by ordinance 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. The budget may also be amended to accommodate emergencies such as what the Parish experienced in 2002 with Tropical Storm Isidore and Hurricane Lili.

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.

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.



# UNDERSTANDING THE BUDGET

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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**

### **Accounting and Financial Reporting**

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. The fixed asset system will be 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. 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.

### **Debt and Cash Management**

The Parish uses interfund loans if cash is available rather than outside debt instruments to meet short-term cash flow needs. The Parish has several bank accounts to monitor cash flow, including one investment, one accounts payable and one payroll account for Parish needs.

The Parish confines long-term borrowing to capital improvements that cannot be funded from current revenues with the exception of two issues for the City of Houma Firefighters and Police Retirements. This liability resulted from the merger of the Urban Services District Firefighters and Police Pension and Relief Fund’s obligations for retired members and beneficiaries into the State of Louisiana Retirement System.

The Parish obtains approval from the State Bond Commission prior to the issuance of any type of long-term debt as required by state law. Periodic reviews of the outstanding debt to determine the feasibility of refunding or refinancing the particular issues.

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 are expected to be financed from Proprietary Fund operations are accounted for in those funds.

## **UNDERSTANDING THE BUDGET**

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Bond discount and issuance costs for the Utilities Fund are being amortized by the interest method. 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. Under those terms, the Parish establishes an investment policy with the local banks that is adopted by the Parish Council. The current policy is due to expire in July 2003. In March 2003, will begin a process to seek two-year proposals for July 2003 through July 2005.

### **REVENUE POLICIES**

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 2002 tax levy is recorded as deferred revenue in the Parish's 2002 financial statements and recorded as revenue in the 2003 Adopted Budget. 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.

Non-recurring revenue is generally used for special projects non-recurring in nature such so as not to allow the dependability of on going services that may become easily disrupted by their losses. Video Poker Revenue and excess State Mineral Royalties are unpredictable and are considered part of this category.

The General Fund also receives an annual "payment-in-lieu-of taxes" from the City Utility System, which is generally used for urbanized projects and services. A portion of this revenue funds the City Court, City Marshall, Municipal Auditoriums, Urban Transit, Urban Parks and Grounds, Waterlife Museum and various other programs and projects which is listed in the "Summaries Section" of this budget.

The Parish establishes fees and charges to cover the costs of services provided. All fees imposed by the Parish are submitted by Administration to the Council for adoption by ordinance and shall not be in conflict with State Law. The fees are established at a level, which will maintain the services over a period of several years.

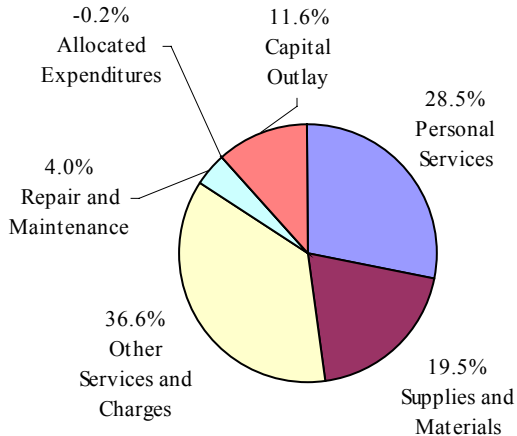
# UNDERSTANDING THE BUDGET

## EXPENDITURE POLICIES

### 2003 SUMMARY OF ALL BY EXPENDITURE TYPE

	<u>2001 ACTUAL</u>	<u>2002 BUDGET</u>	<u>2002 PROJECTED</u>	<u>2003 BUDGET</u>
Personal Services	\$ 32,539,780	\$ 37,824,747	\$ 35,646,832	\$ 41,274,655
Supplies and Materials	27,896,054	28,049,643	24,960,185	28,243,516
Other Services and Charges	43,314,651	52,769,727	51,563,720	52,894,772
Repair and Maintenance	5,022,881	8,435,041	6,773,697	5,815,201
Allocated Expenditures	589,769	(109,552)	(48,617)	(286,149)
Capital Outlay	20,938,963	67,875,028	63,246,429	16,829,753
 Grand Total	 <u>\$ 130,302,098</u>	 <u>\$ 194,844,634</u>	 <u>\$ 182,142,246</u>	 <u>\$ 144,771,748</u>

### SUMMARY OF ALL EXPENDITURES BY TYPE



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 and interest on general long-term debt which are recognized when due.

The Parish will maintain a level of expenditures, which will provide for the public well-being and safety of the residents of the community. All expenditures made shall be for a public purpose, and no expenditures will be made which are prohibited by administrative directives, local ordinances, or federal and state statutes. The Parish departments and agencies will comply with the procedures of the State Procurement procedures.

The Finance Department conducts periodic forecasts of revenues and expenditures, and reports the results to the Parish President. If at any time the President determines a budget amendment is necessary, the revision will be submitted to the Parish Council for adoption by ordinance following a public hearing. In addition the Finance Department will annually update and review long-range financial plans and projections.

## UNDERSTANDING THE BUDGET

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The Parish maintains an Insurance Reserve of \$2.0 million in the General Fund's Fund Balance for liabilities, which cannot be paid from current financial resources. In addition, an amount equal to 16% of the total Federal and State Grants awarded is reserved to meet cash flow needs until reimbursement is received, which is generally a 45-60 day turnover. In the event of emergencies or natural disasters, the Parish established a Dedicated Emergency Fund, which may accumulate funds not to exceed \$5.0 million. In 2002, following Tropical Storm Isidore and Hurricane Lili, the Parish transferred \$2.0 million to the departments affected by the storms to match Federal and State Emergency Funds and for projects ineligible for reimbursement.

Accumulated vacation and sick leave are recorded as an expenditure of the period in which paid in all Governmental Funds. Furthermore, all vacation and up to 240 hours 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 sick leave and can be used for participants of the Parochial Employees' Retirement System in the calculation of their creditable service years.

Employees of the Parish earn 56 hours sick leave per year and are permitted to accumulate with no maximum. 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 or time-off before official retirement begins. The unused sick leave hours will be turned over to PERS for the calculation of creditable service years.
- (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.

### REVENUE ASSUMPTIONS

Total sources reflect an overall decrease for 2003 under the projected 2002 projected revenue collections, with the largest decreases in intergovernmental revenue, (37.35%) and miscellaneous revenue, (30.78%) and the largest increase in charges for services, 14.50%. A comparison of 2002 projected and 2003 adopted revenue is as follows:

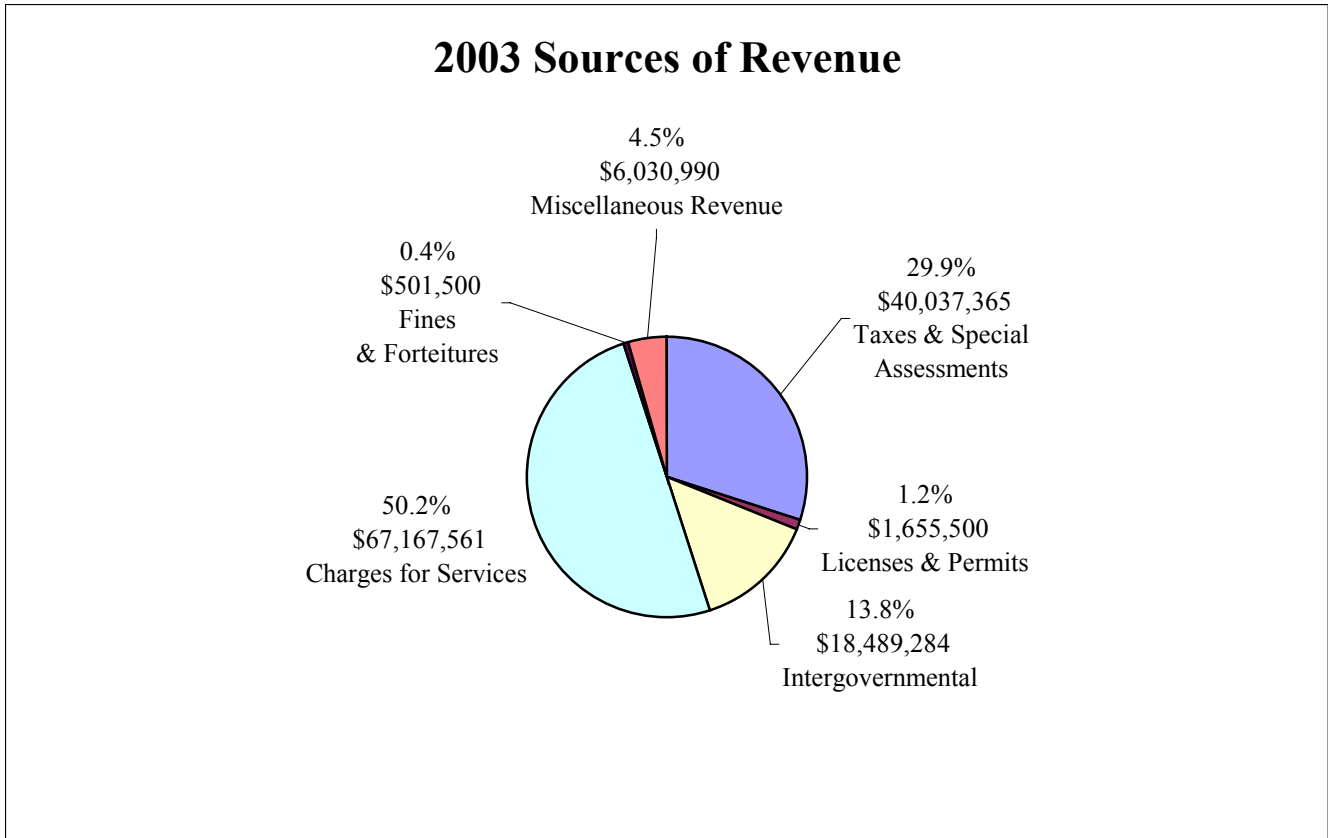
#### 2003 SUMMARY OF ALL BY REVENUE TYPE

	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 BUDGET</b>
Taxes & Special Assessments	\$ 39,479,046	\$ 36,899,522	\$ 41,249,528	\$ 40,037,365
Licenses & Permits	1,535,655	1,464,700	1,755,820	1,655,500
Intergovernmental	23,081,126	31,755,663	29,509,729	18,489,284
Charges for Services	59,828,200	63,488,462	60,988,892	67,167,561
Fines & Forfeitures	533,897	478,500	511,129	501,500
Miscellaneous Revenue	16,523,121	4,951,577	4,036,523	6,030,990
<b>Grand Total</b>	<b>\$ 140,981,045</b>	<b>\$ 139,038,424</b>	<b>\$ 138,051,621</b>	<b>\$ 133,882,200</b>

## UNDERSTANDING THE BUDGET

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Below the pie chart reflects the funding sources by type, with the percentage of the total for each category.



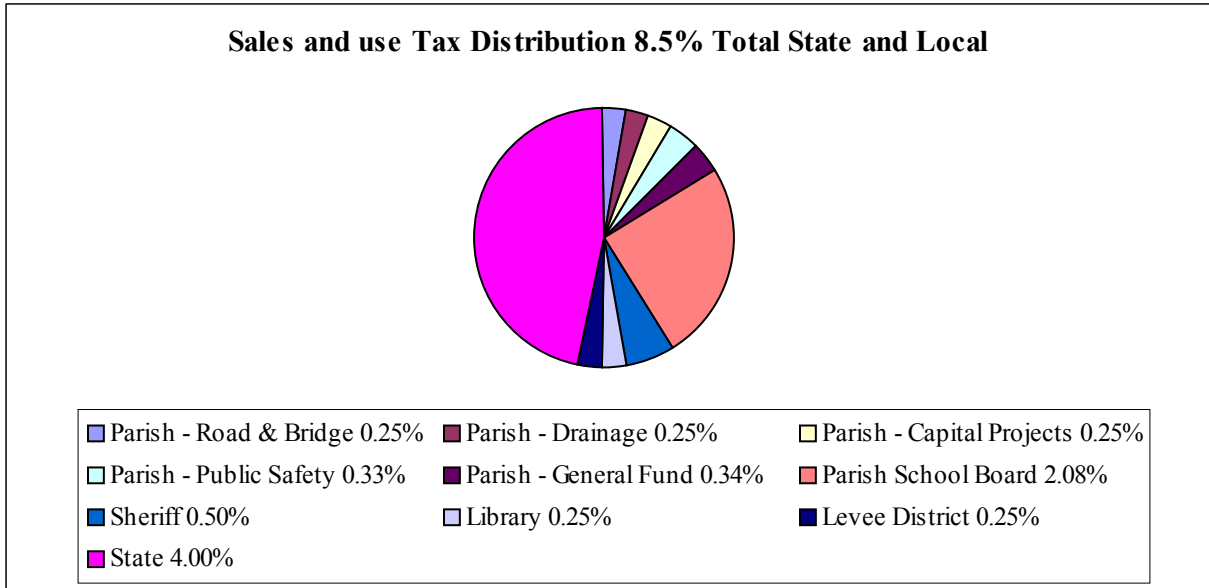
### TAXES

The Taxes and Special Assessments revenue includes sales and use, property, hotel/motel, ad valorem (property), and special assessments on property. Taxes make up for 29.9% of the total sources as shown above, and is projected to generate \$40.0 million. A ten-year history of the tax revenues may be found in the "Miscellaneous Information" section of this budget. Two major sources, sales tax and property are discussed below.

## UNDERSTANDING THE BUDGET

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The Sales and Use Tax rate in Terrebonne Parish is presently 8.5% and is distributed as follows:



The 2003 sales tax revenue estimates for all funds of the Parish totals \$21,589,765 and is approximately 95% of the 2002 projected sales tax collections. Factors considered in arriving at this estimate include historical data and the judgment of the Finance Department personnel relative to the performance of the local economy.

General property taxes are expected to continue the modest growth experienced in the last six years, however several dollars have been paid under protest the last two years, which lead personnel to reflect zero percent growth until a settlement may be reached. For 2003, collections are estimated to be \$17.5 million, which is the amount, projected for 2002.

Property is reassessed every four years, with 2000 the most recent year of reassessment. Property subject to taxation is assessed as a percentage of its fair market value. Residential properties and all land are assessed at 10%, other property and electric cooperative properties, excluding land, are assessed at 15%, and public service properties, excluding land, are assessed at 25% of fair market value. The assessor completes the current year tax roll after the budget is submitted to the Council for approval with adjustments other than nominal made during the year.

### INTERGOVERNMENTAL

Intergovernmental revenues include monies received from other governmental agencies such as federal and state offices. In some cases, these funds are grants to provide for the operation of a specific program such as Community Development Block Programs. Major intergovernmental revenue includes the Parish Transportation Royalties for road and bridge maintenance, Tobacco Tax, Video Poker Revenue, Severance Taxes and State Beer Tax.

### CHARGES FOR SERVICES

Electric fees are based on kilowatts used and gas is on cubic feet. The sewer fees on water consumption. The Solid Waste Fee is a flat fee per month per residential or small business user and is expected to rise as the cost of collection and disposals is renegotiated or re-bid in the first quarter of 2004. The Civic Center charges fees based on usage of the facilities and the concessions and catering from the in-house food service.

## **UNDERSTANDING THE BUDGET**

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### **MISCELLANEOUS**

Interest income, sale of surplus assets and bond proceeds are the major source of the miscellaneous income.

### **FUND BALANCE**

In the General Fund, the fund balance has historically been used as a funding source for non-recurring programs, projects or unforeseen emergencies. In 2002, the Parish supplemented the Group Insurance Fund in the amount of \$800,000 with hopes that one day, those funds may be returned through the user departments. At the end of 2003, the estimated fund balance of \$5.2 million represents \$2.0 million for insurance, \$2.4 million for cash flow needed for grant programs (with 45 to 60 day turn over in reimbursements), \$21,000 of the Utility "payment in lieu of taxes" and \$667,530 of Video Poker revenue. In addition to the reserved fund balance, the Utility System has \$5.3 million pending transfer to the General Fund from the years 1994 through 1999 when only 50% of the eligible PILOT was transferred.

The Dedicated Emergency Fund derives its balance from the General Fund surpluses and was to have a balance of \$3.2 million by the end of 2003. However, with the two tropical storms this year, the balance may drop below \$1.5 million depending on the eligible reimbursements from state and federal emergency agencies.

The Public Safety Fund has used all surpluses in their fund balance and now requires a General Fund Supplement. This expected shortfall has actually been prolonged over four years with the Fire and Police Department's inability to maintain a full staff. The Utility "payment in lieu of taxes", an urbanized source, will be a short-term solution, however Administration will be working towards locating a permanent source of funding.

The Sanitation Fund has also used all surpluses in their fund balance and will be studying several options to revive including an increase in their \$7.00/month usage fee and/or the General Fund's PILOT reserve.

### **APPROPRIATION ASSUMPTIONS**

#### **PERSONAL SERVICES**

The Parish provides for a cost-of-living and merit program that is determined by the on-going revenue available, surpluses and the health of the economy. For 2003, the cost-of-living increase has been postponed in order to study the impact of the current national economy. The merit program will be limited to two percent of the departments current salary budget, however merit will be determined based on evaluation-based merits. A longevity increase on the full-time permanent employee hourly rate is based on the number of year's service. For every full year of service, the employee enjoys \$.01 per hour that begins with their third year of service.

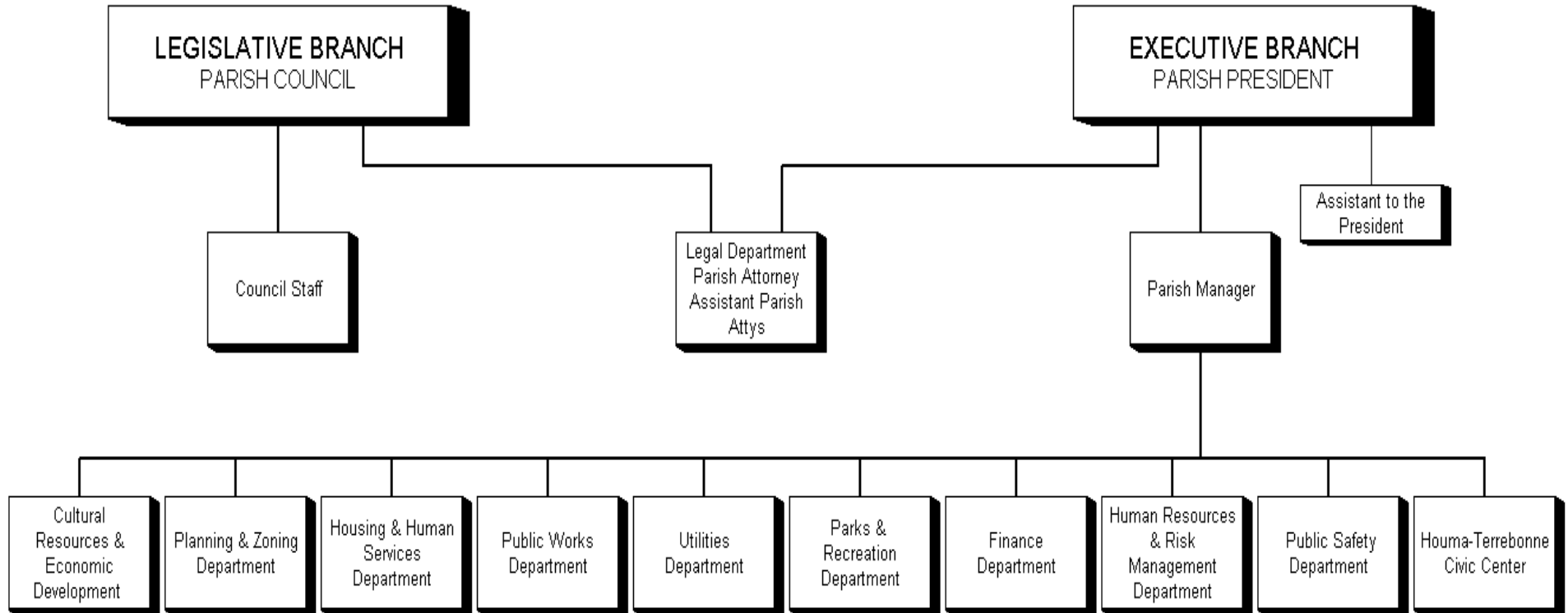
The health, dental, and life insurance benefits of our full-time and retired employees have increased for another year. For 2003, the employees and employers will be asked to contribute to the increase. For family, the co-pay will increase from \$49 per month to \$100 per month, while single coverage will increase from \$5 per month to \$35 per month. The plan design was changed in 2002, however a savings was not determined due to the soft and unpredictable savings from larger deductibles, co-pays and script-cards. The plan design for 2003 returned to 2001 benefits while departments were again asked to dig a lot deeper into their budget constraints to continue with our plan.

The retirement contributions for the year 2003 will increase with both the Parochial Employees Retirement System from 2.75% to 3.75% of payroll. The La. State Firefighters Retirement System more than doubled their employer portion from 9% to 18.25% in January, with another increase expected to top 24.5% in July 2003. The increase has adversely affected the Public Safety Fund and will take its toll in the long run.



# TERREBONNE PARISH CONSOLIDATED GOVERNMENT

February 23, 2000



## TERREBONNE PARISH OFFICIALS

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The Terrebonne Parish Consolidated Government operates under a Home Rule Charter specifying a legislative branch embodied by the Terrebonne Parish Council and an executive/administrative function under the office of the Parish President. The voters of the parish approved the consolidated form of government in 1984. The legislative power of the Parish Government is vested in a Council consisting of nine (9) members elected for four (4) year terms from a district, which divides the Parish into relatively equal areas of population. The Council was reduced from fifteen members to nine, in response to a vote of the people in 1995, with the first nine-member Council taking office in January of 1996. From its ranks, the Council elects a Chairman and Vice-Chairman and appoints the necessary staff. Aside from the few (currently four) employees under the jurisdiction of the Council Clerk, the Council has no direct supervision of any of the employees of this government. The Council is designed to serve as the policy-setting body of local government. The Parish President is the Chief Executive Officer of the Parish Government and shall exercise general executive and administrative authority over all departments, offices, and agencies of the Parish Government, except as otherwise provided by the Home Rule Charter. The Parish President shall be elected at large by all the qualified voters of the Parish according to the election laws of the state for a four-year term. The current Parish President is Terrebonne Parish's fourth since consolidation.



**Mr. Robert J. Bergeron,  
Parish President,  
Executive Branch**

## TERREBONNE PARISH OFFICIALS

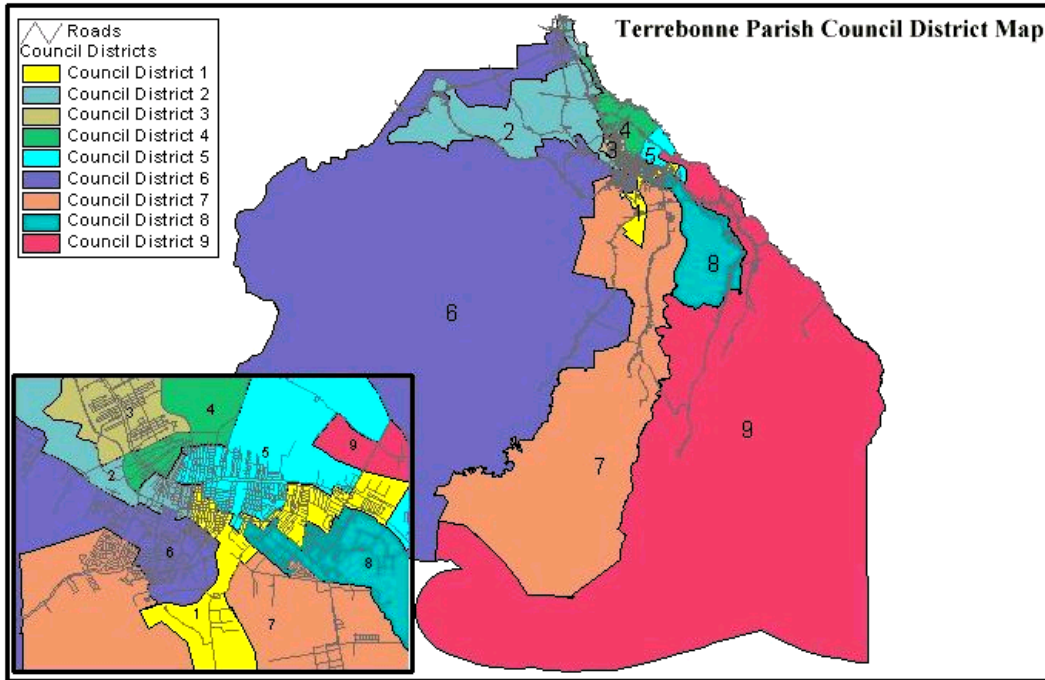
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### **Legislative Branch**

**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 GENERAL INFORMATION

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Terrebonne Parish was established on March 22, 1822 when it was formally annexed from the southwest portion of Lafourche Parish. The name Terrebonne came from the early French settlers who were impressed with the abundance of wildlife, seafood, and fertile land because “terre bonne” means “Good Earth”. Terrebonne parish is composed of an area of 2066.88 square miles (987.358 square miles in land and 1079.330 square miles in water), and is the second largest parish in the state of Louisiana. It is located in the heart of “Cajun Country”, to the east is historic New Orleans, to the west is the famed Evangeline Country, to the north is Baton Rouge, the state capital, and to the south are oil and gas fields, sugar cane plantations, hunting and fishing grounds, and is bounded by the Gulf of Mexico. It is composed of low, flat land with a topography varying from prairies and wooded areas 12’ above sea level in the northern part to bayous, lakes, and salt marshes in the southern section. The parish is roughly 29 degrees 36’0” N latitude and 90 degrees 43’30” longitude. Houma, the seat of Terrebonne Parish, was incorporated as a city by an act of legislature on March 16, 1848 and became the home of the parish government. Houma is located only 35 miles from the Gulf of Mexico and has access to the Gulf Intracoastal Waterway (GIWW) and the Houma Navigational Canal, which is a straight shot to the Gulf.

**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, 2003**

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	PROPRIETARY	ADOPTED 2003	PROJECTED 2002	ACTUAL 2001
					FUND TYPES ENTERPRISE			
<b>REVENUES</b>								
Taxes & Special Assessments	6,927,764	32,062,085	959,516	0	88,000	40,037,365	41,249,528	39,479,046
Licenses & Permits	840,000	815,500	0	0	0	1,655,500	1,755,820	1,535,655
Intergovernmental	5,909,175	10,740,109	0	1,840,000	0	18,489,284	29,509,729	23,081,126
Charges for Services	233,200	468,919	0	0	18,557,964	19,260,083	16,922,452	15,666,452
Fines & Forfeitures	50,500	396,000	0	55,000	0	501,500	511,129	533,897
Miscellaneous Revenue	623,500	1,000,978	143,645	180,750	1,214,617	3,163,490	3,844,066	7,160,263
Utility Revenue	28,000	5,747,798	0	0	42,131,680	47,907,478	44,066,440	44,161,748
Other Revenue	0	0	0	2,800,000	67,500	2,867,500	192,457	9,362,858
<b>TOTAL REVENUES</b>	<b>14,612,139</b>	<b>51,231,389</b>	<b>1,103,161</b>	<b>4,875,750</b>	<b>62,059,761</b>	<b>133,882,200</b>	<b>138,051,621</b>	<b>140,981,045</b>
<b>EXPENDITURES</b>								
Parish Council	136,572	0	0	0	0	136,572	120,392	70,633
Council Clerk	76,169	0	0	0	0	76,169	96,608	55,078
Official Fees/Publication	48,350	0	0	0	0	48,350	53,349	46,151
City Court	731,957	0	0	121,207	0	853,164	728,815	699,426
District Court	404,864	0	0	0	0	404,864	398,028	339,157
Juvenile Services	0	2,309,010	0	0	0	2,309,010	2,143,614	2,003,168
District Attorney	439,972	0	0	0	0	439,972	393,969	381,989
Clerk of Court	191,600	0	0	0	0	191,600	148,950	132,749
Ward Court	273,765	0	0	0	0	273,765	223,868	215,423
City Marshall's Office	0	620,039	0	0	0	620,039	590,994	589,352
Judicial-Other	130,500	0	0	0	0	130,500	130,500	117,694
Parish President	159,681	0	0	0	0	159,681	151,765	98,405
Registrar of Voters	119,742	0	0	0	0	119,742	94,897	75,079
Elections	40,000	0	0	0	0	40,000	16,082	20,907
Accounting	289,238	0	0	0	0	289,238	348,791	266,646
Customer Service	24,872	0	0	0	0	24,872	102,269	78,930
Purchasing	0	0	0	0	684,593	684,593	633,337	557,565
Risk Management	0	0	0	0	15,776,473	15,776,473	15,298,087	10,336,553
Human Resources Admin.	0	0	0	0	495,066	495,066	614,791	361,957
Legal Services	483,308	0	0	0	0	483,308	490,005	495,748
Parking Meter Admin.	38,493	0	0	0	0	38,493	70,765	52,133
Information Systems	0	0	0	0	1,258,630	1,258,630	1,120,913	905,015
Planning	886,748	917,813	0	0	0	1,804,561	1,789,376	1,939,581
Government Buildings	1,599,935	0	0	0	0	1,599,935	5,965,420	1,812,714
Code Violation/Compliance	95,000	0	0	0	0	95,000	458,807	144,498
Auditoriums	0	215,429	0	0	0	215,429	384,761	161,161
Civic Center	0	0	0	0	1,716,403	1,716,403	1,663,703	1,291,786
Janitorial Services	701,214	0	0	0	0	701,214	638,378	657,495
General-Other	594,563	2,233,045	110,423	0	105,560	3,043,591	3,170,629	3,130,330
Parish Prisoners	0	2,052,218	0	0	0	2,052,218	2,230,147	2,500,944
Prisoners' Medical Department	0	815,511	0	0	0	815,511	796,273	0
Coroner	418,188	0	0	0	0	418,188	405,369	397,628
Police	0	5,484,435	0	0	0	5,484,435	5,496,231	5,042,122
Cops Fast Program	0	0	0	0	0	0	92,171	24,841
Dom. Violence - General	0	9,208	0	0	0	9,208	9,208	0
Dom. Violence - Rural	0	28,035	0	0	0	28,035	28,035	0
Police-Pension	0	0	92,210	0	0	92,210	92,210	94,420
Fire-Rural	0	391,025	0	5,000	0	396,025	614,913	326,750
Fire-Urban	0	4,347,308	426,460	35,000	0	4,808,768	5,860,379	4,244,180

**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, 2003**

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	PROPRIETARY	ADOPTED 2003	PROJECTED 2002	ACTUAL 2001
					FUND TYPES ENTERPRISE			
Public Works Administration	0	0	0	0	0	0	215,862	122,530
Service Ctr./Engineering	279,291	0	0	0	0	279,291	489,506	255,967
Garage	0	0	0	0	623,000	623,000	580,834	564,114
Roads & Bridges	0	6,797,340	526,901	3,645,200	0	10,969,441	19,456,169	9,122,803
Road Lighting	0	1,471,900	0	0	0	1,471,900	2,032,950	1,413,490
Drainage	0	7,809,480	378,716	3,916,250	0	12,104,446	27,196,687	11,069,200
Health Unit	0	684,698	0	0	0	684,698	645,619	593,367
Summer Feeding Program	0	0	0	0	0	0	98,096	67,258
Public Cemeteries	38,819	0	0	0	0	38,819	18,682	3,416
Parish VA Service Office	10,932	0	0	0	0	10,932	10,932	10,104
Health & Welfare-Other	569,576	138,649	0	0	0	708,225	685,740	613,015
Social Detox	0	179,847	0	0	0	179,847	176,511	184,616
Terr Alcohol/Drug Abuse	0	67,218	0	0	0	67,218	66,841	54,114
Sewerage Collection	0	0	2,227,908	20,000	2,264,013	4,511,921	6,655,858	5,183,044
Treatment Plant	0	0	0	0	2,133,846	2,133,846	2,009,554	1,803,032
EPA Grant Administration	0	0	0	0	297,297	297,297	207,474	159,386
Sewerage Capital Addition	0	0	0	0	193,500	193,500	195,000	168,296
Solid Waste Services	0	10,548,042	1,486,788	2,650,000	0	14,684,830	13,010,867	9,731,778
Animal Control	0	336,967	0	0	0	336,967	499,057	250,004
Landfill Closure	0	65,600	0	0	0	65,600	2,820,432	1,936,455
Parks & Grounds	0	409,374	0	75,000	0	484,374	1,259,364	699,594
Darsey Park	0	40,018	0	0	0	40,018	155,062	14,233
Library	0	0	0	0	0	0	68,299	2,871
Recreation-Other	0	15,000	0	0	0	15,000	0	0
Adult Softball	0	39,500	0	0	0	39,500	37,965	25,734
TPR-Administration	0	596,983	0	0	0	596,983	552,966	487,492
Camps & Workshops	0	226,653	0	0	0	226,653	246,370	136,166
Grand Bois Park	0	58,848	0	0	0	58,848	75,163	57,901
Youth Basketball	0	147,000	0	0	0	147,000	152,819	119,133
Football	0	57,000	0	0	0	57,000	62,248	89,405
Youth Softball	0	48,000	0	0	0	48,000	51,697	39,382
Youth Volleyball	0	10,500	0	0	0	10,500	10,500	9,256
Baseball	0	179,500	0	0	0	179,500	185,232	140,921
Adult Volleyball	0	6,000	0	0	0	6,000	6,000	0
Special Olympics	0	93,815	0	0	0	93,815	91,983	87,745
Museum-O & M	0	162,276	0	0	0	162,276	159,314	172,204
Port Administration	0	0	0	0	0	0	147,634	485
Marina O & M	0	0	0	0	0	0	74,184	0
Vouchers Program	0	2,178,483	0	0	0	2,178,483	2,136,336	2,046,270
Home Administration	0	77,824	0	0	0	77,824	70,536	64,131
Home/Technical Assistant	0	90,600	0	0	0	90,600	271,546	284,580
Home/Projects	0	453,000	0	0	0	453,000	680,974	291,514
LiHeap Weatherization	0	0	0	0	0	0	7,218	5,997
LiHeap Weath.	0	5,198	0	0	0	5,198	0	27
LiHeap Weather	0	5,302	0	0	0	5,302	1,519	4,665
CDBG Administration	0	307,800	0	0	0	307,800	348,325	300,533
LCDBG 1991 Rental Rehab	0	68,000	0	0	0	68,000	35,145	673
CDBG-Economic Development	0	24,544	0	0	0	24,544	234,374	159,048
CDBG Projects	0	530,850	0	0	0	530,850	2,799,584	718,567
CDBG Housing Rehab	0	700,097	0	0	0	700,097	633,812	177,864
CDBG Summer Youth Program	0	0	0	0	0	0	193,888	175,973

**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, 2003**

					PROPRIETARY	ADOPTED 2003	PROJECTED 2002	ACTUAL 2001
	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	FUND TYPES ENTERPRISE			
Essential Services	0	17,683	0	0	0	17,683	14,347	16,196
Shelter Operations	0	142,848	0	0	0	142,848	119,547	130,256
Homeless Prevention	0	0	0	0	0	0	0	1,000
Tanf Energy Assistance	0	0	0	0	0	0	26,011	54,428
LiHeap	0	0	0	0	0	0	30,000	60,000
LiHeap	0	0	0	0	0	0	0	163,959
LHFA - LiHeap	0	140,000	0	0	0	140,000	327,855	126,313
Welfare to Work / WIA Youth	0	73,529	0	0	0	73,529	68,710	50,076
CSBG-Administration	0	0	0	0	0	0	62,295	154,513
CSBG-Programs	0	0	0	0	0	0	18,721	73,619
CSBG-Administration	0	149,137	0	0	0	149,137	111,069	0
CSBG-Programs	0	167,037	0	0	0	167,037	94,586	0
Economic Development	517,273	0	0	0	0	517,273	582,253	383,044
Publicity	62,000	0	0	0	0	62,000	203,591	49,248
Economic Development-Other	199,500	500	0	50,000	0	250,000	2,396,534	395,773
Housing & Human Service	267,525	0	0	0	0	267,525	298,436	250,686
Parish Farm Agent	32,160	0	0	0	0	32,160	31,434	29,627
Head Start Administration	0	11,500	0	0	0	11,500	9,773	10,654
Head Start Program	0	79,583	0	0	0	79,583	65,064	66,271
Administration	0	43,974	0	0	0	43,974	61,244	69,203
Outreach & Recruitment	0	29,454	0	0	0	29,454	14,762	7,238
Education/Job Training	0	183,380	0	0	0	183,380	100,000	123,556
Leadership Dev/Supp Svc	0	14,288	0	0	0	14,288	17,818	746
Job Placement	0	21,101	0	0	0	21,101	15,842	219
Trainee Wages	0	182,617	0	0	0	182,617	175,874	69,139
Port Administration	206,602	0	0	0	0	206,602	2,304,975	2,469,452
Arts & Humanities	0	56,536	0	0	0	56,536	141,255	58,012
Arts & Humanities	0	142,544	0	0	0	142,544	56,010	144,296
Local Coastal Prgm Dev.	0	82,160	0	0	0	82,160	70,000	59,066
Planning	0	90,964	0	0	0	90,964	561,111	148,799
Operation/General Admin	0	257,653	0	0	0	257,653	185,238	117,495
Vehicle Operations	0	737,892	0	0	0	737,892	552,173	438,459
Vehicle Maintenance	0	264,587	0	0	0	264,587	257,726	200,558
Non Vehicle Maintenance	0	18,784	0	0	0	18,784	12,152	12,444
Rent/Emergency Shelter	0	20,000	0	0	0	20,000	20,000	12,341
Electric Generation	0	0	0	0	18,126,062	18,126,062	16,801,781	18,380,132
Electric Distribution	0	0	0	0	2,599,681	2,599,681	2,430,760	2,111,420
Gas Distribution	0	0	0	0	11,954,434	11,954,434	8,644,123	10,927,620
Utility Administration	0	0	0	0	2,959,824	2,959,824	2,753,194	3,126,273



**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, 2003**

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	PROPRIETARY	ADOPTED 2003	PROJECTED 2002	ACTUAL 2001
					FUND TYPES ENTERPRISE			
G.I.S. Mapping System	0	509,200	0	0	74,200	583,400	677,253	284,389
Emergency Preparedness	181,761	0	0	0	0	181,761	339,202	178,887
911 Fire Dispatchers	0	0	0	0	0	0	0	60,130
<b>TOTAL EXPENDITURES</b>	<b>10,250,170</b>	<b>57,491,933</b>	<b>5,249,406</b>	<b>10,517,657</b>	<b>61,262,582</b>	<b>144,771,748</b>	<b>182,142,246</b>	<b>130,302,098</b>
 EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	 4,361,969	 (6,260,544)	 (4,146,245)	 (5,641,907)	 797,179	 (10,889,548)	 (44,090,625)	 10,678,947
<b>OTHER FINANCING SOURCES (USES)</b>								
Operating Transfers In	2,343,437	8,130,544	4,212,704	6,011,500	46,811,399	67,509,584	77,355,415	88,085,913
Operating Transfers Out	(9,773,126)	(8,067,620)	(113,545)	(3,470,000)	(48,415,381)	(69,839,672)	(79,980,415)	(90,236,682)
<b>OTHER FINANCING SOURCES (USES)</b>	<b>(7,429,689)</b>	<b>62,924</b>	<b>4,099,159</b>	<b>2,541,500</b>	<b>(1,603,982)</b>	<b>(2,330,088)</b>	<b>(2,625,000)</b>	<b>(2,150,769)</b>
 EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	 (3,067,720)	 (6,197,620)	 (47,086)	 (3,100,407)	 (806,803)	 (13,219,636)	 (46,715,625)	 8,528,178
<b>FUND BALANCE / RETAINED EARNINGS</b>								
Beginning of Year	8,072,264	19,884,213	4,980,630	6,616,952	54,996,457	94,550,516	141,266,141	132,737,963
End of Year	5,004,544	13,686,593	4,933,544	3,516,545	54,189,654	81,330,880	94,550,516	141,266,141

## SUMMARY OF FULL-TIME POSITION ALLOCATIONS BY BUDGET ACTIVITY UNIT

	<u>2001 Adopted</u>	<u>2002 Adopted</u>	<u>2002 Current</u>	<u>2003 Adopted</u>
<b>General Fund:</b>				
Parish Council	9	9	9	9
Council Clerk	5	5	4	5
City Court	25	26	24	25
District Court	6	6	6	7
District Attorney	15	15	15	15
Ward Court	18	18	18	18
Parish President	8	7	6	7
Registrar of Voters	5	5	5	5
Accounting	20	20	20	20
Customer Service	20	20	21	20
Legal Services	1	1	2	2
Parking Meter Admin.	2	2	2	1
Planning & Econ. Dev.	17	18	18	18
Government Buildings	5	8	5	8
Janitorial Services	22	22	21	22
Service Center	5	6	6	6
Public Cemeteries	0	0	0	1
Economic Development	7	7	7	7
Housing & Human Services	18	18	16	16
WaterWays & Ports	2	0	0	0
Emergency Preparedness	3	3	4	3
911 Fire Dispatchers	5	0	0	0
<b>Total - General Fund</b>	<u>218</u>	<u>216</u>	<u>209</u>	<u>215</u>
<b>Special Revenue Funds</b>				
Terr. Juvenile Detention	51	51	48	51
Parish Prisoner Fund				
Parish Prisoners	14	3	2	3
Prisoners Medical Department	0	11	11	11
Public Safety Fund				
Police Dept.	86	91	82	93
Fire Dept.	67	67	65	65
Non-District Recreation				
Recreation & Playground	13	6	6	6
Marshall's Fund	12	12	12	12
Section 8 Housing Cert.	4	5	4	5
Housing / Urban Dev. Grant				
CDBG Administration	1	1	1	1
CDBG Housing Rehab	0	0	3	3
CDBG Summer Youth Program	55	0	0	0
Workforce Inv. Act. Asst.	0	3	2	2

## SUMMARY OF FULL-TIME POSITION ALLOCATIONS BY BUDGET ACTIVITY UNIT

	<u>2001</u> <u>Adopted</u>	<u>2002</u> <u>Adopted</u>	<u>2002</u> <u>Current</u>	<u>2003</u> <u>Adopted</u>
Dept. of Labor - CSBG Grant				
CSBG	2	2	0	0
CSBG	2	3	0	0
Hurricane Andrew Relief	0	0	2	1
Comm. Svc. Homeless Grant	0	0	3	4
Social Detox	0	2	2	2
Youth Build Program				
Administration	2	2	2	2
Education / Job Training	3	3	4	4
Trainee Wages	10	0	0	0
FTA Grant				
Planning	1	1	1	1
Operations / General Administration	2	2	1	2
Vehicle Operations	12	12	12	12
Vehicle Maintenance	2	2	1	1
Non Vehicle Maintenance	0	0	1	1
Hud Head Start Program	25	28	29	29
FTA Grant				
Operations / General Administration	1	1	2	2
Vehicle Operations	6	6	2	5
Vehicle Maintenance	1	0	0	0
Road & Bridge Fund	82	92	89	91
Drainage Tax Fund	90	102	89	102
Sanitation Fund				
Solid Waste	15	14	12	16
Animal Shelter	6	6	5	6
Fire District No. 5	1	1	1	1
Fire District No. 9	2	0	0	0
Health Unit Fund	3	3	3	3
Parishwide Recreation				
TPR Administration	6	6	5	6
Special Olympics	1	1	1	1
Mental Health Fund				
Health & Welfare	3	4	4	4
Social Detox	2	0	0	0
Terr. Alcohol / Drug Abuse	1	1	1	1
Bayou Terr. Waterlife Museum	1	1	2	1
<b>Total - Special Revenue Funds</b>	<u>585</u>	<u>545</u>	<u>510</u>	<u>550</u>

## SUMMARY OF FULL-TIME POSITION ALLOCATIONS BY BUDGET ACTIVITY UNIT

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	<u>2001 Adopted</u>	<u>2002 Adopted</u>	<u>2002 Current</u>	<u>2003 Adopted</u>
<b>Enterprise Funds:</b>				
Utility Fund				
Electric Generation	30	30	21	30
Electric Distribution	15	15	12	15
Gas Distribution	19	19	16	19
Utility Administration	13	13	11	12
Sewerage Fund				
Sewerage Collection	18	18	14	19
Treatment Plant	20	20	17	20
Sewerage Administration	5	5	4	6
Civic Center	18	18	17	19
<b>Total - Enterprise Funds</b>	<u>138</u>	<u>138</u>	<u>112</u>	<u>140</u>
<b>Internal Service Funds</b>				
Insurance Control Fund				
Risk Management	9	9	9	9
Human Resources				
Human Resources Admin.	8	8	8	8
Centralized Purchasing				
Purchasing	12	14	14	13
Information Systems Fund	15	18	18	19
Centralized Fleet Maintenance	13	12	12	12
<b>Total - Internal Service Funds</b>	<u>57</u>	<u>61</u>	<u>61</u>	<u>61</u>
<b>Grand Total - All Operations</b>	<u>998</u>	<u>960</u>	<u>892</u>	<u>966</u>

## 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.



Year	Amount
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	1,747,423
2002 Projected	1,600,000
<b>Revenues Received To Date</b>	<b>\$ 11,880,841</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

### Year 2002

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

**Projects Funded To Date** **\$ 11,372,133**

**VIDEO POKER BALANCE ESTIMATED AT 12/31/2002** **\$ 508,708**

**2003 Proposed Revenue** **\$ 1,400,000**

### **2003 Proposed Expenditures**

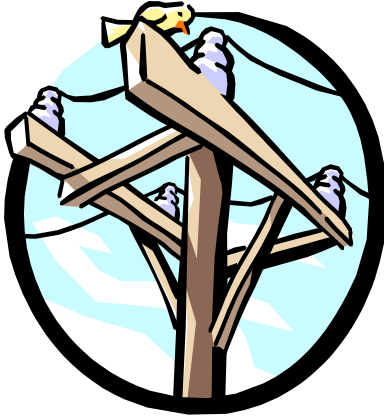
Mosquito Control	524,576	
Port Commission Administration	206,602	
Westside Blvd.	100,000	
Hollywood Road South	360,000	
Recreation District #4 Swimming	50,000	
		\$ 1,241,178

**2003 Proposed Activity** **\$ 158,822**

**VIDEO POKER BALANCE ESTIMATED AT 12/31/2003** **\$ 667,530**

## 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.



<u>Year</u>	<u>Amount</u>
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
2002	3,662,839
<b>Revenues Received To Date</b>	<b>\$ 16,733,285</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

### 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		

## PAYMENT IN LIEU OF TAXES (PILOT)

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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
<b>Projects Funded To Date</b>		<b>\$ 15,486,452</b>
<b>PILOT BALANCE ESTIMATED AT 12/31/2002</b>		<b>\$ 1,246,833</b>
<b><u>2003 Estimated Revenue</u></b>		<b>\$ 2,320,982</b>
<b><u>2003 Proposed Expenditures</u></b>		
Operations and Maintenance:		
City Court	731,957	
Municipal Auditoriums/Urban Parks	477,417	
City Marshall	345,839	
Transit System	260,004	
Waterlife Museum	115,726	
Downtown Promotions (Parades, etc)	62,000	
Public Safety Fund	1,100,000	
Downtown Revitalization	100,000	
Downtown Marina	50,000	
10-year Sidewalk Improvement Plan	104,000	
Urban District Street Lights	200,000	
		\$ 3,546,943
<b><u>2003 Proposed Activity</u></b>		<b>\$ (1,225,961)</b>
<b>PILOT BALANCE ESTIMATED AT 12/31/2003</b>		<b>\$ 20,872</b>

## UNCOLLECTED & PROTEST TAXES

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<b>TAX YEAR</b>	<b>UNCOLLECTED TAXES</b>	<b>PROTEST TAXES</b>	<b>COLLECTED</b>	<b>PROPERTY TAXES BALANCE</b>
2001	\$ 81,620.87	\$1,181,064.44		\$ 1,181,064.44
2000	107,870.05	1,021,021.73	\$ 596,368.49	424,653.24
1999	67,311.29	1,431.31		1,431.31
1998	82,705.42	1,442.56		1,442.56
1997	124,725.95	1,489.05		1,489.05
1996	134,779.71			
1995	27,061.76			
1994	47,173.06			
1993	57,187.70			
1992	47,157.32			
	<u>\$777,593.13</u> *	<u>\$2,206,449.09</u> **	<u>\$596,368.49</u>	<u>\$1,610,080.60</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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	7,063,769	6,487,500	7,197,825	6,927,764	6,927,764
Licenses & Permits	911,796	765,200	874,231	840,000	840,000
Intergovernmental	9,759,700	6,873,896	7,073,075	5,909,175	5,909,175
Charge for Services	272,779	243,400	225,113	233,200	233,200
Fines & Forfeitures	63,610	50,500	56,171	50,500	50,500
Miscellaneous	968,230	735,192	790,439	623,500	623,500
Utility Revenue	28,828	30,000	31,336	28,000	28,000
Other Revenue	60,868	-	6,923	-	-
<b>TOTAL REVENUES</b>	<b>19,129,580</b>	<b>15,185,688</b>	<b>16,255,113</b>	<b>14,612,139</b>	<b>14,612,139</b>
<b>EXPENDITURES:</b>					
Parish Council	70,633	153,339	120,392	136,572	136,572
Council Clerk	55,078	145,999	96,608	76,169	76,169
Official Fees/Publication	46,151	55,185	53,349	48,350	48,350
City Court	699,400	632,321	603,815	731,957	731,957
District Court	339,157	391,893	398,028	404,864	404,864
District Attorney	381,989	396,560	393,969	439,972	439,972
Clerk of Court	132,749	151,600	148,950	191,600	191,600
Ward Court	215,423	227,019	223,868	273,765	273,765
Judicial-Other	117,694	145,500	130,500	130,500	130,500
Parish President	98,405	166,838	151,765	159,681	159,681
Registrar of Voters	75,079	99,422	94,897	119,742	119,742
Elections	20,907	12,000	16,082	40,000	40,000
Accounting	266,646	365,398	348,791	289,238	289,238
Customer Service	78,930	164,109	102,266	24,872	24,872
Legal Services	495,748	424,176	490,005	483,308	483,308
Parking Meter Administration	52,133	73,454	70,765	66,398	38,493
Planning & Zoning	1,250,585	1,075,334	1,036,797	886,748	886,748
Government Buildings	1,588,041	2,554,303	2,297,003	1,599,935	1,599,935
Code Violat./Compliance	144,498	458,807	458,807	95,000	95,000
Janitorial Services	657,495	662,994	638,378	701,214	701,214
General-Other	610,545	475,366	597,184	594,563	594,563
Coroner	397,628	373,000	405,369	418,188	418,188
Service Center Admin.	255,967	517,369	489,506	279,291	279,291
Pauper's Expense	3,416	16,760	18,682	38,819	38,819
Parish VA Service Off.	10,104	10,104	10,932	10,932	10,932

## 151 GENERAL FUND

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Health & Welfare-Other (Mosq.)	505,375	576,400	562,400	569,576	569,576
Economic Development Admin.	383,044	626,120	582,253	517,273	517,273
Publicity	49,248	203,591	203,591	62,000	62,000
Economic Devel. Other	182,505	2,261,266	2,263,791	199,500	199,500
Housing & Human Services	250,686	300,884	298,436	267,525	267,525
Parish Farm Agent	29,627	31,434	31,434	32,160	32,160
Waterways & Ports	122,896	201,780	201,780	206,602	206,602
Emergency Preparedness	178,887	341,117	339,202	181,761	181,761
Fire Dispatchers	60,130	-	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>9,826,799</b>	<b>14,291,442</b>	<b>13,879,595</b>	<b>10,278,075</b>	<b>10,250,170</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<b>9,302,781</b>	<b>894,246</b>	<b>2,375,518</b>	<b>4,334,064</b>	<b>4,361,969</b>
<b>OTHER FINANCING SOURCES (USES)</b>					
Operating Transfer In	3,940,132	3,707,890	3,698,388	2,343,437	2,343,437
Operating Transfer Out	(10,151,193)	(12,478,533)	(12,447,064)	(9,837,691)	(9,773,126)
<b>TOTAL OTHER FINANCING SOURCES (USES)</b>	<b>(6,211,061)</b>	<b>(8,770,643)</b>	<b>(8,748,676)</b>	<b>(7,494,254)</b>	<b>(7,429,689)</b>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<b>3,091,720</b>	<b>(7,876,397)</b>	<b>(6,373,158)</b>	<b>(3,160,190)</b>	<b>(3,067,720)</b>
<b>FUND BALANCE</b>					
Beginning of Year	11,353,702	14,445,422	14,445,422	8,072,264	8,072,264
End of Year	14,445,422	6,569,025	8,072,264	4,912,074	5,004,544

## BUDGET HIGHLIGHTS

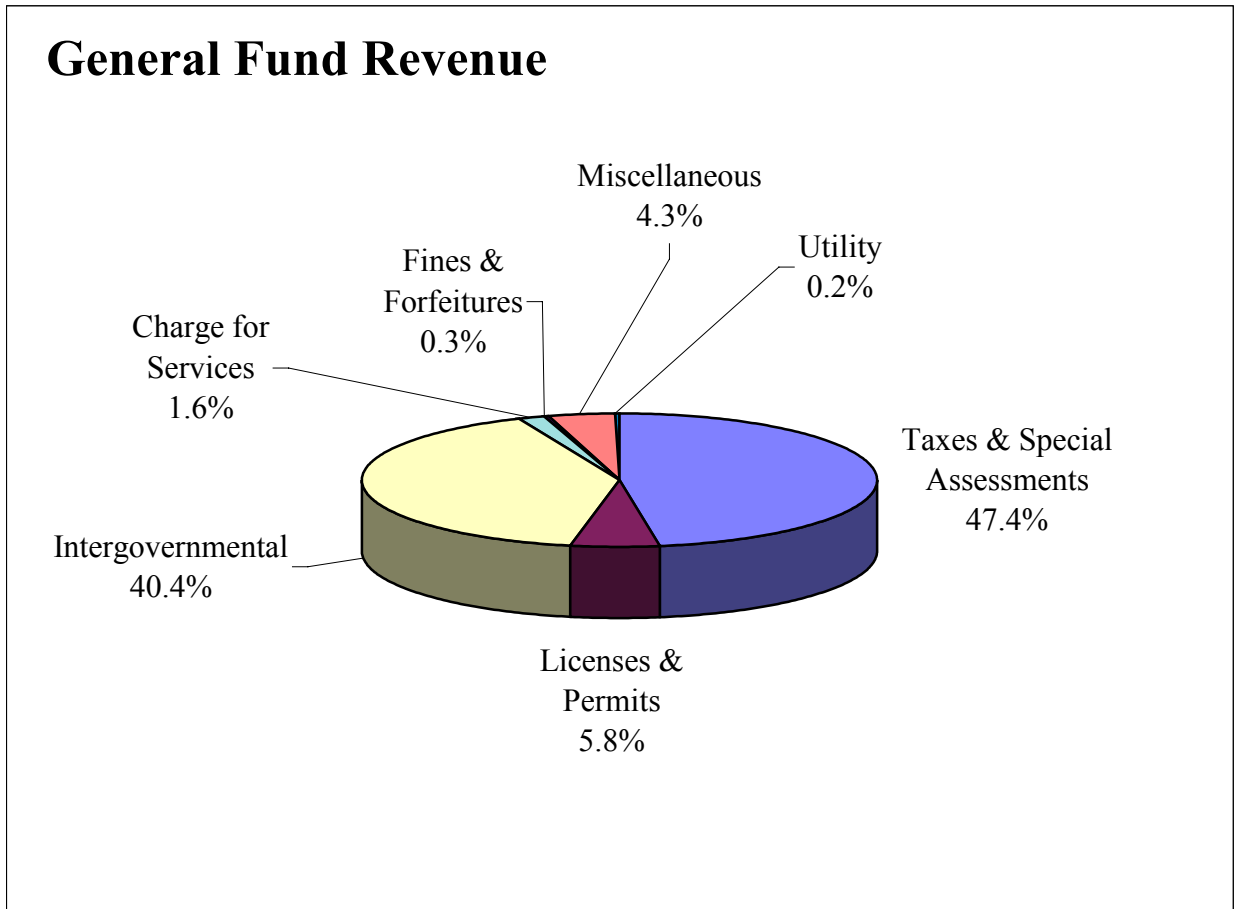
### Major Revenue Sources:

- 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) - **\$1,069,544** an increase of \$69,544 over 2002 budget – 6.95%, and 0% growth over 2002 projections.
- 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 -**\$5,080,720**, an increase of \$236,720 over 2002 budget or 4.9%, and a decrease of \$267,406 or 5% under 2002 projections.
- The Parish levies a 5% franchise fee on the local cable services - **\$641,000**, an increase of \$134,000 over 2002 budget or 6.7% and a decrease of \$2,858 or .34%.
- 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) - **\$325,000** (Net of the 15% collection fee charged by the Parish Sheriff)

# 151 GENERAL FUND

## Major Revenue Sources (Continued)

- 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**
- 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 - **\$450,000**
- 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” - **\$2,320,982**



**151 GENERAL FUND  
111 PARISH COUNCIL**

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**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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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. The Council also appoints members of various boards and commissions, which are subdivisions of local government.

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**2003 GOALS AND OBJECTIVES**

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To establish policies for the Parish Government by which the Parish Administration may oversee the day-to-day operations of Parish Government. The Council plans to continue to work for the betterment of Terrebonne Parish to respond to public out cries and, when possible, to act before small issues become major.

To be more unified and to provide better and more efficient meeting facilities when conversing with constituents with the new offices in the Government Tower facility in which the Council offices will be moved to.

To further the proposal to expand the Parish-wide Sewerage Program to all areas of the parish. Plans are in progress to budget additional funds for the program so that some construction will be underway throughout the parish in the near future.

To adopt the Parish-wide Master Plan that will provide groundwork for the growth of our Parish for decades to come.

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. The present Council plans to adopt budgets for the next two years that will allow the Parish Government to fund the necessities of our growing parish populations and to enthusiastically face the challenges of the next decade.

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**2001-2002 ACCOMPLISHMENTS**

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The Parish Council has worked hard to attempt to further the services provided to local residents.

A proposal by Administration to provide an annual allocation of funds for the expansion and construction of the Parish-wide Sewerage Program was unanimously adopted by the Council.

Many Council members and staff participated in a national convention sponsored by the National Association of Counties (NACO). The opening reception was held in the Superdome in New Orleans and local officials welcomed nearly five thousand people to our home state. Officials from around the country eagerly received raw oysters, fried crab balls, Mardi Gras beads and lots of Cajun hospitality.

The Council also responded to public requests and enacted legislation on various topics including, but certainly not limited to fireworks, traffic control, hurricane protection (Morganza-to-the-Gulf Project), major transportation issues, mosquito control, and many other issues.

**151 GENERAL FUND  
111 PARISH COUNCIL**

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PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Regular council meetings	24	24	24
Public hearings/special meetings	10	10	12
Committee meetings	110	114	120
Ordinances adopted	175	180	190
Resolutions adopted	496	564	575

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	184,840	187,774	189,638	212,156	212,156
Supplies and Materials	11,286	26,100	24,701	26,350	26,350
Other Services and Charges	70,933	101,100	82,134	97,000	97,000
Repair and Maintenance	623	3,900	6,286	6,400	6,400
Allocated Expenditures	(210,091)	(187,000)	(208,931)	(236,334)	(236,334)
Capital Outlay	<u>13,042</u>	<u>21,465</u>	<u>26,564</u>	<u>31,000</u>	<u>31,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>70,633</u></b>	<b><u>153,339</u></b>	<b><u>120,392</u></b>	<b><u>136,572</u></b>	<b><u>136,572</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					7.22%

**BUDGET HIGHLIGHTS**

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- Operating Capital – Approved
  - Full size replacement vehicle, \$18,000
  - Four desks and related office furniture, \$5,000
  - Break room table and chairs, \$2,000
  - Three replacement computers, \$6,000



**151 GENERAL FUND  
111 PARISH COUNCIL**

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**PERSONNEL SUMMARY**

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JOB TITLE	2002	2002	2003	2003	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**

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**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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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. The Council Staff answers the calls of the general public addressed to Council members and to Parish Government and they quickly route the calls, correspondence and personal questions to the appropriate person, agency or office properly and promptly address their needs. The Council Staff also maintains a current membership list of all boards/commissions appointed by the Parish Council.

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**2003 GOALS AND OBJECTIVES**

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To maintain a central file of all actions of the Parish Council, including, but not limited to correspondence, meeting minutes and files. The Council Staff is preparing to initiate an “imaging system” as a more efficient and effective way of maintaining files and records. The new system is expected to make the records more accessible to the rest of the Parish Government staff and to the general public.

To make all recorded actions of the Parish Council requested by the members of the legislative branch of local government available to the public through publication in the official journal (“The Courier”), as well as through the Parish’s internet website.

To move the Council Staff into the new Government Tower building with no expected delays or problems. The new facility will allow the unified staff to work more closely and avoid occasional duplications of effort. All staff and Council members being located at one location will give the general public quicker and easier access.

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**2001-2002 ACCOMPLISHMENTS**

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The Council Staff has been recognized for its efficiency and organizational skills. The Assistant Council Clerk serves on the Board of Directors of the Louisiana Organization for Administrative Employees, replacing the Council Clerk who, as Past President of the organization, serves as ad hoc member.

The staff also prides itself in getting Council action – resolutions, ordinances, correspondence and minutes – ready and distributed to the proper persons and indexed and recorded in the minute books in a matter of a few days after the meetings.

The entire staff has also gotten involved in numerous community activities such as Leadership Terrebonne, the Christmas parade, the Communications District Board, the Downtown on the Bayou Festival, the 5K Run for Excellence and many more.

**151 GENERAL FUND  
115 COUNCIL CLERK**

<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
% of Council agendas made available within time frame required by Code of Ordinances	100%	100%	100%
% of Council ordinances/resolutions/correspondence prepared within 3 business days of a Council meeting	100%	100%	100%
% of Council meeting minutes submitted to the official journal within 5 days of a Council meeting	100%	100%	100%
% of Council meeting minutes submitted to the Information Systems staff for display on the website within 5 days	100%	100%	100%
% of Council meeting minutes indexed and placed in the official minute books within 7 days	100%	100%	100%

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	189,829	262,907	202,433	265,619	265,619
Supplies and Materials	17,849	21,350	17,943	23,050	23,050
Other Services and Charges	24,311	23,200	18,390	22,200	22,200
Repair and Maintenance	1,128	3,100	1,810	3,500	3,500
Allocated Expenditures	(179,669)	(206,842)	(186,252)	(243,200)	(243,200)
Capital Outlay	1,630	42,284	42,284	5,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>55,078</b>	<b>145,999</b>	<b>96,608</b>	<b>76,169</b>	<b>76,169</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					1.23%

**BUDGET HIGHLIGHTS**

- Operating Capital – Approved
  - Two desks and related furniture, \$2,500
  - Conference Room Television, \$1,000
  - File Cabinet, \$1,500

**151 GENERAL FUND  
115 COUNCIL CLERK**

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**PERSONNEL SUMMARY**

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JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Council Clerk	1	1	1	1	28	48,942	63,746	78,549
Fiscal Officer	1	0	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>4</u>	<u>5</u>	<u>5</u>				

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

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**PURPOSE OF APPROPRIATION**

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The Parish contracts 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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Other Services and Charges	192,759	200,383	222,289	201,460	201,460
Allocated Expenditures	<u>(146,608)</u>	<u>(145,198)</u>	<u>(168,940)</u>	<u>(153,110)</u>	<u>(153,110)</u>
<b>TOTAL EXPENDITURES</b>	<b><u>46,151</u></b>	<b><u>55,185</u></b>	<b><u>53,349</u></b>	<b><u>48,350</u></b>	<b><u>48,350</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					0.54%

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**BUDGET HIGHLIGHTS**

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- Membership Dues for the year 2003: - Approved
  - Louisiana Municipal Association: \$11,875
  - Louisiana Conference of Mayors: \$3,000
  - National League of Cities: \$2,575
  - METLEC (Metropolitan Law Enforcement Commission): \$3,550
  - National Association of Counties: \$1,860
  - Police Jury Association: \$9,600
- Independent Audit Fees: \$125,000, Approved
- Publish Proceedings (Minutes, Public Notices, etc.): \$40,000, Approved
- Cable Regulation: \$4,000, Approved

**151 GENERAL FUND  
120 CITY COURT**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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. It has the highest juvenile caseload of any City Court in the State.

**2003 GOALS AND OBJECTIVES**

To work with the Parish to obtain a new facility.

To work closely with the Parish's Information Systems staff to develop 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.

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

**2001-2002 ACCOMPLISHMENTS**

Ninety-nine percent (99%) of civil records are microfilmed.

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

The Building Fund Fee is being collected and transferred to the Parish.

Civil Department's software package was developed and is in use. A grant (JASP) to assist in the assessment of juvenile needs was received and the program is in operation. An experiment with home detention for juveniles instead of secure detention is in process.

<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
Number of cases filed:			
Civil	2,101	2,214	2,200
Criminal	2,808	2,556	2,500
Traffic	7,795	7,911	7,900
Juvenile	2,275	1,367	1,400
Other	604	662	650
Number of offenders referred to perform community service *	300	315	350
% of offenders successfully completing community service *	97%	97%	97%
Dollar value of work performed by community service *	\$13,153	\$13,831	\$15,368
Number of offenders referred to educational programs	3,161	3,224	2,640
% of offenders successfully completing educational programs	78%	75%	75%
Dollar amount of grant funding received	\$91,449	\$57,775	\$54,000

\* This represents only those doing community service on the City Court community service bus.

**151 GENERAL FUND  
120 CITY COURT**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	889,427	964,018	940,151	978,502	978,502
Supplies and Materials	3,242	11,867	7,974	3,145	3,145
Other Services and Charges	34,512	31,623	30,945	30,140	30,140
Repair and Maintenance	91	207	139	170	170
Reimbursements	(250,369)	(376,697)	(376,697)	(280,000)	(280,000)
Capital Outlay	22,497	1,303	1,303	0	0
<b>TOTAL EXPENDITURES</b>	<b>699,400</b>	<b>632,321</b>	<b>603,815</b>	<b>731,957</b>	<b>731,957</b>
% CHANGE OVER PRIOR YEAR EXCLUDING REIMBURSEMENTS & CAPITAL OUTLAY					0.42%

**BUDGET HIGHLIGHTS**

- Personnel: - Approved
  - New Position, Juvenile Case Manager, Grade 9
  - New Position, Part-Time Clerk
  - Eliminate two Deputy Clerks
  - Eliminate Part-Time Bus Driver
- City Court requesting to decrease their supplement from \$376,697 to \$280,000, of (26%), which results in a net increase to General Fund of 16% due to increase in group insurance premiums. Approved.

**151 GENERAL FUND  
120 CITY COURT**

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**PERSONNEL SUMMARY**

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JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		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
Chief Deputy Clerk	1	1	1	1	12	32,464	42,046	51,617
Fam. Skills Train. Coord.	1	1	1	1	10	27,100	34,827	42,553
Juvenile Officer	3	3	3	3	10	27,100	34,827	42,553
Accountant I-City Court	1	1	1	1	10	27,100	34,827	42,553
Juvenile Case Manager	0	0	1	1	9	24,880	31,853	38,813
Deputy Clerk of Court V	1	1	1	1	60	23,348	31,022	38,697
Deputy Clerk IV	6	6	6	6	57	18,089	23,568	29,035
Deputy Clerk III	9	7	7	7	56	16,725	21,621	26,529
Comm. Service Work Supv.	1	1	1	1	55	15,479	19,894	24,295
TOTAL FULL-TIME	<u>26</u>	<u>24</u>	<u>25</u>	<u>25</u>				
Bus Driver	1	0	0	0	58	10,020	13,140	16,259
Comm. Service Work Supv.	0	0	1	1	55	7,739	9,739	12,148
TOTAL PART-TIME	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>				
TOTAL	<u>27</u>	<u>24</u>	<u>26</u>	<u>26</u>				



**151 GENERAL FUND  
121 DISTRICT COURT**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 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.

To acquire space for a new courtroom, more office space, a proper space for prospective jurors, grand jurors and the Judicial Administrator.

**2001-2002 ACCOMPLISHMENTS**

The District Court in conjunction with the District Attorney is now operating the Drug Court, which comes from the start up funds from a Federal Program.

The Child Support program has been found to exceed our expectations, and is really helping those families looking for much needed child support. The hearing officer and his staff are to be commended.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
<b>Number of cases filed:</b>			
Civil	3,680	3,664	3,684
Criminal and Traffic	23,662	23,745	23,740

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	259,520	269,748	288,923	310,686	310,686
Supplies and Materials	10,633	28,658	21,692	23,000	23,000
Other Services and Charges	62,136	69,758	63,625	68,500	68,500
Repair and Maintenance	1,597	1,000	1,059	1,500	1,500
Capital Outlay	5,271	22,729	22,729	1,178	1,178
<b>TOTAL EXPENDITURES</b>	<b>339,157</b>	<b>391,893</b>	<b>398,028</b>	<b>404,864</b>	<b>404,864</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					9.35%

**BUDGET HIGHLIGHTS**

- Transfer Secretary from Law Clerk Fund and eliminate the back charge, Approved

**151 GENERAL FUND  
121 DISTRICT COURT**

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**PERSONNEL SUMMARY**

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JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Court Reporter	6	6	6	6	N/A	****	****	****
Secretary	0	0	1	1	56	16,725	21,620	26,529
TOTAL	<u>6</u>	<u>6</u>	<u>7</u>	<u>7</u>				



**151 GENERAL FUND  
123 DISTRICT ATTORNEY**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 GOALS AND OBJECTIVES**

To increase the number of participants enrolled in the Drug Court program, offering treatment and counseling as an alternative to incarceration.

To increase docket overcrowding to greater than 15% with non-violent drug cases.

To increase public support on the State and local levels as a way to supplement the Drug Court Program.

To expand the services offered to child victims and their families.

To expand the services available to all crime victims.



**2001-2002 ACCOMPLISHMENTS**

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 increase in the collections from the efforts of the child support enforcement program and the worthless check program.

Established a Drug Court Treatment Program in March, 2002, and began treatment of qualified person enrolled in the Drug Court Program.

Established commitments from various institutions that will assist with the drug treatments and counseling of those enrolled in the Drug Court Program.

Expanded the facility housing the Terrebonne Children's Advocacy Center to accommodate the increased services made available to the children victims and their families, including individual and group counseling.

Continued to work with all victims of crime.

**151 GENERAL FUND  
123 DISTRICT ATTORNEY**

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of death penalty cases	0	0	1
Number of criminal jury trials	38	39	40
% of conviction rate in criminal prosecutions	91	89	92
Amount collected in child support collections	\$6,600,000	\$6,600,000	\$6,600,000
Amount collected in worthless check program	\$483,530	\$520,000	\$570,000
Number of offenders referred to Drug Court	N/A	26	75
Number of offenders completed Drug Court process	N/A	0	5
Number of children referred to Advocacy Center	99	100	100
Number of victims referred to Victims Assistance Coordinator	2,141	2,300	2,300

BUDGET SUMMARY	2001	2002	2002	2003	2003
	ACTUAL	BUDGET	PROJECTED	PROPOSED	ADOPTED
Personal Services	374,276	388,840	389,247	430,528	430,528
Other Services and Charges	7,713	7,720	4,722	9,444	9,444
<b>TOTAL EXPENDITURES</b>	<b>381,989</b>	<b>396,560</b>	<b>393,969</b>	<b>439,972</b>	<b>439,972</b>
% CHANGE OVER PRIOR YEAR					10.95%

**BUDGET HIGHLIGHTS**

- No significant changes

**PERSONNEL SUMMARY**

JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
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>	<b>15</b>	<b>15</b>	<b>15</b>	<b>15</b>				

**151 GENERAL FUND  
124 CLERK OF COURT**

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**PURPOSE OF APPROPRIATION**

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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. The monies in this fund are used to supplement the preservation of the records of which he is custodian.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Supplies and Materials	105,777	120,000	119,640	160,000	160,000
Other Services and Charges	26,972	31,600	29,310	31,600	31,600
<b>TOTAL EXPENDITURES</b>	<u>132,749</u>	<u>151,600</u>	<u>148,950</u>	<u>191,600</u>	<u>191,600</u>
% CHANGE OVER PRIOR YEAR					26.39%

**BUDGET HIGHLIGHTS**

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- An increase of 33% in supplies and materials to purchase additional index books. The Clerks office is wishing to combine the indexes into one set rather than the current 3-5 sets. Approved.

**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. Justices of the Peace have concurrent jurisdiction with the District Courts in all civil matters when the amount in dispute does not exceed \$3,000, exclusive of interest. They have criminal jurisdiction as committing magistrates only and have power to bail or discharge in cases not capital or necessarily punishable at hard labor. They may require bonds to keep the peace. The Ward Constables are executive officials not vested with judicial authority. They are the proper officers to execute processes issued by Justices of the Peace. They are the officers to whom all writs and processes are directed, and through whom the Justices of the Peace enforce order. 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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	205,506	215,896	214,945	262,786	262,786
Other Services and Charges	9,917	11,123	8,923	10,979	10,979
<b>TOTAL EXPENDITURES</b>	<b>215,423</b>	<b>227,019</b>	<b>223,868</b>	<b>273,765</b>	<b>273,765</b>
% CHANGE OVER PRIOR YEAR					20.59%

**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. Approved.

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 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>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>				

**151 GENERAL FUND  
129 JUDICIAL – OTHER**

**PURPOSE OF APPROPRIATION**

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.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
<b>Number of witnesses and jurors:</b>			
Petit/Civil Cases	2,787	2,686	2,686
Grand	248	329	434
City Court	566	363	363
Police Officers	1,981	1,800	1,800
Number of Jury Commissioners	228	233	237
Total dollar amount paid to witnesses	\$171,906	\$159,015	\$159,015

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Supplies and Materials	554	500	500	500	500
Other Services and Charges	117,140	145,000	130,000	130,000	130,000
<b>TOTAL EXPENDITURES</b>	<b>117,694</b>	<b>145,500</b>	<b>130,500</b>	<b>130,500</b>	<b>130,500</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>-10.31%</b>

**BUDGET HIGHLIGHTS**

- No significant changes

**151 GENERAL FUND  
131 PARISH PRESIDENT**

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**MISSION STATEMENT / DEPARTMENT DESCRIPTION**

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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 pro-active manner.

**2003 GOALS AND OBJECTIVES**

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- Creation of Economic development opportunities to lure potential businesses to Terrebonne Parish, as well as keeping existing business ventures in the parish.
- Expedite implementation of East/West navigation channel to more effectively link the Port of Terrebonne to Port Fourchon.
- Achieve citizen and agency support for proposed reintroduction of fresh water from Bayou LaFourche into the upper reaches of Bayou Terrebonne.
- Continue to lobby legislature for additional capital outlay funds to construct Bayou Terrebonne Boardwalk.
- Complete the Folklife Museum in Downtown Houma.
- Identify funding sources for a Children's Museum.
- Explore available opportunities for the adaptive and creative re-use of vacated governmental buildings, and reevaluate need for rental properties currently in use for governmental purposes.
- Position departments/offices into the Government Tower to maximize usage and facilitate a "one-stop shop" for the public.
- Continued construction of facilities at Port of Terrebonne, and recruitment of tenants for port.
- Promote the Campaign to save Coastal Louisiana through implementation of Coast 2050, to re-establish America's Wetlands.
- Formulate plans to redevelop one block of Main Street, to enhance attractiveness of area, to facilitate pedestrian movement, and to create a "model" for future downtown redevelopment.

**2002 ACCOMPLISHMENTS**

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- Received LMA award for the preparation of Parish government's first ever-Strategic Plan.
- Participated in the creation of Local Coastal Committee to work toward implementation of Coast 2050 program.
- Awarded contract for the development of Economic Strategic Plan.
- Refinanced \$12,450,000 of Utility revenue bonds, saving over \$1,000,000 for ratepayers.
- Completed Phase I of Government Tower renovations.
- Awarded contract for installation of signage on Government Tower building. Expected completion date is fall of 2002.
- Initiated Phase II of Government Tower renovation project.
- Promoted the successful implementation of ¼% sales tax to provide local share of Morganza to Gulf Hurricane Protection Plan.
- Worked with State and Federal delegation to win US Army Corps of Engineers approval of Morganza to Gulf plan.
- Changed the image of the Houma Police Department with the introduction of black and white police cruisers to replace existing markings.



**151 GENERAL FUND  
131 PARISH PRESIDENT**

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<b>PUBLIC WORKS PROJECTS COMPLETED IN 2002</b>
Clinton Street Sewers, Phase I
Houma Police Dept. Roof Repairs
Gibson/Bayou Black Drainage Improvements (Phase III)
2-1A (Phase IV) Excavation of Drainage Laterals along Sugarland S/D
4-3C Forced Drainage Project, Isle De Jean Charles
Valhi/Hollywood Road Extension
Veteran's Bridge Foundation & Erection
Clinton Street Sewers, Phase II & III (Partial)
Ashland Wastewater 16" Force Main
Schriever FEMA Pump Station
Valhi Lagoon Road Paving
District 1 Walking Trails (Phase I)
Crescent S/D Forced Drainage System
Government Tower (Phase I) Partial
Pedestrian bridge linking Veteran's Park and Southdown Plantation.



photo by Guy Fanguy 9/11/2002

**151 GENERAL FUND  
131 PARISH PRESIDENT**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	358,473	369,274	370,078	420,701	420,701
Supplies and Materials	14,128	31,275	26,075	30,325	30,325
Other Services and Charges	46,602	53,533	34,739	51,029	51,029
Repair and Maintenance	2,566	4,500	3,500	4,500	4,500
Allocated Expenditures	(326,914)	(337,111)	(306,536)	(357,774)	(357,774)
Capital Outlay	3,550	45,367	23,909	10,900	10,900
<b>TOTAL EXPENDITURES</b>	<b>98,405</b>	<b>166,838</b>	<b>151,765</b>	<b>159,681</b>	<b>159,681</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					10.46%

**BUDGET HIGHLIGHTS**

- Operating Capital: - Approved
  - Five Space Saver Filing Cabinets, \$10,000
  - Fax Machine, \$900



**151 GENERAL FUND  
131 PARISH PRESIDENT**

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**PERSONNEL SUMMARY**

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JOB TITLE	2002	2002	2003	2003	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
Administrative Secretary	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 III-Receptionist	1	0	1	1	56	16,725	21,621	26,529
Clerk II	1	1	1	1	55	15,479	19,894	24,295
TOTAL	<u>7</u>	<u>6</u>	<u>7</u>	<u>7</u>				

**151 GENERAL FUND  
141 REGISTRAR OF VOTERS**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

The Louisiana Constitution of 1974 establishes that the governing authority of each parish shall appoint a Registrar of Voters. The Louisiana Election Code provides that the Registrar is responsible for the registration of voters in the parish and for the administration and enforcement of laws and the rules and regulations of the Commissioner of Elections relating to the registration of such voters. The Registrar of Voters is also responsible for conducting absentee voting.

**2003 GOALS AND OBJECTIVES**

With what is considered to be two major election years in 2002 and 2003, it is the goal to continue to work towards a positive and professional image in personnel and office standards to effectively serve the citizens of Terrebonne Parish relative to voter registration.

**2001-2002 ACCOMPLISHMENTS**

The Registrar of Voters worked diligently with the 2002 Reapportionment Plan to assure that the elections could be held without problems, with voters placed in their correct precincts and districts. With 32 precincts being created by the 2002 Reapportionment Plan (giving a total of 126 precincts), potential problems were quickly brought to the attention of the State Representatives and Senators. The parish would have had to set up and staff a polling location at each of the newly created precincts. Following several meetings and debates over this issue, a bill passed the legislature and was signed into law by Governor Foster. This bill allowed for consolidation of precincts, but with very strict guidelines and time frames. In the end, the guidelines and all time frames were met, and the consolidation plan received approval from the U. S. Department of Justice on August 12, 2002 allowing Terrebonne Parish to reduce the number of reapportioned precincts to a more workable number of 101 precincts, only 7 more precincts than before the 2002 Reapportionment.

<b>PERFORMANCE MEASURES</b>	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of eligible citizens registered to vote in Terrebonne Parish	58,370	60,000	62,000
Number of new voters registered by mail, through the Dept. of Motor Vehicles, and social service agencies	1,192	1,000	1,000
Number of elections held	8	4	6

**151 GENERAL FUND  
141 REGISTRAR OF VOTERS**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	69,030	83,545	81,375	92,568	92,568
Supplies and Materials	1,779	3,200	2,278	3,250	3,250
Other Services and Charges	4,200	8,289	7,061	6,624	6,624
Repair and Maintenance	70	500	295	500	500
Capital Outlay	0	3,888	3,888	16,800	16,800
<b>TOTAL EXPENDITURES</b>	<b>75,079</b>	<b>99,422</b>	<b>94,897</b>	<b>119,742</b>	<b>119,742</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>7.75%</b>

**BUDGET HIGHLIGHTS**

- Requesting 4% increase for classified employee, (\$998 parish supplement), Approved
- Operating Capital, Approved
  - Seven vertical filing cabinets w/drawers, \$14,000
  - Two vertical filing cabinets w/shelves, \$2,800

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
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>				

**151 GENERAL FUND  
142 ELECTIONS**

**PURPOSE OF APPROPRIATION**

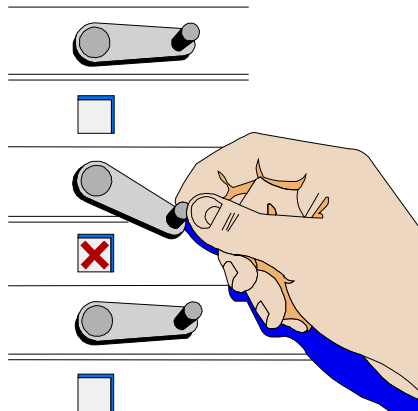
The Elections category of the General Fund is used to record direct expenditures for holding general, primary and special elections.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of elections held	8	4	6

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Other Services and Charges	20,907	12,000	16,082	40,000	40,000
TOTAL EXPENDITURES	20,907	12,000	16,082	40,000	40,000
% CHANGE OVER PRIOR YEAR					233.33%

**BUDGET HIGHLIGHTS**

- Parishwide elections in Fall 2003 for Parish President, Council Members, etc.- \$40,000, Approved



**151 GENERAL FUND  
151 ACCOUNTING**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 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.

**2001-2002 ACCOMPLISHMENTS**

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.

Amended the Personnel Manual to include all sick leave and vacation conversions required by Parochial Retirement System.

Added the Terrebonne Parish Consolidated Government's 2001 and 2002 Adopted Budget to the Parish internet web site, ([www.tpcg.org](http://www.tpcg.org)).



**151 GENERAL FUND  
151 ACCOUNTING**

<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
<b>Bond ratings received for Parish 1/4% sales tax revenue bonds from:</b>			
Moody's Investors Service	A2	A2	A2
Standard and Poor's	AAA	AAA	AAA
Receipt of the national Certificate of Achievement for Excellence in Financial Reporting received from GFOA	yes	yes	yes
Receipt of the national Distinguished Budget Award from GFOA	no	no	yes
% of GASB 34 implemented	10%	75%	100%
Acquisition and installation of the necessary imaging system hardware and software	5%	90%	100%
Development of an indexing system, and the initial transfer of existing files to the new imaging file storage system	no	yes	yes
Number of financial reports/documents added to internet website	3	5	7
Number of vendor checks processed	15,402	15,408	15,410
Number of manual checks completed	2,229	1,992	2,310
Number of payroll checks issued	15,821	15,874	15,900
Number of direct deposits issued	10,946	12,543	12,600
Number of pension (Police/Fire) paid	279	289	276
Number of bank statements reconciled	720	685	700
Credit hours earned through Nicholls State University by staff towards Accounting/Business degrees	93	102	51





**151 GENERAL FUND  
151 ACCOUNTING**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	784,810	839,543	856,681	876,510	876,510
Supplies and Materials	29,833	43,500	43,070	34,500	34,500
Other Services and Charges	32,533	32,730	25,374	31,533	31,533
Repair and Maintenance	922	1,500	1,500	1,500	1,500
Allocated Expenditures	(609,758)	(635,783)	(661,742)	(662,005)	(662,005)
Capital Outlay	<u>28,306</u>	<u>83,908</u>	<u>83,908</u>	<u>7,200</u>	<u>7,200</u>
<b>TOTAL EXPENDITURES</b>	<b><u>266,646</u></b>	<b><u>365,398</u></b>	<b><u>348,791</u></b>	<b><u>289,238</u></b>	<b><u>289,238</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					2.92%

**BUDGET HIGHLIGHTS**

- Personnel: - Approved
  - Elimination of one college intern (Clerk IV)
- Operating Capital: – Approved
  - Replace 4 of the 22 computers, \$7,200



**151 GENERAL FUND  
151 ACCOUNTING**

**PERSONNEL SUMMARY**

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Comptroller	1	1	1	1	15	43,592	57,110	70,615
Assistant Comptroller	1	1	1	1	14	39,398	51,409	63,434
Accountant III	1	1	1	1	12	32,464	42,046	51,617
Accountant II	2	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	2	2	2	2	10	27,100	34,827	42,553
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	1	1	57	9,044	11,784	14,518
<b>TOTAL PART-TIME</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>1</b>				
<b>TOTAL</b>	<b>22</b>	<b>22</b>	<b>21</b>	<b>21</b>				



**151 GENERAL FUND  
152 CUSTOMER SERVICE**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 GOALS AND OBJECTIVES**

To continue to promote the “Average Billing” and “Direct Payment/Bank Draft” programs associated with Utility Billings for increased customer participation.

To define and implement the “Pick-a-Date” payment program offered by other Utility Companies to better serve our customer, thus creating a more dependable payment process.

To continue working with various “help” agencies that assist economically disadvantaged utility customers.

To add automatic line for credit card payments and an online internet payment system.

**2001-2002 ACCOMPLISHMENTS**

Customer Service had a minimal increase of 2% in the Average Billing Program, and a 21% increase in the Direct Payment.

Effective January 2002, the Credit Card payment option for customers became available, and the first transaction was on January 24<sup>th</sup>, 2002.

The bad debts for utilities are continuing to be reduced annually. Bad debts for 2000 were \$219,783. Bad debts for 2001 were \$228,246. Bad debts for 2002 as of August are \$38,000.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of utility customers serviced	18,339	18,474	18,600
Number of insurance licenses issued	425	578	500
Number of liquor licenses issued	469	423	446
Number of electrician/plumber licenses issued	292	302	297
Number of customer participation in the average billing program	996	1,017	1,102
Number of customer participating in Direct Payment/Bank Draft program	644	780	1,165
Number of customers paying with a credit card	N/A	188	400
Number telephone calls fielded	40,800	36,360	38,580
Number of posted outgoing mail pieces	144,393	180,000	180,000
Number of walk-in customers served	N/A	78,000	78,000
Number of bank utility payments	N/A	7,800	7,800
Number of utility payment via drop box	N/A	15,000	15,000
Number of utility payments mailed	N/A	110,400	110,400

**151 GENERAL FUND  
152 CUSTOMER SERVICE**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	563,073	591,629	585,441	632,784	632,784
Supplies and Materials	74,745	138,900	95,254	101,400	101,400
Other Services and Charges	180,870	375,066	198,940	219,738	219,738
Repair and Maintenance	7,653	4,200	3,132	2,700	2,700
Allocated Expenditures	(804,689)	(1,025,000)	(859,815)	(931,750)	(931,750)
Capital Outlay	<u>57,278</u>	<u>79,314</u>	<u>79,314</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b><u>78,930</u></b>	<b><u>164,109</u></b>	<b><u>102,266</u></b>	<b><u>24,872</u></b>	<b><u>24,872</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-13.80%

**BUDGET HIGHLIGHTS**

- Significant operating expenses, Approved
  - Postage, \$67,500
  - Utility Billing Contract, \$114,000

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
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	2	3	3	57	18,089	23,568	29,035
Clerk III-Receptionist	1	2	1	1	56	16,725	21,621	26,529
Customer Service Rep.	5	5	5	5	56	16,725	21,621	26,529
Meter Reader	6	7	6	6	55	15,479	19,894	24,295
<b>TOTAL</b>	<b><u>20</u></b>	<b><u>21</u></b>	<b><u>20</u></b>	<b><u>20</u></b>				

**151 GENERAL FUND  
157 LEGAL SERVICES**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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 seven 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.)

**2003 GOALS AND OBJECTIVES**

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

To reduce exposure to liability by assisting Risk Management in identifying and eliminating hazards.



**2001-2002 ACCOMPLISHMENTS**

The Legal Department, in coordination with Human Resources, developed and implemented a sex harassment seminar series, which educated all department employees on the terms of Parish’s sex harassment policy for the dual purpose of creating a more satisfactory work environment and protecting the Parish against sex harassment claims.

Assisted Administration and the Parish Council in bringing numerous public works projects and community benefit programs to fruition.

Effected a complete overhaul of the various nuisance abatement provisions throughout the Code into one comprehensive section creating a more efficient procedure for eliminating the Parish’s noise and litter concerns.

Coordinated with Council Clerk and various Parish department heads to review outdated and/or problematic Code provisions.

Assisted Risk Management in ensuring a safe work environment and improving safety in work practices, both for the benefit of employees and the public at large.

Successful in having numerous merit-less suits against the Parish dismissed swiftly and with minimal expense.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of Lawsuits against the Parish dismissed	16	38	45

**151 GENERAL FUND  
157 LEGAL SERVICES**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	49,307	49,216	82,905	103,808	103,808
Supplies and Materials	10,992	9,960	13,000	13,000	13,000
Other Services and Charges	<u>435,449</u>	<u>365,000</u>	<u>394,100</u>	<u>366,500</u>	<u>366,500</u>
<b>TOTAL EXPENDITURES</b>	<u><u>495,748</u></u>	<u><u>424,176</u></u>	<u><u>490,005</u></u>	<u><u>483,308</u></u>	<u><u>483,308</u></u>
<b>% CHANGE OVER PRIOR YEAR</b>					13.94%

**BUDGET HIGHLIGHTS**

- For the assistance to Capital Area Legal Services with rent on an “as needed” basis, \$15,000, Approved
- 2003 Legal fees budget is \$350,000, Approved
- In addition to the Parish Attorney and Assistants, the Parish has been assigned two Special Assistant District Attorneys, both as a full time employee to perform various legal services in collection procedures, Planning Commission and Nuisance Abatement, Approved.

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Asst. District Attorney	1	2	2	2	N/A	****	****	****
<b>TOTAL</b>	<u><u>1</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>				

Note: One of the two Assistant District Attorneys under contract was hired as an employee in 2002, approved in 2002 by Council Action.

**151 GENERAL FUND  
162 PARKING METER ADMINISTRATION**

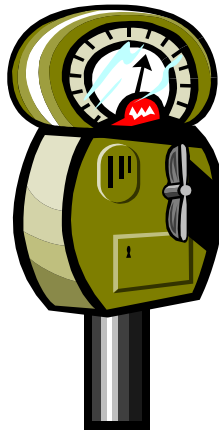
**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 GOALS AND OBJECTIVES**

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

To develop a procedure via policy that may allow handicap drivers a privilege similar to that given jurors/potential jurors.



**2001-2003 ACCOMPLISHMENTS**

Recent changes were implemented to ease the burden placed on the downtown merchants by increasing all Main Street parking mechanisms from one to two hour limits.

Forty-two (42) temporary parking permits were issued as of August 30<sup>th</sup>, 2002 for Terrebonne Parish Consolidated Government visitors on business, legislative dignitaries, and elected government officials.

Permits range from one day to six months based on circumstances.

<b>PERFORMANCE MEASURES</b>	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number meters read/maintained per month	430	376	370
Number of parking tickets issued	3,537	4,000	3,767
Amount collected in parking meter revenue	\$76,785	\$67,088	\$65,000
Amount paid in parking meter fines	\$13,857	\$10,636	\$10,000
Number of meter readers	2	2	2

**151 GENERAL FUND  
162 PARKING METER ADMINISTRATION**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	48,117	52,003	51,367	59,733	31,828
Supplies and Materials	1,299	4,975	3,993	3,125	3,125
Other Services and Charges	1,730	2,340	1,969	2,340	2,340
Repair and Maintenance	378	1,700	1,000	1,200	1,200
Capital Outlay	609	12,436	12,436	0	0
<b>TOTAL EXPENDITURES</b>	<b>52,133</b>	<b>73,454</b>	<b>70,765</b>	<b>66,398</b>	<b>38,493</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>-36.92%</b>

**BUDGET HIGHLIGHTS**

- Parking meter revenue is expected to generate \$65,000, Approved
- Parking meter fines are budgeted at \$10,000, Approved
- Eliminating one position through attrition (Savings of \$27,905), Approved

**PERSONNEL SUMMARY**

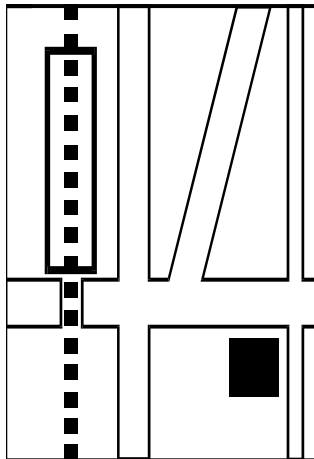
<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Meter Reader	2	2	2	1	54	14,375	18,349	22,322
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>				



**151 GENERAL FUND  
193 PLANNING**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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; Planning Commission, Zoning Commission, Coastal Zone Management; Nuisance Abatement (Tall Grass, Debris, etc.) and Transportation Planning. The Planning Department also manages the three (3) public cemeteries in Terrebonne Parish. Those cemeteries are Bisland Cemetery, Southdown Cemetery, and Halfway Cemetery.



**2003 GOALS AND OBJECTIVES**

To have the Planning Commission along with the Comprehensive Planning Steering Committee will deliver the final draft of the Terrebonne Parish Comprehensive Plan to Parish Administration and the Parish Council.

To finalize the development of all permits and tall grass complaints on the Terrebonne Parish web page.

To start the removal of all Derelict Vessels from the waterways of Terrebonne Parish.

To develop policies and procedures for preserving our wetland estuaries including inland marshes and barrier islands.

To require certification of all building inspectors in at least one specific field.

To continue our aggressive approach in acquiring federal funds for the Hazard Mitigation Grant Program.

To develop and implement a Hazard Mitigation Plan.

To reduce the number of nuisance abatement incidences by promoting community awareness through promotional flyers, information signage and addressing neighborhood meetings.

**2001-2002 ACCOMPLISHMENTS**

Initialed and implemented the electronic permit application for some permit approvals.

Developed an accurate computerized flood zone map with the utilization of the G.I.S. system.

Was awarded a 5% flood insurance reduction based on an improved FEMA Community Rating System evaluation.

Awarded \$428,000 for Hazard Mitigation monies to add to the disaster relief funding to repetitive loss structures in flood prone areas.

Awarded \$68,000 to develop and implement a Hazardous Mitigation Plan.

Completed the Brady Canal Project to Falgout Canal.

Completed the New Cut Dune restoration project at Isle Deneries.

Received and processed over 291 Coastal Use Permits of State and Local Concerns.

Completed the Houma Navigation Canal Study.

Initiated vegetative grass planting along the Intracoastal Canal at Mandalay Wildlife Refuge.

The Planning Commission submitted the final draft of the subdivision regulations to the Parish Council, which were passed in an ordinance format.

Created the Cemetery Management Division in the Planning Department to properly manage the three (3) public cemeteries.

**151 GENERAL FUND**  
**193 PLANNING**

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<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
Number of building permits issued	4,013	5,050	6,000
Number of building permits for new construction residential issued	581	765	900
Number of permits for mobile homes issued	360	350	340
Number of building permits for new construction commercial	109	80	85
Number of permits for renovations, additions, or certificates of occupancy	490	610	750
Dollar amount of construction (millions)	\$99	\$135	\$150
Number of inspections made for electric	2,500	3,000	3,500
Number of inspections made for gas	3,200	4,000	4,500
Number of inspections made for plumbing	3,800	5,000	5,500
Number of inspections made for elevation requirements	400	500	600
Number of applications for subdivisions, redivisions of property, raw land sales and family partitions	97	130	150
Number of applications for zoning map amendments, home occupations and planned groups approved	12	23	35
Number of applications for structural variances	34	68	80
Response time for inspection requests	1-2 days	1-2 days	2 days
Response time for general inquiries from customers	1-2 days	1-2 days	2 days
Number of zoning interpretations completed	1,300	1,500	1,700

**151 GENERAL FUND  
193 PLANNING**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	636,144	751,779	739,264	801,092	801,092
Supplies and Materials	24,760	38,500	28,053	28,500	28,500
Other Services and Charges	625,199	270,576	268,765	88,506	88,506
Repair and Maintenance	3,079	3,650	2,961	3,650	3,650
Allocated Expenditures	(44,939)	(20,840)	(33,915)	(35,000)	(35,000)
Capital Outlay	6,342	31,669	31,669	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,250,585</b>	<b>1,075,334</b>	<b>1,036,797</b>	<b>886,748</b>	<b>886,748</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-13.41%

**BUDGET HIGHLIGHTS**

- No Significant Changes

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
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
Permits Specialist	1	1	1	1	10	27,100	34,827	42,553
Nuisance Abatement Officer	1	1	1	1	8	22,919	29,217	35,528
Chief Inspector	1	1	1	1	60	23,348	31,022	38,697
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	2	2	2	2	57	18,089	23,568	29,035
Clerk III	2	2	2	2	56	16,725	21,621	26,529
Nuisance Abatement Inspector	2	2	2	2	56	16,725	21,621	26,529
<b>TOTAL</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>				

**151 GENERAL FUND  
194 GOVERNMENT BUILDINGS**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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. The buildings maintained by the department are the courthouse and the courthouse annex, the Human Resources and Risk management building, City Hall, City Court, the Government Center, the Government Tower, the Waterlife museum, Town Hall, Planning Department building, the Purchasing and Utilities building, the Health Unit, the Landfill, the Service Center, Head Start building, the Schriever Dump site, the Animal Shelter, New Beginnings building, the Fire Department buildings, the Juvenile Detention Center, the Criminal Justice Complex and the Social Detox building.

**2003 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.
- To weatherproof the courthouse annex.
- To renew yearly maintenance agreement for Chillers.

**2001-2002 ACCOMPLISHMENTS**

- Started renovations to newly acquired seven floor “Bank One” building in downtown Houma to establish Terrebonne Parish Government Complex.
- Completed change out of chiller, pump, cooling tower and boiler for the old courthouse and courthouse annex. Also changed out the controller and drives of all elevators at courthouse annex.
- Weather proofed and put new roof at City Hall.
- Weather proofed, changed roof, and changed out electrical and air conditioner at Safety Complex.
- Renovated old courthouse jail to storage area.
- Made renovations to Division D Court Room and office space. And upgraded electrical in Division C Court Room.

<b>PERFORMANCE MEASURES</b>	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of plumbing repair work orders	1,030	890	950
Number of electrical repair work orders	625	580	600
Number of mechanical repair work orders	220	245	230
Number of painting work orders	40	45	40
Number of roof repair work orders	7	5	5
Number of carpentry repair work orders	40	45	40
Number of air conditioning repair workorders	170	155	100

**151 GENERAL FUND  
194 GOVERNMENT BUILDINGS**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	190,575	279,250	228,716	329,704	329,704
Supplies and Materials	22,245	34,000	41,781	34,520	34,520
Other Services and Charges	1,028,036	1,148,296	937,954	968,211	968,211
Repair and Maintenance	131,251	167,500	168,295	167,500	167,500
Capital Outlay	215,934	925,257	920,257	100,000	100,000
<b>TOTAL EXPENDITURES</b>	<b>1,588,041</b>	<b>2,554,303</b>	<b>2,297,003</b>	<b>1,599,935</b>	<b>1,599,935</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>-7.93%</b>

**BUDGET HIGHLIGHTS**

- Personnel – Approved
  - Reclass the Maintenance Supervisor from Grade 11 to Grade 13, No Pay Adjustment
  - Reclass the Maintenance Technician from Grade 56 to Grade 60, No Pay Adjustment
  - Reclass Laborer II (Grade 55) to Laborer III (Grade 56), No Pay Adjustment
  - Reclass Clerk II (Grade 55) to Clerk III (Grade 56), No Pay Adjustment
- Operating Capital – Approved
  - Additional funds for Annex weatherproofing \$100,000

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Government Tower Manager	1	1	1	1	13	35,710	46,423	57,136
Mechanical Maint. Supervisor	0	0	1	1	13	35,710	46,423	57,136
Mechanical Maint. Supervisor	1	1	0	0	11	29,620	38,203	46,800
Maintenance Technician	0	0	1	1	60	23,348	31,022	38,697
Maintenance Technician	1	1	0	0	56	16,725	21,621	26,529
Clerk III	1	0	3	3	56	16,725	21,621	26,529
Laborer III	0	0	1	1	56	16,725	21,621	26,529
Laborer II	1	1	0	0	55	15,479	19,894	24,295
Clerk II	2	1	0	0	55	15,479	19,894	24,259
Laborer I	1	0	1	1	53	13,388	16,972	20,556
<b>TOTAL</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>8</b>				

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

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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. This division accepts and address citizen's complaints, records into computerized database, investigates and performs inspections. This division also issues warning notifications and citations with escalating fines to violators of the nuisance abatement ordinance.

**2003 GOALS AND OBJECTIVES**

- To secure additional federal and state funds to remove derelict vessels from our waterways.
- To activate hearing panel as outlined in ordinance.
- To expand database features to optimize use of computerized tracking system.
- Development of on-line complaint filing system.

**2001-2002 ACCOMPLISHMENTS**

- Liens were placed on tax notices for the first time on tall grass violators. The collection rate dramatically increased.
- Established cooperative agreement between law enforcement agencies offering personal delivery service of warnings/citations to local property owners in violation.
- Created tagging mechanism to post on vehicles in violation in addition to warning notification served to property owners.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of tall grass, junk/debris, junked/abandoned vehicles, and abandoned/derelict vessels complaints reported	1,001	1,221	1,000
Number of abandoned/derelict structure violations processed	80	120	95
Number of liens placed on tax notices for tall grass violators	50	60	55

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Other Services and Charges	144,498	458,807	458,807	95,000	95,000
TOTAL EXPENDITURES	144,498	458,807	458,807	95,000	95,000
% CHANGE OVER PRIOR YEAR					-79.29%

**BUDGET HIGHLIGHTS**

- Significant Operating Expenses – Approved
  - Tall Grass Cutting: \$80,000 (Reimbursements from property owners estimated at \$25,000)
  - Derelict Vessels: \$10,000
  - Condemnations: \$5,000

**151 GENERAL FUND  
198 JANITORIAL SERVICES**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

This department provides cleaning and maintenance services for nineteen parish 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, Road/Bridges Offices, the Landfill and also the Municipal and Dumas Auditorium. In addition, contracted custodial services are provided to the Government Tower.

**2003 GOALS AND OBJECTIVES**

To obtain an over head shelter for the front entrance of the Dumas Auditorium.

To secure a storage location at both the municipal and Dumas Auditoriums for safety of items of value that may be stored within both locations, by both parish and renters of the facility.

To renovate the rear parking area of the Municipal Auditorium by replacing the shell parking lot with concrete or asphalt.

**2001-2002 ACCOMPLISHMENTS**

Established better working assignments for employee's workstations for work performed at each government building.



PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of government buildings custodial services are provided to	19	19	18
Number of custodians assigned to each government building	2	2	3

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	514,164	500,335	490,754	556,642	556,642
Supplies and Materials	80,143	63,800	66,990	63,920	63,920
Other Services and Charges	61,044	95,859	77,634	77,652	77,652
Repair and Maintenance	2,144	3,000	3,000	3,000	3,000
<b>TOTAL EXPENDITURES</b>	<b>657,495</b>	<b>662,994</b>	<b>638,378</b>	<b>701,214</b>	<b>701,214</b>
% CHANGE OVER PRIOR YEAR					5.76%

**151 GENERAL FUND  
198 JANITORIAL SERVICES**

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**BUDGET HIGHLIGHTS**

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- 2003 Janitorial Services Contract for Government Complex, \$61,200, Approved

**PERSONNEL SUMMARY**

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JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
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	17	18	18	52	12,505	15,739	18,972
TOTAL FULL-TIME	<u>22</u>	<u>21</u>	<u>22</u>	<u>22</u>				
Custodian	3	3	3	3	52	6,253	7,869	9,486
TOTAL PART-TIME	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>				
TOTAL	<u>25</u>	<u>24</u>	<u>25</u>	<u>25</u>				



**151 GENERAL FUND  
199 GENERAL – OTHER**

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**PURPOSE OF APPROPRIATION**

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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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Other Services and Charges	199,726	118,366	182,392	182,063	182,063
Allocated Expenditures	<u>410,819</u>	<u>357,000</u>	<u>414,792</u>	<u>412,500</u>	<u>412,500</u>
<b>TOTAL EXPENDITURES</b>	<u><u>610,545</u></u>	<u><u>475,366</u></u>	<u><u>597,184</u></u>	<u><u>594,563</u></u>	<u><u>594,563</u></u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					53.81%

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**BUDGET HIGHLIGHTS**

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- No significant changes

**151 GENERAL FUND  
205 CORONER**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 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.

To upgrade computer system and software in order to increase efficiency to handle the increased volume of case work documentation.

**2001-2002 ACCOMPLISHMENTS**

The Coroner's Office investigated and completed appropriate documentation on all coroner death cases, projected to be 645 for 2002.

Autopsies are performed as needed to complete an investigation into the cause of death. The number of autopsies for 2002 is projected to be about 90.

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 540 for 2002.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of investigations - Mental cases	114	100	130
Number of investigations - Death cases	542	545	525
Number of mental exams	517	540	564
Number of commitments	517	540	564
Number of autopsies	88	90	84
Number of views without autopsies	380	420	432
Number of toxicology studies	72	75	84
Number of investigation - PCSO (Possible Criminal Sex Offense)	31	45	40
Number of PCSO exams (Possible Criminal Sex Offense)	25	40	40
Number of sanity commission exams (court ordered)	23	24	36
Total	2,309	2,419	2,499

**151 GENERAL FUND  
205 CORONER**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	60,656	0	25,427	0	0
Other Services and Charges	336,972	373,000	379,942	408,188	408,188
Capital Outlay	0	0	0	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>397,628</b>	<b>373,000</b>	<b>405,369</b>	<b>418,188</b>	<b>418,188</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					9.43%

**BUDGET HIGHLIGHTS**

- General Fund Supplement, \$418,188, 12% increase, Approved
- Operating Capital – Approved
  - Dedicated Server and four computers, \$8,000
  - Replacement furniture, \$2,000
    - Pending move from TGMC location



**151 GENERAL FUND  
302 ENGINEERING**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 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.

**2001-2002 ACCOMPLISHMENTS**

Valhi Boulevard and Hollywood Road Extensions were completed.

The contract has been started for NPDES (National Pollutant Discharge Elimination System) Phase II MS4 compliance.

As-Builts and recorded plats of subdivisions have been made available to the public on the website.

The Veterans Bridge has been installed connecting the Veterans Memorial Park to the Southdown Museum.

The Clinton Street Sewers have been completed.

The Ashland Landfill closure has been completed.

The Storm Drainage Design Manual, Subdivision Regulations, and the Engineering Approval checklist has been made available to the public on the website.

<b>PERFORMANCE MEASURES</b>	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of Capital projects	51	47	50
Dollar amount of Capital projects (Millions)	85	83	84
Invoices dollar amount for Capital projects (Millions)	\$15.4	\$22.8	\$23.0
Number of change orders done for Capital projects	38	42	42
Number of engineering/architectural appointments	8	6	7
Number of amendments to Capital projects	24	20	25
Number of substantial completions	12	20	18
Number of engineering reviews of subdivisions	25	15	20
Number of final inspections of subdivisions	17	15	18
Number of engineering reviews of building permit applications	31	54	60
Number of Capital projects by the engineering group	1	1	1

**151 GENERAL FUND  
302 ENGINEERING**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	273,450	316,625	319,596	329,349	329,349
Supplies and Materials	11,619	53,350	25,500	25,550	25,550
Other Services and Charges	89,439	98,871	88,704	137,451	137,451
Repair and Maintenance	9,470	157,682	148,000	107,000	107,000
Allocated Expenditures	(137,168)	(327,235)	(333,370)	(343,765)	(343,765)
Capital Outlay	9,157	218,076	241,076	23,706	23,706
<b>TOTAL EXPENDITURES</b>	<b>255,967</b>	<b>517,369</b>	<b>489,506</b>	<b>279,291</b>	<b>279,291</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-4.34%

**BUDGET HIGHLIGHTS**

- \$90,000 for Phase II of the NPDES Program (Enforced by Department of Environmental Quality), Approved
- Restore and Retreat Fees, \$40,000, Approved
- Operating Capital: - Approved
  - Building Renovations, \$10,000
  - Survey Equipment, \$13,706

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
	<b>ADPT</b>	<b>CUR</b>	<b>PRO</b>	<b>ADPT</b>		<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Parish Engineer	1	1	1	1	15	43,592	57,110	70,615
Engineering Analyst	3	1	1	1	61	25,568	34,190	42,826
Public Wrks. Const. Inspector	0	1	1	1	61	25,568	34,191	42,826
Engineering Tech. II	0	1	1	1	61	25,568	34,191	42,826
Clerk IV	1	1	1	1	57	18,089	23,568	29,035
Drafter II	1	1	1	1	55	15,479	19,894	24,295
<b>TOTAL</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>				

**151 GENERAL FUND  
406 PUBLIC CEMETERIES**

**PURPOSE OF APPROPRIATION**

The function of this fund is to maintain the public cemeteries for Terrebonne Parish. The three (3) public cemeteries are Bisland, Southdown, and Halfway Cemetery. The monies in this fund are also used for pauper burials.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of adult pauper burials	5	5	6
Number of infant pauper burials	3	4	4
Number of funeral homes handling pauper burials	3	4	4
Cost of infants pauper burial (\$100.00 )	\$300	\$400	\$400
Cost of adults pauper burial (\$300.00)	\$1,500	\$1,500	\$1,800
Total cost	\$1,800	\$1,900	\$2,200

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	0	0	0	32,011	32,011
Other Services and Charges	216	13,260	15,182	3,308	3,308
Repair and Maintenance	3,200	3,500	3,500	3,500	3,500
<b>TOTAL EXPENDITURES</b>	<b>3,416</b>	<b>16,760</b>	<b>18,682</b>	<b>38,819</b>	<b>38,819</b>
% CHANGE OVER PRIOR YEAR					131.62%

**BUDGET HIGHLIGHTS**

- Personnel
  - New Position, Program Manager, Grade 9, Approved

**PERSONNEL SUMMARY**

JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Program Manager	0	0	1	1	9	24,880	31,853	38,813
	<u>0</u>	<u>0</u>	<u>1</u>	<u>1</u>				

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

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 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.

**2001-2002 ACCOMPLISHMENTS**

The Parish maintained about 900 active Veteran case files.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Terrebonne Parish's veteran population	8,411	8,000	8,000
Amount of benefit dollars received by Terrebonne veterans (Millions)	\$6.30	\$6.00	\$6.00
Number of active veteran cases maintained	945	900	900

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Other Services and Charges	10,104	10,104	10,932	10,932	10,932
TOTAL EXPENDITURES	10,104	10,104	10,932	10,932	10,932
% CHANGE OVER PRIOR YEAR					8.19%

**BUDGET HIGHLIGHTS**

- Parish supplement for State Veterans Service Office, \$10,932, Approved

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

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

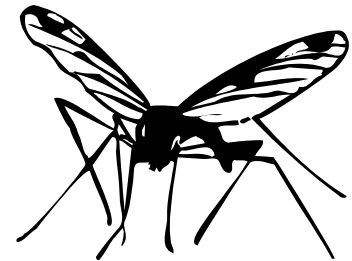
**2003 GOALS AND OBJECTIVES**

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.

**2001-2002 ACCOMPLISHMENTS**

The mosquito Abatement Program has performed various tests for encephalitis, especially since there was a rise in the West Nile disease.



PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of mosquito traps	5,371	3,142	5,000
Adulticide - ground/aerial (acres)	641,445	700,991	730,000
Larvicide - ground/aerial (square feet)	39,227,500	30,350,000	35,000,000

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Other Services and Charges	505,375	576,400	562,400	569,576	569,576
TOTAL EXPENDITURES	505,375	576,400	562,400	569,576	569,576
% CHANGE OVER PRIOR YEAR					-1.18%

**BUDGET HIGHLIGHTS**

- Estimated contract for Mosquito Control, \$524,576 (Source of funding Video Poker), Approved
- Domestic Abuse – The Haven, \$15,000, Approved
- Boys & Girls Club, \$15,000, Approved
- Start Corporation – Mental Health, \$15,000, Approved
  - However, for both Boys & Girls Club and Start Corporation, Finance will review the financial condition of the Parish to discuss the options of adjusting their budget.



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

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**MISSION STATEMENT / DEPARTMENT DESCRIPTION**

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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 (currently being renovated), museum development efforts, tourism enhancement efforts, 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 (CDBG and micro-enterprise business loans and technical assistance grants), business incentives facilitation and coordination through the Louisiana Department of Economic Development (Enterprise and Heritage Enterprise Zone programs; Industrial Tax Exemption program, etc.) and through South Central Planning & Development Commission, business and industrial retention and recruitment, and general economic development and diversification planning efforts.

**2003 GOALS AND OBJECTIVES**

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To expand and diversify local and regional economy:

- Begin to implement the Strategic Economic Development Plan with participation of TPCG’s funding partners: Houma-Terrebonne Chamber of Commerce and the South Central Industrial Association.
- Continue to prepare in-house and make available to potential business and industrial firms considering relocation to Terrebonne Parish, promotional/informational packets and video.
- Continue to aggressively pursue outside funding resources (EDA, Corps of Engineers, LCDA, etc.) for continued infrastructure development at the Port of Terrebonne.
- Continue to implement local and regional elements of the latest update of the Comprehensive Economic Development Strategy (CEDS) in conjunction with South Central Planning & Development Commission.
- Continue to work with the Houma-Terrebonne Airport Commission and its staff in its efforts to secure funding for runway strengthening and lengthening projects and in attracting business/industrial tenants to capitalize on plans for the development of super-regional airport in the Donaldsonville area by the Louisiana Airport Authority.
- Continue to participate with regional agencies and groups such as the South Louisiana Economic Council, Bayou Vision, and others to promote regional economic growth and diversification.
- Continue to work with and provide limited financial assistance for planning and development for the incipient small business incubator project at the “That Stanley” building on Main Street in Houma.
- Work with the Atchafalaya Trace Commission to complete rules and regulations for the new Heritage Enterprise Zone (HEZ) economic development incentive.
- Complete the initial phase of a Civic Center hotel feasibility study.
- Make information on the new HEZ program available to eligible heritage-related business and entrepreneurs in Terrebonne Parish and encourage their participation in this small business incentive program.

To revitalize Downtown Houma:

- Develop and implement 2003 work programs for all four Main Street Committees with assistance and leadership coming from Main Street Manager and committee members.
- To have a new regulatory Historic District Ordinance adopted by the Parish Council. This Ordinance will expand the boundaries of the local historic district in order to make more properties eligible for available financial assistance.
- Maintain Certified Local Government status as well as certification of the Houma Main Street Program under the National Main Street Center of the National Trust for Historic Preservation.

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

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**GOALS AND OBJECTIVES (continued)**

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- Continue to work with the newly re-constituted Downtown Business Association (DBA) comprised of downtown business and property owners in the development of programs and events to promote downtown Houma.
- Continue to work with and assist the Houma Downtown Development Corporation (HDDC) in the planning, initiation, and completion of special projects in the downtown area including the Bayou Terrebonne Boardwalk, the Folklife Culture Center, utility relocation and sidewalk improvements, a Children’s Museum/Discovery Center (in conjunction with Terrebonne General Medical Center), and other projects.
- Continue working with Louisiana Purchase Bicentennial Committee to plan a slate of commemorative events in 2003 for this important anniversary.
- Continue to work with the DBA and HDDC in co-sponsoring several “Downtown Live After Five” events on Fridays in downtown Houma.
- Work with the Planning & Zoning Department, South Central Planning & Development Commission and LA DOTD to investigate alternative truck routes so that large trucks can bypass downtown Houma, thus making the downtown area more pedestrian and user friendly.
- Investigate suitable locations for murals in the downtown area and apply for grants through the Louisiana Division of the Arts, etc., for funding for these.

To improve the quality of life for Parish residents through development and better utilization of cultural resources.

- Work with Museum Manager to implement improvements to all aspects of the Waterlife Museum.
- Continue to work with HDDC to monitor construction/renovation of the Folklife Culture Center and to explore and implement a staffing mechanism.
- Pursue with HDDC the acquisition and development of TGMC-owned property adjacent to the Downtown Marina for a Children’s Museum/Discovery Center.
- Participate in the development and promotion of various cultural events in downtown Houma and throughout the Parish related to the arts, music, theatre, and heritage.
- Complete planned capital improvements to both Dumas (portico and entrance driveway) and Municipal (rear storage shed) Auditoriums.
- Evaluate the current pricing structure for rental of both Municipal and Dumas Auditoriums to ensure equity and ease of rental. Proposed ordinance changes if necessary to establish new rental pricing structure.
- Evaluate alternative advertising methods and venues for both Municipal and Dumas Auditoriums to generate increased rentals.

**2002-2002 ACCOMPLISHMENTS**

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- Completion of Economic Development Strategic Plan through financial partnering with Houma-Terrebonne Chamber of Commerce and South Central Industrial Association.
- Completed economic development video and have made it available throughout the parish. It has also been sent to interested businesses along with other pertinent information.
- Although it is still in the design stage, this department has assisted Concerned Clergy in the development of a small business incubator in a depressed section of the city.
- Our Main Street program received certification from the National Main Street Center of the National Trust for Historic Preservation and we have maintained our status with the State of Louisiana as a Certified Local Government.
- Conducted two public workshops on the proposed regulatory Historic District Ordinance in order to receive comments/suggestions from downtown property owners.
- Assisted several downtown property and business owners in re-establishing the Downtown Business Association.
- Worked with the DBA and HDDC in cosponsoring several Downtown Live After 5 events in downtown Houma.

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

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**2001-2002 ACCOMPLISHMENTS (continued)**

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- Submitted to the Louisiana Division of Administration a capital outlay request for funding of Phase I of the Bayou Terrebonne Boardwalk project. A request was also submitted for line of credit approval through the State Bond Commission. This project has been approved. A capital outlay request was submitted for Phase II funding as well.
- Worked with the committee chairman to initiate changes to Festival food booth procedures in order to generate additional income for the Festival.
- Represented Terrebonne Parish and the Parish President with the Chamber of Commerce group visiting legislators and various federal agencies in Washington, D.C.
- Began construction/renovation on the Folklife Culture Center after resolving the dumpster/compacter relocation issue with the property owner.
- Made presentation to TGMC Construction Committee and staffers regarding the possible use of a TGMC building adjacent to the Downtown Marina as a Children’s Museum/Discovery Center.
- Facilitated a visit to the Downtown Marina by the Caravan StageBarge for weekend performances of “Red Tides”, a theatrical production set on a tall ship. Both performances were free to the public and were provided to the public as a cultural event.
- Edited and published six editions of the parish newsletter, “Pride of Terrebonne”, with distribution to all parish employees as well as a mailing list around the U.S. and to Cambrai, France, our sister city.
- Assisted the Port Administrator in making presentations to four potential tenant companies at the Port of Terrebonne.
- Prepared and submitted to the Office of State Parks a grant application for funding assistance (\$100,000 with like local match) for the Bayou Terrebonne Boardwalk project through the Land & Water Conservation Fund. Recently received a report of favorable action at the state level and a recommendation for funding by this federal agency.
- Prepared and submitted nine (9) grant applications to the Governor’s Office of Rural Development. These grant applications were in support of various capital projects in the rural areas of the parish.
- Closed out two Rural Development grants which were completed.
- Prepared and submitted three separate Wallop-Breaux funding applications to support improvements at three parish-owned and operated recreational boat launches.
- Reviewed and signed for approval of construction plans and specifications for capital improvements (portico and entrance driveway) at Dumas Auditorium.
- Prepared and submitted LMA award application for the Parish Strategic Plan. This document received Honorable Mention.
- Prepared and submitted an award application for the Downtown Marina to the Waterfront Center.
- Secured parish membership in the Louisiana Community Development Authority, a possible funding mechanism for port-related infrastructure improvements as well as other infrastructure improvements throughout the parish.
- Worked with a local birding group to secure funding for a proposed birding site adjacent to the Mandalay National Wildlife Refuge.
- Solicited and received for review proposal from a hotel development feasibility professional regarding proposed Civic Center hotel.
- Facilitated relocation of Calcasieu Parish oil field service company to Terrebonne Parish.
- Serving on Louisiana Purchase Bicentennial Committee to plan events and activities in Terrebonne in 2003.
- Sent information to all private boat launch operators in Terrebonne regarding available state/local financial aid programs.
- Conducted site visit of newly relocated manufacturing firm. Assisted owners with occupational license and other issues.
- Facilitated local participation and benefits in the Enterprise Zone program for several eligible companies.
- Added TPCG newsletters and selected parish demographics to the website.
- Created a website for the Downtown Marina and Port of Terrebonne.
- Created a tri-fold brochure for Port of Terrebonne. This is a marketing piece that is distributed at conferences, workboat shows and other relevant events by the Port Administrator.
- Sold two hundred seven (207) commemorative bricks for Main Street Memorial Park.
- Applied for and received appropriate historical designation from the Louisiana Historical Department for placement of the Le Petit Theatre building on Main Street on the National Registry.

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

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of new business assistance appointments	38	48	50
Number of new jobs promised through CDBG loans	N/A	3.5	5
Number of small business loans through the CDBG program (including "micro")	3	5	5
Number of referrals of State tax incentive programs through the Enterprise Zone and other state programs	3	8	10
Enterprise Zone investments in Terrebonne Parish	0	\$30M	*
Permanent jobs promised through the EZ (Enterprise Zone) program	0	799	*
Construction jobs created through the EZ program	0	455	*
Number of historic district façade loans or grants	0	1	2
Number of grant applications submitted to state and federal agencies for projects in Terrebonne Parish (EDA, Rural Development, etc.)	5	9	6
Business development/loan inquiries (generated by outreach efforts)	175	211	225
Small and emergency business development contracts	\$5,800	\$6,191	\$6,500
Number of cultural events for area residents (Downtown Live, Marina plays, etc.)	1	10	10
Marketing meetings and visits for Port of Terrebonne	10	25	25
Marketing efforts for Houma-Terrebonne Airport	1	1	1

\* Depends on scope of projects.

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	289,754	327,258	338,942	347,612	347,612
Supplies & Materials	9,085	18,500	9,087	10,400	10,400
Other Services & Charges	104,830	259,921	235,383	177,461	177,461
Repair & Maintenance	1,963	1,000	1,000	1,000	1,000
Allocated Expenditures	(27,927)	0	(30,600)	(26,600)	(26,600)
Capital Outlay	5,339	19,441	28,441	7,400	7,400
<b>TOTAL EXPENDITURES</b>	<b>383,044</b>	<b>626,120</b>	<b>582,253</b>	<b>517,273</b>	<b>517,273</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-11.57%

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

**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, Approved
- Consultant Fees, \$35,000 – 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. Approved
- 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. Approved
- Downtown Promotions, \$10,000 – funding to support various promotional efforts downtown including support for “Downtown Live” concert series, Approved
- Main Street Programs, \$10,000, Approved.
- Travel & Training, \$6,240 – 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, Approved
- Printing Services, \$11,800 – for printing of six editions of the Parish newsletter in 2003 used as a promotional tool and employee guide, Approved
- Operating Capital - Approved
  - Binding Machine and audio-visual equipment, \$1,400
  - Laptop Computer and projector, \$6,000

**PERSONNEL SUMMARY**

JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		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/  
DEPARTMENT DESCRIPTION**

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

**2003 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.

**2001-2002 ACCOMPLISHMENTS**

Special events sponsored and co-sponsored by Parish Government included the Downtown on the Bayou Festival, Annual Christmas 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.



<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Supplies and Materials	4,812	36,341	36,341	0	0
Other Services and Charges	34,309	126,455	126,455	52,000	52,000
Capital Outlay	10,127	40,795	40,795	10,000	10,000
<b>TOTAL EXPENDITURES</b>	<b>49,248</b>	<b>203,591</b>	<b>203,591</b>	<b>62,000</b>	<b>62,000</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-68.06%

**BUDGET HIGHLIGHTS**

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

**151 GENERAL FUND  
652 ECONOMIC DEVELOPMENT/ OTHER**

**MISSION STATEMENT/  
DEPARTMENT DESCRIPTION**

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, and by initiating and completing various capital projects designated to enhance the downtown area.

**2003 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 and to promote and expand the Façade Loan program.
- To promote the adoption of the regulatory Historic District ordinance.
- To secure the property owned by Terrebonne General Medical Center that is adjacent to the Downtown Marina for a Children’s Discovery Center.

**2001-2002 ACCOMPLISHMENTS**

- 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, the American Wind Symphony Orchestra concert, and the Caravan Stage Barge.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
<b>To act as the implementation agent for the following Terrebonne Parish projects:</b>			
The Boardwalk Project	2%	5%	30%
The White House-Folk Museum	2%	95%	100%
Selling of bricks placed at the Main Street Memorial Park	N/A	202	100
Number of bricks sold at the Main Street Memorial Park	100	102	100
Dollar amount received from selling of Bricks	5,000	5,100	5,000
Incorporating signage and historical markers	N/A	1	2
Main Street Memorial Park, Fountain and Sculpture	100%	0%	0%
<b>Promote cultural activities and attractions downtown:</b>			
Downtown on the Bayou Festival	1	1	1
Art After Dark	1	1	1
Pedestrian Crosswalks on Main Street	0	0	5
Number of marketing materials used to promote downtown historic district	1	1	1
Utilization of a website to market the multi-facets of downtown area	0%	100%	100%
Implementation of a partnership with the Downtown Merchants Association to highlight downtown retail/restaurants and projects	0	9	12

**151 GENERAL FUND**  
**652 ECONOMIC DEVELOPMENT/ OTHER**

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<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Other Services and Charges	114,110	151,219	155,374	119,500	118,500
Capital Outlay	<u>68,395</u>	<u>2,110,047</u>	<u>2,108,417</u>	<u>80,000</u>	<u>81,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>182,505</u></b>	<b><u>2,261,266</u></b>	<b><u>2,263,791</u></b>	<b><u>199,500</u></b>	<b><u>199,500</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-21.64%

**BUDGET HIGHLIGHTS**

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- South Central Planning Commission, \$40,000, membership, Approved
- South Central Planning Commission, \$27,000, the local match for the Urban Systems Grant Administration, Approved
- South Louisiana Economic Council, \$25,000, Approved
- Downtown Revitalization, \$100,000 funding from General Fund PILOT revenues, Approved
- Gulf Course Marketing Analysis, \$7,500, Approved



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

**MISSION STATEMENT / DEPARTMENT DESCRIPTION**

This department carries out all activities relating to the creation, implementation and administration of federal and state grant programs. Programs administered and implemented during this period were:

Section 8 Rental Assistance, Family Self-Sufficiency, Owner Occupied Rehabilitation, Rental Rehabilitation Clearance, Acquisition, Housing Counseling, Literacy, Public Works Projects, Head Start, Safe Passage Program, Summer Youth Program, Summer Food Service Program, Emergency Shelter Grant, Youthbuild, Weatherization, Crisis Intervention, Community Food & Nutrition, Commodities, TANF Energy Assistance, Job Readiness & Placement, First-Time Homebuyers, Replacement Housing, CHDO Loan Program, Emergency Repair Program, Sewer Connection, Tenant Based Rental Assistance, and Low Income Home Energy Assistance Program.

**2003 GOALS AND OBJECTIVES**

- To provide programs which improve the quality of life for the low-income population of Terrebonne Parish.
- To seek new funding opportunities when feasible and available.

**2001-2002 ACCOMPLISHMENTS**

In this period the department administered funding from state and federal sources in excess of 19 million dollars.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of programs implemented	28	28	30
Number of grant applications approved	7	9	12
Number of grant applications researched for other departments and agencies	7	5	7

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	548,441	734,468	632,143	674,280	674,280
Supplies & Materials	6,998	6,200	7,234	7,700	7,700
Other Services and Charges	42,180	45,566	36,817	43,182	43,182
Repair & Maintenance	(22,063)	4,950	(20,410)	(20,476)	(20,476)
Allocated Expenditures	<u>(324,870)</u>	<u>(490,300)</u>	<u>(357,348)</u>	<u>(437,161)</u>	<u>(437,161)</u>
<b>TOTAL EXPENDITURES</b>	<b><u>250,686</u></b>	<b><u>300,884</u></b>	<b><u>298,436</u></b>	<b><u>267,525</u></b>	<b><u>267,525</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					-10.93%

**BUDGET HIGHLIGHTS**

- No significant changes

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

**PERSONNEL SUMMARY**

JOB TITLE	2002	2002	2003	2003	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. Adr	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
Home-Homeless Manager	1	1	1	1	8	22,919	29,217	35,528
Foreman-Carpenter	1	0	0	0	60	23,348	31,022	38,697
Code Enforcement Officer	1	1	1	1	60	23,348	31,022	38,697
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	0	0	0	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
Caseworker	0	1	1	1	55	15,479	19,894	24,295
TOTAL FULL-TIME	18	16	16	16				
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	0	0	0	56	8,362	10,810	13,265
Clerk I	1	0	0	0	53	6,694	8,486	10,278
TOTAL PART-TIME	4	2	2	2				
TOTAL	22	18	18	18				

**151 GENERAL FUND  
654 PARISH FARM AGENT**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

The Cooperative Extension Service is responsible for statewide off-campus, informal teaching of agriculture and natural resources technology and management techniques as well as other off-campus programs focused on home economics, youth development, overall improvement of the states economy and efficient use of community and personal resources. In short, the Cooperative Extension Service helps the people of Terrebonne and Louisiana – both rural and urban – to improve their lives through an educational process that uses research-based knowledge focused on issues and needs.

**2003 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. Our focus areas include Agriculture and Natural Resources, Home Economics, 4-H Youth Development and Leadership and Community Development.

**2001-2002 ACCOMPLISHMENTS**

During 2001-2002, the Terrebonne Parish office of the LSU Agricultural Center has a total of over 70,000 audience contacts through educational workshops, clinics, seminars, farm and home visits, telephone and office visits, distance learning sessions and mass media contacts.

500 students participated in the Coastal Roots project and planted 1,000 plants that are protecting several miles of wetlands.

Conducted area Sugarcane Field Day with 130 people in attendance and educated on sugarcane production practices in the areas.

LDAF and LSU AgCenter personnel trained 17 vegetable producers on Farm Nutrition Program for seniors. This program generated an additional \$10,000 to the farmers in the parish and allowed the senior citizens an opportunity to purchase farm fresh produce.

319 day care directors and workers received developmentally appropriate practice training.

Young teens (102) gained knowledge in caring for babies and toddlers.

430 youth practiced proper food safety techniques when entering and exhibiting prepared food dishes during commodity food contest.

1,100 4-H youth and 100 adult leaders were educated on Fire Safety, Honey Bees and their importance to our environment, the Food Guide Pyramid and Abiotic and Biotic Components of the Environment.



**151 GENERAL FUND  
654 PARISH FARM AGENT**

<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
Number of residents to be aware of function and value of wetlands	500	600	700
Number of residents given assistance in matters relating to agriculture, horticulture, and fisheries problems	7,000	8,000	9,500
Number of contacts made to promote Best Management Practices in agriculture, horticulture, and natural resources	8,000	8,100	8,400
Number of residents trained in healthy lifestyles and habits to improve health and reduce the incidence of disease	700	720	750
Number of residents trained in parenting skills and nutrition	2,000	2,100	2,300
Number of youth receiving leadership skills and character education training	1,200	1,400	1,450
Number of youth participating in 4-H programs	1,200	1,400	1,450
To provide information to residents to be more productive, improve quality of life and provide economic benefits in agriculture and natural resources, home economics, and 4-H youth development	70,000	70,100	70,200

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Other Services and Charges	29,627	30,900	30,900	32,160	32,160
Capital Outlay	<u>0</u>	<u>534</u>	<u>534</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b><u>29,627</u></b>	<b><u>31,434</u></b>	<b><u>31,434</u></b>	<b><u>32,160</u></b>	<b><u>32,160</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					4.08%

**BUDGET HIGHLIGHTS**

- The parish supplements the state department's salaries and is required to provide office space, Approved

**151 GENERAL FUND  
680 WATERWAYS & PORTS**

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**PURPOSE OF APPROPRIATION**

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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. (See Miscellaneous Information section for details)

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	55,081	0	0	0	0
Supplies and Materials	3,973	0	0	0	0
Other Services and Charges	54,662	201,780	201,780	206,602	206,602
Capital Outlay	<u>9,180</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b><u>122,896</u></b>	<b><u>201,780</u></b>	<b><u>201,780</u></b>	<b><u>206,602</u></b>	<b><u>206,602</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					2.39%

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**BUDGET HIGHLIGHTS**

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- 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, \$206,602, (see Miscellaneous Information section for details). Approved

**151 GENERAL FUND  
912 EMERGENCY PREPAREDNESS**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.). Also the Terrebonne OEP coordinates with State and Federal agencies regarding terrorism and bio-terrorism acts.

**2003 GOALS AND OBJECTIVES**

To complete updating the entire Multi-Hazard Plan with cooperation from all agencies contained therein, for review by Louisiana Office of Emergency Preparedness in March 2003.

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.

To obtain grant money if available to train emergency response personnel in terrorism and bio-terrorism acts of violence.

Conduct a parish wide drill on a terrorist act.

**2001-2002 ACCOMPLISHMENTS**

Created emergency planning zone around Intra-Coastal Waterway.

Established Terrorism Task Force Committee.

Staff received training on terrorist activities and weapons of mass destruction; also received training in debris management and hurricane related training.

Hosted for the first time in Houma-Terrebonne the Louisiana Emergency Preparedness Association (LEPA) conference.

<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
Presentations given on emergency preparedness procedures:			
Number of presentations	100	120	140
Number of citizens reached	1,200	1,600	2,000
Number of schools participating	3	2	5
Number of students participating	400	200	500
Number of Training classes given	3	1	3
Dollar amount of grants applied for	\$18,000	\$10,000	\$50,000
Number of grants applied for	2	3	5
Dollar amount of grants awarded	\$18,000	\$10,000	\$50,000
Number of grants awarded	2	2	5

**151 GENERAL FUND  
912 EMERGENCY PREPAREDNESS**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	94,819	110,559	122,990	119,821	119,821
Supplies and Materials	29,674	39,030	32,783	11,500	11,500
Other Services and Charges	35,885	50,868	43,111	48,740	48,740
Repair and Maintenance	1,083	1,600	1,258	1,700	1,700
Capital Outlay	17,426	139,060	139,060	0	0
<b>TOTAL EXPENDITURES</b>	<b>178,887</b>	<b>341,117</b>	<b>339,202</b>	<b>181,761</b>	<b>181,761</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-10.04%

**BUDGET HIGHLIGHTS**

- Personnel: - Approved
  - New Position, Part time Hazard Material Responder, \$5,000/year

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
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	2	1	1	56	16,725	21,621	26,529
<b>TOTAL FULL-TIME</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>3</b>				
Haz. Mat. Responder	0	1	1	1	57	9,044	11,784	14,518
<b>TOTAL PART-TIME</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>				
<b>TOTAL</b>	<b>3</b>	<b>5</b>	<b>4</b>	<b>4</b>				

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

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**PURPOSE OF APPROPRIATION**

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These funds were provided through June 30, 2001 until such time the individual fire districts and 911 Communications District secured permanent funding.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	60,130	0	0	0	0
TOTAL EXPENDITURES	<u>60,130</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
% CHANGE OVER PRIOR YEAR					0.00%



**151 GENERAL FUND  
999 OPERATING TRANSFERS**

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**BUDGET HIGHLIGHTS**

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TERREBONNE JUVENILE DETENTION FUND – \$1,334,974

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 - \$2,110,554

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.

PUBLIC SAFETY FUND - \$1,100,000

Beginning with 2003, the Public Safety Fund, City Police and City Fire, requires a supplement for operations and maintenance. The source of funding is from the PILOT Revenue.

NON-DISTRICT RECREATION FUND – \$459,427

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 (\$477,417).

MARSHAL'S FUND - \$391,339

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

COASTAL ZONE MANAGEMENT - \$47,160

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 - \$17,424

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 URBAN TRANSIT- \$260,004

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

HEAD START PROGRAM - \$34,663

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

RURAL TRANSIT - \$151,125

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

ROAD & BRIDGE FUND – \$1,305,000

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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PARISHWIDE RECREATION – \$617,121

Transfer to this fund is used for the Special Olympics, Arts and Crafts Camps, Special Summer Camps, and District 4A Swimming Program and to supplement the Recreation Administration using General Fund surpluses.

MENTAL HEALTH FUND - \$13,609

A supplemental transfer from General Fund surpluses.

TERREBONNE WATERLIFE MUSEUM - \$115,726

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

CIVIC CENTER O & M FUND - \$717,000

To supplement the activities necessary for the Houma-Terrebonne Civic Center, including, but not limited to, the administration, operations, maintenance and marketing.

PARISHWIDE DRAINAGE CONSTRUCTION - \$35,000

To supplement the construction of the Grand Caillou Levee Improvement.

CAPITAL PROJECT CONTROL FUND - \$154,000

To transfer funds for various projects including Downtown Boardwalk/Marina (\$50,000 – PILOT Revenue), Ten year Sidewalk Improvement Plan (\$104,000 – PILOT Revenue).

ROAD CONSTRUCTION FUND - \$460,000

To supplement Westside Blvd and Hollywood Road South Construction Projects. Video Poker Proceeds were used for funding.

CRIMINAL COURT FUND - \$425,000

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. In 2002, the Drug Court began operations to provide alternatives for nonviolent offenders charged with drug related crimes. There is a joint commitment from Court Officials, Law Enforcement Officials, Leonard J. Chabert Medical Center, the Parish Council and Parish President. Recurring revenue sources fund \$150,000 and \$275,000 comes from General Fund Surpluses.

## 200 DEDICATED EMERGENCY FUND

### PURPOSE OF APPROPRIATION

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.

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
REVENUES:					
Miscellaneous Revenue	158,458	150,000	71,000	80,000	80,000
Operating Transfers In	0	200,000	200,000	0	0
<b>TOTAL REVENUES</b>	<b>158,458</b>	<b>350,000</b>	<b>271,000</b>	<b>80,000</b>	<b>80,000</b>
EXPENDITURES:					
Other Services & Charges	4,630	4,500	2,641	4,500	4,500
Transfers Out	100,000	2,000,000	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>104,630</b>	<b>2,004,500</b>	<b>2,641</b>	<b>4,500</b>	<b>4,500</b>
INCREASE (DECREASE) TO FUND BALANCE	53,828	(1,654,500)	268,359	75,500	75,500
FUND BALANCE, JANUARY 1	2,807,018	2,860,846	2,860,846	3,129,205	3,129,205
FUND BALANCE, DECEMBER 31	2,860,846	1,206,346	3,129,205	3,204,705	3,204,705

### BUDGET HIGHLIGHTS

- The minimum cap for Year 2003 is \$2,000,000 and is due to increase in Year 2006 to \$2,250,000. The estimated Fund Balance at December 31, 2003 is \$3,204,705, which exceeds the minimum balance required. There is no scheduled transfer for Year 2003. Approved
- Subsequent Event** – Following the submission of the budget, the Parish was visited by tropical storm Isidore and hurricane Lili within eight days of each other. The estimated fund balance for 2003 is anticipated to be less than \$1.5 million.

<u>Year</u>	<u>Minimum Cap</u>	<u>Year</u>	<u>Minimum Cap</u>
1991	1,500,000	2031	3,500,000
1996	1,750,000	2036	3,750,000
2001	2,000,000	2041	4,000,000
2006	2,250,000	2046	4,250,000
2011	2,500,000	2051	4,500,000
2016	2,750,000	2056	4,750,000
2021	3,000,000	2061	5,000,000
2026	3,250,000		

## 202 TERREBONNE JUVENILE DETENTION FUND

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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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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### 2003 GOALS AND OBJECTIVES

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

To begin the application process for American Corrections Association (ACA) certification.

Complete the new multipurpose gymnasium.

To review the facility manual for ACA compliance.

Continue staff development by mandating a minimum of 40 hours of training per year for all staff with a year or more experience. For those staff members with less than one year, 120 hours of training.

Increase number of guest speakers who speak with the children.

To provide for individualized instruction for those children who have an Individual Education Program as defined by the Terrebonne Parish School Board.

Implement a juvenile point system that rewards juveniles for maintaining minimum performance standards that relate to juvenile/staff cooperation, personal hygiene, school attendance, and disciplinary records.

Obtain 8 more computers for the computer lab.

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### 2001-2002 ACCOMPLISHMENTS

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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.

Using Title I funding and working with the local school system four instructors were hired for the summer school 2002 program. A life skills instructor was hired to teach life skills.

Purchased and installed the GED/LEAP remediation program for the twelve computers that were purchased the year before.

Hired a fourth teacher for the 2002-2003 school year and a part-time teacher to run the lab outside the regular school day to assist students in the computer lab for core subject matter, pre-GED, GED, and LEAP remediation.

Sent nursing director to CPR/First Aid Instructor class. With in house instructor we now have 5-7 people certified in CPR/First Aid on each shift.

Sent our E & T Senior instructor to a Chemical Agent Instructors certification class. This training has been transferred to approximately 45 of our 50 employees.

Made numerous American Corrections Association Correspondence courses available to those staff member wishing to obtain certificates.

Purchased new uniforms for facility employees.

**202 TERREBONNE JUVENILE DETENTION FUND**

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<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
Number of tours of detention center	50	50	50
Number of juveniles housed in center	693	752	750
Number of educational and prevention programs	3	3	3
Number of classrooms	3	3	3
Number of juveniles drug screened	100%	100%	100%
Number of detainees tested for contagious diseases	100%	100%	100%
Number of youths requiring isolation for various conditions	20	20	20
% of indoor gymnasium complete	0%	15%	100%
Certification of American Corrections Association (ACA)	0%	0%	80%
% of Compliance of American Corrections Association (ACA)	0%	0%	80%
Number of escapes	0	0	0
Number of guest speakers	8	10	15
Number of computers in lab	12	12	15
% of Juvenile Point System complete	0%	15%	100%

## 202 TERREBONNE JUVENILE DETENTION FUND

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	719,154	716,300	759,140	758,852	758,852
Intergovernmental	52,782	51,000	50,500	51,000	51,000
Charges for Services	135,065	80,000	79,984	80,000	80,000
Miscellaneous Revenue	33,768	37,000	28,323	23,745	23,745
Operating Transfers In	1,107,390	1,217,490	1,217,490	1,334,974	1,334,974
<b>TOTAL REVENUES</b>	<b>2,048,159</b>	<b>2,101,790</b>	<b>2,135,437</b>	<b>2,248,571</b>	<b>2,248,571</b>
<b>EXPENDITURES:</b>					
Personal Services	1,583,057	1,615,163	1,628,962	1,826,210	1,826,210
Supplies & Materials	91,744	127,500	106,748	117,550	117,550
Other Services & Charges	387,529	381,250	393,814	410,850	410,850
Repair & Maintenance	14,294	30,700	32,600	34,200	34,200
Allocated Expenditures	47,479	33,200	47,500	47,500	47,500
Capital Outlay	5,414	61,696	61,696	0	0
<b>TOTAL EXPENDITURES</b>	<b>2,129,517</b>	<b>2,249,509</b>	<b>2,271,320</b>	<b>2,436,310</b>	<b>2,436,310</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					10.87%
INCREASE (DECREASE) TO FUND BALANCE					
	(81,358)	(147,719)	(135,883)	(187,739)	(187,739)
FUND BALANCE, JANUARY 1					
	404,980	323,622	323,622	187,739	187,739
FUND BALANCE, DECEMBER 31					
	323,622	175,903	187,739	0	0

### BUDGET HIGHLIGHTS

- Proposed to receive \$758,852 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). Approved
- Revenue generated from housing state DOC juveniles are estimated at \$80,000, Approved
- A general fund supplement is proposed in the amount of \$1,334,974, an increase over 2002 Budget of \$117,484 (9.65%). Approved

**202 TERREBONNE JUVENILE DETENTION FUND**

**PERSONNEL SUMMARY**

JOB TITLE	2002	2002	2003	2003	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	1	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
Transportation Assoc.	2	1	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	0	1	1	57	18,089	23,568	29,035
Maintenance Technician	1	1	1	1	56	16,725	21,621	26,529
Secretary	1	1	1	1	56	16,725	21,621	26,529
Clerk II	1	0	0	0	55	15,479	19,894	24,295
Juvenile Care Associate	28	27	28	28	54	14,375	18,349	22,322
Clerk I	2	3	3	3	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>48</b>	<b>51</b>	<b>51</b>				
L.P. Nurse	2	2	2	2	8	11,460	14,608	17,764
Clerk I	0	1	0	0	53	6,694	8,486	10,278
<b>TOTAL PART-TIME</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>2</b>				
<b>TOTAL</b>	<b>53</b>	<b>51</b>	<b>53</b>	<b>53</b>				

## 203 PARISH PRISONERS FUND

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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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 18 medical support professionals and three contracted physicians. This department provides medical services to 650 adult detainees and 50 juvenile inmates, housed in a separate facility. The Juvenile Detention Center has three medical professionals and one contracted physician. In addition to the aforementioned, the adult facility has an in-house radiology department, which allows for on site diagnosis of alleged injuries and illnesses without the need to transport inmates outside the security of the facility.

### 2003 GOALS AND OBJECTIVES

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

To meet and/or exceed the requirements of the ACA (American Corrections Association) in order to acquire accreditation.

To continue providing adequate and appropriate medical care to the inmates of both the adult and juvenile facilities through the use of our local support facilities.

To make available to all medical personnel advanced training in recognition of personality disorders and thus enable the staff to quickly and correctly refer these individuals to mental health professionals.

To become more involved with inmate medical complaints and refer frequent complainers to the physician and thus reduce the number of grievances and civil litigations.

### 2001-2002 ACCOMPLISHMENTS

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Increased the medical staff to include one additional part time medical professional.

Renewed the contract with Acadian Ambulance Service allowing for fast and efficient transportation of inmates when actual emergencies occur.

Developed a cooperative agreement with Chabert Medical Center affording this facility the ability to have all laboratory procedures done there, and thereby providing quick turn-around results while at the same time reducing costs.

Provided the nursing staff with a new, more efficient workstation in the dispensary making working conditions more enjoyable and providing more space.

Installed a new, more efficient computer system in the dispensary and Medical Administrators' office allowing direct communication with Parish Government as well as Chabert Medical Center.





**203 PARISH PRISONERS FUND**

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	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
<b>PERFORMANCE MEASURES</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
<b>Adult Facility</b>			
Number of physicians	4	3	4
Number of medical support staff	17	18	19
Number of adult detainees provided with services	18,598	19,192	20,000
Number of inmates seen per month	1,282	1,600	1,666
Number of inmates rescheduled per month (For Doctor referral)	983	850	900
Number of in-house radiological procedures performed	153	180	200
Number of physical examinations performed	3,132	3,430	3,500
% of costs increase for purchasing medical supplies	8%	8%	10%
<b>Juvenile Facility</b>			
Number of medical support staff	3	3	3
Number of physicians	1	1	1

## 203 PARISH PRISONERS FUND

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	782,931	740,675	740,675	740,675	740,675
Charges for Services	5,402	6,950	7,911	6,500	6,500
Miscellaneous Revenue	10,184	15,000	9,389	10,000	10,000
Operating Transfers In	1,716,599	1,814,178	1,814,178	2,110,554	2,110,554
<b>TOTAL REVENUES</b>	<b>2,515,116</b>	<b>2,576,803</b>	<b>2,572,153</b>	<b>2,867,729</b>	<b>2,867,729</b>
<b>EXPENDITURES:</b>					
Parish Prisoners	2,494,165	1,787,326	1,798,393	2,052,218	2,052,218
Prisoners Medical Department	0	811,990	796,273	815,511	815,511
<b>TOTAL EXPENDITURES</b>	<b>2,494,165</b>	<b>2,599,316</b>	<b>2,594,666</b>	<b>2,867,729</b>	<b>2,867,729</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					
					10.33%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>					
	20,951	(22,513)	(22,513)	0	0
<b>FUND BALANCE, JANUARY 1</b>					
	1,562	22,513	22,513	0	0
<b>FUND BALANCE, DECEMBER 31</b>					
	22,513	0	0	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 2003, the Parish is estimating to receive \$740,675 from the Sheriff of Terrebonne. Approved
- General Fund supplement for 2003 is projected to be \$2,110,554, an increase of \$296,376 (16.34%), Approved

**203 PARISH PRISONERS FUND**  
**201 PARISH PRISONERS**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>EXPENDITURES:</b>					
Personal Services	542,823	107,623	132,637	127,700	127,700
Supplies & Materials	434,540	219,300	230,292	222,000	222,000
Other Services & Charges	1,328,628	1,206,609	1,189,847	1,277,101	1,277,101
Repair & Maintenance	110,375	141,500	125,773	147,500	147,500
Allocated Expenditures	52,982	45,600	53,150	53,250	53,250
Capital Outlay	24,817	66,694	66,694	224,667	224,667
<b>TOTAL EXPENDITURES</b>	<u><u>2,494,165</u></u>	<u><u>1,787,326</u></u>	<u><u>1,798,393</u></u>	<u><u>2,052,218</u></u>	<u><u>2,052,218</u></u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					5.93%

**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 2003 is \$691,128, which is based on an average prison population of 636.
- Operating Capital: - Approved
  - Cameras (4), \$3,046
  - Ice Machine, \$2,794
  - Exterior Security Door (4), \$7,200
  - Flooring (Commissary and Pod Hallway), \$12,383
  - Transaction Box (2), \$6,900
  - Riding Lawnmower, \$1,751
  - Heated Food Carts (3), \$9,905
  - Security System Upgrade, \$160,000
  - Pressure Washer (2), \$1,689
  - Video Magistrate Upgrade, \$19,000

**203 PARISH PRISONERS FUND  
201 PARISH PRISONERS**

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**PERSONNEL SUMMARY**

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JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Op. Supv.-Maintenance	1	1	1	1	60	23,348	31,022	38,697
E & T Instructor	1	0	1	1	56	16,725	21,621	26,529
Comm. Serv. Wrkr. Supv.	0	1	1	1	55	15,479	19,894	24,296
Work Supervisor	1	0	0	0	55	15,479	19,894	24,295
TOTAL	<u>3</u>	<u>2</u>	<u>3</u>	<u>3</u>				

**203 PARISH PRISONERS FUND  
202 PRISONERS MEDICAL DEPARTMENT**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>EXPENDITURES:</b>					
Personal Services	0	464,575	479,407	501,927	501,927
Supplies & Materials	0	178,865	175,202	175,440	175,440
Other Services & Charges	0	166,350	139,464	135,244	135,244
Capital Outlay	0	2,200	2,200	2,900	2,900
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>811,990</b>	<b>796,273</b>	<b>815,511</b>	<b>815,511</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>0.35%</b>

**BUDGET HIGHLIGHTS**

- 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 2003 at \$104,100. Approved
- Medical supplies account has been divided into two accounts: Medical Supplies, \$10,990, Prescription and OTC Medication, \$160,000, Approved
- Operating Capital: - Approved
  - Medication Cart (2), \$2,900

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
	<b>ADPT</b>	<b>CUR</b>	<b>PRO</b>	<b>ADPT</b>		<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Medical Administrator	1	1	1	1	14	39,398	51,409	63,434
Registered Nurse	1	1	1	1	10	27,100	34,827	42,553
L.P. Nurse	2	2	2	2	8	22,919	29,217	35,528
E.M.T.	7	7	7	7	58	19,647	25,763	31,879
<b>TOTAL FULL-TIME</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>				
Registered Nurse	1	0	0	0	10	13,821	17,761	21,703
L.P. Nurse	0	1	1	1	8	11,460	14,608	17,764
E.M.T.	3	5	5	5	58	9,824	12,882	15,940
<b>TOTAL PART-TIME</b>	<b>4</b>	<b>6</b>	<b>6</b>	<b>6</b>				
<b>TOTAL</b>	<b>15</b>	<b>17</b>	<b>17</b>	<b>17</b>				

## 204 PUBLIC SAFETY FUND

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### PURPOSE OF APPROPRIATION

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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.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of fire apparatus/equipment purchased	0	2	1
Dollar amount cost for fire apparatus/equipment purchased	0	\$697,066	\$175,000
Number of communication equipment purchased	0	10	5
Dollar amount of cost for communication equipment	\$0	\$6,000	\$3,250
Number of fire vehicles purchased through these funds	1	0	0
Dollar amount of vehicles purchased	\$21,872	0	0
% of funds secured	100%	100%	100%



## 204 PUBLIC SAFETY FUND

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	7,247,604	6,754,087	7,318,178	7,151,356	7,151,356
Licenses & Permits	623,859	699,500	881,589	815,500	815,500
Intergovernmental	393,221	756,093	548,386	510,000	510,000
Charges for Services	22,123	10,000	11,885	10,000	10,000
Fines & Forfeitures	189,262	143,000	182,650	182,000	182,000
Miscellaneous Revenue	351,671	200,000	207,258	137,096	137,096
Other Revenue	31,029	0	10	0	0
Operating Transfers In	0	0	0	1,100,000	1,100,000
<b>TOTAL REVENUES</b>	<b>8,858,769</b>	<b>8,562,680</b>	<b>9,149,956</b>	<b>9,905,952</b>	<b>9,905,952</b>
<b>EXPENDITURES:</b>					
General -Other	588,024	540,918	565,571	522,401	522,401
Police	5,041,081	5,386,852	5,203,852	5,484,435	5,484,435
Fire-Urban	3,821,610	6,914,596	6,492,265	4,357,026	4,347,308
Operating Transfers Out	529,766	570,208	540,711	532,176	532,176
<b>TOTAL EXPENDITURES</b>	<b>9,980,481</b>	<b>13,412,574</b>	<b>12,802,399</b>	<b>10,896,038</b>	<b>10,886,320</b>
<b>INCREASE (DECREASE) TO</b>	<b>(1,121,712)</b>	<b>(4,849,894)</b>	<b>(3,652,443)</b>	<b>(990,086)</b>	<b>(980,368)</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>6,559,305</b>	<b>5,437,593</b>	<b>5,437,593</b>	<b>1,785,150</b>	<b>1,785,150</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>5,437,593</b>	<b>587,699</b>	<b>1,785,150</b>	<b>795,064</b>	<b>804,782</b>

### BUDGET HIGHLIGHTS

- Ad valorem taxes are proposed for 2003 in the amount of \$2,076,083 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 \$4,983,273 in 2003.
- Insurance occupational licenses collected in the City of Houma are projected to collect \$600,000
- Court fines have increased from \$143,000 to \$182,000

**204 PUBLIC SAFETY FUND  
211 POLICE**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

The mission of the Houma Police Department is to improve the quality of life of citizens living, working, or visiting our 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. The Houma Police Department is made up of sworn police officers and civilian support staff. Currently the Department has ninety-two (92) employees of whom seventy-four (74) are sworn police officers and the remaining eighteen (18) are civilian support staff and dispatchers. The Houma Police Department serves a base population of approximately 33,000 residents in an area of 21 square miles. The Department is tasked with furnishing the citizens within its jurisdiction with a high standard of Law Enforcement, which ranks our city as one of the safest communities in this state.



**2003 GOALS AND OBJECTIVES**

- To increase visibility to the public.
- To lower response time by improving skills of dispatchers to enter and dispatch calls in a more effective manner.
- To create a mobile command post, by obtaining funding from grants to refurbish present vehicle.
- To create a case management program.
- To establish uniform guidelines for handling of incidents for investigative protocols.
- Institute an Amber Alert by increasing probability of locating missing children, citizen awareness through local media, and access statewide network for missing children.
- The department plans to have 50% of the pre-accreditation process completed by the end of 2003.
- To establish mobile data terminal to reduce radio traffic on taxed communication system.
- To get an automated records management and mapping system.
- To install in car video cameras.
- To increase public awareness by implementing programs such as Neighborhood watch, media coverage, and implement a program to aid senior citizens with home security.
- To establish "Street Sales Disruption Unit" to help arrest individuals selling and possessing illegal drugs to help areas of reported drug activity.

**2001-2002 ACCOMPLISHMENTS**

- Decline in murder rate for 2002. In the first six months of 2001 the department had two (2) reported homicides. In the first 6 months of 2002 the department has no reported homicides.
- Comparisons of the first six months of 2001 and the first six months of 2002 reflect a decrease of calls by 7.8%.
- Weed and Seed manager hired for "Weed and Seed Program".
- The Young Marines program implemented this year had its first graduation class, which consisted of fourteen (14) candidates.
- Nursing assistant program through "Weed and Seed Program" and E.L. Fletcher Vocational Training School.
- Six-week summer enrichment program named "Off The Street" held this summer in "Weed and Seed" program area. This program served sixty (60) children in that area.
- Academic achievement awards for youths maintaining a grade point average of 2.5 or higher, sixty-five (65) youths were treated to a visit to Jazzland in New Orleans as part of this "Weed and Seed" enrichment program.
- No major incidents involving Mardi Gras in 2002.
- Increased the number of police officers in targeted areas with resources furnished through law enforcement grants.
- Implemented weekly training sessions.



**204 PUBLIC SAFETY FUND  
211 POLICE**

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of arrest	2,197	2,141	2,150
Number complaints dispatched	29,804	28,742	2,900
Number of accident reports processed	1,325	1,293	1,300
Number of new vehicles ordered and received	9	9	6
Average cost of new fully marked Police vehicle	\$24,617	\$24,617	\$24,617
Number of graduates from training academy	3	9	5
Number of officers qualifying in weapons training	59	70	74

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	3,996,366	4,286,009	4,190,964	4,795,924	4,795,924
Supplies and Materials	149,520	185,900	178,711	177,900	177,900
Other Services and Charges	325,470	357,250	297,662	378,168	378,168
Repair and Maintenance	92,423	98,418	81,777	81,500	81,500
Allocated Expenditures	49,312	(5,943)	11,078	(48,057)	(48,057)
Reimbursements	0	(27,602)	(49,160)	(33,000)	(33,000)
Capital Outlay	427,990	492,820	492,820	132,000	132,000
<b>TOTAL EXPENDITURES</b>	<b>5,041,081</b>	<b>5,386,852</b>	<b>5,203,852</b>	<b>5,484,435</b>	<b>5,484,435</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS, REIMBURSEMENTS AND CAPITAL OUTLAY					10.27%

**BUDGET HIGHLIGHTS**

- Hire a Truancy Officer for the Weed and Seed Program, Approved
- Reclass an open dispatcher position to a Clerk III position, Approved
- Operating Capital: - Approved
  - 2003 4-door sedans, police cruisers (6), \$132,000

**204 PUBLIC SAFETY FUND  
211 POLICE**

**PERSONNEL SUMMARY**

JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		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
Mech. Weed-Seed Pgm. Dir.	0	1	1	1	73	25,063	31,684	40,054
Police Patrolman-1st Class	51	42	51	51	72	22,100	27,939	35,320
Clerk V	2	1	2	2	59	21,737	28,231	35,074
Sr. Dispatch Pub. Safety	0	3	3	3	59	21,737	28,231	35,074
Executive Secretary	0	1	0	0	58	19,647	25,763	31,879
Police Chief Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	2	1	2	2	57	18,089	23,568	29,035
Dispatcher	9	5	5	5	56	16,725	21,621	26,529
Clerk III	3	1	4	4	56	16,725	21,621	26,529
Clerk II	0	2	0	0	55	15,479	19,894	24,296
Records Clerk	0	1	0	0	55	15,479	19,894	24,296
Truancy Officer	0	0	1	1	N/A	****	****	****
<b>TOTAL</b>	<b>91</b>	<b>82</b>	<b>93</b>	<b>93</b>				



**204 PUBLIC SAFETY FUND  
222 FIRE**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.



**2003 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.

To recognize that the community is the reason for our presence.

To value the faith and trust of the community, and continually work to deserve that confidence through our attitude, conduct, and accomplishments.

**2001-2002 ACCOMPLISHMENTS**

Updated all Standard Operating Procedures.

Intensified in house training.

Brought in Louisiana State University (LSU) and VFIS training.

Started a “Save Your Neighbor Program”.

Increased public education programs.

Completed smokehouse to train children in fire safety.

Increased Pre-plans and Inspections.

Updated firefighter equipment and Self Contained Breathing Apparatus.

Updated communication equipment.

Took over rescuer/extrication from Houma Police Department.

Certified several Firefighters as Emergency Medical Technicians.

All firefighters were trained as First responders.



**204 PUBLIC SAFETY FUND**  
**222 FIRE**

<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
Total incidents requiring response	710	720	740
Number of structure fires	153	163	173
Number of non-structure fires	557	163	173
Number of EMS incidents	80	90	100
Number of hazardous materials incidents	137	147	157
Number of other emergency/non-emergency dispatches	318	320	340
Average response time-EMS calls/medic units (minutes)	2-3	2-3	2-3
Average response time-fire calls/Engine co. (minutes)	2-3	2-3	2-3
Average time to control all incidents (minutes)	60	60	60
Number of inspections	600	800	1,000
Number of educational programs	59	70	100
Number of fires investigated	71	80	90
Number of people reached with educational programs	11,333	12,000	12,500
Dollar amount of firefighting apparatus repairs	\$35,429	\$35,000	\$35,000
Dollar amount of vehicle repairs (cars/vans)	\$12,268	\$12,000	\$12,000
Number of recruits trained	10	10	0
Number of recruit training hours provided	2,880	2,880	0
Number of in-service training hours provided	40,009	40,000	40,000
Number of personnel trained in basic EMT	6	3	6
Number of certified firefighters	57	59	67
Number of certified driver operators	16	19	41
Number of certified company officers	17	19	30
Number of certified chief officers	12	17	27
Number of personnel trained in CPR	52	67	67
Number of certified hazardous material responders	43	43	67
Number of LSU and VFIS training hours	799	800	1,000
Number of personnel hours of training per instructor (25 training personnel)	14,615	14,615	15,000
% of recruits completing academy training	100%	98%	0%
% of fire personnel receiving training	100%	100%	100%
Number of procedures developed/revised	All SOPs	All SOPs	57
Number of public presentations/programs	53	60	100
Average response time to citizen inquiries (days)	2	2	2
% of citizen inquiries resolved	100%	100%	100%

**204 PUBLIC SAFETY FUND**  
**222 FIRE**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	2,916,373	3,478,443	3,221,516	3,959,476	3,964,758
Supplies and Materials	62,847	122,700	102,465	100,700	96,700
Other Services and Charges	272,189	299,534	185,117	211,750	201,750
Repair and Maintenance	55,164	54,500	53,498	51,500	50,500
Allocated Expenditures	18,259	23,000	18,250	18,600	18,600
Capital Outlay	496,778	2,936,419	2,911,419	15,000	15,000
<b>TOTAL EXPENDITURES</b>	<b>3,821,610</b>	<b>6,914,596</b>	<b>6,492,265</b>	<b>4,357,026</b>	<b>4,347,308</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					9.06%

**BUDGET HIGHLIGHTS**

- Capital Outlay: - Approved
  - Training Field, \$15,000
- Personnel: - Approved
  - Elimination of two firefighters positions

**204 PUBLIC SAFETY FUND  
222 FIRE**

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**PERSONNEL SUMMARY**

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JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Assistant Fire Chief	1	1	1	1	N/A	44,514	****	****
Fire Chief	1	1	1	1	27	42,917	55,578	68,238
Fire District Chief	3	3	3	3	N/A	42,335	****	****
Fire Maintenance Officer	1	0	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	20	22	22	N/A	31,955	****	****
Fire Driver-Operator	19	17	19	19	N/A	27,489	****	****
Cert. Firefighter II	15	0	0	0	N/A	21,428	****	****
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk III-Receptionist	1	1	0	0	56	16,725	21,621	26,529
Secretary	0	0	1	1	56	16,725	21,621	26,529
Firefighters	0	18	15	13	N/A	****	****	****
<b>TOTAL FULL-TIME</b>	<b>67</b>	<b>65</b>	<b>67</b>	<b>65</b>				
Clerk I-COE Student	0	0	1	1	53	6,694	8,486	10,278
Volunteer Firemen	9	9	9	9	N/A	****	****	****
Aerobic Instructor	0	0	1	1	N/A	****	****	****
<b>TOTAL PART-TIME</b>	<b>9</b>	<b>9</b>	<b>11</b>	<b>11</b>				
<b>TOTAL</b>	<b>76</b>	<b>74</b>	<b>78</b>	<b>76</b>				

## 205 NON-DISTRICT RECREATION

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2003 GOALS AND OBJECTIVES

- To install park equipment in parks without equipment.
- To upgrade worn park equipment.
- To paint park equipment in need of paint.

### 2001-2002 ACCOMPLISHMENTS

- Built softball field at Darsey Park.
- Upgraded bathrooms at Grand Bois Park and built picnic tables.
- Completed maintenance and upgrading of various parks with walking tracks and repaired and painted equipment.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of playgrounds maintained	18	18	19
Number of buildings maintained	3	3	3
Number of playgrounds to be upgraded	4	3	3
Number of Playground upgrades completed	4	0	3
Dollar amount of cost for parks operation/maintenance	\$253,456	\$127,714	\$168,600



## 205 NON-DISTRICT RECREATION

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	111,000	111,000	111,000	111,000	111,000
Charges for Services	60,170	54,800	56,215	54,300	54,300
Miscellaneous Revenue	76,237	34,000	31,632	32,000	32,000
Other Revenue	2,429	0	10	0	0
Operating Transfers In	<u>1,033,133</u>	<u>369,287</u>	<u>369,287</u>	<u>509,227</u>	<u>459,427</u>
<b>TOTAL REVENUES</b>	<b><u>1,282,969</u></b>	<b><u>569,087</u></b>	<b><u>568,144</u></b>	<b><u>706,527</u></b>	<b><u>656,727</u></b>
<b>EXPENDITURES:</b>					
Auditoriums	161,161	373,513	373,158	262,739	215,429
General-Other	64,570	61,550	64,520	64,520	64,520
Parks & Grounds	599,396	520,728	569,214	411,864	409,374
Darsey Park	14,233	155,062	155,062	40,018	40,018
Grand Bois Park	<u>57,901</u>	<u>75,820</u>	<u>75,163</u>	<u>58,848</u>	<u>58,848</u>
<b>TOTAL EXPENDITURES</b>	<b><u>897,261</u></b>	<b><u>1,186,673</u></b>	<b><u>1,237,117</u></b>	<b><u>837,989</u></b>	<b><u>788,189</u></b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>385,708</b>	<b>(617,586)</b>	<b>(668,973)</b>	<b>(131,462)</b>	<b>(131,462)</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>414,727</b>	<b>800,435</b>	<b>800,435</b>	<b>131,462</b>	<b>131,462</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>800,435</b>	<b>182,849</b>	<b>131,462</b>	<b>0</b>	<b>0</b>

## 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 (\$106,739). Approved
- General Fund supplements the remaining divisions for 2003 in the amount of \$459,427 of which \$370,378 is financed through General Fund PILOT revenues. Approved



## 205-196 AUDITORIUMS

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2003 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.

### 2001-2002 ACCOMPLISHMENTS

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

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of events held at Dumas Auditorium	147	113	120
Number of events held at Municipal Auditorium	217	199	210
Dollar amount collected for use of Dumas Auditorium	\$10,930	\$6,700	\$6,700
Dollar amount collected for use of Municipal Auditorium	\$35,149	\$32,600	\$32,600
% of building improvements at Dumas Auditorium	50%	50%	50%
% of building improvements at Municipal Auditorium	45%	55%	40%

## 205-196 AUDITORIUMS

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<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	14,992	20,000	23,778	77,310	30,000
Supplies and Materials	33,461	51,700	45,518	38,600	38,600
Other Services and Charges	79,078	78,332	80,336	81,529	81,529
Repair and Maintenance	15,605	58,500	61,079	49,500	49,500
Allocated Expenditures	5,774	14,000	11,466	14,000	14,000
Capital Outlay	12,251	150,981	150,981	1,800	1,800
<b>TOTAL EXPENDITURES</b>	<b>161,161</b>	<b>373,513</b>	<b>373,158</b>	<b>262,739</b>	<b>215,429</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-4.27%

### BUDGET HIGHLIGHTS

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- Rental fees are expected to generate \$45,000 in 2003. The General Fund (PILOT) funds the remaining cost of \$106,739.  
Approved
- Capital Outlay: - Approved
  - Computer, \$1,800

## 205-501 PARKS & GROUNDS

### MISSION STATEMENT/ DEPARTMENT DESCRIPTION

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.

### 2003 GOALS AND OBJECTIVES

To distribute flags and build stands for special events.

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

### 2001-2002 ACCOMPLISHMENTS

Maintained park equipment at parks.

Installed park equipment at parks without equipment.

Upgraded and replaced outdated park equipment.

Painted park equipment.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of parish parks maintained	18	18	19
Number of playground safety inspections	3	3	3
Dollar amount to maintain parks and grounds	\$24,547	\$45,182	\$47,400
% of parks and grounds yearly maintenance complete	100%	85%	100%
% of playground safety inspections completed	100%	100%	100%
Number of parish events barricades are used	6	6	6

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	425,586	229,688	258,283	253,401	250,911
Supplies & Materials	37,010	49,700	40,700	40,700	40,700
Other Services and Charges	65,039	60,874	48,819	58,363	58,363
Repair & Maintenance	24,547	18,500	58,846	23,800	23,800
Allocated Expenditures	36,088	35,000	35,600	35,600	35,600
Capital Outlay	11,126	126,966	126,966	0	0
<b>TOTAL EXPENDITURES</b>	<b>599,396</b>	<b>520,728</b>	<b>569,214</b>	<b>411,864</b>	<b>409,374</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					4.18%

### BUDGET HIGHLIGHTS

- No significant changes

**205-501 PARKS & GROUNDS**

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**PERSONNEL SUMMARY**

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JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Field Supv.-Parks & Grounds	1	1	1	1	59	21,737	28,231	35,074
Equipment Operator III	1	0	0	0	58	19,647	25,763	31,879
Laborer III	1	1	1	1	56	16,725	21,621	26,529
Laborer II	3	4	4	4	55	15,479	19,894	24,295
<b>TOTAL FULL-TIME</b>	<b>6</b>	<b>6</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>7</b>	<b>7</b>	<b>7</b>	<b>7</b>				



## 205-502 DARSEY PARK

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

This park located at 8379 Tupelo Street in Houma provides a recreation area accessible to the local community.

### 2003 GOALS AND OBJECTIVES

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

### 2001-2002 ACCOMPLISHMENTS

Built a softball field with a backstop (fence) and dug outs for the participants and maintained park equipment.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
% of playground equipment inspected	100%	100%	100%
Dollar amount of cost for upkeep of Darcey Park	\$14,233	\$39,259	\$28,000

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Repair and Maintenance	14,233	39,259	39,259	0	0
Capital Outlay	0	115,803	115,803	40,018	40,018
<b>TOTAL EXPENDITURES</b>	<b>14,233</b>	<b>155,062</b>	<b>155,062</b>	<b>40,018</b>	<b>40,018</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-100.00%

### BUDGET HIGHLIGHTS

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

## 205-524 GRAND BOIS PARK

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

Grand Bois Park, located in at 470 Bourg-Larose Hwy in Bourg, Louisiana, accommodates individual or group campers and many recreation activities. This Park also can accommodate recreation vehicles.

### 2003 GOALS AND OBJECTIVES

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.

### 2001-2002 ACCOMPLISHMENTS

Upgraded the restrooms and made them handicap accessible.

Built picnic benches to place throughout the park.

Planted trees and flowers throughout the park.

Maintained the daily up keep of the park.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of custodial man hours for upkeep of park	1,248	1,248	1,248
Number of special events held at Grand Bois Park	6	7	7
Dollar amount of cost for upkeep of Grand Bois Park	\$20,176	\$16,700	\$14,800
Number of campers using Grand Bois Park	50-60	80-100	100+

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	9,740	9,570	9,598	9,598	9,598
Supplies & Materials	6,573	6,200	8,451	8,600	8,600
Other Services and Charges	21,412	24,350	25,064	25,650	25,650
Repair & Maintenance	20,176	16,700	18,050	15,000	15,000
Capital Outlay	0	19,000	14,000	0	0
<b>TOTAL EXPENDITURES</b>	<b>57,901</b>	<b>75,820</b>	<b>75,163</b>	<b>58,848</b>	<b>58,848</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					3.57%

## 205-524 GRAND BOIS PARK

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### BUDGET HIGHLIGHTS

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- No significant changes

### PERSONNEL SUMMARY

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JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Laborer I	1	1	1	1	53	6,694	8,486	10,278
TOTAL PART-TIME	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				

## 206 LOCAL LAW ENFORCEMENT

### PURPOSE OF APPROPRIATION

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	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of guns purchased	0	13	5
Number of body armors purchased	0	18	15
Dollar amount for guns and body armor purchased	0	\$13,832	\$9,295
Dollar amount of safety equipment purchased	0	\$13,500	\$36,000
Number of laptop computers purchased (will be used for mobile data)	0	21	5
Dollar amount of cost for laptops	0	\$57,000	\$12,000

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
REVENUES:					
Intergovernmental	21,584	185,473	185,473	0	0
Miscellaneous Revenue	714	0	1,450	0	0
Operating Transfers In	12,776	12,128	12,128	0	0
<b>TOTAL REVENUES</b>	<b>35,074</b>	<b>197,601</b>	<b>199,051</b>	<b>0</b>	<b>0</b>
EXPENDITURES:					
Personal Services	0	50,000	50,000	0	0
Supplies & Materials	8,941	12,171	12,171	0	0
Allocated Expenditures	1,634	64	64	0	0
Capital Outlay	15,307	144,557	144,557	0	0
<b>TOTAL EXPENDITURES</b>	<b>25,882</b>	<b>206,792</b>	<b>206,792</b>	<b>0</b>	<b>0</b>
INCREASE (DECREASE) TO FUND BALANCE					
	9,192	(9,191)	(7,741)	0	0
FUND BALANCE, JANUARY 1	0	9,192	9,192	1,451	1,451
FUND BALANCE, DECEMBER 31	9,192	1	1,451	1,451	1,451

### BUDGET HIGHLIGHTS

- At this time, the Parish has not received a firm commitment for the 2003 Grant year.



## 208 STATE OF LOUISIANA DIVISION OF ARTS

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

The mission of the Houma Terrebonne Arts & Humanities Council (HTA&HC), founded in 1983, is a non-profit community organization, that officially designated by the parish and state government to provide financing, services, and art programs for Assumption, Lafourche, St. Charles, St. James, St. John and Terrebonne parishes (Region 3). The mission of the HTA&HC is to promote and provide diverse programs and services, through a partnership of public and private funding, which meets the needs of individual communities. The commitment of the HTA&HC is to serve the needs of artists, arts organizations, individual communities, and Region 3. The Council's commitment is evident by such endorsements as the Terrebonne Parish Consolidated Government, Houma Downtown Development Corporation, "sell out" performances, private and public donors, and the partnership with the Louisiana Division of the Arts. The HTA&HC is an essential player in one of the most culturally rich, rapidly growing communities in south Louisiana. By providing activities within the six parishes, the citizens now attend art programs and cultural activities with relative frequency. Region 3 has an outstanding array of cultural programs, not to mention the economic impact from off-site sales of supplies, printing, and contract labor, dining out or related shopping.

### 2003 GOALS AND OBJECTIVES

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 offer assistance in writing grants to fund events, programs and attractions in Terrebonne Parish.

To support art activities at the Bayou Terrebonne Waterlife Museum.

To continue serving as the Distributing Agency of the Terrebonne Parish Arts Funding Program.

To provide the visual arts, theater, storytelling and music through Arts in Education programs.

To provide rotating art exhibits.

### 2001-2003 ACCOMPLISHMENTS

Received a grant from the Louisiana Division of the Arts for \$16,720.

Was awarded a grant from the Office of Cultural Recreation and Tourism for 2003 Louisiana Purchase Celebration for \$45,000.

Received a grant from Target for \$1,000.

Developed Art in Education programs to two age groups: ages 7 to 11 and ages 12 to 16

Held Art In Education, a Parish wide talent search and scholarship programs.

Held Cajun Folklife Music Sessions.

Held Elder Merry Christmas.

Provided arts funding to 70 nonprofit organizations.

Provided technical assistance for grant writing in six parishes.

Published quarterly newsletters featuring the Waterlife Museum.

Issued scholarships to sixteen students.



**208 STATE OF LOUISIANA DIVISION OF ARTS**

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
<b>Number of Decentralized Arts Funding Grants awarded</b>	66	68	48
Number of parishes served in this region	6	6	6
Number of artists participating	348	350	350
Number of programs in schools	27	27	13
Total funds allocated to organizations	\$148,609	\$148,608	\$148,664
Number of organizations funded	53	52	38
Number of people benefiting	79,701	84,749	80,840
<b>Number of Parish Arts Funding Grants awarded</b>	31	39	39
Number of programs in schools	16	14	14
Number of organizations funded	26	30	30
Total funds allocated to organizations	\$38,746	\$38,746	\$38,746
Number of people benefiting	14,680	12,357	13,000

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
<b>REVENUES:</b>					
Intergovernmental	201,110	197,070	195,621	197,880	197,880
Charges for Services	13	0	0	0	0
Miscellaneous Revenue	1,186	800	1,644	1,200	1,200
<b>TOTAL REVENUES</b>	<u>202,309</u>	<u>197,870</u>	<u>197,265</u>	<u>199,080</u>	<u>199,080</u>
<b>EXPENDITURES:</b>					
Supplies and Materials	650	800	595	700	700
Other Services and Charges	199,858	197,070	189,069	196,130	196,130
Repair & Maintenance	1,800	0	2,250	2,250	2,250
Capital Outlay	0	0	5,351	0	0
<b>TOTAL EXPENDITURES</b>	<u>202,308</u>	<u>197,870</u>	<u>197,265</u>	<u>199,080</u>	<u>199,080</u>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					0.61%
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

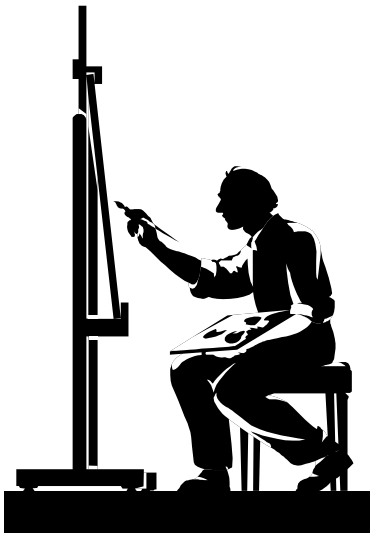
## 208 STATE OF LOUISIANA DIVISION OF ARTS

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### BUDGET HIGHLIGHTS

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- The Division of Arts Grant for 2003 is estimated to be \$197,880. Approved
- The following grant budgets are provided to the participating parishes: - Approved
  - Assumption Parish - \$7,116
  - Lafourche Parish - \$9,700
  - St. Charles Parish - \$3,000
  - St. John Parish - \$5,700
  - St. James Parish - \$4,300
  - Terrebonne Parish - \$14,300



## 209 MARSHAL'S FUND

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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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 eleven 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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### 2003 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 maintain a high percentage of successful service in our civil department.

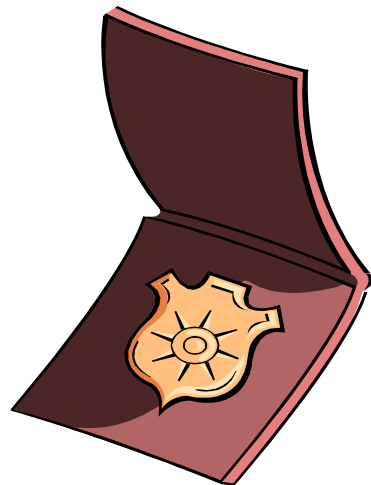
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### 2001-2002 ACCOMPLISHMENTS

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Court security has been improved with the use of video surveillance inside the courtroom, the lobbies, and outside the building. Signs are posted to inform the public that video surveillance is in use, which has significantly improved behavior, enhanced safety and reduced the number of complications and incidents requiring the Marshal's intervention.

In light of the fact that too often deputies have to be pulled from their regular duties and asked to assist with court security or to make an unexpected trip out of the Parish, and despite the fact that we are required to serve an additional average of close to 5,000 juvenile papers per year, which creates no revenue for this office, the civil deputies still have managed to maintain a 90% success rate with the serving of the civil process, and our warrant division is managing to clear 100 plus warrants each month.



**209 MARSHAL'S FUND**

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<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
Total number of deputy marshals	11	11	11
Total number of court sessions (adult)	151	158	160
Total number of court sessions (juvenile)	186	162	167
Total number of bench warrants	7,300	7,500	7,800
Total number of civil papers	3,564	5,000	5,000
Total number of adult subpoenas	1,200	2,500	2,500
Total number of juvenile summons	4,200	5,000	5,000
Total number of Marshal sales and settlements	20	30	30
Total number of seizures	910	1,215	1,415
Total number of garnishments accounts	900	1,200	1,400
Total number of writs of possession	118	140	140
Total criminal fees collected	126,000	125,000	125,000
Total amount of fines collected per warrants	105,000	125,000	150,000
% of civil papers processed served and completed	80%	90%	90%
Total amount of civil fees collected	88,942	89,310	89,000
Total amount of bench warrants cleared	1,020	1,200	1,500

## 209 MARSHAL'S FUND

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	12,630	12,600	12,600	14,400	14,400
Fines & Forfeitures	214,424	230,000	214,310	214,000	214,000
Miscellaneous Revenue	4,118	3,000	300	300	300
Other Revenue	0	0	2,085	0	0
Operating Transfers In	239,254	367,816	345,897	391,339	391,339
<b>TOTAL REVENUES</b>	<b>470,426</b>	<b>613,416</b>	<b>575,192</b>	<b>620,039</b>	<b>620,039</b>
<b>EXPENDITURES:</b>					
Personal Services	464,655	471,301	466,032	484,073	484,073
Supplies & Materials	15,113	22,300	19,734	21,500	21,500
Other Services & Charges	32,053	35,782	29,898	37,586	37,586
Repair & Maintenance	6,270	9,000	7,290	9,000	9,000
Allocated Expenditures	22,548	12,600	22,380	22,380	22,380
Capital Outlay	48,713	44,860	45,660	45,500	45,500
<b>TOTAL EXPENDITURES</b>	<b>589,352</b>	<b>595,843</b>	<b>590,994</b>	<b>620,039</b>	<b>620,039</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					2.56%
INCREASE (DECREASE) TO FUND BALANCE	(118,926)	17,573	(15,802)	0	0
FUND BALANCE, JANUARY 1	134,728	15,802	15,802	0	0
FUND BALANCE, DECEMBER 31	15,802	33,375	0	0	0

## BUDGET HIGHLIGHTS

- The revenue generated from fines and forfeitures is estimated to be \$214,000 in 2003, a decrease of \$16,000 (7%).
- The General Fund supplements this fund with the PILOT revenue of \$391,339.
- Capital outlay: - Approved
  - Two full-size vehicles, \$44,000
  - Computer, \$1,500

**209 MARSHAL'S FUND**

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**PERSONNEL SUMMARY**

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JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		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	5	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	****	****	****
TOTAL	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>				

## 210 GIS TECHNOLOGY FUND (ASSESSOR)

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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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. The Global Positionings (G.P.S.) of all fire hydrants, public buildings, churches, etc., throughout the parish has been completed. This has become a reality with the help of everyone involved.

### 2003 GOALS AND OBJECTIVES

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The 2003 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 ways to go. Both manual and computerized mapping system must be maintained until all accounts, 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 2003 is to bring that part of our project to its completion.

### 2001-2002 ACCOMPLISHMENTS

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At the beginning of 2002, contracts were issued for complete aerial photography of our Parish. Populated areas were flown and taken to a scale of 1:100. Unpopulated areas, such as marsh and agriculture lands were flown and taken to a scale of 1:400. Both aspects of this project are complete. We delivered the aerial photography to our consultants so that they could begin digitizing all structures and assigning addresses to same. This portion of the project should be completed by year's end and delivered to the Assessor's Office. All of this information will be made available to all governmental agencies. A complete copy of it will be stored at 911 Emergency and our Utility Department for back-ups.

The overall picture:

- 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 for all fire departments to use has been developed. By doing so, each district no longer has to purchase this program, resulting in tens of thousands of dollars being saved. We are in the completion stages of a massive parish wide fire hydrant program. This will greatly assist all fire departments in testing these hydrants twice a year for insurance ratings and maintaining the records of over 5,400 of them. By global positioning all hydrants, we will be able to give fire fighters the exact location of the nearest hydrants to a specific location.
- 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. By year's end, the above mentioned fire hydrant program will electronically notify the Waterworks District of the amount (gallons) of water being used when testing these hydrants. This program will also measure the amount (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.



## 210 GIS TECHNOLOGY FUND (ASSESSOR)

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### 2001-2002 ACCOMPLISHMENTS (continued)

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- 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, aerals, property description, acquisitions, etc. Maps of Terrebonne's nearly 48,000 parcels of property will soon be available on the Parish's web site. Dallas, Texas-based Applied Technological Services has converted hundreds of paper maps containing property and ownership information into a digital format for the parish Assessor's Office. Completion of this project represents a significant milestone toward executing our parish wide geographical information system plan. The project was completed in about seven months at a cost of about \$60,000, on schedule and within budget. The use of the outside contractor saved time and money. The next phase of the project will involve linking the newly created digital parcel maps to the parish's appraisal database and making the information available via the Intranet and Internet. Each parcel of property will be digitally tagged with its own unique PIN number to easily search for property.
- 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. This includes all aerial photography.
- 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. This includes all aerial photography.
- City of Houma Police Department and Terrebonne Parish 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. They will also have access to all aerial photography and related data.
- 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. By year's end, we should have our network up and running. With the assistance of Time Warner and Charter Communications, we will have a wireless internet connection between all manned fore stations throughout the parish. For those governmental agencies that are not yet tied-in to our existing network, they will be able to request a tie-in to use our Internet Communications.

## 210 GIS TECHNOLOGY FUND (ASSESSOR)

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	500,000	500,000	500,000	500,000	500,000
Miscellaneous Revenue	10,157	15,000	10,000	10,000	10,000
<b>TOTAL REVENUES</b>	<b>510,157</b>	<b>515,000</b>	<b>510,000</b>	<b>510,000</b>	<b>510,000</b>
<b>EXPENDITURES:</b>					
Personal Services	58,380	0	50,000	50,000	50,000
Supplies & Materials	6,954	0	1,087	1,000	1,000
Other Services & Charges	94,325	331,974	285,286	204,000	204,000
Capital Outlay	84,453	285,766	285,766	255,000	255,000
Operating Transfers Out	153,907	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>398,019</b>	<b>617,740</b>	<b>622,139</b>	<b>510,000</b>	<b>510,000</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>112,138</b>	<b>(102,740)</b>	<b>(112,139)</b>	<b>0</b>	<b>0</b>
FUND BALANCE, JANUARY 1	1	112,139	112,139	0	0
FUND BALANCE, DECEMBER 31	112,139	9,399	0	0	0

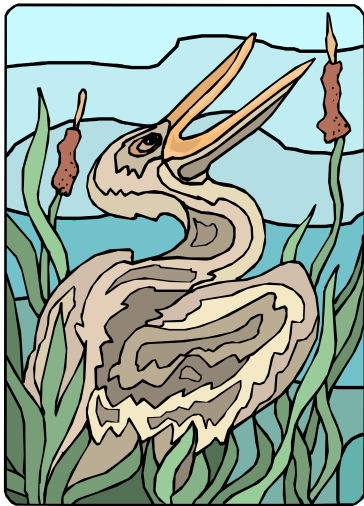
### BUDGET HIGHLIGHTS

- In 2003, the taxing jurisdictions will be proportionately charged \$500,000 for these estimated expenditures. Approved
- The \$500,000, plus interest has been equally proportioned to consulting fees and computer equipment. Approved

## 215 DEPARTMENT OF NATURAL RESOURCES (COASTAL ZONE MANAGEMENT)

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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. The mission statement of this division is to protect, preserve, enhance, and where possible, restore the renewable resources of the coastal wetlands for the enjoyment and long-term benefit of parish residents, and to implement those goals, objectives, and policies that make possible a viable local coastal management program; and to educate the general public on the value of renewable coastal resources and ways to avoid conflicts between user groups.



### 2003 GOALS AND OBJECTIVES

To reduce and where possible stop the rate of land loss in Terrebonne Parish by managing those activities of man as well as exotic species that accelerate the natural process of coastal erosion and subsidence, and to develop management strategies which minimize the damaging effects of natural disasters.

To establish policies and projects that protect the barrier islands, bay, and inland shorelines of Terrebonne Parish from further deterioration and loss due to the interruption of natural process by man; and also where feasible to rebuild the barrier islands in order to protect inland areas from storm surge and tidal action; and also where feasible to create bay shoreline barriers to decrease energy produced by tidal flux; and also where feasible to constrict tidal passes and /or channels in order to decrease energy produced by tidal flux. These projects will be accomplished in consideration for the barrier inlands and shoreline of the Louisiana coast in association with the state's 2050 plan.

To hold, and where possible, prevent saltwater from intruding into freshwater areas in order to protect the freshwater supply to the people of Terrebonne, to keep a balance of salt and freshwater in order to maintain the vast estuaries of Terrebonne, and to prevent land loss due to vegetation dieing off caused by saline waters.

To establish a coordinated coastal use permit system that is consistent with act 361 of 1978, and rules, regulations, and guidelines developed in accordance to the act, in order to prescribe standards for various activities within the coastal zone so as not cause irreparable damage to one resource while developing another.

### 2001-2002 ACCOMPLISHMENTS

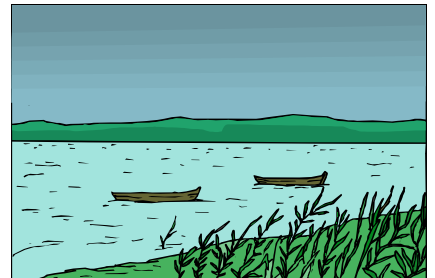
Dedicated the Brady Canal Project at Falgout Canal.

Completed the new Cut Dune Restoration project at Isle Deneries.

Initiated a study of the Houma Navigation Canal.

Initiated vegetative grass plantings on Mandalay Wildlife Refuge.

Received a congratulatory letter from the Department of Natural Resources for a very good evaluation concerning our Coastal Zone Management Program.



**215 DEPARTMENT OF NATURAL RESOURCES (COASTAL ZONE MANAGEMENT)**

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
% of local participation in decision making processing of coastal zone issues	100%	100%	100%
Number of state concern permit applications	272	248	300
Number of local concern permit applications	19	21	35
Number of coastal use permits issued	291	269	300
Number of activities in wetlands	310	290	290
Number of grants for Coastal Zone Management	1	1	2
% of funds secured from state to administer program	50%	50%	50%

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
REVENUES:					
Intergovernmental	35,000	35,000	35,000	35,000	35,000
Operating Transfers In	24,066	35,000	35,000	47,160	47,160
<b>TOTAL REVENUES</b>	<b>59,066</b>	<b>70,000</b>	<b>70,000</b>	<b>82,160</b>	<b>82,160</b>
EXPENDITURES:					
Personal Services	51,110	41,500	48,730	62,545	62,545
Supplies & Materials	4,381	4,350	4,249	4,249	4,249
Other Services & Charges	3,108	13,666	15,717	14,866	14,866
Repair & Maintenance	467	500	500	500	500
Allocated Expenses	0	9,984	0	0	0
Capital Outlay	0	0	804	0	0
<b>TOTAL EXPENDITURES</b>	<b>59,066</b>	<b>70,000</b>	<b>70,000</b>	<b>82,160</b>	<b>82,160</b>
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

**BUDGET HIGHLIGHTS**

- The estimated grant for the year 2003 is \$47,160 from the Department of Natural Resources and will be used for the Coastal Zone Management Program. Approved

**216 OJP-LCLE**

**(OFFICE OF JUSTICE PROGRAMS-LOUISIANA COMMISSION ON LAW ENFORCEMENT)**

**PURPOSE OF APPROPRIATION**

The Houma Police Department, has aggressively sought federal and state funding to meet the growing concerns of violence in Terrebonne Parish. Two grants have been awarded through the Office of Justice, Louisiana Commission on Law Enforcement.

In order to meet compliance with State law, the Violence Against Women Act (VAWA), the Houma Police Department, in collaboration with other Terrebonne Parish Law Enforcement Agencies, will initiate services specific to the needs of women. Women victims are sometimes the sole custodian and caregiver to children. This adds additional trauma that is sometimes compounded by lack of assistance. This program will help eliminate gaps in service to women from the point of inception of the crime to reasonable aftercare. This program will alleviate suffering and facilitate recovery of safety and security, both physically and emotionally, for female victims of domestic violence crimes, assisting women and keeping them informed of services.

The second grant is also used for victims in rural areas, up to at least 50 victims of felony crimes, from the initial report to reasonable follow-up of aftercare. In order to meet compliance with state law, the Crime Victim’s Assistance Act (CVA), the Houma Police Department, in collaboration with other Terrebonne Parish law enforcement agencies, will initiate services specific to the needs of victims.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	0	0	28,825	28,825	28,825
Operating Transfers In	0	0	8,418	8,418	8,418
<b>TOTAL REVENUES</b>	<b>0</b>	<b>0</b>	<b>37,243</b>	<b>37,243</b>	<b>37,243</b>
<b>EXPENDITURES:</b>					
Personal Services	0	0	8,039	8,039	8,039
Supplies & Materials	0	0	600	600	600
Other Services & Charges	0	0	8,336	8,336	8,336
Capital Outlay	0	0	20,268	20,268	20,268
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>0</b>	<b>37,243</b>	<b>37,243</b>	<b>37,243</b>
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

**BUDGET HIGHLIGHTS**

- Capital Outlay: - Approved
  - One (1) desk, \$1,255
  - Forensic light source, \$8,000
  - G.E. Refrigerator, \$1, 255
  - Computer Stress Analyzer, \$9,950

## 219 SECTION 8 VOUCHERS

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2003 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.

### 2001-2002 ACCOMPLISHMENTS

As of December 2001 the Section 8 Program projects have 480 families being assisted under the Housing Choice Voucher Program. Received 109 additional Section 8 vouchers during this year.

During 2002, the Section 8 Program projects had 505 families that were assisted under the Housing Choice Voucher Program.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of families being assisted with Choice Voucher Program	480	505	512
Number of vouchers received during year	189	148	130
Number of families applied for Section 8 Assistance*	676	(450)	(300)
Number of landlords participating in program	190	197	205
Dollar amount of vouchers (Millions)	\$1.9	\$1.9	\$2.0
Number of families with disabilities assisted	67	111	125

\* Remaining families on 2001 waiting list.

## 219 SECTION 8 VOUCHERS

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	2,063,640	1,864,040	2,180,150	2,180,150	2,180,150
Charges for Services	8,117	2,000	3,419	3,419	3,419
Miscellaneous Revenue	3,815	4,800	3,637	3,637	3,637
<b>TOTAL REVENUES</b>	<b>2,075,572</b>	<b>1,870,840</b>	<b>2,187,206</b>	<b>2,187,206</b>	<b>2,187,206</b>
<b>EXPENDITURES:</b>					
Personal Services	156,132	205,752	162,403	198,152	198,152
Supplies & Materials	15,897	10,500	9,396	15,897	15,897
Other Services & Charges	1,871,331	1,648,004	1,964,537	1,964,434	1,964,434
Repair & Maintenance	196	0	0	0	0
Allocated Expenses	(362)	0	0	0	0
Capital Outlay	3,076	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>2,046,270</b>	<b>1,864,256</b>	<b>2,136,336</b>	<b>2,178,483</b>	<b>2,178,483</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					16.86%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>29,302</b>	<b>6,584</b>	<b>50,870</b>	<b>8,723</b>	<b>8,723</b>
FUND BALANCE, JANUARY 1	50,662	79,964	79,964	130,834	130,834
FUND BALANCE, DECEMBER 31	79,964	86,548	130,834	139,557	139,557

## BUDGET HIGHLIGHTS

- The funding of this department is generated from a grant through the Housing and Urban Development Department, Voucher Program. For the year ending 2003, the Parish is projecting to receive \$2,180,150, which is an increase from 2002 by 14.5%.
- Direct housing assistant payments are estimated to be \$1,608,072 for the year 2002.

## 219 SECTION 8 VOUCHERS

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### PERSONNEL SUMMARY

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JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Section 8 Administrator	1	1	1	1	11	29,620	38,203	46,800
Clerk IV	3	2	4	4	57	18,089	23,568	29,035
Clerk II	1	1	0	0	55	15,479	19,894	24,295
TOTAL	<u>5</u>	<u>4</u>	<u>5</u>	<u>5</u>				



## 221 DEPARTMENT OF HEALTH/HUMAN RESOURCES

### PURPOSE OF APPROPRIATION

This Department was funded through a Federal Grant from the U.S. Department of Agriculture through the State of Department of Education and has not been renewed for 2003.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	69,178	70,253	93,714	0	0
<b>TOTAL REVENUES</b>	<b>69,178</b>	<b>70,253</b>	<b>93,714</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES:</b>					
Personal Services	371	2,451	375	0	0
Supplies & Materials	64,838	70,253	93,339	0	0
Other Services & Charges	2,049	1,510	4,382	0	0
<b>TOTAL EXPENDITURES</b>	<b>67,258</b>	<b>74,214</b>	<b>98,096</b>	<b>0</b>	<b>0</b>
% CHANGE OVER PRIOR YEAR					-100.00%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>1,920</b>	<b>(3,961)</b>	<b>(4,382)</b>	<b>0</b>	<b>0</b>
FUND BALANCE, JANUARY 1	20,625	22,545	22,545	18,163	18,163
FUND BALANCE, DECEMBER 31	22,545	18,584	18,163	18,163	18,163

## 222 OJP WEED AND SEED

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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Operation Weed and Seed is a grant program with a strategy, which aims to prevent, control, and reduce violent crime, drug abuse, and gang activity in targeted high crime neighborhoods across the country. Weed and Seed sites range in size from several neighborhood blocks to 15 square miles. In the Mechanicville project, the target area is from Prospect Street to Howard Avenue, to Main Street to Grand Caillou Road. The strategy involves a two-pronged approach: law enforcement agencies and prosecutors cooperate in “weeding out” criminals who participate in violent crime and drug abuse, attempting to prevent their return to the targeted area; and “seeding” brings human services to the area, encompassing prevention, intervention, treatment, and neighborhood revitalization. A community orientated policing component bridges weeding and seeding strategies. Officers obtain helpful information from area residents for weeding efforts while they aid residents in obtaining information about community revitalization and seeding resources. Prevention, intervention, and social programs, and support groups designed to develop positive community attitudes toward combating narcotics use and trafficking. The Safe Haven, for example, is a mechanism to organize and deliver an array of youth and adult oriented human services in a multi-service center setting.

### 2003 GOALS AND OBJECTIVES

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To keep established the Seed Subcommittee, under the direction of the Steering Committee.

To establish an After School Tutoring and Homework Assistance program. This activity will provide after school and tutoring services to twenty (20) school age children for the entirety of the school year.

To keep established a community-based drug prevention, intervention, and referral program at the Safe Haven. The program works in collaboration with the Alcohol and Drug Abuse Council for South Louisiana (ADAC) and the Houma Police Department.

To establish a Summer Enrichment/Delinquency Prevention Program. Working in cooperation with ADAC and the Houma Police Department, a summer enrichment/delinquency prevention program will be provided for eight (8) weeks during the summer months.

To establish a Conflict Resolution and Peer Mediation program. This program is to develop a cadre of peer mediators to institutionalize Peer Mediation within the Target Area.

Working with the Terrebonne Parish Health Unit and the Terrebonne General Medical Center, a community-based Health Education and Outreach Program will be developed and implemented.

### 2001-2002 ACCOMPLISHMENTS

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During the summer, school age children came to the Safe Haven 3 days a week for six weeks. The TPCG Summer Feeding Program also provided the children a meal.

Sixty-five school aged children that maintained a 2.5 GPA or higher, while in school, were brought on a field trip to Jazzland in New Orleans.

The summer program, which was established, was titled “Off the Streets”.

The Houma Police Department started “Terrebonne Young Marines” which will provide two (2) boot camps per year.

In 2002, ten school age children have signed up for the boot camp from the target area.

**222 OJP WEED AND SEED**

<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
After school tutoring and homework assistance	N/A	20	20
Community based drug prevention, intervention, and referral program	N/A	20	20
Summer enrichment program	N/A	60	60
Conflict resolution and peer mediation	N/A	20	20
Immunization and health education program	N/A	20	20
Increase affordable housing opportunities	N/A	5	5
Implement job training program	N/A	50	50

**Louisiana: Terrebonne Parish Weed and Seed Target Site**



**222 OJP WEED AND SEED**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	0	175,000	175,000	275,000	275,000
Operating Transfers In	0	38,798	2,758	5,088	5,088
<b>TOTAL REVENUES</b>	<b>0</b>	<b>213,798</b>	<b>177,758</b>	<b>280,088</b>	<b>280,088</b>
<b>EXPENDITURES:</b>					
Personal Services	0	118,413	82,368	146,043	146,043
Supplies & Materials	0	10,165	10,165	16,320	16,320
Other Services & Charges	0	79,220	79,220	68,457	68,457
Allocated Expenses	0	0	2,500	5,088	5,088
Capital Outlay	0	6,000	3,505	44,180	44,180
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>213,798</b>	<b>177,758</b>	<b>280,088</b>	<b>280,088</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					<b>11.08%</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**

- Capital Outlay: - Approved
  - Undercover lady bugs (video recorders, pin hole color cameras, audio repeater, audio ¼ watt receiver and audio transmitter), \$11,780
  - Various surveillance equipment, \$7,400
  - Outside cameras, \$25,000

## 225 HOUSING/URBAN DEVELOPMENT GRANT

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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The mission of the Terrebonne Community Development Block Grant Program (CDGB) is to provide public service, public facilities, economic development, and housing activities that will preserve and develop viable communities. The principal beneficiaries are low-income households. The monies in this fund are received from the U.S. Department of Housing and Urban Development.

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### 2003 GOALS AND OBJECTIVES

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To provide decent, safe, and sanitary housing, suitable living environment and expanding economic opportunities for persons of low and moderate income.

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### 2001-2002 ACCOMPLISHMENTS

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Phase I of the Clinton Street Sewer I Project was completed in 2001. There were 23 low-income residents connected to the main sewer line.

Phase II of the Clinton Street Sewer Project is currently underway and is 75% complete. It is anticipated that over 80 households will receive sewer connection assistance.

Lease payments for two Head Start classrooms were funded in 2001-2002.

In 2001-2002 CDBG funds provided the required local match to the Emergency Shelter Grant, which funds the Beautiful Beginnings Center.

Over 200 illiterate and/or non-English speaking adults were tutored in reading and writing.

In 2001-2002 four (4) Economic Development loans and one (1) Micro-Loan was funded.

Approximately 1,200 children received hot nutritious meals, tutoring, and recreation in 2001 and 2002 through the Summer Feeding and Tutorial Program.

In 2001-2002 CDBG funds provided a local match to the Terrebonne Youthbuild Program.



## 225 HOUSING/URBAN DEVELOPMENT GRANT

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of households effected by Clinton Street Project	50	150	200
Number of households connected to main in Clinton Street Project Area	23	80	103
Number of Head Start students effected by lease payments made by CDBG grant	50	50	50
Number of families effected by local match being provided to homeless shelter	14	20	20
Number of households receiving Housing Rehabilitation	11	12	25
Number of safe affordable rental units made available to low-income renters by assisting landlords through Rental Rehabilitation program	0	3	5
Number of abandoned/deteriorated structures removed to eliminate blight	0	4	5
Number of bus passes issued through 17 participating agencies	17,000	18,000	20,000
Number of low-income persons assisted through Safe Passage Program	3,500	3,600	4,000
Number of students effected by local match provided to Terrebonne Youthbuild	55	45	50

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
<b>REVENUES:</b>					
Intergovernmental	1,522,549	5,151,039	4,221,556	1,539,000	1,539,000
Charges for Services	69,621	44,000	50,250	44,000	44,000
Fines & Forfeitures	36	0	0	0	0
Miscellaneous Revenue	16,582	0	12,800	0	0
<b>TOTAL REVENUES</b>	<u>1,608,788</u>	<u>5,195,039</u>	<u>4,284,606</u>	<u>1,583,000</u>	<u>1,583,000</u>
<b>EXPENDITURES:</b>					
Personal Services	389,006	386,382	514,030	421,071	421,071
Supplies & Materials	26,096	42,914	38,091	31,850	31,850
Other Services & Charges	507,159	1,764,798	916,526	659,309	659,309
Repair & Maintenance	4,509	15,464	1,629	9,682	9,682
Allocated Expenditures	(12,265)	0	(50,524)	(62,621)	(62,621)
Capital Outlay	617,480	3,164,754	2,790,231	504,000	504,000
Operating Transfers Out	141,579	0	192,222	0	0
<b>TOTAL EXPENDITURES</b>	<u>1,673,564</u>	<u>5,374,312</u>	<u>4,402,205</u>	<u>1,563,291</u>	<u>1,563,291</u>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					
					-49.22%
<b>INCREASE (DECREASE) TO</b>	(64,776)	(179,273)	(117,599)	19,709	19,709
<b>FUND BALANCE, JANUARY 1</b>	282,601	217,825	217,825	100,226	100,226
<b>FUND BALANCE, DECEMBER 31</b>	217,825	38,552	100,226	119,935	119,935

## 225 HOUSING/URBAN DEVELOPMENT GRANT

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### BUDGET HIGHLIGHTS

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- The 2003 grant entitlement from the Housing and Urban Development Grant is estimated to be \$1,539,000.
- Special Programs: - Approved
  - \$26,850 Literacy Program
  - \$60,000 Homeless Shelter Operations
  - \$50,000 Public Transit
  - \$47,000 Head Start Operations
  - \$521,712 Housing Rehab
- Capital Projects, \$300,000 to be allocated with the adoption of the “Proposed use of Funds” in early 2003. Approved

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### PERSONNEL SUMMARY

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#### 225-611 CDBG ADMINISTRATION

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 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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#### 225-619 CDBG HOUSING REHAB

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Foreman-Carpenter	0	1	1	1	60	23,348	31,022	38,697
Carpenter	0	2	2	2	28	19,647	25,763	31,879
TOTAL	<u>0</u>	<u>3</u>	<u>3</u>	<u>3</u>				

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### PERSONNEL SUMMARY

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#### 225-620 CDBG SUMMER YOUTH PROGRAM

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Administrator	1	1	0	0	N/A	****	****	****
Teacher-Asst. Supv.	40	14	0	0	N/A	****	****	****
Clerk I	7	26	0	0	N/A	****	****	****
Tutor-Monitor	14	30	0	0	N/A	****	****	****
TOTAL PART-TIME	<u>62</u>	<u>71</u>	<u>0</u>	<u>0</u>				

## 226 DEPARTMENT OF URBAN/COMMUNITY AFFAIRS

### PURPOSE OF APPROPRIATION

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. These loans will be used for the Façade Lending Program, Economic Development Loans, and Economic Development Grants.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Charges for Services	32,772	7,200	0	0	0
Fines & Forfeitures	39	0	0	0	0
Miscellaneous Revenue	2,446	2,800	900	0	0
<b>TOTAL REVENUES</b>	<b>35,257</b>	<b>10,000</b>	<b>900</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES:</b>					
Personal Services	187	180	121	0	0
Supplies & Materials	463	1,500	100	0	0
Other Services & Charges	23	53,000	34,924	68,000	68,000
<b>TOTAL EXPENDITURES</b>	<b>673</b>	<b>54,680</b>	<b>35,145</b>	<b>68,000</b>	<b>68,000</b>
<b>% CHANGE OVER PRIOR YEAR</b>					24.36%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>34,584</b>	<b>(44,680)</b>	<b>(34,245)</b>	<b>(68,000)</b>	<b>(68,000)</b>
FUND BALANCE, JANUARY 1	67,661	102,245	102,245	68,000	68,000
FUND BALANCE, DECEMBER 31	102,245	57,565	68,000	0	0

### BUDGET HIGHLIGHTS

- Programs: - Approved
  - Façade Lending Program, \$15,000
  - Economic Development Grants, \$30,000
  - Economic Development Loans, \$23,000



## 227 WORKFORCE INVESTMENT ACT (WIA) ASSISTANCE

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2001-2002 ACCOMPLISHMENTS

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.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of classroom training participants	44	81	40
Number of welfare-to-work participants	9	8	5
Number of participants referred by the Work Connection (JTPA)	55	67	55
Number of participants obtaining employment	25	27	25
Number of participants retaining employment	25	27	25

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
REVENUES:					
Intergovernmental	50,077	101,326	68,710	73,529	73,529
TOTAL REVENUES	<u>50,077</u>	<u>101,326</u>	<u>68,710</u>	<u>73,529</u>	<u>73,529</u>
EXPENDITURES:					
Personal Services	50,293	94,076	66,858	71,677	71,677
Other Services & Charges	463	7,250	1,852	1,852	1,852
Allocated Expenditures	<u>(680)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>50,076</u>	<u>101,326</u>	<u>68,710</u>	<u>73,529</u>	<u>73,529</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					-27.43%
INCREASE (DECREASE) TO FUND BALANCE	1	0	0	0	0
FUND BALANCE, JANUARY 1	(1)	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	0	0

## 227 WORKFORCE INVESTMENT ACT (WIA) ASSISTANCE

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### BUDGET HIGHLIGHTS

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- 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 for 2003 is \$73,529, Approved

### PERSONNEL SUMMARY

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JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
E & T Instructor	2	1	1	1	N/A	****	****	****
E & T Operation Analyst-Inst.	1	1	1	1	N/A	****	****	****
TOTAL	<u>3</u>	<u>2</u>	<u>2</u>	<u>2</u>				

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

### MISSION STATEMENT /DEPARTMENT DESCRIPTION

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

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of clients receiving weatherization assistance	5	2	6
Number of clients receiving new insulation to homes	0	2	4
Number of low-income families homes made energy efficient	5	4	4

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
REVENUES:					
Intergovernmental	10,156	24,025	8,737	10,500	10,500
Operating Transfers In	533	0	0	0	0
<b>TOTAL REVENUES</b>	<b>10,689</b>	<b>24,025</b>	<b>8,737</b>	<b>10,500</b>	<b>10,500</b>
EXPENDITURES:					
Personal Services	3,523	7,435	5,200	2,200	2,200
Other Services & Charges	7,166	16,590	3,537	8,300	8,300
<b>TOTAL EXPENDITURES</b>	<b>10,689</b>	<b>24,025</b>	<b>8,737</b>	<b>10,500</b>	<b>10,500</b>
% CHANGE OVER PRIOR YEAR					-56.30%
INCREASE (DECREASE) TO FUND BALANCE					
FUND BALANCE, JANUARY 1	0	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 2003, \$10,500.
- Direct services of labor and material, \$10,500, Approved

## 229 DEPARTMENT OF LABOR – CSBG GRANT

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2003 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	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of clients assisted with crisis intervention	87	10	40
Number of clients assisted with Low Income Home Energy Program	1,511	999	1,000
Number of clients assisted with emergency food and shelter	38	44	50
Number of grant applications submitted	3	5	5
Number of self sufficient training sessions	11	1	10
Number of clients who developed family budgets	87	54	90
Number of families that received information and referrals	40	40	40
% of families that have become self-sufficient	87%	54%	90%



## 229 DEPARTMENT OF LABOR – CSBG GRANT

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	228,663	599,414	286,671	316,174	316,174
<b>TOTAL REVENUES</b>	<b>228,663</b>	<b>599,414</b>	<b>286,671</b>	<b>316,174</b>	<b>316,174</b>
<b>EXPENDITURES:</b>					
Personal Services	187,820	447,202	212,999	214,590	214,590
Supplies & Materials	7,810	18,000	11,057	11,000	11,000
Other Services and Charges	68,296	136,090	63,842	97,334	97,334
Repair & Maintenance	55	850	174	250	250
Allocated Expenditures	(36,374)	(25,728)	(37,686)	(10,500)	(10,500)
Capital Outlay	525	23,000	36,285	3,500	3,500
Operating Transfers Out	533	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>228,665</b>	<b>599,414</b>	<b>286,671</b>	<b>316,174</b>	<b>316,174</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-46.33%
INCREASE (DECREASE) TO	(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 2003 grant is estimated at \$316,174, an increase of 21% from 2002.
- Although a major component of this grant relates to personnel services, direct services are offered as follows: - Approved
  - Emergency Food Vouchers, \$2,250
  - Literacy Services, \$17,784
  - Emergency Assistance Payments, \$20,000
- Operating Capital – Approved
  - Computer, \$3,000
  - Desk, \$500
- Personnel: - Approved
  - Reclass – Clerk II, Grade 55 to Clerk IV, Grade 57
  - - 2 Caseworkers, Grade 55 to Clerk IV, Grade 57
  - New Position – Clerk IV, Grade 57

**229 DEPARTMENT OF LABOR – CSBG GRANT**

**PERSONNEL SUMMARY**

**229-642 CSBG - ADMINISTRATION**

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Human Development Adm.	1	0	0	0	11	29,620	38,203	46,800
Secretary	1	0	0	0	56	16,725	21,621	26,529
TOTAL	<u>2</u>	<u>0</u>	<u>0</u>	<u>0</u>				

**PERSONNEL SUMMARY**

**PERSONNEL SUMMARY**

**229-643 CSBG - PROGRAMS**

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Clerk II	3	0	0	0	55	15,479	19,894	24,295
TOTAL	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>				

**229-644 CSBG Hurricane Andrew Relief**

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Human Development Admin.	0	1	1	1	11	29,620	38,203	46,799
Executive Secretary	0	1	0	0	58	19,647	25,763	31,879
TOTAL	<u>0</u>	<u>2</u>	<u>1</u>	<u>1</u>				

**PERSONNEL SUMMARY**

**229-645 Comm Svc Homeless Grant**

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Clerk IV	0	0	4	4	57	18,089	23,569	29,035
Clerk II	0	1	0	0	55	15,479	19,894	24,296
Caseworker	0	2	0	0	55	15,479	19,894	24,296
TOTAL	<u>0</u>	<u>3</u>	<u>4</u>	<u>4</u>				

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

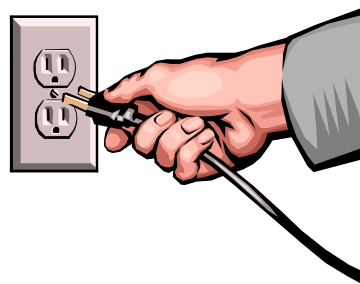
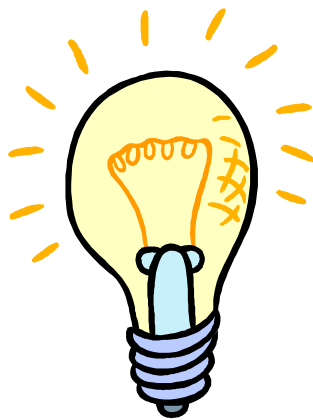
**MISSION STATEMENT / DEPARTMENT DESCRIPTION**

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.

**2001-2002 ACCOMPLISHMENTS**

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.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of households assisted with utility payments	1,511	999	1,000
Dollar amount paid in utility assistance payments	\$268,705	\$301,260	\$200,000
Number of utility service providers to be paid	7	7	7



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

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	344,699	134,968	353,866	140,000	140,000
Operating Transfers In	60,000	30,000	30,000	0	0
<b>TOTAL REVENUES</b>	<b>404,699</b>	<b>164,968</b>	<b>383,866</b>	<b>140,000</b>	<b>140,000</b>
<b>EXPENDITURES:</b>					
Supplies & Materials					
Other Services & Charges	379,954	155,552	333,266	129,500	129,500
Allocated Expenditures	24,746	9,416	50,600	10,500	10,500
<b>TOTAL EXPENDITURES</b>	<b>404,700</b>	<b>164,968</b>	<b>383,866</b>	<b>140,000</b>	<b>140,000</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS</b>					<b>-16.75%</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(1)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
FUND BALANCE, JANUARY 1	1	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	0	0

### BUDGET HIGHLIGHTS

- The LIHEAP grant is expected to generate \$140,000 in 2003.
- Estimated direct services to be paid to Entergy, Terrebonne Parish Utility System, SLECA (South Louisiana Electric Coop Association), Amp of Louisiana, Housing Authority and Transla total \$129,500. Approved



## 231 DHH OFFICE OF ADDICTIVE DISORDERS

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2002 GOALS AND OBJECTIVES

Our goal is always to increase our census.

To continue to educate the staff on disease concept and client manipulation, etc.



### 2001-2002 ACCOMPLISHMENTS

The treatment centers, especially Fairview, comment that our clients appear to be more prepared for treatment because of our services.



**231 DHH OFFICE OF ADDICTIVE DISORDERS**

<b>PERFORMANCE MEASURES</b>	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of clients entering treatment program	660	653	730
Number of clients completing treatment program	545	413	602
Number of beds in facility	12	12	12
% of clients referred	100%	100%	100%
Number of clients repeating treatment	91	102	115
Number of alcohol/drug abuse educational presentations	1,114	1,144	1,144

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	0	147,168	136,000	136,000	136,000
Charge for Services	0	8,200	7,200	7,200	7,200
Miscellaneous Revenue	0	4,800	0	0	0
Operating Transfers In	0	48,951	46,369	24,000	24,000
<b>TOTAL REVENUES</b>	<b>0</b>	<b>209,119</b>	<b>189,569</b>	<b>167,200</b>	<b>167,200</b>
<b>EXPENDITURES:</b>					
Personal Services	0	158,426	138,878	140,181	140,181
Supplies & Materials	0	11,550	9,498	9,650	9,650
Other Services & Charges	0	26,418	27,149	28,616	28,616
Repairs and Maintenance	0	500	400	1,400	1,400
Capital Outlay	0	0	499	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>196,894</b>	<b>176,424</b>	<b>179,847</b>	<b>179,847</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY</b>					<b>-8.66%</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>					
	0	12,225	13,145	(12,647)	(12,647)
FUND BALANCE, JANUARY 1	0	0	0	13,145	13,145
FUND BALANCE, DECEMBER 31	0	12,225	13,145	498	498

## 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, \$136,000 and Client Fees charged to participants, \$6,900. Approved
- General Fund supplement of \$24,000 provides for additional hours for part-time employees, Approved
- No Operating Capital

### PERSONNEL SUMMARY

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JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Director	1	1	1	1	N/A	****	****	****
Assistant Director	1	1	1	1	N/A	****	****	****
TOTAL FULL-TIME	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>				
Clerk I	8	8	8	8	53	6,694	8,486	10,279
TOTAL PART-TIME	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>				
TOTAL	<u><u>10</u></u>	<u><u>10</u></u>	<u><u>10</u></u>	<u><u>10</u></u>				

## 232 YOUTHBUILD PROGRAM

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2003 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.

### 2001-2002 ACCOMPLISHMENTS

By the end of 2001 five (5) students received their GED.

Four students were enrolled in college during 2001.

Construction of one new home was completed in 2001.

The construction of two new homes was completed and 25 units of public housing were rehabilitated.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of participants completing GED and received diploma	5	8	8
Number of participants enrolled in college	4	4	4
Number of participants enrolled in trade school	2	5	5
Number of participants completing construction training program	10	12	10
Number of homes constructed	1	1	2
Number of homes rehabilitated by participants	4	25	20
Number of participants completing program	10	12	10
% of participants improved by programs	98%	98%	98%
% of participants obtaining employment	60%	60%	60%
% of participants retaining employment	60%	60%	60%
% of participants attaining a skill	98%	98%	98%

## 232 YOUTHBUILD PROGRAM

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	270,099	824,364	327,306	474,814	474,814
Operating Transfers In	0	13,650	58,234	0	0
<b>TOTAL REVENUES</b>	<b>270,099</b>	<b>838,014</b>	<b>385,540</b>	<b>474,814</b>	<b>474,814</b>
<b>EXPENDITURES:</b>					
Personal Services	273,945	702,692	343,065	498,868	498,868
Supplies & Materials	8,075	51,283	26,290	11,200	11,200
Other Services and Charges	16,934	69,501	31,206	37,730	37,730
Repair and Maintenance	283	1,518	150	175	175
Allocated Expenditures	(29,136)	(54,768)	(82,959)	(73,159)	(73,159)
Capital Outlay	0	67,788	67,788	0	0
<b>TOTAL EXPENDITURES</b>	<b>270,101</b>	<b>838,014</b>	<b>385,540</b>	<b>474,814</b>	<b>474,814</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-33.58%
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 Youth Build grant is estimated to generate \$430,840 for 2003.
- The remaining funds at year-end of 2002 will be carried over to 2003.
- Reclass Administrator from Grade 10 to Grade 11, no salary change.

## 232 YOUTHBUILD PROGRAM

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### PERSONNEL SUMMARY

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#### 232-662 YOUTH BUILD PRGM ADMINISTRATION

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Youth Build Administrator	0	0	1	1	11	29,620	38,203	46,799
Youth Build Administrator	1	1	0	0	10	27,100	34,827	42,553
Clerk III	0	0	1	1	56	16,725	21,621	26,529
Clerk II	1	1	0	0	55	15,479	19,894	24,295
TOTAL	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>				

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### PERSONNEL SUMMARY

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#### 232-664 EDUCATION/JOB TRAINING

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Instructor-Site Supervisor	3	4	4	4	59	21,737	28,231	35,074
TOTAL	<u>3</u>	<u>4</u>	<u>4</u>	<u>4</u>				

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### PERSONNEL SUMMARY

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

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Laborer I-General	23	20	23	23	N/A	*****	*****	*****
TOTAL PART-TIME	<u>23</u>	<u>20</u>	<u>23</u>	<u>23</u>				

## 234 TERREBONNE HOMELESS SHELTER

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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, counseling, and other essential services to homeless women with children in an effort to promote self-sufficiency. The Homeless Shelter is managed through a contract with Start Corporation.

### 2003 GOALS AND OBJECTIVES

To provide temporary shelter to 20 homeless women with children, while providing the essential services necessary to empower them to become self-sufficient. It is also the goal of this program to provide emergency rent, utility, or other housing related assistance to homeless women with children that can document their ability to continue payments once assistance is received.

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 parenting classes and child care referral services.

To provide access to education and skills training services.

### 2001-2002 ACCOMPLISHMENTS

There were 32 families that temporary shelter and essential services was provided to.

There was one (1) family that received emergency rental assistance.



PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of families receiving emergency shelter and essential services	14	20	20
Number of families receiving emergency assistance that are not residents	0	1	5

## 234 TERREBONNE HOMELESS SHELTER

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	74,824	295,114	66,947	160,531	160,531
Miscellaneous Revenue	8,600	0	4,224	0	0
Operating Transfers In	72,627	0	66,947	0	0
<b>TOTAL REVENUES</b>	<b>156,051</b>	<b>295,114</b>	<b>138,118</b>	<b>160,531</b>	<b>160,531</b>
<b>EXPENDITURES:</b>					
Personal Services	21,516	62,363	20,479	28,581	28,581
Supplies & Materials	4,270	20,668	1,874	5,200	5,200
Other Services & Charges	116,615	204,000	110,641	118,750	118,750
Repair & Maintenance	608	8,083	900	8,000	8,000
Capital Outlay	4,443	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>147,452</b>	<b>295,114</b>	<b>133,894</b>	<b>160,531</b>	<b>160,531</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-45.60%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>					
	8,599	0	4,224	0	0
FUND BALANCE, JANUARY 1	301,043	309,642	309,642	313,866	313,866
FUND BALANCE, DECEMBER 31	309,642	309,642	313,866	313,866	313,866

## BUDGET HIGHLIGHTS

- The funding for this program comes from a grant through Emergency Shelter Grant Program, Office of Community Services \$100,531 and is matched by the HUD entitlement grant 60,000. Approved
- Management Contract, \$66,000, Start Corporation, Approved
- Security Contract, \$18,636, Approved



## 235 HOME INVESTMENT PARTNERSHIP

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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 by providing housing programs that meet local needs and priorities. The Parish Department of Housing and Human Services administers this program.



### 2003 GOALS AND OBJECTIVES

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

To provide affordable housing opportunities to lower-income homebuyers by providing down payment and closing cost assistance.

To assist lower-income families with the replacement of homes that has been deemed beyond repair.

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

To provide Tenant Based Rental Assistance (TBRA) to eligible homeless families.



### 2001-2002 ACCOMPLISHMENTS

Catholic Social Services, a designated CHDO has provided homeownership training to 80 potential first-time homebuyers.

Provided funds to over 50 low-income first-time homebuyers for down payment and closing cost of up to \$10,000 in 2001-2002. Seven extremely low income first-time homebuyers received up to \$14,500 for down payment and closing cost in 2002.

START Corporation, a designated CHDO completed the development of the James Aitkens Subdivision. In addition, START has built two homes in the subdivision that are being occupied by low-income families. Ten lots of property have been sold to a variety of agencies that will build homes that will be provided to low-income families.

Catholic Housing Services provided property and materials that allowed Youthbuild participants the opportunity to construct a new single family home. This home will be made available to a low-income homebuyer.

Concerned Clergy and Laity of Christian Churches, a designated CHDO, has rehabilitated their second home that is being made available to a low-income family through the Section 8 Program.

The Concerned Clergy and Laity of Christian Churches have secured the old "That Stanley" building that will house a business incubator for small and/or new businesses in Terrebonne Parish.

**235 HOME INVESTMENT PARTNERSHIP**

<b>PERFORMANCE MEASURES</b>	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of families that received Homeownership Training	74	80	80
Number of first -time homebuyers assisted	26	35	40
Number of homes replaced	0	8	10
Number of CHDO affordable housing projects	3	5	5
Number of families assisted though Tenant Based Rental Assistance (TBRA)	0	5	10

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	626,605	1,733,907	1,012,920	604,000	604,000
Charges for Services	16,350	0	153,364	0	0
Operating Transfers In	3,530	23,543	10,136	17,424	17,424
<b>TOTAL REVENUES</b>	<b>646,485</b>	<b>1,757,450</b>	<b>1,176,420</b>	<b>621,424</b>	<b>621,424</b>
<b>EXPENDITURES:</b>					
Personal Services	55,286	78,476	60,100	62,022	62,022
Supplies & Materials	114	786	100	200	200
Other Services & Charges	584,825	1,691,074	962,856	559,202	559,202
Repair & Maintenance	0	200	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>640,225</b>	<b>1,770,536</b>	<b>1,023,056</b>	<b>621,424</b>	<b>621,424</b>
<b>% CHANGE OVER PRIOR YEAR</b>					<b>-64.90%</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>6,260</b>	<b>(13,086)</b>	<b>153,364</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>7,288</b>	<b>13,548</b>	<b>13,548</b>	<b>166,912</b>	<b>166,912</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>13,548</b>	<b>462</b>	<b>166,912</b>	<b>166,912</b>	<b>166,912</b>

## 235 HOME INVESTMENT PARTNERSHIP

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### BUDGET HIGHLIGHTS

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- HUD Home Program grant for 2002, \$604,000
- A General Fund supplement is proposed for \$17,424, an increase of \$1,381 from year 2002. Approved
- Direct services: - Approved
  - \$90,600 Community Housing Development Organization (CHDO) Loan Program
  - \$363,000 First-Time Homebuyer's Assistance
  - \$90,000 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.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of clients receiving assistance for emergency utility assistance	0	17	17
Number of clients receiving assistance for emergency shelter	2	0	0
Number of clients receiving assistance for emergency rent/mortgage payments	36	27	30

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
REVENUES:					
Intergovernmental	12,341	20,000	20,000	20,000	20,000
TOTAL REVENUES	<u>12,341</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
EXPENDITURES:					
Other Services & Charges	12,341	20,000	20,000	20,000	20,000
TOTAL EXPENDITURES	<u>12,341</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>	<u>20,000</u>
% CHANGE OVER PRIOR YEAR					0.00%
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

### BUDGETS HIGHLIGHTS

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

**237 FTA GRANT (URBAN)**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 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.

**2001-2002 ACCOMPLISHMENTS**

Implemented system's first public transit service expansion in the Gray area and at Nicholls State University.

Maintained high level of service efficiency.

Helped to secure increased levels of state funding for small urban system.



<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>	<b>1997 National Average</b>
Dollar amount of operating cost per revenue mile	\$2.73	\$2.85	\$3.29	\$3.69
Dollar amount of operating cost per revenue trip	\$46.84	\$48.92	\$56.39	\$49.69
Dollar amount of operating cost per passenger mile	\$0.76	\$0.79	\$0.91	\$0.55
Dollar amount of operating cost per passenger trip	\$3.64	\$3.80	\$4.38	\$2.11
Dollar amount for passenger trip per revenue mile	\$0.75	\$0.75	\$0.75	\$1.70
Dollar amount for passenger trip per revenue hour	\$12.88	\$12.88	\$12.88	\$23.57
Number of Transit rider ship per year	214,520	214,520	214,520	N/A
Operating cost per ride	\$3.64	\$3.80	\$4.38	N/A
Operating cost per year	\$780,349	\$815,124	\$939,591	N/A

## 237 FTA GRANT (URBAN)

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	522,905	1,029,783	723,753	607,287	607,287
Charges for Services	130,185	121,775	118,422	118,300	118,300
Miscellaneous Revenue	19,278	0	4,549	500	500
Other Revenue	627	0	0	0	0
Operating Transfers In	<u>483,851</u>	<u>208,253</u>	<u>243,753</u>	<u>260,004</u>	<u>260,004</u>
<b>TOTAL REVENUES</b>	<u><b>1,156,846</b></u>	<u><b>1,359,811</b></u>	<u><b>1,090,477</b></u>	<u><b>986,091</b></u>	<u><b>986,091</b></u>
<b>EXPENDITURES:</b>					
Personal Services	532,302	673,792	602,217	678,561	678,561
Supplies & Materials	85,153	118,588	95,148	102,770	102,770
Other Services & Charges	141,079	273,074	161,454	181,497	181,497
Repair & Maintenance	51,878	61,048	53,072	47,150	47,150
Allocated Expenditures	(30,059)	(34,166)	(63,516)	(49,758)	(49,758)
Capital Outlay	76,547	314,710	314,710	38,500	38,500
Operating Transfer Out	<u>65,134</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<u><b>856,900</b></u>	<u><b>1,407,046</b></u>	<u><b>1,163,085</b></u>	<u><b>998,720</b></u>	<u><b>998,720</b></u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-10.34%
<b>INCREASE (DECREASE) TO</b>					
<b>FUND BALANCE</b>	299,946	(47,235)	(72,608)	(12,629)	(12,629)
FUND BALANCE, JANUARY 1	4	299,950	299,950	227,342	227,342
FUND BALANCE, DECEMBER 31	299,950	252,715	227,342	214,713	214,713

## BUDGET HIGHLIGHTS

- Intergovernmental Grants: - Approved
  - Parish Transportation Fund, \$80,000
  - FTA Grant-Operational Assistance, \$419,516
  - FTA Grant-Planning and Capital, \$72,771
  - HUD-CDBG-Special Allocation, \$35,000
- Estimated Bus Fare revenue, \$110,000, Approved
- General Fund supplement, \$260,004 from PILOT Revenues, Approved

## 237 FTA GRANT (URBAN)

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### PERSONNEL SUMMARY

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#### 237-690 PLANNING

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						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	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Asst. Adm.-Transit	1	0	1	1	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>2</u>	<u>2</u>				

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### PERSONNEL SUMMARY

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#### 237-692 VEHICLE OPERATIONS

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						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	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						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	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						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>				





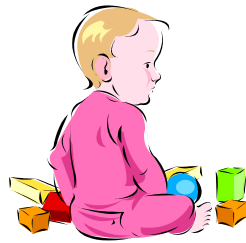
## 239 HUD HEAD START PROGRAM

### MISSION STATEMENT / DESCRIPTION

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.

### 2003 GOALS AND OBJECTIVES

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



### 2001-2002 ACCOMPLISHMENTS

The Terrebonne Parish Head Start Program had 85 students graduate in May 2002.

The Terrebonne Parish Head Start Program has formed its own Policy Committee to work in conjunction with the Lafourche Parish Head Start Policy Council in the decision making processes.

In the spring, 2002, the Terrebonne Parish Head Start Program hired a Nurse Supervisor who will manage the Health, Nutrition, and Disabilities Content areas of our program. We have also taken on the responsibility of maintaining the Child Records and Enrollment.

PERFORMANCE MEASURES	FY2001 Actual	FY2002 Estimated	FY2003 Projected
% of children who identify name	100%	100%	100%
% of children who print name	69%	69%	69%
% of children who identify basic 8 colors	88%	88%	88%
% of children who identify numerals (1-10)	77%	77%	77%
% of children who can count (1-10)	90%	90%	90%
% of children who identify basic shapes	92%	92%	92%
% of children who identify 10 letters of the alphabet, especially those in their name	68%	70%	75%
% of children who understand increasingly complex and varied words	68%	70%	75%
% of non-English speaking children who progress in listening to and understanding English	100%	100%	100%
% on non-English speaking children who progress in speaking English	100%	100%	100%
% of children developing increasing abilities to understand and use language to communicate information, experiences, ideas, feelings, opinions, needs, etc.	78%	80%	85%
% of children who recognize a word as a unit of print	69%	72%	82%
% of children who know the letters of the alphabet are a special category of visual graphics that can be individually named	69%	72%	82%
% of children who orally recite phone number	59%	65%	72%
% of children who opens own milk	100%	100%	100%
% of children who tie own shoes	67%	67%	70%
% of children who put on own coat	98%	100%	100%
% of children telling and re-telling stories in a sequence	78%	78%	78%
% of children displaying proper table manners	95%	95%	100%

## 239 HUD HEAD START PROGRAM

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	699,650	861,019	762,352	974,233	974,233
Operating Transfers In	<u>66,271</u>	<u>33,523</u>	<u>65,064</u>	<u>34,663</u>	<u>34,663</u>
<b>TOTAL REVENUES</b>	<b><u>765,921</u></b>	<b><u>894,542</u></b>	<b><u>827,416</u></b>	<b><u>1,008,896</u></b>	<b><u>1,008,896</u></b>
<b>EXPENDITURES:</b>					
Personal Services	691,558	821,419	753,479	949,553	949,553
Supplies & Materials	507	200	380	100	100
Other Services & Charges	50,529	53,138	50,741	53,838	53,838
Repair & Maintenance	338	500	250	500	500
Allocated Expenditures	19,489	19,285	21,025	4,905	4,905
Capital Outlay	<u>3,500</u>	<u>0</u>	<u>1,541</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<b><u>765,921</u></b>	<b><u>894,542</u></b>	<b><u>827,416</u></b>	<b><u>1,008,896</u></b>	<b><u>1,008,896</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					14.71%
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

## BUDGET HIGHLIGHTS

- HUD Head Start Grant estimated for 2003, \$929,313
- CDBG-HUD special allocation, \$44,920
- General Fund supplement for 2003, \$34,663, an increase of \$1,140 over 2002, Approved
- Reclass Head Start Administrator from Grade 10 to Grade 11, Approved
- Eliminated Parent Inv. Coordinator position and reclassified to Family Serv. Specialist/Center Director, Approved
- Two Resource Center Managers, Grade 59 reclassified to Family Serv. Specialist/Center Director, Grade 59 bringing to a total of five in this position. Approved
- One new position, Education Specialist, Grade 10, Approved

## 239 HUD HEAD START PROGRAM

### PERSONNEL SUMMARY

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Head Start Admin.	0	0	1	1	11	29,620	38,203	46,799
Head Start Admin.	1	1	0	0	10	27,100	34,827	42,553
Registered Nurse	1	1	1	1	10	26,569	34,144	41,719
Education Specialist	0	0	1	1	10	26,569	34,144	41,719
Parent Inv. Coordinator	1	0	0	0	60	23,348	31,022	38,697
Family Serv. Specialist	2	2	5	5	59	21,737	28,231	34,074
Clerk V	0	1	0	0	59	21,737	28,231	34,074
Resource Center Manager	2	2	0	0	59	21,737	28,231	35,074
E & T Instructor	10	12	10	10	56	16,725	21,621	26,529
E & T Instructor Aide	10	9	10	10	55	15,479	19,894	24,295
Family Inv. Manager	1	1	1	1	N/A	****	****	****
<b>TOTAL FULL-TIME</b>	<b>28</b>	<b>29</b>	<b>29</b>	<b>29</b>				
E & T Instructor	7	11	7	7	56	8,363	10,811	13,265
<b>TOTAL PART-TIME</b>	<b>7</b>	<b>11</b>	<b>7</b>	<b>7</b>				
<b>TOTAL</b>	<b>35</b>	<b>40</b>	<b>36</b>	<b>36</b>				



## 240 FEDERAL HIGHWAY ADMINISTRATION (RURAL TRANSIT)

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2003 GOALS AND OBJECTIVES

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.

### 2001-2002 ACCOMPLISHMENTS

Implemented a rural transit system on April 8, 2002. Providing rural service to Chauvin, Montegut, Dulac, Gibson, and Crozier Communities.



PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of transit buses used for rural transportation	N/A	3	5
Number of transit rider ship in rural areas	N/A	5608*	6400**
Operating cost per trip	N/A	\$35.13	\$52.66
% of Federal funding secured for rural transportation	N/A	50%	50%
% of local match utilized for funding for rural transportation	N/A	50%	50%

\* April 8, 2002 to August 29, 2002 ridership was 2,560

\*\*2003 Transit ridership is a conservative estimate base

\*\*\* Estimated 2002 operating cost \$197,000.

\*\*\*\*2003 Costs are liberal based on 2003 grant budget.

## 240 FEDERAL HIGHWAY ADMINISTRATION (RURAL TRANSIT)

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	6,828	350,659	292,965	166,606	166,606
Charge for Services	0	30,000	3,000	3,000	3,000
Operating Transfers In	214,327	0	0	151,125	151,125
<b>TOTAL REVENUES</b>	<b>221,155</b>	<b>380,659</b>	<b>295,965</b>	<b>320,731</b>	<b>320,731</b>
<b>EXPENDITURES:</b>					
Personal Services	13,657	254,917	165,607	301,800	301,800
Supplies and Materials	0	38,986	19,476	38,972	38,972
Repairs & Maintenance	0	10,386	4,000	5,000	5,000
Other Services & Charges	0	72,499	49,629	62,819	62,819
Capital Outlay	47,720	212,611	212,611	0	0
Allocated Expenditures	0	(48,963)	(46,008)	(37,431)	(37,431)
<b>TOTAL EXPENDITURES</b>	<b>61,377</b>	<b>540,436</b>	<b>405,315</b>	<b>371,160</b>	<b>371,160</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY</b>					
					8.44%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>159,778</b>	<b>(159,777)</b>	<b>(109,350)</b>	<b>(50,429)</b>	<b>(50,429)</b>
FUND BALANCE, JANUARY 1	1	159,779	159,779	50,429	50,429
FUND BALANCE, DECEMBER 31	159,779	2	50,429	0	0

### BUDGET HIGHLIGHTS

- The current contract runs through 6/30/03; however, total award is reflected entirely in 2002, with those funds remaining at 2001-year end to be carried over to 2003. The program is expected to receive continued funding for future operations, which will be addressed with 2003 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	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Field Supervisor	0	1	1	1	59	21,737	28,231	35,074
Clerk III-Receptionist	1	1	1	1	56	16,725	21,621	26,529
TOTAL	<u>1</u>	<u>2</u>	<u>2</u>	<u>2</u>				

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### PERSONNEL SUMMARY

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#### 240-692 VEHICLE OPERATIONS

JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Operations Field Supervisor	1	0	0	0	59	21,737	28,231	35,074
Transit Bus Operator	5	2	5	5	58	19,647	25,763	31,879
TOTAL	<u>6</u>	<u>2</u>	<u>5</u>	<u>5</u>				

## 250 PARISH TRANSPORTATION FUND

### PURPOSE OF APPROPRIATION

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. The Parish's goal is 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. In 1987, the parish began implementing the Pavement Management Program.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	779,003	400,000	705,000	400,000	400,000
Miscellaneous Revenue	84,967	50,000	39,633	40,000	40,000
Operating Transfers In	157,000	0	0	0	0
<b>TOTAL REVENUES</b>	<b>1,020,970</b>	<b>450,000</b>	<b>744,633</b>	<b>440,000</b>	<b>440,000</b>
<b>EXPENDITURES:</b>					
Other Services & Charges	1,199	500	1,100	750	750
Repair & Maintenance	1,263,185	1,736,751	1,736,751	457,239	457,239
Operating Transfers Out	157,000	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,421,384</b>	<b>1,737,251</b>	<b>1,737,851</b>	<b>457,989</b>	<b>457,989</b>
% CHANGE OVER PRIOR YEAR					-73.64%
INCREASE (DECREASE) TO FUND BALANCE	(400,414)	(1,287,251)	(993,218)	(17,989)	(17,989)
FUND BALANCE, JANUARY 1	1,687,665	1,287,251	1,287,251	294,033	294,033
FUND BALANCE, DECEMBER 31	1,287,251	0	294,033	276,044	276,044

### 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, 2003.
- Direct services for street repairs, \$457,239 are based on the estimated 2002 carry-over and 2003 revenue through June 30<sup>th</sup>.  
Approved

## 251 ROAD AND BRIDGE FUND

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2003 GOALS AND OBJECTIVES

To evaluate and implement new schedule for street sweepers.

To continue the privatization of grass cutting in selected areas of the Parish.

To establish a route for road shoulder maintenance.

To create a signs and signals response team.

To install larger street name signs at major intersections.

To upgrade sign fabrication abilities.

To reduce time cycle of routes for grass cutting.

### 2001-2002 ACCOMPLISHMENTS

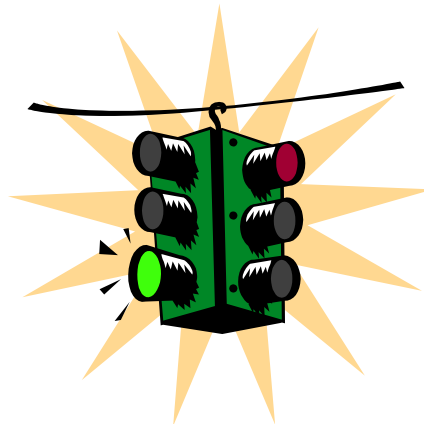
Completed upgrade of signs and markings at all school zones.

Implemented extensive parish wide curb marking program.

Consolidated grass cutting crews.

Privatized grass cutting in selected parks and neutral grounds.

Reduced public works order requests.





## 251 ROAD AND BRIDGE FUND

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PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of bridges maintained	79	79	79
Number of bridge maintenance work orders	478	514	500
Number of bridge replacements	2	1	2
% of bridge maintenance and inventory program computerized	0%	0%	50%
Number of traffic signals maintained	17	18	20
Number of new traffic signals installed	3	1	2
% of traffic signals upgraded with new technology	12%	0%	10%
Number of caution lights maintained	53	69	79
Number of caution lights installed	6	10	10
Number miles of concrete streets	289	290	300
Number miles of asphalt streets	181	193	200
% of streets striped annually	17%	27%	30%
Number of concrete slab replaced (sq.yds.)	9360	5640	12000
Asphalt repairs (tons)	76	125	200
% of shoulders repaired annually	98%	98%	98%
Number of signs repaired/installed	3570	4653	6653
Number of street name signs replaced	1043	764	964
% of sign inventory program computerized	0%	45%	100%
% of tree inventory program computerized	10%	15%	20%
Number of routes for grass cutting and herbicide spraying	78	78	85
Right-of-way acres mowed	1163	1485	1600
% of requests addressed in 30 days	90%	95%	95%
% of work orders request generated from public in 30 days	6%	4%	2%
Number of work orders completed in 30 days	1350	1500	1600
Number of boat launches maintained	0	5	5

## 251 ROAD AND BRIDGE FUND

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	3,983,380	3,645,093	4,020,130	3,819,124	3,819,124
Intergovernmental	27,841	0	0	0	0
Charge for Services	(1,879)	0	(523)	0	0
Miscellaneous Revenue	121,830	100,000	75,083	75,000	75,000
Other Revenue	5,008	0	2,414	0	0
Operating Transfers In	1,100,000	1,391,074	1,304,174	1,310,000	1,310,000
<b>TOTAL REVENUES</b>	<b>5,236,180</b>	<b>5,136,167</b>	<b>5,401,278</b>	<b>5,204,124</b>	<b>5,204,124</b>
<b>EXPENDITURES:</b>					
Personal Services	2,427,136	2,806,939	2,822,015	3,144,901	3,144,901
Supplies & Materials	384,193	549,800	511,591	446,800	446,800
Other Services & Charges	579,366	823,570	747,510	872,505	872,505
Repair & Maintenance	576,714	1,365,198	1,058,350	1,286,500	1,286,500
Allocated Expenditures	330,283	297,479	278,051	278,051	278,051
Capital Outlay	149,022	330,510	330,510	303,000	303,000
Operating Transfers Out	80,000	490,000	490,000	0	0
<b>TOTAL EXPENDITURES</b>	<b>4,526,714</b>	<b>6,663,496</b>	<b>6,238,027</b>	<b>6,331,757</b>	<b>6,331,757</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					3.70%
INCREASE (DECREASE) TO FUND BALANCE	709,466	(1,527,329)	(836,749)	(1,127,633)	(1,127,633)
FUND BALANCE, JANUARY 1	1,949,868	2,659,334	2,659,334	1,822,585	1,822,585
FUND BALANCE, DECEMBER 31	2,659,334	1,132,005	1,822,585	694,952	694,952

### BUDGET HIGHLIGHTS

- In 1992, the voters of Terrebonne Parish approved a ¼% sales tax used to fund this division. The 2003 revenues are estimated at \$3.819 million, an increase of 4.8%.
- Eliminated one bridge tender position, Approved

## 251 ROAD AND BRIDGE FUND

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### BUDGET HIGHLIGHTS (continued)

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- General Fund supplements this division annually. In 2003, the supplement is \$1,305,000, an increase of .06%. Approved
- Major operating expenditures: - Approved
  - \$250,000-Shells (Reduced by \$100,000)
  - \$217,000-Urban Street Lights (Funded by General Fund PILOT)
  - \$400,000-Street Repairs
  - \$150,000-Sidewalk Repairs
  - \$150,000-Traffic Lights and Sign Repairs
  - \$180,000-Grass Cutting Contract – Urban Parks & Grounds
  - \$150,000-Sidewalk Repairs
  - \$125,000-Pavement Markings
- Operating Capital: - Approved.
  - Two Street Sweepers, \$200,000
  - One Aerial Lift Truck, \$50,000
  - Eight Electric Controlled Gates- Single Lane Bridges, \$48,000

### PERSONNEL SUMMARY

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JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Operations Manager	1	1	1	1	15	43,592	57,110	70,615
Road & Bridge Supt.	1	1	1	1	14	39,398	51,409	63,434
Vegetation Supt.	1	1	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	9	9	9	9	58	19,647	25,763	31,879
Welder	1	1	1	1	57	18,089	23,568	29,035
Clerk IV	2	1	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	14	14	14	14	56	16,725	21,621	26,529
Laborer III	12	12	12	12	56	16,725	21,621	26,529
Laborer II	7	6	7	7	55	15,479	19,894	24,295
Bridge Tender	28	27	27	27	51	11,713	14,634	17,570
TOTAL	92	89	91	91				

## 252 DRAINAGE TAX FUND

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

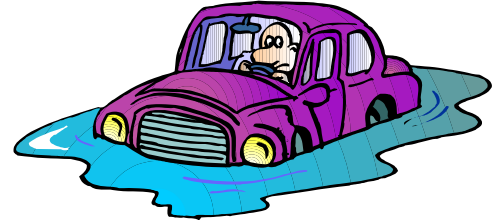
The Drainage Division was formed to meet the growing need for protection from flooding caused by rain and storms such as Tropical Depressions and Hurricanes. The monies in this fund are primarily from the proceeds of a dedicated ¼ % sales tax, 7.31 mills ad valorem taxes, and State Revenue Sharing. Drainage 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; administer sizes for culverts and install culverts in ditches. The Drainage Division operates 64 forced drainage systems throughout the parish.

### 2003 GOALS AND OBJECTIVES

- To continue inventory of drainage system.
- To complete research and inventory of all drainage servitudes/right-of-ways.
- To Expand Supervisory Control and Data Acquisition (SCADA) system at five (5) more stations.
- To create a maintenance program using Arcview.
- To establish a 10 year rehabilitation program for drainage pumps.
- To strategically place monitoring devices at selected canals, bayous and structures.
- To research and address tidal flow into forced drainage systems.

### 2001-2002 ACCOMPLISHMENTS

- Reorganized Forced/Gravity Drainage work force for efficiency.
- Reduced amount of incomplete work orders per month by 45 percent.
- Collected Global Positioning system (GPS) for 75 miles of lateral ditches, 10,352 catch basins, and 6,337 driveway culverts.
- Acquired FEMA Funding and construction for Isle of Cuba Pump Station and proposed Hebert Street forced drainage system.
- Upgraded the capacity and efficiency for 6 pump stations.



PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of forced drainage systems in parish	61	64	65
Number of forced drainage pumps	144	149	153
Number of canals cleaned in forced drainage areas	6	12	15
Number roadsides and lateral ditches cleaned	1,112	1,286	1,300
Number of culverts installed in ditches	615	580	600
% of inventory of drainage ditches for maintenance completed	1,302	1,276	1,300
% of pumps online of the telemetry SCADA system	39%	80%	96%
% of forced drainage requests addressed in 30 days	N/A	68%	80%
% of gravity drainage request addressed in 30 days	92%	90%	92%
Number of pumps rehabilitated	3	5	6
Tropical Storm Allison (NRCS)	N/A	236,625	100,000

## 252 DRAINAGE TAX FUND

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	6,638,273	6,248,095	6,815,017	6,586,898	6,586,898
Intergovernmental	770,653	446,013	179,267	180,000	180,000
Charge for Services	(22)	0	(184)	0	0
Miscellaneous Revenue	372,968	225,000	254,707	200,000	200,000
Other Revenue	6,815	0	12,859	0	0
Operating Transfers In	100,000	1,672,860	0	135,000	135,000
<b>TOTAL REVENUES</b>	<b>7,888,687</b>	<b>8,591,968</b>	<b>7,261,666</b>	<b>7,101,898</b>	<b>7,101,898</b>
<b>EXPENDITURES:</b>					
Personal Services	2,571,894	3,227,798	2,886,559	3,388,212	3,388,212
Supplies & Materials	471,766	522,700	470,365	522,700	522,700
Other Services & Charges	990,681	693,454	780,591	1,074,504	1,074,504
Repair & Maintenance	871,715	2,336,264	1,308,896	1,462,880	1,462,880
Allocated Expenditures	477,286	478,537	521,981	532,387	532,387
Capital Outlay	607,728	4,717,152	3,828,143	1,137,001	1,137,001
Operating Transfers Out	915,000	735,300	735,300	482,500	482,500
<b>TOTAL EXPENDITURES</b>	<b>6,906,070</b>	<b>12,711,205</b>	<b>10,531,835</b>	<b>8,600,184</b>	<b>8,600,184</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-4.90%
INCREASE (DECREASE) TO FUND BALANCE	982,617	(4,119,237)	(3,270,169)	(1,498,286)	(1,498,286)
FUND BALANCE, JANUARY 1	4,741,715	5,724,332	5,724,332	2,454,163	2,454,163
FUND BALANCE, DECEMBER 31	5,724,332	1,605,095	2,454,163	955,877	955,877

### BUDGET HIGHLIGHTS

- In 1992, the voters of Terrebonne Parish approved a ¼% sales tax used to fund this division. The 2003 revenues are estimated to generate \$3.784 million, an increase of 3.8%.
- On October 18, 1997, an ad valorem tax of 7.31 mills was approved, which will generate an estimated \$2.8 million for 2003.
- Major operating expenditures: - Approved
  - Gasoline and Oil, \$100,000
  - Diesel/Pumps, \$190,000
  - Chemicals, \$100,000
  - Equipment repairs, \$110,000

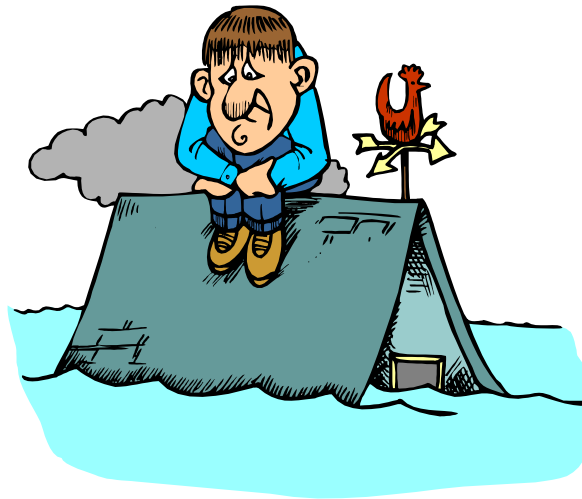
## 252 DRAINAGE TAX FUND

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### BUDGET HIGHLIGHTS (CONTINUED)

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- Pump repairs, \$300,000
- Contractors repairs, \$250,000
- Canal and Lateral Ditch Maintenance, \$316,480 (increase of \$116,480)
- Collection Canal Cleaning, \$150,000
- Operating Capital: - Approved
  - Engineering study for screw gates on LA Highways, \$25,000
  - Five – Four wheel drive trucks, \$100,000
  - One 48” pump & gear for Isle of Cuba P.S, \$100,000
  - Three, 210 HP diesel engines, \$71,001
  - Three, 36” discharge pipes, \$150,000
  - One 16” pump with electric for addition to Deadwood Station, \$25,000
  - One 16” pump with electric for Texas Gulf Station, \$25,000
  - Fuel Containment, \$500,000
  - Two laptop computers, \$6,000
- Operating Transfers Out: Drainage Construction Fund – Approved
  - 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	2002 ADPT	2002 CUR	2003 PRO	2003 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	1	1	1	1	60	23,348	31,022	38,697
Op. Supv.-Drainage	4	4	4	4	60	23,348	31,022	38,697
Electrician IV	2	2	2	2	59	21,737	28,231	35,074
Equipment Operator IV	13	9	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	2	2	2	2	59	21,737	28,231	35,074
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	20	19	20	20	56	16,725	21,621	26,529
Laborer III	5	4	5	5	56	16,725	21,621	26,529
Laborer II	23	18	23	23	55	15,479	19,894	24,295
Pump Attendant	14	13	14	14	N/A	****	****	****
TOTAL FULL-TIME	<u>102</u>	<u>89</u>	<u>102</u>	<u>102</u>				
Pump Attendant	1	2	1	1	N/A	****	****	****
TOTAL PART-TIME	<u>1</u>	<u>2</u>	<u>1</u>	<u>1</u>				
TOTAL	<u>103</u>	<u>91</u>	<u>103</u>	<u>103</u>				

## 253 SANITATION FUND

### PURPOSE OF APPROPRIATION

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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	4,173,010	4,160,733	4,403,269	4,403,472	4,403,472
Intergovernmental	302,266	300,000	281,790	300,000	300,000
Charges for Services	18,624	17,000	14,748	17,000	17,000
Miscellaneous Revenue	305,040	255,000	167,000	150,000	150,000
Utility Revenue	3,398,105	4,906,441	4,993,158	5,747,798	5,747,798
Other Revenue	32,384	0	2,581	0	0
Operating Transfers In	50,000	4,098,673	3,909,934	0	0
<b>TOTAL REVENUES</b>	<b>8,279,429</b>	<b>13,737,847</b>	<b>13,772,480</b>	<b>10,618,270</b>	<b>10,618,270</b>
<b>EXPENDITURES:</b>					
General -Other	468,393	231,450	477,165	473,595	473,595
Solid Waste	9,619,031	10,332,076	9,971,239	10,548,042	10,548,042
Animal Shelter	225,025	439,309	374,036	336,967	336,967
Landfill Closure	506	65,600	20,550	65,600	65,600
Economic Devel. - Other	5,128	10,245	11,259	500	500
Operating Transfers Out	0	827,897	818,837	1,476,788	1,476,788
<b>TOTAL EXPENDITURES</b>	<b>10,318,083</b>	<b>11,906,577</b>	<b>11,673,086</b>	<b>12,901,492</b>	<b>12,901,492</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(2,038,654)</b>	<b>1,831,270</b>	<b>2,099,394</b>	<b>(2,283,222)</b>	<b>(2,283,222)</b>
FUND BALANCE, JANUARY 1	3,498,611	1,459,957	1,459,957	3,559,351	3,559,351
FUND BALANCE, DECEMBER 31	1,459,957	3,291,227	3,559,351	1,276,129	1,276,129



## 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 \$4.3 million in 2003, on October 18, 1997.
- The 35,000 average households in the parish will produce approximately \$3,073,784 million of collection fees. The collection fee is proposed to increase from \$6 per month to \$7 per month per household on January 1, 2003. Approved
- Budget amended to change Tipping fees from \$22.00 to \$17.00 for commercial rates, which is expected to generate \$2,604,014. 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 2003 debt service payment, \$1,476,788, Approved



## 253-441 SOLID WASTE SERVICES

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

The mission of this division is to provide for proper disposal of household waste, commercial waste, trash and debris and to promote customer education as to properly dispose of solid waste and to provide for a clean, safe, and enjoyable environment for our customers and for our employees, and to implement efficient operation to save taxpayers dollars. 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. 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.

### 2003 GOALS AND OBJECTIVES

To improve efficiency of operation of pick-up station and garbage collection.

To promote, provide and educate consumer recycling.

To improve the appearance and perception of the Ashland Landfill and Pick-up Station.

To promote on the job safety.

To improve incoming traffic flow at the pickup station by installing a light on the scale house.

To complete permitting and construction of Construction and Demolition (C & D) Landfill.

Assume control of customer calls and effectively manage trash pick-up.

### 2001-2002 ACCOMPLISHMENTS

Purchased two (2) new excavators and one (1) Front-end Loader instead of renting, saving taxpayers dollars.

Purchased a used roll-off truck, anew-utility trailer and tow (2) new pickup trucks for toter distribution.

Drastically improved the toter distribution process, and resolved the backlog.

Improved equipment for operation at pick-up station.

Provided restroom facilities for employees at pick-up station.

Solid Waste Bond Issue.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of residential and small commercial unit collection stops	38,656	38,656	40,984
Average amount of tons of waste per year collected (tons)	122,315	126,333	130,400
Waste in scrap metal, newspapers, and used oil (tons)	1,278	1,400	1,600
Number of bulk transports to River Birch landfill	4,589	4,750	5,000
% of C & D Landfill access road completed	15%	45%	100%
Dollar amount of hauling contract	\$7.53	\$7.53	\$7.62
Dollar amount per ton of disposal contract	\$27.12	\$27.12	\$27.93
Dollar amount of user fees (\$6.00 user fee)	\$231,936	\$231,936	\$286,888

## 253-441 SOLID WASTE SERVICES

### PERFORMANCE MEASURES (continued)

#### Services provided for Mardi Gras and other Parish Events Paid with Parish Funds:

- Mardi Gras – provide barrels, port-o-lets, supervisor, 2 employees, street sweeper and crew, 2 garbage trucks, and litter crew bags
- St. Patrick’s Parade – provide 1 garbage truck, supervisor, and street sweeper
- Downtown on the bayou-provide barrels
- Downtown live After Five – provide barrels and garbage bags
- All Civic Center events we provide 30 barrels
- Waterlife Museum-provide barrels
- Christmas Parade-provide a dumpster
- Downtown Marina-garbage cans
- 5-K run – provide barrels
- Southdown Market Place – provide dumpster and barrels
- Memorial Day – provide 4 barrels
- Halloween – pick up pumpkins

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	480,941	571,915	576,935	676,505	676,505
Supplies and Materials	60,474	94,113	91,450	204,850	204,850
Other Services and Charges	8,454,052	8,816,059	8,611,765	9,334,437	9,334,437
Repair and Maintenance	37,077	246,989	54,589	58,250	58,250
Allocated Expenditures	274,247	240,500	274,000	274,000	274,000
Capital Outlay	312,240	362,500	362,500	0	0
<b>TOTAL EXPENDITURES</b>	<b>9,619,031</b>	<b>10,332,076</b>	<b>9,971,239</b>	<b>10,548,042</b>	<b>10,548,042</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					5.60%

### BUDGET HIGHLIGHTS

- Major operating expenses: - Approved
  - \$3,600,907 disposal expense, increase of 13%
  - \$1,176,326 Transportation, increase of 5%
  - \$3,916,507 Solid Waste Contract (SWDI Contract), decrease of .2%

**253-441 SOLID WASTE SERVICES**

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**PERSONNEL SUMMARY**

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JOB TITLE	2002	2002	2003	2003	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	1	1	1	59	21,737	28,231	35,074
Equipment Operator III	6	5	6	6	58	19,647	25,763	31,879
Clerk IV	1	0	1	1	57	18,089	23,568	29,035
Scale Operator	1	1	1	1	56	16,725	21,621	26,529
Laborer III	1	1	1	1	56	16,725	21,621	26,529
Animal Warden	0	1	0	0	56	16,725	21,621	26,529
Laborer II	0	0	2	2	55	15,479	19,894	24,296
Clerk II	1	0	1	1	53	13,656	17,311	20,967
TOTAL	<u>14</u>	<u>12</u>	<u>16</u>	<u>16</u>				

## 253-442 ANIMAL CONTROL

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

The Terrebonne Parish Animal Shelter's mission is to balance the health, safety, and welfare of the people and animals by: protecting the rights of people from the dangers and nuisances caused by uncontrolled animals, insuring the protection of animals from mistreatment, and promoting and motivating responsible pet ownership. 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.



### 2003 GOALS AND OBJECTIVES

To lower the cost of spay/neuter program.

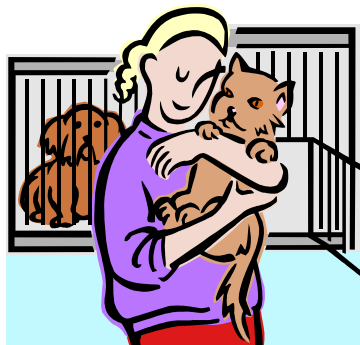
To increase adoptions by 30 percent.

To educate the public for responsible pet ownership and the shelter's mission and vision.

To post a nationwide web site about animal shelters.

To educate children through animal programs in the schools.

To work more with rescue organizations and encouraging foster homes.



### 2001-2002 ACCOMPLISHMENTS

In progress of making a positive name for the shelter by making it more pleasant place to visit and a more comfortable place for the animals.

Shelter renovations:  
Cinder block dividers for kennels for a cleaner and safer environment for the animals.

Separate living facilities for tame and wild cats.

Epoxy coated the kennel floors to make non pervious.

Installed two air condition units in tame cat quarters.

Installed covers over kennels and shelter.

Installed new exhaust fans, powered roof vents, and extra lighting.

Rewired entire animal shelter and new plumbing.

New office building in progress (50% finished).



**253-442 ANIMAL CONTROL**

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of impounded animals	6,468	5,300	6,000
Number of adoptions	618	480	1,000
% of calls completed	85%	90%	95%
Number of emergency services provided	659	550	500
% of animals that are spayed and neutered after adoption	20%	35%	45%
Number of animals euthanized and disposed of	5,441	4,100	4,000
% of public awareness of importance of spaying and neutering provided	35%	50%	70%

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	159,092	182,802	167,340	220,566	220,566
Supplies & Materials	30,223	39,450	32,168	42,750	42,750
Other Services and Charges	28,567	65,955	33,876	61,951	61,951
Repair & Maintenance	7,143	15,200	4,750	11,700	11,700
Capital Outlay	0	135,902	135,902	0	0
<b>TOTAL EXPENDITURES</b>	<b>225,025</b>	<b>439,309</b>	<b>374,036</b>	<b>336,967</b>	<b>336,967</b>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					11.06%

**BUDGET HIGHLIGHTS**

- Will hire contract labor to clean animal shelter, \$20,000, Approved

**PERSONNEL SUMMARY**

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Animal Shelter Manager	1	0	1	1	58	19,647	25,763	31,879
Clerk IV	0	0	1	1	57	18,089	23,569	29,035
Animal Warden	4	4	4	4	56	16,725	21,621	26,529
Kennel Keeper	1	1	0	0	55	15,479	19,894	24,295
<b>TOTAL</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>				

## 253-444 LANDFILL CLOSURE

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2003 GOALS AND OBJECTIVES

To continue with a timely closure process and produce an environmental safe site with a pleasurable appearance.

To reduce cost associated with closure whenever possible.

### 2001-2002 ACCOMPLISHMENTS

Removed old monitoring wells and in the process of installing new ones.

Advanced permitting on C & D Landfill, very close to obtaining permit.

Continued progress on Landfill Closure.

Cells number 1 and 2 are 100 percent complete.

Levees are currently 90 percent complete.

Ditch excavation in currently 50 percent complete.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
% of Ashland landfill closure complete	40%	80%	100%
Years of maintenance and monitoring functions after closure	30	30	30
Number of acres of Ashland landfill site	126	126	126
Dollar amount of closure cost	\$1,879,361	\$1,884,452	\$1,889,544
% complied with permits	100%	100%	100%
% met with EPA/DEQ requirements	100%	100%	100%

## 253-444 LANDFILL CLOSURE

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<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	506	15,500	4,000	15,000	15,000
Supplies and Materials	0	2,600	750	2,600	2,600
Other Services and Charges	0	45,000	15,000	45,000	45,000
Repair and Maintenance	0	2,500	800	3,000	3,000
<b>TOTAL EXPENDITURES</b>	<b>506</b>	<b>65,600</b>	<b>20,550</b>	<b>65,600</b>	<b>65,600</b>
% CHANGE OVER PRIOR YEAR					0.00%

### 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 /  
DEPARTMENT DESCRIPTION**

The Terrebonne Parish Enhancement Commission is a parish wide group of concerned citizens who organize community awareness about local litter problems. The Terrebonne Parish Enhancement Commission’s mission is to empower the citizens of Terrebonne to take personal responsibility to prevent litter and beautify our parish.



**2003 GOALS AND OBJECTIVES**

- To obtain 501(c) 3 status from IRS.
- To obtain small office space to keep all material together and make materials accessible to all members.
- To recruit new members.
- To recognize businesses that work hard to keep their businesses clean and beautiful.
- Educate the population about litter prevention through programs in the schools youth groups, and law enforcement.
- To forge partnerships with local businesses.
- To raise money for projects.
- To strengthen and diversity the Board of Directors.
- To continue with Liberty Garden plantings in the spring and the fall.
- Find Board training opportunities for new Board members and raise the money to send members to them.

**2001-2002 ACCOMPLISHMENTS**

- Applied for 501 (c )3 status.
- Began a “Liberty Garden” at the Tourist Information Center in Gray, Louisiana.
- Dedicated our “Liberty Garden” on September 11, 2002.
- Hosted a booth at “Kidsfest” in 2001.
- Had a Board Member training in the spring for all members.
- Held a “Great American Clean-Up” in the spring of both years.
- Completed our organization’s by-laws.
- Accepted a logo design.
- Participated in “Beach Sweep” at Last Island, 2002.

<b>PERFORMANCE MEASURES</b>	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of Terrebonne Parish Clean Ups *	1	3	4
Liberty Garden planted at Tourist Information office	0	1	0
Hosted a booth at Kidsfest	1	0	1
Planted flowers at Liberty Garden	1	0	2
Beautification of a site in Terrebonne Parish	0	0	1
Number of Litter Abatement presentations to groups	0	1	2

\*Includes Great American Clean Up and Beach Sweep.

**253-652 ECONOMIC DEVEL. – OTHER**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Other Services and Charges	5,128	10,245	11,259	500	500
<b>TOTAL EXPENDITURES</b>	<b>5,128</b>	<b>10,245</b>	<b>11,259</b>	<b>500</b>	<b>500</b>
% CHANGE OVER PRIOR YEAR					-95.12%

**BUDGET HIGHLIGHTS**

- No significant changes



## 255 ¼% CAPITAL IMPROVEMENTS SALES TAX REVENUE FUND

### PURPOSE OF APPROPRIATION

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.

### Capital Projects Funded in 2002:

- \$614,000 4-1 Pump Station
- \$500,000 District 1 Drainage
- \$250,000 Suzie Canal
- \$250,000 Public Facility and Drainage Mitigation

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	3,983,565	3,646,963	4,012,368	3,811,750	3,811,750
Charge for Service	0	0	571	0	0
Miscellaneous Revenue	105,839	90,000	78,854	65,000	65,000
Operating Transfers In	315,000	0	0	0	0
<b>TOTAL REVENUES</b>	<b>4,404,404</b>	<b>3,736,963</b>	<b>4,091,793</b>	<b>3,876,750</b>	<b>3,876,750</b>
<b>EXPENDITURES:</b>					
Other Services & Charges	2,725	50	3,000	3,000	3,000
Operating Transfers Out	3,607,324	4,637,060	4,642,444	3,676,156	3,676,156
<b>TOTAL EXPENDITURES</b>	<b>3,610,049</b>	<b>4,637,110</b>	<b>4,645,444</b>	<b>3,679,156</b>	<b>3,679,156</b>
% CHANGE OVER PRIOR YEAR					-20.66%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>794,355</b>	<b>(900,147)</b>	<b>(553,651)</b>	<b>197,594</b>	<b>197,594</b>
FUND BALANCE, JANUARY 1	2,201,186	2,995,541	2,995,541	2,441,890	2,441,890
FUND BALANCE, DECEMBER 31	2,995,541	2,095,394	2,441,890	2,639,484	2,639,484

## 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 \$3.8 million.
- Transfer to Parishwide Drainage Fund \$250,000 for Ward 7 Drainage Improvements
- Transfer to Capital Projects Control Fund \$300,000 for District 1 sidewalks and walking trails (\$50,000) and Legion Pool Renovations (\$250,000). During the budget hearings, the Legion Pool Renovations amount for 2003 which is \$250,000 was reallocated to Parishwide Drainage Construction Fund for the following projects:
  - Drainage Outfall @ Sylvia Street \$50,000
  - Gum Street \$200,000
- Transfer to Road Construction Fund \$1,000,000 for Westside Blvd. Phase II to Martin Luther King Blvd. (\$100,000), District 4 Road Rehab (\$50,000), Fire District #8 Bayou Black Bridge (\$50,000) and Shrimpers Row Road Improvements (\$500,000), Presque Isle Turning Lane (\$100,000) and Bayou Grand Caillou Bridge (\$100,000). During the budget hearings, Bayou Grand Caillou Bridge Project was reduced from \$100,000 to \$10,000. Grand Caillou Levee Improvements Project received the difference of \$90,000.
- Transfer to Capital Improvement Bond Sinking Fund for annual bond requirements, \$2,126,156 (Fund 453)
- Maintain a balance equal to at least 90% of the 2003 Bond Obligations (\$2.3 million) in addition to the Bond Sinking and Reserve Funds.

## 258 ROAD DISTRICT #6 O & M

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### PURPOSE OF APPROPRIATION

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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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	1,294	1,293	1,376	1,376	1,376
Intergovernmental	38	38	37	38	38
Miscellaneous Revenue	15,769	6,000	9,100	6,000	6,000
<b>TOTAL REVENUES</b>	<b>17,101</b>	<b>7,331</b>	<b>10,513</b>	<b>7,414</b>	<b>7,414</b>
<b>EXPENDITURES:</b>					
Other Services & Charges	3,062	199,406	200,109	11,047	11,047
Allocated Expenditures	1,743	1,935	1,767	1,767	1,767
Operating Transfers Out	157,000	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>161,805</b>	<b>201,341</b>	<b>201,876</b>	<b>12,814</b>	<b>12,814</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS</b>					<b>-94.46%</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(144,704)</b>	<b>(194,010)</b>	<b>(191,363)</b>	<b>(5,400)</b>	<b>(5,400)</b>
FUND BALANCE, JANUARY 1	341,467	196,763	196,763	5,400	5,400
FUND BALANCE, DECEMBER 31	196,763	2,753	5,400	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 \$1,376 for 2003.
- Street repairs in 2003 are proposed at \$9,344, Approved

## 261 FIRE DISTRICT 5

### PURPOSE OF APPROPRIATION

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.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	99,068	94,753	101,613	101,549	101,549
Intergovernmental	35,713	34,600	35,472	34,600	34,600
Charges for Services	17	0	0	0	0
Miscellaneous Revenue	14,906	13,750	8,800	8,800	8,800
Other Revenue	940	0	0	0	0
<b>TOTAL REVENUES</b>	<b>150,644</b>	<b>143,103</b>	<b>145,885</b>	<b>144,949</b>	<b>144,949</b>
<b>EXPENDITURES:</b>					
Personal Services	40,627	42,205	53,788	68,018	68,018
Supplies & Materials	7,299	30,850	24,039	23,750	23,750
Other Services & Charges	22,013	31,243	27,023	29,869	29,869
Repair & Maintenance	4,352	17,000	20,600	17,000	17,000
Allocated Expenditures	3,383	5,320	3,400	3,400	3,400
Capital Outlay	15,116	216,611	216,611	20,000	20,000
<b>TOTAL EXPENDITURES</b>	<b>92,790</b>	<b>343,229</b>	<b>345,461</b>	<b>162,037</b>	<b>162,037</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					14.29%
INCREASE (DECREASE) TO FUND BALANCE					
	57,854	(200,126)	(199,576)	(17,088)	(17,088)
FUND BALANCE, JANUARY 1					
	253,247	311,101	311,101	111,525	111,525
FUND BALANCE, DECEMBER 31					
	311,101	110,975	111,525	94,437	94,437

### BUDGET HIGHLIGHTS

- On July 20, 1996, the voters of District 5 approved a 12.12 mill ad valorem tax, which is estimated to generate \$101,249 in 2003.
- \$10,000 for Training Field in conjunction with Fire Districts 6 and 7; A grant of \$30,000 requires each district to match with \$10,000 each, Approved
- \$10,000 set-aside for a new fire truck. Approved

## 261 FIRE DISTRICT 5

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### PERSONNEL SUMMARY

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JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Firemen	1	1	1	1	N/A	****	****	****
TOTAL FULL-TIME	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				
Firemen	0	1	1	1	N/A	****	****	****
TOTAL PART-TIME	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>				
TOTAL	<u><u>1</u></u>	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>2</u></u>				

## 264 FIRE DISTRICT 8

### PURPOSE OF APPROPRIATION

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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	228,344	228,390	277,730	240,238	240,238
Intergovernmental	12,914	12,000	13,452	12,500	12,500
Miscellaneous Revenue	14,043	13,000	6,575	6,600	6,600
<b>TOTAL REVENUES</b>	<b>255,301</b>	<b>253,390</b>	<b>297,757</b>	<b>259,338</b>	<b>259,338</b>
<b>EXPENDITURES:</b>					
Personal Services	2,442	0	1,233	1,250	1,250
Supplies & Materials	32,616	53,700	51,849	54,600	54,600
Other Services & Charges	103,250	67,083	104,244	193,575	193,575
Repair & Maintenance	52,052	46,500	48,778	40,500	40,500
Debt Service	81,939	0	0	0	0
Allocated Expenditures	4,506	5,050	4,515	4,515	4,515
Capital Outlay	21,461	127,451	127,950	2,000	2,000
<b>TOTAL EXPENDITURES</b>	<b>298,266</b>	<b>299,784</b>	<b>338,569</b>	<b>296,440</b>	<b>296,440</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					73.31%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(42,965)</b>	<b>(46,394)</b>	<b>(40,812)</b>	<b>(37,102)</b>	<b>(37,102)</b>
FUND BALANCE, JANUARY 1	219,653	176,688	176,688	135,876	135,876
FUND BALANCE, DECEMBER 31	176,688	130,294	135,876	98,774	98,774

### BUDGET HIGHLIGHTS

- On March 21, 1991, the voters of District 8 approved a 9.79 mill ad valorem tax, which is estimated to generate \$240,038 in 2003.
- Major Expenditure – Approved
  - \$100,000 for Fire Truck lease
- Operating Capital: - Approved
  - \$2,000 for Fire Hydrant replacements



## 267 – 276 ROAD LIGHTING DISTRICTS

### PURPOSE OF APPROPRIATION

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.

### COMBINED STATEMENT – DISTRICTS #1 - #10

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	716,747	1,235,855	1,322,532	1,390,139	1,390,139
Intergovernmental	50,294	83,400	86,655	88,817	88,817
Miscellaneous Revenue	148,256	115,000	73,350	95,000	95,000
<b>TOTAL REVENUES</b>	<b>915,297</b>	<b>1,434,255</b>	<b>1,482,537</b>	<b>1,573,956</b>	<b>1,573,956</b>
<b>EXPENDITURES:</b>					
General - Other	124,740	130,289	149,745	134,146	134,146
Road Lighting	1,413,490	1,499,905	1,416,950	1,471,900	1,471,900
Operating Transfers Out	308,000	308,000	308,000	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,846,230</b>	<b>1,938,194</b>	<b>1,874,695</b>	<b>1,606,046</b>	<b>1,606,046</b>
<b>% CHANGE OVER PRIOR YEAR</b>					1.48%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(930,933)</b>	<b>(503,939)</b>	<b>(392,158)</b>	<b>(32,090)</b>	<b>(32,090)</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>3,117,597</b>	<b>2,186,664</b>	<b>2,186,664</b>	<b>1,794,506</b>	<b>1,794,506</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>2,186,664</b>	<b>1,682,725</b>	<b>1,794,506</b>	<b>1,762,416</b>	<b>1,762,416</b>

## 267 – 276 ROAD LIGHTING DISTRICTS

### INDIVIDUAL ROAD LIGHTING DISTRICTS

INDIVIDUAL ROAD LIGHTING DISTRICTS - 2003 ADOPTED BUDGET										
BUDGET SUMMARY	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
<b>REVENUES:</b>										
Taxes & Special Assmt.	159,494	234,708	374,057	133,026	67,031	131,376	133,770	25,845	23,188	107,644
Intergovernmental	15,000	13,220	27,347	4,000	13,000	3,000	7,500	500	1,450	3,800
Miscellaneous Revenue	10,000	15,000	14,000	7,500	4,000	6,000	8,000	7,000	20,000	3,500
<b>TOTAL REVENUES</b>	<b>184,494</b>	<b>262,928</b>	<b>415,404</b>	<b>144,526</b>	<b>84,031</b>	<b>140,376</b>	<b>149,270</b>	<b>33,345</b>	<b>44,638</b>	<b>114,944</b>
<b>EXPENDITURES:</b>										
General - Other	10,743	16,562	35,846	14,670	6,496	13,828	17,167	4,392	5,081	9,361
Road Lighting	183,000	134,300	413,650	126,500	85,200	130,000	150,950	76,000	65,800	106,500
<b>TOTAL EXPENDITURES</b>	<b>193,743</b>	<b>150,862</b>	<b>449,496</b>	<b>141,170</b>	<b>91,696</b>	<b>143,828</b>	<b>168,117</b>	<b>80,392</b>	<b>70,881</b>	<b>115,861</b>
<b>INCREASE(DECREASE) TO FUND BALANCE</b>										
	(9,249)	112,066	(34,092)	3,356	(7,665)	(3,452)	(18,847)	(47,047)	(26,243)	(917)
<b>BEGINNING FUND BALANCE</b>	<b>209,157</b>	<b>79,082</b>	<b>485,725</b>	<b>137,039</b>	<b>105,825</b>	<b>145,956</b>	<b>191,299</b>	<b>205,022</b>	<b>232,094</b>	<b>3,307</b>
<b>ENDING FUND BALANCE</b>	<b>199,908</b>	<b>191,148</b>	<b>451,633</b>	<b>140,395</b>	<b>98,160</b>	<b>142,504</b>	<b>172,452</b>	<b>157,975</b>	<b>205,851</b>	<b>2,390</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	2002		2003		Expires
			Amount Levied	Projected Revenue	Amount Levied	Proposed Revenue	
RLD#1	November 3, 1998	7.74	2.00	72,949	4.37	159,394	2009
RLD#2	November 15, 1997	4.46	4.46	234,408	4.46	234,408	2007
RLD#3	November 3, 1998	7.72	6.50	441,880	5.50	373,857	2009
RLD#4	November 15, 1997	5.18	2.50	83,016	4.00	132,826	2007
RLD#5	November 3, 1998	10.33	8.00	66,831	8.00	66,831	2009
RLD#6	November 17, 2001	4.77	4.77	131,276	4.77	131,276	2010
RLD#7	November 17, 2001	6.89	4.50	133,570	4.50	133,570	2013
RLD#8	November 17, 2001	4.63	1.05	25,745	1.05	25,745	2010
RLD#9	November 17, 2001	8.64	0.95	23,088	0.95	23,088	2010
RLD#10	November 17, 2001	4.89	4.89	107,544	4.89	107,544	2010

## 277 HEALTH UNIT FUND

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2003 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.

### 2001-2002 ACCOMPLISHMENTS

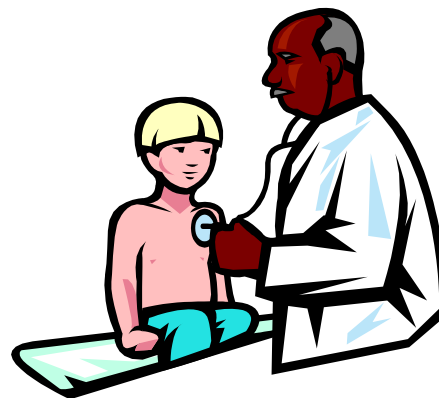
Installed full time facility manager.

Streamlined WIC services.

Implemented “appointments only” system.

Automated sanitation inspection records.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of individuals serviced on a monthly basis	1,341	1,203	1,265
Number of participants in the family planning program	4,406	4,104	4,320
Number of child health visits	4,187	3,627	3,820
Number of WIC participants seen	3,329	2,847	2,995
Number of immunizations administered	1,620	1,610	1,695
Number of establishments inspected by the sanitation department	2,550	2,750	2,975



## 277 HEALTH UNIT FUND

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	602,891	600,705	636,109	635,619	635,619
Intergovernmental	42,449	42,000	40,711	42,000	42,000
Miscellaneous Revenue	39,511	20,000	20,599	20,000	20,000
<b>TOTAL REVENUES</b>	<b>684,851</b>	<b>662,705</b>	<b>697,419</b>	<b>697,619</b>	<b>697,619</b>
<b>EXPENDITURES:</b>					
Personal Services	122,124	140,374	133,266	158,630	158,630
Supplies & Materials	5,395	11,750	10,702	12,250	12,250
Other Services & Charges	524,781	514,294	554,166	551,118	551,118
Repair & Maintenance	3,233	10,650	9,680	10,700	10,700
Allocated Expenditures	12,681	10,700	12,720	12,720	12,720
Capital Outlay	6,400	10,961	10,961	20,000	20,000
<b>TOTAL EXPENDITURES</b>	<b>674,614</b>	<b>698,729</b>	<b>731,495</b>	<b>765,418</b>	<b>765,418</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					8.22%
INCREASE (DECREASE) TO FUND BALANCE	10,237	(36,024)	(34,076)	(67,799)	(67,799)
FUND BALANCE, JANUARY 1	500,701	510,938	510,938	476,862	476,862
FUND BALANCE, DECEMBER 31	510,938	474,914	476,862	409,063	409,063

## BUDGET HIGHLIGHTS

- A 1.66 mill ad valorem tax approved by voters November 3, 1998 will generate an estimated \$635,119 in 2003.
- 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
- Operating Capital – Approved
  - Fencing, signs and parking stops, \$4,500
  - Office renovations to secure clinic and office supplies, \$3,000
  - Office renovations to secure confidential employees files, \$3,000
  - A/C replacement, \$5,000
  - Computer Equipment, \$2,000
  - Office Equipment/Shelving, \$2,500

**277 HEALTH UNIT FUND**

**PERSONNEL SUMMARY**

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 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	1	1	1	1	55	15,479	19,894	24,295
Registered Nurse	2	1	2	2	10	13,822	17,761	21,703
<b>TOTAL PART-TIME</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>				
<b>TOTAL</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>6</b>				



## 279 RETARDED CITIZENS – TARC

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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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 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. TARC'S mission is accomplished by providing Residential Services, Day Habilitation Services, Early Care and Education Services, Transportations Services, Specialized Services, a Summer camp, and social opportunities.

**Residential Services** are provided for habilitation and care through our Community Homes, Center Based and In-Home Respite Programs, Supervised Independent Living (SIL) Program, and Personal Care Attendant Program (PCA). Our three community homes provide skills training in the areas of household chores, grooming, exercise, meal preparation, laundry skills and daily routines. SIL offers an array of services to assist our clients in living as independently as possible in the community. These services include SIL training, SIL consultation, Day Companions, Nigh Companions and Behavior Companions. TARC's PCA and Respite Services assist with activities of daily living and offer parents and/or guardians a time of rest.

**Day Habilitation** services are provided through TARC Industries, our sheltered workshop, where clients are provided with training and hands-on work experience in manufacturing and providing services for the community. This sheltered workshop employment consists of Prevocational Habilitation and Day Habilitation for severe and profound individuals. To accomplish this, our clients are trained, provide services, and work in a variety of different settings such as: arts and crafts, wood/metal, greenhouse, packaging, restaurant, and cafeteria. TARC's mobile crews are trained to provide janitorial services and lawn maintenance services to businesses in the community. In our Supported Employment Program, our clients are trained and placed in a job in the community. With TARC's continued training and support, these clients are able to work in normal work settings.

**Sunshine Express Early Care and Education Center** is TARC's full-inclusion "Class A" Daycare program offering developmentally appropriate care to 0-5 year old children.

**Transportation Services** are provided for adult clients to and from work throughout the parish. TARC's Shuttle System gives clients a large degree of independence by providing transportation for errands of personal independent living and recreational activities.

**TARC's Specialized Services** include Family Support Services, Advocacy Services, and Nursing Services. Family Support Services assist families and individuals cope with simple to highly complex problems. Services provided by a Licensed Professional Counselor and a Social Worker include client and family counseling, behavior training, psychological counseling, vocation assessments, anger management, social counseling, and resource referral. Advocacy services offer family assistance in obtaining services and networking with needed support services TARC's nursing staff, consisting of a RN and a LPN administers daily medications and handle emergency medical situations.

**Camp Eagle is TARC's Summer Camp**, which is offered to any child between the ages of 6 to 22 who has a disability (moderate, severe, or profound mental retardation, or serious physical impairment). TARC transports campers, provides lunch and snacks and activities which include swimming, weekly field trips, arts and crafts, and music.

**Social opportunities** are provided through TARC's Music Therapy Program, which strengthens coordination, concentration, social skills, speech development, and enjoyment. TARC has three groups of performers who entertain the community. These three are Bayou Samba TARC's percussion group using Brazilian Samba instruments and techniques, Bell Choir who performs year round with an emphasis on Christmas carols and TARC Express our Pop/Country/Rock groups emphasizing Louisiana music. TARC sponsors People First a self-advocacy organization for and run by people who have developmental disabilities. Our campus organization is an affiliate of a national organization.

## 279 RETARDED CITIZENS – TARC

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### 2003 GOALS AND OBJECTIVES

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To maximize the individual's ability, while attempting to minimize the individual's disability.

To continue to provide quality services needed by our clients within our budget constraints in the areas of: Residential, Vocational, Respite, Day Care, Transportation, Summer Camp, Music Therapy, Counseling, Nursing, and Advocacy

To assist members of People First self advocate organization in learning about their rights and responsibilities as citizens and in learning how to speak up for themselves and assist those who cannot.

To continue capital improvements to maintain safe and adequate facilities for learning.

### 2001-2002 ACCOMPLISHMENTS

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During 2001-2002, TARC has continued to provide quality services to an increasing number of clients in our residential programs, vocational programs, daycare program, summer camp program, and music programs. TARC was able to add to our specialized services by hiring a social worker to assist our staff counselor with providing quality services in the areas of family support and advocacy. Replacing a shuttle vehicle and adding a specialized van to transport our Dixie Community Home clients upgraded our transportation fleet. In addition to these capital projects, we were able to continue our annual capital improvement plans with the replacement of five roofs, renovations to three buildings, the purchase of energy efficient screens and windows for 14 buildings, and the replacement of computers.

<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
Number of adult clients TARC services in all programs	947	970	1,005
Number of 0-21 year old clients TARC services in all programs	397	451	455
Number of clients working in TARC restaurant and gift shop	21	22	23
Dollar amount of money made at TARC's restaurant and gift shop	\$189,600	\$220,099	\$219,000
Number of clients working in TARC's facility based employment	59	63	69
Dollar amount of money made by TARC's facility based employment	\$197,551	\$214,958	\$204,100
Number of clients working in TARC's mobile work groups	30	32	32
Dollar amount of money made by TARC's mobile work groups	\$132,195	\$118,020	\$118,000
Total wages paid to clients working in sheltered workshop programs	\$232,121	\$251,369	\$255,000
Number of clients participating in community based employment programs	25	22	21
Number of clients participating in TARC's vocational programs	158	161	166
Number of clients participating in TARC's residential programs	70	78	88
Number of clients receiving counseling services	158	161	166
Number of clients receiving nursing services	281	296	302
Number of clients participating in TARC's music therapy program	292	310	316
Number of clients participating in TARC's infant program	38	48	48
Number of clients participating in TARC's summer camp program	32	34	35
Number of clients receiving transportation services	315	333	339
Number of TARC programs	11	11	11

## 279 RETARTDED CITIZENS – TARC

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	1,935,778	1,930,165	2,103,663	2,042,269	2,042,269
Intergovernmental	136,299	130,000	130,717	130,000	130,000
Miscellaneous Revenue	47,252	30,000	13,915	15,000	15,000
<b>TOTAL REVENUES</b>	<b>2,119,329</b>	<b>2,090,165</b>	<b>2,248,295</b>	<b>2,187,269</b>	<b>2,187,269</b>
<b>EXPENDITURES:</b>					
General -Other	212,493	115,815	222,829	220,178	220,178
Transfers to TARC	2,015,000	1,900,000	1,900,000	1,900,000	1,900,000
<b>TOTAL EXPENDITURES</b>	<b>2,227,493</b>	<b>2,015,815</b>	<b>2,122,829</b>	<b>2,120,178</b>	<b>2,120,178</b>
% CHANGE OVER PRIOR YEAR					5.18%
INCREASE (DECREASE) TO FUND BALANCE	(108,164)	74,350	125,466	67,091	67,091
FUND BALANCE, JANUARY 1	210,588	102,424	102,424	227,890	227,890
FUND BALANCE, DECEMBER 31	102,424	176,774	227,890	294,981	294,981

### BUDGET HIGHLIGHTS

- A 5.33 mill ad valorem tax approved by voters October 18, 1997 will generate an estimated \$2,039,269 in 2003.
- Funds are transferred to Terrebonne Association, as needed, \$1.9 million estimated for 2003.



## 280 PARISHWIDE RECREATION FUND

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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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.



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### 2003 GOALS AND OBJECTIVES

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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.



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### 2001-2002 ACCOMPLISHMENTS

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#### **Basketball:**

8, 10, and 12 yr olds Girls- Teams participated in the **National Biddy Tournament** held in Wichita, KS.

8 yr old Boys team participated in the National Biddy Tournament in Thibodaux, LA.

9 and 10 yr old Boys- Teams participated in the **National Biddy Tournament** held in Lafayette, LA.

11 and 12 yr old Boys Teams participated in the **National Biddy Tournament** held in Kenner, LA.

13, 14A, and 14AA yr old Boys Teams participated in the **National Tournament** held in Slidell, LA.

#### **Baseball:**

9 west, 13, 16, and 18 yr old teams participated in the National Tournament held in Southaven, MS.

11 yr olds participated in the National Tournament held in Athens, TN.

**280 PARISHWIDE RECREATION FUND**

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<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
Number of youth participation for baseball	3,000	3,500	4,000
Number of youth baseball games played	12-15	18-20	20-25
Number of baseball teams participated in World Series	3	5	8
Number of youth participation for softball	500	625	750
Number of youth softball teams	34	42	50
Number of youth softball games played	8-10	10-12	12-15
Number of softball teams participated in Regional Tournament	5	0	5
Number of youth participation for football	1,500	1,200	1,350
Number of youth football games played	7	8	8
Number of youth participation for basketball	1,300	1,500	1,500
Number of youth basketball games played	16	16	16
Number of basketball teams participated in National Bidy Tournament	5	8	10
Number of basketball teams participated in National Pre-Prep Tournament	2	3	3
Number of basketball teams participated in National Champions	1	0	4
Number of youth participation for volleyball	150	190	190
Number of youth volleyball games played	8	9	9
Number of youth participation for special olympics	798	855	1,005
Number of youth special olympics games played	8	8	8
Number of adults participation in programs	850	1,000	1,200

## 280 PARISHWIDE RECREATION FUND

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessment	802,644	802,000	847,757	847,550	847,550
Intergovernmental	58,514	58,000	54,200	54,500	54,500
Charges for Services	85,220	88,200	85,798	85,200	85,200
Miscellaneous Revenue	22,924	26,500	8,549	15,000	15,000
Other Revenue	2,768	0	275	0	0
Operating Transfers In	315,448	572,812	572,812	666,886	617,121
<b>TOTAL REVENUES</b>	<b>1,287,518</b>	<b>1,547,512</b>	<b>1,569,391</b>	<b>1,669,136</b>	<b>1,619,371</b>
<b>EXPENDITURES:</b>					
General - Other	195,201	134,203	199,419	199,420	199,420
Recreation - Other	0	0	0	50,000	15,000
Adult Softball	25,734	38,450	37,965	39,500	39,500
TPR - Administration	487,492	571,266	552,966	596,983	596,983
Camps & Workshops	136,166	246,674	246,370	241,418	226,653
Youth Basketball	119,133	147,000	152,819	147,000	147,000
Football	89,405	72,000	62,248	57,000	57,000
Youth Softball	39,382	69,000	51,697	48,000	48,000
Youth Volleyball	9,256	8,500	10,500	10,500	10,500
Baseball	140,921	166,150	185,232	179,500	179,500
Adult Basketball	0	23,000	6,000	6,000	6,000
Special Olympics	87,745	90,652	91,983	93,815	93,815
<b>TOTAL EXPENDITURES</b>	<b>1,330,435</b>	<b>1,566,895</b>	<b>1,597,199</b>	<b>1,669,136</b>	<b>1,619,371</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(42,917)</b>	<b>(19,383)</b>	<b>(27,808)</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>70,725</b>	<b>27,808</b>	<b>27,808</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>27,808</b>	<b>8,425</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 \$845,550 in 2003.
- Participation fees will generate an estimated \$85,200 in 2003.
- General Fund supplements for recreational activities from its surpluses, \$94,074 or 16.4%
  - Special Olympics, \$93,815
  - Arts and Crafts, \$56,918
  - Summer Camp Program, \$180,000
  - District 4A Swimming Program, \$50,000
  - Easter Program, \$4,500
  - Recreation Administration Supplement, \$201,653
  - Allstar travel, \$80,000

## 280-521 TPR ADMINISTRATION

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

The Terrebonne Parish Recreation (TPR) Department Administration supervises and coordinates multiple recreational and leisure time activities in sports and other types of recreational functions.

### 2003 GOALS AND OBJECTIVES

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.

### 2001-2002 ACCOMPLISHMENTS

Increased youth and adult participation.

Increased the number of teams qualifying for the national level.

Hosted 8 state qualifying tournaments for all sports.

Increased the number of teams qualifying for the state level.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of participants registered for TPR programs	8,100	8,900	10,000
Number of recreational activities organized	8	8	8
% of safety and all regulations complied with	100%	100%	100%
Number of preventive maintenance on equipment (man hours)	400	400	400
% of safety and all regulations complied with	100%	100%	100%
Number of special events	3	8	10
Number of parent volunteers helping with programs	500	600	700

## 280-521 TPR ADMINISTRATION

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<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	440,500	482,467	478,432	543,584	543,584
Supplies and Materials	27,155	32,800	33,801	33,000	33,000
Other Services and Charges	70,604	39,098	47,133	44,793	44,793
Repair and Maintenance	5,298	6,200	7,401	6,200	6,200
Allocated Expenditures	(35,594)	(35,000)	(35,594)	(35,594)	(35,594)
Reimbursements	(21,942)	0	(23,475)	0	0
Capital Outlay	1,471	45,701	45,268	5,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>487,492</b>	<b>571,266</b>	<b>552,966</b>	<b>596,983</b>	<b>596,983</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS, REIMB. AND CAPITAL OUTLAY					11.95%

## BUDGET HIGHLIGHTS

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- Operating Capital:
  - Computer Equipment, \$5,000. Approved

**280-521 TPR ADMINISTRATION**

<b>2003 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	16,000	3,000	65,000
Recreation Insurance	18,000	14,000	4,000	4,000	18,000
Other Fees	4,000	0	3,000	0	2,500
Official Fees	45,000	25,000	20,000	3,500	64,000
Travel & Training	45,000	0	5,000	0	30,000
<b>TOTAL EXPENDITURES</b>	<b>147,000</b>	<b>57,000</b>	<b>48,000</b>	<b>10,500</b>	<b>179,500</b>

<b>2003 ADOPTED BUDGET SUMMARY</b>	<b>ADULT SOFTBALL</b>	<b>ADULT VOLLEYBALL</b>
Operating Supplies	3,000	500
Recreation Insurance	10,500	0
Other Fees	1,000	500
Official Fees	25,000	5,000
<b>TOTAL EXPENDITURES</b>	<b>39,500</b>	<b>6,000</b>



**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 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	1	1	1	1	12	32,464	42,047	51,617
Athletic Program Coord.	2	1	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
<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 I	26	20	26	26	53	6,694	8,486	10,278
Clerk I (COE)	1	1	1	1	53	6,694	8,486	10,278
<b>TOTAL PART-TIME</b>	<b>28</b>	<b>22</b>	<b>28</b>	<b>28</b>				
<b>TOTAL</b>	<b>34</b>	<b>27</b>	<b>34</b>	<b>34</b>				

## 280-523 CAMPS & WORKSHOPS

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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. In Terrebonne Parish the O.N.E./C.H.A.N.E., Inc. (Organized North Easterners and Clay Hill and North End, Inc.), has operated youth services for the past three years by holding several summer camps.

### 2003 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.

### 2001-2002 ACCOMPLISHMENTS

In 2001, contracted with O.N.E./C.H.A.N.E., Inc. to manage two (2) summer camps at Dumas Auditorium and in the Smithridge Community.

In 2002, contracted with O.N.E./C.H.A.N.E., Inc. to manage four (4) more summer camps besides the two that were already held at Dumas Auditorium and in the Smithridge Community, making a total of six summer camps. The four new camps were held in Dularge, Gibson, East Houma, and North Terrebonne.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
<b>Number of summer camps</b>	6	6	6
Number of participants at Smithridge Camp	60	20	40
Number of participants at Dumas Camp	120	180	200
Number of participants at North Terrebonne Camp	0	150	150
Number of participants at Dularge Camp	0	140	140
Number of participants at East Houma Camp	0	95	100
Number of participants at Gibson Camp	0	42	50
Dollar amount of summer camps cost	\$67,732	\$180,000	\$180,000
<b>Number of Parish Arts Funding Grants awarded (arts &amp; crafts)</b>	31	39	39
Number of programs in schools	16	14	14
Number of organizations funded	26	30	30
Total funds allocated to organizations	38,746	38,746	38,746
Number of people benefiting	14,680	12,357	13,000

## 280-523 CAMPS & WORKSHOPS

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<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Supplies & Materials	4,641	4,500	4,196	4,500	4,500
Other Services and Charges	<u>131,525</u>	<u>242,174</u>	<u>242,174</u>	<u>236,918</u>	<u>222,153</u>
<b>TOTAL EXPENDITURES</b>	<u><u>136,166</u></u>	<u><u>246,674</u></u>	<u><u>246,370</u></u>	<u><u>241,418</u></u>	<u><u>226,653</u></u>
% CHANGE OVER PRIOR YEAR					-8.12%

### BUDGET HIGHLIGHTS

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- Administration fee paid to H-T Arts and Humanities, \$9,686
- Direct services to Recreation Districts for Arts and Crafts Programs, \$38,765, Proposed, \$24,000, Approved
- Summer Camp Programs (Special), \$180,000
- Easter Program, \$4,500



## 280-532 SPECIAL OLYMPICS

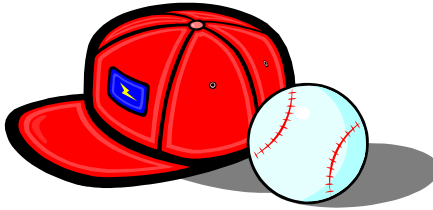
### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

### 2003 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.



### 2001-2002 ACCOMPLISHMENTS

Terrebonne Parish Special Olympics competed in all area and state level events. The number of athletes, coaches, and volunteers continues to grow.

The number of athletes competing in each sport offered is on the rise and the numbers are expected to continue to expand due to the quality of the program; its leadership, coaches, parents and volunteers. Overall the program showed a 10% growth each year from 2000 through 2002. In addition, a minimum increase of 10% for the fiscal year 2003 is expected.

Efforts continue to reach the numerous mentally handicapped citizens of our parish that are not involved in the program.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of volunteers and coaches for Special Olympics	150	200	210
Number of participants in Special Olympic programs	213	241	275
Number of participants in aquatics	21	19	25
Number of participants in athletics	26	24	25
Number of participants in badminton	5	4	6
Number of participants in basketball	24	46	55
Number of participants in bocce	17	29	30
Number of participants in bowling	54	52	60
Number of participants in horseshoes	7	10	12
Number of participants in softball	74	76	85
Number of participants in special superstars bowling league	141	154	180
Number of participants in volleyball	22	12	15
Number of participants in unified bowling (special athletes and partners)	148	132	160
Number of participants in unified softball (special athletes and partners)	0	26	30

**280-532 SPECIAL OLYMPICS**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	47,107	47,652	48,483	50,715	50,715
Supplies and Materials	14,362	16,000	16,500	16,300	16,300
Other Services and Charges	25,981	26,700	26,700	26,500	26,500
Repair and Maintenance	295	300	300	300	300
<b>TOTAL EXPENDITURES</b>	<b>87,745</b>	<b>90,652</b>	<b>91,983</b>	<b>93,815</b>	<b>93,815</b>
% CHANGE OVER PRIOR YEAR					3.49%

**BUDGET HIGHLIGHTS**

- No significant changes

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Asst. Dir.-Spec. Olympics	1	1	1	1	12	32,464	42,046	51,617
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				

## 281 MENTAL HEALTH UNIT

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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The mission of Terrebonne Mental Health Unit is 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, 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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### 2003 GOALS AND OBJECTIVES

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Terrebonne Mental Health, with the Early Childhood Support Services is attempting to build mental health services for all ages with the parish.

To continue to provide services, such as screening, referral, psychiatric evaluation, individual and group counseling, medication assessment and management and hospitalization referral to identified client with the parish.

Terrebonne Mental Health will screen and refer for services all identified clients.

To insure continued funding of the school counselor position at its present rate.

Begin implementation of the Early Childhood Support and Services Program (ECSS) for (Infants to age 5) by January 1, 2003. To obtain housing for the ECSS Program.

To secure funding for the Early Childhood Support Services Program after its three-year contract expires June 2005.

To increase the amount of community based services within Terrebonne Parish, in an effort to decrease the hospitalization of clients seeking services, by July 2003.

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### 2001-2002 ACCOMPLISHMENTS

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Terrebonne Mental Health had a caseload of 1,200 clients at the end of 2001.

There has been an increase in the presence of mental health workers interacting with the Terrebonne Parish School System.

There have meetings with Terrebonne Parish School Personnel.

There has been contact with other agencies in Terrebonne Parish to improve the linkage and communication with Terrebonne Mental Health.

The program with Louisiana Rehabilitation Services, Options for Independence, and Terrebonne Mental Health was active for about a year. It was successful and involved collaboration, linkage, and extensive communication between agencies; provided jobs for clients.

The worker funded by Terrebonne Parish Government did visit the school with the Terrebonne Parish School System.

**281 MENTAL HEALTH UNIT**

<b>PERFORMANCE MEASURES</b>	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of adults screened per week	14	17	19
Number of children screened per week	7	9	11
Number of counselors	5	8	8
Number of children visited at schools during a school year	75	75	75
% of outreach and clinic worker contacts	25%	30%	35%
Number of schools visited by worker funded by Terrebonne Parish Government	5	5	5
Number of clients considered suicidal *	156	156	160
Number of referrals from other agencies	641	628	650

\*The clinic has averaged about 3 clients per week with suicidal thoughts.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	152,539	152,059	160,988	160,893	160,893
Intergovernmental	159,420	10,000	10,300	10,000	10,000
Charges for Services	9,569	0	0	0	0
Miscellaneous Revenue	3,856	6,858	4,901	6,000	6,000
Operating Transfers In	47,000	30,000	30,000	13,609	13,609
<b>TOTAL REVENUES</b>	<b>372,384</b>	<b>198,917</b>	<b>206,189</b>	<b>190,502</b>	<b>190,502</b>
<b>EXPENDITURES:</b>					
General -Other	26,794	16,043	22,618	20,989	20,989
Health & Welfare-Other	107,640	134,603	123,340	138,649	138,649
Social Detox	184,616	0	87	0	0
Terr. Alcohol/Drug Abuse	54,114	70,170	66,841	67,218	67,218
Operating Transfers Out	0	24,951	22,369	0	0
<b>TOTAL EXPENDITURES</b>	<b>373,164</b>	<b>245,767</b>	<b>235,255</b>	<b>226,856</b>	<b>226,856</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(780)</b>	<b>(46,850)</b>	<b>(29,066)</b>	<b>(36,354)</b>	<b>(36,354)</b>
FUND BALANCE, JANUARY 1	66,500	65,720	65,720	36,654	36,654
FUND BALANCE, DECEMBER 31	65,720	18,870	36,654	300	300

## **281 MENTAL HEALTH UNIT**

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### **BUDGET HIGHLIGHTS**

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- An ad valorem tax of .42 mills approved by the voters November 3, 1998 is estimated to generate \$160,693.
- 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 - \$13,609, Approved

**281-409 HEALTH & WELFARE – OTHER**

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of adults screened per week	40	40	40
Number of children screened per week	10	10	10
Number of counselors	8	8	8
Number of children visited at schools during a school year	25	50	55
% of outreach and clinic worker contacts	20%	25%	30%
Number of clients reached through the Options for Independence Program	350	450	450
Number of schools visited by worker funded by Terrebonne Parish Government	7	14	15
Number of clients considered suicidal	33	33	40
Number of referral from outside agencies	500	550	575
Number of clients participating in ACT (Assertive Children Team)	10	20	22
Number of clients participating in the work program	25	30	10
Number of clients participating in the School Mental Health Program	25	30	35

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	107,640	125,244	117,871	129,290	129,290
Supplies and Materials	0	3,000	1,755	3,000	3,000
Other Services and Charges	0	6,359	3,714	6,359	6,359
<b>TOTAL EXPENDITURES</b>	<b>107,640</b>	<b>134,603</b>	<b>123,340</b>	<b>138,649</b>	<b>138,649</b>
% CHANGE OVER PRIOR YEAR					3.01%

**BUDGET HIGHLIGHTS**

- No significant changes

**PERSONNEL SUMMARY**

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Fam. Skills Train. Coord.	3	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>4</b>	<b>4</b>	<b>4</b>	<b>4</b>				

## 281-411 SOCIAL DETOX

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<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	141,082	0	0	0	0
Supplies & Materials	10,616	0	87	0	0
Other Services and Charges	31,682	0	0	0	0
Repair & Maintenance	1,236	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>184,616</b>	<b>0</b>	<b>87</b>	<b>0</b>	<b>0</b>
% CHANGE OVER PRIOR YEAR					0.00%

## BUDGET HIGHLIGHTS

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- Social Detox moved to Fund 231 in year 2002.

## 281-412 TERREBONNE ALCOHOL/DRUG ABUSE

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

The mission of the Office for Addictive Disorders (OAD) is to empower the citizens of Louisiana with healthy lifestyles that will reduce the environmental risk for alcohol and other addictions and to provide effective treatment for those individuals affected by alcohol and other addictions. Qualified professional supervisors and qualified professional counselors are available during hours of operation and on call as needed for crisis intervention after normal hours of operation. Outpatient clinics provide non-residential treatment services that require ongoing support on a daily, weekly or bi-weekly basis. The clinics conduct screenings, assessments, evaluations, diagnosis, and assignment to level of care as warranted by the client's needs. Placement within any point on the continuum of services is implemented contingent upon availability, and/or interim services are provided until such placement is secured.

### 2003 GOALS AND OBJECTIVES

To assure clients get adequate services.

Assure that counseling staff is in the process of gaining certification and hiring a new Social Service Counselor and Clerical.

To provide additional space for clients and counselors.

To meet the needs of the clients and special populations.

To provide prevention and education to clients and the public.

### 2001-2002 ACCOMPLISHMENTS

The Office for Addictive Disorders treated a total of 906 clients in 2002.

The OAD had about 35% of its clients complete their recovery treatment.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of clients treated	802	906	1040*
Number of clients referred for hospitalization	210	280	550
% of clients completing recovery treatment	25%	33%	39%
% of participants in treatment groups	95%	95%	95%
% of participants in family work groups	3%	3%	7%**
Number of reported violations in client rights	0	0	0
% of Participants recommending the facility to others in need of services	8%	8%	13%
Number of educational presentations for dual diagnosis clients	10	10	10

\* Possible increase in the Oxycontin use and the rise in the number of 3rd and 4th DWI arrest.

\*\*The clinic would like to see more family members involved in the treatment of 3rd and 4th offense DWI clients.



**281-412 TERREBONNE ALCOHOL/DRUG ABUSE**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	52,174	68,770	65,441	65,818	65,818
Other Services and Charges	1,940	1,400	1,400	1,400	1,400
<b>TOTAL EXPENDITURES</b>	<b>54,114</b>	<b>70,170</b>	<b>66,841</b>	<b>67,218</b>	<b>67,218</b>
<b>% CHANGE OVER PRIOR YEAR</b>					-4.21%

**BUDGET HIGHLIGHTS**

- No significant changes

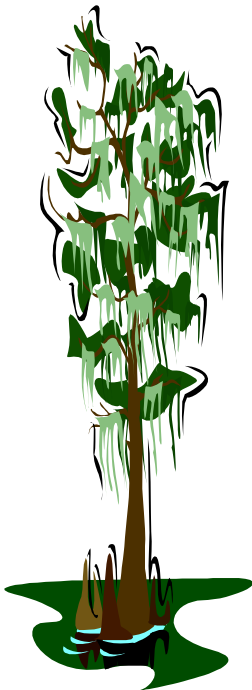
**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Fam. Skills Train. Coord.	1	1	1	1	11	29,620	38,203	46,800
<b>TOTAL FULL-TIME</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				
Fam. Skills Train. Coord.	1	1	1	1	11	14,810	19,102	23,154
L.P. Nurse	1	1	1	1	8	11,689	14,900	18,119
<b>TOTAL PART-TIME</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>				
<b>TOTAL</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>				

## 284 BAYOU TERREBONNE WATERLIFE MUSEUM

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.



### 2003 GOALS AND OBJECTIVES

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.

Through promotional efforts provide a focus for continued renovation and tourism in downtown Houma.

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.

Present workshops such as ArtSense are an annual five-week, art intense workshop.

Increase awareness that the museum is an excellent rental facility for parties, receptions, weddings, etc.

Increase gift shop sales in 2003 through expanded product lines and consignment activity.

Develop cultural activities at the museum that stimulate the interest of locals and tourist.

Develop a satellite office in the Campaign to Save Coastal Louisiana.

### 2001-2002 ACCOMPLISHMENTS

Created weekly Cajun music sessions on Tuesday and Thursday nights.

Created weekly French class.

Provided five weeks of art classes, ArtSense to seventy-five students.

Participated in a statewide initiative, Louisiana Treasure Trail 2002.

Hosted twelve rotating art shows.

Participated in the annual Ladybug Ball.

Tripled attendance at museum.

Secured grant funds for Louisiana Purchase and other programs.

Hosted the annual Parish-wide Talent Search.

Participated in a statewide outreach program for schools.

Hosted the annual Duck Carvers Competition at the Downtown on the Bayou Festival.

Established a satellite tourism office.

Developed a calendar of events.



**284 BAYOU TERREBONNE WATERLIFE MUSEUM**

PERFORMANCE MEASURES	FY2001 Actual	FY2002 Estimated	FY2003 Projected
<b>Amount of visitors to museum:</b>			
Individuals	6,086	13,800	16,500
Group Tours	48	91	100
Workshops	7	7	7
Rentals	13	4	6
Special Events	14	118	125
Number of outreach programs in schools	5	15	25
Dollar amount of gift shop sales	\$14,641	\$15,615	\$16,000

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
<b>REVENUES:</b>					
Intergovernmental	5,603	11,000	4,668	7,050	7,050
Charges for Services	36,093	46,500	37,096	40,000	40,000
Miscellaneous Revenue	591	3,290	1,297	100	100
Operating Transfers In	<u>114,952</u>	<u>119,583</u>	<u>115,726</u>	<u>115,726</u>	<u>115,726</u>
<b>TOTAL REVENUES</b>	<b><u>157,239</u></b>	<b><u>180,373</u></b>	<b><u>158,787</u></b>	<b><u>162,876</u></b>	<b><u>162,876</u></b>
<b>EXPENDITURES:</b>					
Personal Services	30,294	30,446	31,227	32,218	32,218
Supplies & Materials	24,941	28,700	22,583	21,850	21,850
Other Services & Charges	103,498	108,697	96,307	97,008	97,008
Repair & Maintenance	3,429	7,500	7,500	7,500	7,500
Capital Outlay	<u>10,575</u>	<u>2,300</u>	<u>2,297</u>	<u>4,300</u>	<u>4,300</u>
<b>TOTAL EXPENDITURES</b>	<b><u>172,737</u></b>	<b><u>177,643</u></b>	<b><u>159,914</u></b>	<b><u>162,876</u></b>	<b><u>162,876</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-9.56%
<b>INCREASE (DECREASE) TO FUND BALANCE</b>					
FUND BALANCE, JANUARY 1	16,625	1,127	1,127	0	0
FUND BALANCE, DECEMBER 31	1,127	3,857	0	0	0

## 284 BAYOU TERREBONNE WATERLIFE MUSEUM

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### BUDGET HIGHLIGHTS

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- Self generated revenue through the gift shop, concessions, commissions; rentals, admissions, membership fees and donations are projected for 2003 at \$40,000.
- The General Fund supplement for the Museum is projected to be \$115,726 from PILOT Funds, which is the same as 2002. Approved
- Management contract with Arts and Humanities, \$40,000, Approved
- Capital Outlay: - Approved
  - Sound equipment, \$1,000

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### PERSONNEL SUMMARY

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JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Secretary	1	1	1	1	56	16,725	21,621	26,529
Clerk I	0	1	0	0	53	13,388	16,972	20,556
TOTAL FULL-TIME	1	2	1	1				
Clerk I	1	0	1	1	53	6,694	8,486	10,278
TOTAL PART-TIME	1	0	1	1				
TOTAL	2	2	2	2				



### 300 – 306 UTILITIES DEPARTMENT

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 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.

**2001-2002 ACCOMPLISHMENTS**

The refinancing of the 1992 Revenue Bonds saving the government about \$1,000,000 in interest over the next 10 years.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of customers	24,893	25,295	26,423

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Charges for Services	87,980	102,000	89,922	91,575	91,575
Miscellaneous Revenue	1,462,607	911,400	621,540	853,765	853,765
Utility Revenue	36,798,322	38,248,901	34,767,292	37,741,280	37,741,280
Other Revenue	143,692	17,500	9,432	17,500	17,500
<b>TOTAL REVENUES</b>	<b>38,492,601</b>	<b>39,279,801</b>	<b>35,488,186</b>	<b>38,704,120</b>	<b>38,704,120</b>
<b>EXPENSES:</b>					
General -Other	24,111	4,990	29,442	5,915	5,915
Customer Service	0	0	3	0	0
Electric Generation	18,380,132	17,751,029	16,801,781	18,126,062	18,126,062
Electric Distribution	2,111,420	2,459,316	2,430,760	2,599,681	2,599,681
Gas Distribution	10,927,620	11,715,093	8,644,123	11,954,434	11,954,434
Utility Administration	3,126,273	3,365,113	2,753,194	2,959,824	2,959,824
G.I.S. Mapping System	41,036	87,000	56,114	74,200	74,200
Operating Transfer Out	3,704,970	3,662,839	3,662,839	2,320,982	2,320,982
<b>TOTAL EXPENSES</b>	<b>38,315,562</b>	<b>39,045,380</b>	<b>34,378,256</b>	<b>38,041,098</b>	<b>38,041,098</b>
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>	<b>177,039</b>	<b>234,421</b>	<b>1,109,930</b>	<b>663,022</b>	<b>663,022</b>
<b>RETAINED EARNINGS, JANUARY 1</b>	<b>48,857,463</b>	<b>49,033,092</b>	<b>49,033,092</b>	<b>50,143,022</b>	<b>50,143,022</b>
<b>RETAINED EARNINGS, DECEMBER 31</b>	<b>49,033,092</b>	<b>49,267,513</b>	<b>50,143,022</b>	<b>50,806,044</b>	<b>50,806,044</b>

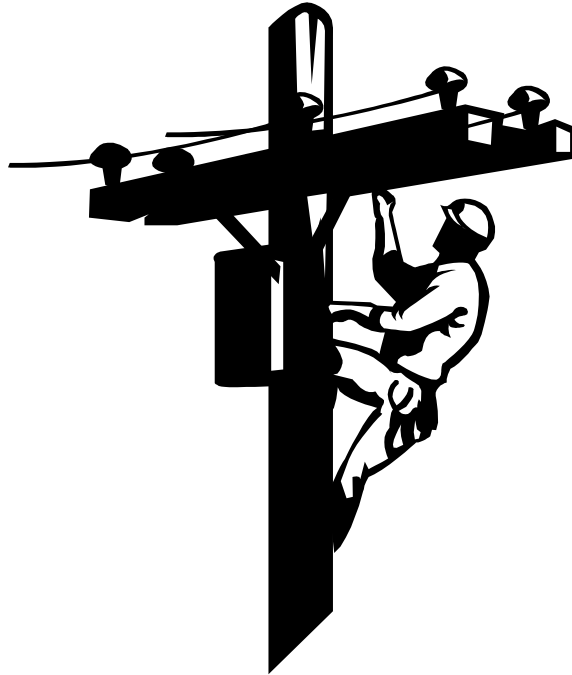
## 300 – 306 UTILITIES DEPARTMENT

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### BUDGET HIGHLIGHTS

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- Electric residential and commercial sales revenue for fiscal year 2003 totals \$12.5 million.
- \$2.6 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 2003 are estimated to be \$5.0 million.



**300 – 306 UTILITIES DEPARTMENT  
301 – 802 ELECTRIC GENERATION**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 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.

**2001-2002 ACCOMPLISHMENTS**

Replacing the fan blade, gear box overhaul, and putting in a new circulation water pump heads refurbished unit 15 Cooling Tower.

Unit 14 and Unit 16 instrument and service air compressors were replaced.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Net generation (kwh)	63,980,338	72,730,170	75,600,000
Off system sales (kwh)	13,132,400	16,022,200	17,000,000
Native peak (Mw)	67.9	71.5	73.0
Number of generators	7	7	7
Number of units	7	7	7
Number of power outages	364	220	200
Number of substations	11	11	11

**300 – 306 UTILITIES DEPARTMENT**  
**301 – 802 ELECTRIC GENERATION**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	1,056,017	1,217,579	1,006,231	1,354,435	1,354,435
Supplies and Materials	134,531	186,200	138,873	201,200	201,200
Other Services and Charges	787,765	810,450	957,985	1,032,627	1,032,627
Repair and Maintenance	652,525	416,800	385,747	382,800	382,800
Capital Outlay (Depreciation)	863,359	855,000	855,000	590,000	590,000
Energy Purchases	<u>14,885,935</u>	<u>14,265,000</u>	<u>13,457,945</u>	<u>14,565,000</u>	<u>14,565,000</u>
<b>TOTAL EXPENSES</b>	<b><u>18,380,132</u></b>	<b><u>17,751,029</u></b>	<b><u>16,801,781</u></b>	<b><u>18,126,062</u></b>	<b><u>18,126,062</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ENERGY PURCHASES					2.15%

**BUDGET HIGHLIGHTS**

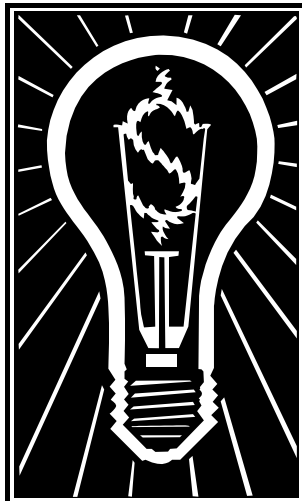
- Major operating expenses: - Approved
  - Chemical purchases, \$140,000
  - Environmental cost, \$150,000
  - Plant repairs, \$360,000
  - Natural gas purchases to fuel the power plant, \$5,000,000
  - Energy and power costs, \$9,560,000 (an increase of \$300,000 or 3 %)
- Capital Outlay: (@ 303 – 802) – Approved
  - One ¾ Ton Pickup Truck (replacement), \$25,000
  - Communication Equipment, \$6,000



**300 – 306 UTILITIES DEPARTMENT  
301 – 802 ELECTRIC GENERATION**

**PERSONNEL SUMMARY**

JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						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
Equip. Oper. III	0	1	1	1	58	19,647	24,763	31,879
Electric Plant Oper.	5	4	4	4	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	0	2	2	56	16,725	21,621	26,529
Electrician II	1	0	1	1	54	14,375	18,349	22,322
<b>TOTAL</b>	<b>30</b>	<b>21</b>	<b>30</b>	<b>30</b>				



**300 – 306 UTILITIES DEPARTMENT  
301 – 803 ELECTRIC DISTRIBUTION**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 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.

**2001-2002 ACCOMPLISHMENTS**

Engineering for underground electric and communication service to the Government Tower.

The 34.5kv substation and interconnect improvements were done.

Electric service to the new East side Wal-Mart was acquired.



PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of customers	10,770	11,046	12,150
Retail sales (Kwh) (Millions)	278.2	279.4	282.2
Number of circuit miles above ground	140	140	141
Number of circuit miles underground	70	70	71
% of duration of electrical outages	0.90%	4.00%	0.40%
Number of substations	11	11	11

**300 – 306 UTILITIES DEPARTMENT  
301 – 803 ELECTRIC DISTRIBUTION**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	473,345	593,095	524,836	654,510	654,510
Supplies & Materials	42,491	70,325	90,900	71,125	71,125
Other Services and Charges	233,576	401,896	423,831	431,546	431,546
Repair & Maintenance	380,679	414,000	411,193	419,500	419,500
Capital Outlay (Depreciation)	981,329	980,000	980,000	1,023,000	1,023,000
<b>TOTAL EXPENSES</b>	<b>2,111,420</b>	<b>2,459,316</b>	<b>2,430,760</b>	<b>2,599,681</b>	<b>2,599,681</b>
<b>% CHANGE OVER PRIOR YEAR</b>					5.71%

**BUDGET HIGHLIGHTS**

- Major operating expenses: Approved
  - Line Clearing and Maintenance Service, \$150,000
  - Line repairs, \$255,000
- Capital Outlay: (@ 303-803) – Approved
  - System additions- \$800,000
  - 34.5 KV Tie –Norman St. Substation to Cummins Substation
  - Six (6) – 34.5 Auto/SCADA control switches
  - System expansion new subdivision

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
	<b>ADPT</b>	<b>CUR</b>	<b>PRO</b>	<b>ADPT</b>		<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Utility Supt.-Elec. Dist.	1	1	1	1	14	39,398	51,409	63,434
Utility Supervisor	1	1	1	1	62	28,061	37,775	47,488
Mtr. Ctrls. Substn. Tech.	0	1	1	1	61	25,568	34,190	42,826
Op. Supv.-Elec. Dist.	4	2	4	4	61	25,568	34,190	42,826
Engineering Tech.-E. Dist.	2	1	1	1	60	23,348	31,022	38,697
Sr. Lineman	3	3	3	3	59	21,737	28,231	35,074
Lineman	4	3	4	4	56	16,725	21,621	26,529
<b>TOTAL</b>	<b>15</b>	<b>12</b>	<b>15</b>	<b>15</b>				

**300 – 306 UTILITIES DEPARTMENT**  
**301 – 806 GAS DISTRIBUTION**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 GOALS AND OBJECTIVES**

- Continue replacement of cast iron main and service lines.
- Maintain adherence to regular inspection schedules for leak detection, cathodic protection, and regulator stations and key valve functionality.
- Maintain and expand customer and contractor risk awareness programs.
- Develop GIS system for tracking location and nature of system repairs and evaluate need for other component replacement programs.
- Develop gas supply curtailment plan.

**2001-2001 ACCOMPLISHMENTS**

- Completed Highway 20 to Oak Forest gas line improvement.
- Put in Phase 8 New Orleans Blvd. area cast iron replacement.
- Also did Phase 9 School Street area cast iron replacement.
- Installation of Friendswood Regulator Station to remedy the areas low-pressure problems and to serve the systems largest industrial customer.
- Had operator qualification training and testing.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of customers	14,123	14,249	14,273
Retail sales (MCF)	927,897	925,113	933,439
Wholesale sales to power plant (MCF)	964,864	914,846	923,994
Number of miles of distribution mains	389	389	389
Number of gas delivery stations	5	5	5
Number of pressure regulator stations	17	17	17
Number of delivery points to the low pressure system	19	19	19

**300 – 306 UTILITIES DEPARTMENT**  
**301 – 806 GAS DISTRIBUTION**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	635,284	707,921	673,617	806,488	806,488
Supplies and Materials	74,461	100,100	94,699	107,100	107,100
Other Services and Charges	128,354	180,072	181,070	193,846	193,846
Repair and Maintenance	163,587	293,000	281,064	297,000	297,000
Capital Outlay (Depreciation)	499,336	434,000	500,000	550,000	550,000
Energy Purchases	9,426,598	10,000,000	6,913,673	10,000,000	10,000,000
<b>TOTAL EXPENSES</b>	<b>10,927,620</b>	<b>11,715,093</b>	<b>8,644,123</b>	<b>11,954,434</b>	<b>11,954,434</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ENERGY PURCHASES					13.95%

**BUDGET HIGHLIGHTS**

- Natural gas purchases, \$10,000,000, Approved
- Capital Outlay: (@ 303 – 806) – Approved
  - Two replacement trucks, \$40,000
  - Instruments, \$13,000
  - Distribution system, \$300,000
  - System additions, \$100,000

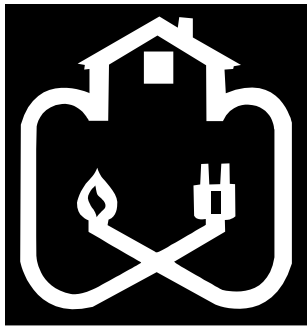
**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002</b>	<b>2002</b>	<b>2003</b>	<b>2003</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
	<b>ADPT</b>	<b>CUR</b>	<b>PRO</b>	<b>ADPT</b>		<b>MIN</b>	<b>MID</b>	<b>MAX</b>
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	1	1	1	59	21,737	28,231	35,074
Sr. Util. Svc. Worker-Gas	5	3	3	3	59	21,737	28,231	35,074
Crew Leader	0	1	1	1	58	19,647	24,763	31,879
Line Maintenance Operators	0	0	4	4	57	18,089	23,569	29,035
Mechanic II	0	1	1	1	56	16,725	21,621	26,529
Laborer III-General	7	5	3	3	56	16,725	21,621	26,529
Util. Serv. Wrkr.	0	1	1	1	56	16,725	21,621	26,529
<b>TOTAL</b>	<b>19</b>	<b>16</b>	<b>19</b>	<b>19</b>				

**300 – 306 UTILITIES DEPARTMENT  
301 – 807 UTILITY ADMINISTRATION**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.



**2003 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.

**2001-2002 ACCOMPLISHMENTS**

Completed the St. Charles Street utilities relocation.

Implemented an Energy Risk Management Program Development.

Completed a Telecommunication Market Survey.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
% of GIS systems completed	80%	85%	88%
% of computerized work order system complete	80%	80%	95%
Number of records, maps, etc. converted to magnetic media	498	135	200
% of magnetic media library complete	5%	1%	2%

**300 – 306 UTILITIES DEPARTMENT**  
**301 – 807 UTILITY ADMINISTRATION**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	503,480	599,626	556,921	637,431	637,431
Supplies and Materials	26,799	61,250	38,680	56,250	56,250
Other Services and Charges	439,481	303,531	484,378	503,636	503,636
Repair and Maintenance	4,960	31,667	12,650	13,500	13,500
Capital Outlay (Depreciation)	132,227	60,000	140,000	163,000	163,000
Allocated Expenditures	<u>1,203,223</u>	<u>1,561,158</u>	<u>1,203,007</u>	<u>1,203,007</u>	<u>1,203,007</u>
<b>TOTAL EXPENSES</b>	<b><u>2,310,170</u></b>	<b><u>2,617,232</u></b>	<b><u>2,435,636</u></b>	<b><u>2,576,824</u></b>	<b><u>2,576,824</u></b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					30.09%

**BUDGET HIGHLIGHTS**

- No significant changes

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
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	1	1	55	15,479	19,894	24,295
<b>TOTAL</b>	<b><u>13</u></b>	<b><u>11</u></b>	<b><u>12</u></b>	<b><u>12</u></b>				

**300 – 306 UTILITIES DEPARTMENT**  
**306 – 808 G.I.S. MAPPING SYSTEM**

**MISSION STATEMENT**

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.

**2001-2002 ACCOMPLISHMENTS**

New digital aerial photographs of the Parish coordinated with the Terrebonne Parish Assessor.

Upgraded GIS software to the ESRI Arc products.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of agencies using G.I.S. system	0	1	2
Number of parish departments using G.I.S. system	8	9	12
% of data completed on system	50%	55%	60%
Number of employees trained to use system	12	15	20

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	19,904	16,800	21,300	22,000	22,000
Supplies and Materials	0	20,000	21,529	20,000	20,000
Other Services and Charges	21,132	50,200	13,285	32,200	32,200
<b>TOTAL EXPENSES</b>	<b>41,036</b>	<b>87,000</b>	<b>56,114</b>	<b>74,200</b>	<b>74,200</b>
% CHANGE OVER PRIOR YEAR					-14.71%

**BUDGET HIGHLIGHTS**

- No significant changes



## 310 & 311 POLLUTION CONTROL

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

The Pollution Control Division of the Utilities Department is responsible in providing collection and treatment of wastewater for the citizenry of Terrebonne Parish within the confines of the public sewerage system. To this end, this division strives to provide the necessary service to its customers by maintaining continuity of sewage flows from its customer's property through an infrastructure consisting of approximately 220 miles of collection system and 12 treatment facilities. All discharges into the environment will meet regulatory agency guidelines as to provide a safe habitat for wildlife and public uses. Methods in attaining a high performance standard will be through the utilization of quality personnel, equipment and administrative resources working as a harmonious unit.

### 2003 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).

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 Airbase and Duet locations.

Rehabilitate East Houma Trunk Line.

### 2002-2002 ACCOMPLISHMENTS

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. Phase I completed. Phases 2 & 3 on-going.

Extended or initiated extension of collection systems along East Park, Calloway Road, and Thunderbird Road, and St. Charles St.

Rehabilitated Highland Drive Lift Station.

Repaired Baratavia Avenue Sewer Gravity Main and Manholes.

Replaced media in NTP Bio-filter.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of wastewater utility customers	24,487	24,955	25,423
Number of wastewater service locations	26,936	27,451	27,965
Number of collection systems extended *	10	10	10
Number of sewers constructed in conjunction w/CDBG (Systems)	2	1	1
Number of sewer fee bills	24,487	24,955	25,423
Amount of sewer fees collected	\$3,848,700	\$4,162,000	\$4,484,292
Monthly user charge per customer/structure **	\$1.03	\$1.14	\$1.25
Monthly user charge per hotels and motels ***	\$1.03	\$1.14	\$1.25

\* Includes private developments dedicated to TPCG

\*\* \$6.00 plus the amount per 1,000 gallons of water consumed

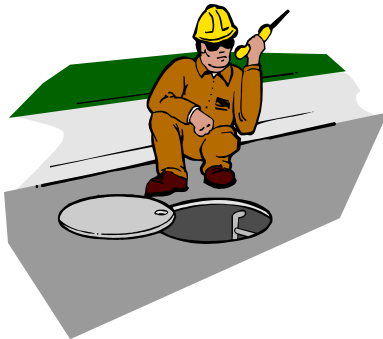
\*\*\* \$2.30 per room plus the amount per 1,000 gallons of water consumed

## 310 & 311 POLLUTION CONTROL

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	2	0	0	0	0
Intergovernmental	8,577	0	0	0	0
Charges for Services	109,413	0	857	0	0
Miscellaneous Revenue	530,624	230,000	212,594	170,000	170,000
Utility Revenue	3,936,493	4,380,400	4,274,654	4,390,400	4,390,400
Other Revenue	11,510	0	818	0	0
Operating Transfers In	761,643	561,042	570,806	540,000	540,000
<b>TOTAL REVENUES</b>	<b>5,358,262</b>	<b>5,171,442</b>	<b>5,059,729</b>	<b>5,100,400</b>	<b>5,100,400</b>
<b>EXPENSES:</b>					
General -Other	16,217	6,055	18,257	12,555	12,555
Sewerage Collection	1,833,962	2,088,215	2,008,178	2,264,013	2,264,013
Treatment Plant	1,803,032	2,120,749	2,009,554	2,133,846	2,133,846
EPA Grant Administration	159,386	261,222	207,474	297,297	297,297
Sewerage Capital Add't'n	168,296	195,000	195,000	175,000	193,500
Operating Transfers Out	761,643	525,646	542,306	540,000	540,000
<b>TOTAL EXPENSES</b>	<b>4,742,536</b>	<b>5,196,887</b>	<b>4,980,769</b>	<b>5,422,711</b>	<b>5,441,211</b>
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>	<b>615,726</b>	<b>(25,445)</b>	<b>78,960</b>	<b>(322,311)</b>	<b>(340,811)</b>
RETAINED EARNINGS, JANUARY 1	1,568,005	2,183,731	2,183,731	2,262,691	2,262,691
RETAINED EARNINGS, DECEMBER 31	2,183,731	2,158,286	2,262,691	1,940,380	1,921,880

## 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 2003 projected - \$4,298,000



**310 & 311 POLLUTION CONTROL  
310 – 431 SEWERAGE COLLECTION**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

The Sewerage Collection Division is responsible for operation, maintenance and repair of all wastewater collection and transport facilities, including 158 pumping stations, 7 holding basins, approximately 225 miles of collector lines, 50.5 miles of force main transport lines and 4,850 manholes.

**2003 GOALS AND OBJECTIVES**

A systematic approach to perform minor renovation of approximately twenty (20) pumping stations per year.

Major renovation to two (2) pumping stations per year.

Identify and determine reoccurring causes of gravity line blockages. Develop and implement program to eliminate the source of these blockages.

Implement an aggressive approach to infiltration/ inflow elimination/reduction.

Identify locations of major odor emissions within the system and address as required.

**2001-2002 ACCOMPLISHMENTS**

Implemented sanitary sewer rehabilitation program utilizing trench less technology.

Constructed Gibson-Jarvis and Clinton Street Phase I community sewers in conjunction with CDBG program.

Extended sewers to serve Calloway Road and Thunderbird Road and a section of East Park avenue.

Constructed sewers to serve Gemini Drive and a section of St. Charles Street between Hwy. 311 and Tunnel Blvd.

Completed rehabilitation of Highland Drive sewer lift station.

Began repairs of a section of gravity main serving Barataria Avenue at Tunnel Boulevard.

<b>PERFORMANCE MEASURES</b>	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of miles of sewer collection lines	223	225	228
Number of pumping stations	157	158	159
Number of holding basins maintained	7	7	7
Number of force main transport lines (miles)	50.0	50.5	51.0
Number of manholes maintained	4,938	5,025	5,100
Number of manhole inspections	15	25	50
Number of manhole rehabilitations	0	2	10
Number of point repairs	10	8	15
Work orders processed per month	191	183	185

**310 & 311 POLLUTION CONTROL  
310 – 431 SEWERAGE COLLECTION**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	521,566	636,538	563,856	764,557	764,557
Supplies and Materials	58,875	84,600	84,600	86,650	86,650
Other Services and Charges	640,830	759,181	696,092	720,176	720,176
Repair and Maintenance	232,079	256,896	256,000	285,000	285,000
Capital Outlay (Depreciation)	102,964	130,000	130,000	130,000	130,000
Allocated Expenditures	<u>277,648</u>	<u>221,000</u>	<u>277,630</u>	<u>277,630</u>	<u>277,630</u>
<b>TOTAL EXPENSES</b>	<u><u>1,833,962</u></u>	<u><u>2,088,215</u></u>	<u><u>2,008,178</u></u>	<u><u>2,264,013</u></u>	<u><u>2,264,013</u></u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					6.38%

**BUDGET HIGHLIGHTS**

- New Position – Electrician IV, Grade 59. Approved
- Major Expenditures: - Approved
  - Utility cost, \$435,000
  - 2.25% Collection Fee of all sewerage revenue collected by Consolidated Waterworks, \$94,000
- Capital Outlay: - Approved
  - Vacuum Truck, \$185,000

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Sewerage Supt.-Collect.	1	1	1	1	14	39,398	51,409	63,434
Asst. Sewerage Supt.	1	0	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	2	2	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	3	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	2	2	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	0	1	1	54	14,375	18,349	22,322
Electrician I	1	0	1	1	53	13,388	16,972	20,556
<b>TOTAL</b>	<u>18</u>	<u>14</u>	<u>19</u>	<u>19</u>				

**310 & 311 POLLUTION CONTROL  
310 – 432 TREATMENT PLANT**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

The Sewerage Treatment Plant is responsible for operation, maintenance and repair of all wastewater treatment facilities including 2 major and 10 minor wastewater treatment plants; management of wastewater laboratory and ensuring compliance with discharge permit monitoring and reporting requirements.

**2003 GOALS AND OBJECTIVES**

Identify best available technology for filter media replacement for fiscal year 2004.

Update of Standard Operation Procedures (SOP) Manual to reflect current and proposed treatment systems.

Establish operator certification training network with neighboring parishes.

Expand knowledge of LDEQ permit requirements of each plant to all operational personnel.

Update operating procedures manual for all laboratory analyses required under regulatory guidelines.

Develop profile of analytical data derived from each plant and establish correlation between measured parameters and other environmental factors.

**2001-2002 ACCOMPLISHMENTS**

Completed replacement of 50% bio-filter media at North Plant.

Constructed Gibson-Jarvis and Clinton Street Phase I community sewers in conjunction with CDBG program.



PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of major wastewater treatment facilities	2	2	2
Number of minor wastewater treatment facilities	10	10	10
Number of gallons per day (millions)	9.28	10.41	11.66
% of wastewater complying with state permit effluent limitations	99.72%	99.72%	99.72%
Number of samples collected	3,602	3,619	3,619

Note: Excursion Causes:

Insufficient chlorination, Torrential rainstorms, Electrical power outage,  
Equipment failure, and Insufficient treatment

**310 & 311 POLLUTION CONTROL  
310 – 432 TREATMENT PLANT**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	636,576	742,702	711,086	804,098	804,098
Supplies & Materials	145,351	201,349	205,650	202,200	202,200
Other Services and Charges	554,404	645,598	560,618	602,548	602,548
Repair & Maintenance	155,514	196,100	197,200	195,000	195,000
Capital Outlay (Depreciation)	311,187	335,000	335,000	330,000	330,000
<b>TOTAL EXPENSES</b>	<b>1,803,032</b>	<b>2,120,749</b>	<b>2,009,554</b>	<b>2,133,846</b>	<b>2,133,846</b>
% CHANGE OVER PRIOR YEAR					0.62%

**BUDGET HIGHLIGHTS**

- Major Expenditures: - Approved
  - Chemical purchases, \$115,500
  - Treatment Plant utility cost, \$450,000
  - Various plant repairs, \$125,000
- Capital Outlay: - Approved
  - One Bar Screen Compactor at North Treatment Plant, \$35,000
  - Generator Transfer Switch At Treatment Plant, \$20,000

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
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	1	2	2	56	16,725	21,621	26,529
Treatment Plant Oper. I	4	5	4	4	54	14,375	18,349	22,322
Mechanic I	2	0	2	2	54	14,375	18,349	22,322
Electrician I	1	0	1	1	53	13,388	16,972	20,556
<b>TOTAL FULL-TIME</b>	<b>20</b>	<b>17</b>	<b>20</b>	<b>20</b>				
Lab Technician	0	2	0	0				
<b>TOTAL PART-TIME</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>				
<b>TOTAL</b>	<b>20</b>	<b>19</b>	<b>20</b>	<b>20</b>				

**310 & 311 POLLUTION CONTROL**  
**310 – 433 POLLUTION CONTROL ADMINISTRATION**

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**MISSION STATEMENT /DEPARTMENT DESCRIPTION**

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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.

**2003 GOALS AND OBJECTIVES**

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- Review adequacy of Sewer User Fees in meeting operating objectives.
- Develop compilation of all service calls and provide tabulation of similar characteristics.
- Upgrade standards for materials submission of plans/specifications and granting of final approval for all property development.
- Improve record drawing files through further implementation of GIS System, including sewer location map for field crews, private plumbing contractors and intra-governmental usage.
- Improve technical capabilities of Division for implementation of Division projects and the review process from design consultants.
- Provide audit of security system of the Division and implement-required improvements.
- Develop standard fee for service tap installation.
- Develop standard fees for connection charges that are not addressed in ordinance.
- Upgrade SCADA monitoring hardware/software to meet current operating requirements.
- Incorporate approve parish-wide sewerage master plans into operation.

	<b>FY2001</b>	<b>FY2002</b>	<b>FY2003</b>
<b>PERFORMANCE MEASURES</b>	<b>Actual</b>	<b>Estimated</b>	<b>Projected</b>
Number of sewer improvement projects	7	6	5
% of sewer improvement projects completed	100%	50%	N/A
% of G.I.S. data completed	5%	10%	25%

**310 & 311 POLLUTION CONTROL**  
**310 – 433 POLLUTION CONTROL ADMINISTRATION**

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	141,555	230,207	197,422	284,256	284,256
Supplies and Materials	1,692	1,650	1,750	2,638	2,638
Other Services and Charges	15,894	28,415	7,352	9,453	9,453
Repair and Maintenance	245	950	950	950	950
<b>TOTAL EXPENSES</b>	<b>159,386</b>	<b>261,222</b>	<b>207,474</b>	<b>297,297</b>	<b>297,297</b>
% CHANGE OVER PRIOR YEAR					13.81%

**BUDGET HIGHLIGHTS**

- New position, Clerk III, Grade 56, Approved

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 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	0	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
Clerk III	0	0	1	1	56	16,725	21,621	26,529
<b>TOTAL</b>	<b>5</b>	<b>4</b>	<b>6</b>	<b>6</b>				



**310 & 311 POLLUTION CONTROL  
311 – 434 SEWERAGE CAPITAL ADDITIONS**

**PURPOSE OF APPROPRIATION**

The monies in this fund are for the depreciating renewal and replacement of the sewer system for the Pollution Control Department.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Capital Outlay (Depreciation)	<u>168,296</u>	<u>195,000</u>	<u>195,000</u>	<u>175,000</u>	<u>193,500</u>
TOTAL EXPENSES	<u>168,296</u>	<u>195,000</u>	<u>195,000</u>	<u>175,000</u>	<u>193,500</u>
% CHANGE OVER PRIOR YEAR					-0.77%

**BUDGET HIGHLIGHTS**

- Sewerage Collection Replacement Capital: Approved
  - 4 - ¾ Ton Cab and Chassis with utility body for replacements, \$92,000
- Sewerage Treatment Replacement Capital: Approved
  - 1 – Pump PST to Digester, \$13,000
  - 1 – Bar Screen at South Treatment Plant, \$100,000
  - 2 – Computers, \$3,700
- Sewer Projects – Approved.
  - Airbase Pump Station Renovation, \$250,000
  - Duet Street Pump Station Renovation, \$225,000
  - East Houma Trunk Gravity Repair, \$200,000
  - Sewer Rehabilitation, \$500,000

## 385 CIVIC CENTER

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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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, quality control, and customer service. The Houma-Terrebonne Civic Center, an enterprise fund operation, is a multipurpose facility consisting of a 37,000 square foot exhibit hall with a maximum seating capacity of 5,000 and a connecting 11,000 square foot meeting room wing. It is uniquely designed to host events ranging from conventions, tradeshow, performing arts, concerts, consumer shows, family shows, banquets, outdoor shows, and community events. Division management functions include Administration/Booking/Contract Services, Marketing, Event Services, Business Office/Box Office, Operations/Maintenance, and Catering/Concessions Services.

### 2003 GOALS AND OBJECTIVES

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- Continue to position the Civic Center as an economic catalyst, both directly and indirectly; by generating sales taxes, part-time jobs, and event related dollars spent in the community on goods and services required by event operations.
- Streamline the increase in volume of financial information, documentation, and accounting duties required by the Business Office to support the food and beverage division.
- Promote Parish hotel/motel properties to increase hotel/motel tax.
- Promote local attractions and restaurants to event planners and attendees.
- Develop facility's permanent advertising revenue signage program.
- Assist the Parish Economic Development Department to determine the feasibility of attracting a hotel property near the Civic Center site.
- Continue to assist the Bayou Bucks in marketing and promotional efforts.
- Continue to increase food and beverage revenue and promote the facility's positive public food service image.
- Continue to maintain an image of a performing arts center in a non-theater designed facility.
- Attend national and state conferences to keep facility visible to contacts within the industry.
- Continue to inform the local and regional community about Civic Center events through newsletters, press releases, event schedules, advertising, marketing, promotions, website, and outdoor marquee.
- Continue the relationship with the Houma-Terrebonne Civic Center Development Corporation, the organization specifically designed to promote risk-type events.
- Continue to reduce the facility's annual subsidy without sacrificing services, events, or quality of life to the community.

### 2001-2002 ACCOMPLISHMENTS

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- Secured a National Indoor Football League expansion franchise, the Bayou Bucks, which played their first season in 2002, creating an additional (7) seven bookings and increasing rental revenue and food/beverage revenue.
- Negotiated and booked the facility as an available indoor site for the New Orleans Saints 2002 Training Camp. The Saints utilized the facility on August 9, 2002 generating publicity throughout the state of Louisiana.
- Negotiated and booked the first-ever professional boxing match in 2001.
- Hosted in 2001 and 2002 annual Terrebonne Parish Basketball Jamboree under a five-year contract with the school system.
- Secured the 2001 and 2002 Boat, Sport and RV Show, Arena Motorcycle Cross, and Fear No Evil Bull Riding.
- Secured seven additional conventions as follows: District Rotary Banquet, Holiday Ramblers Rally, St. Mark's Women's Conference, American Institute of Architects State Convention, Gulf Stream RV Rally, Beacon Light Conference, and the Church of Christ Conference.
- In the fall of 2001, the Terrebonne Parish Council authorized the Parish President to create a new in-house food service division within the Civic Center department beginning January 15<sup>th</sup>, 2002. Consequently, the Civic Center began an immediate transition phase from contracted service to a self-operation. (See Performance Measures)
- Increased facility revenue and reduced facility subsidy. (See Performance Measures)

## 385 CIVIC CENTER

### 2001-2002 ACCOMPLISHMENTS (continued)

- Negotiated and booked the following Broadway Performances in 2001 and 2002: Jekyll & Hyde, Chicago, Tapdogs, Funny Girl, Little Bear Live, The Nutcracker, Rent, Caberet, Peter Pan, Sing Along Santa, Swing, and Lord of the Dance.
- Produced four quarterly newsletters in 2001 and 2002 with an increase in circulation of 22,000 per issue.
- Completed the installation of an upgraded 750KW emergency generator.

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Total operating revenues	\$518,994	\$856,474	\$742,000
Sales tax collected	\$63,945	\$66,815	\$70,000
General fund subsidy	\$888,000	\$868,000	\$717,000
Part-time jobs created	\$83,890	\$162,873	\$145,000
Food and beverage	\$85,189	\$235,816	\$175,000
Event attendance	226,252	220,990	200,000
Event days	184	196	200

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
<b>REVENUES:</b>					
Taxes & Special Assessments	99,870	88,000	93,719	88,000	88,000
Charges for Services	397,798	426,000	748,347	639,000	639,000
Miscellaneous Revenue	21,335	20,000	14,408	15,000	15,000
Transfers In	888,079	869,638	868,000	717,000	717,000
<b>TOTAL REVENUES</b>	<b>1,407,082</b>	<b>1,403,638</b>	<b>1,724,474</b>	<b>1,459,000</b>	<b>1,459,000</b>
<b>EXPENSES:</b>					
Personal Services	596,294	717,190	692,764	810,352	810,352
Supplies & Materials	74,166	83,200	317,764	253,975	253,975
Other Services & Charges	448,990	474,513	430,399	459,178	459,178
Repair & Maintenance	30,820	80,161	75,493	44,531	44,531
Capital Outlay (Depreciation)	90,165	98,196	96,713	96,917	96,917
Allocated Expenditures	51,351	54,270	51,250	51,450	51,450
<b>TOTAL EXPENSES:</b>	<b>1,291,786</b>	<b>1,507,530</b>	<b>1,664,383</b>	<b>1,716,403</b>	<b>1,716,403</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					14.57%
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>					
RETAINED EARNINGS, JANUARY 1	391,325	(103,892)	60,091	(257,403)	(257,403)
RETAINED EARNINGS, DECEMBER 31	506,621	402,729	566,712	309,309	309,309

## 385 CIVIC CENTER

### BUDGET HIGHLIGHTS

- Receives a special dedicated Hotel/Motel Tax, 2003 projected - \$88,000, Approved
- Self generated revenue from facility use rentals, marketing, celebrity promotions, and food and beverage sales are projected for 2003, \$639,000, an increase of \$213,000 or 50%. This substantial increase is due to Food and Beverage concessions and catering, which began in latter part of 2001. Approved
- General Fund supplements the Civic Center; 2003 is projected to be \$717,000, a decrease of 17.4%. Approved
- New position needed for the Food and Beverage area, Accountant I, Grade 10, Approved
- Upgrade Custodial/Conv. Foreman, Grade 59 to Custodial Supervisor, Grade 10, Approved
- Kitchen supplies, \$3,300, Approved
- Operating Capital: - Approved
  - Upholstery Cleaner, \$1,500
  - Two (2) computers (replacements), \$2,500
  - Speakers-replace house speaker boxes, \$20,000



### PERSONNEL SUMMARY

JOB TITLE	2002	2002	2003	2003	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
Accountant I	0	0	1	1	10	27,101	34,827	42,553
Food & Beverage Assistant	1	1	1	1	10	27,101	34,827	42,553
Booking & Contracts Coor.	1	1	1	1	10	27,101	34,827	42,553
Event Coordinator	1	1	1	1	10	27,101	34,827	42,553
Box Office Supervisor	1	1	1	1	10	27,101	34,827	42,553
Operations Supervisor	1	1	1	1	10	27,101	34,827	42,553
Electrician-Eng Foreman	1	1	1	1	10	27,101	34,827	42,553
Custodial-Conv. Foreman	0	0	1	1	10	27,101	34,827	42,553
Custodial-Conv. Foreman	1	1	0	0	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	3	4	4	52	12,505	15,739	18,972
<b>TOTAL FULL-TIME</b>	<b>18</b>	<b>17</b>	<b>19</b>	<b>19</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>18</b>	<b>20</b>	<b>20</b>				

## 354 & 357 RISK MANAGEMENT

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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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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### 2003 GOALS AND OBJECTIVES

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To continue to work towards a reduction in Worker's Compensation indemnity claims by monitoring light duty return to work status availability.

To continue to monitor current property and casualty markets to retain the best available coverages.

Continue to monitor current employee benefits for probable changes to coordinate with rising trends in the health market.

To revise existing methods of tracking certificates of insurance for vendors and contractors in a more effective manner through our Information Systems and in conjunction with Purchasing.

To continue to offer much needed training to our staff to be able to master valuable new skills that will reap the benefits of new planning and maintain current updates regarding court decisions and laws.

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### 2001-2002 ACCOMPLISHMENTS

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The Risk Management Division completed a Worker's Compensation light duty training seminar for directors, division heads and supervisors, which were well attended. This seminar has proven good results in that departments are more willing to apply a light duty status employee back to work in a sedentary capacity while the employee is recovering from an on the job injury. This has resulted in only 1 loss time accident through the second quarter of 2002.

Insurance markets have been revisited beginning July 2002, ahead of schedule, for the upcoming year 2003 to allow a broader segment of local as well as surrounding area agents/brokers to participate in the proposal process.

Employee benefits have been re-evaluated for the upcoming year 2003, by distributing a benefit survey to all employees and outside agencies. Thus allowing employee feedback and participation from the management level as well as laborers and on all levels of employment of TPCG.

## 354 & 357 RISK MANAGEMENT

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PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of workers compensation medical claims	150	105	150
Dollar amount of workers compensation medical payments*	\$159,633	\$88,000	\$97,000
Number of general liability claims processed	66	40	60
Number of auto liability claims processed	97	80	60
Number of claim files closed	90	30	25
<b>Number of employees with group insurance:</b>			
Number of current employees with family	756	800	800
Number of current employees with single	412	440	440
Number of retired employees with family	112	110	110
Number of retired employees with single	80	80	80
Total dollar amount of prescription claims paid (Millions)	\$1.33	\$1.33	\$1.46
Number of short-term disability claims	909	830	920
Number of long-term disability claims	262	230	255
Total dollar amount of medical claims paid (Millions)	\$4.40	\$5.32	\$5.85
Total dollar amount of dental claims paid	\$383,819	\$407,000	\$448,000
Total dollar amount of life insurance claims paid	\$125,000	\$194,530	\$125,000
Number of life insurance claims paid	8	14	10

\* 2002 payments as of August 16, 2002

## 354 & 357 RISK MANAGEMENT

### INSURANCE CONTROL FUND (354)

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Charges for Services	4,389,407	3,798,500	4,025,713	5,119,150	5,119,150
Miscellaneous Revenue	299,659	197,000	140,000	110,000	110,000
Other Revenue	65,995	0	33,189	0	0
Operating Transfer In	14,231	0	0	0	0
<b>TOTAL REVENUES</b>	<b>4,769,292</b>	<b>3,995,500</b>	<b>4,198,902</b>	<b>5,229,150</b>	<b>5,229,150</b>
<b>EXPENSES:</b>					
Personal Services	358,724	377,308	382,861	416,893	416,893
Supplies & Materials	31,137	40,350	34,379	40,350	40,350
Other Services & Charges	2,714,359	4,529,946	5,329,923	5,503,570	5,503,570
Repair & Maintenance	8,641	2,700	7,415	2,700	2,700
Capital Outlay (Depreciation)	4,553	6,706	6,756	11,214	11,214
Allocated Expenditures	83,065	53,600	83,655	83,035	83,035
<b>TOTAL EXPENSES</b>	<b>3,200,479</b>	<b>5,010,610</b>	<b>5,844,989</b>	<b>6,057,762</b>	<b>6,057,762</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS</b>					<b>20.53%</b>
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>	<b>1,568,813</b>	<b>(1,015,110)</b>	<b>(1,646,087)</b>	<b>(828,612)</b>	<b>(828,612)</b>
<b>RETAINED EARNINGS, JANUARY 1</b>	<b>1,431,080</b>	<b>2,999,893</b>	<b>2,999,893</b>	<b>1,353,806</b>	<b>1,353,806</b>
<b>RETAINED EARNINGS, DECEMBER 31</b>	<b>2,999,893</b>	<b>1,984,783</b>	<b>1,353,806</b>	<b>525,194</b>	<b>525,194</b>

### BUDGET HIGHLIGHTS

- Premium Revenue from departments and user agencies for major self-insured plans: - Approved
  - Workmen's Compensation, \$1,385,000
  - General Liability, \$1,599,750
  - Vehicle Liability, \$775,000
  - Physical Plant, \$847,000
  - Gas/Electric Liability, \$150,000
- Major Expenditures: - Approved
  - Premiums for excess of our self-insurance retention:
    - Workmen's Compensation, \$612,000
    - Vehicle Liability, \$259,200

## 354 & 357 RISK MANAGEMENT

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### BUDGET HIGHLIGHTS (Continued)

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- Physical Plant, \$860,000
- Gas /Electric Liability, \$116,194
- Claims for all coverage, \$3.0 million
- Consultant Fees, \$105,000, 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
- Operating Capital: - Approved
  - One computer, \$1,800

### 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 \$350,000 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) (Continued)

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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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Charges for Services	7,205,005	8,183,168	8,195,358	9,617,711	9,617,711
Miscellaneous Revenue	88,239	104,720	51,673	51,000	51,000
Other Revenue	125,135	180,000	121,861	50,000	50,000
Operating Transfer In	0	800,000	800,000	0	0
<b>TOTAL REVENUES</b>	<b>7,418,379</b>	<b>9,267,888</b>	<b>9,168,892</b>	<b>9,718,711</b>	<b>9,718,711</b>
<b>EXPENSES:</b>					
Personal Services	6,923,331	9,344,868	9,235,198	9,498,211	9,498,211
Other Services & Charges	2,955	600	4,847	600	600
Allocated Expenditures	218,967	212,420	219,900	219,900	219,900
<b>TOTAL EXPENSES</b>	<b>7,145,253</b>	<b>9,557,888</b>	<b>9,459,945</b>	<b>9,718,711</b>	<b>9,718,711</b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS</b>					1.64%
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>	273,126	(290,000)	(291,053)	0	0
<b>RETAINED EARNINGS, JANUARY 1</b>	17,927	291,053	291,053	0	0
<b>RETAINED EARNINGS, DECEMBER 31</b>	291,053	1,053	0	0	0

### BUDGET HIGHLIGHTS

- Premium Revenue, \$9.6 million
- Major expenditures: - Approved
  - Premiums for excess liability, \$1,042,192
  - Administrative Fees, \$245,136
  - Claims, \$8,201,083
- 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.

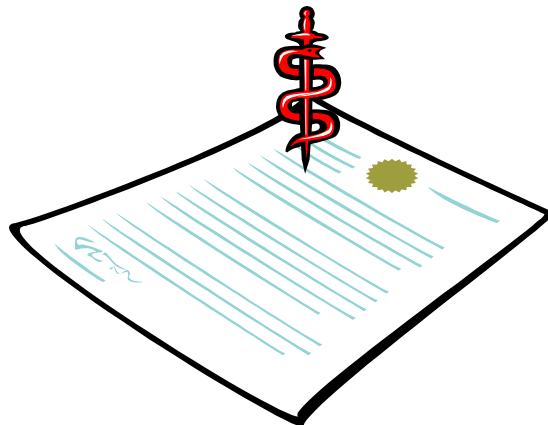
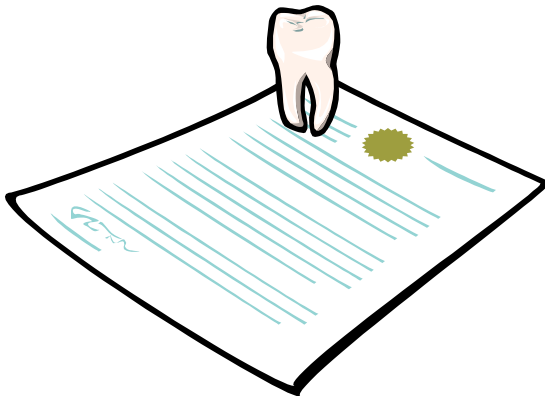
### Special Notes:

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 2001 was \$8,622,026, 2002 was \$8,550,420, and 2003 was \$11,302,391. 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	2002 ADPT	2002 CUR	2003 PRO	2003 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Insurance-Claims Super.	1	1	1	1	14	39,398	51,409	63,434
Claims Adjuster	2	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)	1	0	1	1	56	8,363	10,811	13,265
<b>TOTAL PART-TIME</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>				
<b>TOTAL</b>	<b>10</b>	<b>9</b>	<b>10</b>	<b>10</b>				



## 370 HUMAN RESOURCES

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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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 Parish employees through its numerous employee-training programs. 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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### 2003 GOALS AND OBJECTIVES

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To continue the revisions to 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 progressive hiring and placing of qualified employees through joint screening and interviewing processes designed to improve productivity and employee retention.

To continue to provide skilled training for parish employees as required by the different lines of business.

To continue supervisory training on issues relating to the improvement of our management practices in compliance with fair labor standards and labor laws.

To continue to improve on the Performance review through ongoing coaching of the supervisors to assist them in recognizing quality employees and motivating best practices in job performance.

To continue training in the areas of customer service, workplace violence and sexual harassment to cover departments not yet trained.

To change orientation to the first week of hiring to best prepare the employee and the supervisor to increasing the retention of new hires within the first 90 days.

To continue to monitor information required initiating continuing education by partnering with other agencies within the Parish to provide to employees.

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### 2001-2002 ACCOMPLISHMENTS

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Designed and implemented the organizational structure necessary to unite Human Resources and Risk Management.

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 2002.

Facilitated and monitored a Performance Evaluation plan that resulted in merit increases being authorized by the Parish President.

Enhanced the job posting, applicant screening and interviewing process to facilitate hiring the most qualified candidates using multiple advertising avenues.

Reviewed Parish Wage 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.

Continued the performance evaluation and merit increase recommendation training. All departments are on track now with completing performance evaluations and addressing training needs for future advancement opportunities.

### 370 HUMAN RESOURCES

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Total number of Parish full-time employees	790	806	725
Number of job openings	189	182	172
Number of vacancies filled	89	75	90
Number of applications received	1,789	2,418	3,200
Number of performance evaluations processed*	75	71	100
Number of terminations	212	163	200
Number of employee training programs provided	8	10	15
Number of employees trained	246	450	500
Number of employee orientations completed	8	4	10
Number of employees attending orientation	160	71	150
Number of parish full-time hires (permanent)	199	121	121

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
<b>REVENUES:</b>					
Charges for Services	508,960	452,000	550,000	550,000	550,000
Miscellaneous Revenue	31,846	15,000	12,565	10,242	10,242
<b>TOTAL REVENUES</b>	<b>540,806</b>	<b>467,000</b>	<b>562,565</b>	<b>560,242</b>	<b>560,242</b>
<b>EXPENSES:</b>					
Personal Services	286,468	303,838	303,188	321,867	321,867
Supplies & Materials	23,634	100,662	176,986	43,154	43,154
Other Services & Charges	84,437	101,065	159,004	147,400	147,400
Repair & Maintenance	820	500	1,392	5,500	5,500
Capital Outlay (Depreciation)	9,679	20,076	17,256	20,000	20,000
Allocated Expenditures	44,223	43,660	44,235	44,235	44,235
<b>TOTAL EXPENSES</b>	<b>449,261</b>	<b>569,801</b>	<b>702,061</b>	<b>582,156</b>	<b>582,156</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					2.24%
INCREASE (DECREASE) TO RETAINED EARNINGS	91,545	(102,801)	(139,496)	(21,914)	(21,914)
RETAINED EARNINGS, JANUARY 1	171,138	262,683	262,683	123,187	123,187
RETAINED EARNINGS, DECEMBER 31	262,683	159,882	123,187	101,273	101,273

## 370 HUMAN RESOURCES

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### BUDGET HIGHLIGHTS

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- The Human Resources Department is funded by a user charge paid by all departments/divisions, which benefit from this service. The charge for 2003 is 2.10% of salaries and wages or \$550,000.
- Major Expenditures: - Approved
  - Upgrade compensation plan, \$15,000
  - Legal Fees, \$45,000 (increase of \$6,592)
  - Unemployment Claims, \$50,000 (increase of \$40,000)
- Capital Outlay: - Approved
  - Power Point Projector, \$5,000

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### PERSONNEL SUMMARY

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JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		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
TOTAL FULL-TIME	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>				
Clerk II	1	0	0	0	55	7,739	9,947	12,148
Clerk I	0	1	1	1	53	6,694	8,486	10,278
TOTAL PART-TIME	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				
TOTAL	<u><u>9</u></u>	<u><u>9</u></u>	<u><u>9</u></u>	<u><u>9</u></u>				

## 380 PURCHASING DEPARTMENT

### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.



### 2003 GOALS AND OBJECTIVES

Implement a computerized bar coding inventory system at warehouse.

Implement a training program for TPCG using departments to utilize the warehouse requisitioning through the encumbrance system.

Initiate requirements contracts for certain commodities to reduce stocking space requirements, (stockless purchasing) at warehouse.

To keep inventory losses, due to deterioration and obsolescence, at a minimum at the Parish warehouse.

To strive to maximize volume purchasing power by contracting for the purchase of common goods and/or services.

To fully implement the elimination of paper copy requirements and allow for electronic matching of procurement documents.

To create an electronic library to assist departments in preparing specifications and proposals.

To continue to strive towards the completion of a centralized purchasing division.

To actively participate with other local governmental agencies in cooperative purchasing endeavors.

To develop and implement performance accountability of personnel involved in procurement activities.

### 2001-2002 ACCOMPLISHMENTS

Now have full time manager at warehouse on staff, capable of working hands on with the trained reliable staff members.

The daily operations paperwork is processed in a timely manner when issued and received, prior years, process of paperwork were done the next day.

The Purchasing Division now employs two Bid Coordinators. In doing so, this has expedited the bid process and allowed for the processing of additional bids due to capital expenditure increases.

The Purchasing Division is completing the purchasing process of requisitions and purchase orders and insuring that invoices are paid in a more expedient manner through the implementation of an imaging system.

The Purchasing Division, through use of the TPCG web site, currently posts Requests for Bids, Requests for Proposals, and Requests for Sealed Quotations and Surplus Bid Items to enhance the competitive bid process.

The Purchasing Division added two purchasing buyers for more support to each department in efficient managing, controlling and planning their available resources to meet present and future procurement needs.

The Purchasing Division, through use of TPCG web site, provides individuals with information regarding how to do business with TPCG and the TPCG vendor requirements.

### 380 PURCHASING DEPARTMENT

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of purchase orders issued	33,939	34,425	31,000
Dollar value of purchase orders (millions)	\$98.8	\$110.7	\$105.1
Number of sealed bids, advertised	44	50	55
Number of surplus bids	10	7	8
Dollar value of surplus items	\$59,078	\$11,867	\$14,900
Number of vendors used by parish	6,000	4,000	4,000
% of bids following conformance with state law	98%	100%	100%
% of purchase orders processed within three days	85%	85%	90%
Number of warehouse order requisitions per month	514	481	497
Dollar amount of monthly total of charges for issues at warehouse	\$116,399	\$102,643	\$109,542
Number of monthly purchase orders issued and received at warehouse	101	104	107
Total cost of monthly warehouse stock purchases	83,331	116,801	148,505
Credit hours earned through Nicholls State University by staff	33	36	12

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
<b>REVENUES:</b>					
Charges for Services	556,336	740,958	624,127	712,725	700,951
Miscellaneous Revenue	2,287	2,000	5	5	5
<b>TOTAL REVENUES</b>	<b>558,623</b>	<b>742,958</b>	<b>624,132</b>	<b>712,730</b>	<b>700,956</b>
<b>EXPENSES:</b>					
Personal Services	395,661	488,374	454,841	496,012	484,238
Supplies & Materials	15,581	22,000	26,002	24,250	24,250
Other Services & Charges	49,102	56,250	50,949	58,405	58,405
Repair & Maintenance	2,517	6,100	3,995	15,100	15,100
Capital Outlay (Depreciation)	16,112	25,706	18,200	23,300	23,300
Allocated Expenditures	78,592	54,850	79,350	79,300	79,300
<b>TOTAL EXPENSES</b>	<b>557,565</b>	<b>653,280</b>	<b>633,337</b>	<b>696,367</b>	<b>684,593</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					1.15%
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>					
	1,058	89,678	(9,205)	16,363	16,363
RETAINED EARNINGS, JANUARY 1	178,243	179,301	179,301	170,096	170,096
RETAINED EARNINGS, DECEMBER 31	179,301	268,979	170,096	186,459	186,459



## 380 PURCHASING DEPARTMENT

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### BUDGET HIGHLIGHTS

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- The Purchasing Division is funded by a user charge to all departments that process purchase orders and requisitions. Total revenues projected for 2003, \$712,725.
- Capital Outlay: - Approved
  - 20 x 50 metal building to store surplus, \$25,000
  - 2 computers, \$3,600
  - 3 laser printers, \$5,000
  - 1 scanner for imaging system, \$2,600
  - Bar coding system, \$23,816
- Personnel – Approved
  - Eliminate one Purchasing Clerk III (Grade 56)
  - Reclass Laborer II's to III's (Grade 55 to Grade 56)
  - Reinstate part-time Clerk I (Grade 53)

### PERSONNEL SUMMARY

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JOB TITLE	2002	2002	2003	2003	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	1	1	1	1	14	39,398	51,409	63,434
Purchasing Buyer (Clerk V)	2	2	2	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	2	2	2	2	59	21,737	28,231	35,074
Purchasing Clerk IV	1	1	1	1	57	18,089	23,568	29,035
Purchasing Clerk III	2	2	1	1	56	16,725	21,621	26,529
Warehouse Laborer III	0	0	0	3	56	16,725	21,621	26,529
Warehouse Clerk II	1	1	1	1	55	15,479	19,894	24,295
Warehouse Laborer II	3	3	3	0	55	15,479	19,894	24,295
TOTAL FULL-TIME	<u>14</u>	<u>14</u>	<u>13</u>	<u>13</u>				
Clerk I	1	0	1	1	53	6,694	8,486	10,278
TOTAL PART-TIME	<u>1</u>	<u>0</u>	<u>1</u>	<u>1</u>				
TOTAL	<u><u>15</u></u>	<u><u>14</u></u>	<u><u>14</u></u>	<u><u>14</u></u>				

## **390 INFORMATIONS SYSTEMS**

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### **MISSION STATEMENT / DEPARTMENT DESCRIPTION**

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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, application training, security, Intranet and Internet access, web page development and maintenance, e-mail system, networking, Microsoft Suite classroom training, 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, 20 Network Servers, and over one thousand personal computers, peripheral equipment, and network devices.

### **2003 GOALS AND OBJECTIVES**

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- Continued expansion of the imaging system for Parish Departments, Divisions, and other governmental agencies.
- Improve network security with computer lockdowns, network port filtering, centralize anti-virus updates, regular network monitoring of improper usages, content filtering of Internet, and software update of Internet software.
- Improve and expedite equipment deployment by cloning.
- Increase Internet bandwidth thus reducing access time for web access.
- Implement a Data Collection/Bar Coding System for Parish Warehouse Inventory System.
- Implement training that focuses on any new software technology, operating systems or application software that is currently being fielded in the production environment.
- Develop web-based tutorials for current software packages to enhance and supplement classroom training.
- Design and implement a new Adult and Juvenile Criminal System and Accounts Receivable Application for City Court.
- Upgrade IBM AS/400 Computer System to a IBM iSeries Model 820 and install a second Uninterruptible Power System.
- Setup ArcIMS server to allow access to GIS information thru Internet access.
- Implement a new application combining Sales and Use Tax Reporting and Occupational License Processing, and allow the filing of Sales Tax Return via the Internet.
- Continue the design and implement a new payroll and human resources application merging four payroll systems into one application. Currently 80% completed.
- Add various new departments and agencies to Web Site and continue to expand E-Business features to current pages.

### **2001-2002 ACCOMPLISHMENTS**

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Major projects performed by Information Systems during the previous year include:

- Completed Technology Survey of Parish Departments and Divisions to develop a needs assessment of software training requirements and implemented a training program based on the findings.
- Implemented imaging system for selected Parish Departments and Division, Council Staff, Terrebonne Parish Sales and Use Tax Department, and City Court.
- Upgraded AS/400 Hardware with the installation of an Optical Storage Device and expanded disk storage with a five drive raid system.
- Converted display stations at Criminal Justice Complex to personal computers.
- New Internet features included Online Employment Application, Subdivision Drawing Search, Online Permit Applications, and Reporting of Street Light Outages.
- Connected District Courts and District Attorney's Office to the parish network system.
- Upgraded communications to Ashland Landfill and setup communications between Solid Waste Division and the solid waste collection contractor.
- Added inquiry to Assessor's Data File via Internet access.
- Connected Criminal Justice Complex, Juvenile Detention Center and all Urban Fire Stations to parish network system via high-speed data communications phone circuits.

### 390 INFORMATION SYSTEMS

- Established short term radio system for the advantage of reaching all areas of Terrebonne Parish and began implementation of long-term decision.
- Completed inventory of radios, pagers, and cellular phones.
- Completed move and upgrade of telephone equipment for Parish Administration and Cultural Resources & Economic Development, which is Phase One of Government Tower move.
- Developed and implemented Phone Messaging and Call Tracking system and Complaint Tracking System.
- Modified Budget System, which now allows Departments and Division personnel to enter budget figures directly into the system.
- Implemented feature, which now allows Sheriff's Office to file Tax Sales Data to news media electronically.
- Added the following points of interest to the parish Internet site:
  - Downtown Marina
  - Port Of Terrebonne
  - Waterlife Museum
  - Fleet Maintenance
  - Virtual Tours

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of services added to internet site	4	9	15
New applications implemented	5	5	3
Number of servers connected to parish network	14	20	20
Number of reports available on AS/400	5,100	5,350	5,500
Number of programs developed and created in-house	17,006	17,800	18,100
Number of training classes for information systems staff	5	3	10
% of calls resolved in less than one day-Programming	30%	30%	30%
% of calls resolved in less than one day-Networking	80%	75%	75%
% of calls resolved in less than one day-Communications	75%	85%	85%
% of calls resolved in less than one day-AS/400	80%	83%	85%
% of calls resolved in less than one day-Training	N/A	75%	75%
% of uptime -Network systems	99%	99%	99%
% of uptime-AS/400	98%	98%	98%
% of uptime-Communications	95%	98%	98%
Number of reports available on Intranet	10	18	23
Number of reports available on Internet	32	43	55
Number of training classes held	N/A	51	84

### 390 INFORMATION SYSTEMS

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Charges for Services	912,841	1,162,500	1,186,639	1,236,474	1,236,474
Miscellaneous Revenue	<u>8,407</u>	<u>8,000</u>	<u>2,961</u>	<u>4,600</u>	<u>4,600</u>
<b>TOTAL REVENUES</b>	<b><u>921,248</u></b>	<b><u>1,170,500</u></b>	<b><u>1,189,600</u></b>	<b><u>1,241,074</u></b>	<b><u>1,241,074</u></b>
<b>EXPENSES:</b>					
Personal Services	698,786	908,583	870,615	965,432	965,432
Supplies & Materials	26,576	53,127	40,399	57,247	57,247
Other Services & Charges	101,217	145,986	118,772	159,301	159,301
Repair & Maintenance	431	7,450	7,177	8,700	8,700
Capital Outlay (Depreciation)	62,176	68,000	68,000	52,000	52,000
Allocated Expenditures	<u>15,829</u>	<u>11,300</u>	<u>15,950</u>	<u>15,950</u>	<u>15,950</u>
<b>TOTAL EXPENSES</b>	<b><u>905,015</u></b>	<b><u>1,194,446</u></b>	<b><u>1,120,913</u></b>	<b><u>1,258,630</u></b>	<b><u>1,258,630</u></b>
<b>% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS</b>					<b>5.03%</b>
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>	<b>16,233</b>	<b>(23,946)</b>	<b>68,687</b>	<b>(17,556)</b>	<b>(17,556)</b>
<b>RETAINED EARNINGS, JANUARY 1</b>	<b>227,970</b>	<b>244,203</b>	<b>244,203</b>	<b>312,890</b>	<b>312,890</b>
<b>RETAINED EARNINGS, DECEMBER 31</b>	<b>244,203</b>	<b>220,257</b>	<b>312,890</b>	<b>295,334</b>	<b>295,334</b>

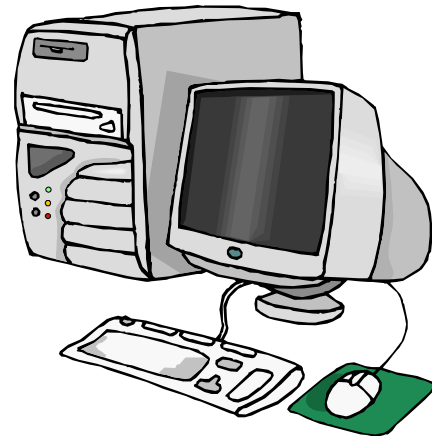
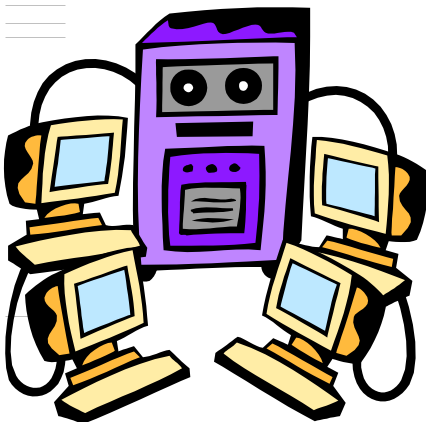
### BUDGET HIGHLIGHTS

- Being an Internal Service Fund, the Information Systems Fund derives revenues from the departments that it services. 2003 Projected user fees, \$1,236,474, Approved
- Capital Outlay: - Approved
  - AS/400 computer upgrade, \$35,000
  - 5348XL Switch Unit, \$3,700
  - Server rack, (8), \$2,650
  - Personal computers, \$12,500
  - Network printer, \$2,500
  - Scanner, \$2,600

### 390 INFORMATION SYSTEMS

#### PERSONNEL SUMMARY

JOB TITLE	2002	2002	2003	2003	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	1	1	12	32,464	42,046	51,617
Asst. Network Administrator	1	0	1	1	12	32,464	42,046	51,617
Software Instructor	1	1	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	1	1	1	1	10	27,100	34,827	42,553
Programmer II	2	1	2	2	60	23,348	31,022	38,697
Network Technician	2	3	2	2	60	23,348	31,022	38,697
Programmer I	1	3	1	1	59	21,737	28,231	35,074
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	24,296
TOTAL	18	18	19	19				



## 395 CENTRALIZED FLEET MAINTENANCE

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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The Centralized Fleet Maintenance Department, a Division of Public Works, was created to utilize available resources within the Parish to provide a modern, efficient and structured support system to all governmental departments. Centralized Fleet Maintenance has twelve employees with over 140 years of combined experience in the fields of automotive maintenance, clerical and equipment repair work. Centralized Fleet Maintenance operates two complete maintenance and repair facilities. The Garage is located at 301 Plant Road, Houma, La. and the Service Center is located at 1860 Grand Cailliou Road, Houma, La. Departmental functions are to prepare specifications for replacement vehicles and equipment in accordance with Risk Management and Purchasing Department guidelines. To work with vendors and supervisors to arrange field demonstration of replacement equipment and co-ordinate training for operators of specialized equipment. Fleet Maintenance also maintains Electronic Inventory of rolling stock and preventive maintenance and record retention. This department schedules services and does annual Inspections. This department also conducts spot inspections and condition reports on request and to maintain fuel station, issue fuel cards and develop usage reports for Finance Department and other Governmental Agencies. They do road service and coordinate tire repair and replacements. Mechanics on 24 hour call. Fleet Maintenance assist Purchasing Department in Surplus Item Program and coordinates Security for Service Center location.

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### 2003 GOALS AND OBJECTIVES

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Improve Specification Writing- Centralized Fleet Maintenance has embraced the concept of open and fair specification writing for all equipment requested. Pre-bid conferences will be required in all advertised bids for equipment. The overall goal is to promote open and competitive bidding in a manner that assures Terrebonne Parish the greatest degree of bid competition and the best price.

Training- Establish quarterly training program for operators according to class of equipment. Computer training for Fleet Maintenance Supervisors and Clerical personnel Hydraulic and Electrical Training Program for Mechanics.

Value Enhancement- Establish periodic evaluation of all off road equipment according to class or type by vendor or qualified third party to assure top performance during peak operating years and maximize residual values after normal operational points have been attained.

Productivity- Fleet Maintenance's overall objective is to increase productivity and improve troubleshooting/in house diagnostic procedures through the implementation of new software programs.

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### 2001-2002 ACCOMPLISHMENTS

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Safety- Use of Lock Out Tags on equipment being repaired or serviced.

All shop personnel completed Forklift Operator Certification Program.

Computer System- Established online work order submission and work order review program.

Established online parts ordering and service accounts with several vendors.

Upgraded Facilities & Services- Four-Post Lift installed at garage location. Annual Inspections of vehicles are now conducted in both locations.

Office- Expanded office, upgraded copying and scanning capabilities and installed new phone system to enhance communications within the parish structure.

Storage- In house storage areas were increased for security and value retention of inventory items.

Training/New Acquisitions- Established specification based training for operators upon delivery of newly acquired equipment.

Purchasing-Fleet Maintenance has adopted a value purchase concept by use of various cooperative purchasing agreements and state contract, with local vendor participation.

### 395 CENTRALIZED FLEET MAINTENANCE

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Work orders processed	2480	3000	3200
<b>Vehicles returned serviced within:</b>			
24 hours	64%	75%	80%
48 hours	21%	14%	11%
After 48 hours	15%	11%	9%
Vehicle listing updated	Daily	Daily	Daily

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
<b>REVENUES:</b>					
Charges for Services	580,000	596,569	625,910	603,103	603,103
Miscellaneous Revenue	1,028	100	5	5	5
Other Revenue	2,058	0	0	0	0
<b>TOTAL REVENUES</b>	<b>583,086</b>	<b>596,669</b>	<b>625,915</b>	<b>603,108</b>	<b>603,108</b>
<b>EXPENSES:</b>					
Personal Services	454,461	460,359	453,563	485,521	485,521
Supplies & Materials	42,343	36,700	39,212	37,700	37,700
Other Services & Charges	27,637	59,110	43,276	53,032	53,032
Repair & Maintenance	5,958	8,250	7,204	8,400	8,400
Capital Outlay (Depreciation)	2,631	9,270	5,579	6,347	6,347
Allocated Expenditures	31,084	32,250	32,000	32,000	32,000
<b>TOTAL EXPENSES</b>	<b>564,114</b>	<b>605,939</b>	<b>580,834</b>	<b>623,000</b>	<b>623,000</b>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					3.02%
<b>INCREASE (DECREASE) TO RETAINED EARNINGS</b>					
	18,972	(9,270)	45,081	(19,892)	(19,892)
RETAINED EARNINGS, JANUARY 1	0	18,972	18,972	64,053	64,053
RETAINED EARNINGS, DECEMBER 31	18,972	9,702	64,053	44,161	44,161

## 395 CENTRALIZED FLEET MAINTENANCE

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### BUDGET HIGHLIGHTS

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- Major funding source - \$603,103 of user fees charged to user departments
- Capital Outlay:
  - Two computers, \$4,500
- Reclass Positions:
  - Mechanic III, Grade 59 to Senior Equipment Mechanic, Grade 59
  - Equipment Mechanic, Grade 56 to Senior Equipment Mechanic, Grade 59

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### PERSONNEL SUMMARY

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JOB TITLE	2002 ADPT	2002 CUR	2003 PRO	2003 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
Mechanic III	0	1	0	0	59	21,737	28,231	35,074
Senior Equipment Mechanic	4	3	5	5	59	21,737	28,231	35,074
Fleet Maint. Supervisor	1	1	1	1	58	19,647	25,763	31,879
Clerk III-Receptionist	2	2	2	2	56	16,725	21,621	26,529
Equipment Mechanic	3	3	2	2	56	16,725	21,621	26,529
TOTAL	12	12	12	12				





## **400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT**

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### **LEGAL DEBT MARGIN**

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Terrebonne Parish has issued and has outstanding six issues totaling \$7.355 million of General Obligation Bonds. Such bonds are secured by unlimited ad valorem taxation. The Parish's general obligation bond debt may not exceed 10% of the assessed value of all property of the Parish for any one purpose. There are numerous purposes for which said bonds might be issued, such as roads, drainage, hospitals, water projects, etc. The assessed value of the Parish for 2002 is \$541.4 million, making the present debt limit for any one purpose \$54.1 million

The City of Houma may also issue General Obligation bonds in amounts up to 10% of its assessed valuation for any one purpose. The City may exceed the 10% limitation for any one purpose provided the total outstanding general obligation bond debt of the City does not exceed 35% of its assessed valuation. The City currently has no outstanding general obligation bonds. Assessed value of the City for 2002 was \$126.3 million.

Both the Parish and the City have issued Sales and Use Tax Bonds over the years although the City currently has none outstanding. Such bonds are funded by the net revenues of one or more sales and use taxes levied by the Parish (the City shares a portion of the revenues of one Parish tax). Law may issue no such bonds if the highest future year's principal and interest payment will exceed 75% of the anticipated revenues of the tax securing the bonds for the year the bonds are sold. Market forces often require higher revenue to debt service coverage.

The City has also issued Utilities Revenue Bonds that are payable from the net revenues of the combined electric and natural gas systems of the City. There is no legal limitation as to the principal amount of such bonds that may be issued at any one time but such issuances are restricted by charter requirements, State Bond Commission rules and marketing requirements. The Parish has no outstanding utilities revenue bonds.

The Parish also has two Limited Tax Certificate of Indebtedness issues, the Council on Aging and Sanitation Certificates. The net revenues of a separate ad valorem tax secure each issue. Certificates of Indebtedness may not be issued if the highest future year's principal and interest payment exceeds 75% of the anticipated revenues of the issuers tax collections of the particular tax for the year they are issued. The City has no such debt outstanding.

The City of Houma also has two Certificate of Indebtedness issues. The issues are secured by the surplus of annual revenues of the City after paying statutory, necessary and usual charges and their issuance is only limited to the extent such surplus of revenues is reflected at the time of issuance by the current annual budget. The Parish has no such debt outstanding.

Terrebonne Parish also has issued and has outstanding several issues of Assessment Certificates secured solely by assessments levied against property abutting paving or sewerage improvements. Only the revenues from the assessments against the abutting property limit the issuance of such certificates. The City has previously issued such debt but currently has none outstanding.

## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

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### DEBT SERVICE FUNDS

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A form of debt the Parish has incurred is General Obligation Bonds, which are direct obligations of the Parish. Principal and Interest are paid from ad valorem tax collections which is levied on all taxable property within the Parish.

Terrebonne Parish has issued \$10 million in General Obligation Bonds for drainage and road improvements. These bonds were issued in 1993, 1995, and 1996 and are being paid from ad valorem tax collections levied parishwide.

	<u>ROADS</u>	<u>DRAINAGE</u>
<b>1993</b>	\$900,000.00	\$1,600,000.00
<b>1995</b>	1,600,000.00	2,400,000.00
<b>1996</b>	<u>2,500,000.00</u>	<u>1,000,000.00</u>
<b>TOTAL</b>	\$5,000,000.00	\$5,000,000.00

As of December 31, 2002, the total outstanding principal amount of General Obligation Road Bonds is \$3,740,000 and the General Obligation Drainage Bonds is \$3,615,000.

There are four Sales and Use Tax issues outstanding at the present time. These issues are being repaid from the revenue collections of the ¼% sales tax levied parishwide in 1981. The purpose of this sales tax was tri-fold. First \$20,000,000 of bonds was sold for Hospital facilities. Second, \$13,500,000 of sewer and sewerage disposal works for pollution control had to be expended, and finally \$6,000,000 was required to be bonded for a Civic and Community Center. These priorities have been accomplished.

The hospital bonds were sold in 1981, with Hospital Service District #1 taking over the hospital operations and the bonds in 1985. The first Sewer bonds were sold in 1982 for \$9,430,000 and various issues have been issued since that date. The current issues are Public Improvement Bonds issued in 1994, two in 1998, and 2000. 1994 bonds were for \$7.1 million for a new Civic Center and various sewer projects. In 1998 the parish issued \$12.6 million Sewer bonds and refinanced the 1991 and 1992 Sewer bonds for \$3.3 million. In 2000 the parish issued \$4.5 million bonds for public works and capital projects, such as \$1.6 million for Forced Drainage Project 1-1B, 600,000 for a 400 acre Port Facility, and \$2 million for renovations to the new Bank Tower Administration Building.

As of December 31, 2002, the outstanding principal amount of Sales & Use Tax Bonds is \$24,080,000.

Two issues of Refunding Certificates were also done in 1998 for the City of Houma Firefighters and Police Retirements. Issued was \$2,310,000 of Certificates for the Police and \$3,625,000 for the Firemen. These certificates refunded the Municipal Employees Retirement System liability, which was incurred in September 1983. This liability resulted from the merger of the Urban Services District Firefighters and Police Pension and Relief Fund's obligations for retired members and beneficiaries into the State of Louisiana Retirement System.

As of December 31, 2002, the outstanding principal amount of the Certificates for the Police is \$2,265,000 and for the Firemen is \$2,765,000.

The City of Houma currently has outstanding \$11,505,000 of Utility Revenue Bonds, which are funded from utility revenues of the city. These bonds were sold in 1992 for \$19,625,000 to upgrade the utility system and to refund \$8,256,075 of Utility Bonds, which had been issued in 1971 through 1986. A power plant boiler and cooling tower were replaced for approximately \$5 million, the electrical system was upgraded for approximately \$4 million, and the City is currently in Phase 7 of changing the cast iron gas lines to plastic, with the cost exceeding \$4 million to date.

## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

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### DEBT SERVICE FUNDS (Continued)

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The Council on Aging and the Parish Sanitation Department each issued in 2001 Limited Tax Certificates of Indebtedness. The Council on Aging sold \$2 million of certificates to purchase and renovate several buildings, one of which is used to house their administrative staff and the others to serve the elderly. The Certificates will be secured by and payable from a seven and one-half mills tax. Eleven and forty-nine hundredths mills secure the Sanitation Certificates of Indebtedness issued for \$8,865,000. The Certificates were issued for the purpose of providing and maintaining solid and liquid waste collection and disposal facilities and purchasing the necessary equipment to maintain the facilities.

As of December 31, 2002, the outstanding principal amount of the Certificates for the Council on Aging is \$1,645,000 with a scheduled redemption of the outstanding maturities on March 1, 2003, Sanitation has an outstanding principal of \$8,265,000.

There are three outstanding Special Assessment Bond Issues for the paving of streets and the connection of property owners to the parishwide sewer system. The special assessment bond issues are backed by the full faith and credit of the parish. In the event that an assessed property owner fails to make payments, the Parish will be required to pay the related debt.

As of December 31, 2002, the outstanding principal amount of the Certificates for the Special Assessment Bond Issues is \$100,165.

Terrebonne Parish continues to strive towards maintaining our ratings as part of an aggressive financial and debt management. The ratings below reflect our leadership as well as local economics. Standard & Poor's has rated Terrebonne Parish's outlook as stable.

<b>Moody's Rating</b>	<b>Rating</b>
Public Improvement Bonds, Series ST-1998A	A2
Public Improvement Refunding Bonds, Series ST-1998 B	A2
General Obligation Bonds for Roads and Drainage	A2

<b>Standard &amp; Poor's</b>	<b>Rating</b>
\$4.50 million Public Improvement Bonds Ser ST-2000 dated Nov. 1, 2000	AAA
\$12.57 million Public Improvement Bonds Ser ST-1998 A	AAA
\$2.93 million Public Improvement Sewer Refunding Bonds Ser ST-1998 B	AAA
General Obligation Bonds for Roads and Drainage	A+

## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

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Below is a list of Terrebonne Parish's debt service funds with a description of each activity:

**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 \$8,865,000 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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	919,365	1,008,665	1,067,114	959,516	959,516
Miscellaneous Revenue	260,374	201,363	150,798	143,645	143,645
Charge for Services	(12)	0	0	0	0
Operating Transfers In	<u>2,847,963</u>	<u>3,879,483</u>	<u>3,572,466</u>	<u>4,212,704</u>	<u>4,212,704</u>
<b>TOTAL REVENUES</b>	<b><u>4,027,690</u></b>	<b><u>5,089,511</u></b>	<b><u>4,790,378</u></b>	<b><u>5,315,865</u></b>	<b><u>5,315,865</u></b>
<b>EXPENDITURES:</b>					
General - Other	90,400	81,356	109,900	110,423	110,423
Parish Prisoners	6,779	6,754	6,754	0	0
Police-Pension	94,420	92,210	92,210	92,210	92,210
Fire-Urban	422,570	427,072	425,197	426,460	426,460
Roads & Bridges	531,155	524,142	523,769	526,901	526,901
Drainage	381,772	380,361	380,313	378,716	378,716
Sewerage Collection	2,114,429	2,243,675	2,243,674	2,227,908	2,227,908
Solid Waste Services	0	827,897	828,897	1,486,788	1,486,788
Operating Transfers Out	<u>192,525</u>	<u>129,159</u>	<u>127,073</u>	<u>113,545</u>	<u>113,545</u>
<b>TOTAL EXPENDITURES</b>	<b><u>3,834,050</u></b>	<b><u>4,712,626</u></b>	<b><u>4,737,787</u></b>	<b><u>5,362,951</u></b>	<b><u>5,362,951</u></b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>193,640</b>	<b>376,885</b>	<b>52,591</b>	<b>(47,086)</b>	<b>(47,086)</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>4,734,399</b>	<b>4,928,039</b>	<b>4,928,039</b>	<b>4,980,630</b>	<b>4,980,630</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>4,928,039</b>	<b>5,304,924</b>	<b>4,980,630</b>	<b>4,933,544</b>	<b>4,933,544</b>

## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

### SUMMARY OF UTILITY REVENUE BOND COVERAGE

Year	Net Income	Depreciation	Interest and Fiscal Charges	Available for Debt Service	Debt Service Requirements			Coverage
					Principal	Interest	Total	
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	1,322,675	2,321,582	863,073	4,507,330	845,000	862,898	1,707,898	2.64
2001	175,634	2,476,251	816,103	3,467,988	890,000	815,578	1,705,578	2.03
2002 **	1,109,930	2,475,000	317,558	3,902,488	945,000	317,438	1,262,438	3.09
2003 ***	663,022	2,326,000	383,000	3,372,022	1,210,000	383,000	1,593,000	2.12

\* Interest paid less interest earned on bond investments are capitalized.

\*\* Projected amounts for 2002.

\*\*\* Budgeted amounts for 2003.

### SCHEDULE OF NEXT 20 YEARS BONDED PRINCIPAL & INTEREST REQUIREMENTS

	PUBLIC IMPROVEMENT BONDS	GENERAL OBLIGATION BONDS	SPECIAL ASSESSMENT BONDS	UTILITY REVENUE BONDS	TOTAL
2003	4,674,745	877,913	37,851	1,544,293	7,134,802
2004	4,682,813	874,730	36,168	1,543,530	7,137,241
2005	4,707,591	779,684	12,561	1,545,770	7,045,606
2006	4,738,496	781,383	11,904	1,547,813	7,079,596
2007	4,306,987	781,483	0	1,544,238	6,632,708
2008	4,345,514	784,845	0	1,546,693	6,677,052
2009	2,763,655	786,451	0	1,544,628	5,094,734
2010	2,771,656	791,275	0	1,543,535	5,106,466
2011	2,780,343	789,303	0	1,073,775	4,643,421
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
2022	0	0	0	0	0
	<u>52,924,391</u>	<u>10,326,181</u>	<u>98,484</u>	<u>13,434,275</u>	<u>76,783,331</u>

## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

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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 there of 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

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Purpose:	Roads, Highways and Bridges	Drainage
Assessed valuation	\$ 541,404,945	\$ 541,404,945
Debt limit: 10% of assessed value *	\$ 54,140,495	\$ 54,140,495
Less: Debt outstanding	3,740,000	3,615,000
Amounts held in sinking funds	(530,566)	(491,020)
Debt applicable to limitation	3,209,434	3,123,980
Legal debt margin	\$ 50,931,061	\$ 51,016,515

\* Debt may be incurred up to a limit of 10% of assessed valuation for any one purpose.

## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

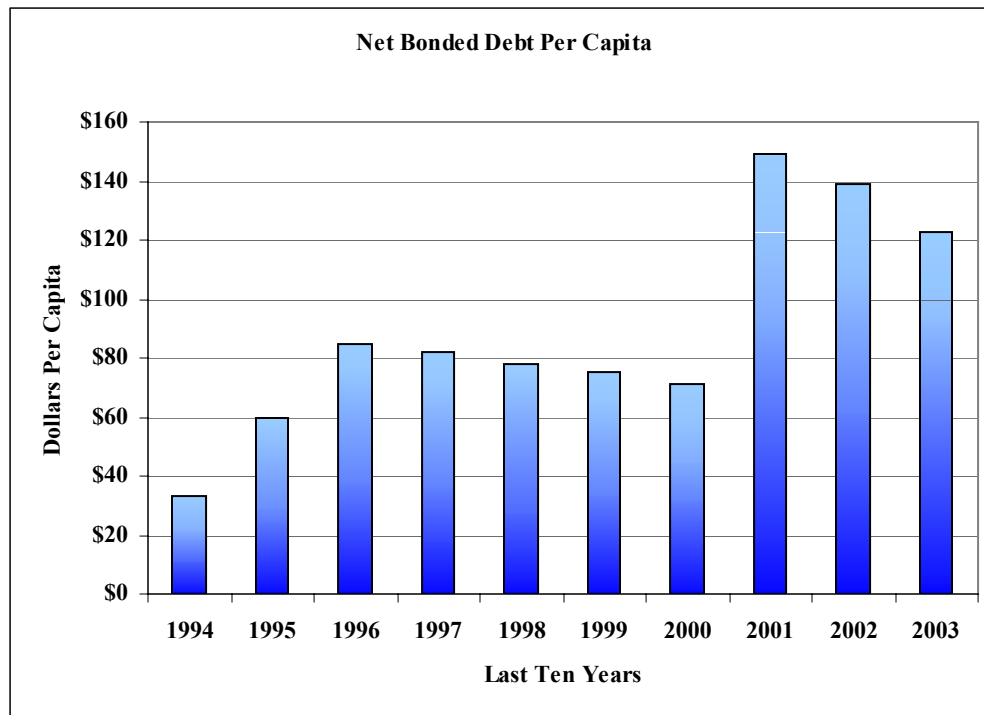
### RATIO OF AD VALOREM TAX DEBT TO ASSESSED VALUE AND NET AD VALOREM TAX DEBT TO ASSESSED VALUE

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
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
2001	105,123	518,268,420	16,605,000	964,894	15,640,106	3.02%	149
2002	** 105,746	* 541,404,945	15,620,000	889,586	14,730,414	2.72%	139 *
2003	*** 106,373	* 544,495,583	14,060,000	931,530	13,128,470	2.41%	123 *

\* Estimated by Terrebonne Parish Consolidated Government.

\*\* Projected amounts for 2002.

\*\*\* Budgeted amounts for 2003.





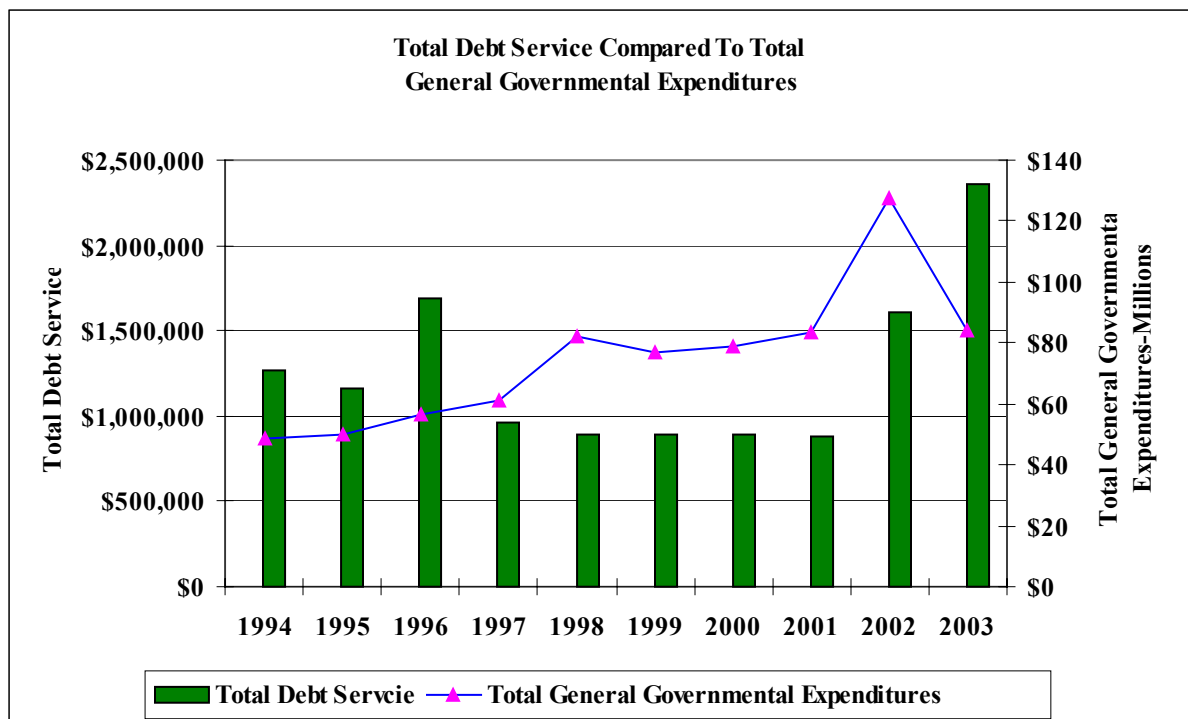
## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

### RATIO OF ANNUAL DEBT SERVICE EXPENDITURES FOR AD VALOREM TAX DEBT TO TOTAL GOVERNMENTAL EXPENDITURES

Year	Principal	Interest and Fiscal Charges	Total Debt Service	Total General Governmental Expenditures	Ratio of Debt Service to General Governmental Expenditures
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%
2001	440,000	445,426	885,426	83,166,590	1.06%
2002 *	985,000	622,096	1,607,096	127,761,351	1.26%
2003 **	1,620,000	738,800	2,358,800	84,218,140	2.80%

\* Projected amounts for 2002.

\*\* Budgeted amounts for 2003.



## 400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

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### COMPUTATION OF DIRECT AND OVERLAPPING BONDED DEBT AD VALOREM TAX BONDS

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<u>Jurisdiction</u>	<u>Ad Valorem Tax Debt Outstanding</u>	<u>Percentage Applicable to Government</u>	<u>Amount Applicable to Government</u>
Direct:			
Terbonne Parish Consolidated Government	\$ 15,620,000	100%	\$ 15,620,000
Overlapping:			
Terbonne Parish School Board*	<u>0</u>	<u>100%</u>	<u>0</u>
Total	<u>\$ 15,620,000</u>	<u>100%</u>	<u>\$ 15,620,000</u>

\*The fiscal year of the Terrebonne Parish School Board ends on June 30th.  
Overlapping debt is based on June 30, 2002 financial information.

## **CAPITAL IMPROVEMENT PROJECTS FUNDS**

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### **INTRODUCTION**

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The Capital Improvement Program addresses Terrebonne Parish's needs relating to the acquisition, expansion, and rehabilitation of long-lived facilities and systems. Capital projects are the infrastructure that the parish needs to provide essential services to current residents and support new growth and development. Because of the length of time required to plan, design, and construct the various projects, the Capital Program encompasses historic and anticipated future costs for each project. Specifically identified are the anticipated costs for the current fiscal year (the Capital Budget), and each of the four succeeding fiscal years. The five-year plan is updated and adjusted each year. These five years coupled with the prior years costs and anticipated costs to be incurred, provide the total estimated cost of each project. This long-term cost projection, along with the reviews and controls set forth herein, enable the Parish to identify, prioritize and forecast the financial impact (capital and operating) on both a project and Parish-wide basis. Only projects that meet the definition of a capital improvement are included in the budget. Capital improvements are defined as:

- Street construction and improvements.
- New and expanded physical facilities for the Parish.
- Large-scale rehabilitation or replacement of existing facilities.
- Purchase of pieces of equipment, which have a relatively long period of usefulness.
- Cost of engineering or architectural studies and service relative to the improvements.
- Acquisition of land and/or improvements for the Parish.

### **CAPITAL IMPROVEMENT BUDGET AND POLICIES**

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Each year, no later than the time of submission of the operating budget (at least ninety (90) days prior to the beginning of each fiscal year), the Parish president shall prepare and submit to the Council a Capital Improvement Budget covering a period of at least five (5) years. The amount indicated to be spent during the first year of the Capital Improvement Budget shall be the Capital Budget for that year. The Capital Budget shall include:

- A clear general summary of its contents.
- A list of all capital improvements and acquisitions that are proposed to be undertaken for at least the five (5) fiscal years next ensuing with appropriate supporting information as to the necessity for such improvements and acquisitions.
- Cost estimates, method of financing and recommended time schedules for each such improvement or acquisition.
- The estimated annual cost of operating and maintaining the capital improvement to be constructed or acquired.

Changes in the proposed Capital Improvement Budget by the Council shall be by the favorable vote of at least a majority of the authorized membership of the Council. The Capital Improvement Budget shall be finally adopted not later than the second-to-last regular meeting of the fiscal year. Amendments to the finally adopted Capital Improvement Budget shall be by ordinance in accordance with provisions of the Parish's home rule charter relative to ordinances. Adoption of the Capital Improvement Budget represents an appropriation of funds for the fiscal year. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned. The purpose of any such appropriation shall be deemed abandoned if three (3) years pass without any disbursement from or encumbrance of the appropriation.

# CAPITAL IMPROVEMENT PROJECTS FUNDS

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## CAPITAL BUDGET FINANCING

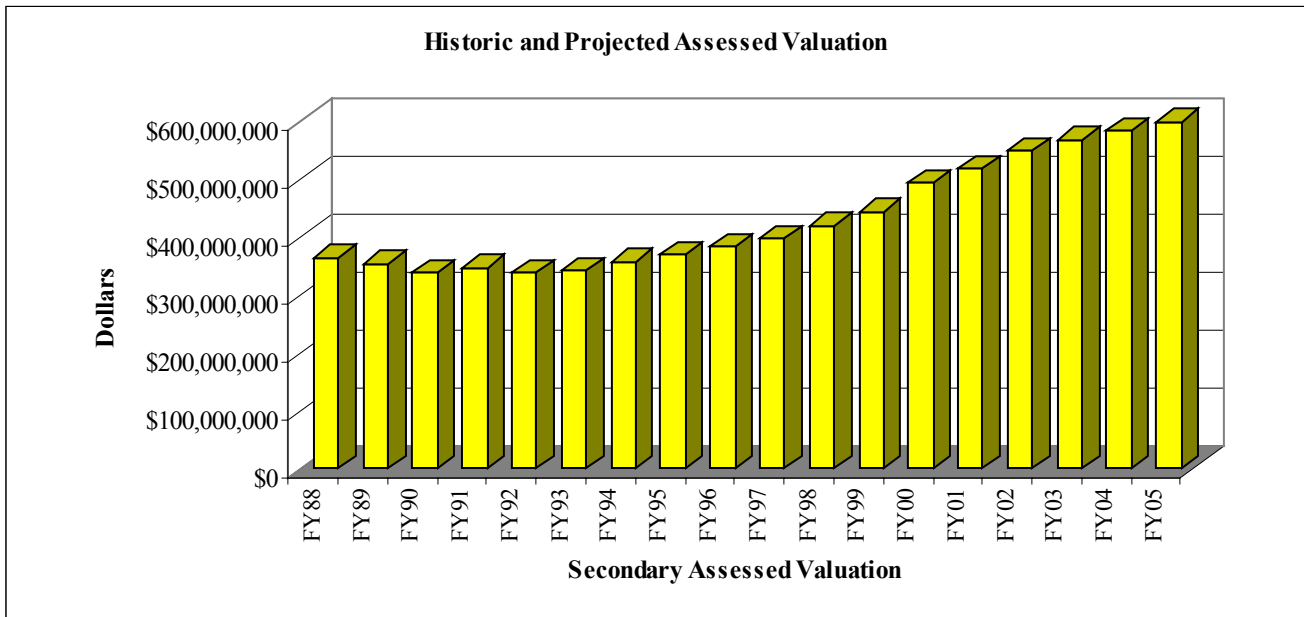
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Revenues for the Capital Budget come primarily from General Obligation Bonds, ¼ percent sales tax dedicated to capital improvements, non-recurring surplus funds such as video poker, excess state mineral royalties, etc., and state and federal grants.

### GENERAL OBLIGATION BONDS

Local governments issue bonds in order to permit current financing of long-term improvements. Such financings enable the construction of projects today while deferring their burden until the future, thus diffusing the cost burden between present and future issues.

General Obligation Bonds have been used frequently to fund Capital Improvement Projects. Fifty years ago, municipalities and parishes in Louisiana had no general authority to levy sales and use taxes and accordingly the great majority of local government capital finance was through General Obligation Bonds. Such bonds are backed by the “full faith and credit” of the issuing government and are secured by property taxes that must be levied without limitation as to rate or amount. Because of the unlimited tax pledge, General Obligation Bonds are attractive to investors and usually bear lower interest rates than other bonds with similar maturities. The ability of a local government to issue such bonds is limited by the statutory debt limit (generally 10% of current assessed valuation for any one purpose) and there is a requirement for voter authorization. Accordingly, changes in the annual assessed valuation have a direct affect on the Parish’s ability to finance capital improvements through General Obligation Bond sales. The following graph shows the historic and projected assessed valuations for Terrebonne Parish:

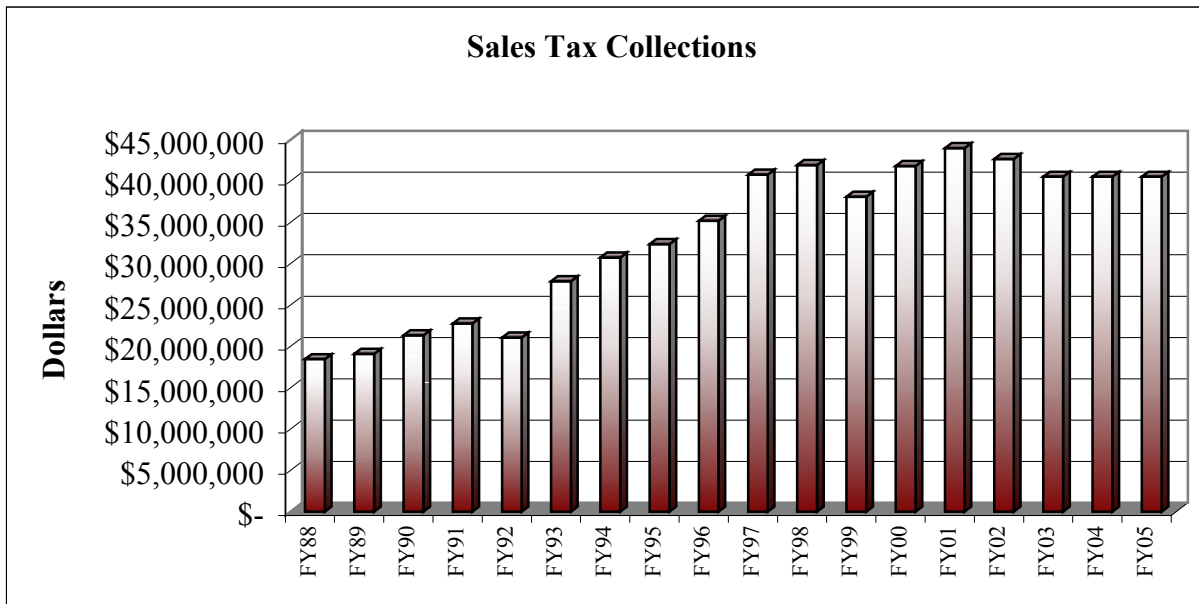


## CAPITAL IMPROVEMENT PROJECTS FUNDS

### CAPITAL BUDGET FINANCING (Continued)

#### SALES TAX REVENUE BONDS

Terrebonne Parish receives revenues from 1/3 of 1% sales and use tax and four other ¼% taxes. The City of Houma receives revenues from 1/3 of the 1% parish tax. The 1/3% taxes received by the Parish and City are customarily used for operations and maintenance expenses, one ¼% tax is used for road expenses, one ¼% is used for drainage expenses, one ¼% is used for library expenses and the remaining ¼% is used for capital expenditures and paying debt services. The Parish had funded some of its taxes into bonds for capital improvements, principally for sewerage, libraries and other public buildings. The Parish's economy has generated generally increasing sales tax revenues each year and has enabled the Parish Government to finance improvements, from the increased revenues. Sales tax revenue bonds must be voter authorized and their debt limit is a function of the revenues. The following graph is a history of sales tax revenues collected in the Parish using a constant rate of the 3% Sales Tax through 2005, which was in effect in 1988.



#### UTILITY REVENUE BONDS

The Parish currently has no utility or utilities revenue bonds (Revenue Bonds) outstanding. The City of Houma has outstanding Utilities Revenue Refunding Bonds payable from its electric and gas systems. Such bonds are payable from electric and gas revenues and are not a claim on any other revenues of the City or Parish. The revenues of the system are almost entirely derived from user charges for retail electric and gas service. The City relies upon an interest in a coal fired generating plant in Boyce, Louisiana and its own gas powered electric plant for a majority of its power needs. The natural gas distribution system is located within and partially outside of the City limits.

The Parish previously operated a natural gas distribution system that is now part of the City system and the City previously operated a water system that is now part of a parish wide waterworks system operated by a parish wide waterworks district. That district has financed all of its recent improvements from Revenue Bonds in order to leave tax-supported debt available for other Parish purposes. Similarly, the Parish previously operated a general hospital, originally financed through General Obligation Bonds, is now operated by a hospital service district and all of its recent financings have been through the issuance of hospital revenue bonds.

Revenue Bonds may be issued under various statutes, some of which require no voter authorization and their debt limit is a function of the utility system's revenues.

## **CAPITAL IMPROVEMENT PROJECTS FUNDS**

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### **CAPITAL BUDGET FINANCING (Continued)**

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#### **ASSESSMENT CERTIFICATES**

The Parish, the City and sewerage districts created by the Parish and City, have from time to time, conducted street paving and sewer collection financing programs that levy special assessments against only those properties abutting the improvements. Such assessments are payable over a period of 10 to 15 years at interest and the local government conducting the programs borrows through certificates in anticipation of the receipt of the assessments over the 10 to 15 year period. The assessments prime all other liens on the affected properties, including mortgages, and thus there is usually a ready market for the certificates. Each financing only involves the area affected by the improvement and thus the government need only be concerned by the desires and concerns of the property owners in the affected areas. Also, the financing program does not affect other revenue streams of the government unless the government elects to make such a pledge. The limit of such indebtedness is a function of the amount of the assessments. Such programs are authorized through a hearing process.

#### **LIMITED TAX BONDS**

The Parish has the authority to issue limited tax bonds payable from the revenues of a specific tax. Such bonds operate much like General Obligation Bonds except they are paid from a fixed property tax rather than an unlimited tax. Although the tax must be voted, the bonds or certificate payable there from need not and the debt limit and maturity of such obligations are a function of the revenues and time length of the tax.

#### **DISTRICT DEBT**

As described above, the Parish has created many special service districts to finance improvements and services in particular areas. The Parish has created from time to time, airport districts, road districts, road lighting districts, waterworks districts, sewerage districts, fire protection districts, hospital service districts, gas utility districts and the state has created a levee district that is parish wide. Each of the districts has the ability to raise moneys through ad valorem taxes, user revenues, assessments or a combination thereof and most can incur debt for capital improvements. Such districts are generally restricted to a particular governmental service and to providing same in a particular area.

#### **ONE-QUARTER PERCENT SALES TAX DEDICATED TO CAPITAL IMPROVEMENTS**

The Sales Tax Capital Improvement Fund accounts for the revenue from the one-quarter percent (1/4%) Capital Improvement sales tax for the retirement of the 1994 Civic and Community Center Bonds and the 1998 Public Improvement Bonds. The 1/4% Capital improvement tax has an irrevocable pledge to the outstanding bonds. On a monthly basis a portion of the 1/4% tax is transferred to the Debt Service Fund. The Parish may use the 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. The Parish uses these monies to fund various capital improvement projects throughout the Parish.

#### **NON-RECURRING SURPLUS FUNDS**

The expenditures in the Capital Project Funds are non-recurring in nature, therefore will fluctuate from year to year.

- **VIDEO POKER REVENUES**

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. Many of Terrebonne Parish's projects have been funded with video poker revenues.

## CAPITAL IMPROVEMENT PROJECTS FUNDS

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### CAPITAL BUDGET FINANCING (Continued)

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- **EXCESS STATE MINERAL ROYALTIES**

It has been the practice of Terrebonne Parish to use a portion of State Mineral Royalties for recurring operations and excess funds for non-recurring or special projects. We are projecting \$3.5 million for the Year 2002 based on the collections to date and proposing the same for Year 2003. Should the mineral royalties exceed \$4.5 million, those funds have been dedicated to Sewerage Construction, a joint commitment made by the Parish Administration and Parish Council.

- **OTHER FINANCING ALTERNATIVES**

When Funds have funds in excess of reserves in their Fund Balances/Retained Earnings, those alternatives are considered on an “as needed” basis for the use in the Capital Budget.

### STATE AND FEDERAL GRANTS

The majority of Terrebonne Parish’s grants for capital projects come from the federal or state government. There are two major types of grants. Open, competitive grant programs usually offer a great deal of latitude in developing a proposal and grants are awarded through a competitive review process. The majority of the Federal and State grants administered by the Parish are competitive grants.

Entitlements of categorical grants are allocated to qualified governmental entities based on a formula basis (by population, income levels, etc.). Entitlement funds must be used for a specific grantor-defined purpose. Community Development Block Grant (CDBG) and Home Funds are two significant entitlement grants administered by the Parish Government.

It is important to note that most federal and state grant programs, with the exception of some public housing programs, require the applicant to contribute to the cost of the project. The required contribution, referred to as local “match,” can vary from five to 75 percent.

Federal Transit Administration Public Transit Planning, Capital and Operating Assistance funds, HUD Emergency Shelter Grant Program Funds and Local Law Enforcement Block Grant Funds, as well as various U.S. Department of Transportation, and U.S. Department of Commerce Funds utilized for capital improvements all require a local match, which varies according to specific program regulations.

## CAPITAL IMPROVEMENT PROJECTS FUNDS

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### IMPACT OF THE CAPITAL IMPROVEMENT PROJECTS ON THE OPERATING BUDGET

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The Terrebonne Parish Consolidated Government's operating budget is directly affected by the Capital Improvement Projects depending on the project type. Almost every new capital improvement requires ongoing expenses for routine operation, repairs and maintenance. As they age, parish facilities and equipment that was once considered state-of-the-art will require rehabilitation, renovation or upgrading for new uses, safety and structural improvements. The Parish's Capital Program pay-as-you-go projects, grant-matching funds, and payments for sanitation bonds and lease/purchase agreement expenses also come directly from the operating budget.

The costs of future operations and maintenance for each department estimates the Capital Improvement Projects based on past experience and expected increases in the costs of materials, labor, and other project components. For instance, in FY2002 the cost was approximately:

- \$2,970 to maintain one acre of park property;
- \$250.57 per garbage customer to maintain the sanitation system;
- \$45.77 cost per vehicle per hour, and
- \$5,620 annually to maintain one mile of street improvements.

Many improvements make a positive contribution to the fiscal well being of the parish. Capital projects, such as downtown revitalization and the infrastructure expansion needed to support new development, help promote the economic development and growth that generates additional operating revenues. These new revenue sources provide the funding needed to maintain, improve and expand the parish's infrastructure. The Parish purchased a downtown bank building (approximately 87,000 square feet of office) and an adjacent multi-story parking garage to consolidate government functions in the downtown area to provide for more convenient governmental services and public access into one building. The operational impact of relocating the Parish government offices is estimated at roughly \$110,000 annually. Some of this cost is offset by hard-to-quantify savings, in particular those associated with the economic boost to remaining downtown gained by the relocation and the improved communication.

The 2003 Capital Improvements Budget tips the scale at \$54,144,780, a decrease of 4.13% from the original 2002 budget. As reported below, the currently active capital projects are valued at net balance (total funding less cumulative changes through the year end). The "Change for 2003" represents new projects, 2002 expenditures, funding increases/decreases and transfer of closed out project balances. For example, the Port Facility has a net decrease of \$2,335,222; \$2,346,556 expenditures and \$11,334 additional funding.

Project Type	2002 Budget	Change for 2003	2003 Budget
Buildings	4,604,693	(78,445)	4,526,248
Roads & Bridges	13,917,045	157,830	14,074,875
Drainage	23,184,480	(1,611,944)	21,572,536
Parks/Sidewalks/Trails	1,957,207	(430,386)	1,526,821
Miscellaneous	240,303	52,763	293,066
Sewer Improvements	3,769,683	(1,345,677)	2,424,006
Port Commission	4,438,417	(2,335,222)	2,103,195
Sanitation Improvements	4,364,232	3,259,801	7,624,033
Totals	56,476,060	(2,331,280)	54,144,780



## CAPITAL IMPROVEMENT PROJECTS FUNDS

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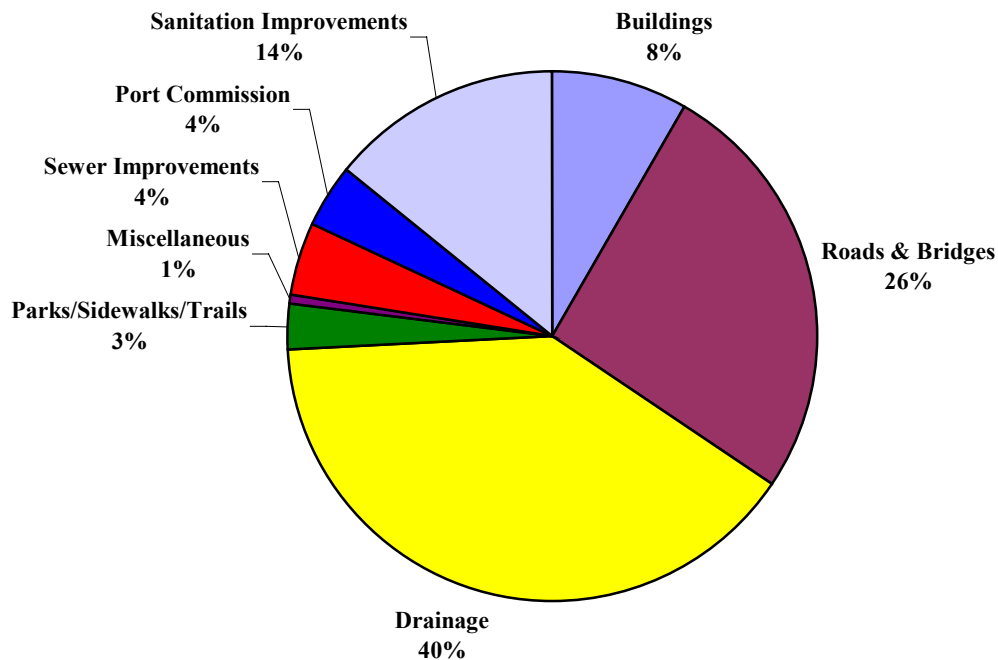
### IMPACT OF THE CAPITAL IMPROVEMENT PROJECTS ON THE OPERATING BUDGET (Continued)

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Terrebonne Parish appropriated another \$2,200,000 of our \$8,865,000 sanitation bond money for the 2003 Budget. A portion of these proceeds will also be used for projects related to Landfill Closure including final capping, levee, drainage, and monitoring of wells.

Two tropical weather conditions hit Terrebonne Parish within seven days of each other in 2002. Tropical Storm Isidore swept ashore September 26<sup>th</sup> and then Hurricane Lili changed abruptly from a Category 2 to a Category 4 hurricane before hitting on October 3<sup>rd</sup> near New Iberia, Louisiana, just 50 miles west of our Parish. Located to the east of the storm centers, Terrebonne Parish was left with flooding in hundreds of local homes which caused Parish officials to reprioritize the projects in drainage and protect the citizens from future tropical storms.

## 2003 CAPITAL IMPROVEMENTS PROJECTS



The Parish of Terrebonne undertakes capital projects for a variety of purposes. For 2003, the greatest amount of funding is allocated for Drainage purposes. Significant additional funding is allocated for Roads and Bridge projects and Sanitation Improvement projects.

## 600 CAPITAL IMPROVEMENT PROJECTS FUNDS

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Below is a list of Terrebonne Parish's Capital Improvement Project funds with a description of each activity:

**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. In 2003, the Parish is proposing to sell General Obligation Bonds (from the ¼% Capital Improvement Sales Tax), which will net an additional \$2.8 million for new construction.

**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 the 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.

**2001 Sanitation Bond Construction Fund** – To account for construction and capital improvements of Sanitation Program. Financing provided by 2001 General Obligation Bond proceeds of \$8.865 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.

## 604 CITY COURT BUILDING FUND

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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.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Fines & Forfeitures	66,526	55,000	57,998	55,000	55,000
Miscellaneous Revenue	656	2,500	1,554	2,000	2,000
Operating Transfers In	0	62,500	62,500	0	0
<b>TOTAL REVENUES</b>	<b>67,182</b>	<b>120,000</b>	<b>122,052</b>	<b>57,000</b>	<b>57,000</b>
<b>EXPENDITURES:</b>					
City Court	26	125,000	125,000	121,207	121,207
<b>TOTAL EXPENDITURES</b>	<b>26</b>	<b>125,000</b>	<b>125,000</b>	<b>121,207</b>	<b>121,207</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>67,156</b>	<b>(5,000)</b>	<b>(2,948)</b>	<b>(64,207)</b>	<b>(64,207)</b>
FUND BALANCE, JANUARY 1	(1)	67,155	67,155	64,207	64,207
FUND BALANCE, DECEMBER 31	67,155	62,155	64,207	0	0

## 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

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- **City Court Complex**
  - 2003 – City Court Building Fund and Interest, \$121,207

## 604 CITY COURT BUILDING FUND

### SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR	PROJECTED					TOTAL
	YEARS	2002	2003	2004	2005	2006	
City Court Complex	0	125,000	121,207	0	0	0	246,207
TOTAL EXPENDITURES	0	125,000	121,207	0	0	0	246,207
*Total Funding Less Prior Year Expenditures							

### CAPITAL IMPROVEMENT PROJECT DETAIL

#### Project Name: City Court Land Purchase

**Description:** To provide for purchase of land for the construction of a new building for City Court.

**Council District:**

To be determined

**Funding Source:**

25% General Fund and 75% City Court Building Fund

**Project Appropriation:**

\$121,207 in FY 2003

**Operating Budget Impact:**

Replaces existing high-maintenance building, therefore expect no financial impact on operations. The future use of the current City Court building has not been determined. Debt service costs for 25 years will be \$145,000 annual, net impact of \$50,000 with fees supplementing.

## 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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	954,245	2,172,612	2,133,862	0	0
Miscellaneous Revenue	410,289	215,702	206,755	103,750	103,750
Operating Transfers In	2,947,824	3,649,300	3,649,300	1,932,500	2,902,500
<b>TOTAL REVENUES</b>	<b>4,312,358</b>	<b>6,037,614</b>	<b>5,989,917</b>	<b>2,036,250</b>	<b>3,006,250</b>
<b>EXPENDITURES:</b>					
General -Other	1,615	0	1,841	0	0
Drainage	3,545,154	15,760,684	15,246,934	2,036,250	2,816,250
Operating Transfers Out	315,000	0	0	0	665,000
<b>TOTAL EXPENDITURES</b>	<b>3,861,769</b>	<b>15,760,684</b>	<b>15,248,775</b>	<b>2,036,250</b>	<b>3,481,250</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>450,589</b>	<b>(9,723,070)</b>	<b>(9,258,858)</b>	<b>0</b>	<b>(475,000)</b>
FUND BALANCE, JANUARY 1	9,283,269	9,733,858	9,733,858	475,000	475,000
FUND BALANCE, DECEMBER 31	9,733,858	10,788	475,000	475,000	0

## 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **2-1A Schriever Drainage / Gravity Improvements**
  - 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*)
- **Lower Bayou Dularge Levee**
  - 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*)
- **Hebert Street Pump Station**
  - 2003 P/W Drainage Construction Fund Interest - \$3,750
- **Mount Pilgrim Forced Drainage (6-3) Humphries**
  - 2003 1-1B Construction Fund (Drainage Tax Fund) - \$150,000
- **1-1A Drainage Project**
  - 2003 1-1B Construction Fund (Drainage Tax Fund) - \$200,000
- **District 1 Drainage Improvements**
  - 2003 Drainage Tax Fund - \$150,000

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

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### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS (Continued)

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- **Lashbrook To Boudreaux Canal Levee**
  - 2003 1-1B Construction Fund (1/4% Capital Improvement Sales Tax Fund) - \$300,000
- **Mulberry to Hanson Dr. Improvements**
  - 2003 P/W Drainage Construction Fund Interest - \$50,000
- **Jeff Drive Drainage Improvements**
  - 2003 1-1B Construction Fund (Drainage Tax Fund) \$100,000
- **Jean Ellen St. Ditch/Culverts**
  - 2003 P/W Drainage Construction Fund Interest- \$50,000
- **Bayou Grand Caillou Drainage**
  - 2003 1-1B Construction Fund (Drainage Tax Fund) - \$75,000
- **Industrial Blvd. Pump Rehab.**
  - 2003 1-1B Construction Fund (Drainage Tax Fund) - \$6,000
  - 2003 1-1B Construction Fund (1/4% Capital Improvement Sales Tax Fund) - \$69,000
- **Ward Seven (7) Drainage Improvements,**
  - 2003 ¼ % Capital Sales Tax Fund - \$250,000 (*Adopted in 2002 Capital Outlay, Ordinance 6528*)
- **Lining of Bayou Grand Caillou**
  - 2003 General Fund (PILOT) - \$200,000
- **Jean Street Drainage Improvement**
  - 2003 General Fund (Mineral Royalties)- \$75,000
- **Grand Caillou Levee Improvement**
  - 2003 ¼% Capital Sales Tax Fund - \$90,000
  - 2003 General Fund - \$35,000
- **Sylvia Street Drainage Outfall**
  - 2003 ¼% Capital Sales Tax Fund - \$50,000
- **Gum Street Drainage**
  - 2003 ¼% Capital Sales Tax Fund - \$200,000
- **Pitre, Acorn and Darsey Street Laterals**
  - 2003 General Fund (PILOT) - \$50,000
- **Central Avenue and White Street Drainage**
  - 2003 General Fund (PILOT) - \$50,000
- **Concord Road Drainage Improvement**
  - 2003 2000 Public Improvement Bond Fund - \$50,000
- **Westview and St. Louis Canal Road Pump**
  - 2003 General Fund (Mineral Royalties) - \$100,000
- **Martin Luther King Ditch Widening**
  - 2003 General Fund (Mineral Royalties) - \$120,000

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR	PROJECTED					TOTAL
	YEARS	2002	2003	2004	2005	2006	
1-1A Drainage	10,000	252,800	200,000	0	0	0	462,800
2-1A Schriever Drainage Improvements	157,523	1,282,500	192,500	315,000	0	0	1,947,523
4-1 New Pump Station	653,819	614,000	0	0	0	0	1,267,819
4-1 Upper Pointe Aux Chene Levee	1,038,823	0	0	0	0	0	1,038,823
4-3B Pointe-Aux-Chenes	32,361	(32,361)	0	0	0	0	0
4-3C Isle De Jean Charles	177,572	0	0	0	0	0	177,572
Ashland North Forced Drainage	275,084	0	0	0	0	0	275,084
Barataria & Bayou Lacarpe Hydrologic Study	29,609	0	0	0	0	0	29,609
Bayou Chauvin Pump Station	500,000	0	0	0	0	0	500,000
Bayou Gardens Water Control Gate	0	35,000	0	0	0	0	35,000
Bayou Grand Caillou Drainage	0	0	75,000	0	0	0	75,000
Bayou Dr. Pump Station	100,000	0	0	0	0	0	100,000
Bonanza Pump Station Floodproofing	62,152	187,500	0	0	0	0	249,652
Central Avenue & White Street Drainage	0	0	50,000	0	0	0	50,000
Company Canal Forced Drainage	50,000	0	0	0	0	0	50,000
Concord Road Drainage Improvement	0	0	50,000	0	0	0	50,000
Coteau Drainage Phase I - Caro Canal	418,383	(400,000)	0	0	0	0	18,383
District 1 Drainage Improvements	0	500,000	150,000	0	0	0	650,000
Drainage/Public Facility Mitigation Projects	0	106,250	0	0	0	0	106,250
Falgout Canal Pump Station	30,000	0	0	0	0	0	30,000
Flood Mitigation Assistance	0	741,667	0	0	0	0	741,667
Gibson/Bayou Black Drainage	626,212	0	0	0	0	0	626,212
Grand Caillou Levee Improvement	0	0	125,000	0	0	0	125,000
Green Acres Drainage Improvements	864,549	0	0	0	0	0	864,549
Gum Street Drainage	0	0	200,000	0	0	0	200,000
Hebert St. Pump Station (FEMA)	975,000	(38,750)	3,750	0	0	0	940,000
Industrial Blvd. Pump Rehab.	0	0	75,000	0	0	0	75,000
Jean Ellen St. Ditch/Culverts	0	100,000	50,000	0	0	0	150,000
Jean Street Drainage Improvement	0	0	75,000	0	0	0	75,000
Jeff Drive Drainage Improvements	0	0	100,000	0	0	0	100,000
Lashbrook to Boudreaux Canal Levee	0	0	300,000	0	0	0	300,000
Lining of Bayou Grand Caillou	0	200,000	200,000	0	0	0	400,000
Little Bayou Black Drainage (1-1A)	100,000	0	0	0	0	0	100,000
Lower Bayou Dularge Levee	100,000	200,000	200,000	200,000	0	0	700,000
Lower Bayou Dr. Drainage	0	150,000	0	0	0	0	150,000
Martin Luther King Ditch Widening	0	0	120,000	0	0	0	120,000
Mount Pilgrim Forced Drainage (6-3) Humphries	2,617	50,000	150,000	0	0	0	202,617
Mulberry to Hanson Drainage Improvements	0	0	50,000	0	0	0	50,000
Pitre, Acorn and Darsey Street Laterals	0	0	50,000	0	0	0	50,000
SCADA/GIS	378,477	0	0	0	0	0	378,477
Schriever Bridge (To Pump Station)	62,960	0	0	0	0	0	62,960
Schriever Hazard Mitigation Program	0	567,100	0	0	0	0	567,100
Schriever Pump Station (FEMA)	740,495	0	0	0	0	0	740,495
Summerfield/Southdown Drainage	691,598	0	0	0	0	0	691,598
Suzie Canal & Suzie Canal Extension	967,400	250,000	0	0	0	0	1,217,400
Sylvia Street Drainage Outfall	0	0	50,000	0	0	0	50,000
Systems Channel Project	24,094	137,500	0	0	0	0	161,594
Texas Gulf Rd. Drainage	0	100,000	0	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	250,000	0	0	0	250,000
Westview & St. Louis Canal Road Pump	0	0	100,000	0	0	0	100,000
Williams Ave. Culvert Replacement	78,694	0	0	0	0	0	78,694
Williams Ave. Pump Station	55,000	0	0	0	0	0	55,000
<b>TOTAL EXPENDITURES</b>	<b>10,243,728</b>	<b>5,003,206</b>	<b>2,816,250</b>	<b>515,000</b>	<b>0</b>	<b>0</b>	<b>18,578,184</b>
*Total Funding Less Prior Year Expenditures							

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL

**Project Name: 1-1A Drainage**  
**Project Number: 02-DRA-28**

**Description:** The cleaning and deepening of Little Bayou Black from Barrow Street North to Schriever, Quiski Bayou (Dry Bayou).

**Engineer/Architect:** T. Baker Smith & Sons, Inc.

**Council District:** 2,3,4,5

**Funding Source:** 96% Drainage Tax Fund and 4% Parishwide Drainage Construction Fund

**Project Appropriation:** \$200,000 in FY 2003. Total project costs including prior authorizations \$472,800.

**Operating Budget Impact:** \$9,500 annual increase.

**Project Name: 2-1A Schriever Drainage Improvements**  
**Project Number: 95-DRA-67**

**Description:** Ditch excavation along the northern boundary of Sugarland Subdivision, install drain culverts across Back Project Road and Isle of Cuba Road and replace driveway culverts along Back Project Road between Isle of Cuba Road and Indian Ridge Ranch Road. This is for phase IV of the project.

**Engineer/Architect:** GSE Associates, Inc.

**Contractor:** Phase II, Phylway Construction, Inc. and Phase IV, Hebert Brother Engineers, Inc.

**Council District:** 6

**Funding Source:** 43% Drainage Tax Fund, 38% 2000 Public Improvement Bond Fund, 19% of ¼% Capital Sales Tax Fund

**Project Appropriation:** \$192,500 in FY 2003 and \$315,000 in FY 2004. Total project costs including prior authorizations \$2,540,000.

**Operating Budget Impact:** \$2,500 annual increase to operations; debt service increase of \$31,000.



## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

**Project Name: 4-1 New Pump Station**  
**Project Number: 00-PS-33**

**Description:** A new pump station to be added to the south end of the 4-1 levee to house (3) 36" diameter propeller pumps.  
**Engineer/Architect:** T. Baker Smith & Sons, Inc.

**Council District:** 9  
**Funding Source:** ¼% Capital Sales Tax Fund  
**Project Appropriation:** Total project costs including prior authorizations \$1,292,000.  
**Operating Budget Impact:** \$26,000 annual increase.

**Project Name: 4-1 Upper Pointe-Aux-Chene Levee Rehab Forced Drainage**  
**Project Number: 94-G-25**

**Description:** To provide for the construction of certain levee and canal improvements.  
**Engineer/Architect:** T. Baker Smith & Sons, Inc.  
**Contractor:** Phylway Construction, Inc.

**Council District:** 9  
**Funding Source:** 36% ¼% Capital sales tax, 30% Capital Projects Control Fund, 28% Drainage Tax Fund, and 6% Parishwide Drainage Construction Fund  
**Project Appropriation:** Total project costs including prior authorizations \$1,833,775.  
**Operating Budget Impact:** \$37,000 annual increase to be determined upon completion of project Design phase.

**Project Name: 4-3C Isle De Jean Charles**  
**Project Number: 91-FD-13**

**Description:** Constructing the Isle De Jean Charles forced drainage system.  
**Engineer/Architect:** T. Baker Smith & Sons, Inc.  
**Contractor:** JAG Construction Services, Inc.

**Council District:** 9  
**Funding Source:** 41% General Fund (Texaco), 30% ¼% Capital Sales Tax Fund, 20% Department of Transportation and Development, and 9% 1995 Bond Issue.  
**Project Appropriation:** Total project costs including prior authorizations \$1,284,537.  
**Operating Budget Impact:** \$25,700 annual increase.

**655 PARISHWIDE DRAINAGE CONSTRUCTION FUND**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

<b>Project Name: Ashland North Forced Drainage Project Number: 91-A/O-10</b>	
<b>Description:</b>	To complete the forced drainage system for Ashland North Subdivision.
<b>Engineer/Architect:</b>	Gore Engineering, Inc.
<b>Contractor:</b>	Coastal Engineering/TPCG

<b>Council District:</b>	4
<b>Funding Source:</b>	80% 1996 Bond Issue and 20% Citizen's Participation
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$275,084.
<b>Operating Budget Impact:</b>	\$5,500 annual increase to operations; debt service \$7,000.

<b>Project Name: Barataria &amp; Bayou Lacarpe Watershed Hydrologic Study Project Number: 01-DRA-11</b>	
<b>Description:</b>	Hydrological study of the Barataria/Martin Luther King Blvd drainage systems. This is a drainage study to recommend improvements to the watershed. The study has been amended to include watershed area to the Baroid Pump Station.
<b>Engineer/Architect:</b>	GSE Associates, Inc.

<b>Council District:</b>	1,2,5,6
<b>Funding Source:</b>	Parishwide Drainage Construction Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$60,000.
<b>Operating Budget Impact:</b>	No impact or increase.

<b>Project Name: Bayou Chauvin Pump Station</b>	
<b>Description:</b>	To provide for forced drainage in the Bayou Chauvin area.

<b>Council District:</b>	1,7,8
<b>Funding Source:</b>	50% Parishwide Drainage Construction Fund and 50% General Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$500,000.
<b>Operating Budget Impact:</b>	\$10,000 annual increase.

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

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### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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#### Project Name: Bayou Gardens Water Control Gate

**Description:** To provide for better drainage and prevent water from backing up.

**Council District:** 4  
**Funding Source:** Parishwide Drainage Construction Fund  
**Project Appropriation:** Total project costs including prior authorizations \$35,000.  
**Operating Budget Impact:** \$700 annual increase.

#### Project Name: Bayou Grand Caillou Drainage

**Description:** To provide for better drainage in the Bayou Grand Caillou area.

**Council District:** 7  
**Funding Source:** Drainage Tax Fund  
**Project Appropriation:** Total project costs including prior authorizations \$75,000.  
**Operating Budget Impact:** To be determined upon completion of project design phase.

#### Project Name: Bayouside Drive Pump Station

**Description:** To provide for forced drainage along Bayouside Drive.

**Council District:** 9  
**Funding Source:** ¼% Capital Sales Tax Fund  
**Project Appropriation:** Total project costs including prior authorizations \$100,000.  
**Operating Budget Impact:** To be determined upon completion of project design phase.

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

#### **Project Name: Bonanza Pump Station Flood Proofing Project Number: 01-DRA-43**

**Description:** To flood-proof the Bonanza pump station and surrounding area.  
**Engineer/Architect:** T. Baker Smith & Sons, Inc.

**Council District:** 3,4  
**Funding Source:** 2000 Public Improvement Construction Fund  
**Project Appropriation:** Total project costs including prior authorizations \$250,000.  
**Operating Budget Impact:** Net annual increase of \$5,000 (will decrease unnecessary maintenance). Annual debt service \$8,000 from dedicated Public Improvement Tax.

#### **Project Name: Central Avenue & White Street Drainage**

**Description:** To provide better drainage in the areas of Central Avenue & White Street.

**Council District:** 5  
**Funding Source:** General Fund (Pilot)  
**Project Appropriation:** \$50,000 in FY 2003. Total project costs \$50,000.  
**Operating Budget Impact:** \$2,000 annual.

#### **Project Name: Company Canal Forced Drainage**

**Description:** Forced system drainage to protect areas north of company canal for tidal flooding.

**Council District:** 9  
**Funding Source:** Drainage Tax Fund  
**Project Appropriation:** Total project costs including prior authorizations \$50,000.  
**Operating Budget Impact:** \$5,000 annual.

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

#### Project Name: Concord Road Drainage Improvement

**Description:** To provide for better drainage along the Concord Road area by cleaning ditches, etc.

<b>Council District:</b>	6
<b>Funding Source:</b>	2000 Public Improvement Bond Fund
<b>Project Appropriation:</b>	\$50,000 in FY 2003. Total project costs \$50,000.
<b>Operating Budget Impact:</b>	\$2,500 annual increase to operations. Annual debt service \$1,600 from dedicated Public Improvement tax.

#### Project Name: Coteau Drainage Phase 1 – Caro Canal Project Number: 00-DRA-09

**Description:** To clean blockages in canals and ditches within the Caro Canal area (Coteau Rd. to St. Louis Bayou)  
**Engineer/Architect:** T. Baker Smith & Sons, Inc.

<b>Council District:</b>	5
<b>Funding Source:</b>	Drainage Tax Fund
<b>Project Appropriations:</b>	Total project costs including prior authorizations \$100,000.
<b>Operating Budget Impact:</b>	Net decrease of \$1,000/year.

#### Project Name: District 1 Drainage Improvements

**Description:** To provide better drainage in District 1 by cleaning and for creating ditches and canals.

<b>Council District:</b>	1
<b>Funding Source:</b>	77% ¼% Capital Sales Tax Fund and 23% Drainage Tax Fund
<b>Project Appropriation:</b>	\$150,000 in FY 2003. Total project costs including prior authorizations \$650,000.
<b>Operating Budget Impact:</b>	To be determined upon completion of project design phase.

**655 PARISHWIDE DRAINAGE CONSTRUCTION FUND**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

<b>Project Name: Falgout Canal Pump Station</b>	
<b>Description:</b>	To replace three 36" pumps that will protect the area between Falgout Canal along Dr. Beatrous Road north to Marmande Canal.
<b>Engineer/Architect:</b>	TPCG Drainage Department

<b>Council District:</b>	6
<b>Funding Source:</b>	1993 Bond Issue
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$30,000.
<b>Operating Budget Impact:</b>	No impact, replaces existing high maintenance pumps. No increase to debt service, surpluses from completed projects used.

<b>Project Name: Flood Mitigation Assistance Program</b>	
<b>Description:</b>	Work with homeowners in flood areas to procure funding for structure elevation or acquisition.

<b>Council District:</b>	Parishwide
<b>Funding Source:</b>	75% FEMA and 25% Citizen's Participation
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$556,250.
<b>Operating Budget Impact:</b>	No impact, homeowners responsible for maintenance.

<b>Project Name: Gibson/Bayou Black Drainage Project Number: 91-FD-22</b>	
<b>Description:</b>	Phase I – Drainage improvements for Deadwood Road/Fandall Drive. Phase II – Drainage improvements for parish Road #51 – Bayou Black Road
<b>Engineer/Architect:</b>	T. Baker Smith & Sons, Inc.
<b>Contractor:</b>	Huey Stockstill, Inc.

<b>Council District:</b>	2,6
<b>Funding Source:</b>	48% Louisiana Department Of Transportation And Development, 16% Capital Sales Tax Fund, 14% Drainage Tax Fund, 8% 1996 Bond Issue, 7% Capital Projects Control Fund and 7% Parishwide Drainage Construction Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$4,683,213.
<b>Operating Budget Impact:</b>	Net impact of \$50,000 annual; no increase to debt service, surpluses from completed projects used.

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

#### Project Name: Grand Caillou Levee Improvement

**Description:** To better protect the citizens of Grand Caillou by improving the levee system in this area.

**Council District:** 7

**Funding Source:** 72% ¼% Capital Sales Tax Fund and 28% General Fund (Video Poker)

**Project Appropriation:** \$125,000 in FY 2003. Total project costs \$125,000.

**Operating Budget Impact:** \$2,500 net annual increase for grass cutting, earthwork including periodic capping for settlement and reshaping.

#### Project Name: Green Acres Drainage Improvements (Kerr Drive) Project Number: 97-DRAIN-33

**Description:** Drainage improvements (culvert installation/replacement) in green acres subdivision.  
**Engineer/Architect:** T. Baker Smith & Sons, Inc.  
**Contractor:** Civil Construction Contractors, Inc.

**Council District:** 9

**Funding Source:** 60% ¼% Capital Sales Tax Fund, 29% Drainage Tax Fund, and 11% General Fund

**Project Appropriation:** Total project costs including prior authorizations \$923,653.

**Operating Budget Impact:** \$10,000 net annual.

#### Project Name: Gum Street Drainage

**Description:** To provide for better drainage facilities for the Gum Street area.

**Council District:** 5

**Funding Source:** ¼% Capital Sales Tax Fund

**Project Appropriation:** \$200,000 in FY 2003. Total project costs \$200,000.

**Operating Budget Impact:** To be determined upon completion of project design phase.

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

**Project Name: Hebert Street Pump Station (FEMA)  
Project Number: 02-FEMA-01**

**Description:** Construct a 2 bay precast concrete pump sub-structure with steel sheet pile bulkhead, metal building, 2-36" pumps and 2 new engines and gear drive units.  
**Engineer/Architect:** GSE Associates, Inc.

**Council District:** 4  
**Funding Source:** 78% FEMA and 22% 2000 Public Improvement Construction Fund  
**Project Appropriation:** \$3,750 in FY 2003. Total project costs including prior authorizations \$940,000.  
**Operating Budget Impact:** \$18,800 annual increase in operations. Annual debt service \$7,000 from dedicated Public Improvement tax.

**Project Name: Industrial Avenue Pump Rehab**

**Description:** To provide better forced drainage along Industrial Avenue by rehabilitating the pump station.

**Council District:** 8  
**Funding Source:** 92% ¼% Capital Sales Tax Fund and 8% Drainage Tax Fund  
**Project Appropriation:** \$75,000 in FY 2003. Total project costs \$75,000.  
**Operating Budget Impact:** \$1,500 net annual increase.

**Project Name: Jean Ellen Street Ditch/Culverts**

**Description:** To clean out the ditches and install culverts to provide better drainage in the Jean Ellen Street area.

**Council District:** 8  
**Funding Source:** 67% General Fund and 33% Parishwide Drainage Construction Fund  
**Project Appropriation:** \$50,000 in FY 2003. Total project costs including prior authorizations \$150,000.  
**Operating Budget Impact:** \$3,000 annual increase.



## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

#### Project Name: Jean Street Drainage Improvement

**Description:** To implement a better drainage system for Jean Street.

**Council District:** 3  
**Funding Source:** General Fund (Mineral Royalties)  
**Project Appropriation:** \$75,000 in FY 2003. Total project costs \$75,000.  
**Operating Budget Impact:** \$1,500 annual increase.

#### Project Name: Jeff Drive Drainage Improvement

**Description:** To provide for better drainage along Jeff Drive by cleaning out ditches.

**Council District:** 9  
**Funding Source:** Drainage Tax Fund  
**Project Appropriation:** \$100,000 in FY 2003. Total project costs \$100,000.  
**Operating Budget Impact:** \$2,000 annual increase for grass cutting, earthwork including periodic capping for settlement and reshaping.

#### Project Name: Lashbrook to Boudreaux Canal Levee

**Description:** To provide a levee from Lashbrook to Boudreaux Canal.

**Council District:** 9  
**Funding Source:** ¼% Capital Sales Tax Fund  
**Project Appropriation:** \$300,000 in FY 2003. Total project costs \$300,000.  
**Operating Budget Impact:** \$6,000 annual increase for grass cutting, earthwork including periodic capping for settlement and reshaping.

**655 PARISHWIDE DRAINAGE CONSTRUCTION FUND**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

<b>Project Name: Lining of Bayou Grand Caillou Project Number: 02-DRA-36</b>	
<b>Description:</b>	Concrete lining of Bayou Grand Caillou at Saadi Street.
<b>Engineer/Architect:</b>	Engineering and Economic Planning Associates

<b>Council District:</b>	1,5,7
<b>Funding Source:</b>	General Fund (Pilot)
<b>Project Appropriation:</b>	\$200,000 in FY 2003. Total project costs including prior authorizations \$400,000.
<b>Operating Budget Impact:</b>	\$8,000 annual increase.

<b>Project Name: Little Bayou Black Drainage (1-1A)</b>	
<b>Description:</b>	Statewide flood control that was approved at \$200,000 level. To be done with Tidewater district.
<b>Engineer/Architect:</b>	T. Baker Smith & Sons, Inc.

<b>Council District:</b>	2,3,6
<b>Funding Source:</b>	Parishwide Drainage Construction Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$100,000.
<b>Operating Budget Impact:</b>	No impact, Tidewater District responsible for maintenance upon completion.

<b>Project Name: Lower Bayou Dularge Levee</b>	
<b>Description:</b>	Provide the existing lower Bayou Dularge flood control structure with a levee alignment on the west side of Brady Road.
<b>Engineer/Architect:</b>	Coastal Engineering

<b>Council District:</b>	6
<b>Funding Source:</b>	Drainage Tax Fund
<b>Project Appropriation:</b>	\$200,000 in FY 2003 and \$200,000 in FY 2004. Total project costs including prior authorizations \$700,000.
<b>Operating Budget Impact:</b>	\$14,000 annual increase for grass cutting, earthwork including periodic capping for settlement and reshaping.

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

**Project Name: Lower Bayouside Drive Drainage**  
**Project Number: 02-DRA-35**

**Description:** To improve the drainage of Lower Bayouside Drive.

**Council District:** 9  
**Funding Source:** Parishwide Drainage Construction Fund  
**Project Appropriation:** Total project costs including prior authorizations \$150,000.  
**Operating Budget Impact:** No impact.

**Project Name: Martin Luther King Ditch Widening**

**Description:** To provide better drainage along Martin Luther King Boulevard.

**Council District:** 3  
**Funding Source:** General Fund (Mineral Royalties)  
**Project Appropriation:** \$120,000 in FY 2003. Total project costs \$120,000.  
**Operating Budget Impact:** To be determined upon completion of project design phase.

**Project Name: Mount Pilgrim Forced Drainage (6-3) Humphries**  
**Project Number: 01-DRA-44**

**Description:** Prepare plans to construct a new drainage pump station. Clean out canals, ditches, and install cross drain slide gates.  
**Engineer/Architect:** T. Baker Smith & Sons, Inc.

**Council District:** 2  
**Funding Source:** 68% Drainage Tax Fund, 23% 2000 Public Improvement Construction Fund and 9% Parishwide Drainage Construction Fund  
**Project Appropriation:** \$150,000 in FY 2003. Total project costs including prior authorizations \$220,000.  
**Operating Budget Impact:** \$15,400 annual increase to operations; annual debt service \$1,600 from dedicated Public Improvement tax.

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

#### Project Name: Mulberry to Hanson Drainage Improvements

**Description:** To provide better drainage in the Mulberry/Hanson area by cleaning ditches, etc.

**Council District:** 7  
**Funding Source:** Parishwide Drainage Construction Fund  
**Project Appropriation:** \$50,000 in FY 2003. Total project costs \$50,000.  
**Operating Budget Impact:** No impact.

#### Project Name: Pitre, Acorn and Darsey Street Laterals

**Description:** To repair street laterals along Pitre, Acorn and Darsey Streets.

**Council District:** 5  
**Funding Source:** General Fund (Pilot)  
**Project Appropriation:** \$50,000 in FY 2003. Total project costs \$50,000.  
**Operating Budget Impact:** No impact.

#### Project Name: SCADA/GIS Project Number: 96-DRAIN-48

**Description:** Construction of the field portion of the SCADA system for the monitoring of 25 drainage pumping stations within Terrebonne Parish.

**Engineer/Architect:** GSE Associates, Inc.

**Contractor:** Panel Specialists, Inc.

**Council District:** 1,2,3,4,5,6,7,8,9  
**Funding Source:** 68% Drainage Tax Fund, 18% Parishwide Drainage Construction Fund and 14% 1996 Bond Issue  
**Project Appropriation:** Total project costs including prior authorizations \$957,212.  
**Operating Budget Impact:** \$67,000 annual impact on operations.

**655 PARISHWIDE DRAINAGE CONSTRUCTION FUND**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

**Project Name: Schriever Bridge (To D-28 Pump Station)  
Project Number: 97-DRA-64**

**Description:** Construction of a bridge to the D-28 Pump Station  
**Engineer/Architect:** David A. Waitz Engineering

**Council District:** 6

**Funding Source:** 56% Parishwide Drainage Construction Fund and 44% Drainage Tax Fund

**Project Appropriation:** Total project costs including prior authorizations \$180,000.

**Operating Budget Impact:** \$3,600 annual increase.

**Project Name: Schriever Hazard Mitigation Program**

**Description:** To acquire certain parcels of immovable property in the vicinity known as "Fred Leboeuf Subdivision."  
**Engineer/Architect:** GSE Associates, Inc.

**Council District:** 2

**Funding Source:** 75% Hazard Mitigation Grant and 25% 2000 Public Improvement Construction Fund

**Project Appropriation:** Total project costs including prior authorizations \$567,100.

**Operating Budget Impact:** \$11,500 annual increase in operations; annual debt service \$4,536 from dedicated Public Improvement tax.

**Project Name: Schriever Pump Station (FEMA)  
Project Number: 98-DRA-14**

**Description:** Construct a new pump station to a new 48" pump at the end of Isle of Cuba Road.  
**Engineer/Architect:** GSE Associates, Inc.

**Council District:** 6

**Funding Source:** 41% FEMA Hazard Mitigation Grant, 38% Parishwide Drainage Construction Fund and 21% ¼% Capital Sales Tax Fund

**Project Appropriation:** Total project costs including prior authorizations \$1,000,000.

**Operating Budget Impact:** \$70,000 annual increase.

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

<b>Project Name: Summerfield/Southdown Drainage</b> <b>Project Number: 94-J-50</b>
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<b>Description:</b> To construct a vinyl bulkhead along the Westgate ditch and the Chateau Crescent ditch. <b>Engineer/Architect:</b> GSE Associates, Inc. <b>Contractors:</b> Strebeck, Inc., G & F Construction Co., Inc. and C & C Fontenot Construction, Inc.
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<b>Council District:</b>	6,7
<b>Funding Source:</b>	35% Drainage Tax Fund, 27% 2000 Public Improvements Construction Fund, 19% FEMA, 11% Utility Fund and 8% Parishwide Drainage Construction Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$2,476,40.
<b>Operating Budget Impact:</b>	\$170,000 annual increase; annual debt service \$79,000 from dedicated Public Improvement tax.

<b>Project Name: Suzie Canal &amp; Suzie Canal Extension</b> <b>Project Number: 82-PW-38 EXT</b>
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<b>Description:</b> Construct certain drainage improvements along left descending bank of Bayou Grand Caillou from forced drainage 3-1B to Bobtown. <b>Engineer/Architect:</b> T. Baker Smith & Sons, Inc.
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<b>Council District:</b>	7
<b>Funding Source:</b>	45% Drainage Tax Fund, 34% 1995 Bond Issue, and 21% ¼% Capital Sales Tax Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$1,317,000.
<b>Operating Budget Impact:</b>	\$81,000 annual increase; no increase to debt service, surpluses from completed projects used.

<b>Project Name: Sylvia Street Drainage Outfall</b>
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<b>Description:</b> To clean out the drainage along Sylvia Street.
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<b>Council District:</b>	5
<b>Funding Source:</b>	¼% Capital Sales Tax Fund
<b>Project Appropriation:</b>	\$50,000 in FY 2003. Total project costs \$50,000.
<b>Operating Budget Impact:</b>	No impact.

**655 PARISHWIDE DRAINAGE CONSTRUCTION FUND**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

<b>Project Name: System Channels Project</b>	
<b>Project Number: 01-DRA-40</b>	
<b>Description:</b>	Modeling & Improvements of the 1-1B Forced Drainage System Channels Project
<b>Engineer/Architect:</b>	T. Baker Smith & Sons, Inc.

<b>Council District:</b>	2,3,4,5
<b>Funding Source:</b>	2000 Public Improvement Construction Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$200,000.
<b>Operating Budget Impact:</b>	No impact on operations; annual debt service \$6,400 from dedicated Public Improvement tax.

<b>Project Name: Texas Gulf Road Drainage</b>	
<b>Description:</b>	To provide better drainage for the Texas Gulf Road area.

<b>Council District:</b>	9
<b>Funding Source:</b>	Parishwide Drainage Construction Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$100,000.
<b>Operating Budget Impact:</b>	No impact.

<b>Project Name: Upper Montegut Pump Rehabilitation</b>	
<b>Project Number: 97-DRAIN-33</b>	
<b>Description:</b>	Prepare plans and specs for the rehabilitation of the Upper Montegut drainage pump station.
<b>Engineer/Architect:</b>	T. Baker Smith & Sons, Inc.

<b>Council District:</b>	9
<b>Funding Source:</b>	55% Drainage Tax Fund and 45% ¼% Capital Sales Tax Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$1,077,580.
<b>Operating Budget Impact:</b>	\$75,500 increase.

## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

#### Project Name: Ward Seven (7) Drainage Improvements

**Description:** To provide better drainage in the Ward Seven (7) area.

**Council District:** 8,9  
**Funding Source:** ¼% Capital Sales Tax Fund  
**Project Appropriation:** \$250,000 in FY 2003. Total project costs \$259,000.  
**Operating Budget Impact:** No impact.

#### Project Name: Westview & St. Louis Canal Road Pump

**Description:** To provide a new pump to improve drainage for the Westview Drive and St. Louis Canal Road area.

**Council District:** 3  
**Funding Source:** General Fund (Mineral Royalties)  
**Project Appropriation:** \$100,000 in FY 2003. Total project costs \$100,000.  
**Operating Budget Impact:** No impact.

#### Project Name: Williams Avenue Culvert Replacement

**Description:** Replacement of culverts along Williams Avenue.

**Council District:** 4  
**Funding Source:** Drainage Tax Fund  
**Project Appropriation:** Total project costs including prior authorizations \$95,000.  
**Operating Budget Impact:** No impact.



## 655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

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### CAPITAL IMPROVEMENT PROJECT DETAIL (CONTINUED)

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<b>Project Name: Williams Avenue Pump Station</b>
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<b>Description:</b> To install two 260 H.P. 6 cylinder power units at the Williams Avenue Pump Station.
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<b>Engineer/Architect:</b> TPCG Drainage Department
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**Council District:**

4

**Funding Source:**

Drainage Tax Fund

**Project Appropriation:**

Total project costs including prior authorizations \$87,322.

**Operating Budget Impact:**

No impact.

## 656 PARISHWIDE SEWERAGE CONSTRUCTION FUND

New construction and improvements of Terrebonne Parish's sewer treatment facilities and collection system are on-going projects of the Parish. Financing has been provided by Federal Grants and General Obligation and Public Improvement bond proceeds. In 2003, the Parish is proposing to sell General Obligation Bonds (from the ¼% Capital Improvement Sales Tax), which will net an additional \$2.8 million for new construction.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Taxes & Special Assessments	749	0	0	0	0
Miscellaneous Revenue	13,498	3,000	3,000	0	0
Other Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>2,800,000</u>	<u>2,800,000</u>
<b>TOTAL REVENUES</b>	<u>14,247</u>	<u>3,000</u>	<u>3,000</u>	<u>2,800,000</u>	<u>2,800,000</u>
<b>EXPENDITURES:</b>					
Sewerage Collection	<u>14,728</u>	<u>293,387</u>	<u>293,387</u>	<u>0</u>	<u>0</u>
<b>TOTAL EXPENDITURES</b>	<u>14,728</u>	<u>293,387</u>	<u>293,387</u>	<u>0</u>	<u>0</u>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	(481)	(290,387)	(290,387)	2,800,000	2,800,000
FUND BALANCE, JANUARY 1	290,868	290,387	290,387	0	0
FUND BALANCE, DECEMBER 31	290,387	0	0	2,800,000	2,800,000

### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- Projects have not yet been assigned for 2003.

### SUMMARY OF CAPITAL PROJECTS

<b>PROJECT TITLE</b>	<b>*PRIOR YEARS</b>	<b>PROJECTED 2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>TOTAL</b>
Barataria Sewer Manhole Repair	142,174	62,998	0	0	0	0	205,172
Point Repair Rehab	107,912	(38,000)	0	0	0	0	69,912
Telemetry	22,676	(4,373)	0	0	0	0	18,303
<b>TOTAL EXPENDITURES</b>	<u>272,762</u>	<u>20,625</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>293,387</u>
*Total Funding Less Prior Year Expenditures							

**656 PARISHWIDE SEWERAGE CONSTRUCTION FUND**

**CAPITAL IMPROVEMENT PROJECT DETAIL**

<b>Project Name: Barataria Sewer Manhole Repair</b>	
<b>Project Number: 98-SEW-90</b>	
<b>Description:</b>	Several new sewer lines along Tunnel Blvd. And Barataria Street to by-pass existing blocked lines.
<b>Engineer/Architect:</b>	Milford & Associates

<b>Council District:</b>	1,2
<b>Funding Source:</b>	77% Parishwide Sewerage Construction Fund and 23% ¼% Sales Tax Bonds
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$215,106.
<b>Operating Budget Impact:</b>	No impact to operations; no increase to debt service, surpluses from completed projects used.

<b>Project Name: Point Repair Rehabilitation</b>	
<b>Description:</b>	Sewer main and manhole rehabilitation.
<b>Engineer/Architect:</b>	T. Baker Smith & Son, Inc.

<b>Council District:</b>	1,2,3,4,5,6,7,8,9
<b>Funding Source:</b>	Parishwide Sewerage Construction Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$192,931.
<b>Operating Budget Impact:</b>	No impact.

<b>Project Name: Telemetry</b>	
<b>Project Number: C-220800-21-3</b>	
<b>Description:</b>	Computers, telephone modem and network interface equipment, radio bridge equipment, printers and software for supervisory control and data acquisition system for monitoring sewerage facilities.
<b>Engineer/Architect:</b>	GTS Engineers
<b>Contractor:</b>	MMR Radon Constructors

<b>Council District:</b>	1,2,3,4,5,6,7,8,9
<b>Funding Source:</b>	93% EPA Grant, 4% ¼% Sales Tax Bonds, and 3% Parishwide Sewerage Construction Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$870,752.
<b>Operating Budget Impact:</b>	\$61,000 increase to operations; no increase to debt service, surpluses from completed projects used.

## 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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	1,203,644	2,080,405	1,602,853	0	0
Miscellaneous Revenue	106,993	50,000	50,000	20,000	20,000
Other Revenue	6,600	0	0	0	0
Operating Transfers In	<u>1,521,402</u>	<u>2,854,334</u>	<u>2,854,334</u>	<u>454,000</u>	<u>454,000</u>
<b>TOTAL REVENUES</b>	<b><u>2,838,639</u></b>	<b><u>4,984,739</u></b>	<b><u>4,507,187</u></b>	<b><u>474,000</u></b>	<b><u>474,000</u></b>
<b>EXPENDITURES:</b>					
Government Buildings	0	190,924	190,924	0	0
Auditoriums	0	11,603	11,603	0	0
Parish Prisoners	0	425,000	425,000	0	0
Fire-Rural	0	2,050	0	5,000	5,000
Public Works Administration	122,530	245,184	215,862	0	0
Roads & Bridges	32,678	1,000,881	848,800	154,000	154,000
Road Lighting	0	616,000	616,000	0	0
Drainage	9,906	245,478	245,478	0	0
Sewerage Collection	478,725	128,657	2,006	0	0
Animal Control	24,979	125,021	125,021	0	0
Parks & Grounds	100,198	690,150	390,150	325,000	75,000
Library	2,871	68,299	68,299	0	0
Economic Development-Other	208,140	121,484	121,484	50,000	50,000
Waterways & Ports	2,346,556	2,091,861	2,103,195	0	0
Operating Transfers Out	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>650,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>3,326,583</u></b>	<b><u>5,962,592</u></b>	<b><u>5,363,822</u></b>	<b><u>534,000</u></b>	<b><u>934,000</u></b>
<b>INCREASE (DECREASE) TO</b>					
<b>FUND BALANCE</b>	<b>(487,944)</b>	<b>(977,853)</b>	<b>(856,635)</b>	<b>(60,000)</b>	<b>(460,000)</b>
FUND BALANCE, JANUARY 1	1,821,119	1,333,175	1,333,175	476,540	476,540
FUND BALANCE, DECEMBER 31	1,333,175	355,322	476,540	416,540	16,540

## FUND 659 – CAPITAL PROJECTS CONTROL

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### FUND 659 - 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

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- **District 1 Sidewalks and Walking Trails**
  - 2003 1/4% Capital Improvement Sales Tax Fund - \$50,000
- **Sidewalk Improvement Plan**
  - 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*)
- **Valhi Lagoon Recreational Park**
  - 2003 Capital Projects Control Fund, Interest - \$25,000
- **Bayou Cane Fire Hydrants**
  - 2003 Capital Projects Control Fund, Interest - \$5,000
- **Schriever Recreation Center Air Conditioner**
  - 2003 Capital Projects Control Fund, Interest - \$50,000
- **Downtown Boardwalk and Greenspace / Marina**
  - 2003 General Fund (PILOT) - \$50,000 (*Adopted in 2002 Capital Outlay, Ordinance 6528*)

**FUND 659 – CAPITAL PROJECTS CONTROL**

**SUMMARY OF CAPITAL PROJECTS**

PROJECT TITLE	*PRIOR	PROJECTED	2003	2004	2005	2006	TOTAL
	YEARS	2002					
Alamo Drive	29,322	(29,322)	0	0	0	0	0
Animal Shelter	(24,979)	150,000	0	0	0	0	125,021
Bayou Cane Fire Hydrants	0	0	5,000	0	0	0	5,000
Bayou Dularge Clearing & Snagging	57,779	0	0	0	0	0	57,779
Bayou Gardens Blvd. Widening	52,081	(52,081)	0	0	0	0	0
Bayouside Dr. Drainage Study	2,500	0	0	0	0	0	2,500
Coastal Wetlands Restoration	0	18,000	0	0	0	0	18,000
Crescent Subdivision Drainage Project	242,978	0	0	0	0	0	242,978
District 1 Sidewalks/Walking Trails	141,861	150,000	50,000	0	0	0	341,861
Downtown Boardwalk & Greenspace/Marina	(6,200)	80,000	50,000	0	0	0	123,800
Dularge Library Books & Renovations	68,299	0	0	0	0	0	68,299
Dumas Auditorium	11,603	0	0	0	0	0	11,603
Dumas/Legion Pools	150,000	0	0	0	0	0	150,000
East Houma/East Park Walking Trails	0	100,000	0	0	0	0	100,000
Fire Hydrants - Duplantis St.	2,050	(2,050)	0	0	0	0	0
Fuel Tank Removal	103,065	0	0	0	0	0	103,065
Gray Pedestrian Sidewalk	213,577	0	0	0	0	0	213,577
Hayes St. Sidewalks	0	75,000	0	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.)	128,657	(126,651)	0	0	0	0	2,006
Houma Navigational Canal Study	21,000	0	0	0	0	0	21,000
Juvenile Detention Center Gymnasium	250,000	175,000	0	0	0	0	425,000
Oakshire School Traffic Improvements	14,929	0	0	0	0	0	14,929
Port Commission	(354,739)	2,457,934	0	0	0	0	2,103,195
Prospect St. Traffic Light	5,433	0	0	0	0	0	5,433
Recreation District #7 Improvements	9,528	0	0	0	0	0	9,528
Redmond Street Waterline	(316)	48,000	0	0	0	0	47,684
Schriever Recreation Center A/C	0	0	50,000	0	0	0	50,000
Sidewalk Improvement Plan	119,000	29,000	104,000	106,000	105,000	0	463,000
Soccer Field/Complex - Airbase	73,751	0	0	0	0	0	73,751
St. Charles Street Lighting	308,000	308,000	0	0	0	0	616,000
TADAC Building Addition	190,924	0	0	0	0	0	190,924
Valhi Lagoon Recreational Park	0	0	25,000	0	0	0	25,000
Vetrans Memorial Park-Walking Path & Bridge	109,164	30,000	0	0	0	0	139,164
Williams Ave. Walking Track	2,707	15,000	0	0	0	0	17,707
<b>TOTAL EXPENDITURES</b>	<b>1,937,992</b>	<b>3,425,830</b>	<b>284,000</b>	<b>106,000</b>	<b>105,000</b>	<b>0</b>	<b>5,858,822</b>
*Total Funding Less Prior Year Expenditures							

## FUND 659 – CAPITAL PROJECTS CONTROL

### CAPITAL IMPROVEMENT PROJECT DETAIL

#### Project Name: Animal Shelter

**Description:** Preliminary design for construction of a new animal shelter.

**Council District:** 5

**Funding Source:** General Fund

**Project Appropriation:** Total project costs including prior authorizations \$150,000.

**Operating Budget Impact:** To be determined upon completion of preliminary design; replaces a smaller high maintenance facility.

#### Project Name: Bayou Cane Fire Hydrants

**Description:** To install fire hydrants in Bayou Cane area.

**Council District:** 3

**Funding Source:** Capital Projects Control Fund

**Project Appropriation:** Total project costs including prior authorizations \$5,000.

**Operating Budget Impact:** No impact, Bayou Cane Fire District has liability for maintenance.

#### Project Name: Bayou Dularge Clearing and Snagging

**Description:** Removal of vessels along Bayou Dularge.  
**Engineer/Architect:** USA-Corps of Engineers

**Council District:** 6

**Funding Source:** ¼% Capital Sales Tax Fund

**Project Appropriation:** Total project costs including prior authorizations \$57,800.

**Operating Budget Impact:** No impact.

**FUND 659 – CAPITAL PROJECTS CONTROL**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

**Project Name: Bayou Drive Drainage Study**

**Description:** Study for future drainage projects.

**Council District:** 8,9  
**Funding Source:** Capital Projects Control Fund  
**Project Appropriation:** Total project costs including prior authorizations \$2,500.  
**Operating Budget Impact:** To be determined upon completion of project design phase.

**Project Name: Boardwalk and Greenspace/Marina (Downtown)  
Project Number: 98-BDGR-09**

**Description:** Construction of concrete walkways, wood decks, boardwalks, landscaping and utilities along the Park Avenue side of Bayou Terrebonne from Liberty Street to the Intracoastal Canal.  
**Engineer/Architect:** GSE Associates, Inc.  
**Contractor:** Coastal Contractors, Inc.

**Council District:** 5  
**Funding Source:** 48% Louisiana Dept Of Transportation and Development, 49% General Fund and 3% Wildlife and Fisheries Grant  
**Project Appropriation:** \$50,000 in FY 2003. Total project costs including prior authorizations \$1,033,900.  
**Operating Budget Impact:** \$21,000 annual increase.

**Project Name: Coastal Wetlands Restoration**

**Description:** Construct Brush Fences for the GIWW Levee Vegetative Plantings.

**Council District:** 1,2,3,4,5,6,7,8,9  
**Funding Source:** Department of Natural Resources  
**Project Appropriation:** Total project costs including prior authorizations \$18,000.  
**Operating Budget Impact:** No impact.



**FUND 659 – CAPITAL PROJECTS CONTROL**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

**Project Name: Crescent Subdivision Drainage Project  
Project Number: 92-DRA-73**

**Description:** Construction of levee and pump station in Crescent Subdivision.  
**Engineer/Architect:** Milford & Associates, Inc.  
**Contractor:** Byron E. Talbot Contractor, Inc.

**Council District:** 6  
**Funding Source:** 38% Drainage Tax Fund, 33% ¼% Capital Sales Tax Fund, 28% Capital Projects Control Fund, 1% General Fund  
**Project Appropriation:** Total project costs including prior authorizations \$762,000.  
**Operating Budget Impact:** \$53,000 annual increase of grass cutting, earthwork, including periodic capping for settlement and reshaping.

**Project Name: District 1 Sidewalks/Walking Trail  
Project Number: 01-WALK-17**

**Description:** Install sidewalks in selected areas of District 1 and walking tracks to facilitate recreation and exercise to residents in District 1.  
**Engineer/Architect:** Picciola & Associates

**Council District:** 1  
**Funding Source:** 65% Capital Projects Control Fund, 35% ¼% Capital Sales Tax Fund  
**Project Appropriation:** Total project costs including prior authorizations \$350,000.  
**Operating Budget Impact:** \$3,500 annual increase.

**Project Name: Dularge Library Books and Renovations  
Project Number: 02-LBR-25**

**Description:** Renovations of Dularge Library and for purchase of new books.

**Council District:** 7  
**Funding Source:** General Fund  
**Project Appropriation:** Total project costs including prior authorizations \$200,000.  
**Operating Budget Impact:** No impact, Library District responsible for operations and maintenance.

**FUND 659 – CAPITAL PROJECTS CONTROL**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

**Project Name: Dumas Auditorium**

**Description:** Repairs and renovations to Dumas Auditorium.

**Council District:** 2  
**Funding Source:** 71% Non-District Recreation Fund and 29% General Fund  
**Project Appropriation:** Total project costs including prior authorizations \$140,000.  
**Operating Budget Impact:** \$2,800 annual increase.

**Project Name: Dumas/Legion Pools**

**Description:** Investigate the feasibility of placing the Dumas and Legion Olympic size pools back into operation.

**Council District:** 2,5  
**Funding Source:** General Fund  
**Project Appropriation:** Total project costs including prior authorizations \$150,000.  
**Operating Budget Impact:** To be determined upon completion of project feasibility phase.

**Project Name: East Houma/East Park Walking Trails**

**Description:** To construct walking trails in the east side of Houma.

**Council District:** 5  
**Funding Source:** General Fund (Pilot)  
**Project Appropriation:** Total project costs including prior authorizations \$100,000.  
**Operating Budget Impact:** \$2,000 annual increase.

**FUND 659 – CAPITAL PROJECTS CONTROL**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

<b>Project Name: Fuel Tank Removal (City Complex)</b> <b>Project Number: 98-USD-51</b>	
<b>Description:</b>	Removal, disposal, and site remediation for 2-10,000 gallon fuel tanks.
<b>Engineer/Architect:</b>	Separation Systems

<b>Council District:</b>	5
<b>Funding Source:</b>	General Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$130,000.
<b>Operating Budget Impact:</b>	No impact.

<b>Project Name: Gray Pedestrian Sidewalk</b> <b>Project Number: 00-WALK-06</b>	
<b>Description:</b>	Construction of a sub-surface drainage and the installation of 4-foot sidewalks.
<b>Engineer/Architect:</b>	Picciola & Associates

<b>Council District:</b>	3,4
<b>Funding Source:</b>	51% Louisiana Department Of Transportation And Development Enhancement Program, 49% Capital Projects Control Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$234,179.
<b>Operating Budget Impact:</b>	\$4,700 annual increase.

<b>Project Name: Hayes Street Sidewalks</b>	
<b>Description:</b>	To install sidewalks along Hayes Street.

<b>Council District:</b>	1
<b>Funding Source:</b>	General Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$75,000.
<b>Operating Budget Impact:</b>	\$1,500 annual increase.

**FUND 659 – CAPITAL PROJECTS CONTROL**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

**Project Name: Hollywood/Dr. Beatrous Bridge Right of Ways**

**Description:** Purchase of right of ways.

**Council District:** 7  
**Funding Source:** Capital Projects Control Fund  
**Project Appropriation:** Total project costs including prior authorizations \$30,000.  
**Operating Budget Impact:** No impact, included with construction.

**Project Name: Houma Navigational Canal Study**

**Description:** Secondary and cumulative impact analysis and conceptual restoration plan.  
**Engineer/Architect:** USA-Corps of Engineers

**Council District:** 1,6,7,9  
**Funding Source:** 75% Department of Natural Resources and 25% General Fund  
**Project Appropriation:** Total project costs including prior authorizations \$60,000.  
**Operating Budget Impact:** No impact.

**Project Name: Juvenile Detention Center Gymnasium**  
**Project Number: 02-JUV-06**

**Description:** Construction of a new gymnasium for the juvenile detention center.

**Council District:** 7  
**Funding Source:** General Fund  
**Project Appropriation:** Total project costs including prior authorizations \$425,000.  
**Operating Budget Impact:** \$30,000 annual increase.

**FUND 659 – CAPITAL PROJECTS CONTROL**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

<b>Project Name: Oakshire School Traffic Improvements</b>	
<b>Description:</b>	Concrete paving of the dead end of Vicari Drive.
<b>Engineer/Architect:</b>	TPCG/In-house road repair

<b>Council District:</b>	4
<b>Funding Source:</b>	Capital Projects Control Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$15,750.
<b>Operating Budget Impact:</b>	\$315 annual increase.

<b>Project Name: Port Commission Project Number: 98-PORT-32</b>	
<b>Description:</b>	A 400 acre port off of Industrial Blvd. that will provide alternate links to industry with an inland slip 5,760 feet long, 400 feet wide and a depth of 15 feet.
<b>Engineer/Architect:</b>	T. Baker Smith & Son, Inc.
<b>Contractors:</b>	All South General Contractors, Presco Amphibious Equipment, and Low Land Construction

<b>Council District:</b>	7
<b>Funding Source:</b>	50% State Facility Planning and Control, 29% General Fund, 13% Public Improvement Bond Proceeds and 8% ¼% Capital Sales Tax Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$6,975,553.
<b>Operating Budget Impact:</b>	No impact, the Port Authority has the responsibility for operations and maintenance.

<b>Project Name: Prospect Street Traffic Light/Sidewalk/Fending/Stripping</b>	
<b>Description:</b>	Installation of traffic light and sidewalk along Prospect Blvd. at Woodside Street.
<b>Engineer/Architect:</b>	TPCG Planning Department

<b>Council District:</b>	8
<b>Funding Source:</b>	Capital Projects Control Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$15,000.
<b>Operating Budget Impact:</b>	\$1,050 annual increase.

**FUND 659 – CAPITAL PROJECTS CONTROL**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

**Project Name: Recreation District #7 Improvements**

**Description:** Improvements to the Smithridge playground  
**Engineer/Architect:** TPCG

**Council District:** 8  
**Funding Source:** General Fund  
**Project Appropriation:** Total project costs including prior authorizations \$57,000.  
**Operating Budget Impact:** No impact on Terrebonne Parish Consolidated Government; Recreation District #7 responsible for operations and maintenance.

**Project Name: Redmond Street Waterline  
Project Number: 01-WAT-36**

**Description:** Construct approximately 1000' of 8" waterline along Redmond Street from Johnson Ridge Lane To Livas Lane.  
**Engineer/Architect:** Picciola & Associates, Inc.

**Council District:** 2  
**Funding Source:** Rural Development Grant  
**Project Appropriation:** Total project costs including prior authorizations \$48,000.  
**Operating Budget Impact:** \$960 annual increase.

**Project Name: Schriever Recreation Center A/C**

**Description:** To install air conditioner system in Schriever Recreation Center.

**Council District:** 2  
**Funding Source:** Capital Projects Control Fund  
**Project Appropriation:** Total project costs including prior authorizations \$50,000.  
**Operating Budget Impact:** No impact on Terrebonne Parish Consolidated Government; the center belongs to the Recreation District #1.

**FUND 659 – CAPITAL PROJECTS CONTROL**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

**Project Name: St. Charles Street Lighting**

**Description:** Install New Orleans style street lighting along the St. Charles Blvd. four lane section.

**Council District:** 6,7  
**Funding Source:** 50% Road Lighting District # 2 and 50% Road Lighting District # 9  
**Project Appropriation:** Total project costs including prior authorizations \$616,000.  
**Operating Budget Impact:** \$43,120 annual increase.

**Project Name: Sidewalk Improvement Plan**

**Description:** To provide better access to parish transit bus stops, to facilitate compliance with ADA accessibility guidelines, and to promote increase ridership on the transit system.

**Council District:** 1,2,3,4,5,6,7,8,9  
**Funding Source:** General Fund  
**Project Appropriation:** \$104,000 in FY 2003, \$106,000 in FY 2004 and \$105,000 in FY 2005.  
Total project costs including prior authorizations \$463,000.  
**Operating Budget Impact:** No impact.

**Project Name: Soccer Field/Complex - Airbase**

**Description:** Construction of 27 soccer fields on a 38-acre tract of land on the Airbase.  
**Engineer/Architect:** GSE Associates, Inc./TPCG

**Council District:** 8  
**Funding Source:** General Fund  
**Project Appropriation:** Total project costs including prior authorizations \$80,000.  
**Operating Budget Impact:** No impact, Parish already operates and maintains the fields.

**FUND 659 – CAPITAL PROJECTS CONTROL**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

**Project Name: TADAC Building Addition  
Project Number: 99-REHAB-33**

**Description:** Additions and renovations to the existing building to accommodate additional office space.  
**Engineer/Architect:** Merlin A Lirette, Architect

**Council District:** 5  
**Funding Source:** ¼% Capital Sales Tax Fund  
**Project Appropriation:** Total project costs including prior authorizations \$200,000.  
**Operating Budget Impact:** No impact, State of Louisiana responsible for operations.

**Project Name: Valhi Lagoon Recreational Park**

**Description:** To create a recreational parks in the Valhi Lagoon area.

**Council District:** 6  
**Funding Source:** Capital Projects Control Fund  
**Project Appropriation:** Total project costs including prior authorizations \$25,000.  
**Operating Budget Impact:** \$500 annual increase.

**Project Name: Veterans Memorial Park-Walking Path & Bridge  
Project Number: 01-BRG-25**

**Description:** Construction of path and life-size statue of a World War II soldier for Veterans Park located at Highway 311.  
**Engineer/Architect:** Coastal Engineering

**Council District:** 6  
**Funding Source:** 61% general fund, 28% Capital Projects Control Fund and 11% Office of Rural Development Grant  
**Project Appropriation:** Total project costs including prior authorizations \$215,312.  
**Operating Budget Impact:** \$4,300 annual increase.



**FUND 659 – CAPITAL PROJECTS CONTROL**

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**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

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**Project Name: Williams Avenue Walking Track**

**Description:** Resurfacing track at Williams Avenue Park.

**Engineer/Architect:** Gulf South Engineers

**Contractor:** T.L. James & Co., Inc., T & T Asphalt, Inc., and G & W Construction

**Council District:** 4

**Funding Source:** 70% Capital Projects Control Fund and 30% General Fund

**Project Appropriation:** Total project costs including prior authorizations \$50,000.

**Operating Budget Impact:** No impact.

## 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 rehabilitating the Bobtown Bridge, Morgan Street Bridge and the Savanne Road Bridge.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Intergovernmental	272,481	3,966,914	3,966,914	1,840,000	1,840,000
Charge for Services	15,000	0	0	0	0
Miscellaneous Revenue	73,415	38,342	36,125	30,000	30,000
Operating Transfers In	669,600	2,330,000	2,330,000	1,620,000	1,555,000
<b>TOTAL REVENUES</b>	<b>1,030,496</b>	<b>6,335,256</b>	<b>6,333,039</b>	<b>3,490,000</b>	<b>3,425,000</b>
<b>EXPENDITURES:</b>					
General -Other	778	0	1,639	0	0
Roads & Bridges	943,994	8,133,334	7,774,574	3,431,200	3,421,200
Operating Transfers Out	369,826	0	0	0	295,000
<b>TOTAL EXPENDITURES</b>	<b>1,314,598</b>	<b>8,133,334</b>	<b>7,776,213</b>	<b>3,431,200</b>	<b>3,716,200</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(284,102)</b>	<b>(1,798,078)</b>	<b>(1,443,174)</b>	<b>58,800</b>	<b>(291,200)</b>
FUND BALANCE, JANUARY 1	2,123,202	1,839,100	1,839,100	395,926	395,926
FUND BALANCE, DECEMBER 31	1,839,100	41,022	395,926	454,726	104,726

## 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **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*)
- **Westside Blvd. Phase II to Martin Luther King Blvd.**
  - 2003 ¼% Capital Improvement Sales Tax Fund - \$100,000
- **Westside Blvd. Phase III to Highway 311**
  - 2003 ¼% Capital Improvement Sales Tax Fund - \$100,000

## 661 ROAD CONSTRUCTION FUND

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### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS (Continued)

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- **Hollywood Road South – 4 Lane**
  - 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 (*Adopted in 2002 Capital Outlay, Ordinance 6528*)
  - 2004 State of Louisiana (Department of Transportation & Development) - \$2,124,800 (*Adopted in 2002 Capital Outlay, Ordinance 6528*)
- **District 4 Road Rehab.**
  - 2003 ¼% Capital Improvement Sales Tax Fund - \$50,000
- **Fire District #8 Bayou Black Bridge**
  - 2003 ¼% Capital Improvement Sales Tax Fund - \$50,000
- **Shrimpers Row Road Improvements**
  - 2003 ¼% Capital Sales Tax Fund - \$500,000 (*Adopted in 2002 Capital Outlay, Ordinance 6528*)
- **Highway 24/Presque Isle Turning Lane**
  - 2003 ¼% Capital Improvement Sales Tax Fund - \$100,000
- **Bayou Grand Caillou Bridge**
  - 2003 ¼% Capital Improvement Sales Tax Fund - \$10,000
- **Verna and Willie Lou Streets Connection**
  - 2003 General Fund (Mineral Royalties) - \$40,000
- **Bonanza Pump Station Road**
  - 2003 General Fund (Mineral Royalties) - \$15,000
- **Fellowship Lane**
  - 2003 ¼% Capital Sales Tax Fund - \$25,000

## 661 ROAD CONSTRUCTION FUND

### SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR	PROJECTED					TOTAL
	YEARS	2002	2003	2004	2005	2006	
Bayou Gardens Feasibility Study	5,000	0	0	0	0	0	5,000
Bayou Grand Caillou Bridge	0	0	10,000	0	0	0	10,000
Bobtown Bridge Upgrade	7,769	(7,769)	0	0	0	0	0
Bonanza Pump Station Road	0	0	15,000	0	0	0	15,000
Country Drive Improvements	1,068,571	3,500,000	0	0	0	0	4,568,571
Country Drive Improvements - Phase II	0	150,000	0	0	0	0	150,000
District 4 Road Rehab.	0	0	50,000	0	0	0	50,000
Fellowship Lane	0	0	25,000	0	0	0	25,000
Fire District #8 Bayou Black Bridge	0	0	50,000	0	0	0	50,000
Highway 24/Presque Isle Turning Lane	0	200,000	100,000	0	0	0	300,000
Hollywood Rd. (North) - 4 Lane	100,000	0	0	0	0	0	100,000
Hollywood Rd. (South) 4 Lane	108,285	600,000	1,931,200	2,124,800	0	0	4,764,285
Morgan St. Bridge	243,846	90,000	0	0	0	0	333,846
Recreation #4 Gym - Asphalt Road	0	13,000	0	0	0	0	13,000
Savanne Road @ US 90	(7,392)	7,392	0	0	0	0	0
Shrimpers Row Road Improvements	0	487,000	500,000	0	0	0	987,000
St. Charles St. Widening	161,707	0	0	0	0	0	161,707
Valhi Lagoon Rd. Paving	328,363	0	0	0	0	0	328,363
Verna & Willie Lou Street Connection	0	0	40,000	0	0	0	40,000
Westside Blvd. - Phase I (To St. Louis Canal Rd.)	111,802	0	500,000	2,000,000	0	0	2,611,802
Westside Blvd. - Phase II (To MLK)	257,000	0	100,000	0	0	0	357,000
Westside Blvd. - Phase III (To Highway 311)	0	0	100,000	0	0	0	100,000
Williams Ave. Bridge	50,000	300,000	0	0	0	0	350,000
Woodlawn Turning Lane	991	(991)	0	0	0	0	0
<b>TOTAL EXPENDITURES</b>	<b>2,435,942</b>	<b>5,338,632</b>	<b>3,421,200</b>	<b>4,124,800</b>	<b>0</b>	<b>0</b>	<b>15,320,574</b>
*Total Funding Less Prior Year Expenditures							

## 661 ROAD CONSTRUCTION FUND

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### CAPITAL IMPROVEMENT PROJECT DETAIL

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#### Project Name: Recreation #4 – Asphalt Road

**Description:** Road improvement consisting of laying asphalt on Badou Drive by the Recreation District #4 Gymnasium.

<b>Council District:</b>	7
<b>Funding Source:</b>	1998 Bond Proceeds
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$13,000.
<b>Operating Budget Impact:</b>	No impact on operations. No increase to debt service, surpluses from Completed projects used.

#### Project Name: Bayou Gardens Feasibility Study

**Description:** To study the need to continue the four lanes to St. Louis Canal Road.

<b>Council District:</b>	3,4
<b>Funding Source:</b>	Road and Bridge Construction Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$5,000.
<b>Operating Budget Impact:</b>	No impact for study.

#### Project Name: Bayou Grand Caillou Bridge

**Description:** Major repairs to Bayou Grand Caillou Bridge.

<b>Council District:</b>	7
<b>Funding Source:</b>	¼% Capital Sales Tax Fund
<b>Project Appropriation:</b>	\$10,000 in FY 2003. Total project costs \$10,000.
<b>Operating Budget Impact:</b>	No impact.

## 661 ROAD CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

#### Project Name: Bonanza Pump Station Road

**Description:** To improve the road to Bonanza Drainage Pump Station.

**Council District:** 3  
**Funding Source:** General Fund (Mineral Royalties)  
**Project Appropriation:** \$15,000 in FY 2003. Total project costs \$15,000.  
**Operating Budget Impact:** No impact.

#### Project Name: Country Drive Improvements Project Number: 97-PAV-21

**Description:** Upgrade the 2-laned roadway to current standards. It will feature two 12-foot lanes, 8-foot shoulder, subsurface drainage, and reconstruction of the St. Anne Bridge.  
**Engineer/Architect:** T. Baker Smith & Son, Inc.

**Council District:** 9  
**Funding Source:** 80% Louisiana Department of Transportation and Development, 16% General Fund, 2% September 1996 Bond Issue and 2% Road and Bridge Construction Fund  
**Project Appropriation:** Total project cost including prior authorizations \$4,916,000.  
**Operating Budget Impact:** \$95,000 annual increase. Annual debt service \$3,150 from dedicated Public Improvement tax.

#### Project Name: Country Drive Improvements – Phase II

**Description:** The continuation of upgrading the two lane road way to current standards.

**Council District:** 9  
**Funding Source:** Road and Bridge Maintenance Fund  
**Project Appropriation:** Total project costs including prior authorizations \$150,000.  
**Operating Budget Impact:** No impact.

## 661 ROAD CONSTRUCTION FUND

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### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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#### Project Name: District 4 Road Rehab

**Description:** Repair roads in the District four (4) area.

**Council District:** 4  
**Funding Source:** ¼% Capital Sales Tax Fund  
**Project Appropriation:** \$50,000 in FY 2003. Total project costs \$50,000  
**Operating Budget Impact:** No impact.

#### Project Name: Fellowship Lane

**Description:** The pavement of Fellowship Lane.

**Council District:** 2  
**Funding Source:** ¼ % Capital Sales Tax Fund  
**Project Appropriation:** \$25,000 in FY 2003. Total project costs \$25,000.  
**Operating Budget Impact:** No impact, savings from resurfacing the road will offset general maintenance.

#### Project Name: Fire District #8 Bayou Black Bridge

**Description:** To improve the bridge for Fire District #8 fire trucks.

**Council District:** 6  
**Funding Source:** ¼% Capital Sales Tax Fund  
**Project Appropriation:** \$50,000 in FY 2003. Total project costs \$50,000  
**Operating Budget Impact:** No impact.

## 661 ROAD CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

<b>Project Name: Highway 24 Presque Isle Turning Lane</b> <b>Project Number: 02-LANE-31</b>
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<b>Description:</b> To construct a turning lane at the intersection of Highway 24 and Presque Isle. <b>Engineer/Architect:</b> T. Baker Smith & Son, Inc.
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<b>Council District:</b>	9
<b>Funding Source:</b>	General Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$300,000.
<b>Operating Budget Impact:</b>	\$6,000 annual increase.

<b>Project Name: Hollywood Road (North) – 4 Lane</b>
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<b>Description:</b> Study to provide four lanes for Hollywood Road (North).
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<b>Council District:</b>	3,4
<b>Funding Source:</b>	53% Road and Bridge Maintenance Fund, 30% September 1996 Bond Issue, and 17% March 1993 Bond Issue
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$100,000.
<b>Operating Budget Impact:</b>	No impact in operations, included with construction. Annual debt service \$3,200 from dedicated Public Improvement tax.

<b>Project Name: Hollywood Road (South) – 4 Lane</b> <b>Project Number: 98-WID-25</b>
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<b>Description:</b> Widen .80 miles roadway to 4 undivided lanes from LA-311 to LA-3040 (Tunnel Boulevard), with subsurface drainage. <b>Engineer/Architect:</b> Hartman Engineer (Metairie) selected by DOTD
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<b>Council District:</b>	2,3,6
<b>Funding Source:</b>	80% Louisiana Department of Transportation and Development, 11% Road Construction Fund, 8% General Fund and 1% Road and Bridge Maintenance Fund.
<b>Project Appropriation:</b>	\$1,931,200 in FY 2003 and \$2,124,800 in FY 2004. Total project cost including prior authorizations \$5,000,000.
<b>Operating Budget Impact:</b>	\$100,000 annual increase.



## 661 ROAD CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

**Project Name: Morgan Street Bridge**  
**Project Number: 99-BRG-11**

**Description:** Construction of concrete decks and caps and to replace timber piles as necessary.  
**Engineering/Architect:** Milford & Associates  
**Contractor:** Pipeline Construction and Maintenance

**Council District:** 2,5  
**Funding Source:** Road and Bridge Maintenance Fund  
**Project Appropriation:** Total project costs including prior authorizations \$350,000.  
**Operating Budget Impact:** No impact, upgrades current and extends life.

**Project Name: Shrimper's Row Road Improvements**  
**Project Number: 02-PAV-27**

**Description:** The elevation of Shrimper's Row Road.  
**Engineer/Architect:** T. Baker Smith & Son, Inc.

**Council District:** 7  
**Funding Source:** 50% ¼% Capital Sales Tax Fund, 25% 1998 Bond Proceeds, and 25% 2000 Bond Proceeds.  
**Project Appropriation:** \$500,000 in FY 2003. Total project costs including prior authorizations \$1,000,000.  
**Operating Budget Impact:** \$20,000 annual increase to operations. Annual debt service \$16,000 from dedicated Public Improvement tax.

**Project Name: Valhi Lagoon Road Paving**  
**Project Number: 01-PAV-09**

**Description:** Construction of a 6" thick concrete roadway, 27' wide above granular base course from LA. Highway 311 to Woodwind Drive, with a boulevard intersection at LA highway 311, together with curb and gutter, subsurface drainage and utility adjustments.  
**Engineer/ Architect:** GSE Associates, Inc.

**Council District:** 6  
**Funding Source:** 87% ¼% Capital Sales Tax Fund and 13% Road Construction Fund  
**Project Appropriation:** Total project costs including prior authorizations \$363,000.  
**Operating Budget Impact:** \$7,500 annual increase.

## 661 ROAD CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

#### Project Name: Verna & Willie Lou Streets Connection

**Description:** To improve the intersection at Willie Lou and Verna Street.

**Council District:** 3

**Funding Source:** General Fund (Mineral Royalties)

**Project Appropriation:** \$40,000 in FY 2003. Total project costs \$40,000.

**Operating Budget Impact:** \$800 annual increase.

#### Project Name: Westside Blvd. – (Phase I) to St. Louis Canal Road Project Number: 99-EXT-58

**Description:** Extend the divided 4-lane road to intersect with St. Louis Canal Road.  
**Engineer/Architect:** GSE & Associates, Inc.

**Council District:** 3

**Funding Source:** 79% Louisiana Department of Transportation and Development, 21% General Fund

**Project Appropriation:** \$500,000 in FY 2003 and \$2,000,000 in FY 2004. Total project cost including prior authorizations \$2,700,000.

**Operating Budget Impact:** \$54,000 annual increase.

#### Project Name: Westside Blvd. Phase II – to MLK

**Description:** Extend Westside Blvd. from West Main Street to Martin Luther King Blvd.

**Council District:** 3

**Funding Source:** 44% Parish Transportation Fund, 28% ¼% Capital Sales Tax Fund, 17% Road Construction Fund and 11% September 1996 Bond Issue

**Project Appropriation:** \$100,000 in FY 2003. Total project costs including prior authorizations \$357,000

**Operating Budget Impact:** \$7,100 annual increase to operations. Annual debt service \$1,260 from dedicated Public Improvement.

## 661 ROAD CONSTRUCTION FUND

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### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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#### Project Name: Westside Blvd. Phase III to Highway 311

**Description:** To extend Westside Boulevard from Martin Luther King Boulevard to Highway 311.

**Council District:** 2,3,6  
**Funding Source:** ¼% Capital Sales Tax Fund  
**Project Appropriation:** \$100,000 in FY 2003. Total project costs \$357,000  
**Operating Budget Impact:** \$7,200 annual increase.

#### Project Name: Williams Avenue Bridge

**Description:** Rehabilitation of the Williams Avenue Bridge.

**Council District:** 4  
**Funding Source:** General Fund  
**Project Appropriation:** Total project costs including prior authorizations \$350,000.  
**Operating Budget Impact:** No impact.

## 662 ADMINISTRATIVE BUILDING

In December 2000, the Parish purchased the downtown Houma Bank One Tower, approximately 87,000 square feet of office and an adjacent multi-story parking garage to consolidate government functions in the downtown area to provide for more convenient governmental services and public access. 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 year of 2003. 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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	31,902	20,000	23,845	0	0
Operating Transfers In	3,000,000	0	0	0	0
<b>TOTAL REVENUES</b>	<b>3,031,902</b>	<b>20,000</b>	<b>23,845</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES:</b>					
Government Buildings	224,673	3,477,493	3,477,493	0	0
General-Other	1	0	3,253	0	0
<b>TOTAL EXPENDITURES</b>	<b>224,674</b>	<b>3,477,493</b>	<b>3,480,746</b>	<b>0</b>	<b>0</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>2,807,228</b>	<b>(3,457,493)</b>	<b>(3,456,901)</b>	<b>0</b>	<b>0</b>
FUND BALANCE, JANUARY 1	672,165	3,479,393	3,479,393	22,492	22,492
FUND BALANCE, DECEMBER 31	3,479,393	21,900	22,492	22,492	22,492

## SUMMARY OF CAPITAL PROJECTS

<b>PROJECT TITLE</b>	<b>*PRIOR YEARS</b>	<b>PROJECTED 2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>TOTAL</b>
Administrative Building/Renovations	3,477,493	0	0	0	0	0	3,477,493
<b>TOTAL EXPENDITURES</b>	<b>3,477,493</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,477,493</b>
<b>*Total Funding Less Prior Year Expenditures</b>							

## 662 ADMINISTRATIVE BUILDING

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### CAPITAL IMPROVEMENT PROJECT DETAIL

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<b>Project Name: Administrative Building – Government Towers Renovations</b> <b>Project Number: 01-GT-02</b>
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<b>Description:</b>	Renovation of the new government tower building.
<b>Engineer/Architect:</b>	Houston J. Lirette, Jr.
<b>Contractor:</b>	Thompson Construction

**Council District:** 5

**Funding Source:** 46% General Fund, 18% 2000 Public Improvement Bond Fund, 16% Public Trust Authority, 11% ¼% Capital Sales Tax Fund and 9% Administration Building Construction Fund

**Project Appropriation:** Total project costs including prior authorizations \$11,208,053.

**Operating Budget Impact:** \$110,000 net annual increase to operations. Parish will receive \$470,000 annual rental income from tenants and will save \$52,000 paid per year for parking and office space. Annual debt service \$65,000 from dedicated Public Improvement tax.

## 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. The project is proposing to complete the next stage using \$500,000 of the \$1.8 million remaining. The excess funds are proposed to transfer to other capital projects.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	80,186	25,000	28,950	0	0
Operating Transfer In	0	0	0	0	1,100,000
<b>TOTAL REVENUES</b>	<b>80,186</b>	<b>25,000</b>	<b>28,950</b>	<b>0</b>	<b>1,100,000</b>
<b>EXPENDITURES:</b>					
General-Other	5	0	2,184	0	0
Drainage	31,237	1,841,205	500,000	0	1,100,000
Operating Transfer Out	0	0	0	1,360,000	1,360,000
<b>TOTAL EXPENDITURES</b>	<b>31,242</b>	<b>1,841,205</b>	<b>502,184</b>	<b>1,360,000</b>	<b>2,460,000</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>48,944</b>	<b>(1,816,205)</b>	<b>(473,234)</b>	<b>(1,360,000)</b>	<b>(1,360,000)</b>
FUND BALANCE, JANUARY 1	1,786,441	1,835,385	1,835,385	1,362,151	1,362,151
FUND BALANCE, DECEMBER 31	1,835,385	19,180	1,362,151	2,151	2,151

## 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- Transfer to Parishwide Drainage Improvements - \$1,200,000
- Transfer to Capital Projects Control Fund - \$160,000
- **1-1B Drainage Project**
  - 2003 Drainage Tax Fund - \$550,000
  - 2003 1998 Public Improvement Construction Fund - \$500,000
  - 2003 2000 Public Improvement Construction Fund - \$50,000

## SUMMARY OF CAPITAL PROJECTS

<b>PROJECT TITLE</b>	<b>*PRIOR YEARS</b>	<b>PROJECTED 2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>TOTAL</b>
1-1 B Drainage Project	1,763,230	(1,263,230)	1,100,000	0	0	0	1,600,000
<b>TOTAL EXPENDITURES</b>	<b>1,763,230</b>	<b>(1,263,230)</b>	<b>1,100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,600,000</b>
*Total Funding Less Prior Year Expenditures							

## 664 1-1B CONSTRUCTION FUND

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### CAPITAL IMPROVEMENT PROJECT DETAIL

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<b>Project Name: 1-1B Drainage Project</b> <b>Project Number: 86-148-01</b>	
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<b>Description:</b>	Encompassing approximately 16,576 acres, located between the natural ridges of Bayou Terrebonne to west and Bayou Blue to the east. Construction of two major pump stations, a levee along Intracoastal waterway, and for marsh mitigation; to prevent local flooding from excessive rainfalls and tidal surges.
<b>Engineer/Architect:</b>	T. Baker Smith & Son, Inc.
<b>Contractor:</b>	Low Land Construction and Chet Morrison

**Council District:** 5

**Funding Source:** 56% Capital Projects Control Fund, 14% ¼% Capital Sales Tax Fund, 14% Drainage Tax Fund, 6% 1-1B Construction Fund, 5% 1998 Public Improvement Bond Fund, 4% State Grant and 1% 2000 Public Improvement Bond Fund.

**Project Appropriation:** \$1,100,000 in FY 2003. Total project costs including prior authorizations \$9,598,188.

**Operating Budget Impact:** \$2,000 annual increase in operations. Annual debt service \$575,890 from dedicated Public Improvement tax.

**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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	19,717	10,000	7,898	0	0
<b>TOTAL REVENUES</b>	<b>19,717</b>	<b>10,000</b>	<b>7,898</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES:</b>					
Sewerage Collection	101,832	435,181	435,181	0	0
<b>TOTAL EXPENDITURES</b>	<b>101,832</b>	<b>435,181</b>	<b>435,181</b>	<b>0</b>	<b>0</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(82,115)</b>	<b>(425,181)</b>	<b>(427,283)</b>	<b>0</b>	<b>0</b>
FUND BALANCE, JANUARY 1	509,398	427,283	427,283	0	0
FUND BALANCE, DECEMBER 31	427,283	2,102	0	0	0

**SUMMARY OF CAPITAL PROJECTS**

<b>PROJECT TITLE</b>	<b>*PRIOR YEARS</b>	<b>PROJECTED 2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>TOTAL</b>
Highland Drive Sewer Pump Station Rehab.	150,334	77,000	0	0	0	0	227,334
Sewerage System Rehab	250,147	(42,300)	0	0	0	0	207,847
<b>TOTAL EXPENDITURES</b>	<b>400,481</b>	<b>34,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>435,181</b>
<b>*Total Funding Less Prior Year Expenditures</b>							



## 666 – 1994 SEWERAGE BONDS CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL

**Project Name: Highland Drive Sewer Pump Station Rehabilitation**  
**Project Number: 01-SEW-19**

**Description:** Upgrading the existing station by replacing two existing vertical centrifugal pumps with two submersible pumps, extend the existing pump to above ground and other related items necessary to complete the improvements.

**Engineer/Architect:** T. Baker Smith & Son, Inc.

**Contractor:** Calongne, Inc.

**Council District:** 3

**Funding Source:** 1994 Sales Tax Bonds

**Project Appropriation:** Total project costs including prior authorizations \$242,000.

**Operating Budget Impact:** \$16,940 annual increase in operations. Annual debt service \$8,000 from dedicated Public Improvement tax.

**Project Name: Sewerage System Rehabilitation**

**Description:** Major rehabilitation and/or repair of existing sewage treatment plants, pump stations and collectors and transportation lines.

**Contractor:** G & W Construction

**Council District:** 1,2,3,4,5,6,7,8,9

**Funding Source:** 61% 1994 Sales Tax Bonds and 39% Sewerage Bonds Construction Fund

**Project Appropriation:** Total project costs including prior authorizations \$468,135.

**Operating Budget Impact:** \$32,770 annual increase in operations. Annual debt service \$15,000 from dedicated Public Improvement tax.

## 695 SANITATION 2001 BOND CONSTRUCTION FUND

The Sanitation 2001 Bond Construction Fund was proposed in the 2002 Budget to continue expending proceeds of Sanitation Capital Improvement Bonds. The size of this was \$8.865 million. 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.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	86,109	65,000	65,000	0	0
Other Revenue	8,865,000	0	0	0	0
<b>TOTAL REVENUES</b>	<b>8,951,109</b>	<b>65,000</b>	<b>65,000</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES:</b>					
General - Other	12	0	25	0	0
Solid Waste Services	108,296	2,359,738	2,167,488	2,650,000	2,650,000
Operating Transfer Out	0	3,643,966	3,643,966	0	0
<b>TOTAL EXPENDITURES</b>	<b>108,308</b>	<b>6,003,704</b>	<b>5,811,479</b>	<b>2,650,000</b>	<b>2,650,000</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>8,842,801</b>	<b>(5,938,704)</b>	<b>(5,746,479)</b>	<b>(2,650,000)</b>	<b>(2,650,000)</b>
FUND BALANCE, JANUARY 1	0	8,842,801	8,842,801	3,096,322	3,096,322
FUND BALANCE, DECEMBER 31	8,842,801	2,904,097	3,096,322	446,322	446,322

### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **C & D Landfill**
  - 2003 2001 Bond Proceeds - \$2,200,000
- **LaCache Cover/ Acquisition**
  - 2003 2001 Bond Proceeds - \$125,000
- **Pick Up Station Modification**
  - 2003 2001 Bond Proceeds - \$325,000

## 695 SANITATION 2001 BOND CONSTRUCTION FUND

### SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR	PROJECTED					TOTAL
	YEARS	2002	2003	2004	2005	2006	
Ashland Wastewater 16" Force Main	592,121	(192,250)	0	0	0	0	399,871
C & D Landfill	679	938,227	2,200,000	0	0	0	3,138,906
LaCache Cover/Acquisition	87,500	87,500	125,000	0	0	0	300,000
Pickup Station Modification	0	0	325,000	0	0	0	325,000
Schriever Satellite Acquisition	0	40,000	0	0	0	0	40,000
Wastewater Lift Station	250,000	327,131	0	0	0	0	577,131
<b>TOTAL EXPENDITURES</b>	<b>930,300</b>	<b>1,200,608</b>	<b>2,650,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,780,908</b>
*Total Funding Less Prior Year Expenditures							

### CAPITAL IMPROVEMENT PROJECT DETAIL

<b>Project Name: Ashland Wastewater 16" Force Main</b> <b>Project Number: 97-SAN-58</b>	
<b>Description:</b>	To develop property and facilities according to design specifications and plans.
<b>Engineer:</b>	T. Baker Smith & Son, Inc.
<b>Contractor:</b>	Byron E. Talbot Contractors

**Council District:** 7

**Funding Source:** 2001 Bond Proceeds

**Project Appropriation:** Total cost including prior authorizations \$400,000.

**Operating Budget Impact:** \$28,000 annual increase in operations. Annual debt service \$12,800 from Sanitation Ad Valorem tax.

<b>Project Name: C &amp; D Landfill</b> <b>Project Number: 01-LAND-24</b>	
<b>Description:</b>	Construction of (Phase I – new perimeter ditches, levees, reservoir, & fencing) (Phase II – new 100-CFs storm water runoff pump station) (Phase III – cell 1 and sewer improvements for cell drainage) (Phase IV – cells 2, 3, & 4 and sewer improvements for cell drainage).
<b>Engineer:</b>	T. Baker Smith & Son, Inc.

**Council District:** 7

**Funding Source:** 2001 Bond Proceeds

**Project Appropriation:** \$2,200,000 in FY 2003. Total project costs including prior authorizations \$3,198,227.

**Operating Budget Impact:** \$64,000 annual increase in operations. Annual debt service \$102,000 from Sanitation Ad Valorem tax.

## 695 SANITATION 2001 BOND CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

#### Project Name: Lacache Cover/Acquisition

**Description:** To cover the Lacache Landfill.

<b>Council District:</b>	9
<b>Funding Source:</b>	2001 Bond Proceeds
<b>Project Appropriation:</b>	\$125,000 in FY 2003. Total project costs including prior authorizations \$300,000.
<b>Operating Budget Impact:</b>	\$6,000 annual increase to operations. Annual debt service \$9,600 from Sanitation Ad Valorem tax.

#### Project Name: Pickup Station Modification

**Description:** To install a drainage system, truck wash rack, building ventilation systems at the existing pick up station.

<b>Council District:</b>	7
<b>Funding Source:</b>	2001 Bond Proceeds
<b>Project Appropriation:</b>	\$325,000 in FY 2003. Total project costs \$325,000.
<b>Operating Budget Impact:</b>	\$22,750 annual increase to operations. Annual debt service \$10,400 from Sanitation Ad Valorem tax.

#### Project Name: Schiever Satellite Acquisition

**Description:** To purchase the Schiever Satellite location.

<b>Council District:</b>	6
<b>Funding Source:</b>	2001 Bond Proceeds
<b>Project Appropriation:</b>	Total cost including prior authorizations \$40,000.
<b>Operating Budget Impact:</b>	\$800 annual increase to operations. Annual debt service \$1,280 from Sanitation Ad Valorem tax.

**695 SANITATION 2001 BOND CONSTRUCTION FUND**

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**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

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**Project Name: Wastewater Lift Station**

**Description:** To set up the necessary mechanics to properly drain the Landfill area.

**Council District:** 7

**Funding Source:** 2001 Bond Proceeds

**Project Appropriation:** Total cost including prior authorizations \$577,131.

**Operating Budget Impact:** \$12,000 annual increase to operations. Annual debt service \$18,500 from Sanitation Ad Valorem tax.

## 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 this closure and postclosure care costs as a liability in the General Long-Term Obligations Account Group. The \$4,589,734 reported as landfill closure and postclosure care liability at December 31, 2001 represented the total estimated remaining cost of closure and postclosure care. These amounts were based on what it would cost to perform all closure and postclosure care in 2001 and included 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, 2001, the Parish has set aside \$1,387,126 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.

In December 2001, the Parish sold \$8,865,000 in bonds, Limited Tax Certificates of Indebtedness – Series 2001. A portion of these proceeds will be used for projects relative to Landfill Closure including final capping, levee, drainage, and monitoring of wells. The payment on the bonds will come from ad valorem collections in the Sanitation Fund. The ad valorem 11.49 mills tax was approved through an election until the year 2007 that will pay the bonds out in 2008.

The landfill recognized \$1,938,102 in 2001 expenditures which is included with the operating statement captioned capital expenditures and other services and charges, while reporting an increase of \$680,900 in the liability in the General Long-Term Obligations Account Group.

<b>BUDGET SUMMARY</b>	<b>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	115,096	30,000	30,000	0	0
Operating Transfer In	800,000	3,643,966	3,643,966	0	0
<b>TOTAL REVENUES</b>	<b>915,096</b>	<b>3,673,966</b>	<b>3,673,966</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES:</b>					
General -Other	2,153	0	0	0	0
Landfill Closure	1,935,949	2,799,882	2,799,882	0	0
Operating Transfer Out	0	3,559,934	3,559,934	0	0
<b>TOTAL EXPENDITURES</b>	<b>1,938,102</b>	<b>6,359,816</b>	<b>6,359,816</b>	<b>0</b>	<b>0</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(1,023,006)</b>	<b>(2,685,850)</b>	<b>(2,685,850)</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, JANUARY 1</b>	<b>3,708,856</b>	<b>2,685,850</b>	<b>2,685,850</b>	<b>0</b>	<b>0</b>
<b>FUND BALANCE, DECEMBER 31</b>	<b>2,685,850</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## 696 LANDFILL CLOSURE/CONSTRUCTION

### SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR	PROJECTED	2003	2004	2005	2006	TOTAL
	YEARS	2002					
Dewatering System	357,347	(357,347)	0	0	0	0	0
Monitoring Well Upgrade	145,035	(71,678)	0	0	0	0	73,357
Landfill Closure - Final Cap	2,079,500	647,025	0	0	0	0	2,726,525
<b>TOTAL EXPENDITURES</b>	<b>2,581,882</b>	<b>218,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,799,882</b>
*Total Funding Less Prior Year Expenditures							

### CAPITAL IMPROVEMENT PROJECT DETAIL

<b>Project Name: Landfill Closure – Final Cap</b> <b>Project Number: 99-SAN-09</b>	
<b>Description:</b>	Construction of a landfill closure design in accordance with applicable regulations of the Louisiana Department of Environmental Quality (LDEQ) – Office of Waste Services and Landfill Road Designs.
<b>Engineer:</b>	Coastal Engineering and T. Baker Smith & Son, Inc.
<b>Contractor:</b>	Rad-Ton, Inc.

**Council District:** 7

**Funding Source:** 33% ¼% Capital Sales Tax Fund, 30% Sanitation Maintenance Fund, 26% Landfill Closure/Construction Fund and 11% General Fund

**Project Appropriation:** Total project costs including prior authorizations \$4,994,183.

**Operating Budget Impact:** \$100,000 annual increase.

<b>Project Name: Monitoring Well Upgrade</b> <b>Project Number: 95-LAND-17</b>	
<b>Description:</b>	Statistical groundwater modeling for existing monitoring wells at Ashland Sanitary Landfill, to assess influence of existing landfill on-site's groundwater quality.
<b>Engineer:</b>	Lourie Consultants

**Council District:** 7

**Funding Source:** Landfill Closure/Construction Fund

**Project Appropriation:** Total project costs including prior authorizations \$116,863.

**Operating Budget Impact:** \$2,500 annual increase.

## 698 – 1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND

Valhi Boulevard and Hollywood Road Extensions will be accomplished in three segments. “Segment I” (Valhi Boulevard Extension) which is complete and 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.

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
REVENUES:					
Miscellaneous Revenue	350,384	150,000	143,808	25,000	25,000
<b>TOTAL REVENUES</b>	<b>350,384</b>	<b>150,000</b>	<b>143,808</b>	<b>25,000</b>	<b>25,000</b>
EXPENDITURES:					
General-Other	4,710	0	73	0	0
Fire - Urban	0	0	0	0	35,000
Roads & Bridges	1,906,799	2,178,172	2,178,172	70,000	70,000
Drainage	1,418,398	1,605,095	1,070,095	0	0
Sewerage Collection	639,368	1,673,432	1,673,432	20,000	20,000
Solid Waste	4,451	43,243	43,243	0	0
Operating Transfers Out	50,000	250,000	250,000	0	500,000
<b>TOTAL EXPENDITURES</b>	<b>4,023,726</b>	<b>5,749,942</b>	<b>5,215,015</b>	<b>90,000</b>	<b>625,000</b>
INCREASE (DECREASE) TO FUND BALANCE	(3,673,342)	(5,599,942)	(5,071,207)	(65,000)	(600,000)
FUND BALANCE, JANUARY 1	9,367,123	5,693,781	5,693,781	622,574	622,574
FUND BALANCE, DECEMBER 31	5,693,781	93,839	622,574	557,574	22,574

### 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **Bayouside Drive Bridge**
  - 2003 1998 Public Improvement Construction Fund Interest - \$70,000
- **9<sup>th</sup> Street Sewerage Rehab.**
  - 2003 1998 Public Improvement Construction Fund Interest - \$20,000
- **Fire Hydrants – Council District #1**
  - 2003 1998 Public Improvement Bond Proceeds - \$35,000



**698 – 1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND**

**SUMMARY OF CAPITAL PROJECTS**

<b>PROJECT TITLE</b>	<b>*PRIOR YEARS</b>	<b>PROJECTED 2002</b>	<b>2003</b>	<b>2004</b>	<b>2005</b>	<b>2006</b>	<b>TOTAL</b>
Baroid Pump Station Rehab.	249,938	(35,000)	0	0	0	0	214,938
Bayou Chauvin Drainage Improvements	855,157	0	0	0	0	0	855,157
Bayouside Dr. Bridge (Bayou Petite Caillou)	123,960	0	70,000	0	0	0	193,960
Fire Hydrants - Council District #1	0	0	35,000	0	0	0	35,000
Landfill Pick-Up Station	43,243	0	0	0	0	0	43,243
9th Street Sewerage Rehab.	0	0	20,000	0	0	0	20,000
Sewerage Projects	552,004	0	0	0	0	0	552,004
Sewer Rehab Projects	647,655	0	0	0	0	0	647,655
South WWTP Effluent Line Repair/Repl.	350,000	0	0	0	0	0	350,000
St. Charles St. Sewerage	123,773	0	0	0	0	0	123,773
Valhi Blvd. And Hollywood Rd. Extension	2,054,212	0	0	0	0	0	2,054,212
<b>TOTAL EXPENDITURES</b>	<b>4,999,942</b>	<b>(35,000)</b>	<b>125,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,089,942</b>
*Total Funding Less Prior Year Expenditures							

**CAPITAL IMPROVEMENT PROJECT DETAIL**

<b>Project Name: Baroid Pump Station Rehabilitation</b>	
<b>Project Number: 99-1/9-41</b>	
<b>Description:</b>	Rehabilitation of Baroid pump station.
<b>Contractor:</b>	LL&G Construction, Inc.

**Council District:** 1

**Funding Source:** Public Improvement Bond Proceeds

**Project Appropriation:** Total project costs including prior authorizations \$215,000.

**Operating Budget Impact:** No impact on operations. Annual debt service \$7,000 from dedicated Public Improvement tax.

<b>Project Name: Bayou Chauvin Drainage Improvements</b>	
<b>Project Number: 99-DRA-18</b>	
<b>Description:</b>	Improve drainage from Prospect Street to the Woodlawn Ranch Road drainage pump station.
<b>Engineer/Architect:</b>	GSE Associates, Inc.

**Council District:** 7,8

**Funding Source:** 56% Public Improvement Bond Proceeds, 44% 1998 Public Improvement Construction Fund

**Project Appropriation:** Total project costs including prior authorizations \$900,000.

**Operating Budget Impact:** \$18,000 annual increase to operations. Annual debt service \$30,000 from dedicated Public Improvement tax.

## 698 – 1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND

### CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

**Project Name: Bayou Drive Bridge (Bayou Petite Caillou)**  
**Project Number: 99-BRG-10**

**Description:** Construction of Bascule Bridge to span Bayou Petite Caillou from Highway 56 to Bayou Drive and also provide plans and specifications for both east and west approach.  
**Engineer/Architect:** Coastal Engineering

**Council District:** 8,9  
**Funding Source:** Public Improvement Bond Proceeds  
**Project Appropriation:** \$70,000 in FY 2003. Total project costs including prior authorizations \$290,000.  
**Operating Budget Impact:** \$5,800 annual increase in operations. Annual debt service \$9,280 from dedicated Public Improvement tax.

**Project Name: Fire Hydrants – Council District #1**

**Description:** To install fire hydrants in Council District #1.

**Council District:** 1  
**Funding Source:** 1998 Public Improvement Construction Fund  
**Project Appropriation:** \$35,000 in FY 2003. Total project costs \$35,000.  
**Operating Budget Impact:** No impact on operations. No increase to debt service, surpluses from completed projects used.

**Project Name: Landfill Pickup Station**  
**Project Number: 98-SAN-70**

**Description:** Construction of a solid waste pickup station facility adjacent to Ashland Sanitary Landfill site off of LA Highway 57, south of Houma.  
**Engineer/Architect:** Coastal Engineering  
**Contractor:** Byron Talbot and A.F. Blair Construction

**Council District:** 7  
**Funding Source:** Public Improvement Bond Proceeds  
**Project Appropriation:** Total project costs including prior authorizations \$2,055,000.  
**Operating Budget Impact:** \$42,000 annual increase in operations. Annual debt service \$66,000 from dedicated Public Improvement tax.

**698 – 1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

**Project Name: Ninth Street Sewerage Rehab.**

**Description:** Repair sewer system along Ninth Street Sewer.

**Council District:** 4  
**Funding Source:** 1998 Public Improvement Construction Fund  
**Project Appropriation:** \$20,000 in FY 2003. Total project costs \$20,000.  
**Operating Budget Impact:** No impact on operations. No increase to debt service, surpluses from completed projects used.

**Project Name: St. Charles Street Sewerage**

**Description:** Installation of new sewers along St. Charles and Highway 311.  
**Engineer/Architect:** GSE Associates, Inc.  
**Contractor:** Calongne, Inc.

**Council District:** 2,6  
**Funding Source:** Public Improvement Bond Proceeds  
**Project Appropriation:** Total project costs including prior authorizations \$500,000.  
**Operating Budget Impact:** \$10,000 annual increase on operations. Annual debt service \$16,000 from dedicated Public Improvement tax.

**Project Name: Sewerage Projects**

**Description:** Public improvements bond proceeds to be allocated to future sewerage projects.

**Council District:** 1,2,3,4,5,6,7,8,9  
**Funding Source:** Public Improvement Bond Proceeds  
**Project Appropriation:** Total project costs including prior authorizations \$552,004.  
**Operating Budget Impact:** To be determined upon completion of project design phase.

**698 – 1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND**

**CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)**

<b>Project Name: Sewer Rehabilitation Projects</b>	
<b>Project Number: 99-SEW-50</b>	
<b>Description:</b>	Sewers in Mulberry, Barrios, Broadmoor and other areas.
<b>Engineer/Architect:</b>	T. Baker Smith & Son, Inc.

<b>Council District:</b>	1,2,3,4,5,6,7,8,9
<b>Funding Source:</b>	Public Improvement Bond Proceeds
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$807,600.
<b>Operating Budget Impact:</b>	\$16,500 annual increase in operations. Annual debt service \$26,000 from dedicated Public Improvement tax.

<b>Project Name: South WWTP Effluent Line Repair/Replacement</b>	
<b>Description:</b>	Replacement of line from primary cells to chlorination chamber at the south treatment plant.
<b>Engineer/Architect:</b>	T. Baker Smith & Son, Inc.

<b>Council District:</b>	7
<b>Funding Source:</b>	Public Improvement Bond Proceeds
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$350,000.
<b>Operating Budget Impact:</b>	No impact on operations. Annual debt service \$11,200 from dedicated Public Improvement tax.

<b>Project Name: Valhi Boulevard and Hollywood Road Extension</b>	
<b>Project Number: 97-PAV-31</b>	
<b>Description:</b>	Build a 4-lane boulevard, grass median, drainage, concrete box culverts with median ditch, and turning lane.
<b>Engineer/Architect:</b>	GSE Associates, Inc.
<b>Contractor:</b>	Byron E. Talbot Contractors

<b>Council District:</b>	6
<b>Funding Source:</b>	93% Public Improvement Bond Proceeds and 7% 1998 Public Improvement Construction Fund
<b>Project Appropriation:</b>	Total project costs including prior authorizations \$4,221,676.
<b>Operating Budget Impact:</b>	\$85,000 annual increase to operations. Annual debt service \$135,100 from dedicated Public Improvement tax.

## 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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
<b>REVENUES:</b>					
Miscellaneous Revenue	202,416	100,000	100,673	0	0
<b>TOTAL REVENUES</b>	<b>202,416</b>	<b>100,000</b>	<b>100,673</b>	<b>0</b>	<b>0</b>
<b>EXPENDITURES:</b>					
General-Other	5,951	0	2,326	0	0
Operating Transfers Out	3,000,000	1,250,000	1,250,000	0	0
<b>TOTAL EXPENDITURES</b>	<b>3,005,951</b>	<b>1,250,000</b>	<b>1,252,326</b>	<b>0</b>	<b>0</b>
<b>INCREASE (DECREASE) TO FUND BALANCE</b>	<b>(2,803,535)</b>	<b>(1,150,000)</b>	<b>(1,151,653)</b>	<b>0</b>	<b>0</b>
FUND BALANCE, JANUARY 1	4,055,826	1,252,291	1,252,291	100,638	100,638
FUND BALANCE, DECEMBER 31	1,252,291	102,291	100,638	100,638	100,638

## 5-YEAR CAPITAL OUTLAY HIGHLIGHTS

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- No activity proposed in 2003.

**501 WATERWAYS & PORTS  
580 PORT ADMINISTRATION**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.



**2003 GOALS AND OBJECTIVES**

- To develop an Intermodel port facility.
- To coordinate between land use and transportation development.
- 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.
- To develop a system to satisfy the needs for a sanitary sewer disposal system.

**2001-2002 ACCOMPLISHMENTS**

- Completion of Phase II, Contract 1 that included the West half of the slip dredging, clearing, and fill.
- Completed Phase II, Contract 2 which included the final cut of the 1 mile slip, additional hauled in borrow and shaping of the site. Raised the levee on the west side to over 5-foot elevation.
- Prepared plans and specifications for Phase III and final construction which will include a road approximately 9/10’s of a mile long on the site, water line, additional fill, electricity, and drainage improvements.
- Marketing brochures have been designed and produced as needed.
- The Port has been included on the Parish’s web site and has a link on the Convention and Visitor’s Bureau web site.
- Have created and adopted a Port Logo.
- “Louisiana Life” and “Expansion Solutions” are 2 specific trade journals we have had editorials talking about Terrebonne Port as a strategically located start up Port.
- Houma Navigation Canal (HNC) – Successfully negotiated Phase I of Terrebonne Bay (This project is complete).
- Bayou LaCarpe-Successfully negotiated the maintenance dredging.
- Continuous work has been done on the Deepening Study of the HNC.
- Communicated with over 23 companies who have expressed an interest in being located on the Port.

**501 WATERWAYS & PORTS  
580 PORT ADMINISTRATION**

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
% land leaseable	5%	5%	50%
Number of feet of waterfront access	0	800	5,000
% of Phase II, Contract I w/Presco Amphibious Equipment Co., Inc. completed	100%	100%	100%
% of Phase II, Contract II w/Low-Land Construction Company, Inc. completed	80%	100%	100%
% of Phase III of capital outlay program complete	0%	15%	100%
% of one-mile slip complete	75%	100%	100%
% of drainage complete	0%	15%	100%
% of road and utilities at complete	0%	15%	100%
% of bulkhead to water front complete	0%	0%	10%

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
REVENUES:					
Intergovernmental	0	201,779	201,779	206,602	206,602
Charges for Services	3,505	19,840	21,310	28,000	28,000
TOTAL REVENUES	<u>3,505</u>	<u>221,619</u>	<u>223,089</u>	<u>234,602</u>	<u>234,602</u>
EXPENDITURES:					
Port Administration	485	199,710	147,634	212,877	212,877
Parish Marina	0	21,909	74,184	28,292	28,292
TOTAL EXPENDITURES	<u>485</u>	<u>221,619</u>	<u>221,818</u>	<u>241,169</u>	<u>241,169</u>
INCREASE (DECREASE) TO FUND BALANCE	3,020	0	1,271	(6,567)	(6,567)
FUND BALANCE, JANUARY 1	2,276	5,296	5,296	6,567	6,567
FUND BALANCE, DECEMBER 31	5,296	5,296	6,567	0	0

**BUDGET HIGHLIGHTS**

- 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>2001 ACTUAL</b>	<b>2002 BUDGET</b>	<b>2002 PROJECTED</b>	<b>2003 PROPOSED</b>	<b>2003 ADOPTED</b>
Personal Services	0	80,969	54,902	89,812	89,812
Supplies and Materials	485	9,308	5,607	9,300	9,300
Other Services and Charges	0	102,618	80,310	113,765	113,765
Capital Outlay	0	6,815	6,815	0	0
<b>TOTAL EXPENDITURES</b>	<b>485</b>	<b>199,710</b>	<b>147,634</b>	<b>212,877</b>	<b>212,877</b>

**PERSONNEL SUMMARY**

<b>JOB TITLE</b>	<b>2002 ADPT</b>	<b>2002 CUR</b>	<b>2003 PRO</b>	<b>2003 ADPT</b>	<b>PAY GRADE</b>	<b>ANNUAL SALARY</b>		
						<b>MIN</b>	<b>MID</b>	<b>MAX</b>
Port Administrator	1	1	1	1	N/A	****	****	****
Clerk V	1	0	1	1	59	21,737	28,231	35,074
<b>TOTAL</b>	<b>2</b>	<b>1</b>	<b>2</b>	<b>2</b>				



**501 WATERWAYS & PORT  
581 DOWNTOWN MARINA**

**MISSION STATEMENT /  
DEPARTMENT DESCRIPTION**

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.

**2003 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.

**2001-2002 ACCOMPLISHMENTS**

There have been a total of 172 vessels that have come to the Marina in 2001 and through August of 2002 there has been a total of 212 vessels.

The Landscape is being cared for on a regular basis.

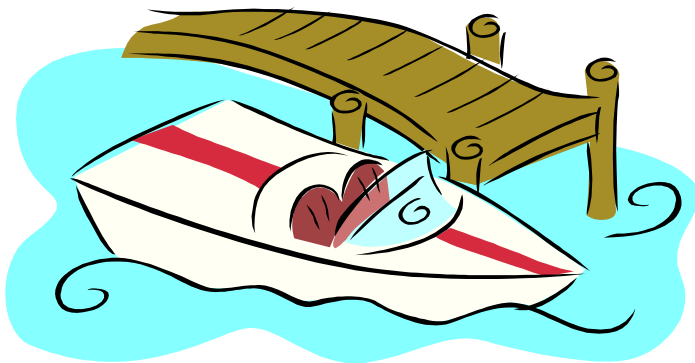
The ornamental fence around the pool with the statue was completed and the ground inside of the fence has been landscaped.

For the 4<sup>th</sup> of July, flowers were planted in the shape and color of the American Flag.

Two Purple Martin birdhouses have been installed for aesthetics and for mosquito control.

Brochures have been completed and designed by the Economic Development Department.

The Marina has been added to the Parish web site and has a link on the Convention and Visitor's Bureau's site.



**501 WATERWAYS & PORT  
581 DOWNTOWN MARINA**

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of vessels docking overnight	172	260	310
Number of transient recreational boaters docking at marina	165	250	300
Number of special events held at Downtown Marina	1	1	2
% of man hours maintaining park and marina	50%	45%	40%
% of information given to public about park and marina	60%	90%	100%
% of park and marina beautification accomplished	60%	80%	90%
% of pump out system used	3%	5%	10%

BUDGET SUMMARY	2001 ACTUAL	2002 BUDGET	2002 PROJECTED	2003 PROPOSED	2003 ADOPTED
Personal Services	0	15,339	15,704	16,146	16,146
Supplies and Materials	0	1,600	1,063	1,600	1,600
Other Services and Charges	0	4,970	7,417	10,546	10,546
Capital Outlay	0	0	50,000	0	0
<b>TOTAL EXPENDITURES</b>	<b>0</b>	<b>21,909</b>	<b>74,184</b>	<b>28,292</b>	<b>28,292</b>

**BUDGET HIGHLIGHTS**

- Docking fees expected for 2002, \$2,080.

**PERSONNEL SUMMARY**

JOB TITLE	2002	2002	2003	2003	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Foreman I	1	1	1	1	56	8,362	10,810	13,265
<b>TOTAL</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>				

## TERREBONNE PARISH COUNCIL ON AGING FUND

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### MISSION STATEMENT / DEPARTMENT DESCRIPTION

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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.

### 2003 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, for service delivery, rural 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 acquire a property to build a new and larger facility for the participants at the Shady Oaks Senior center.
- To renovate the building at 8542 Main Street (current Terrebonne Council On Aging Main Office Building) for the establishment of an East Houma Senior Center.
- To continue to expand priority services such as Meals, Transportation, Personal Care, Homemaker and Respite to Caregivers.
- To assist the Parish in the processing, coordination and delivery of quarterly commodities to homebound seniors, 60 and older.

### SOURCES OF FUNDING

- Federal and State Funds
- Local ad-valorem tax, currently at 7.5 mills
- Department of Health & Hospitals (Medicaid)
- United Way and Transportation
- Helping Hands
- Project Income/Other Donations

### 2001-2002 ACCOMPLISHMENTS

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- Acquired land and building at 995 West Tunnel Blvd. to house Terrebonne Council on Aging's base of operations.
- Acquired property adjacent to 995 West Tunnel Blvd. as a site for an Adult Day Care facility and the grounds, for a park for the elderly.
- Acquired twelve new vans, equipped with wheelchair lifts, a delivery truck and a 22-passenger bus, all part of the expansion of Terrebonne Council On Aging's Transportation Program.
- Implemented and established the new Family Caregiver Program, aimed at giving much needed relief to caregivers.
- Assisted the Food for Families Program, based in New Orleans, in the processing, coordination and delivery of monthly commodities to seniors 60 and older throughout Terrebonne Parish. Terrebonne Council on Aging delivers commodities to 800+ seniors, monthly.
- Provided 5% more units of Transportation from 60,301 in 2001 to 63,397 in 2002, that is 3,096 more trips.
- Served 22% more Home Delivered Meals to homebound clients from 77,288 in 2001 to 94,063 in 2002, that is 16,775 more meals.
- Served 6% more meals at the congregate sites from 38,794 in 2001 to 41,233 in 2002, that is 2,439 more meals.
- Provided 18% more hours of Personal Care services from 1,481 in 2001 to 1,746 in 2002, that is 265 more hours.
- Outreached the East Houma area (canvassed for services needed in this community).

**TERREBONNE PARISH COUNCIL ON AGING FUND**

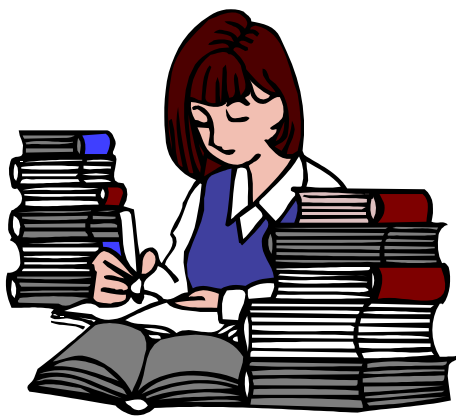
<b>PERFORMANCE MEASURES</b>	<b>FY2001 Actual</b>	<b>FY2002 Estimated</b>	<b>FY2003 Projected</b>
<b>Services Supported by Older Americans Act (Title III):</b>			
Personal care	1,393	1,694	11,994
Homemaker services	3,527	2,400	4,304
Chore services	113	122	150
Number of home delivered meals	77,288	94,063	102,400
Case management	1,028	1,200	0
Number of congregate meals served	38,794	41,233	57,400
Transportation	43,162	44,525	56,258
Legal assistance	322	140	100
Nutrition education	4,580	256	32
Information and assistance	3,026	4,580	4,000
Outreach	282	378	400
<b>Other Title III-Supported Services:</b>			
Wellness	12,833	11,306	11,700
Recreation	25,686	22,611	24,300
Visiting	3,691	2,434	2,500
Telephoning	2,051	2,158	1,700
Material Aid	10,769	57,458	57,200



# TERREBONNE PARISH LIBRARY

## MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.



## 2003 GOALS AND OBJECTIVES

To promote the expanded services and facilities of the library system. To promote and entice citizens to read, use computer technology, and see how the Terrebonne Parish Library is a community center for education, recreation and entertainment.

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; to expand activities for teenagers; continue to provide adult programs that are utilized by the public; promote the Knowledge Card to children and adults; continue the Learn Thru Love and Baby Book Worm projects with area hospitals; begin to develop more programming and activities for young adults; offer distance education opportunities for the community; promote and market the materials collection and let the public know what we have to offer; more books, videos, books-on-tapes, magazines, computers, DVDs.

To maintain library branches; to keep a prioritized list of needed maintenance and work on it throughout the year.

## 2001-2002 ACCOMPLISHMENTS

The completion of the new two-story 70,000 square Main Library.

Awarded 6 grants from the Louisiana Division of the Arts, Office Cultural Development, Department of Culture, Recreation and Tourism in cooperation with the Louisiana State Arts Council as administered by the Houma-Terrebonne Arts and Humanities Council; 14 grants from the Terrebonne Parish Council.

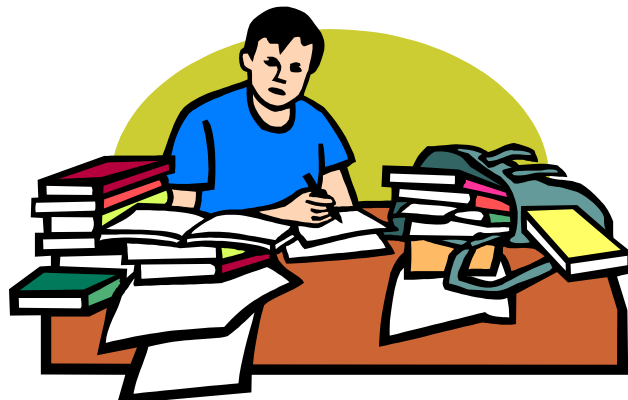
The Library was also granted two reading grants; Prime Time Family Reading Time and Readings in Literature and Culture Book discussion this is funded by Louisiana Endowment for the Humanities.

Continued increase use of the library resources by the public.



# TERREBONNE PARISH LIBRARY

PERFORMANCE MEASURES	FY2001	FY2002	FY2003
	Actual	Estimated	Projected
Number of total registered borrowers	21,197	18,197	38,197
Number of employees holding a Master's degree	5	9	10
Number of employees holding a Bachelor's degree	2	4	6
Number of library visits	245,596	257,876	270,770
% of increase of library visits	5%	5%	5%
Number of circulation of materials	268,606	282,036	296,138
% of increase of circulation of materials	9%	5%	5%
Number of reference questions answered	67,980	71,379	74,948
Number of program attendance	20,981	22,030	23,132
% of increase of program attendance	8%	5%	5%
Number of programs	729	765	803
% of increase in # of programs	37%	5%	5%
Number amount of computer usage	33,666	35,349	37,116
Number of public computers	56	59	124
% of increase of public computers	50%	5%	52%
Number of materials in the collection	229,324	240,844	252,940
Number of materials being added to collection	10,971	11,520	12,096
Number of magazine subscriptions	674	710	750
Number of magazine subscriptions being added	102	36	40
Per capita spending	\$19.45	\$20.42	\$21.44
Number of virtual website visits to library website	3,100	3,255	3,418
Number of databases	3,343	3,510	3,686



# MORGANZA TO THE GULF HURRICANE PROTECTION PROJECT

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## MISSION STATEMENT / DEPARTMENT DESCRIPTION

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Terrebonne Parish Consolidated Government and Terrebonne Levee and Conservation District have an Intergovernmental Agreement to provide for the funding of the Morganza to the Gulf Project. This Project is to provide a levee to protect the citizens of Terrebonne Parish from any tidal surges from a tropical weather condition. The mission of the Terrebonne Levee and Conservation District is to protect lives and property during times of emergency by using the available manpower and equipment in a safe and timely sequence, while maintaining the integrity of the levee systems and flood control structures. The project purpose is to protect development and the remaining fragile marsh from hurricane storm surge. The area is significantly affected by tides emanating from the Gulf of Mexico. Terrebonne Levee and Conservation District shall engage in flood control works as it relates to hurricane protection, tidal flooding, saltwater intrusion and conservation. The Parish and the District are jointly participating in this project to provide for the acquisition, construction, improvement, maintenance and operation of new and existing facilities for the furtherance of the statutorily authorized purposes of the District.

The citizens of Terrebonne Parish have voted to levy a one fourth of one percent (1/4%) sales and use tax for the purpose of constructing and maintaining the Morganza to the Gulf Project. The Government has authorized the collection of the sales tax. The funds derived are to be spent according to the provisions of the Morganza to the Gulf Project Intergovernmental Agreement.

The proposed work is located in coastal Louisiana approximately 60 miles southwest of New Orleans, and includes portions of Terrebonne and Lafourche Parishes. The area is bounded on the west by Bayou Dularge and State Highway 311 and on the east by Bayou Lafourche with the east and west boundaries forming an apex at Thibodaux, LA. The southern boundary is the Gulf of Mexico. The recommended hurricane protection plan consists of approximately 72-miles of earthen levee with 12-floodgate structures proposed for the navigable waterways and a lock structure in the Houma Navigation Canal measuring 200-ft wide by 1200-ft long. The structural features are integrated into the levee alignment to provide flood protection, drainage, environmental benefit, and navigational passage. Construction of this plan is estimated to cost \$680 million and would be cost shared 65% / 35% with the Louisiana Department of Transportation and Development as the local sponsor. It will take 15 to 16 years to build the entire system, which would be maintained by the Tidewater District. The Army Corps of Engineers will likely operate the massive set of locks in the Houma Navigation Canal.

## 2003 GOALS AND OBJECTIVES

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To increase the awareness of the extent of protection this project will provide.

To keep the public aware of the progress as the project moves forward.

To continue to work with the Federal and State Governments to acquire any grants and/or matching monies for the hurricane protection program.

# MORGANZA TO THE GULF HURRICANE PROTECTION PROJECT

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## ADOPTED

Terrebonne Levee and Conservation District  
Morganza to the Gulf Hurricane Protection Project  
¼ Cents Sales Tax Budget Request  
**Fiscal Year 2002-2003**

### CAPITAL PROJECTS

#### Lower Point-aux-Chenes Hurricane Levee Segment A – Reach J

This project consists of a 2.8-mile levee segment, connecting to existing TPCG (Terrebonne Parish Consolidated Government) Drainage Levees in the Point Aux Chene area. It will initially be constructed to a +8 foot elevation providing interim protection to the communities of lower Terrebonne. This project is in the design phase and scheduled for construction in January 2004.

Fiscal Year	Project Funding
02-03	\$ 300,000
03-04	1,335,000
04-05	2,365,000
Total Project Cost	\$ 4,000,000

#### Bayou Point-aux-Chenes Water Control Structure

This project is a 56' sector gate and other associated improvements near the intersection of Bayou Point Aux Chene and the Cut Off Canal in the community of lower Point Aux Chene. Construction of this structure will provide a closed system of interim protection to the lower Point-aux-Chenes area. Preliminary work (field investigations and design) will occur in 2003, with construction expected in 2004.

Fiscal Year	Project Funding
02-03	\$ 300,000
03-04	800,000
04-05	5,000,000
05-06	2,900,000
Total Project Cost	\$ 9,000,000



# MORGANZA TO THE GULF HURRICANE PROTECTION PROJECT

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## ADOPTED

Terrebonne Levee and Conservation District  
Morganza to the Gulf Hurricane Protection Project  
¼ Cents Sales Tax Budget Request  
**Fiscal Year 2002-2003**

### Bush Canal Water Control Structure

This project is a 56' sector gate and other associated improvements near the intersection of Bayou Little Caillou and Bush Canal in the community of Chauvin. Preliminary work (field investigation and design) will occur in 2003, with construction expected in 2004.

Fiscal Year	Project Funding
02-03	\$ 300,000
03-04	800,000
04-05	5,000,000
05-06	2,900,000
Total Project Cost	<u>\$ 9,000,000</u>

### NON-CAPITAL PROJECTS

#### Morganza Project Management

The Louisiana DOTD (Department of Transportation and Development) and the U.S. Army Corps of Engineers have recommended the TLCD (Terrebonne Levee and Conservation District) hire a project manager for the Morganza to the Gulf project. As the local sponsor the TLCD is required to provide LERRD's (Lands, Easements, Rights-of-Ways, Relocations and Disposals) for this project to proceed. In addition, the TLCD will provide a portion of its local cost share responsibility by constructing a portion of the project. These immense tasks are beyond the current capability of the TLCD, and will necessitate the hiring of Project Management to ensure compliance with all U.S. Army Corps of Engineers requirements.

Fiscal Year	Project Funding
02-03	\$ 100,000
03-04	200,000
04-05	200,000
05-06	200,000
06-07	200,000
07-08	200,000
Total Project Cost	<u>\$ 1,100,000</u>

The Project Manager will act as an administrator for the MTG (Morganza to the Gulf) project, assisting the TLCD in managing the various related tasks of the overall effort. This oversight is essential to meet COE (Corps of Engineers) standards and to maximize reimbursement for local expenditures. Project Management will be performed by a local engineering firm with expertise and personnel capable of providing management and supervision of TLCD controlled projects, in addition to projects under U.S. Army Corps of Engineers control. The Project Manger will also assist the TLCD in long range project planning. These project management costs will be completely creditable to the local sponsor's share of project costs.

# MORGANZA TO THE GULF HURRICANE PROTECTION PROJECT

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## ADOPTED

Terrebonne Levee and Conservation District  
Morganza to the Gulf Hurricane Protection Project  
¼ Cents Sales Tax Budget Request  
**Fiscal Year 2002-2003**

### **NON-CAPITAL PROJECTS (continued)**

#### System Wide Geotechnical Investigations

The TLCD will begin a geotechnical investigation program to support design of various project features. This effort will involve soil borings along the project alignment.

Fiscal Year	Project Funding
02-03	\$ 300,000
Total Project Cost	\$ 300,000

#### System Wide Right of Way/Right of Entry (ROW/ROE)

The TLCD must provide all rights of way and rights of entry for the project. This effort will include identifying affected landowners and negotiating the necessary land rights for project design and construction.

Fiscal Year	Project Funding
02-03	\$ 300,000
03-04	500,000
04-05	500,000
05-06	500,000
06-07	500,000
07-08	500,000
Total Project Cost	\$ 2,800,000

### **CASH CONTRIBUTIONS**

#### Cash Reimbursement – Corps of Engineers

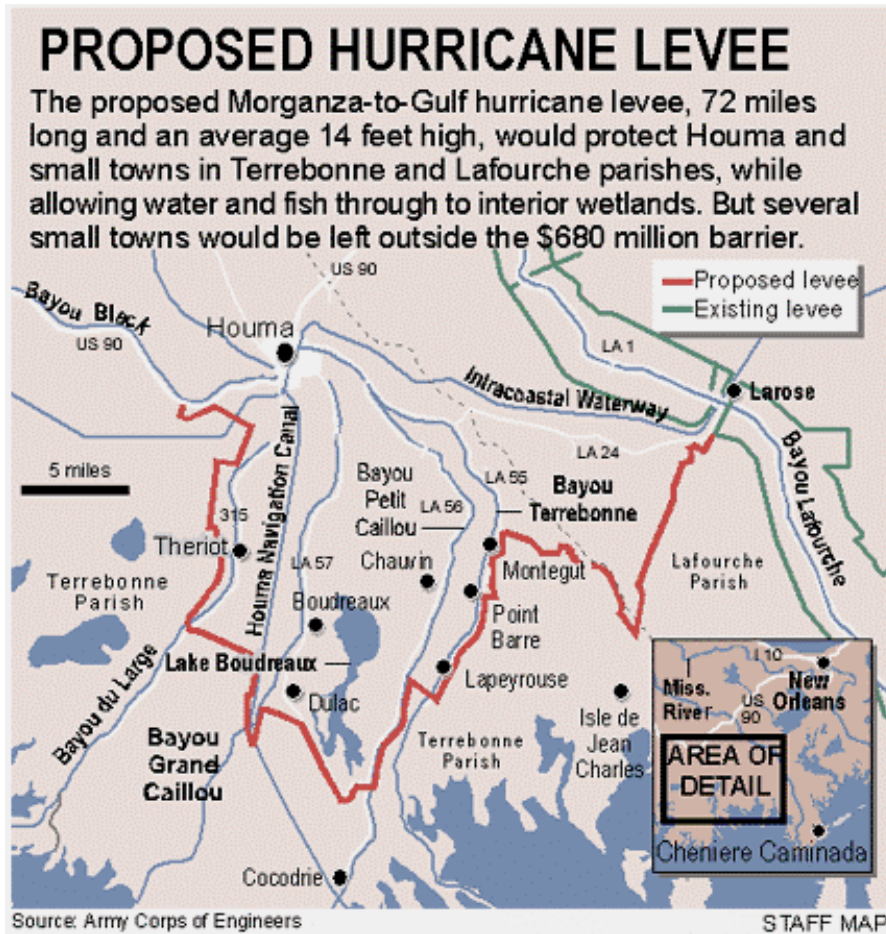
The DOTD and TLCD are required to provide a minimum of 5% cash on all pre-construction engineering and design project related costs. This amount reflects the necessary contribution to the design of the Houma Navigation Canal Lock, and other features currently under design.

Fiscal Year	Project Funding
02-03	\$ 3,400,000
Total Project Cost	\$ 3,400,000

**MORGANZA TO THE GULF HURRICANE PROTECTION PROJECT**

**ADOPTED**

Terrebonne Levee and Conservation District  
 Morganza to the Gulf Hurricane Protection Project  
 ¼ Cents Sales Tax Budget Request  
 Fiscal Year 2002-2003



## GENERAL GOVERNMENTAL EXPENDITURES (4)

### Terrebonne Parish Consolidated Government

Last Ten Years

Year	Total	General Government	Public Safety	Streets and Drainage	Sanitation
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
2001 (3)	83,166,590	13,500,167	15,345,410	13,096,808	11,992,079
2002 (5)	127,761,351	12,935,340	19,815,331	19,294,368	13,165,682
2003 (6)	84,218,140	11,832,614	18,308,870	16,078,720	10,950,609

(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.

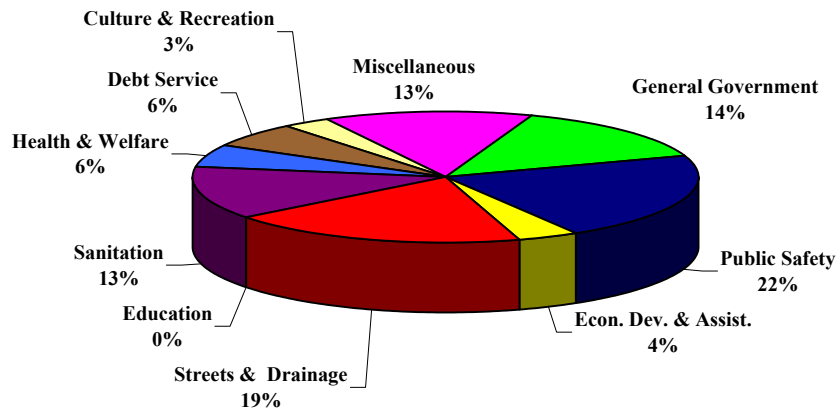
(4) Includes all governmental fund types.

(5) Projected 2002 expenditures, including the assumption all capital improvements and outlay are expended in 2002, so as to not inflate the 2003 beginning fund balances.

(6) Adopted 2003 budget.

Source: Comprehensive Annual Financial Audit Report

### Expenditures By Function for 2003



**GENERAL GOVERNMENTAL EXPENDITURES (4)**

---

<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>
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
7,223,749	3,701,950	2,515,736	29,627	2,796,264	12,964,800
4,815,472	4,610,714	3,448,774	31,434	8,191,778	41,452,458
4,680,039	5,249,406	2,504,976	32,160	3,359,505	11,221,241

## 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
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
2001 (1)	76,941,015	39,379,173	1,467,571	23,199,358	4,263,916	3,727,994 (4)	4,903,003
2002 (6)	81,648,032	41,155,809	1,755,820	29,509,729	5,900,073	511,129 (5)	2,815,472
2003 (7)	69,010,665	39,949,365	1,655,500	18,489,284	6,466,143	501,500 (5)	1,948,873

(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.

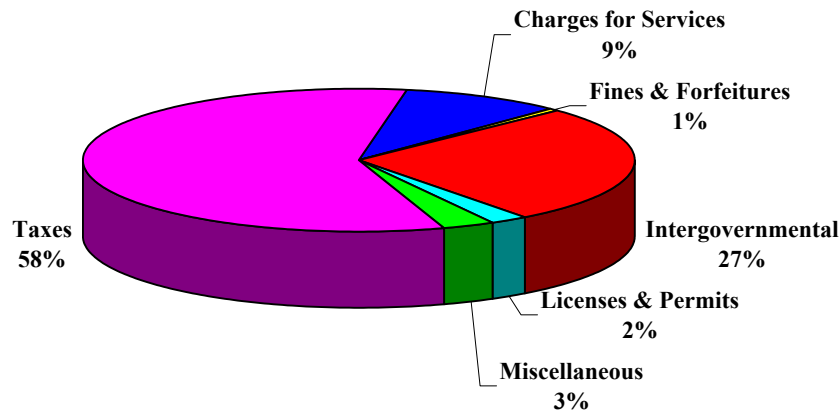
(5) 2002 projected and 2003 adopted budget does not include the Criminal Court Fund. The budget for this fund is managed and adopted by the District Attorney's office and is included after the fact for the Annual Audited Financial Report.

(6) Projected for 2002.

(7) Adopted 2003 budget.

Source: Comprehensive Annual Financial Audit Report

### Revenues By Source for 2003



**GENERAL GOVERNMENTAL TAX REVENUES BY SOURCE (3)**

**Terrebonne Parish Consolidated Government**

Last Ten Years

Year		Total	Ad Valorem Taxes	Sales & Use Taxes	Special Assessment Taxes	Other Taxes
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
2001	(1)	39,379,173	15,901,587	22,595,815	74,326	807,445
2002	(4)	41,155,809	17,497,396	22,750,778	42,207	865,428
2003	(5)	39,949,365	17,467,143	21,589,765	32,457	860,000

- (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) Projected for 2002.
- (5) Adopted 2003 budget.

Source: Comprehensive Annual Financial Audit Report

**ASSESSED AND ESTIMATED ACTUAL VALUE OF TAXABLE PROPERTY**

**Terrebonne Parish Consolidated Government**

Last Ten Years

Year	Taxable Assessed Value	Homestead Exemptions	Assessed Value	Estimated Actual Value	Ratio of Assessed Value to Estimated Actual Value*
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%
2001	382,600,250	135,668,170	518,268,420 **	4,247,917,830	12.20%
2002	400,366,940	141,038,005	541,404,945 **	4,454,713,187	12.15%
2003 (1)	400,366,940	141,038,005	541,404,945 **	4,454,713,187	12.15%

(1) Assumed zero percent growth for 2003 budget.

\*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:

	2002	2001	2000	1999
(a) Real Estate and Improvements (Under 10 Year Exemption)	\$70,627,537	\$17,387,670	\$17,387,670	\$17,387,670
(b) Exempt Real Estate and Improvements	9,507,150	2,290,738	2,290,738	2,290,738
<b>Total Exempt Properties</b>	<b>\$80,134,687</b>	<b>\$19,678,408</b>	<b>\$19,678,408</b>	<b>\$19,678,408</b>

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>
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
2001	317.21	25.82	343.03	9.27	14.43	366.73
2002	311.63	35.11	346.74	9.27	14.43	370.44
2003 *	316.83	31.15	347.98	9.27	14.43	371.68

\* Estimated

Source: Comprehensive Annual Financial Audit Report

**PRINCIPAL TAXPAYERS**

**Terrebonne Parish Consolidated Government**

December 31, 2002

<u>Taxpayer</u>	<u>Type of Business</u>	<u>2002 Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Texaco, Inc.	Oil & gas	\$16,675,840	3.08%
Bell South	Telephone utility	10,760,790	1.99%
Tenneco Gas Pipeline Co.	Pipeline	7,451,490	1.38%
Transcontinental Gas Pipeline	Pipeline	7,385,690	1.36%
Equilon Pipeline Co.	Pipeline	7,062,320	1.30%
Entergy LA., Inc.	Electric utility	6,974,990	1.29%
Poseidon Oil Pipeline Co.	Pipeline	6,478,465	1.20%
Helis, William G. (Estate)	Real Estate	5,336,000	0.99%
Ship Shoal I & II Systems	Pipeline	4,860,730	0.90%
South Louisiana Electric Cooperative Association	Electric utility	<u>4,843,640</u>	0.89%
		Totals	
		<u><u>\$77,829,955</u></u>	<u><u>14.37%</u></u>

Source: Terrebonne Parish Assessor's Office

## DEMOGRAPHIC STATISTICS

### Terrebonne Parish Consolidated Government

Last Ten Years

Year	Population (1)	Per Capita Income	Median Age	Public School Enrollment (5)	Average % Unemployment Terrebonne Parish (6)
1994	99,948	15,327 (3)	30.5 (4)	20,531	7.10 %
1995	100,485	16,614 (7)	30.8 (4)	20,600	6.70 %
1996	101,760	17,479 (7)	30.8 (6)	20,600	5.40 %
1997	101,760	19,397 (7)		21,989	4.30 %
1998	103,964	20,774 (7)		20,395	3.50 %
1999	104,317	20,107 (7)	34.1 (8)	19,959	4.20 %
2000	104,503 (9)	20,550 (7)	29.3 (2)	19,633	3.90 %
2001	105,123 (9)	n/a (10)	33.0 (8)	19,257	3.80 %
2002	105,746 (11)	n/a	n/a	19,274	3.60 %
2003	106,373 (11)	n/a	n/a	n/a	3.60 % (11)

n/a - Not available

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

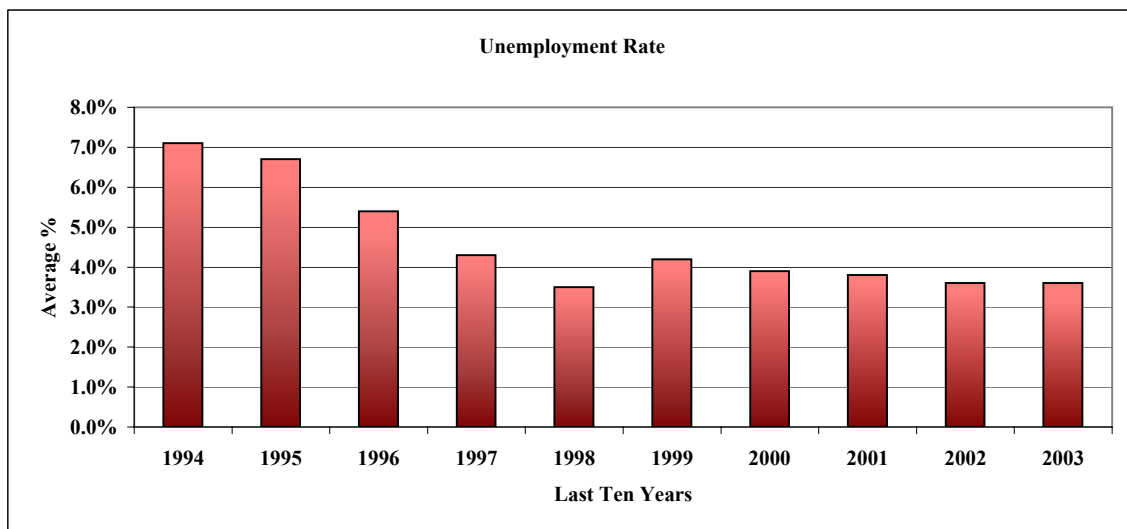
(7) U.S. Department of Commerce, Bureau of Economic Analysis

(8) Population Estimates Program, Population Division, U.S. Census Bureau

(9) 2000 U. S. Census

(10) According to the Bureau of Economic Analysis these numbers will be released on May 6, 2003.

(11) Estimated by Terrebonne Parish Consolidated Government.



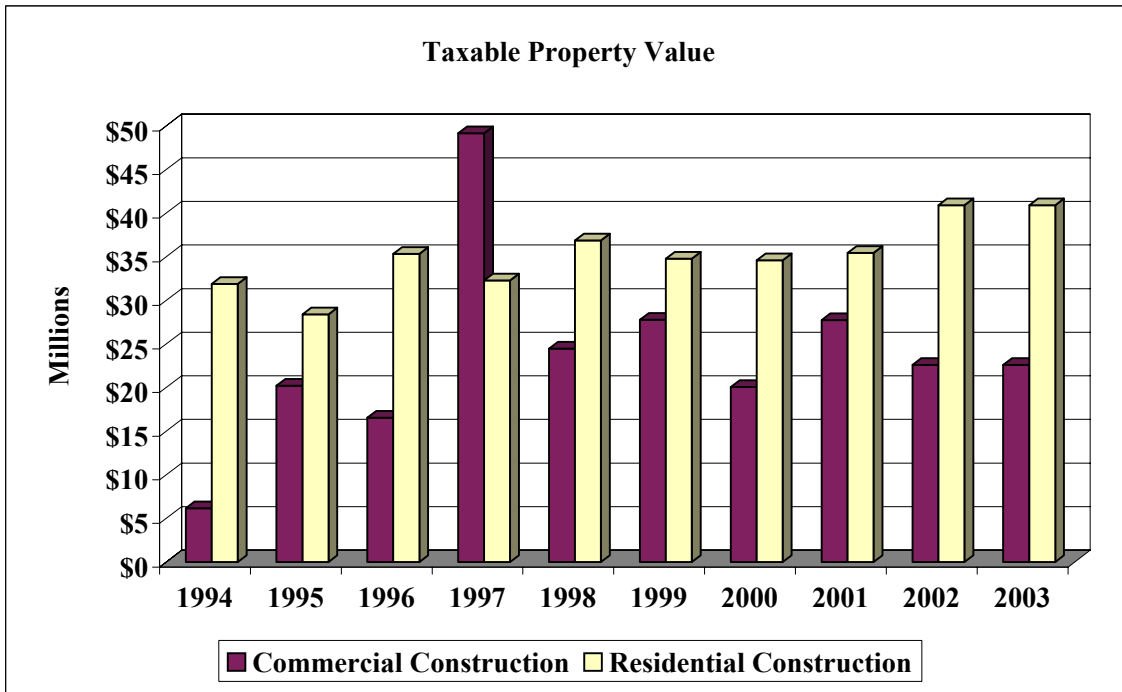
## PROPERTY VALUE AND CONSTRUCTION

### 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
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
2001	284,012,085	234,256,335	135,668,170	382,600,250	82	27,736,995	433	35,428,006
2002	298,585,330	242,819,615	141,038,005	400,366,940	66	22,582,170	459	40,912,770
2003 (4)	298,585,330	242,819,615	141,038,005	400,366,940	66	22,582,170	459	40,912,770

- Source: (1) Estimated actual value listed on Table 4.  
 (2) Terrebonne Parish Assessor's Grand Recapitulation of the Assessment Rolls.  
 (3) Terrebonne Parish Planning and Zoning, Permits and Inspections Department.  
 (4) 2003 Budget assumed zero percent growth.



## MISCELLANEOUS STATISTICS

### 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:**

	1970 Census	1980 Census	1990 Census	2000 Census	2001 Estimate
City of Houma	30,922	32,602	30,495	32,393	N/A
Urbanized Area		65,780	65,879	69,583	N/A
Terrebonne Parish	76,049	94,393	96,982	104,503	105,123

**Population Characteristics:**

75.7% White, 18.5% Black, 4.9% American Indian, and 0.9% Other.

Source: Houma-Terrebonne Chamber

**Per Capita Personal Income:**

	1997	1998	1999	2000	2001
United States	\$25,874	\$27,322	\$28,542	\$29,469	\$30,271
Louisiana	21,208	22,351	22,839	23,090	24,084
Terrebonne Parish	19,397	20,774	20,107	20,894	N/A

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):

Year	Average Labor Force	Average Unemployment
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%
2001	48,300	3.80%
2002	47,950	3.60%

Source: Louisiana Department of Labor

## MISCELLANEOUS STATISTICS

Continued

### Terrebonne Parish Consolidated Government

**Average Weekly Wage Scale 2001** (Latest available):

All Establishments	\$593.76
Manufacturing	\$714.63

Source: Louisiana Department of Labor

**Household Units/Households:**

Household Units:

Terrebonne Parish	39,928
City of Houma	12,514

Households: N/A

Source: 2000 U. S. Census

**New Building Permits (2002):**

Type	Units	Cost
Residential	459	\$40,912,770
Commercial	66	22,582,170
Totals	525	\$63,494,940

Source: Terrebonne Parish Planning and Zoning, Permits and Inspection Department

**Major Employers in Terrebonne Parish:**

Company Name	Product or Service	Employees
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 service	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

# MISCELLANEOUS STATISTICS

Continued

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## Terrebonne Parish Consolidated Government

### Average Employment for Employers Subject to the Louisiana Employment Security Law:

<u>Classification</u>	<u>Average 2002*</u>
Agriculture, Forestry, Fishing, and Hunting	167
Mining	5,246
Utilities	187
Construction	3,881
Manufacturing	4,395
Wholesale Trade	1,976
Retail Trade	6,295
Transportation and Warehousing	2,975
Information	521
Finance and Insurance	1,197
Real Estate and Rental and Leasing	1,728
Professional, Scientific, and Tech. Serv.	1,224
Mgmt. of Companies and Enterprises	373
Adm. and Support and Waste Mgmt.	1,360
Educational Services	4,434
Health Care and Social Assistance	5,347
Arts, Entertainment, and Recreation	409
Accommodation and Food Services	3,929
Other Services	1,559
Public Administration	1,605
Total	<u>48,808</u>

\* Latest available 2nd Quarter 2002

Source: Louisiana Department of Labor

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE 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	X	X	
453	1994	Dodge Ram D-350	77525	Supervisor-Isaacs	X	X	
<b><u>151-131 ADMINISTRATION</u></b>							
101	2001	Dusty Green Ford Crown Victoria	1387	President-Bergeron	X	X	
102	2002	Chevrolet Impala	N/A	Director-Levron	X	X	
<b><u>151-151 FINANCE</u></b>							
226	1997	Light Blue Ford Taurus	16,487	Staff		X	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	
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	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	N/A	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	Xx	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	Xx	X	
<b><u>151-193 PLANNING &amp; ZONING DEVELOPMENT</u></b>							
523	2001	White Dodge Ram Pick-up	31718	Planning			



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
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	
1124	1995	White Ford F-150	N/A	N/A		X	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
<b><u>151-653 HOUSING &amp; HUMAN SERVICES</u></b>							
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

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT		MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
NO.	YEAR				Home	Business	Pool
505	2002	White Ford F-450	250	N/A			
525	1999	Ford Taurus LX	13546	N/A			X
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	N/A			X
512	1993	Jeep Cherokee	N/A	N/A			X
518	2002	Dodge D1500 White	7	N/A		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	
1133	1986	Chevrolet Pickup	128458	N/A		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	
<b><u>204-211 POLICE</u></b>							
309	1998	Chevrolet Lumina	N/A	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	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
314	2000	White Ford Crown Victoria	35368	Car Patrol		X	
315	1999	Desert Sand Jeep Cherokee SE	13850	Sgt. Pat Boudreaux	X	X	
321	2001	White Ford Crown Victoria	1339	Police			X
317	1997	Ford CRV	43109	HPD	X	X	
318	2001	White Ford Crown Victoria	3120	Police			X
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	N/A	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
339	1995	Ford Crown Victoria-Black/white	48051	Car Patrol		X	
340	2000	Ford Crown Victoria	N/A	Captain U.P.C.			
<b><u>204-211 POLICE</u></b>							
341	1995	Ford Crown Victoria-Black/white	44295	Car Patrol		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	
344	2002	Dodge Ram Van	7	N/A		X	
345	1997	White Chevrolet Lumina	85441	Car Patrol		X	X
346	2000	Ford CRV	17719	Capt. Bergeron	X	X	
347	2002	Harley Davidson Motorcycle	7	N/A		X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
348	2002	Harley Davidson Motorcycle	7	N/A		X	
349	2002	Harley Davidson Motorcycle	7	N/A		X	
350	2002	Harley Davidson Motorcycle	7	N/A		X	
351	2003	Ford Crown Victoria-Black/white	25	N/A		X	
352	2003	Ford Crown Victoria-Black/white	25	N/A		X	
353	2003	Ford Crown Victoria-Black/white	25	N/A		X	
354	2002	Ford Crown Victoria-Black/white	25	N/A		X	
355	2003	Ford Crown Victoria-Black/white	25	N/A		X	
356	2003	Ford Crown Victoria-Black/white	25	N/A		X	
357	2003	Ford Crown Victoria-Black/white	25	N/A		X	
<b><u>204-222 FIRE - URBAN</u></b>							
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
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	N/A	East Houma Station		X	X
<b><u>204-222 FIRE - URBAN</u></b>							
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>							
537	1996	1/2 Ton Dodge 1500	46821	Willie Nells	X	X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
538	1992	Ford F-150	98099	Laborer-James		X	
542	1999	White 1 Ton GMC Sierra HD	25949	John Hite		X	
544	1996	White Ford F-150	91775	Joseph Harris	X	X	
<b><u>503 RECREATIONS DISTRICT 11</u></b>							
252	1997	Ford Pickup Truck	81266	Paul Arceneaux	X	X	
253	2001	Dodge Ram 1500 Pickup Truck	18384	Dept. Use		X	
254	2001	Dodge Ram 3500 Pickup Truck	20436	Dept. Use		X	
<b><u>209-127 CITY MARSHALL'S OFFICE</u></b>							
360	1998	Ford Taurus	47704	Civil/Crim.-B. LeBlanc	Xx		
361	2001	Chevrolet Impala	5075	Jody Robichaux	Xx		
362	1999	White Doge Ram 3500 Maxiwagon	48674	Prisoner Transport-Thomas	Xx		
363	2001	Chevrolet Malibu	11238	Keith Redmond	Xx		
364	2001	Chevrolet Malibu	7339	Eugene Lagarde	Xx		
365	1995	Blue Oldsmobile Cutlass Ciera SL	58252	City Marshall-C.Kimble	Xx		
366	1995	Oldsmobile Cutlass Ciera SL	90055	Civil/Crim.			X
367	2002	Chevrolet Impala	10	N/A			
368	2002	Chevrolet Impala	10	N/A			
370	1997	Green Dodge Ram 3500 Van	88078	Prisoner Transport-Picou	Xx		
371	1998	Ford Taurus	64704	Warrant Div.-B. Babin	Xx		
372	1998	Ford Taurus	109762	Civil/Crim.-P.Liner	Xx		
373	1998	Chevrolet Malibu	30761	Civil/Crim.-T. Rivette	Xx		
<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 PT Shuttle Bus	1444	Transit		X	
625	1999	White Aerotech PT Shuttle Bus	8173	N/A		X	
626	2002	White Aerotech PT Shuttle Bus	N/A	Transit		X	
627	2002	White Aerotech PT Shuttle Bus	N/A	Transit		X	
628	2002	White Aerotech PT Shuttle Bus	N/A	Transit		X	
<b><u>237-691 F.T.A. - OPERATIONS / GENERAL ADMINISTRATION</u></b>							
524	1998	White Dodge Stratus	15019	N/A		X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
<b><u>237-692 F.T.A. - VEHICLE OPERATIONS</u></b>							
514	1995	White Ford Aerostar Van	37882	Service Vehicle		X	
516	1995	Ford F-150	35400	N/A		X	
601	1996	Houma EZ Riders Transit Bus	146555	N/A		X	
602	1996	Houma EZ Riders Transit Bus	154796	N/A		X	
603	1996	Houma EZ Riders Transit Bus	150832	N/A		X	
604	1996	Houma EZ Riders Transit Bus	154673	N/A		X	
605	1996	Houma EZ Riders Transit Bus	152599	N/A		X	
606	1996	Houma EZ Riders Transit Bus	163831	N/A		X	
607	1996	Houma EZ Riders Transit Bus	160455	N/A		X	
608	1996	Houma EZ Riders Transit Bus	144779	N/A		X	
<b><u>251-310 ROADS AND BRIDGES</u></b>							
2100	1993	International S-4900 14 Yrd Dump	178724	Shell Crew		X	
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			
<b><u>251-310 ROADS AND BRIDGES</u></b>							
2107	2002	Chevrolet Fleetside C15	N/A	N/A		X	
2108	1982	Chevrolet Rapid Van	160671	N/A		X	X
2109	2002	Chevrolet Fleetside C15	N/A	N/A		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	N/A	N/A			
2122	1991	International Dump Truck 4900 14 Yrd	165819	N/A		X	X

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
2123	1998	Red Ford F Series Diesel	29347	Bridge Crew		X	X
2131	2002	Dodge Ram 3500	7	Sign Unit			
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
2142	1996	White International Dump Truck 4700	65914	Tim Aubert		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 Cab F350 Pick-up	47634	Bridge Crew		X	
2147	2002	Ford F450 Truck	N/A	N/A			
2148	1997	White Ford F-350	60232	Laborer-Adams			
2149	1997	Ford Crew Cab F-350	73201	Darrell Carter			
<b><u>251-310 ROADS AND BRIDGES</u></b>							
2150	1992	Stake Body	95752	N/A		X	
2151	1992	F450 Cab & Chasis	125138	On Call/Pool	X	X	
2245	2002	Madvac-101D	N/A	Vegetation			
2246	1999	Pelican Street Sweeper	25248	Lane Luke		X	
<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	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
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	N/A	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 Dualy	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
<b><u>252-351 DRAINAGE</u></b>							
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 Cadiere		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
3148	2000	Ford Pick-Up 1 Ton F-350	18618	Bob Sneberk		X	
3150	1999	Red International Tandem 4900 Dump Truck	34813	Terry LeBlanc		X	
3151	1999	Red International Tandem 4900 Dump Truck	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	Eulin Guidry	X	X	1



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
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	N/A	N/A			
4131	1997	Red Ford Truck F-250	19006	N/A			X
4132	1997	Red Dodge Ram 3500 Welding Truck	12021	Solid Waste			
4133	1996	International 2674	N/A	N/A			
4134	1988	Beige Ford Tymco Street Sweeper	109413	Solid Waste			
4135	1997	Red/Black International Trash Load	22037	James Stove		X	
4167	1982	International S1900	N/A	N/A			
4178	1982	Ford CT8000 Dump Truck	68469	Solid Waste			
4179	1982	Ford CT8000 Dump Truck	87773	N/A		X	
<b><u>253-441 SOLID WASTE</u></b>							
4250	1997	Yellow Bell B25B Dump Truck	2661	N/A			
4251	1997	Yellow Bell B25B Dump Truck	3013	N/A			
<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	N/A			
	1988	Chevy Suburban	N/A	N/A			
	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	N/A			
D/C1	1984	Ford Pumper F-800	N/A	N/A			

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
D/C3	1985	Ford F-350	N/A	N/A			
GE1	1998	International Foam Pumper Truck	N/A	N/A			
G/E1	1984	Ford Pumper F-800	N/A	N/A			
G/E3	1985	Ford F-350 Support Unit	N/A	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	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	N/A			
	1979	Ford Pumper	N/A	N/A			
<b><u>265-221 FIRE - RURAL</u></b>							
	1985	GMC Mini Pumper	N/A	N/A			
	1994	Ram Charger	N/A	N/A			
<b><u>280-521 TPR ADMINISTRATION</u></b>							
140	1995	White Jeep Cherokee	89572	Gregory Harding	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	N/A	Buddy Marcello	X	X	
147	1992	Chevrolet Lumina	19526	N/A			X
148	2002	Dodge 2500 Pickup	7	N/A		X	
<b><u>301-802 ELECTRIC GENERATION</u></b>							
870	1990	Chevrolet 1500 Truck	61396	N/A		X	X
871	2002	Dodge Ram 2500 Pickup	7	N/A			
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	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT		MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
NO.	YEAR				Home	Business	Pool
805	1999	Dodge Ram Van	12164	Rotation/Pool	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	
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	
<b><u>301-803 ELECTRIC DISTRIBUTION</u></b>							
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	N/A	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			
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	
809	1993	Chevrolet Cavalier Station Wagon	30263	N/A			X
813	1998	Ford Taurus	40853	Pool		X	X

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
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	Xx	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
<b><u>310-431 SEWERAGE COLLECTION</u></b>							
673	1993	Ford F-150	170,260	Glynn Hutchinson		X	
674	1994	White Ford F-150	156,570	Carl Brown	Xx	X	
676	2002	International 4700 4x2 Truck	N/A	N/A		X	
675	1997	International Welding Cab & Chasis	211	Mechanic		X	X
677	1990	Chevrolet Van	183,359	Corey Smith	Xx	X	
678	1991	Dodge Ram D-250	179,559	Dale Veazey	Xx	X	
679	1991	Dodge D-250	174,757	R. Chapman	Xx	X	
681	1993	Ford F-150	197,631	Nathan Neal	Xx	X	
682	2002	Dodge Ram 2500 Truck	7	N/A		X	
683	2002	Dodge Ram 2500 Truck	7	N/A		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	
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	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

UNIT		MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
NO.	YEAR				Home	Business	Pool
<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	
1121	2002	Jeep Liberty	20	N/A		X	
<b><u>354-155 RISK MANAGEMENT</u></b>							
1120	2002	Jeep Liberty	20	N/A		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>							
815	1995	Chevrolet Cavalier	65831	Office/Pool		X X	
816	1999	Dodge Ram 1500 Van	87452	Warehouse Staff/Delivery		X X	
817	2002	Chevrolet S10 Pickup	10	Warehouse Staff/Delivery		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	Xx	X	
1119	1991	Mitsubishi Pick-up	74316			X	
1100	1993	GMC Sonoma Pick-up	50999	Mike Breaux		X	
1105	1994	Ford F-250 Pick-up	41248	Quincy Voison	Xx	X	
1107	1996	Dodge Ram 2500 Truck	24660	Dean Hutchinson	Xx	X	
212	1992	Chevy Lumina	N/A	Pool		X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT  
2002 VEHICLE LISTING**

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UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	EMPLOYEE ASSIGNED	USAGE		
					Home	Business	Pool
1103	1990	Ford F-250 Pick-up	N/A	Jed Allemand	X	X	
<b><u>411 DETOX</u></b>							
116	1996	Dodge Van	N/A	Dept. use		X	X
<b><u>911 EMERGENCY TELEPHONE</u></b>							
115	1999	Jeep Cherokee	N/A	911 Emergency		X	

Total types of vehicles	Number
Buses	13
Cars	101
Fire vehicles	24
Large utility vehicles	40
Motorcycles	4
Sport utility vehicles	27
Trucks	162
Vans	22
	<u>393</u> <b>Total vehicles</b>

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.

**Accrual Basis.** A basis of accounting in which transactions are recognized at the time they are incurred, as opposed to when cash is received or spent.

**ACT.** Assertive Children Team.

**Actual.** Occurring at the time.

**ADA.** Americans with Disabilities Act.

**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.

**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.

**CDBG.** Community Development Block Grant.

**CEDS.** Comprehensive Economic Development Strategy.

**CHANE.** Clay Hill and North End, Incorporated.

**CHDO.** Community Housing Development Organizations.

**CSBG.** Community Service Block Grant.

**CVA.** Crime Victim's Assistance Act.

**DBA.** Downtown Business Association.

**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.

**DOTD.** Department of Transportation and Development – a State of Louisiana Department.

**DPW.** Department of Public Works.

**EF & S.** Emergency Food & Shelter Grant.

## GLOSSARY

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**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.

**FERC.** Federal Energy and Regulatory Commission.

**Financial Accounting Standards Board (FASB).** A seven-member board organized in 1973 to establish standards of financial accounting and reporting for the private sector.

**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.



## GLOSSARY

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**HDDC.** Houma Downtown Development Corporation.

**HEZ.** Heritage Enterprise Zone.

**HNC.** Houma Navigational Canal.

**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.

**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.

**JASP.** Juvenile Assessment and Services Program.

**LCLE.** Louisiana Commission on Law Enforcement.

**LDEQ.** Louisiana Department of Environmental Quality.

**LEPA.** Louisiana Energy and Power Authority.

**LEPC.** Local Emergency Planning Committee.

**LERRD.** Lands, Easements Right of Ways, Relocations, and Disposals.

**LIHEAP.** Low Income Home Energy Assistance Program.

**LMA.** Louisiana Municipal Association.

**LSU.** Louisiana State University.

**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 it's people.

**MPERS.** Municipal Police Employees Retirement System.

**MTG.** Morganza to the Gulf Project.

**NACO.** National Association of Counties.

**NCD.** Non-Compliant Discharges.

**NFPA.** National Fire Protection Association.

**NPDES.** National Pollutant Discharge Elimination.

**NRCS.** Natural Resources Conservation Service.

**OAD.** Office for Addictive Disorders.

**Objectives.** Specific productivity targets within a certain time frame, with results that are measurable. Narrower than goals.

**OEP.** Office of Emergency Preparedness.

**OJP.** Office of Justice Programs.

**ONE.** Organized North Easterners.

**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.

**PCA.** Personal Care Attendant Program.

**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.

## GLOSSARY

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**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.

**SIL.** Supervised Independent Living.

**SOP.** Standard Operation Procedures.

**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.

**TBRA.** Tenant Based Rental Assistance.

**TLCD.** Terrebonne Levee and Conservation District.

**TPCG.** Terrebonne Parish Consolidated Government.

**TPR.** Terrebonne Parish Recreation.

**VA.** Veterans' Affairs.

**VAWA.** Violence Against Women Act.

**VFIS.** Volunteer Firemen's Insurance Services.

**WIA.** Workforce Investment Act.

**WRDA.** Water Resources Development Appropriation

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