

2004 ADOPTED BUDGET



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***Terrebonne Parish Consolidated Government
Houma, Louisiana***



About The Cover

The Terrebonne Parish Consolidated Government purchased a downtown bank/office building in December of 2000, (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.

Special Acknowledgements:

Cover Photograph and Design of Budget Layout by:

Ruby LeCompte

ADOPTED BUDGET

For the Year 2004



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

2003 PARISH COUNCIL MEMBERS

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

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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Terrebonne Parish Consolidated Government
Louisiana**

For the Fiscal Year Beginning

January 1, 2003

President

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Presentation to the Terrebonne Parish Consolidated Government for its annual budget for the fiscal year beginning January 1, 2003.

In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communication device.

The award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



September 24, 2003

Honorable Members of the Terrebonne Parish Council

I respectfully submit, for your review and consideration, the Proposed 2004 Consolidated Operations and Maintenance Budget and Five-Year Capital Outlay Requests. The Proposed Budget of \$151.2 million, an increase of \$6.4 million (or 4.4%) over the 2003 Original Adopted Budget is the fourth budget submitted under my Administration since taking office in the Year 2000.

Over the last four years, I have set the groundwork for this administration to begin following the much-anticipated “Terrebonne Comprehensive Master Plan”. This plan will be a visionary blue print for the next 20 years for parish leaders, planners, and decision makers to use in making the difficult, but necessary decisions to improve the parish. The budget submitted for your consideration includes key enhancements that are consistent with Administrative and Council priorities and works within the limitations of available funding.

Highlights and Goals of the Proposed 2004 Operating Budget

The Office of Coastal Restoration/Preservation is a newly formed department proposed for the year 2004. The new Department’s mission would be to provide aggressive leadership, direction, and consonance for the conservation, restoration, creation and nourishment of coastal resources in Terrebonne Parish. The Department would be responsible for the development and implementation of policies, plans and programs that encourage multiple uses of the coastal zone and achieve a proper balance between development and coastal resource preservation.

This office will have a similar focus at the Parish level as the Governor's Office of Coastal Activities does at the state level. The Office of Coastal Restoration/Preservation would participate with and coordinate the Parish's response to State and Federal agencies planning for the conservation and restoration of the Parish's wetlands. Another of the goals for this new department would be to reduce and where possible stop the rate of land loss in Terrebonne Parish by planning for and managing those activities of man that accelerate the natural process of coastal erosion and subsidence. The CZM Program (Coastal Zone Management), CZM Permits, Letters of no objection involving wetland issues, LaDEQ MS4 activities, and seismic permits would be under this department. The Department would develop management strategies for the minimization of the damaging effects of natural disasters on the natural resources of the Parish.

Economic Development is charged with the development and promotion of policies and programs that foster the expansion and diversification of the local and regional economy. As you can see by some of the following on-going projects, the Year 2004 will be a busy and stimulating year:

- Implement the Strategic Economic Development Plan with participation of the Parish's funding partners: Houma-Terrebonne Chamber of Commerce and the South Central Industrial Association.
- Promote partnership with the private sector similar to the proposal to Bollinger Ship Yard, which includes substantial incentives to locate their new marine manufacturing facility/shipyard at the Port of Terrebonne.
- Serve as a clearinghouse for tax and incentive information to the business community and to prospective businesses/industries in the parish.
- Aggressively pursue outside funding resources (EDA, Corps of Engineers, LCDA, etc.) for infrastructure development at the Port of Terrebonne.
- Implement local and regional elements of the latest update of the Comprehensive Economic Development Strategy (CEDS) in conjunction with South Central Planning & Development Commission.
- 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.
- Work with the Atchafalaya Trace Commission to promote the new tax incentive program available to small, heritage-based cottage industries through the Heritage Enterprise Zone (HEZ) economic development initiative available to Terrebonne Parish.
- Hold a workshop in conjunction with the Atchafalaya Trace Commission to make information on the new HEZ program available to eligible heritage-based businesses and industries in Terrebonne Parish and encourage their participation in this incentive program as a way to increase business and create jobs.
- Continue subsequent phases of the Civic Center hotel feasibility study leading to the preparation of a Request for Proposals to attract private sector developers for this project.

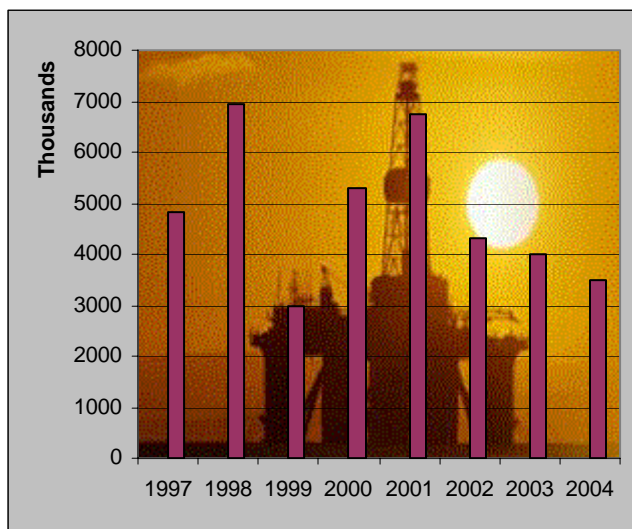
Special Projects and Programs continue to top the priority list of this administration, council members and the general public. With available funding, the following non-recurring items are proposed in the 2004 Budget Document:

- **General Fund Surpluses:**
 - Dedicated Emergency Fund, \$180,000
 - START Corporation, \$18,000
 - Domestic Abuse – The Haven, \$15,000
 - Economic Development Promotions, \$120,500
 - Parishwide Recreation
 - Allstar Travel, \$80,000
 - Special Olympics, \$100,000
 - Easter Program, \$4,500
 - Parish Arts Program, \$30,000
 - Criminal Court Fund, Drug Court, \$275,000
- **Video Poker Revenues:**
 - Dedicated Emergency Fund, \$651,000
 - Group Insurance Reserve, \$800,000
 - Westside Blvd. Extension, \$400,000
 - Port Administration, \$186,000
 - Mosquito Abatement, \$566,000
 - Parishwide Sewerage Program, \$233,000
- **PILOT (Payment-in-lieu-of-taxes)**
 - Public Safety Fund Supplement, \$2,500,000
 - Sidewalk Improvement Plan, \$106,000
 - Downtown Revitalization, \$20,000
- **Sales Tax Capital Improvement Fund**
 - 2-1A Schriever Drainage Improvements, \$315,000
 - Bayou LaCarpe Drainage, \$200,000
 - Courthouse Annex Waterproofing, \$350,000
 - Elevate Linda Ann Street, \$135,000
 - Bayou Terrebonne Clearing and Snagging, \$100,000
 - Sylvia Street Drainage Improvements, \$130,000
 - Gum Street Drainage Improvements (matching funds), \$90,000
 - Concord Drainage Improvements, \$250,000
 - Valhi Park, \$100,000
 - Lake Boudreaux Diversion, \$150,000
 - Falgout Canal Marsh Management Project, \$150,000
 - Agnes/Cleveland Street Drainage Improvements, (matching funds), \$150,000
 - Upper Ward 7 Levee Improvements, \$100,000
 - Upper Montegut Pump Station Rehabilitation, \$100,000
 - Jeff Drive Drainage Improvements, \$50,000
- **Parishwide Recreation, 2003 Surplus**
 - Summer Camps (O.N.E. C.H.A.N.E.), \$180,000
 - Boys & Girls Club, \$30,000
- **Drainage Operations & Maintenance Fund, 2003 Surplus**
 - Lower Bayou Dularge Levee, \$200,000

BUDGET PREPARATION

Revenue

The budget planning process began with the assumption that **State Mineral Royalties** would produce 0% growth. 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 and/or special projects. We are projecting \$4.0 million for the Year 2003 (which is \$500,000 over 2003 budget) based on the collections to date and proposing the \$3.5 million for Year 2004. We remain hopeful that our projections are exceeded, so that funds over \$4.5 million can be dedicated to the prioritized sewerage projects, in accordance with Ordinance Number 6609.



State Mineral Royalties

<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	4,308,077
2003	4,000,000
2004	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 small growth in sales tax collections through August 2003 and about 4% over the budget. We have projected our 2003 collections to be the same as 2002. With this in mind, for Year 2004, we are conservatively proposing our collections to be 95% of the 2003 projections.

Ad Valorem taxes are also proposed at 0% growth for 2004. Although property values continue to rise, we are proceeding with caution due to an increase in the number of payments being made under protest. The purpose for this is based on prior years collections and payments under protest collections.

Interest earnings on investments have continued to decline as the low interest rates on loans strive to “jump-start” our economy. In the past years, our Parish has depended on interest earnings in the construction funds for new and on-going capital projects. Without this source of funding, this budget relied heavily on the reserves in the ¼% Capital Improvement Sales Tax Fund to meet the priorities of the Administration and Council. The interest earnings for 2004 are proposed at a level significantly less than those projected for 2003.

Expenditures

Personnel changes for 2004 have resulted in a net reduction 7 full-time employees (967 to 960). In addition we have likewise reduced our part-time ranks from 106 to 99. The changes that affect the decrease are summarized as follows:

- Office of Coastal Restoration - an increase of four - director, coastal coordinator, engineering tech and clerk.
- Office of Parish President - elimination of one administrative assistant.
- City Court - an increase of one full-time staff psychologist (funded through their own fines and forfeiture revenues) and a part-time judge (supplemented by general fund).
- Government Buildings Division - elimination of two clerical positions and addition of one laborer.
- Janitorial Division - elimination one laborer III (as administrative offices continue to move to the Government Tower where contract labor is used).
- Planning Department - the elimination of cemetery administrator (duties absorbed by staff).
- Public Safety
 - Juvenile Detention Center - eliminated recreation and activities associate.
 - Houma Fire Department – eliminated COE student (part-time clerk)
- Housing and Human Services
 - Elimination of an E & T instructor and job recruiter (Job Readiness/Parenting Grant not renewed).
 - Change fiscal monitor from part-time to full-time (substantially funded through federal grants)
 - Elimination of two full-time and eight part-time positions in the Social Detox Program (which is proposed to be sub-contracted through the START Corporation).
- Transit Department - elimination of assistant administrator.
- Road and Bridge/Drainage Divisions –decrease of one R & B laborer and increase of four part-time drainage pump attendants.
- Fire District No. 5 – elimination of one full-time and one part-time (district became an autonomous governing authority no longer falling under the employment of the Parish).
- Health Unit – change part-time clerk to full-time clerk
- Sewerage Division – elimination of chemist/lab supervisor

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

Retirement Contributions for the Year 2004 will increase the employer's portion of the Parochial Employees Retirement System from 3.75% of gross payroll to 5.25%, which results in a parish-wide increase of \$280,000.

The Louisiana State Firefighters Retirement System settled on an increase in the employer portion from 9% in 2002 to 21% in 2003, an increase of \$240,000 in 2003 and 2004. The City of Houma Firemen's Pension and Relief Plan, which covers firemen hired prior to 1980 has also received notice of an increase in their annual contribution from \$56,500 to \$220,500 beginning with 2003. The combined affect on the Public Safety Fund has been adverse to the operations and maintenance of this department, and their limited revenue.

The Louisiana Municipal Police Retirement System has increased the employer's portion from 9% to 15.25% through June 2004, following with 18.25% through December 2004. The City of Houma Police Pension and Relief Plan, which covers police officers hired prior to October 1983, has decreased its annual contribution from \$173,000 to \$101,000 in 2003. The net affect on the Public Safety Fund will be an increase of \$103,000 for 2003 and 2004.

Unfunded Requests

The proposed budget does not include funding for requested operating capital expenditures. Many or certain items could not be funded without seriously impacting the finances of the government. A priority of rebuilding the Dedicated Emergency Fund (following a tropical storm and hurricane in 2002), rebuilding the general fund insurance reserves and matching the increases in employee benefits has left very little for operating capital. With this in mind, many budgets will be revisited next year in hopes of accumulating surpluses that may occur through employee turnover and prudent spending practices.

Long Term Impacts

Sound financial planning requires that Administration and Council look beyond immediate budget issues and begin to assess the impact that current policy decisions may have on future budgets. In this regard, I would like to once again make the Council aware of three major issues that we must face in the next year.

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 six years and escalating employee benefits. In 2004, a supplement of \$2.5 million is proposed from the General Fund's PILOT (Payment in Lieu of Taxes from the City Utility System). With decreasing profits in the Utility System, this limited source of funding must be replaced in the near future with a permanent funding source to maintain the level of services provided by the city police and fire departments. The PILOT revenue is also used for City Court, City Marshall, Downtown Development and other urbanized programs.

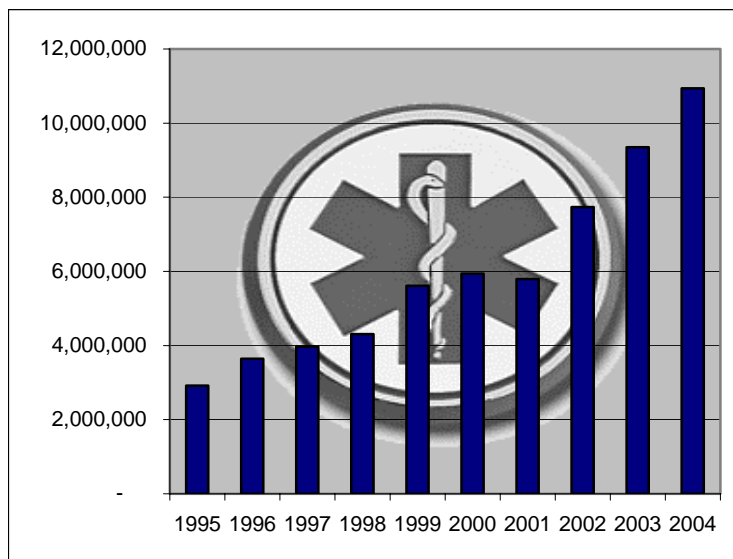
This area of concern has been included in my budget message since 2001, however through prudent planning and setting aside surpluses from open position and increased tax collections the need to supplement from General Fund (PILOT) was delayed until 2003. For the years 1994 through 1999, the PILOT revenue 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 second major issue is the **Sanitation Operations and Maintenance Fund**. In August 2004, the Parish will once again receive bids for residential and small commercial solid waste collection and transportation. If you remember, the last time bids were received all proposals exceeded available funding. Fortunately, the Council authorized Administration to negotiate a contract extension, which was accepted subject to various stipulations. That successful negotiation with the current contractor extended services until August 2004.

At the end of 2003, the Sanitation Fund is projected to have a surplus of \$1.785 million, which will be needed, in its entirety for 2004, assuming a new contract with same terms is realized. Built into this coming budget and future budgets through 2006, are incremental increases in fees based on forecasting estimates developed in 2001. As always, this Administration will remain attentive in the oversight of this fund and seek alternative service levels and methods for funding services to best incorporate the needs of our parish citizens.

The third major issue of **Health Insurance** continues to be a major challenge to all departments. At the end of 2002, the Parish General Fund supplemented the group insurance fund by \$800,000 by using part of the \$1.0 million insurance reserve. In addition, the 2003 budget included 20% increases in premiums charged to the departments (partially offset by employee cost-share). However, with another year of predicted increases in medical care, departments were asked to absorb another 20% increase in their 2004 budget without the corresponding revenue. Many were able to balance through reductions in their operating capital, turnover and attrition of personnel. Year 2004 group benefits recommendations are expected to be received later this year and may be subject to revision as we begin the process of budget review.

Analysis of group insurance claims over a 10-year period (including 2003 projected and 2004 proposed)



Group Insurance Claims	
1995	2,917,072
1996	3,643,520
1997	3,968,643
1998	4,307,855
1999	5,615,748
2000	5,938,496
2001	5,789,562
2002	7,733,311
2003	9,350,394
2004	10,939,961

Distinguished Budget Presentation

The Finance Department, Accounting Division received the “Distinguished Budget Presentation Award” from the Government Finance Officers Association (GFOA) of the United States and Canada for the 2003 Annual Operating Budget. This national award is the highest professional recognition in governmental budgeting. To receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, an operations guide, a financial plan, and a communications device. This is the first year the division has received this award.

Four years ago, the Finance Department initially began using the GFOA criteria only to improve the reader’s ability to interpret the comprehensive document, provide a “user-friendly” guide, and provide the Council, Administration and Management a Financial Plan they could easily follow through-out the year. This past year, special effort was made to pursue the professional recognition and become one of eight local governments to be honored statewide.

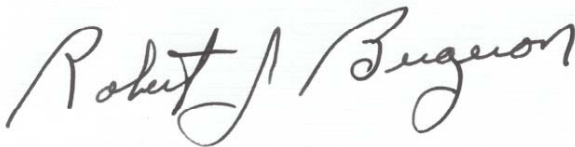
CONCLUSION

The economic outlook on both regional and national levels will continue to be a primary focus for the Parish. Forecasts indicate the economy is showing signs of recovery, but to what extent remains undetermined. The uncertainties of the economy will continue to pose a challenge for the Parish’s fiscal health and financial management policies; however, all efforts will be made to effectively manage the Parish’s resources and provide the highest quality services to the public.

Despite the economic challenges confronted in the development of this budget document, the Parish is optimistic. We will continue to closely monitor economic indicators and to appropriately plan and make adjustments as necessary for optimal operations and service levels.

With kindness regards, I remain,

Respectfully Yours,

A handwritten signature in cursive script that reads "Robert J. Bergeron". The signature is written in dark ink on a light-colored background.

Robert J. Bergeron
Parish President

BUDGET MESSAGE SUPPLEMENT

In the Budget Message submitted by the Parish President, brief highlights of the 2004 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

The future of our economic conditions was used to make projections for many of our most important revenues. As part of the 2004 budget process, the Parish department heads were asked to identify foreseeable changes in revenues and expenditures for 2004. Taken into consideration were historical trends to develop growth estimates for different categories. The economic outlook for the coming year affects estimates of revenue, which, in turn, dictate the amount of funds available for spending. The following is an excerpt from the *Louisiana Economic Outlook*, published by Louisiana State University and Southeastern Louisiana University economists:

The report includes the following projections for Houma's Metropolitan Statistical Area (MSA) during 2004 – 2005 which includes Terrebonne and Lafourche Parishes:

Houma was the only MSA to grow straight through the national recession, adding 5,700 jobs over the past three years. An even faster-expanding extraction sector and the prospect for even more shipbuilding jobs should propel Houma to the title of the fastest-growing MSA in Louisiana during 2004 – 2005. "We forecast that the area will average 2.2% growth a year, totaling 3,700 new jobs".

The Courier, a local Houma newspaper, spotlighted the Parish growth in an article following an interview with the Parish Planning Department, stating the commercial development in 2003 for Terrebonne Parish more than doubled that of previous years and according to the Parish Planning Department the signs are there for the growth to continue in 2004. Terrebonne Parish issued permits for \$71 million worth of new commercial developments in 2003, which is double the amounts issued in the following previous years: \$28 million in 2002, \$30 million in 2001, and \$35 million in 2000. This increase comes from major retailers choosing Houma as the spot to locate in 2003. There were 688 new residential construction permits issued in 2003. There has not been any permits issued for apartment complexes in 25 years. In 2003 three permits were issued for three major apartment complexes. Area builders have attributed the lapse in construction of large apartment complexes on economic factors dating back to the last serious oil-patch bust and a depression on rental rates occurring in the 1970's and '80s. However, the stronger economy of recent years has turned Houma into an apparent hot spot for apartments. In an earlier article from *The Courier*, the author interviewed an apartment developer who indicated three factors were supporting the new construction; oil and gas industry growth, a strengthening medical industry and a fast growing retail industry.

The area's economy has diversified away from just being an oil and gas hub, thereby avoiding a hard hit if another oil bust occurs like the one in the 1980's. Although in some sectors, like the seafood industry is hurting, the Parish is still in a better position than other areas in the state. The Milken Institute of California, an economic think tank, has recognized the area for something positive. It ranked the Houma-Thibodaux metro area 16th best in the nation as a place to do business, judging factors like our wage and salary growth, and population and job growth. Since peaking at 17.8% in 1986, unemployment rates declined to an average of 3.9% in 2003, which was below state and national averages.

In April of 2003, the Parish Council approved an agreement with the Houma-Terrebonne Chamber of Commerce and the South Central Industrial Association for an organizational assessment to implement the Economic Development Strategic Plan recently completed and highlighted in the 2003 Adopted Budget. Under the direction of the Parish Administration and the Economic Development Department, Tamerica Management Company prepared this ground-breaking report can be found on the Parish website, www.tpcg.org. With the Parish interested in fostering long-term economic development in order to create jobs and employment opportunities, this strategic plan extends to the continued development and growth of existing businesses and industries in the Parish, as well as efforts to improve those deficient areas.

The above Economic indicators provides some optimism, however the three major areas of concerns highlighted in the Budget Message are in the forefront of financial planning with Parish Administrators. The long-term impacts from the Public Safety Fund, Sanitation Operations, and Health Insurance are the primary concerns and limitations that may effect the implementation of the Strategic Plan.

BUDGET MESSAGE SUPPLEMENT

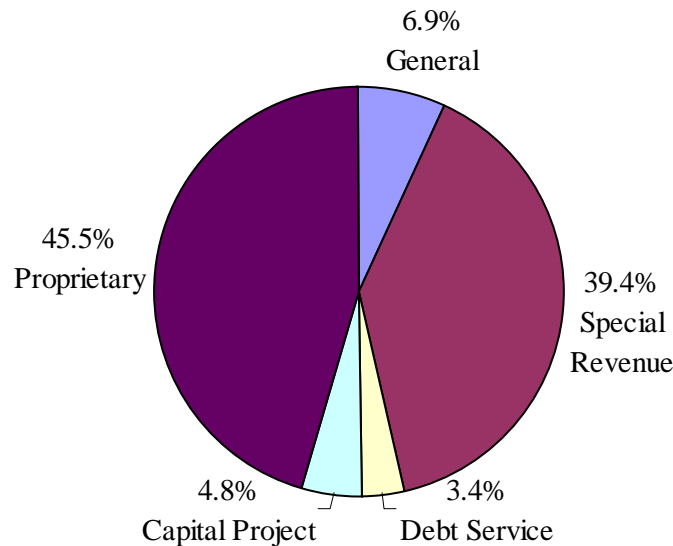
ALL FUND SUMMARY

The adopted budget for the year 2004 for all funds, exclusive of operating transfers between funds, totals \$151.2 million. This is an increase of 4.4% or \$6.4 million from the original 2003 adopted budget. For comparison, the final 2003 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 2003 budget and the recently adopted 2004 budget. The revenue summary and assumptions and appropriation assumptions are discussed in the “Understanding the Budget” section of this report.

2004 ANNUAL APPROPRIATIONS BY FUND TYPE

<u>Fund Type</u>	2003 ORIGINAL BUDGET	2004 ADOPTED BUDGET	2004 BUDGET OVER (UNDER) 2003 BUDGET	
General	\$ 10,250,170	\$ 10,430,689	\$ 180,519	1.76%
Special Revenue	57,491,933	59,506,988	2,015,055	3.50%
Debt Service	5,249,406	5,175,654	(73,752)	-1.40%
Capital Project	10,517,657	7,267,044	(3,250,613)	-30.91%
Proprietary	61,262,582	68,783,239	7,520,657	12.28%
Grand Total	\$ 144,771,748	\$ 151,163,614	\$ 6,391,866	4.42%

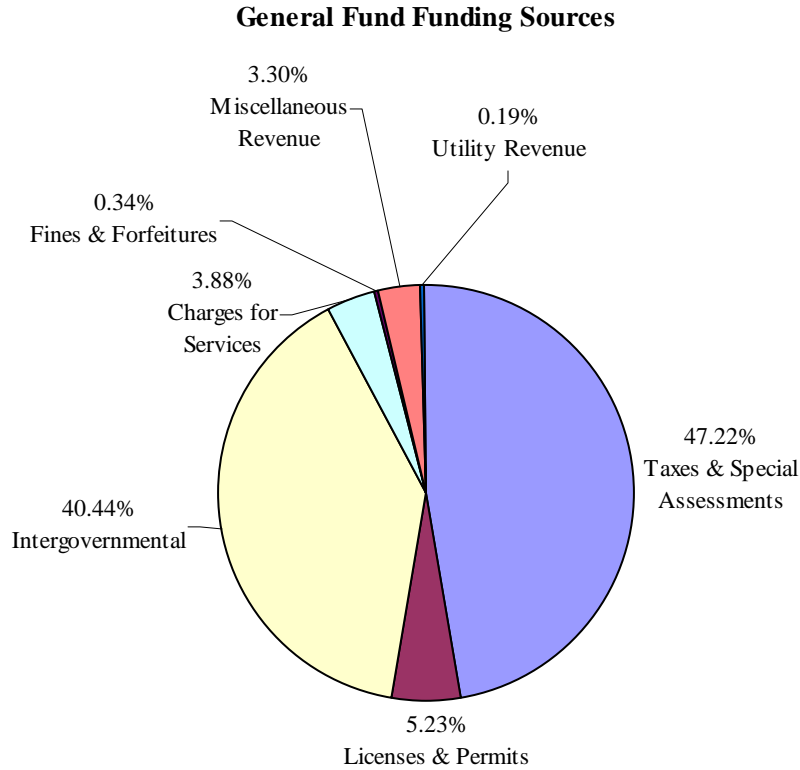
2004 Annual Appropriations By Fund Type



BUDGET MESSAGE SUPPLEMENT

GENERAL FUND

As shown in the chart on the previous page, the General Fund makes up 6.9% of the total Parish budget for the year 2004. 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 increased by \$102,643 or .70%, compared to the 2003 original budget. Although the General Fund Departments suffered from the high increases in group insurance, pension costs and low interest rates on investments as in all funds, recurring and non-recurring expenditures were also scaled back anticipating a zero percent growth

BUDGET MESSAGE SUPPLEMENT

GENERAL FUND (Continued)

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:

Dedicated Emergency Fund		\$	179,360
Publicity			
Downtown Festival	15,000		
Special Events Insurance	15,000		30,000
Economic Development Projects			
Terrebonne Economic Development Council	7,500		
South Central Planning Commission	67,000		
South La. Economic Council	25,000		
Studies/Consultants/Promotions/Travel/Printing	116,700		216,200
Parish Prison - Upgrade for Certification			73,850
Code Violation and Compliance			70,000
Restore and Retreat Fees			40,000
START Corporation - Weekend/Holiday Mental Health Services			18,170
The Haven - Domestic Abuse			15,000
Rural Transit System			150,953
Office of Addictive Disorders (To provide for additional hours for Recreation			24,000
Special Olympics	99,638		
All-star Traveling for Recreation	80,000		
Parish Arts Program	30,000		
Parishwide Recreation Administration Supplement	197,483		407,121
Criminal Court Fund			
Drug Court Program and Benefits Assistance			275,000
TOTAL FROM FUND BALANCE UNDESIGNATED		\$	1,499,654

FROM VIDEO POKER REVENUES:

Mosquito Control Program		\$	565,716
Port Commission Administration			186,408
Westside Blvd. Extension			400,000
Hollywood Road South Widening			233,357
District #4 Projects			42,000
		\$	1,427,481

FROM UTILITIES' PAYMENT IN LIEU OF TAXES (PILOT)

Downtown Promotions		\$	30,000
Public Safety Fund			2,500,000
Downtown Revitalization			20,000
10-year Sidewalk Improvement Plan			106,000
		\$	2,656,000.00

BUDGET MESSAGE SUPPLEMENT

SPECIAL REVENUE FUNDS

Approximately 39.4% 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 2004 budgets for Special Revenue Funds increased by \$2,015,055 or 3.50% from the 2003 funding level of \$57,491,933. This is primarily the result of an increase in the Firefighters and Police Pensions increases in the group insurance benefits for all funds.

DEBT SERVICE FUNDS

Debt service requirements for 2004 decreased by \$73,752 from the prior year or 1.40%. There were no significant changes.

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 2004, new project funding totaled \$7,267,044. 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 \$37.8 million, an increase of \$2.1 million over the \$35.7 million originally adopted in 2003. 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 \$5.08 million for 2004, including \$2.5 million from prior year reserves for the Urban Public Safety Fund. The fluctuation in expenditures is directly attributed to the cost of fuel for resale, although some of the increase relates to group insurance benefits and pensions 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 \$6.29 million, an increase of \$1.41 over \$4.88 million originally adopted in 2003, or 29%. A significant portion of this increase relates to the GASB #34 requirement to account for Contributed Capital as a revenue source instead of a reduction in the depreciation expense. Sewer fees are charged to users of the services. 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 \$2.25 million, an increase of \$.55 million over the \$1.7 million originally adopted in 2003, or 32.35%. A significant portion of this increase relates to the GASB #34 requirement to account for Contributed Capital as a revenue source instead of a reduction in the depreciation expense. Funded by both user charges and a General Fund Supplement of \$717,000, this fund added Food and Beverage services 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 and is again reflected in 2004.

➤ 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 \$22.4 million, compared to 2003 of \$18.9 million, an 18% increase.

BUDGET MESSAGE SUPPLEMENT

PROPRIETARY FUND TYPES (Continued)

Reflected in the following chart, Group Management, Human Resources and Fleet Maintenance Funds had the greatest increases. With group-health expenditures increasing nation-wide, Terrebonne Parish was included in the adverse reaction. In 2004, group-health costs increase by \$3.0 million or 31%. The departments prepared for another net increase of 20% after raising both the employee and employer contribution in addition to receiving a General Fund supplement of \$1,000,000 at the end of 2003.

Human Resources Department reflects an increase in unemployment claims, in which the Parish is self-funded, and related legal fees. In addition, group insurance and pension benefits increased as part of personnel expenditures.

With an increase in the Fleet Maintenance Division of Public Works, this funds reflects a coordinated increase in their expenditures and related user fees in revenue.

INTERNAL SERVICE FUNDS

	2003 ADOPTED BUDGET	2004 ADOPTED BUDGET	2004 BUDGET OVER (UNDER) 2003 BUDGET	
				<u>Percent</u>
Risk Management	\$ 6,057,762	\$ 6,369,666	\$ 311,904	5.0%
Group Management	9,718,711	12,717,028	2,998,317	31.0%
Human Resources	582,156	646,302	64,146	11.0%
Purchasing/Warehouse	696,367	688,874	(7,493)	-1.0%
Information Systems	1,258,630	1,312,317	53,687	4.0%
Fleet Maintenance	623,000	700,255	77,255	12.0%
	<u>\$ 18,936,626</u>	<u>\$ 22,434,442</u>	<u>\$ 3,497,816</u>	<u>18.0%</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.

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

Standard & Poor's	Rating
\$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+

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 2004, 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.

UNDERSTANDING THE BUDGET

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 2004 budget process:
 - July 10, 2003 – Instructional Letter and Budget Packets sent to Departments
 - August 1 – 30, 2003 – Various Deadlines by departments for submission of budget requests
 - September, 2003 – President’s Discussions/Review with Finance Department/Accounting Division/Budget Staff
 - September 24, 2003 – Scheduled presentation of budget to Council
 - October – December 1, 2003 – Council Budget Hearings during the Budget and Finance Committee Meetings
 - December 3, 2003 – Council gives approval of revised budget and budget is adopted
 - January 1, 2004 – Budget takes effect
- (2) The Council conducts public hearings in October through the first Wednesday in December to obtain taxpayer comments.
- (3) All actions necessary to adopt and otherwise finalize and implement the budget for an ensuing year are taken prior to the last regular meeting of the year in progress. The budget is legally enacted through passage of an ordinance.
- (4) The level of budgetary control is at the fund, department or project level and any amendment involving the transfer of monies from one fund, department or project to another or any amendment for amounts exceeding any current expenditure amount budgeted must be approved by the Council. The Parish President can control any transfers of unencumbered appropriations within departments.
- (5) All budgeted amounts, which are not expended, or obligated through contracts, lapse at year-end.
- (6) Budgets for all governmental fund types are adopted on a basis consistent with accounting principles generally accepted in the United States of America.
- (7) The budget may be amended 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.

UNDERSTANDING THE BUDGET

THE BUDGET PROCESS (Continued)

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.

The 2003 Budget Amendments passed by Council after the submission of the 2004 Proposed Budget are maintained throughout the budget hearing process. The Adopted 2004 Budget includes all 2003 Budget Amendments, which were approved by the Parish Council.

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. This budget is a balanced budget meaning that all funds have a favorable or zero fund balance or retained earnings. 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.

UNDERSTANDING THE BUDGET

BUDGETARY STRUCTURE (Continued)

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.

➤ **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. TPCG has converted the accounting records to GASB 34 format for fiscal year ended December 31, 2002. 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.

UNDERSTANDING THE BUDGET

FINANCIAL POLICIES (Continued)

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.

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 expired in July 2003, however an extension was granted by local banks through December 31, 2003 to coordinate with the Parish year-end. The Parish is currently in the process of preparing "requests for proposals" for two-year terms beginning January 2004 and ending December 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 2003 tax levy is recorded as deferred revenue in the Parish's 2003 financial statements and recorded as revenue in the 2004 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, City Fire and Police and various other programs and projects which are listed in the "Summaries Section" of this budget.

UNDERSTANDING THE BUDGET

REVENUE POLICIES (Continued)

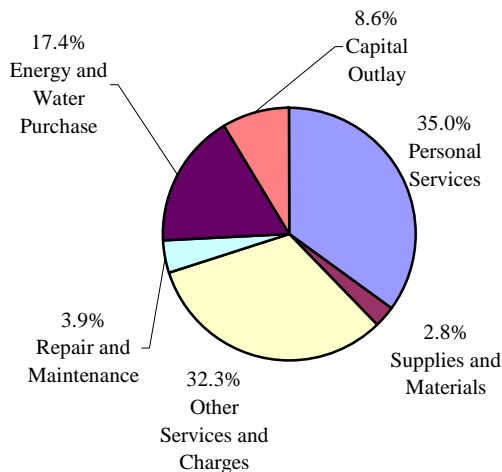
The Parish establishes fees and charges to cover the costs of services provided. All fees imposed by the Parish are submitted by Administration to the Council for adoption by ordinance and shall not be in conflict with State Law. The fees are established at a level, which will maintain the services over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

EXPENDITURE POLICIES

2004 SUMMARY OF ALL BY EXPENDITURE TYPE

	<u>2002 ACTUAL</u>	<u>2003 BUDGET</u>	<u>2003 PROJECTED</u>	<u>2004 BUDGET</u>
Personal Services	\$ 46,054,268	\$ 50,052,112	\$ 48,232,342	\$ 52,969,856
Supplies and Materials	4,096,062	4,835,290	4,183,361	4,250,095
Other Services and Charges	36,788,283	63,023,706	67,799,133	48,768,104
Repair and Maintenance	6,488,573	7,886,758	7,429,100	5,932,287
Energy and Water Purchase	21,736,384	24,565,000	25,337,189	26,260,000
Capital Outlay	22,131,208	66,963,474	68,798,822	12,983,272
Grand Total	<u>\$ 137,294,778</u>	<u>\$ 217,326,340</u>	<u>\$ 221,779,947</u>	<u>\$ 151,163,614</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

EXPENDITURE POLICIES (Continued)

The Parish maintains an Insurance Reserve of \$2.0 million in the General Fund's Fund Balance for unforeseen liabilities, which cannot be paid from current financial resources. In December 2002, \$800,000 was transferred to the Group Insurance Fund and is scheduled to be replaced in 2003/2004. 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. In 2003/2004 funds will be transferred from the General Fund to the Dedicated Emergency Fund to re-establish the minimum balance of \$2.0 million.

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 2004 under the projected 2003 projected revenue collections, with the largest decreases in intergovernmental revenue, (53.5%) and the largest increase in charges for services, 10.8%. A comparison of 2003 projected and 2004 proposed revenue is as follows:

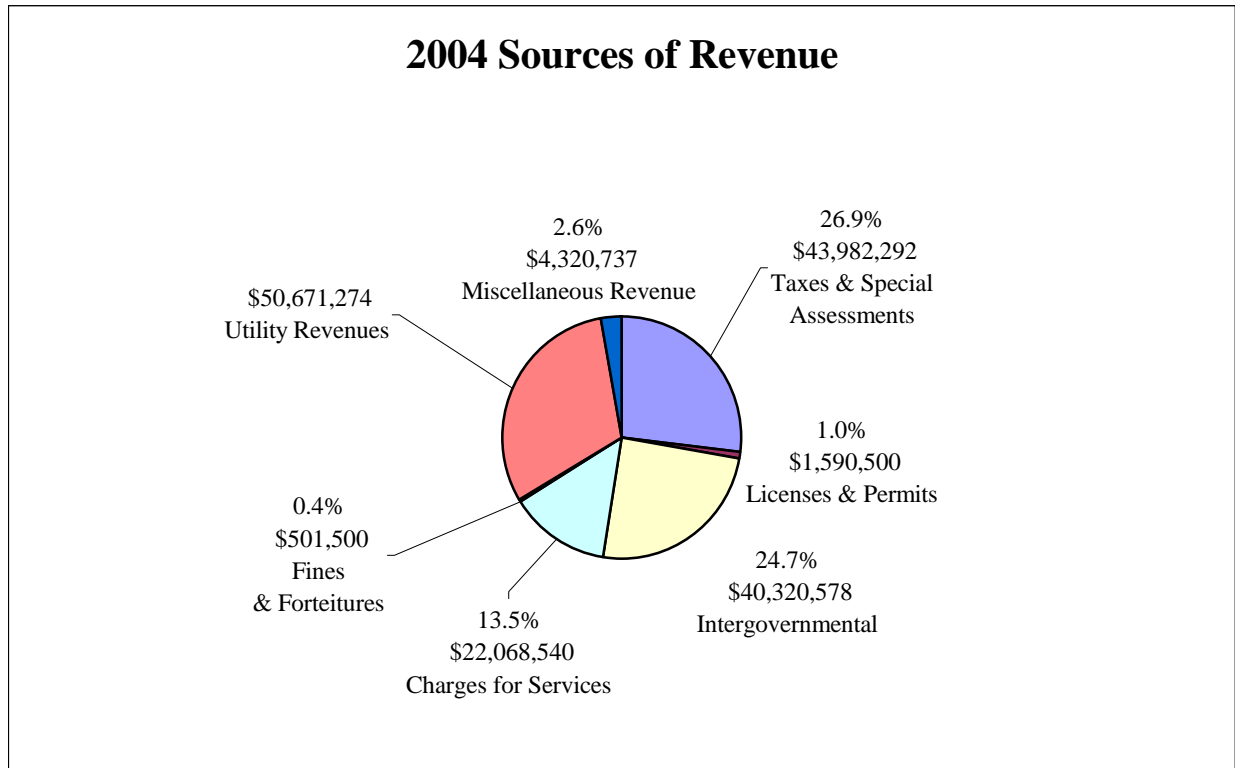
2004 SUMMARY OF ALL BY REVENUE TYPE

	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 BUDGET
Taxes & Special Assessments	\$ 44,437,252	\$ 43,472,365	\$ 45,753,842	\$ 43,982,292
Licenses & Permits	1,646,544	1,655,500	1,816,143	1,590,500
Intergovernmental	23,934,355	31,740,196	44,280,409	40,320,578
Charges for Services	16,842,247	19,260,083	19,920,378	22,068,540
Fines & Forfeitures	491,093	501,500	491,232	507,000
Utility Revenue	44,573,526	47,907,478	46,715,221	50,671,274
Miscellaneous Revenue	7,760,439	3,163,490	14,652,627	4,320,737
Grand Total	<u>\$ 139,685,456</u>	<u>\$ 147,700,612</u>	<u>\$ 173,629,852</u>	<u>\$ 163,460,921</u>

UNDERSTANDING THE BUDGET

REVENUE ASSUMPTIONS (Continued)

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



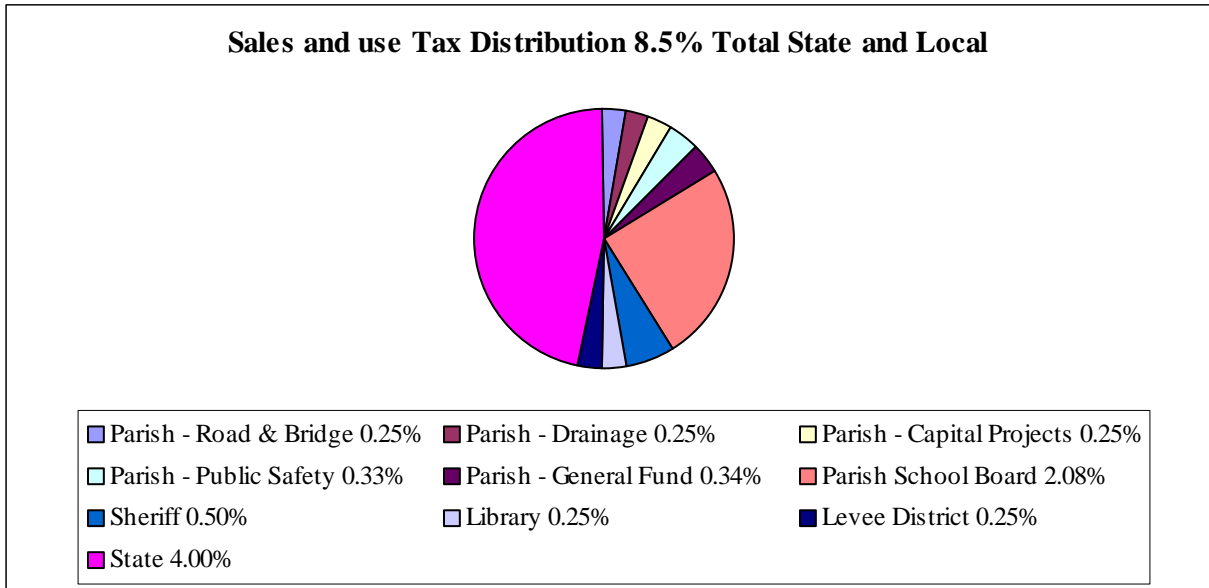
TAXES

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 47.5% of the total sources as shown above, and is projected to generate \$44.0 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

REVENUE ASSUMPTIONS (Continued)

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



The 2004 sales tax revenue estimates for all funds of the Parish totals \$25,108,475 and is approximately 95% of the 2003 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 2004, collections are estimated to be \$17.8 million.

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. The 2003 Budget/Projections include non-recurring state and federal grants for special projects such as \$10.0 million received from FEMA for elevation and buy-outs of homes in flood-prone areas of the Parish.

UNDERSTANDING THE BUDGET

REVENUE ASSUMPTIONS (Continued)

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 2004. The Civic Center charges fees based on usage of the facilities and the concessions and catering from the in-house food service.

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 2004, the estimated fund balance of \$5.5 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) and \$284,000 of the Utility "payment in lieu of taxes". In addition to the reserved fund balance, the Utility System had available \$5.3 million from the years 1994 through 1999 when only 50% of the eligible PILOT was transferred to the General Fund.

The Dedicated Emergency Fund derives its balance from the General Fund surpluses and as mentioned earlier, will have \$2.0 million by the end of 2004 avoiding any unforeseen emergencies.

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 reserves are scheduled to be depleted by December 31, 2004. In August 2004, our current contracts for solid waste collection, transportation and disposal will expire. Earlier this year, bids were solicited for a five-year collection contract to begin August 2003. However, all bids exceeded available funding. Subsequent negotiations with the current provider resulted in an extension to August 2004 at an additional annual cost of approximately \$1,800,000. This increase was not anticipated in the rate adjustment enacted in December 2001, and has therefore hastened the depletion of the fund balance. The Sanitation Operations and Maintenance Fund is projected to end 2003 with \$1.785 million surplus, all of which will be needed to fund 2004, assuming no cost increases for collection or transportation and a slight disposal cost reduction. The 2004 budget also anticipates the adopted incremental monthly fee increase from \$7.00 to \$8.00. As always, this Administration will remain attentive in the oversight of this fund and seek alternative service levels and funding methods to best serve the needs of our citizens.

UNDERSTANDING THE BUDGET

APPROPRIATION ASSUMPTIONS

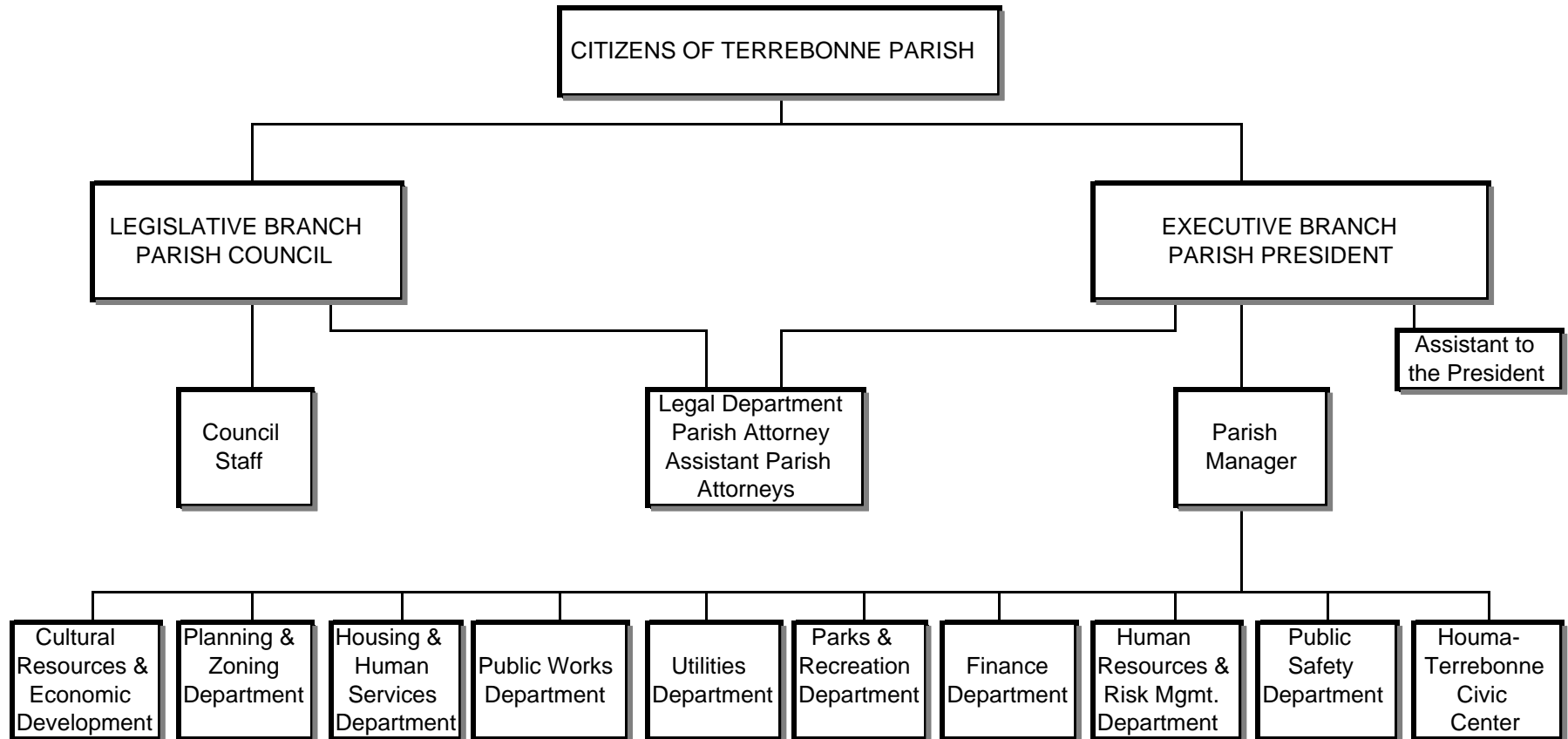
PERSONAL SERVICES

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 2004, 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 at the end of their third year of service.

The health, dental, and life insurance benefits of our full-time and retired employees have increased for another year. In 2003, family coverage has a co-pay of \$100 per month, while single coverage is \$35 per month.

The retirement contributions for the year 2004 will increase with the Parochial Employees Retirement System from 3.75% to 5.25% of gross payroll. The La. State Firefighters Retirement System increased in 2003 from 18.25% to 21%. The Louisiana Municipal Police Retirement System has increased the employer's portion from 9% to 15.25% through June 2004, following with 18.25% through December 2004.

TERREBONNE PARISH CONSOLIDATED GOVERNMENT



TERREBONNE PARISH OFFICIALS

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**

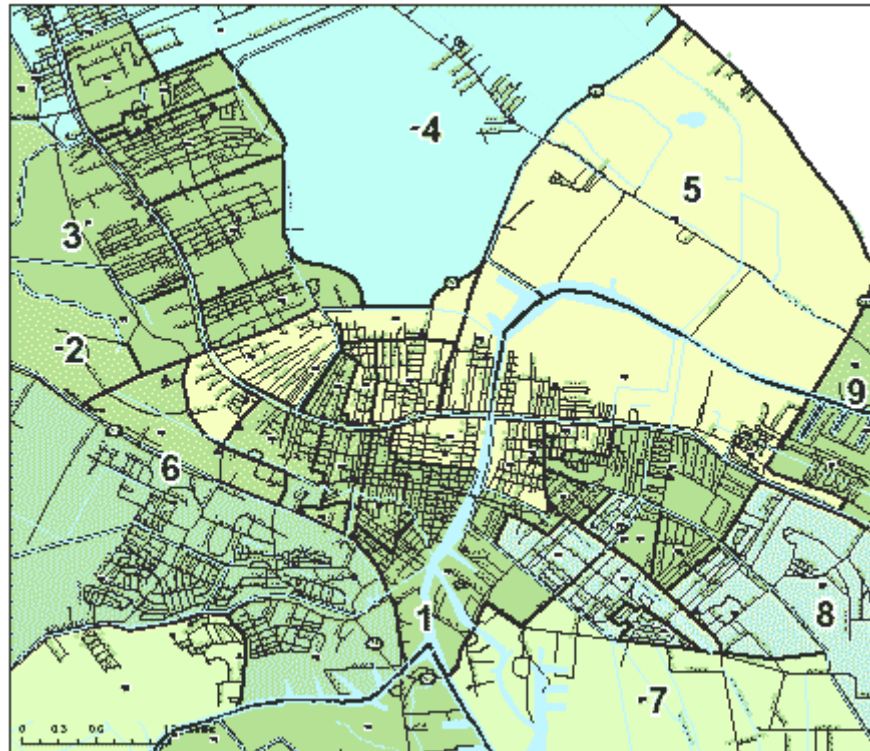
TERREBONNE PARISH OFFICIALS



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



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, 2004

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	PROPRIETARY	ADOPTED 2004	PROJECTED 2003	ACTUAL 2002
					FUND TYPES ENTERPRISE			
REVENUES								
Taxes & Special Assessments	6,948,982	36,123,820	809,490	0	100,000	43,982,292	45,753,842	44,437,252
Licenses & Permits	770,000	820,500	0	0	0	1,590,500	1,816,143	1,646,544
Intergovernmental	5,863,000	10,572,489	0	3,724,800	0	20,160,289	43,567,918	23,934,355
Charges for Services	570,800	379,190	100	0	21,118,450	22,068,540	19,920,378	16,842,247
Fines & Forfeitures	50,500	351,500	0	105,000	0	507,000	491,232	491,093
Miscellaneous Revenue	483,500	466,680	66,282	136,750	3,100,025	4,253,237	4,121,649	6,970,463
Utility Revenue	28,000	5,480,000	0	0	45,163,274	50,671,274	46,715,221	44,573,526
Other Revenue	0	0	0	0	67,500	67,500	10,530,978	789,976
TOTAL REVENUES	14,714,782	54,194,179	875,872	3,966,550	69,549,249	143,300,632	172,917,361	139,685,456
EXPENDITURES								
Parish Council	97,681	0	0	0	0	97,681	124,643	100,377
Council Clerk	71,159	0	0	0	0	71,159	94,242	88,673
Official Fees/Publication	67,776	0	0	0	0	67,776	61,845	57,767
City Court	762,052	0	0	141,244	0	903,296	978,164	615,098
District Court	422,522	0	0	0	0	422,522	401,637	397,192
Juvenile Services	0	2,341,165	0	0	0	2,341,165	2,205,068	2,059,148
District Attorney	452,083	0	0	0	0	452,083	423,093	404,562
Clerk of Court	179,100	0	0	0	0	179,100	181,600	146,309
Ward Court	301,485	0	0	0	0	301,485	224,662	223,697
City Marshall's Office	0	598,789	0	0	0	598,789	616,766	598,951
Judicial-Other	140,500	0	0	0	0	140,500	130,500	129,509
Parish President	134,035	0	0	0	0	134,035	164,629	153,479
Registrar of Voters	115,070	0	0	0	0	115,070	119,536	85,059
Elections	22,160	0	0	0	0	22,160	40,107	22,634
Accounting	299,357	0	0	0	0	299,357	326,835	311,442
Customer Service	24,988	0	0	0	0	24,988	64,188	43,734
Purchasing	0	0	0	0	688,874	688,874	670,614	612,856
Risk Management	0	0	0	0	19,086,694	19,086,694	18,232,668	13,521,974
Human Resources Admin.	0	0	0	0	555,652	555,652	510,586	433,450
Legal Services	488,708	0	0	0	0	488,708	524,774	534,048
Parking Meter Admin.	38,589	0	0	0	0	38,589	46,658	48,965
Information Systems	0	0	0	0	1,312,317	1,312,317	1,088,246	1,077,011
Planning	908,782	985,013	0	0	0	1,893,795	1,788,856	1,602,295
Government Buildings	1,610,157	0	0	350,000	0	1,960,157	4,027,613	3,419,228
Code Violation/Compliance	95,000	0	0	0	0	95,000	395,007	158,842
Auditoriums	0	185,983	0	0	0	185,983	356,856	212,371
Civic Center	0	0	0	0	2,246,858	2,246,858	2,253,652	2,220,747
Janitorial Services	701,214	0	0	0	0	701,214	696,663	681,346
General-Other	495,815	1,537,924	63,300	0	129,565	2,226,604	2,425,400	2,426,036
Parish Prisoners	0	1,892,635	0	0	0	1,892,635	2,562,993	1,694,518
Prisoners' Medical Department	0	888,031	0	0	0	888,031	802,122	776,817
Coroner	430,853	0	0	0	0	430,853	418,188	390,977
2003 LLEBG Award	0	90,173	0	0	0	90,173	0	0
Police	0	5,890,949	0	0	0	5,890,949	6,100,053	5,275,494
Cops Fast Program	0	0	0	0	0	0	37,092	58,517
Dom. Violence - General	0	0	0	0	0	0	9,208	1,623
Dom. Violence - Rural	0	0	0	0	0	0	28,035	23,912
Police-Pension	0	0	94,410	0	0	94,410	94,409	92,210
Fire-Rural	0	233,674	0	0	0	233,674	1,408,317	327,226
Fire-Urban	0	4,644,843	421,237	0	0	5,066,080	7,320,786	4,530,137

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, 2004

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	PROPRIETARY	ADOPTED 2004	PROJECTED 2003	ACTUAL 2002
					FUND TYPES ENTERPRISE			
Public Works Administration	336,600	0	0	300,000	0	636,600	158,760	57,102
Service Ctr./Engineering	284,599	0	0	0	0	284,599	551,844	139,397
Garage	0	0	0	0	700,255	700,255	626,499	612,405
Roads & Bridges	0	6,700,699	536,029	4,365,800	0	11,602,528	21,362,815	8,938,855
Road Lighting	0	1,533,750	0	0	0	1,533,750	2,130,218	1,351,889
Drainage	0	7,075,596	346,309	1,685,000	0	9,106,905	36,158,459	11,445,924
Health Unit	0	707,989	0	0	0	707,989	668,365	573,601
Summer Feeding Program	0	0	0	0	0	0	0	98,170
Public Cemeteries	0	0	0	0	0	0	0	14,653
Parish VA Service Office	14,208	0	0	0	0	14,208	10,932	10,932
Health & Welfare-Other	598,886	139,346	0	0	0	738,232	691,964	675,462
Social Detox	0	167,123	0	0	0	167,123	175,853	175,944
Terr Alcohol/Drug Abuse	0	74,568	0	0	0	74,568	49,899	57,723
Sewerage Collection	0	0	2,206,869	0	2,971,038	5,177,907	11,894,409	5,666,721
Treatment Plant	0	0	0	0	2,772,547	2,772,547	2,634,758	2,468,069
EPA Grant Administration	0	0	0	0	348,757	348,757	215,472	232,443
Sewerage Capital Addt'n	0	0	0	0	195,000	195,000	193,500	188,910
Solid Waste Services	0	10,149,480	1,507,500	325,000	0	11,981,980	15,871,644	11,956,771
Animal Control	0	355,794	0	0	0	355,794	473,840	364,540
Landfill Closure	0	2,000	0	0	0	2,000	813,119	1,982,151
Parks & Grounds	0	422,208	0	100,000	0	522,208	769,813	639,273
Darsey Park	0	8,668	0	0	0	8,668	190,938	4,142
Library	0	0	0	0	0	0	67,991	308
Recreation-Other	0	0	0	0	0	0	15,000	0
Adult Softball	0	39,200	0	0	0	39,200	38,567	36,986
TPR-Administration	0	628,486	0	0	0	628,486	546,158	523,560
Camps & Workshops	0	246,168	0	0	0	246,168	252,354	234,228
Grand Bois Park	0	59,917	0	0	0	59,917	80,494	48,823
Youth Basketball	0	144,000	0	0	0	144,000	138,802	126,448
Football	0	57,664	0	0	0	57,664	57,664	61,742
Youth Softball	0	61,000	0	0	0	61,000	51,956	34,105
Youth Volleyball	0	10,000	0	0	0	10,000	9,464	11,404
Baseball	0	186,500	0	0	0	186,500	155,873	180,651
Adult Volleyball	0	5,900	0	0	0	5,900	6,500	1,543
Special Olympics	0	99,638	0	0	0	99,638	102,608	88,277
Terr. Levee & Cons. Dist.	0	3,678,671	0	0	0	0	0	4,021
Museum-O & M	0	149,731	0	0	0	149,731	141,156	157,444
Bunk House Inn	0	29,880	0	0	0	29,880	0	0
Family Self Sufficiency	0	26,775	0	0	0	26,775	23,793	0
Vouchers Program	0	2,176,262	0	0	0	2,176,262	2,126,936	2,132,654
Home Administration	0	72,210	0	0	0	72,210	77,276	72,677
Home/Technical Assistant	0	77,400	0	0	0	77,400	90,731	308,027
Home/Projects	0	387,000	0	0	0	387,000	683,907	664,723
LHFA Weatherization	0	0	0	0	0	0	0	7,051
LiHeap Weath.	0	9,400	0	0	0	9,400	11,533	0
LiHeap Weather	0	9,918	0	0	0	9,918	9,792	9,755
CDBG Administration	0	307,000	0	0	0	307,000	303,747	331,860
LCDBG 1991 Rental Rehab	0	90,343	0	0	0	90,343	10,236	10,549
CDBG-Economic Development	0	26,004	0	0	0	26,004	78,595	116,117
CDBG Projects	0	442,001	0	0	0	442,001	1,010,577	2,246,418
CDBG Housing Rehab	0	786,000	0	0	0	786,000	699,914	531,899
CDBG Summer Youth Program	0	0	0	0	0	0	0	192,631

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, 2004

	GENERAL	SPECIAL REVENUE	DEBT SERVICE	CAPITAL PROJECTS	PROPRIETARY	ADOPTED 2004	PROJECTED 2003	ACTUAL 2002
					FUND TYPES ENTERPRISE			
Hazard Mitigation	0	0	0	0	0	0	10,065,975	0
Essential Services	0	23,664	0	0	0	23,664	18,153	15,612
Shelter Operations	0	135,788	0	0	0	135,788	141,799	133,605
Homeless Prevention	0	3,500	0	0	0	3,500	7,200	0
Tanf Energy Assistance	0	0	0	0	0	0	5,260	27,361
LIHEAP	0	0	0	0	0	0	570	27,570
LHFA	0	5,800	0	0	0	5,800	0	3,032
LIHEAP	0	3,600	0	0	0	3,600	3,844	41,340
LHFA - LIHEAP	0	30,000	0	0	0	30,000	10,500	320,734
Fiscal Year 2003 Award	0	0	0	0	0	0	109,986	3,935
Welfare to Work / WIA Youth	0	71,881	0	0	0	71,881	38,840	64,241
CSBG-Administration	0	0	0	0	0	0	0	64,544
CSBG-Programs	0	0	0	0	0	0	0	18,268
CSBG-Administration	0	166,601	0	0	0	166,601	135,720	86,106
CSBG-Programs	0	122,195	0	0	0	122,195	149,633	64,447
Economic Development	493,860	0	0	0	0	493,860	537,892	526,369
Publicity	30,000	0	0	0	0	30,000	180,123	66,426
Economic Development-Other	119,500	500	0	0	0	120,000	2,659,842	177,498
Housing & Human Service	304,410	0	0	0	0	304,410	268,917	249,056
Parish Farm Agent	32,160	0	0	0	0	32,160	32,160	27,172
Head Start Administration	0	29,470	0	0	0	29,470	28,340	9,554
Head Start Program	0	50,365	0	0	0	50,365	56,613	63,420
Administration	0	69,078	0	0	0	69,078	63,300	54,780
Outreach & Recruitment	0	46,123	0	0	0	46,123	30,905	22,254
Education/Job Training	0	121,440	0	0	0	121,440	125,033	129,910
Leadership Dev/Supp Svc	0	4,930	0	0	0	4,930	9,357	14,933
Job Placement	0	4,930	0	0	0	4,930	4,824	6,386
Trainee Wages	0	109,451	0	0	0	109,451	76,390	93,147
Public Transit Planning	0	6,000	0	0	0	6,000	6,033	0
Port Administration	186,408	0	0	0	0	186,408	2,099,952	389,795
Arts & Humanities	0	137,633	0	0	0	137,633	48,000	137,690
Arts & Humanities	0	0	0	0	0	0	141,392	49,221
Local Coastal Prgm Dev.	0	76,507	0	0	0	3,755,178	3,933,509	68,396
Metro Housing Asst. Grant	0	0	0	0	0	0	42,545	0
Job Readiness	0	0	0	0	0	0	27,625	0
Planning	0	81,237	0	0	0	81,237	609,706	207,414
Operation/General Admin	0	181,581	0	0	0	181,581	310,385	177,828
Vehicle Operations	0	770,186	0	0	0	770,186	866,106	538,466
Vehicle Maintenance	0	273,365	0	0	0	273,365	251,245	259,986
Non Vehicle Maintenance	0	19,695	0	0	0	19,695	26,089	13,051
Rent/Emergency Shelter	0	20,000	0	0	0	20,000	25,517	27,106
Electric Generation	0	0	0	0	19,028,483	19,028,483	17,654,072	17,171,787
Electric Distribution	0	0	0	0	2,686,186	2,686,186	2,338,443	2,082,774
Gas Distribution	0	0	0	0	13,010,904	13,010,904	12,782,852	8,880,892
Utility Administration	0	0	0	0	2,975,909	2,975,909	2,869,213	2,901,611
G.I.S. Mapping System	0	508,000	0	0	74,200	582,200	798,814	440,580
Emergency Preparedness	170,972	0	0	0	0	170,972	443,707	293,293
TOTAL EXPENDITURES	10,430,689	59,506,988	5,175,654	7,267,044	68,783,239	151,163,614	220,427,417	137,298,799

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, 2004

	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>DEBT SERVICE</u>	<u>CAPITAL PROJECTS</u>	<u>PROPRIETARY FUND TYPES ENTERPRISE</u>	<u>ADOPTED 2004</u>	<u>PROJECTED 2003</u>	<u>ACTUAL 2002</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	4,284,093	(5,312,809)	(4,299,782)	(3,300,494)	766,010	(7,862,982)	(47,510,056)	2,386,657
OTHER FINANCING SOURCES (USES)								
Operating Transfers In	5,136,542	9,212,290	4,208,035	3,609,357	43,929,105	66,095,329	66,671,634	75,514,744
Operating Transfers Out	(11,062,440)	(8,697,407)	(64,627)	0	(48,295,855)	(68,120,329)	(68,996,634)	(78,027,462)
OTHER FINANCING SOURCES (USES)	(5,925,898)	514,883	4,143,408	3,609,357	(4,366,750)	(2,025,000)	(2,325,000)	(2,512,718)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(1,641,805)	(4,797,926)	(156,374)	308,863	(3,600,740)	(9,887,982)	(49,835,056)	(126,061)
FUND BALANCE / RETAINED EARNINGS								
Beginning of Year	6,131,995	16,603,498	5,027,449	4,073,838	141,227,143	173,063,923	222,898,979	156,986,935
GASB 34 Adjustment								66,038,105
End of Year	4,490,190	11,805,572	4,871,075	4,382,701	137,626,403	163,175,941	173,063,923	222,898,979

SUMMARY OF FULL-TIME POSITION ALLOCATIONS BY BUDGET ACTIVITY UNIT

	<u>2002 Adopted</u>	<u>2003 Adopted</u>	<u>2003 Current</u>	<u>2004 Adopted</u>
General Fund:				
Parish Council	9	9	9	9
Council Clerk	5	5	4	5
City Court	26	25	26	26
District Court	6	7	7	7
District Attorney	15	15	15	15
Ward Court	18	18	18	18
Parish President	7	7	6	6
Registrar of Voters	5	5	5	5
Accounting	20	20	20	21
Customer Service	20	20	20	20
Legal Services	1	2	2	2
Parking Meter Admin.	2	1	1	1
Planning & Econ. Dev.	18	18	18	18
Government Buildings	8	8	6	7
Janitorial Services	22	22	21	21
Coastal Restoration/Preservation	0	0	0	4
Service Center	6	6	6	6
Public Cemeteries	0	1	0	0
Economic Development	7	7	7	6
Housing & Human Services	18	16	16	16
Emergency Preparedness	3	3	2	3
Total - General Fund	<u>216</u>	<u>215</u>	<u>209</u>	<u>216</u>
Special Revenue Funds				
Terr. Juvenile Detention	51	51	51	51
Parish Prisoner Fund				
Parish Prisoners	3	3	2	3
Prisoners Medical Department	11	11	11	11
Public Safety Fund				
Police Dept.	91	93	89	93
Fire Dept.	67	65	61	65
Non-District Recreation				
Recreation & Playground	6	6	6	6
Marshall's Fund	12	12	12	12
Job Readiness/Parenting	0	2	1	0
Section 8 Vouchers				
Family Self Sufficiency	0	0	1	1
Vouchers Program	5	5	3	4
Housing / Urban Dev. Grant				
CDBG Administration	1	1	1	1
CDBG Housing Rehab	0	3	3	3
Workforce Inv. Act. Asst.	3	2	1	2

SUMMARY OF FULL-TIME POSITION ALLOCATIONS BY BUDGET ACTIVITY UNIT

	<u>2002 Adopted</u>	<u>2003 Adopted</u>	<u>2003 Current</u>	<u>2004 Adopted</u>
Dept. of Labor - CSBG Grant				
CSBG	2	0	0	0
CSBG	3	0	0	0
Hurricane Andrew Relief	0	1	1	1
Comm. Svc. Homeless Grant	0	4	4	4
Social Detox	2	2	2	0
Youth Build Program				
Administration	2	2	0	0
Education / Job Training	3	3	0	0
FTA Grant				
Planning	1	1	1	1
Operations / General Administration	2	2	1	1
Vehicle Operations	12	12	12	12
Vehicle Maintenance	2	1	1	1
Non Vehicle Maintenance	0	1	1	1
Youth Build Program				
Administration	0	0	2	2
Education / Job Training	0	0	3	3
Hud Head Start Program	28	29	25	29
FTA Grant				
Operations / General Administration	1	2	2	2
Vehicle Operations	6	5	3	5
Road & Bridge Fund	92	91	86	90
Drainage Tax Fund	102	102	92	102
Sanitation Fund				
Solid Waste	14	16	15	16
Animal Shelter	6	6	7	6
Fire District No. 5	1	1	1	0
Health Unit Fund	3	3	3	4
Parishwide Recreation				
TPR Administration	6	6	5	6
Special Olympics	1	1	1	1
Mental Health Fund				
Health & Welfare	4	4	4	4
Terr. Alcohol / Drug Abuse	1	1	1	1
Bayou Terr. Waterlife Museum	1	1	1	1
Total - Special Revenue Funds	<u>545</u>	<u>551</u>	<u>516</u>	<u>545</u>

SUMMARY OF FULL-TIME POSITION ALLOCATIONS BY BUDGET ACTIVITY UNIT

	<u>2002 Adopted</u>	<u>2003 Adopted</u>	<u>2003 Current</u>	<u>2004 Adopted</u>
Enterprise Funds:				
Utility Fund				
Electric Generation	30	30	19	30
Electric Distribution	15	15	12	15
Gas Distribution	19	19	16	19
Utility Administration	13	12	11	12
Sewerage Fund				
Sewerage Collection	18	19	16	18
Treatment Plant	20	20	18	19
Sewerage Administration	5	6	4	7
Civic Center	18	19	19	19
Total - Enterprise Funds	<u>138</u>	<u>140</u>	<u>115</u>	<u>139</u>
Internal Service Funds				
Insurance Control Fund				
Risk Management	9	9	9	9
Human Resources				
Human Resources Admin.	8	8	8	8
Centralized Purchasing				
Purchasing	14	13	13	13
Information Systems Fund	18	19	19	19
Centralized Fleet Maintenance	12	12	12	12
Total - Internal Service Funds	<u>61</u>	<u>61</u>	<u>61</u>	<u>61</u>
Grand Total - All Operations	<u>960</u>	<u>967</u>	<u>901</u>	<u>961</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.



<u>Year</u>	<u>Amount</u>
1993	\$ 331,686
1994	655,175
1995	917,030
1996	1,170,851
1997	1,259,196
1998	1,383,506
1999	1,234,439
2000	1,581,535
2001	1,747,423
2002	1,955,777
2003 Projected	1,600,000

Revenues Received To
Date \$ 13,836,618

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

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 (Adjusted to Actual)	470,160		
Port Commission Administration (Adjusted to Actual)	9,991		
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	\$	1,679,875

VIDEO POKER REVENUES AND PROJECTS

Projects Funded With Video Poker Revenues (Continued)

Year 2001

Mosquito Control (Adjusted to Actual)	484,125		
Port Commission Administration (Adjusted to Actual)	122,890		
Port Construction Project	481,000		
Fire Dispatchers	60,130		
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	\$	2,430,573

Year 2002

Mosquito Control (Adjusted to Actual)	494,750		
Port Commission Administration (Adjusted to Actual)	137,397		
Port Construction Project	590,500		
Animal Shelter Preliminary Design	150,000		
Hollywood Road	40,000		
Country Drive	700,000		
Sanitation Fund	350,000	\$	2,462,647

Year 2003

Mosquito Control (Adjusted for Amended Contract)	526,624		
Port Commission Administration (Adjusted to projected)	249,155		
Westside Blvd.	100,000		
Hollywood Road South	360,000		
Recreation District #4 Swimming	15,000		
General Fund-Group Insurance Reserve (Projected)	800,000		
Dedicated Emergency Fund Supplement (Projected)	609,572	\$	2,660,351

Projects Funded To Date		\$	13,809,137
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VIDEO POKER BALANCE ESTIMATED AT 12/31/2003		\$	<u>27,481</u>
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<u>2004 Proposed Revenue</u>		\$	1,400,000
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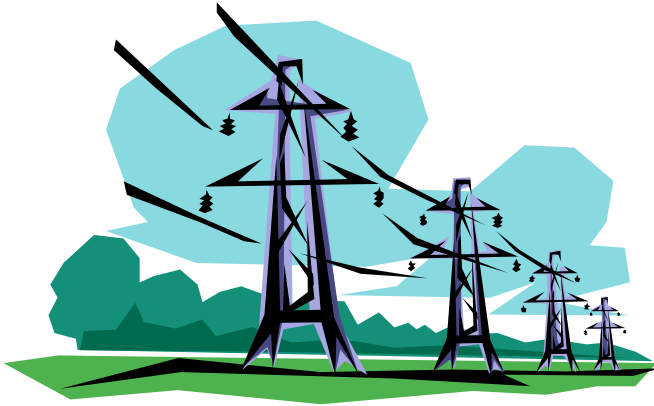
2004 Proposed Activity

Mosquito Control	565,716		
Port Commission Administration	186,408		
Westside Blvd.	400,000		
Sewerage Construction Fund	233,357		
Dedicated Emergency Fund - 3% of 2003 Projected	42,000	\$	1,427,481

VIDEO POKER BALANCE ESTIMATED AT 12/31/2004		\$	<u>(0)</u>
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PAYMENT IN LIEU OF TAXES (PILOT)

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



Year	Amount
1994	\$ 500,000
1995	773,043
1996	557,013
1997	1,348,630
1998	1,055,120
1999	1,582,552
2000	3,549,118
2001	3,704,970
2002	3,662,839
2003	2,320,982
Revenues Received To Date	\$ 19,054,267

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)

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 (Adjusted to Actual)	631,018		
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	\$	3,644,225

Year 2002

Downtown Revitalization	200,000		
Operations and Maintenance:			
City Court (Adjusted to Actual)	633,072		
Government Buildings Capital	45,000		
Municipal Auditoriums	210,494		
City Marshall	294,879		
Transit System (Carried over to use in 2003)	-		
Road & Bridge (Parks & Grounds)	254,174		
Waterlife Museum (Actual)	111,869		
Downtown Promotions (Parades, etc)	62,000		

PAYMENT IN LIEU OF TAXES (PILOT)

City Court Complex Fund	62,500	
Lining of Bayou Grand Caillou (Ord. #6699)	200,000	
Pitre, Acorn & Darsey Street Laterals (Ord. #6699)	50,000	
Central Avenue & White Street Drainage (Ord. #6699)	50,000	
East Houma/East Park Walking Trails (Ord. #6611/6699)	100,000	
Mobile Pumps District #5 (Ord. #6699)	100,000	
Downtown Marina	50,000	
Hayes Street Sidewalk	75,000	
Williams Avenue Bridge	300,000	
Morgan Street Bridge (Ord. #6550)	50,000	
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	
		\$ 3,456,988

2003 Projected Expenditures

Operations and Maintenance:

City Court	731,957	
Municipal Auditoriums/Urban Parks	477,417	
City Marshall	345,839	
Transit System	460,203	
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	
		\$ 3,747,142

Projects Funded To Date **\$ 19,054,267**

PILOT BALANCE ESTIMATED AT 12/31/2003 **\$ -**

PAYMENT IN LIEU OF TAXES (PILOT)

<u>2004 Estimated Revenue</u>		\$	5,083,750
<u>2004 Proposed Expenditures</u>			
Operations and Maintenance:			
City Court	762,052		
Municipal Auditoriums/Urban Parks	414,970		
City Marshall	391,339		
Transit System	260,004		
Waterlife Museum	115,726		
Downtown Promotions (Parades, etc)	30,000		
Public Safety Fund	2,500,000		
Downtown Revitalization	20,000		
10-year Sidewalk Improvement Plan	106,000		
Urban District Street Lights	200,000		
		\$	4,800,091
<u>2004 Proposed Activity</u>		\$	<u>283,659</u>
PILOT BALANCE ESTIMATED AT 12/31/2004		\$	<u><u>283,659</u></u>

UNCOLLECTED & PROTEST TAXES

The Uncollected Taxes are taxes, which have not been collected, but are still collectable.

TAX YEAR	UNCOLLECTED TAXES	PROTEST TAXES	COLLECTED	PROPERTY TAXES BALANCE
2002	\$ 410,982.00	\$ 296,114.00	\$ 283,814.00	\$ 296,114.00
2001	81,620.87	160,042.00	89,359.00	70,683.00
2000	107,870.05	1,021,021.73	814,267.00	206,754.73
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			

The Terrebonne Parish Sheriff is the Ex-officio tax collector and enforces the collection of all parish and district ad valorem taxes. All ad valorem taxpayers have the option of paying their property taxes under protest if they have a dispute. When taxes are paid in protest, the individual or company has 30 days to hire an attorney to represent them with them with the Louisiana Tax Commission. If the taxes are paid in protest and an attorney is not hired, the sheriff then remits the taxes to the designated taxing districts. Prior to 2001, the Sheriff's Office held in separate accounts all protest collections. In 2001 the Louisiana Legislature passed legislation instructing the Sheriff's Office to send all protest taxes collections to the local taxing districts to hold until the Louisiana Tax Commission settles the protest claim. When the claim is settled, the Sheriff's Office instructs the taxing districts how to distribute the funds.

TAX YEAR	UNCOLLECTED TAXES	PROTEST TAXES	COLLECTED	PROPERTY TAXES BALANCE
2002		\$ 464,221.00		\$ 464,221.00
2001		\$ 1,231,905.00	\$ 18,576.00	\$ 1,213,329.00



151 GENERAL FUND

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSAL	2004 ADOPTED
REVENUES					
Taxes & Special Assessments	7,136,886	6,927,764	7,216,053	6,948,982	6,948,982
Licenses & Permits	807,867	840,000	907,434	770,000	770,000
Intergovernmental	7,414,046	7,016,006	7,517,637	5,863,000	5,863,000
Charge for Services	255,503	233,200	234,971	570,800	570,800
Fines & Forfeitures	68,393	50,500	50,791	50,500	50,500
Miscellaneous	870,614	623,500	607,440	483,500	483,500
Utility Revenue	28,809	28,000	29,168	28,000	28,000
Other Revenue	10,414		12,075		
TOTAL REVENUES	16,592,532	15,718,970	16,575,569	14,714,782	14,714,782
EXPENDITURES					
Parish Council	100,377	136,572	124,643	97,681	97,681
Council Clerk	88,673	108,173	94,242	71,159	71,159
Official Fees/Publication	57,767	67,965	61,845	67,776	67,776
City Court	615,098	731,957	731,957	762,052	762,052
District Court	397,192	411,933	401,637	422,522	422,522
District Attorney	404,562	439,972	423,093	452,083	452,083
Clerk of Court	146,309	191,600	181,600	179,100	179,100
Ward Court	223,697	273,765	224,662	301,485	301,485
Judicial-Other	129,509	130,500	130,500	140,500	140,500
Parish President	153,479	179,802	164,629	134,035	134,035
Registrar of Voters	85,059	123,630	119,536	115,070	115,070
Elections	22,634	40,000	40,107	22,160	22,160
Accounting	311,442	326,967	326,835	299,357	299,357
Customer Service	43,734	62,064	64,188	24,988	24,988
Legal Services	534,048	483,308	524,774	488,708	488,708
Parking Meter Administration	48,965	50,929	46,658	38,589	38,589
Planning & Zoning	873,062	1,005,097	999,717	908,782	908,782
Government Buildings	1,324,769	2,153,732	2,503,049	1,610,157	1,610,157
Code Violat./Compliance	158,842	395,007	395,007	95,000	95,000
Janitorial Services	681,346	701,214	696,663	701,214	701,214
General-Other	452,296	594,563	502,155	495,815	495,815
Coroner	390,977	418,188	418,188	430,853	430,853
Coastal Restoration				336,600	336,600
Service Center Admin.	139,397	567,121	551,844	284,599	284,599
Pauper's Expense	14,653	38,819			
Parish VA Service Off.	10,932	10,932	10,932	14,208	14,208
Health & Welfare-Other (Mosq.)	564,349	572,746	559,794	598,886	598,886
Economic Development Admin.	526,369	540,316	537,892	525,915	493,860
Publicity	66,426	180,123	180,123	30,000	30,000
Economic Devel. Other	160,061	2,458,466	2,458,177	119,500	119,500
Housing & Human Services	249,056	267,525	268,917	304,410	304,410
Parish Farm Agent	27,172	32,160	32,160	32,160	32,160
Waterways & Ports	137,397	249,155	249,155	186,408	186,408
Emergency Preparedness	293,293	439,417	443,707	170,972	170,972
TOTAL EXPENDITURES	9,432,942	14,383,718	14,468,386	10,462,744	10,430,689

151 GENERAL FUND

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSAL	2004 ADOPTED
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	7,159,590	1,335,252	2,107,183	4,252,038	4,284,093
OTHER FINANCING SOURCES (USES)					
Operating Transfer In	3,737,248	2,385,990	2,421,038	5,136,542	5,136,542
Operating Transfer Out	(12,303,786)	(11,324,257)	(11,888,151)	(11,062,440)	(11,062,440)
TOTAL OTHER FINANCING SOURCES (USES)	(8,566,538)	(8,938,267)	(9,467,113)	(5,925,898)	(5,925,898)
EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES	(1,406,948)	(7,603,015)	(7,359,930)	(1,673,860)	(1,641,805)
FUND BALANCE					
Beginning of Year	14,599,773	13,192,825	13,192,825	5,832,895	5,832,895
End of Year	<u>13,192,825</u>	<u>5,589,810</u>	<u>5,832,895</u>	<u>4,159,035</u>	<u>4,191,090</u>

BUDGET HIGHLIGHTS

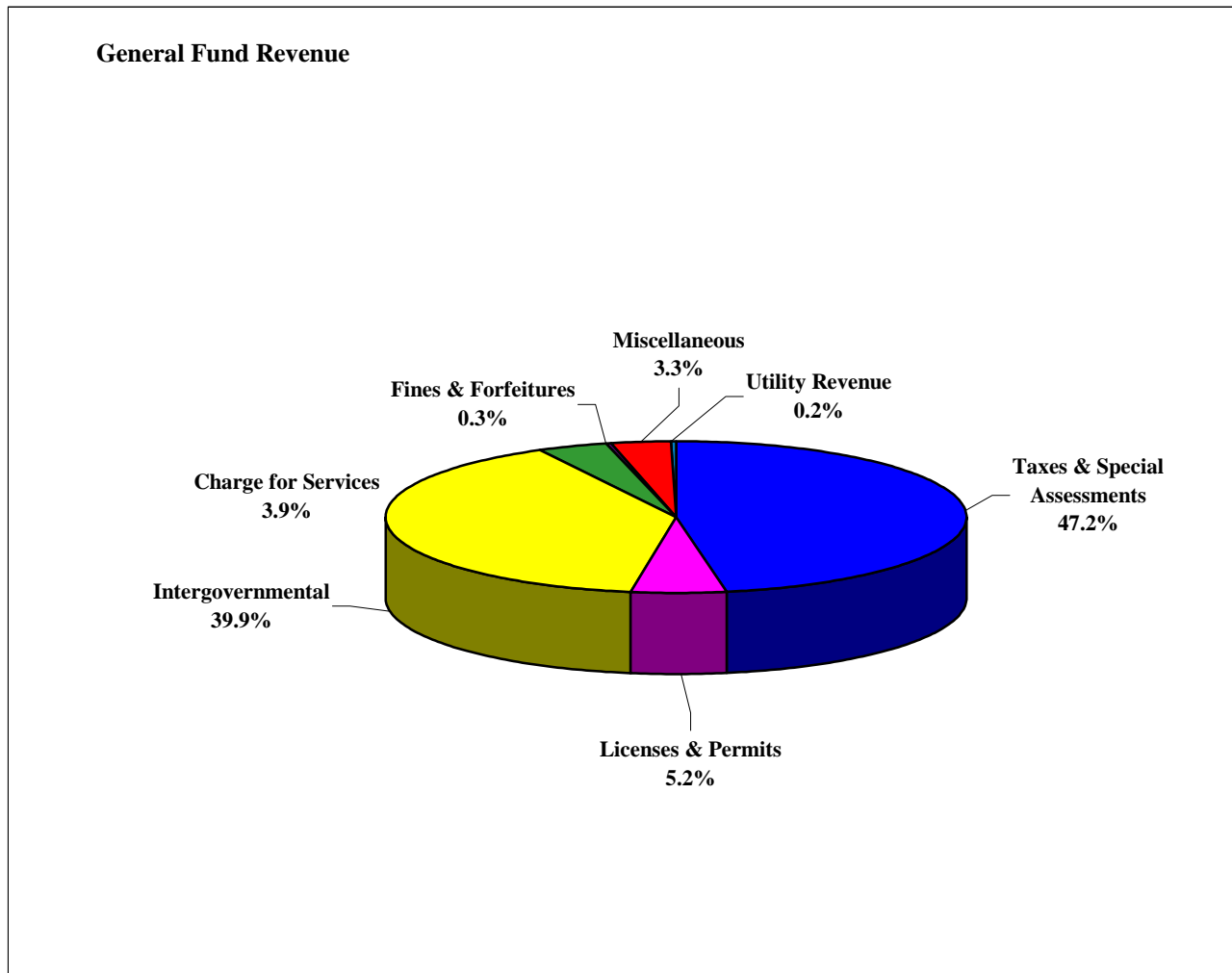
Major Revenue Sources:

- 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) - **\$1,112,342** an increase of \$42,798 over 2003 budget – 4%, and 0% growth over 2003 projections. Approved.
- 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 -**\$5,059,140**, a decrease of \$21,580 under 2003 budget or .5%, and a decrease of \$266,270 or 5% under 2003 projections. Approved.
- The Parish levies a 5% franchise fee on the local cable services - **\$775,000**, the same as 2003 Budget and projected. Approved.
- 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) - **\$240,000** (Net of the 15% collection fee charged by the Parish Sheriff). Approved.
- 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) – **\$340,000**. Approved.
- 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**. Approved.
- “Letters of no objection” are issued prior to the performing of any seismographic survey or the construction of a facility consisting of any well, well site, well platform, or other mining operation, pipeline, canal, or any group or segment thereof, or for the dredging of canals, bayous, wetlands, lakes, bays, slips, shells or other excavation, or the construction of bulkheads, drainage or flood control structures, landfills, spoil areas, platforms, board roads, levees, battures, within the boundaries of the parish. The current processing fee is set at \$500.00 for each letter. The 2004 Proposed Budget recommends increasing the fees to an amount that will fund the new Office of Coastal Restoration. - **\$411,600**, an increase of \$331,600 over 2003 Budget, or 414.5%. Approved.
- State Mineral Royalties as per the Louisiana Constitution, Article 7, Section 4, states that 10% of the royalties from mineral leases on state-owned land, lake and river beds and other water bottoms belonging to the state or the title to which is in the public for mineral development shall be remitted to the governing authority of the parish in which severance or production occurs. Terrebonne Parish has the authority to fund these royalties into general obligation bonds of the parish in accordance with the law. - **\$3,500,000**. Approved.

151 GENERAL FUND

Major Revenue Sources (Continued)

- 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). Approved.
- Severance taxes levied on natural resources and allocated by the State to Parishes on an annual basis (R.S. 56:1543) - **\$750,000**. Approved.
- State Beer Tax collected by the State and remitted to the parish on a quarterly basis (R.S. 26:493) - **\$125,000**. Approved.
- Rental Income from the leases of the tenants of the Government Complex - **\$335,000**. Approved.
- 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” - **\$5,083,750**. For 2004, \$2,583,750 represents the 2004 PILOT and \$2.5 million from previous years surplus needed to temporarily fund the Public Safety Fund. Approved.



**151 GENERAL FUND
111 PARISH COUNCIL**

**MISSION STATEMENT /
DEPARTMENT DESCRIPTION**

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.

2004 GOALS AND OBJECTIVES

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

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

2002-2003 ACCOMPLISHMENTS

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

The Parish Council adopted several pieces of legislation, which will have far reaching affect on local citizens. The Council, at the urging of local citizens, adopted an ordinance that annexed Roberta Grove Subdivision into the Urban Services District.

An ordinance was also adopted which consolidated the CZM Advisory Committee and the Coastal Restoration Committee to from a more viable, hard-working organization.

Another ordinance expanded the boundaries of the Downtown Historic District to include new areas of Houma.

The price of obtaining a permit to sell seafood was also reduced by adoption of a Council ordinance.

The annual Police Jury Association, Regions 1 & 2 meeting was hosted by Terrebonne Parish in the Houma-Terrebonne Civic Center. Visitors from across the state were treated to good old Houma hospitality and were suitably impressed by our Civic Center facility.

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**

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Regular council meetings	24	24	24
Public hearings/special meetings	10	6	10
Committee meetings	114	96	100
Ordinances adopted	180	190	120
Resolutions adopted	564	575	570

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	190,188	212,156	209,836	212,031	212,031
Supplies and Materials	12,967	26,350	23,326	28,850	28,850
Other Services and Charges	49,968	100,000	76,801	83,170	83,170
Repair and Maintenance	4,641	6,400	6,400	5,950	5,950
Allocated Expenditures	(181,070)	(239,334)	(222,720)	(232,320)	(232,320)
Capital Outlay	23,683	31,000	31,000	0	0
TOTAL EXPENDITURES	100,377	136,572	124,643	97,681	97,681
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-4.32%

BUDGET HIGHLIGHTS

- No significant changes.

**151 GENERAL FUND
111 PARISH COUNCIL**

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Council Members	9	9	9	9	N/A	****	****	****
TOTAL	<u>9</u>	<u>9</u>	<u>9</u>	<u>9</u>				

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

**151 GENERAL FUND
115 COUNCIL CLERK**

**MISSION STATEMENT /
DEPARTMENT DESCRIPTION**

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.

2004 GOALS AND OBJECTIVES

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.

2002-2003 ACCOMPLISHMENTS

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.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
% 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%

**151 GENERAL FUND
115 COUNCIL CLERK**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	201,273	265,619	210,037	269,680	269,680
Supplies and Materials	15,769	23,050	21,174	21,100	21,100
Other Services and Charges	13,967	24,200	20,509	23,879	23,879
Repair and Maintenance	68	3,500	2,670	2,500	2,500
Allocated Expenditures	(154,478)	(245,200)	(197,152)	(246,000)	(246,000)
Capital Outlay	12,074	37,004	37,004	0	0
TOTAL EXPENDITURES	88,673	108,173	94,242	71,159	71,159
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					0.25%

BUDGET HIGHLIGHTS

- No significant changes.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						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	5	4	5	5				

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

PURPOSE OF APPROPRIATION

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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Other Services and Charges	177,586	221,075	193,266	211,800	211,800
Allocated Expenditures	<u>(119,819)</u>	<u>(153,110)</u>	<u>(131,421)</u>	<u>(144,024)</u>	<u>(144,024)</u>
TOTAL EXPENDITURES	<u>57,767</u>	<u>67,965</u>	<u>61,845</u>	<u>67,776</u>	<u>67,776</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					-4.20%

BUDGET HIGHLIGHTS

- Membership Dues for the year 2004: - Approved.
 - Louisiana Municipal Association: \$11,874
 - Louisiana Conference of Mayors: \$3,000
 - National League of Cities: \$2,781
 - METLEC (Metropolitan Law Enforcement Commission): \$3,545
 - National Association of Counties: \$2,000
 - Police Jury Association: \$9,600
- Independent Audit Fees: \$135,000, 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.

2004 GOALS AND OBJECTIVES

To continue to work with the Parish to obtain a new facility.

To continue to work closely with the Parish's Information Systems staff to develop upgrades to the criminal/traffic department and to develop a program for the juvenile department.

To work closely with the Parish Information Systems Department to develop an automated data collection and evaluation system for juvenile files.

Search for and obtain funding opportunities to provide services to juveniles, especially funding for counseling and psychological/psychiatric evaluations.

Continue making improvements in the area of docket and case flow management.

2002-2003 ACCOMPLISHMENTS

All departments have scanning software to scan all documents, which has greatly improved efficiency within the office.

Began Pre-Trial Conferences, which has helped with docket management and case flow management.

Obtained another indigent defender attorney to handle juvenile misdemeanors, which has improved case flow.

Worked with the Juvenile Justice Commission at the State Legislature on developing proposed changes to juvenile justice throughout Louisiana.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of cases filed:			
Civil	2,157	2,256	2,346
Criminal	2,210	2,271	2,339
Traffic	8,797	3,938	4,000
Juvenile	2,017	2,001	2,000
Other	643	723	810
Number of offenders referred to perform community service *	336	343	350
% of offenders successfully completing community service *	97%	97%	97%
Dollar value of work performed by community service *	\$14,735	\$15,052	\$15,368
Number of offenders referred to educational programs	974	770	700
% of offenders successfully completing educational programs	75%	75%	75%
Dollar amount of grant funding received	\$52,625	\$51,949	\$33,940

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

**151 GENERAL FUND
120 CITY COURT**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	882,603	978,502	1,051,429	1,126,477	1,126,477
Supplies and Materials	2,406	3,145	2,739	2,415	2,415
Other Services and Charges	28,623	30,140	33,512	31,040	31,040
Repair and Maintenance	33	170	100	100	100
Reimbursements	(300,660)	(280,000)	(355,823)	(397,980)	(397,980)
Capital Outlay	<u>2,093</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>615,098</u>	<u>731,957</u>	<u>731,957</u>	<u>762,052</u>	<u>762,052</u>
% CHANGE OVER PRIOR YEAR EXCLUDING REIMBURSEMENTS & CAPITAL OUTLAY					14.63%

BUDGET HIGHLIGHTS

- City Court requesting to increase their supplement from \$731,957 to \$762,052, which results in a net increase of \$30,095 or 4.11% to General Fund, Approved.
- Personnel: - Approved.
 - Added staff psychologist, \$48,750 plus benefits to be funded by City Court through added reimbursements.
 - Extended the need for part-time judge to be equally funded by Parish General Fund and City Court.

**151 GENERAL FUND
120 CITY COURT**

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	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
Psychologist	0	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	1	1	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	8	8	8	57	18,089	23,568	29,035
Deputy Clerk III	7	5	5	5	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	25	26	26	26				
Judge	0	1	1	1	58	10,020	13,140	16,259
Comm. Service Work Supv.	1	1	1	1	55	7,739	9,739	12,148
TOTAL PART-TIME	1	2	2	2				
TOTAL	26	28	28	28				

**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 residents of Terrebonne Parish and with the administration of justice within its jurisdiction. Terrebonne Parish has five district judges each handling civil, criminal, juvenile, drug, and 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.

2004 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 continue to try to provide an easier and more understandable jury summons.

District Court in conjunction with the Sheriff's Office is presently awaiting bids on a new closed circuit system to update the present magistrate system and to assist in the handling of arraignments. The transportation of the growing number of prisoners from the jail is becoming a security risk.

2002-2003 ACCOMPLISHMENTS

District Court has completed its renovations of the old parish council offices and has moved the child support office and hearing room into these offices.

The judicial administrator has also moved into two of the offices vacated by the parish council staff.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of cases filed:			
Civil	3,664	3,684	3,800
Criminal and Traffic	23,745	23,740	25,200

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	306,601	310,686	306,171	332,232	332,232
Supplies and Materials	16,672	23,000	20,500	23,000	23,000
Other Services and Charges	56,497	68,500	65,219	65,790	65,790
Repair and Maintenance	1,762	1,500	1,500	1,500	1,500
Capital Outlay	15,660	8,247	8,247	0	0
TOTAL EXPENDITURES	397,192	411,933	401,637	422,522	422,522
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					4.67%

**151 GENERAL FUND
121 DISTRICT COURT**

BUDGET HIGHLIGHTS

- No significant changes.
- Personnel:
 - Requested 17% increase in salaries, however at this time remains unfunded until such time funding can be identified.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Court Reporter	6	6	6	6	N/A	****	****	****
Secretary	1	1	1	1	56	16,725	21,620	26,529
TOTAL	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>				



**151 GENERAL FUND
123 DISTRICT ATTORNEY**

**MISSION STATEMENT /
DEPARTMENT DESCRIPTION**

The District Attorney of the 32nd 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 32nd 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 32nd 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.

2004 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.



2002-2003 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 32nd Judicial District.

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	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of death penalty cases	0	1	1
Number of criminal jury trials	39	40	40
% of conviction rate in criminal prosecutions	89	92	90
Amount collected in child support collections	\$6,600,000	\$6,600,000	\$6,600,000
Amount collected in worthless check program	\$520,000	\$570,000	\$590,000
Number of offenders referred to Drug Court	26	75	75
Number of offenders completed Drug Court process	0	5	25
Number of children referred to Advocacy Center	100	100	100
Number of victims referred to Victims Assistance Coordinator	2,300	2,300	3,900

BUDGET SUMMARY	2002	2003	2003	2004	2004
	ACTUAL	BUDGET	PROJECTED	PROPOSED	ADOPTED
Personal Services	399,840	430,528	418,371	447,361	447,361
Other Services and Charges	4,722	9,444	4,722	4,722	4,722
TOTAL EXPENDITURES	404,562	439,972	423,093	452,083	452,083
% CHANGE OVER PRIOR YEAR					2.75%

BUDGET HIGHLIGHTS

- No significant changes.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						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
TOTAL	15	15	15	15				

**151 GENERAL FUND
124 CLERK OF COURT**

PURPOSE OF APPROPRIATION

The Clerk of Court is the administrative officer of the 32nd 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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Supplies and Materials	120,090	160,000	150,000	150,000	150,000
Other Services and Charges	26,219	31,600	31,600	29,100	29,100
TOTAL EXPENDITURES	146,309	191,600	181,600	179,100	179,100
% CHANGE OVER PRIOR YEAR					-6.52%

BUDGET HIGHLIGHTS

- No significant changes.

**151 GENERAL FUND
126 WARD COURT**

MISSION STATEMENT

The Ward Court consists of nine Justices of the Peace and nine Ward Constables. Justices of the Peace and Ward Constables are elected officials with jurisdiction of certain wards and districts located outside the city limits. 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.

PERFORMANCE MEASURES	FY2002* Actual	FY2003 Estimated	FY2004 Projected
Number of marriages performed	n/a	93	140
Number of evictions	n/a	70	105
Number of title transfers	n/a	94	141
Number of acts of donatoins	n/a	4	6
Number of bill of sales	n/a	41	62
Number of rules to show just cause	n/a	46	69
Number of judgments	n/a	37	56
Number of citations	n/a	35	52
Number of claims filed	n/a	3	5
Number of complaints/disturbance calls	n/a	201	302
Number of times patrolled area	n/a	312	465
Number of times advised/gave information	n/a	405	608

* 2002 performance measures were not available.

**151 GENERAL FUND
126 WARD COURT**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	214,774	262,786	215,423	292,246	292,246
Other Services and Charges	8,923	10,979	9,239	9,239	9,239
TOTAL EXPENDITURES	223,697	273,765	224,662	301,485	301,485
% CHANGE OVER PRIOR YEAR					10.13%

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

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Constable	9	9	9	9	N/A	****	****	****
Justice of the Peace	9	9	9	9	N/A	****	****	****
TOTAL	18	18	18	18				

**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	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Number of witnesses:			
Petit/Civil Cases	2,686	1,324	1,324
Grand	329	233	233
City Court	363	312	312
Police Officers	1,800	1,672	1,672
Number of Jury Commissioners	233	247	247
Total dollar amount paid to witnesses	\$159,015	\$140,795	\$140,795

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Supplies and Materials	0	500	500	500	500
Other Services and Charges	129,509	130,000	130,000	140,000	140,000
TOTAL EXPENDITURES	<u>129,509</u>	<u>130,500</u>	<u>130,500</u>	<u>140,500</u>	<u>140,500</u>
% CHANGE OVER PRIOR YEAR					7.66%

BUDGET HIGHLIGHTS

- Act 1031 of the 2003 State Regular Session amended the state law to increase the daily compensation for serving on a jury; to increase the jury filing fees in civil cases to the clerk of court; to increase the amount deposited into the registry of the court; and to provide for an additional fee in criminal cases. As a result, the 2004 Budget is proposed in the amount of \$140,000, an increase of \$10,000 or 7.7%, Approved.

151 GENERAL FUND 131 PARISH PRESIDENT

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

2004 GOALS AND OBJECTIVES

- To use the comprehensive master plan as a guide in working with the Parish Council to decide funding priorities for infrastructure improvements throughout the parish.
- 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.
- 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 remaining departments of Planning, Human Resources and Risk Management, and Finance/Customer Service 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.
- Create and staff the proposed new Office of Coastal Restoration and Preservation for the development and implementation of policies, plans and programs that encourage multiple uses of the coastal zone and achieve a proper balance between development and coastal resource preservation.
- To provide for a Parishwide Sewerage System from funds dedicated in a financial plan adopted by Council in May 2002.
- To push legislators for an adequate hurricane evacuation route.

2002-2003 ACCOMPLISHMENTS

- Developed and presented in partnership with the private sector, a proposal to Bollinger Ship Yard, an offer with substantial incentives for them to build a proposed new marine manufacturing facility/shipyard at the Port of Terrebonne
- Completed the Folklife Museum in Downtown Houma
- Refinanced Public Improvement and General Obligation Bonds to save future debt service of the Parish.
- Completed Economic Strategic Plan.
- Completed Phase I of Government Tower renovations, relocating Administration, Parish Council and Staff, Economic Development and Finance/Accounting and Meter Reader Divisions.
- Received bids for Phase II of Government Tower renovation project.
- Successfully implemented the collection 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.
- Awarded \$10.0 million grant from FEMA for the elevation and buy-out of substantially damaged structures in flood-proned areas of the parish.

**151 GENERAL FUND
131 PARISH PRESIDENT**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	346,746	417,117	377,412	407,172	407,172
Supplies and Materials	14,389	30,325	29,852	16,325	16,325
Other Services and Charges	30,705	52,909	34,068	34,192	34,192
Repair and Maintenance	1,963	4,500	4,500	4,500	4,500
Allocated Expenditures	(265,570)	(359,654)	(316,540)	(328,154)	(328,154)
Capital Outlay	25,246	34,605	35,337	0	0
TOTAL EXPENDITURES	153,479	179,802	164,629	134,035	134,035
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-8.45%

BUDGET HIGHLIGHTS

- Eliminated one Administrative Secretary, Approved.

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	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	0	0	0	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk III-Receptionist	1	1	1	1	56	16,725	21,621	26,529
Clerk II	1	1	1	1	55	15,479	19,894	24,295
TOTAL	7	6	6	6				

**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.

2004 GOALS AND OBJECTIVES

With what is considered to be two major election years in 2003 and 2004, 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 and elections.

2002-2003 ACCOMPLISHMENTS

The Registrar of Voters office worked with the reapportionment plan to assure that voters were placed in their correct precincts and districts so that school board elections could be held without problems. Prepared as we were, the election process was disrupted by Hurricane Lili, causing a one-week delay in the October election. This resulted in re-opening absentee voting and re-locating certain precincts that could not be used due to storm damage, as well as keeping commissioners, candidates and voters informed and notified of changes. With the cooperation of all involved in the election process, a successful election was conducted. In addition, in-person absentee voters were pleased to vote on modern electronic touch-screen voting machines, first used October 2002 election.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of citizens eligible to vote in Terrebonne Parish	60,000	62,000	72,000
Number of new voters registered by mail, through the Department of Motor Vehicles, and social service agencies	1,000	1,000	2,000
Number of elections held	4	3	6

**151 GENERAL FUND
141 REGISTRAR OF VOTERS**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	80,526	92,568	90,430	105,459	105,459
Supplies and Materials	1,461	3,250	2,238	3,250	3,250
Other Services and Charges	3,072	6,624	5,680	5,861	5,861
Repair and Maintenance	0	500	500	500	500
Capital Outlay	0	20,688	20,688	0	0
TOTAL EXPENDITURES	85,059	123,630	119,536	115,070	115,070
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					11.78%

BUDGET HIGHLIGHTS

- No significant changes.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Registrar of Voters	1	1	1	1	N/A	****	****	****
Chief Deputy Registrar	1	1	1	1	N/A	****	****	****
Voter Registration Spec.	2	2	2	2	N/A	****	****	****
Confidential Asst.	1	1	1	1	N/A	****	****	****
TOTAL	5	5	5	5				

**151 GENERAL FUND
142 ELECTIONS**

PURPOSE OF APPROPRIATION

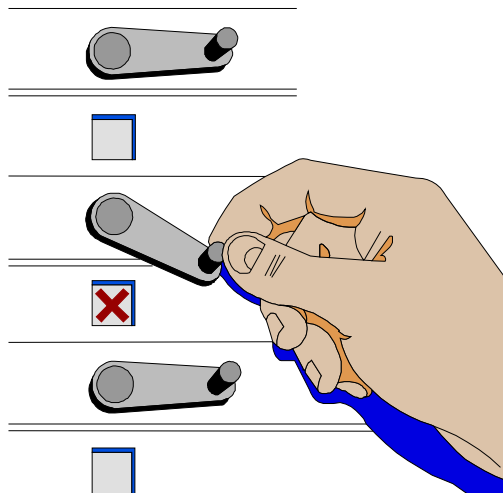
The Elections category of the General Fund is used to record direct expenditures for holding general, primary and special elections.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of elections held	4	3	6

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Other Services and Charges	22,634	40,000	40,107	22,160	22,160
TOTAL EXPENDITURES	22,634	40,000	40,107	22,160	22,160
% CHANGE OVER PRIOR YEAR					-44.60%

BUDGET HIGHLIGHTS

- In 2003, major election is non-recurring, reduction to \$22,160 in 2004.



**151 GENERAL FUND
151 ACCOUNTING**

**MISSION STATEMENT /
DEPARTMENT DESCRIPTION**

The primary function of the Accounting Division staffed with 22 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.

2004 GOALS AND OBJECTIVES

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

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

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.

To continue incorporating the new payroll attribute including uniform time collection and departmental data input.

2002-2003 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, 2000, and 2001.

Received the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the 2003 Adopted Budget.

Implemented new payroll system incorporating field input and balancing.

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

Added the Terrebonne Parish Consolidated Government's 2001, 2002, and 2003 Adopted Budget to the Parish web site, (www.tpcg.org). Also added the 2002 Comprehensive Annual Financial Report to the Parish website.



**151 GENERAL FUND
151 ACCOUNTING**

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Bond ratings received for Parish 1/4% sales tax revenue bonds from:			
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	yes	yes
% of GASB 34 implemented	75%	100%	100%
Acquisition and installation of the necessary imaging system hardware and software	90%	90%	100%
Development of an indexing system, and the initial transfer of existing files to the new imaging file storage system	yes	yes	yes
Number of financial reports/documents added to internet website	5	7	10
Number of vendor checks processed	15,408	16,203	16,998
Number of manual checks completed	1,412	1,464	1,523
Number of payroll checks issued	15,978	15,068	15,100
Number of direct deposits issued	12,306	12,313	12,350
Number of pension (Police/Fire) paid	138	144	156
Number of bank statements reconciled	685	696	696
Number of Accounts Payable Vendors	4,594	5,500	6,000
Number of Accounts Receivable Vendors	2,778	2,878	2,978
Credit hours earned through Nicholls State University by staff towards Accounting/Business degrees	102	39	42

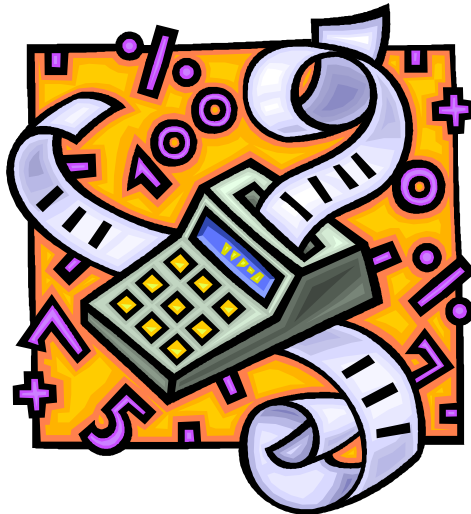


**151 GENERAL FUND
151 ACCOUNTING**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	844,630	807,365	811,090	862,194	862,194
Supplies and Materials	32,346	34,500	38,747	34,350	34,350
Other Services and Charges	25,554	31,533	23,786	23,055	23,055
Repair and Maintenance	7	1,500	1,143	1,500	1,500
Allocated Expenditures	(635,479)	(592,860)	(592,860)	(621,742)	(621,742)
Capital Outlay	44,384	44,929	44,929	0	0
TOTAL EXPENDITURES	311,442	326,967	326,835	299,357	299,357
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					5.28%

BUDGET HIGHLIGHTS

- Personnel: - Approved.
 - Transfer Internal Auditor Position from Housing and Human Services Department to Accounting Department to allow for more independence of the position from programs audited and to assist with various audit schedules at year-end.
- No Operating Capital.



**151 GENERAL FUND
151 ACCOUNTING**

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 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
Internal Auditor	0	0	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
TOTAL FULL-TIME	20	20	21	21				
Accounting Clerk IV	1	1	1	1	57	9,044	11,784	14,518
TOTAL PART-TIME	1	1	1	1				
TOTAL	21	21	22	22				



**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.

2004 GOALS AND OBJECTIVES

- To increase customer participation in the “Average Billing Program.”
- Provide additional public payment options for government related services via electronic debits/bank drafts, and credit card (Possibly via telephone/mail).
- Increase procedures relative to more efficient collection methods for reducing bad debts.
- Automate telephone systems for more effective time management and staff efficiency in daily operations.
- Upgrade “Teller” office equipment for automated receipt issuance of utility related services.

2002-2003 ACCOMPLISHMENTS

- Forty-two applications were taken for the (Average Billing) program in 2002; 35 were taken in 2003, of which 63 were approved.
- Initiated “Direct Payment Option” service contract with Whitney National Bank, effective since March 2001.
- Initiated “Credit Card Payment Option” service contract with Whitney Bank, effective since November 2001.
- Eliminated separate “Final Billing” statement by utilizing the cost effective advertising feature provided on billing statements resulting in a reduction in postage and paperwork.
- Purchased and installed (Ithaca) printers to provide customer receipts at the time of payment; they were previously hand stamped/written.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of utility customers serviced	18,581	18,600	18,700
Number of insurance licenses issued	579	500	558
Number of liquor licenses issued	439	446	434
Number of electrician/plumber licenses issued	308	292	292
Number of customer participation in the average billing program	1,016	1,051	2,000
Number of customer participating in Direct Payment/Bank Draft program	830	888	1,000
Number of customers paying with a credit card	250	1,087	3,200
Number telephone calls fielded	38,996	24,957	38,218
Number of posted outgoing mail pieces	167,792	123,625	131,352
Number of walk-in customers served	25,398	46,129	69,192
Number of utility payment via drop box	5,362	10,090	15,132
Number of utility payments mailed	38,165	66,079	99,120

**151 GENERAL FUND
152 CUSTOMER SERVICE**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	603,190	632,784	588,498	653,216	653,216
Supplies and Materials	71,208	101,400	91,503	98,603	98,603
Other Services and Charges	177,771	219,738	195,850	204,455	204,455
Repair and Maintenance	7,425	2,700	3,422	4,800	4,800
Allocated Expenditures	(857,982)	(931,750)	(852,277)	(936,086)	(936,086)
Capital Outlay	42,122	37,192	37,192	0	0
TOTAL EXPENDITURES	43,734	62,064	64,188	24,988	24,988
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					0.47%

BUDGET HIGHLIGHTS

- Significant operating expenses: - Approved.
 - Postage, \$67,500
 - Utility Billing Contract, \$105,000

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Customer Service Mgr.	1	1	1	1	14	39,398	51,409	63,434
Op. Supv-Cust. Serv.	1	1	1	1	60	23,348	31,022	38,697
Customer Service Supv.	1	1	1	1	60	23,348	31,022	38,697
Meter Serv. Technician	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	1	2	2	2	57	18,089	23,568	29,035
Sr. Customer Service Rep.	3	2	2	2	57	18,089	23,568	29,035
Clerk III-Receptionist	1	1	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	6	6	6	55	15,479	19,894	24,295
TOTAL	20	20	20	20				

**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.)

2004 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.



2002-2003 ACCOMPLISHMENTS

The Legal Department, in coordination with Human Resources, effected a complete overhaul of the Parish's outdated drug testing policy, which is now being implemented. The policy was revised to conform to current state and federal laws by ensuring a drug-free workplace while at the same time protecting the civil liberties of employees. This effort is the culmination of many months of research, planning and coordination.

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

Coordinated with Council Clerk and various Parish department heads to review the Code for needed updates to bring the Code into conformance with current state law.

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

The success of the Legal Department's aggressive approach to handling lawsuits filed against the Parish continues to grow and is evident in the overall reduction of legal fees incurred for defense matters as compared with prior years. The average number of months to conclude suits against the Parish has dropped considerably.

The Legal Department to date has dismissed 22 lawsuits against the Parish for 2003.

**151 GENERAL FUND
157 LEGAL SERVICES**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	89,734	103,808	103,774	107,208	107,208
Supplies and Materials	13,043	13,000	18,000	15,000	15,000
Other Services and Charges	431,271	366,500	403,000	366,500	366,500
TOTAL EXPENDITURES	534,048	483,308	524,774	488,708	488,708
% CHANGE OVER PRIOR YEAR					1.12%

BUDGET HIGHLIGHTS

- Capital Area Legal Services assistance with rent of office space, \$15,000, Approved.
- 2004 Legal fees budget is \$350,000, Approved.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Asst. District Attorney	2	2	2	2	N/A	****	****	****
TOTAL	2	2	2	2				

**151 GENERAL FUND
162 PARKING METER ADMINISTRATION**

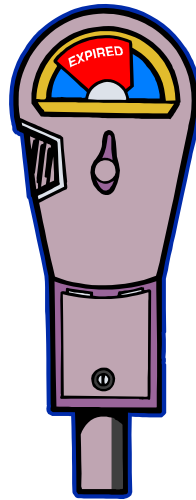
**MISSION STATEMENT /
DEPARTMENT DESCRIPTION**

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. Presently, there are 367 parking meters enforced.

2004 GOALS AND OBJECTIVES

Continue efforts of promoting parking awareness to the general public.

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



2002-2003 ACCOMPLISHMENTS

Since the beginning of this program, a total of \$344,221 dollars have been generated as a result of parking meter collections. This does not represent collection of fines resulting from tickets issued by the parking enforcement officer.

Purchased a digital camera to support violations involving improper usage of multiple meters as a tool for court challenged violations.

Established parking permits procedure for "Temporary Parking" for visitors, dignitaries, elected officials, and service personnel to TPCG.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number meters read/maintained per month	367	367	367
Number of parking tickets issued	2,664	1,041	1,500
Amount collected in parking meter revenue	\$69,423	\$63,972	\$65,000
Amount paid in parking meter fines	\$11,850	\$9,297	\$10,000
Number of meter readers	2	1	1

**151 GENERAL FUND
162 PARKING METER ADMINISTRATION**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	45,755	31,828	30,157	33,917	33,917
Supplies and Materials	2,285	3,125	2,360	2,500	2,500
Other Services and Charges	925	2,340	1,249	1,472	1,472
Repair and Maintenance	0	1,200	456	700	700
Capital Outlay	0	12,436	12,436	0	0
TOTAL EXPENDITURES	48,965	50,929	46,658	38,589	38,589
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					0.25%

BUDGET HIGHLIGHTS

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

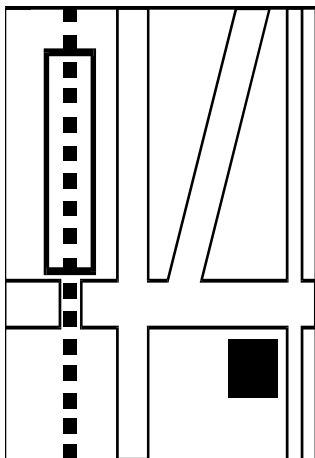
PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Meter Reader	1	1	1	1	54	14,375	18,349	22,322
TOTAL	1	1	1	1				

**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.



2004 GOALS AND OBJECTIVES

To implement the Comprehensive Plan through the direction of Parish Administration and assistance of the Parish Council.

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

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

To finalize 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.

To continue the removal of derelict vessels from the waterways of Terrebonne Parish.

To develop a tree plan for Terrebonne Parish.

To consolidate the Planning Commission and Zoning Commission after approval of the Comprehensive Plan.

2002-2003 ACCOMPLISHMENTS

Submitted the final draft of the Comprehensive Plan to the Planning Commission.

Awarded 10 million dollar Flood Mitigation Grant to assist the disaster relief funding to substantially damaged structures in Terrebonne Parish.

Completed the vegetative grass planting along the Introcoastal Canal at the Mandalay Wildlife Refuge.

Awarded a grant from the Department of Natural Resources to implement a Christmas Tree Program along Minors Canal. Will be completed next year.

Awarded a \$10,000 grant from the Department of Agriculture and Forestry to implement the "Save the Trees" Program for Terrebonne Parish.

Consolidated the Coastal Zone Committee and the Coastal Restoration Committee in order to establish a unified effort in coastal restoration.

Established a On-line web site for tall grass, debris, dilapidated housing and derelict vessel complaints.

Received and processed over 300 coastal use permits of state and local concern.



**151 GENERAL FUND
193 PLANNING**

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Number of building permits issued	4,962	5,500	6,000
Number of building permits for new construction residential issued	700	675	650
Number of permits for mobile homes issued	360	355	350
Number of building permits for new construction commercial	72	120	140
Number of permits for renovations, additions, or certificates of occupancy	590	660	700
Dollar amount of construction (millions)	\$115M	\$160M	\$175M
Number of inspections made for electric	2,800	3,000	3,500
Number of inspections made for gas	3,700	4,000	4,500
Number of inspections made for plumbing	4,600	5,000	5,500
Number of inspections made for elevation requirements	550	700	1,000
Number of applications for subdivisions, redivisions of property, raw land sales and family partitions	130	140	150
Number of applications for zoning map amendments, home occupations and planned groups approved	24	35	45
Number of applications for structural variances	43	55	65
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	1,500	1,600	1,700

**151 GENERAL FUND
193 PLANNING**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	738,517	761,092	769,256	798,532	798,532
Supplies and Materials	24,196	28,500	26,975	28,500	28,500
Other Services and Charges	144,826	193,241	180,494	78,100	78,100
Repair and Maintenance	3,632	3,650	4,378	3,650	3,650
Allocated Expenditures	(51,164)	0	0	0	0
Capital Outlay	13,055	18,614	18,614	0	0
TOTAL EXPENDITURES	873,062	1,005,097	999,717	908,782	908,782
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-7.88%

BUDGET HIGHLIGHTS

- The function of the Public Cemeteries (151-406) has been absorbed by the Planning Department, Approved.
- Personnel changes Proposed: - Approved.
 - Eliminate Permits Specialist
 - Add Clerk V position who has absorbed the Permits
 - Upgrade Clerk III to Clerk IV (Level 56 to 57)

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Planning Director	1	1	1	1	29	55,863	73,186	90,495
Senior Planner	1	1	1	1	14	39,398	51,409	63,434
Coastal Zone Manager	1	1	1	1	12	32,464	42,046	51,617
Planner II	1	1	1	1	12	32,464	42,046	51,617
Permits Specialist	1	0	0	0	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	2	2	2	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	2	2	3	3	57	18,089	23,568	29,035
Clerk III	2	2	1	1	56	16,725	21,621	26,529
Nuisance Abatement Inspector	2	2	2	2	56	16,725	21,621	26,529
TOTAL	18	18	18	18				

**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.

2004 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 upgrade weatherproofing on roof of the courthouse annex.
- To renew yearly maintenance agreement for Chillers.
- To change out the air handler at the Health Unit.
- To change out the flooring at the Clerk of Court (basement).

2002-2003 ACCOMPLISHMENTS

- Assisted employees into the Government Tower building in downtown Houma to establish Terrebonne Parish Government Complex.
- Made renovations to old Council Clerk offices to accommodate Division IV-D (child support) and Grand Jury Room. And also moved Judicial Administrator's office.
- Completed flooring at City Court offices.
- Removed old jail cells, plumbing, and walls to accommodate for office space, electrical and A/C; built shelves and benches, to provide for a central file room at the Houma Police Department.
- Maintenance office moved into old Judicial Administrator's office.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of plumbing repair work orders	890	950	975
Number of electrical repair work orders	580	600	650
Number of mechanical repair work orders	245	230	250
Number of painting work orders	45	40	50
Number of roof repair work orders	5	5	5
Number of carpentry repair work orders	45	40	40
Number of air conditioning repair workorders	155	100	110

**151 GENERAL FUND
194 GOVERNMENT BUILDINGS**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	224,460	317,954	282,334	330,171	330,171
Supplies and Materials	35,082	34,520	31,601	32,650	32,650
Other Services and Charges	903,793	979,961	1,077,199	1,106,086	1,106,086
Repair and Maintenance	124,074	167,500	156,184	141,250	141,250
Capital Outlay	37,360	653,797	955,731	0	0
TOTAL EXPENDITURES	1,324,769	2,153,732	2,503,049	1,610,157	1,610,157
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					7.35%

BUDGET HIGHLIGHTS

- Personnel: - Approved.
 - Eliminate two Clerk III positions, add one Laborer III, upgrade one Clerk III to Clerk IV savings of \$25,686.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Government Tower Manager	1	1	1	1	13	35,710	46,423	57,136
Mechanical Maint. Supervisor	1	1	1	1	13	35,710	46,423	57,136
Maintenance Technician	1	1	1	1	60	23,348	31,022	38,697
Clerk III	3	1	1	1	56	16,725	21,621	26,529
Laborer III	1	1	2	2	56	16,725	21,621	26,529
Laborer I	1	1	1	1	53	13,388	16,972	20,556
TOTAL	8	6	7	7				

**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.

2004 GOALS AND OBJECTIVES

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

To expand database features to optimize use of computerized tracking system.

2002-2003 ACCOMPLISHMENTS

Created an on-line complaint filing system on the tpcg.org web page.

Activated hearing panel as outlined in the Nuisance Abatement Ordinance.

Removal of ten derelict vessels.

Processed over 1,000 nuisance abatement complaints.

Processed over 60 condemnation complaints.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of tall grass, junk/debris, junked/abandoned vehicles, and abandoned/derelict vessels complaints reported	1,221	1,161	1,000
Number of abandoned/derelict structure violations processed	120	102	90
Number of liens placed on tax notices for tall grass violators	60	55	50

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Other Services and Charges	158,842	395,007	395,007	95,000	95,000
TOTAL EXPENDITURES	158,842	395,007	395,007	95,000	95,000
% CHANGE OVER PRIOR YEAR					-75.95%

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.

2004 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.

2002-2003 ACCOMPLISHMENTS

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



PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of government buildings custodial services are provided to	19	18	16
Number of custodians assigned to each government building	2	3	3

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	521,097	556,642	531,962	543,652	543,652
Supplies and Materials	76,378	63,920	83,472	63,850	63,850
Other Services and Charges	81,994	77,652	78,184	90,312	90,312
Repair and Maintenance	1,877	3,000	3,045	3,400	3,400
TOTAL EXPENDITURES	681,346	701,214	696,663	701,214	701,214
% CHANGE OVER PRIOR YEAR					0.00%

**151 GENERAL FUND
198 JANITORIAL SERVICES**

BUDGET HIGHLIGHTS

- 2004 Janitorial Services Contract for Government Complex, \$73,770, Approved.
- Personnel: - Approved.
 - Eliminate Laborer III (Grade 59)

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		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
Clerk III-Receptionist	1	1	1	1	56	16,725	21,621	26,529
Laborer III - General	1	0	0	0	56	16,725	21,621	26,529
Custodian	18	18	18	18	53	13,388	16,972	20,556
TOTAL FULL-TIME	22	21	21	21				
Laborer III/General	1	1	1	1	56	8,363	10,811	13,265
Custodian	2	2	2	2	53	6,694	8,486	10,278
TOTAL PART-TIME	3	3	3	3				
TOTAL	25	24	24	24				

**151 GENERAL FUND
199 GENERAL – OTHER**

PURPOSE OF APPROPRIATION

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).

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Other Services and Charges	73,227	594,563	502,155	495,815	495,815
Allocated Expenditures	<u>379,069</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>452,296</u>	<u>594,563</u>	<u>502,155</u>	<u>495,815</u>	<u>495,815</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					-16.61%

BUDGET HIGHLIGHTS

- 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.

2004 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.

2002-2003 ACCOMPLISHMENTS

The Coroner's Office investigated and completed appropriate documentation on all coroner death cases, projected to be 525 for 2003.

Autopsies are performed as needed to complete an investigation into the cause of death. The number of autopsies for 2003 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 525 for 2003.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of investigations - Mental cases	98	130	130
Number of investigations - Death cases	515	525	564
Number of mental exams	500	564	590
Number of commitments	500	564	590
Number of autopsies	66	84	84
Number of views without autopsies	389	432	432
Number of toxicology studies	57	84	84
Number of investigation - PCSO (Possible Criminal Sex Offense)	44	40	40
Number of PCSO exams (Possible Criminal Sex Offense)	37	40	40
Number of sanity commission exams (court ordered)	22	36	36
Total	2,228	2,499	2,590

**151 GENERAL FUND
205 CORONER**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	67,232	0	0	0	0
Other Services and Charges	323,745	408,188	408,188	430,853	430,853
Capital Outlay	0	10,000	10,000	0	0
TOTAL EXPENDITURES	390,977	418,188	418,188	430,853	430,853
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					5.55%

BUDGET HIGHLIGHTS

- General Fund Supplement, \$430,853, Approved.



**151 GENERAL FUND
301 OFFICE OF COASTAL RESTORATION/PRESERVATION**

MISSION STATEMENT / DEPARTMENT DESCRIPTION

The Office of Coastal Restoration/ Preservation’s is a newly formed Department for the year 2004. It’s mission is to provide aggressive leadership, direction, and consonance in the development and implementation of policies, plans and programs which encourage multiple uses of the coastal zone and achieve a proper balance between development and conservation, restoration, creation and nourishment of coastal resources in Terrebonne Parish. This office has a similar focus at the Parish level as the Governor’s Office of Coastal Activities does at the state level. The CZM Program (Coastal Zone Management), CZM Permits, Letters of no objection involving wetland issues, MS4 activities, and seismic permits are under this department. This office handles coordination of the Terrebonne Parish’s interaction with CWPPRA, the LCA, 2050, DNR and MS4 activities. The funding for this office will be obtained from Letters of No Objection and permit fee increases.

2004 GOALS AND OBJECTIVES

- To secure funding through the increase of Letter of No Objection and permit fees.
- 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 educate the residents of Terrebonne Parish about coastal restoration and preservation.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	0	0	0	223,200	223,200
Supplies and Materials	0	0	0	22,600	22,600
Other Services and Charges	0	0	0	89,500	89,500
Repair and Maintenance	0	0	0	1,300	1,300
TOTAL EXPENDITURES	0	0	0	336,600	336,600
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					0.00%

BUDGET HIGHLIGHTS

A new department, the Office of Coastal Restoration is being proposed subject to the realignment of the fee structure for the issuance of “letters of no objection”. Prior to the performing of any seismographic survey or the construction of a facility consisting of any well, well site, dredging and other related activities, within the boundaries of the parish, a “letter of no objection” from the Terrebonne Parish Consolidated Government must be secured. The current processing fee is set at \$500.00 for each letter. Prior to submitting a proposed increase, Administration will prepare an analysis of surrounding parishes’ fee schedules and recommend the optimum rates for our Parish. The estimated operations of this department totals \$336,600, therefore the source of revenue must be able to meet this level. In its first year of operations, the following personnel is proposed:

- Director, Level 29, (will change to a Level 15 pending adoption January 28th, 2004).
- CZM coordinator, Level 12 (currently staffed in Planning Department), Approved.
- Engineering Tech II, Level 61, Approved.
- Clerk V, Level 59, Approved.

**151 GENERAL FUND
301 OFFICE OF COASTAL RESTORATION/PRESERVATION**

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Restoration/Preservation Dir.	0	0	1	1	29	55,863	73,186	90,495
CZM Coordinator	0	0	1	1	12	32,464	42,046	51,617
Engineering Tech II	0	0	1	1	61	25,568	34,190	42,826
Clerk V	0	0	1	1	59	21,737	28,231	35,074
TOTAL	<u>0</u>	<u>0</u>	<u>4</u>	<u>4</u>				

**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 assigned Public Works Department's capital improvement projects. This division also provides engineering support for the Terrebonne Parish Regional Planning Commission subdivision approval process. The Engineering Division reviews drainage plans for commercial and industrial building permits as required by Ordinance No. 6388. 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.

2004 GOALS AND OBJECTIVES

To provide for the effective construction of assigned DPW (Department of Public Works) capital projects in general that 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 for Engineering approval and to inform the Planning Commission of any design deficiencies in the reviewed subdivisions.

To review applicable building permit drainage plan submissions for compliance with applicable Parish Codes and to inform the Planning Department of any detected drainage plan deficiencies.

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

2002-2003 ACCOMPLISHMENTS

Received LaDEQ Louisiana Pollutant Discharge Elimination System (LPDES) General Permit for discharges from Small Municipal Separate Storm Sewer Systems (Small MS4s).

Louisiana Pollutant Discharge Elimination System (LPDES) Storm Water Permits have been made available to the public on the website.

All Terrebonne Parish Personnel were moved from the old Administration Building into the Government Tower.

New Main Terrebonne Parish Library has been completed.

Completed closure of the Ashland Landfill.

Construction began on the new C & D Landfill.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of Capital projects	62	67	60
Dollar amount of Capital projects (Millions)	73	67	70
Invoices dollar amount for Capital projects (Millions)	\$20.8	\$11.8	\$12.0
Number of change orders done for Capital projects	58	42	42
Number of engineering/architectural appointments	6	18	20
Number of amendments to Capital projects	25	18	20
Number of substantial completions	19	14	17
Number of engineering reviews of subdivisions	25	45	40
Number of final inspections of subdivisions	16	41	35
Number of engineering reviews of building permit applications	68	137	150
Number of Capital projects by the engineering group	1	1	1

**151 GENERAL FUND
302 ENGINEERING**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	314,656	329,349	316,894	328,823	328,823
Supplies and Materials	26,009	25,550	24,283	28,000	28,000
Other Services and Charges	46,932	180,659	164,231	172,100	172,100
Repair and Maintenance	109,074	199,890	197,468	18,200	18,200
Allocated Expenditures	(412,388)	(354,995)	(337,700)	(262,524)	(262,524)
Capital Outlay	55,114	186,668	186,668	0	0
TOTAL EXPENDITURES	139,397	567,121	551,844	284,599	284,599
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-25.61%

BUDGET HIGHLIGHTS

- Restore and Retreat Fees, \$40,000, Approved.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Parish Engineer	1	1	1	1	15	43,592	57,110	70,615
Engineering Analyst	1	1	1	1	61	25,568	34,190	42,826
Public Wrks. Const. Inspector	1	1	1	1	61	25,568	34,191	42,826
Engineering Tech. II	1	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
TOTAL	6	6	6	6				

**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	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of adult pauper burials	1	9	9
Number of infant pauper burials	0	1	1
Number of funeral homes handling pauper burials	1	3	3
Cost of infants pauper burial (\$100.00)	\$0	\$100	\$100
Cost of adults pauper burial (\$300.00)	\$300	\$2,700	\$2,700
Total cost	\$300	\$2,800	\$2,800

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	111	32,011	0	0	0
Supplies and Materials	236	0	0	0	0
Other Services and Charges	14,206	3,308	0	0	0
Repair and Maintenance	100	3,500	0	0	0
TOTAL EXPENDITURES	14,653	38,819	0	0	0
% CHANGE OVER PRIOR YEAR					-100.00%

BUDGET HIGHLIGHTS

- Activities transferred to Planning Department, Approved.
- Position eliminated, with administration absorbed, Approved.

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Program Manager	1	0	0	0	9	24,880	31,853	38,813
TOTAL	1	0	0	0				

**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.

2004 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.

2002-2003 ACCOMPLISHMENTS

The Parish maintained about 885 active Veteran case files.

There were 1,317 veterans that visited our office for assistance.

There 2,008 telephone contacts that were addressed.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Terrebonne Parish's veteran population	7,665	8,000	8,000
Amount of benefit dollars received by Terrebonne veterans (Millions)	\$6.88	\$7.00	\$7.00
Number of active veteran cases maintained	885	900	900

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Other Services and Charges	10,932	10,932	10,932	14,208	14,208
TOTAL EXPENDITURES	10,932	10,932	10,932	14,208	14,208
% CHANGE OVER PRIOR YEAR					29.97%

BUDGET HIGHLIGHTS

- Parish supplement for State Veterans Service Office, \$14,208, 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.

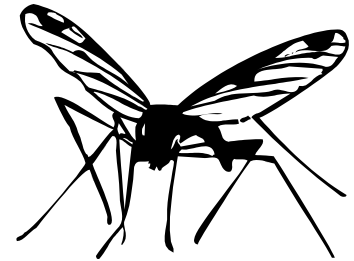
2004 GOALS AND OBJECTIVES

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.

The Haven wishes to expand and enhance their current programs with a Parish supplement.

2002-2003 ACCOMPLISHMENTS

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



PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of mosquito traps	2,945	3,063	3,004
Adulticide - ground/aerial (acres)	722,422	759,222	740,822
Larvicide - ground/aerial (square feet)	38,670,000	36,019,741	37,344,870

BUDGET SUMMARY	2002	2003	2003	2004	2004
	ACTUAL	BUDGET	PROJECTED	PROPOSED	ADOPTED
Other Services and Charges	548,449	572,746	559,794	598,886	598,886
Repair and Maintenance	15,900	0	0	0	0
TOTAL EXPENDITURES	<u>564,349</u>	<u>572,746</u>	<u>559,794</u>	<u>598,886</u>	<u>598,886</u>
% CHANGE OVER PRIOR YEAR					4.56%

BUDGET HIGHLIGHTS

- Estimated contract for Mosquito Control, \$565,716 (Source of funding Video Poker), Approved.
- Domestic Abuse – The Haven, \$15,000, Approved.
- Start Corporation – Mental Health, \$18,170, Approved.

151 GENERAL FUND 650 CULTURAL RESOURCES & ECONOMIC DEVELOPMENT

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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; museum development efforts such as the Children's Discovery Center; tourism and visitor enhancement efforts; and downtown revitalization including the Main Street Program. Under the Economic Development Division are Small Business Programs (CDBG small business loans, Micro-enterprise loans and technical assistance grants); business incentives facilitation and coordination through the Louisiana Department of Economic Development (Enterprise Zone and the new Heritage Enterprise Zone programs; Industrial Tax Exemption program, etc.), and through South Central Planning & Development Commission; business and industrial retention and recruitment; and (currently) the Port of Terrebonne and the Downtown Marina through the Port Commission; as well as general economic development, diversification, and promotional efforts.

2004 GOALS AND OBJECTIVES

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.
- Update and continue to prepare in-house and make available to potential business and industrial firms considering relocation to Terrebonne Parish, promotional/informational packets and video.
- Serve as a clearinghouse for tax and incentive information to the business community and to prospective businesses/industries in the parish.
- Pursue state Rural Development and other state and federal grant opportunities to support projects or agencies in the parish.
- Continue to aggressively pursue outside funding resources (EDA, Corps of Engineers, LCDA, etc.) for infrastructure development at the Port of Terrebonne.
- Assist the Port Administrator and Port Commission with the development of marketing and promotional materials and brochures for distribution to potential clients.
- 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 promote the new tax incentive program available to small, heritage-based cottage industries through the Heritage Enterprise Zone (HEZ) economic development initiative available to Terrebonne Parish.
- Hold a workshop in conjunction with the Atchafalaya Trace Commission to make information on the new HEZ program available to eligible heritage-based businesses and industries in Terrebonne Parish and encourage their participation in this incentive program as a way to increase business and create jobs.
- Continue subsequent phases of the Civic Center hotel feasibility study leading to the preparation of a Request for Proposals to attract private sector developers for this project.
- Edit, write, and publish the TPCG newsletter, "The Pride of Terrebonne", six times a year.

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

2004 GOALS AND OBJECTIVES (continued)

- Continue to update and make department web pages user-friendlier for the public and add new information, materials, forms, etc., as appropriate.

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.
- Work with the Downtown Business Association and the Houma Downtown Development Corporation to bring projects and programs to downtown Houma such as the Downtown Live After 5 concert series, community concerts at the Downtown Marina, and the Children’s Discovery Center in order to promote downtown Houma.
- 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.
- Continue to work with Main Street manager to create a database of businesses on Main Street and web page.
- 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, operation of the Folklife Culture Center, utility relocation and sidewalk improvements, a Children’s Discovery Center, and other worthwhile projects.
- 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 explore and implement a staffing mechanism for the Folklife Culture Center.
- Pursue with HDDC the acquisition and development of 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.
- Explore with local developers the construction of an 18-hole public golf course or the expansion of an existing 9-hole course.
- Work with the Louisiana Retirement Development Commission to make Terrebonne a “retirement-ready community.”
- Pursue applications through the Louisiana Department of Wildlife & Fisheries for Wallop-Breaux funding to upgrade public boat launches in the parish.

2002-2003 ACCOMPLISHMENTS

- Completion of Economic Development Strategic Plan, Phases I and II, through financial partnering with the Houma-Terrebonne Chamber of Commerce and South Central Industrial Association.
- Although it is still in the design stage, this department, in partnership with the Department of Housing & Human Services, assisted Concerned Clergy & Laity in the development of a small business incubator in a depressed section of the city. The project is getting closer to reality.
- 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 Certified Local Government.
- Parish Council adopted the regulatory Historic District Ordinance (Ord. No. 6730). Developed new Historic District boundary map.
- Worked with the DBA and HDDC in cosponsoring several very successful Downtown Live After 5 concerts in downtown Houma.

151 GENERAL FUND
650 CULTURAL RESOURCES & ECONOMIC DEVELOPMENT

2002-2003 ACCOMPLISHMENTS (continued)

- Worked with the USS Terrebonne Parish (LST 1156) Reunion Association in bringing a successful reunion event to Houma-Terrebonne.
- Assisted the Port Administrator with early planning for the 2004 Ports Association of Louisiana conference in Terrebonne Parish.
- Assisted Port Administrator in development and placement of 3 ads about Port and Downtown Marina in various trade journals.
- Submitted to the Louisiana Division of Administration a capital outlay request for funding of Phases I and II of the Bayou Terrebonne Boardwalk project, as well as the dredging of Bayou Terrebonne and the elevation of a portion of LA 56.
- Represented Terrebonne Parish and the Parish President with the Chamber of Commerce/SCIA group visiting legislators and various federal agencies in Washington, D.C. to push federal funding for Morganza-to-the-Gulf hurricane protection project.
- Completed construction/renovation of Folklife Culture Center. Worked on final details before grand opening in 2003.
- Made presentation to TGMC Board regarding the possible use of a TGMC building adjacent to the Downtown Marina as a Children's Museum/Discovery Center. Received permission to proceed with Cooperative Endeavor Agreement between Parish and TGMC. Document was drafted.
- Brought on consultant for Phase I of the feasibility study for the Children's Discovery Center.
- Assisted in the Bonaparte on the Bayou Festival and other activities in connection with the local celebration of the Louisiana Purchase Bicentennial.
- 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 major proposals to attract two of these to the port site.
- Prepared and submitted sixteen (16) grant applications to the Governor's Office of Rural Development for a total of \$137,000.00. These grant applications were in support of various capital projects in the rural areas of the parish.
- Closed out nine (9) Rural Development grants which were completed at the end of 2002 or the beginning of 2003.
- Began development of a Retiree Guide for Terrebonne Parish to attract retirees to the parish.
- Created a logo for Historic Main Street letterhead and advertisements.
- Assumed on-going responsibility for maintaining the events calendar and local maps on the parish website.
- Prepared ads for publication in national site selection magazines and created an economic development commercial that ran during Bayou Bucks games.
- Prepared and submitted a Recreational Trails grant application for Mandalay Nature Trail and birding site adjacent to the Mandalay National Wildlife Refuge, working with a local birding group.
- Prepared and submitted three separate Wallop-Breaux funding applications to support improvements at three parish-owned and operated recreational boat launches. Funding approval at the state level was received for one in the amount of \$61,460. Resubmitted one of the other applications.
- Submitted Parish Road Repair grant application to state and was awarded \$17,000 to conduct needed improvements. Closed out the grant when work was completed.
- Assisted Parish President in "Call to Local Artists" to secure original, local art for Government Tower Building.
- Reviewed and signed for approval of construction plans and specifications for capital improvements (portico and entrance driveway) at Dumas Auditorium. Project was let, but all bids received were over budget. All bids were rejected.
- Prepared and submitted LMA award application for the Parish Strategic Plan for Economic Development. This document received Honorable Mention.
- Prepared and submitted an award application for the Downtown Marina to the Waterfront Center.
- Solicited and received for review proposal from a hotel development feasibility professional regarding proposed Civic Center hotel. Currently in Phase I of the feasibility study.
- Solicited proposals from qualified appraisers to conduct appraisal of old government office building on Goode Street.
- Began working with Convention and Visitors Bureau to develop a strategic plan for tourism in the parish.

151 GENERAL FUND
650 CULTURAL RESOURCES & ECONOMIC DEVELOPMENT

2002-2003 ACCOMPLISHMENTS (continued)

- Served on Louisiana Purchase Bicentennial Committee to plan events and activities in Terrebonne in 2003.
- Facilitated local participation and benefits in the Enterprise Zone program for several eligible companies.
- Added TPCG newsletters and selected parish demographics to the website.
- Updated the websites for the Downtown Marina and Port of Terrebonne.

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Number of new business assistance appointments	280	250	250
Number of new jobs promised through CDBG loans	9	18	20
Number of small business loans through the CDBG program (including "micro")	3	4	5
Number of new business assistance appointments and free assistance	94	120	130
Number of businesses receiving paid technical assistance	17	5	5
Number of referrals of State tax incentive programs through the Enterprise Zone and other state programs	13	15	15
Enterprise Zone investments in Terrebonne Parish	\$36M	\$30M	*
Permanent jobs promised through the EZ (Enterprise Zone) program	835	799	*
Construction jobs created through the EZ program	505	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.)	9	21	16
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.)	8	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.

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

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	335,794	327,612	323,204	354,111	322,056
Supplies & Materials	17,646	10,400	9,233	9,500	9,500
Other Services & Charges	187,541	199,861	204,044	168,604	168,604
Repair & Maintenance	108	1,000	668	1,000	1,000
Allocated Expenditures	(31,059)	(6,600)	(7,300)	(7,300)	(7,300)
Capital Outlay	16,339	8,043	8,043	0	0
TOTAL EXPENDITURES	526,369	540,316	537,892	525,915	493,860
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-7.00%

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, \$25,000 – 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, \$15,500 – 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.
- Travel & Training, \$6,200 – 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, \$12,000 – for printing of six editions of the Parish newsletter used as a promotional tool and employee guide, Approved.

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

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Economic Developmt. Director	1	1	1	1	29	55,863	73,186	90,495
Small Business Pmgr. Mgr.	1	1	1	1	13	35,710	46,423	57,136
Main St. Manager	1	1	1	0	12	32,464	42,046	51,617
Marketing-Site Specialist	1	1	0	0	9	24,880	31,854	38,813
Marketing Manager	0	0	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>6</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.

2004 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.

2002-2003 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.



BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Supplies and Materials	8,164	6,927	6,927	0	0
Other Services and Charges	57,413	142,000	142,000	30,000	30,000
Capital Outlay	849	31,196	31,196	0	0
TOTAL EXPENDITURES	66,426	180,123	180,123	30,000	30,000
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-79.86%

BUDGET HIGHLIGHTS

- Downtown Festival, \$15,000, co-sponsored expenditures, Approved.
- Special Events insurance (co-sponsorship), \$15,000, with various non-profit organizations, 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.

2004 GOALS AND OBJECTIVES

Historic Markers for our new Regulatory Historic District will be implemented for the year 2004 and will make downtown more pedestrian friendly.

Continue to work with landowners and merchants downtown to keep Main Street free of litter.

To work diligently with the newly picked regulatory board so we can enforce the façade enhancements.

To secure the necessary property for the construction of the South Louisiana Wetlands Children's Museum. Along with forming a 503c3 status for this project.

Striving to have the Downtown Live After 5 project totally self-providing for the coming year.

Continue the mural project in the Historic District to enhance our Main Street for the visitor's experience downtown.

2002-2003 ACCOMPLISHMENTS

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.

Completed renovations to house for the Folk-Life Museum.

Completed first mural in project in the Historic District to help enhance Main Street.

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
To act as the implementation agent for the following Terrebonne Parish projects:			
The Boardwalk Project	5%	30%	30%
The White House-Folk Museum	95%	100%	100%
Number of bricks sold at the Main Street Memorial Park	102	100	10
Dollar amount received from selling of Bricks	\$5,100	\$5,000	\$500
Incorporating signage and historical markers	10%	20%	80%
Promote cultural activities and attractions downtown:			
Downtown on the Bayou Festival	1	1	1
Downtown Live After 5 Concerts	0	10	10
Art After Dark	1	1	1
Pedestrian Crosswalks on Main Street	0	5	5
Number of marketing materials used to promote downtown historic district	1	1	2
Utilization of a website to market the multi-facets of downtown area	100%	100%	100%
Implementation of a partnership with the Downtown Merchants Association to highlight downtown retail/restaurants and projects	9	12	14

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

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Other Services and Charges	126,461	197,521	197,232	119,500	119,500
Capital Outlay	<u>33,600</u>	<u>2,260,945</u>	<u>2,260,945</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>160,061</u>	<u>2,458,466</u>	<u>2,458,177</u>	<u>119,500</u>	<u>119,500</u>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-39.50%

BUDGET HIGHLIGHTS

- 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.
- TEDDCO, \$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.

2004 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.

2002-2003 ACCOMPLISHMENTS

In this period the department administered funding from state and federal sources in excess of 13 million dollars.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of programs implemented	27	28	29
Number of grant applications approved	9	11	12
Number of grant applications researched for other departments and agencies	5	22	25

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	634,771	237,119	228,949	273,130	273,130
Supplies & Materials	7,026	7,700	7,110	8,270	8,270
Other Services and Charges	39,696	43,182	41,454	38,010	38,010
Repair & Maintenance	(17,539)	(20,476)	(8,596)	(15,000)	(15,000)
Allocated Expenditures	(414,898)	0	0	0	0
TOTAL EXPENDITURES	249,056	267,525	268,917	304,410	304,410
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					13.79%

BUDGET HIGHLIGHTS

- Personnel: - Approved.
 - Delete secretary
 - Caseworker/Clerk IV, upgrade from Grade 55 to 57
 - Clerk II position upgraded to Clerk III/Receptionist
 - Reclass part-time to full-time, Fiscal Monitor, Grade 59

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

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	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. Dir.-Comm. Dev. Adm.	1	1	1	1	13	35,710	46,423	57,136
Internal Auditor	1	1	0	0	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
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
Fiscal Monitor	0	0	1	1	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Literacy Coordinator	0	1	1	1	58	19,647	25,763	31,879
Caseworker/Clerk IV	0	0	1	1	57	18,089	23,568	29,035
Secretary	2	2	1	1	56	16,725	21,621	26,529
Clerk III/Receptionist	0	0	1	1	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	0	0	55	15,479	19,894	24,295
Caseworker	1	0	0	0	55	15,479	19,894	24,295
TOTAL FULL-TIME	16	16	16	16				
Fiscal Monitor	1	1	0	0	59	11,086	14,397	17,888
TOTAL PART-TIME	1	1	0	0				
TOTAL	17	17	16	16				

**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.

2004 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 through educational programs. Our focus areas include Agriculture and Natural Resources, Home Economics, 4-H Youth Development and Leadership and Community Development.

To bring the LSU mission to the citizens of Terrebonne.

2002-2003 ACCOMPLISHMENTS

During 2002-2003, the Terrebonne Parish office of the LSU Agricultural Center has a total of over 67,000 audience contacts through educational workshops, clinics, seminars, farm and home visits, telephone and office visits, distance learning sessions and mass media contacts. Our educational efforts have expanded via mass media contacts also. We are presently utilizing mass media educational efforts that include HTV (local Houma Television Station), Radio Stations and The Houma Courier (local Terrebonne Parish Newspaper) articles.

Agricultural and Natural Resources

- Developed a mosquito awareness checklist with School Board giving guidelines on control and eliminating mosquito problems around the schools. Thirty-six schools are participating.
- Presented educational program to over 1,000 individuals on hurricanes and trees.
- Conducted area sugarcane field day with 137 producers in attendance.
- Parish monthly newsletter to 1,200 to keep informed about changes in fisheries regulations.
- Worked with six area schools on Coastal Roots nurseries, resulting in 6,000 starting plants for planting in the fall.
- Conducted educational TV programs on Termite Control, Mosquito Control, farm pond management, and horticulture and vegetable production practices.
- Over 4,000 area residents increased their knowledge on consumer horticulture practices through the Spring Garden Show.
- Conducted vegetable and lawn field days to over 200 producers.

Home Economics

- Trained 350 participants in CCP training where they learned skills of communication to achieve positive interpersonal relationships with children and parents that enhance child development.
- 187 participants representing 7 organizations of elderly-aged members received information on West Nile Virus Via Fight the Bite Program.
- 250 area farmers and other farm workers learned recommended food safety practices and techniques on packing lunches and keeping food safe during work time especially in the hot summer.

**151 GENERAL FUND
654 PARISH FARM AGENT**

2002-2003 ACCOMPLISHMENTS (continued)

4-H Youth Development and After School Care

- Conducted educational program to over 400 youth on team building and leadership skills.
- Increased after school care 4-H program from 150 to 400 students in the program.
- 1,100 4-H youth received training on record keeping, building team leadership, nutrition and health care of animals, and community service learning projects.

Leadership and Community Development

- Conducted multi-parish education event focusing on leadership development, member motivation and community involvement.
- All agents conducted educational programs on West Nile Virus Via the Fight to Bite Program.
- 4-H members collected over 600 bears for burned and crippled kids in the Shriners hospitals in Shreveport and Galveston.
- Continued to support the Farmers Market and Farm Nutrition Program through the Louisiana Department of Agriculture and Forestry. This program provides the farmers with added income and allows the senior citizens an opportunity to purchase farm fresh produce.

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Number of residents to be aware of function and value of wetlands	600	700	750
Number of residents given assistance in matters relating to agriculture, horticulture, and fisheries problems	8,000	9,500	9,700
Number of contacts made to promote Best Management Practices in agriculture, horticulture, and natural resources	8,100	8,400	8,500
Number of residents trained in healthy lifestyles and habits to improve health and reduce the incidence of disease	720	750	775
Number of residents trained in parenting skills and nutrition	2,100	2,300	2,350
Number of youth receiving leadership skills and character education training	1,400	1,200	1,250
Number of youth participating in 4-H programs	1,400	1,200	1,250
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	70,100	67,000	70,000

**151 GENERAL FUND
654 PARISH FARM AGENT**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Other Services and Charges	27,172	32,160	32,160	32,160	32,160
TOTAL EXPENDITURES	27,172	32,160	32,160	32,160	32,160
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					0.00%

BUDGET HIGHLIGHTS

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



**151 GENERAL FUND
680 WATERWAYS & PORTS**

PURPOSE OF APPROPRIATION

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)

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Other Services and Charges	137,397	249,155	249,155	186,408	186,408
TOTAL EXPENDITURES	<u>137,397</u>	<u>249,155</u>	<u>249,155</u>	<u>186,408</u>	<u>186,408</u>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-25.18%

BUDGET HIGHLIGHTS

- The Terrebonne Port Commission is a separate political subdivision of the State of Louisiana under provisions of Act 485 of 1964. A supplement is proposed until such time revenues may be self-generated, \$186,408, (see Miscellaneous Information section for details), Approved.

**151 GENERAL FUND
912 OFFICE OF HOMELAND SECURITY & 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.

2004 GOALS AND OBJECTIVES

- 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.
- To establish a 10 man Parish Rapid Assessment Team to be funded by a Department of Justice grant.
- To expand web site to contain more information and resources for the community.

2002-2003 ACCOMPLISHMENTS

- Completely updated the entire Multi-Hazard Plan and received approval from the Louisiana Office of Emergency Preparedness.
- Received \$217,414.00 from the Department of Justice grant to be used for terrorism training and equipment.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Presentations given on emergency preparedness procedures:			
Number of presentations	120	140	160
Number of citizens reached	1,600	2,000	2,500
Number of schools participating	2	5	6
Number of students participating	200	500	600
Number of Training classes given	1	3	1
Dollar amount of grants applied for	\$10,000	\$50,000	\$560,000
Number of grants applied for	3	5	2
Dollar amount of grants awarded	\$10,000	\$50,000	\$560,000
Number of grants awarded	2	5	2

**151 GENERAL FUND
912 OFFICE OF HOMELAND SECURITY & EMERGENCY PREPAREDNESS**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	123,965	99,821	99,301	130,097	130,097
Supplies and Materials	24,524	61,500	8,896	10,300	10,300
Other Services and Charges	42,715	39,740	37,667	28,875	28,875
Repair and Maintenance	1,161	1,700	1,187	1,700	1,700
Capital Outlay	100,928	236,656	296,656	0	0
TOTAL EXPENDITURES	293,293	439,417	443,707	170,972	170,972
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-15.68%

BUDGET HIGHLIGHTS

- No significant changes.

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Emergency Prep. Director	1	1	1	1	24	29,568	37,619	45,683
Asst. Dir. Emerg. Prep.	1	0	1	1	9	24,880	31,854	38,813
Secretary	1	1	1	1	56	16,725	21,621	26,529
TOTAL FULL-TIME	3	2	3	3				
Haz. Mat. Responder	1	1	1	1	57	9,044	11,784	14,518
TOTAL PART-TIME	1	1	1	1				
TOTAL	4	3	4	4				

151 GENERAL FUND 999 OPERATING TRANSFERS

BUDGET HIGHLIGHTS

DEDICATED EMERGENCY FUND - \$221,360

This fund is used to transfer 3% of the prior year general fund revenues, or amount needed to maintain the minimum balance of \$2.0 million.

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 - \$1,920,887

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 - \$2,500,000

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. The Municipal and Dumas Auditoriums net operations are included. A portion of the transfer is from the PILOT Revenue (\$414,970).

MARSHAL'S FUND - \$391,339

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

COASTAL ZONE MANAGEMENT - \$41,507

Monies in this fund are used 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 - \$20,610

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 - \$28,175

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

RURAL TRANSIT - \$150,953

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 including parishwide grass cutting.

151 GENERAL FUND
999 OPERATING TRANSFERS – (continued)

BUDGET HIGHLIGHTS

PARISHWIDE RECREATION – \$407,121

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

TERREBONNE WATERLIFE MUSEUM - \$115,726

Monies in the fund are use 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

Monies in this fund are used too supplement the activities necessary for the Houma-Terrebonne Civic Center, including, but not limited to, the administration, operations, maintenance and marketing.

P/W Sewerage Construction Fund - \$233,357

In 2002, the Parish adopted a commitment to extend, expand and improve the Sewerage System of our Parish and provide for the dedication of revenues over a five-year period. The 2004 transfer represents the estimated excess of video poker revenues.

CAPITAL PROJECT CONTROL FUND - \$106,000

Monies in this fund are for a ten year Sidewalk Improvement Plan (\$106,000 – PILOT Revenue).

ROAD CONSTRUCTION FUND - \$400,000

Monies in this fund are used to supplement Westside Blvd, Phase I to St. Louis Canal Road. Video Poker Proceeds were used for funding.

CRIMINAL COURT FUND - \$425,000

Monies in this fund are used 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	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Miscellaneous Revenue	71,080	80,000	19,437	20,000	20,000
Operating Transfers In	200,000	0	609,572	221,360	221,360
TOTAL REVENUES	271,080	80,000	629,009	241,360	241,360
EXPENDITURES:					
Other Services & Charges	2,295	4,500	0	0	0
Transfers Out	2,000,000	0	0	0	0
TOTAL EXPENDITURES	2,002,295	4,500	0	0	0
INCREASE (DECREASE) TO FUND BALANCE	(1,731,215)	75,500	629,009	241,360	241,360
FUND BALANCE, JANUARY 1	2,860,846	1,129,631	1,129,631	1,758,640	1,758,640
FUND BALANCE, DECEMBER 31	1,129,631	1,205,131	1,758,640	2,000,000	2,000,000

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, 2004 is \$2,000,000, which equals the minimum balance required.
- Due to Tropical Storm Isidore and Hurricane Lili that affected Terrebonne Parish during September 2002, this fund transferred \$2,000,000 to other funds to aid in the recovery process. Originally, we did not budget any transfers from General Fund in 2003 because of the Dedicated Emergency fund having the minimum required Fund Balance before these storms occurred. However, we are now projecting a 2003 transfer of \$609,572 (mandated transfer of 3% of general fund revenues when minimum has not been established) and a proposal for a 2004 transfer in the amount of \$226,360 (minimum required to establish \$2.0 million). These two transfers will help get Dedicated Emergency Fund's fund balance up to the required minimum at this time as shown below, Approved.

<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

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

2004 GOALS AND OBJECTIVES

- The facility administrator has begun attending principal meetings, which are conducted by the Terrebonne Parish School Board.
- The Terrebonne Parish Juvenile Detention Center will continue to expand programs.
- To continue to utilize Title I funding to provide remediation in Language and Math.
- To continue to expand our guest speakers and presentations.
- To complete the multi-purpose gymnasium.
- To continue to expand our employee training and development.
- To increase staff certification in the Crisis Prevention Institute's certification program.

2002-2003 ACCOMPLISHMENTS

The Terrebonne Parish Juvenile Detention Center's supervisory staff has begun holding meetings with shift supervisors to discuss facility matters. The aim is to evaluate policy and procedure for possible adjustments and creation.

Bids were received in mid July 2003, on the multipurpose room/gymnasium. However, the bids are presently being reevaluated.

We continue to evaluate our manual and its compliance with the American Correction Association's established guidelines.

We are presently working with the state-licensing agent for juvenile detention centers. State licensing had been suspended for 2002 and 2003, but state legislative action is expected to reinstate this process. If it is reinstated, we will begin the state licensing application in lieu of ACA certification.

Our E & T Senior Instructor attended the Crisis Prevention Institute's Instructional training program.

We had over 40 guest speakers visit our facility this past year. Our guest speakers gave motivational presentations to our juveniles.

Our school program saw increased programming. We added a special education teacher to assist our learning disable juveniles. We added a fourth teacher to assist our students in LEAP remediation. We expanded our schedule to address additional language and math skills.

We have made substantial strides in completing our juvenile point system. The purpose of this system is to provide for more up to date communications between the Houma City Court and us.

We have partnered up with Terrebonne General's Steps to Success. This is a parenting group who works with our juveniles who are parents.

We have expanded our tours to include various youth groups such as O.N.E. C.H.A.N.E., the Boy Scouts, and any citizen wishing to show their children the consequences of bad choices.

202 TERREBONNE JUVENILE DETENTION FUND

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Number of tours of detention center	50	50	50
Number of juveniles housed in center	752	750	800
Number of educational and prevention programs	3	3	5
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	10
% of indoor gymnasium complete	15%	100%	100%
Certification of American Corrections Association (ACA)	0%	80%	0%
% of Compliance of American Corrections Association (ACA)	0%	80%	0%
Number of escapes	0	0	0
Number of guest speakers	10	15	40
Number of computers in lab	12	15	12
% of Juvenile Point System complete	15%	100%	100%

202 TERREBONNE JUVENILE DETENTION FUND

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	738,947	758,852	795,733	795,000	795,000
Intergovernmental	48,559	51,000	48,532	48,500	48,500
Charges for Services	78,052	80,000	38,354	40,000	40,000
Miscellaneous Revenue	15,098	23,745	14,262	11,000	11,000
Operating Transfers In	1,217,490	1,334,974	1,334,974	1,334,974	1,334,974
TOTAL REVENUES	2,098,146	2,248,571	2,231,855	2,229,474	2,229,474
EXPENDITURES:					
Personal Services	1,674,897	1,826,210	1,748,800	1,897,765	1,897,765
Supplies & Materials	95,205	117,550	100,029	109,600	109,600
Other Services & Charges	294,177	410,850	329,387	365,130	365,130
Repair & Maintenance	34,785	34,200	32,957	34,700	34,700
Allocated Expenditures	47,970	47,500	28,000	28,000	28,000
Capital Outlay	2,271	59,425	59,425	0	0
TOTAL EXPENDITURES	2,149,305	2,495,735	2,298,598	2,435,195	2,435,195
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					0.77%
INCREASE (DECREASE) TO FUND BALANCE					
	(51,159)	(247,164)	(66,743)	(205,721)	(205,721)
FUND BALANCE, JANUARY 1					
	323,623	272,464	272,464	205,721	205,721
FUND BALANCE, DECEMBER 31					
	272,464	25,300	205,721	0	0

BUDGET HIGHLIGHTS

- Ad valorem taxes are levied through a 1-mill tax approved by voters on July 18, 1998 and .98 mills through special state legislation (R.S. 15:1099).
 - \$793,000 is proposed for 2004, Approved.
- Revenue generated from housing state DOC juveniles are estimated at \$40,000 for 2004, Approved.
- A general fund supplement is proposed in the amount of \$1,334,974, the same amount as 2003, Approved.
- Eliminate the position of Recreation and Activity Associate, Approved.

202 TERREBONNE JUVENILE DETENTION FUND

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	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	2	2	2	58	19,647	25,763	31,879
Asst. Watch Commander	4	4	4	4	57	18,089	23,568	29,035
Recreation & Activ. Assoc.	1	0	0	0	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
Juvenile Care Associate	28	28	28	28	54	14,375	18,349	22,322
Clerk I	3	4	4	4	53	13,388	16,972	20,556
Custodian	1	1	1	1	52	12,505	15,739	18,972
TOTAL FULL-TIME	51	51	51	51				
L.P. Nurse	2	3	2	2	8	11,460	14,608	17,764
TOTAL PART-TIME	2	3	2	2				
TOTAL	53	54	53	53				

203 PARISH PRISONERS FUND

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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 636 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.

2004 GOALS AND OBJECTIVES

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 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 obtain an ECD (External Cardiac Defibrillator).

To increase part-time personnel by one, that will allow full-time personnel more available time off.

To decrease cost by utilizing generic products and comparing prices.

To update security systems employed in the facility for a safer environment for the employees and community.

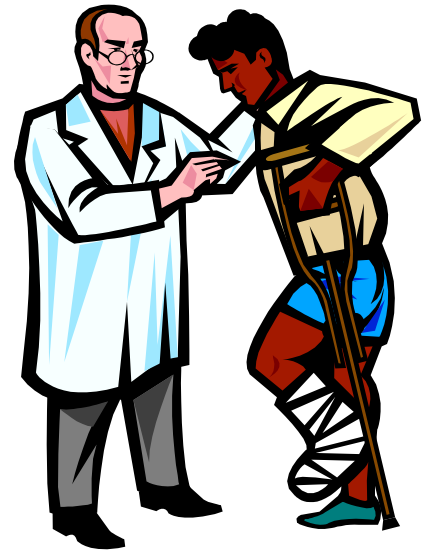
To implement a new video arraignment system for working closer with the courts and reduce the amount of inmates that has to be transported to and from the facility to the courts.

2002-2003 ACCOMPLISHMENTS

Maintained high level of inmate care.

No deaths in the facilities.

Decreased the number of civic litigations secondary to the improved inmate care provided.



203 PARISH PRISONERS FUND

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Adult Facility			
Number of physicians	3	4	4
Number of medical support staff	18	19	19
Number of adult detainees provided with services	19,192	20,000	22,338
Number of inmates seen per month	1,600	1,666	1,734
Number of inmates rescheduled per month (For Doctor referral)	850	900	950
Number of in-house radiological procedures performed	180	200	235
Number of physical examinations performed	3,430	3,500	3,700
% of costs increase for purchasing medical supplies	8%	10%	10%
Juvenile Facility			
Number of medical support staff	3	3	3
Number of physicians	1	1	1

203 PARISH PRISONERS FUND

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	765,718	740,675	748,084	740,765	740,765
Charges for Services	7,503	6,500	5,095	6,500	6,500
Miscellaneous Revenue	1,975	10,000	4,644	2,000	2,000
Other Revenue	175	0	0	0	0
Operating Transfers In	1,814,178	2,145,554	2,145,554	1,920,887	1,920,887
TOTAL REVENUES	<u>2,589,549</u>	<u>2,902,729</u>	<u>2,903,377</u>	<u>2,670,152</u>	<u>2,670,152</u>
EXPENDITURES:					
General - Other	228	0	0	0	0
Parish Prisoners	1,662,407	2,153,554	2,163,350	1,892,635	1,892,635
Prisoners Medical Department	776,817	815,511	802,122	888,031	888,031
TOTAL EXPENDITURES	<u>2,439,452</u>	<u>2,969,065</u>	<u>2,965,472</u>	<u>2,780,666</u>	<u>2,780,666</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-6.35%
INCREASE (DECREASE) TO FUND BALANCE	150,097	(66,336)	(62,095)	(110,514)	(110,514)
FUND BALANCE, JANUARY 1	22,512	172,609	172,609	110,514	110,514
FUND BALANCE, DECEMBER 31	172,609	106,273	110,514	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 2004, the Parish is estimating to receive \$740,675 from the Sheriff of Terrebonne, Approved.
- In 2003, the General Fund supplement included a non-recurring provision for various capital requests. The 2004 supplement of \$1,920,887 represents their base operations and does not reflect an increase, Approved.

203 PARISH PRISONERS FUND
201 PARISH PRISONERS

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
EXPENDITURES:					
Personal Services	98,995	127,700	109,113	130,936	130,936
Supplies & Materials	244,374	222,000	224,986	218,060	218,060
Other Services & Charges	1,117,547	1,301,151	1,328,273	1,296,720	1,296,720
Repair & Maintenance	107,314	147,500	146,675	144,769	144,769
Allocated Expenditures	53,819	29,200	28,300	28,300	28,300
Capital Outlay	40,358	326,003	326,003	73,850	73,850
TOTAL EXPENDITURES	1,662,407	2,153,554	2,163,350	1,892,635	1,892,635
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-0.44%

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 2004 is \$691,128, which is based on an average prison population of 636.
- Operating Capital (using prior year surplus and no additional general fund supplement): - Approved.
 - Increase driveway for large trucks, \$14,000
 - Guard Shack, \$15,000
 - Upgrade Video Arraignments, \$26,708
 - Ice Machine \$4,200
 - Food Carts (3), \$12,300
 - Bushhog, \$1,642
- Personnel: - Approved.
 - Delete E & T Instructor (Grade 56)
 - Add Maintenance Technician (Grade 56)

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Op. Supv.-Maintenance	1	1	1	1	60	23,348	31,022	38,697
E & T Instructor	1	0	0	0	56	16,725	21,621	26,529
Maintenance Technician	0	0	1	1	56	16,725	21,621	26,529
Comm. Serv. Wrkr. Supv.	1	1	1	1	55	15,479	19,894	24,296
TOTAL	3	2	3	3				

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

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
EXPENDITURES:					
Personal Services	481,552	501,927	504,249	575,656	575,656
Supplies & Materials	171,230	175,440	159,496	176,625	176,625
Other Services & Charges	124,035	135,244	135,477	135,750	135,750
Capital Outlay	0	2,900	2,900	0	0
TOTAL EXPENDITURES	<u>776,817</u>	<u>815,511</u>	<u>802,122</u>	<u>888,031</u>	<u>888,031</u>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					9.28%

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 2004 at \$105,100, Approved.
- Medical supplies account has been divided into two accounts: Medical Supplies, \$25,676, Prescription and OTC Medication, \$144,324, Approved.
- No operating capital.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
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
TOTAL FULL-TIME	<u>11</u>	<u>11</u>	<u>11</u>	<u>11</u>				
L.P. Nurse	1	1	1	1	8	11,460	14,608	17,764
E.M.T.	5	4	5	5	58	9,824	12,882	15,940
TOTAL PART-TIME	<u>6</u>	<u>5</u>	<u>6</u>	<u>6</u>				
TOTAL	<u>17</u>	<u>16</u>	<u>17</u>	<u>17</u>				

204 PUBLIC SAFETY FUND

PURPOSE OF APPROPRIATION

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

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessment	7,276,751	7,151,356	7,482,723	7,174,000	7,174,000
Licenses & Permits	838,677	815,500	908,709	820,500	820,500
Intergovernmental	553,244	543,000	559,132	604,800	604,800
Charges for Services	25,476	10,000	15,150	10,000	10,000
Fines & Forfeitures	161,708	182,000	157,441	158,500	158,500
Miscellaneous Revenue	150,470	137,096	85,543	85,000	85,000
Other Revenue	4,062	0	8,403	0	0
Operating Transfers In	16,918	1,100,000	1,100,000	2,500,000	2,500,000
TOTAL REVENUES	9,027,306	9,938,952	10,317,101	11,352,800	11,352,800
EXPENDITURES:					
General -Other	582,661	522,401	559,392	534,670	534,670
Police	5,132,029	5,708,332	5,688,071	5,890,949	5,890,949
Fire-Urban	4,107,565	5,918,980	5,821,491	4,644,843	4,644,843
Operating Transfers Out	533,535	1,593,650	1,575,098	524,664	524,664
TOTAL EXPENDITURES	10,355,790	13,743,363	13,644,052	11,595,126	11,595,126
INCREASE (DECREASE) TO	(1,328,484)	(3,804,411)	(3,326,951)	(242,326)	(242,326)
FUND BALANCE, JANUARY 1	5,437,589	4,109,105	4,109,105	782,154	782,154
FUND BALANCE, DECEMBER 31	4,109,105	304,694	782,154	539,828	539,828

BUDGET HIGHLIGHTS

- Ad valorem taxes are proposed for 2004 in the amount of \$2,135,000 from the levy of 6.75 mills (City Alimony Tax), 5.08 mills City Fire Protection, and 5.08 mills City Police Protection approved by voters on November 3, 1998.
- In 1965 the Parish levied a 1% parishwide sales tax equally divided by the Parish Policy Jury, City of Houma, and Parish School Board. The 1/3 City of Houma portion is used to supplement the Public Safety Fund and is projected to generate \$4,947,000 in 2004.
- Insurance occupational licenses collected in the City of Houma are projected to collect \$610,000.
- Court fines are proposed at \$150,000.
- General Fund (through the PILOT – payment in lieu of taxes) supplemented the Public Safety Fund beginning in 2003, with \$1.1 million. In 2004, the proposed supplement is \$2.5 million, an increase of \$1.4 million. The non-recurring supplement is anticipated to be replaced with a permanent funding source.

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-three (93) employees of whom seventy-three (73) 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 22 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.

2004 GOALS AND OBJECTIVES

- To continuously seek alternate sources of funding through grants for additional equipment, and police officers.
- To continuously seek and participate in community and law enforcement programs that involves the general public and their ideas and concerns.
- To create better security of the Houma Police Department, its personnel, equipment and supplies.
- 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.

2002-2003 ACCOMPLISHMENTS

- Awarded through the Department of Justice, Community Oriented Policing Services a Universal Hiring Grant for \$300,000, which will enable the department to hire four additional officers.
- The Police Department through the South Central Planning Commission and the Louisiana and National Highway Safety Commission has received grants to pay officers overtime to conduct D.W.I. checkpoints and seatbelt campaigns.
- The department was awarded a \$48,986 grant through the Louisiana Law Enforcement Commission for the funding of a "Street sales Disruption Unit".
- Awarded through the Department of Justice, Local Law Enforcement Block Grant, \$90,173 in funding, which will be used for equipment purchases.
- Secured Weed & Seed Grant in the amount of \$275,000 to expand a program aimed at reducing illegal drugs and related crime.
- The National Highway Traffic Safety Administration has granted 575 hours overtime for Safe and Sober and 575 hours overtime for Operation Strap In.
- They also granted 100 hours overtime for public information.
- The National Highway Traffic Safety Administration has also granted 50 hours at \$24.00 per hour for Safe and Sober Enforcement during the Labor Day weekend. The total of this grant is \$1,200. This is the first time that the NHTSA has awarded funding for such an operation.
- South Central Planning Commission granted the Houma Police Department a grant for \$2,000 for the purchase of two (2) new traffic counters.
- Amber Alert through the Louisiana State Police was instituted in 2003.
- Street Sales Disruption Unit (SSDU) organized and implemented to target areas of reported drug sales activity as well as neighborhoods with higher rates of crime.
- New Neighborhood Watch Programs implemented in the Roberta Grove Subdivision and the Stovall and Prince Collins Street areas.

**204 PUBLIC SAFETY FUND
211 POLICE**

2002-2003 ACCOMPLISHMENTS (continued)

- Purchase and placement of seven (7) in-car video systems. Two (2) were assigned to the traffic Division and the balance were placed in the five (5) new patrol units. This program will address issues of officer safety, video evidence in traffic stops as well as officer integrity.
- Reorganization of Department’s purchasing and inventory section. Individual hired to purchase, inventory and maintain stock of critical and non-critical supplies. Quartermaster system placed into effect to distribute needed supplies.
- In-house project to convert unused jail sections to office space. This allowed the Department to create a new 550 sq. ft. Central File Office to house records and clerks in one location.
- Weed and Seed Program continued its summer enrichment program and had an attendance of seventy- (70) youths in the Summer 2003 program.
- Purchased new van, which had custom storage added and made into crime scene unit. Crime scene technician will respond to major crime scenes and conduct investigations.
- Criminal Investigators from the Investigative Services Division received training on issues of Interview and Interrogations, Domestic Violence, Amber Alert, Criminal Investigations and Firearms Instructor training.
- Started a Bicycle Theft Program that would help with the recovery, inventory, tracking, and return of the bicycles to their owners to reduce evidence overcrowding.
- Purchased a deuce and a half truck for evacuation purposes in the City of Houma and in the parish during flooding from hurricanes or severe weather systems.
- Instituted a program where officers would be assigned take home units, which has increased the fleet. This program while increasing the amount of cars some of which are older has saved money on the maintenance of the vehicles and at the same time increases visibility of police in neighborhoods.
- New Central File room created to store all confidential paperwork in one location along with file clerks. Before this was accomplished the confidential files had to be stored in areas that were accessible by non-authorized personnel.
- All perimeter doors are secure and a key is needed for entry to any door except the main (front) door for the general public to gain access only to the front lobby where they are helped.
- Have refined the quartermaster position whereas the purchasing clerk has all police officers’ equipment, uniforms, office supplies, janitorial supplies in on centralized locked location.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of arrest	3,232	3,800	3,900
Number complaints dispatched	29,818	30,500	30,500
Number of accident reports processed	1,634	1,650	1,700
Number of new vehicles ordered and received	9	6	6
Average cost of new fully marked Police vehicle	\$24,617	\$24,617	\$24,617
Number of graduates from training academy	9	4	4
Number of officers qualifying in weapons training	74	73	78

**204 PUBLIC SAFETY FUND
211 POLICE**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	4,360,948	4,678,176	4,802,093	5,249,508	5,249,508
Supplies and Materials	174,068	177,900	156,447	171,990	171,990
Other Services and Charges	299,059	427,338	308,149	383,451	383,451
Repair and Maintenance	75,041	81,500	86,584	86,000	86,000
Allocated Expenditures	(17,027)	10,213	0	0	0
Reimbursements	(51,674)	0	0	0	0
Capital Outlay	291,614	333,205	334,798	0	0
TOTAL EXPENDITURES	5,132,029	5,708,332	5,688,071	5,890,949	5,890,949
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS, REIMBURSEMENTS AND CAPITAL OUTLAY					9.81%

BUDGET HIGHLIGHTS

- The Louisiana Municipal Police Retirement System has increased the employer’s portion from 9% to 15.25% through June 2004, following with 18.25% through December 2004. The City of Houma Police Pension and Relief Plan, which covers police officers hired prior to October 1983, has decreased its annual contribution from \$173,000 to \$101,000 in 2003. The net affect on the Public Safety Fund will be an increase of \$103,000 for 2003 and 2004.
- No operating capital requested at this time, the department will accumulate funds for operating capital through 2003/2004 staff turnover and year-end surpluses from prudent financial oversight.



**204 PUBLIC SAFETY FUND
211 POLICE**

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	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.	1	1	1	1	73	25,063	31,684	40,054
Police Patrolman-1st Class	51	48	51	51	72	22,100	27,939	35,320
Clerk V	2	2	2	2	59	21,737	28,231	35,074
Sr. Dispatch Pub. Safety	3	3	3	3	59	21,737	28,231	35,074
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	5	5	5	5	56	16,725	21,621	26,529
Clerk III	4	5	4	4	56	16,725	21,621	26,529
Truancy Officer (Police Patrl)	1	0	1	1	N/A	****	****	****
TOTAL	93	89	93	93				



**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.



2004 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 finish the South Houma Fire Station.

To get the training field in working operation and getting firefighters physically fit to reduce stress and heart attack.

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 continue training firefighters in the latest technology and maintain an effective training programs 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 get emergency generators for stations 2 and 4.

To inspect all businesses for code compliance.

To keep a good working relationship with volunteer fire departments.

2002-2003 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.

Working for number one rating with PIAL. Increased Pre-plans and Inspections on all businesses in city limits.

Updated firefighter equipment with new helmets, thermal camera for rescue, and two emergency generators for East Houma and Air Base Stations.

Also acquired computers for sub-stations, added automatic external defibrillators, and new radios for apparatus.

Purchased land for New South Houma Memorial Fire Station.

Purchased 75-foot aerial ladder truck.

Purchased 1500 gallon per minute pumper.

Leased uniforms according to NFPA standards.

204 PUBLIC SAFETY FUND
222 FIRE

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Total incidents requiring response	748	700	730
Number of structure fires	58	60	50
Number of non-structure fires	104	100	75
Number of EMS incidents	68	75	75
Number of hazardous materials incidents	48	40	40
Number of other emergency/non-emergency dispatches	470	425	490
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)	15	15	15
Number of inspections	376	450	500
Number of educational programs	46	60	75
Number of fires investigated	43	50	40
Number of people reached with educational programs	2,952	12,500	12,000
Dollar amount of firefighting apparatus repairs	\$40,325	\$45,000	\$35,000
Dollar amount of vehicle repairs (cars/vans)	\$3,293	\$5,000	\$8,000
Number of recruits trained	10	0	4
Number of recruit training hours provided	4,920	0	1,200
Number of in-service training hours provided	5,232	18,000	12,000
Number of personnel trained in basic EMT	7	7	8
Number of certified firefighters	58	62	62
Number of certified driver operators	20	25	28
Number of certified company officers	29	32	35
Number of certified chief officers	29	35	38
Number of personnel trained in CPR	45	62	62
Number of certified hazardous material responders	32	35	38
Number of LSU and VFIS training hours	476	400	600
Number of personnel hours of training per instructor (25 training personnel)	15,596	18,000	20,000
% of recruits completing academy training	98%	0%	100%
% of fire personnel receiving training	100%	100%	100%
Number of procedures developed/revised	All SOPs	All SOPs	20
Number of public presentations/programs	20	25	30
Average response time to citizen inquiries (days)	2	2	2
% of citizen inquiries resolved	100%	100%	100%

204 PUBLIC SAFETY FUND
222 FIRE

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	3,376,689	3,964,758	3,932,980	4,284,193	4,284,193
Supplies and Materials	100,609	96,700	60,571	75,200	75,200
Other Services and Charges	154,003	314,250	262,548	212,850	212,850
Repair and Maintenance	44,908	50,500	72,620	72,600	72,600
Allocated Expenditures	11,792	0	0	0	0
Capital Outlay	419,564	1,492,772	1,492,772	0	0
TOTAL EXPENDITURES	4,107,565	5,918,980	5,821,491	4,644,843	4,644,843
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					4.94%

BUDGET HIGHLIGHTS

- The Louisiana State Firefighters Retirement System settled on an increase in the employer portion from 9% in 2002 to 21% in 2003, an increase of \$240,000 in 2003 and 2004. The City of Houma Firemen’s Pension and Relief Plan, which covers firemen hired prior to 1980 has also received notice of an increase in their annual contribution from \$56,500 to \$220,500 beginning with 2003.
- No operating capital requested at this time, the department will accumulate funds for operating capital through 2003/2004 staff turnover and year-end surpluses from prudent financial oversight.
- Personnel: - Approved.
 - Elimination of Part-time Clerk I position

**204 PUBLIC SAFETY FUND
222 FIRE**

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		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	1	1	1	N/A	42,090	****	****
Fire Inspector	2	2	2	2	N/A	42,090	****	****
Fire Training Officer	1	1	1	1	N/A	42,090	****	****
Fire Captain	22	22	22	22	N/A	31,955	****	****
Fire Driver-Operator	19	15	19	19	N/A	27,489	****	****
Administrative Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk III-Receptionist	0	1	0	0	56	16,725	21,621	26,529
Secretary	1	0	1	1	56	16,725	21,621	26,529
Firefighters	13	13	13	13	N/A	****	****	****
TOTAL FULL-TIME	65	61	65	65				
Clerk I-COE Student	1	1	0	0	53	6,694	8,486	10,278
Volunteer Firemen	9	10	9	9	N/A	****	****	****
Aerobic Instructor	1	0	1	1	N/A	****	****	****
TOTAL PART-TIME	11	11	10	10				
TOTAL	76	72	75	75				

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.

2004 GOALS AND OBJECTIVES

To install park equipment in parks without equipment.

To upgrade worn park equipment.

To paint park equipment in need of paint.

2002-2003 ACCOMPLISHMENTS

Upgraded facilities at Grand Bois Park and build more picnic tables.

Completed maintenance and upgrading of various parks with walking tracks and repaired and painted equipment.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of playgrounds maintained	18	19	19
Number of buildings maintained	3	3	3
Number of playgrounds to be upgraded	3	3	3
Number of Playground upgrades completed	0	3	3
Dollar amount of cost for parks operation/maintenance	\$127,714	\$168,600	\$172,000



205 NON-DISTRICT RECREATION

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessment	111,000	111,000	111,000	111,000	111,000
Intergovernmental	267	0	(17)	0	0
Charges for Services	50,294	54,300	46,727	51,300	51,300
Miscellaneous Revenue	41,488	32,000	32,574	30,000	30,000
Other Revenue	10	0	0	0	0
Operating Transfers In	369,287	459,427	459,427	459,427	459,427
TOTAL REVENUES	572,346	656,727	649,711	651,727	651,727
EXPENDITURES:					
Auditoriums	212,371	349,977	345,253	185,983	185,983
General-Other	48,735	64,520	48,990	48,990	48,990
Parks & Grounds	441,605	526,146	527,106	422,208	422,208
Darsey Park	4,142	190,938	190,938	8,668	8,668
Grand Bois Park	48,823	77,848	80,494	59,917	59,917
TOTAL EXPENDITURES	755,676	1,209,429	1,192,781	725,766	725,766
INCREASE (DECREASE) TO FUND BALANCE	(183,330)	(552,702)	(543,070)	(74,039)	(74,039)
FUND BALANCE, JANUARY 1	800,439	617,109	617,109	74,039	74,039
FUND BALANCE, DECEMBER 31	617,109	64,407	74,039	0	0

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 (\$34,983), Approved.
- General Fund supplements the remaining divisions for 2004 in the amount of \$414,970 of which \$379,987 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.

2004 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. This will require additional funding.

2002-2003 ACCOMPLISHMENTS

Implemented new, user-friendly bookings policy for Dumas and Municipal Auditoriums.

Opened books for 2004 bookings as June 1, 2003 as per previous policy.

Distributed new policy guidelines to all existing departments and building bulletin boards.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of events held at Dumas Auditorium	97	49	45
Number of events held at Municipal Auditorium	165	189	180
Dollar amount collected for use of Dumas Auditorium	\$6,820	\$6,860	\$6,300*
Dollar amount collected for use of Municipal Auditorium	\$34,050	\$3,440	\$3,450*
% of building improvements at Dumas Auditorium	50%	50%	50%
% of building improvements at Municipal Auditorium	45%	55%	40%

*Revenue decline due to high cost of insurance.

205-196 AUDITORIUMS

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	19,100	44,000	28,000	28,000	28,000
Supplies and Materials	42,950	38,600	50,900	39,000	39,000
Other Services and Charges	77,725	81,529	84,355	86,082	86,082
Repair and Maintenance	48,908	49,500	45,650	32,901	32,901
Allocated Expenditures	7,255	0	0	0	0
Capital Outlay	16,433	136,348	136,348	0	0
TOTAL EXPENDITURES	212,371	349,977	345,253	185,983	185,983
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-12.94%

BUDGET HIGHLIGHTS

- Rental fees are expected to generate \$43,000 in 2004. The General Fund (PILOT) funds the remaining cost of \$34,983, Approved.
- No Capital.

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.

2004 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.

2002-2003 ACCOMPLISHMENTS

Maintained park equipment at parks.

Installed park equipment at parks without equipment.

Upgraded and replaced outdated park equipment.

Painted park equipment.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of parish parks maintained	18	19	19
Number of playground safety inspections	3	3	4
Dollar amount to maintain parks and grounds	\$45,182	\$47,400	\$49,000
% of parks and grounds yearly maintenance complete	85%	100%	100%
% of playground safety inspections completed	100%	100%	100%
Number of parish events barricades are used	6	6	10

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	257,014	286,511	314,339	320,261	320,261
Supplies & Materials	31,640	40,700	44,396	35,135	35,135
Other Services and Charges	40,059	58,363	44,020	44,762	44,762
Repair & Maintenance	42,245	23,800	22,818	22,050	22,050
Allocated Expenditures	60,453	0	0	0	0
Capital Outlay	10,194	116,772	101,533	0	0
TOTAL EXPENDITURES	441,605	526,146	527,106	422,208	422,208
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					3.14%

BUDGET HIGHLIGHTS

- Personnel: - Approved.
 - Reclass Laborer III (Grade 56) to Field Supervisor – Parks and Grounds (Grade 59) – No salary change.
 - Reclass Laborer II (Grade 55) to Laborer III (Grade 56) – No salary change.

205-501 PARKS & GROUNDS

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Field Supv.-Parks & Grounds	1	2	2	2	59	21,737	28,231	35,074
Laborer III	1	0	1	1	56	16,725	21,621	26,529
Laborer II	4	4	3	3	55	15,479	19,894	24,295
TOTAL FULL-TIME	6	6	6	6				
Clerk I	1	1	1	1	53	6,694	8,486	10,278
TOTAL PART-TIME	1	1	1	1				
TOTAL	7	7	7	7				



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.

2004 GOALS AND OBJECTIVES

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

2002-2003 ACCOMPLISHMENTS

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

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
% of playground equipment inspected	100%	100%	100%
Dollar amount of cost for upkeep of Darcey Park	\$39,259	\$28,000	\$28,000

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Repair and Maintenance	4,142	35,117	35,117	0	0
Capital Outlay	0	155,821	155,821	8,668	8,668
TOTAL EXPENDITURES	4,142	190,938	190,938	8,668	8,668
% 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.

2004 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.

2002-2003 ACCOMPLISHMENTS

Upgraded the buildings and pavilion on the campgrounds and planted trees and flowers through the park.

Added gravel and grated the roadway.

Maintained the daily upkeep of the park.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	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	7	7	7
Dollar amount of cost for upkeep of Grand Bois Park	\$16,700	\$14,800	\$15,000
Number of campers using Grand Bois Park	80-100	100+	100+

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	9,597	9,598	9,816	9,395	9,395
Supplies & Materials	5,135	8,600	7,528	7,750	7,750
Other Services and Charges	21,119	25,650	26,514	27,772	27,772
Repair & Maintenance	12,972	15,000	17,636	15,000	15,000
Capital Outlay	0	19,000	19,000	0	0
TOTAL EXPENDITURES	48,823	77,848	80,494	59,917	59,917
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					1.82%

BUDGET HIGHLIGHT

- No significant changes.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Laborer I	1	1	1	1	53	6,694	8,486	10,278
TOTAL PART-TIME	1	1	1	1				

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	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of guns purchased	13	0	5
Number of body armors purchased	18	18	18
Dollar amount for guns and body armor purchased	\$0	\$7,004	\$10,004
Dollar amount of safety equipment purchased	\$32,600	\$14,179	\$25,000
Number of laptop computers purchased (will be used for mobile data)	21	0	10
Dollar amount of cost for laptops	\$57,000	\$0	\$30,000

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	67,758	117,715	95,218	81,156	81,156
Miscellaneous Revenue	1,447	0	1,404	0	0
Operating Transfers In	12,988	0	1,018	9,017	9,017
TOTAL REVENUES	82,193	117,715	97,640	90,173	90,173
EXPENDITURES:					
Personal Services	0	50,000	7,018	0	0
Supplies & Materials	18,529	583	2,151	0	0
Other Services & Charges	3,500	0	0	0	0
Allocated Expenditures	1,348	0	0	0	0
Capital Outlay	54,929	80,211	99,047	90,173	90,173
TOTAL EXPENDITURES	78,306	130,794	108,216	90,173	90,173
INCREASE (DECREASE) TO					
FUND BALANCE	3,887	(13,079)	(10,576)	0	0
FUND BALANCE, JANUARY 1	9,192	13,079	13,079	2,503	2,503
FUND BALANCE, DECEMBER 31	13,079	0	2,503	2,503	2,503

BUDGET HIGHLIGHTS

- As of August 2003, TPCG has been awarded this grant, award # 2003-LB-BX1130.

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.

2004 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.



2002-2003 ACCOMPLISHMENTS

Received a grant from the Louisiana Division of the Arts for \$16,720 (2002 and 2003).

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. 2003 Grant request \$2,500.

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.

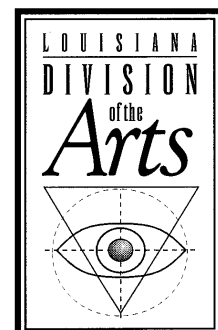
Held Elder Merry Christmas.

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

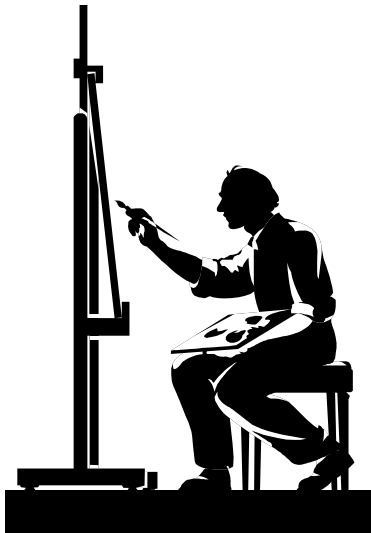
PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of Decentralized Arts Funding Grants awarded	68	48	42
Number of parishes served in this region	6	6	6
Number of artists participating	350	350	318
Number of programs in schools	27	13	12
Total funds allocated to organizations	\$148,608	\$148,664	\$144,569
Number of organizations funded	52	38	32
Number of people benefiting	84,749	80,840	82,585
Number of Parish Arts Funding Grants awarded	39	39	25
Number of programs in schools	14	14	7
Number of organizations funded	30	30	21
Total funds allocated to organizations	\$38,746	\$38,746	\$24,000
Number of people benefiting	12,357	13,000	10,015

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	185,345	197,880	189,392	137,633	137,633
Miscellaneous Revenue	1,565	1,200	0	0	0
TOTAL REVENUES	<u>186,910</u>	<u>199,080</u>	<u>189,392</u>	<u>137,633</u>	<u>137,633</u>
EXPENDITURES:					
Supplies and Materials	2,784	700	342	350	350
Other Services and Charges	179,904	196,130	187,250	137,283	137,283
Repair & Maintenance	1,350	2,250	1,800	0	0
Capital Outlay	2,873	0	0	0	0
TOTAL EXPENDITURES	<u>186,911</u>	<u>199,080</u>	<u>189,392</u>	<u>137,633</u>	<u>137,633</u>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-30.87%
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

BUDGET HIGHLIGHTS

- The Division of Arts Grant for 2004 is estimated to be \$137,633, Approved.
- The following grant budgets are provided to the participating parishes: - Approved.
 - Assumption Parish - \$10,530
 - Lafourche Parish - \$26,962
 - St. Charles Parish - \$19,140
 - St. John Parish - \$15,380
 - St. James Parish - \$9,552
 - Terrebonne Parish - \$31,005



209 MARSHAL'S FUND

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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 there of, 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.

2004 GOALS AND OBJECTIVES

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.

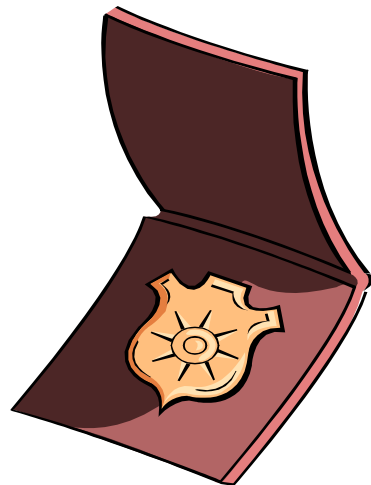
To work closely with and maintain a positive relationship with local government and other law enforcement agencies.

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.

2002-2003 ACCOMPLISHMENTS

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

	FY2002	FY2003	FY2004
PERFORMANCE MEASURES	Actual	Estimated	Projected
Total number of deputy marshals	11	11	12
Total number of court sessions (adult)	158	160	140
Total number of court sessions (juvenile)	162	167	200
Total number of bench warrants	7,500	7,800	5,200
Total number of civil papers	5,000	5,000	5,004
Total number of adult subpoenas	2,500	2,500	1,000
Total number of juvenile summons	5,000	5,000	4,037
Total number of Marshal sales and settlements	30	30	12
Total number of seizures	21	20	24
Total number of garnishments accounts	1,200	1,400	1,200
Total number of writs of possession	140	140	170
Total criminal fees collected	109,000	93,000	93,000
Total amount of fines collected per warrants	125,000	150,000	150,000
% of civil papers processed served and completed	80%	90%	90%
Total amount of civil fees collected	81,000	92,000	93,000
Total amount of bench warrants cleared	1,200	1,500	1,000

209 MARSHAL'S FUND

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	12,530	14,400	14,400	14,400	14,400
Fines & Forfeitures	190,808	214,000	205,000	193,000	193,000
Miscellaneous Revenue	184	300	50	50	50
Other Revenue	2,085	0	0	0	0
Operating Transfers In	383,518	391,339	391,339	391,339	391,339
TOTAL REVENUES	589,125	620,039	610,789	598,789	598,789
EXPENDITURES:					
Personal Services	479,526	484,073	481,390	511,843	511,843
Supplies & Materials	13,614	21,500	16,484	18,501	18,501
Other Services & Charges	32,952	52,586	52,091	52,082	52,082
Repair & Maintenance	8,511	9,000	9,088	9,000	9,000
Allocated Expenditures	24,780	7,380	6,921	7,363	7,363
Capital Outlay	39,568	50,792	50,792	0	0
TOTAL EXPENDITURES	598,951	625,331	616,766	598,789	598,789
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					4.28%
INCREASE (DECREASE) TO					
FUND BALANCE	(9,826)	(5,292)	(5,977)	0	0
FUND BALANCE, JANUARY 1	15,803	5,977	5,977	0	0
FUND BALANCE, DECEMBER 31	5,977	685	0	0	0

BUDGET HIGHLIGHTS

- The revenue generated from fines and forfeitures is estimated to be \$193,000 in 2004, a decrease of \$21,000 (9.8%).
- The General Fund supplements this fund with the PILOT revenue of \$391,339.
- No Capital outlay.

209 MARSHAL'S FUND

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	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 G.I.S. TECHNOLOGY FUND (ASSESSOR)

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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 Assessor will enter into an agreement with the Terrebonne Parish Consolidated Government to create a new centralized Terrebonne Parish Utilities G.I.S. Department using the G.I.S. Technology Fund to establish and equip the department. 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. The new Department will be up and running by the first quarter of 2004. The G.I.S. Technology Fund will be the funding mechanism to establish and maintain the department. There is a more detailed section in this document under General Fund 300, Fund 306-808 G.I.S. Mapping System.

2004 GOALS AND OBJECTIVES

- To convert existing address data to the newly created master address database and standardize address entry for all departments.
- To Complete digitizing and addressing all structures built since the 2002 aerial survey and implement a plan to add structures to the parcel map as they are built.
- Make recommendations to the Parish President and Council to make an aggressive move toward consolidating and to streamline our ability to identify Parish owned property.

2002-2003 ACCOMPLISHMENTS

- Completion of all possession lines and creation of new parcel maps.
- Linking the Parcel Identification Number to the parcels on the parcel maps.
- Making tax and parcel information available via the Internet and the Terrebonne Parish Intranet.
- Global positioning of all hydrants has been completed.
- Creation of a Virtual Network providing address information to E-911, fire stations, Terrebonne Parish Sheriff and City of Houma Police Departments.
- Completion of a map with 55,125 structure addresses.
- Completion of the review by consultants and distribution of the imagery produced with the 2002 aerial photography. This included the developed areas and the marsh areas.

210 G.I.S. TECHNOLOGY FUND (ASSESSOR)

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	500,000	500,000	500,000	500,000	500,000
Miscellaneous Revenue	10,065	10,000	8,500	8,000	8,000
TOTAL REVENUES	510,065	510,000	508,500	508,000	508,000
EXPENDITURES:					
Personal Services	57,463	50,000	84,000	83,000	83,000
Supplies & Materials	1,087	1,000	502	1,000	1,000
Other Services & Charges	307,191	171,213	139,696	170,000	170,000
Capital Outlay	16,657	524,109	524,109	254,000	254,000
TOTAL EXPENDITURES	382,398	746,322	748,307	508,000	508,000
INCREASE (DECREASE) TO FUND BALANCE	127,667	(236,322)	(239,807)	0	0
FUND BALANCE, JANUARY 1	112,140	239,807	239,807	0	0
FUND BALANCE, DECEMBER 31	239,807	3,485	0	0	0

BUDGET HIGHLIGHTS

- In 2004, 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.

213 HAZARD MITIGATION GRANT

PURPOSE OF ALLOCATION

In March of 2003, Terrebonne Parish was awarded \$10,065,975 for mitigation of substantially damaged structures from Tropical Storm Isidore and Hurricane Lili. The largest Hazard Mitigation Grant ever awarded to a Louisiana Community. The grant provides assistance to mitigate target repetitive loss structures in the parish. The funds for the grant are 75% federal share (FEMA) and a 25% home owner match. The grant will elevate homes to or above base floor elevation or buy out the property. Terrebonne Parish is the sub-grantee and sponsor of the Program to greatly reduce or eliminate flood damages to approximately 150 substantially damaged residential structures in high flood hazard areas. The performance period for this grant is for a period of three (3) years, beginning on August 29, 2003 and ending on August 29, 2006. Terrebonne Parish can request an extension for one year.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	0	0	10,065,975	0	0
Operating Transfer In	0	100,000	0	0	0
TOTAL REVENUES	0	100,000	10,065,975	0	0
EXPENDITURES:					
Other Services & Charges	0	100,000	10,065,975	0	0
TOTAL EXPENDITURES	0	100,000	10,065,975	0	0
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

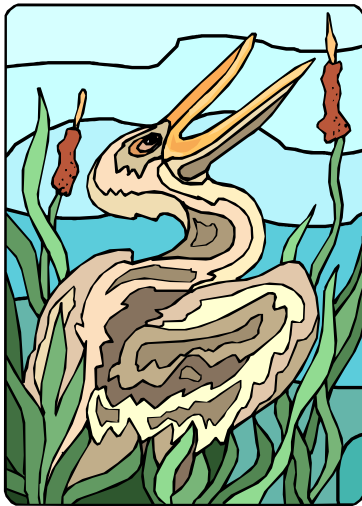
BUDGET HIGHLIGHTS

- Major expenses: - Approved.
 - Elevation, \$4,482,987
 - Buyout, \$4,482,988
 - Consultant fees, \$1,100,000

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.



2004 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.

2002-2003 ACCOMPLISHMENTS

Consolidated the Coastal Restoration and Coastal Zone Committee.

Received a grant from DNR (Department of Natural Resources) to utilize discarded Christmas trees for bank stabilization.

Completed vegetative grass planting on Mandalay Wildlife Refuge.

Established a working partnership with Restore or Retreat (a local advocacy group). Restore or Retreat's mission is realizing that the Barataria and Terrebonne basins are the two most rapidly eroding estuaries on the earth, and understanding that an economic and ecological travesty is occurring, the concerned members of Restore or Retreat seek to identify, expedite and aggressively engage in solutions to urgently achieve comprehensive coastal restoration.

Received continued funding from DNR for coastal progress.



215 DEPARTMENT OF NATURAL RESOURCES (COASTAL ZONE MANAGEMENT)

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
% of local participation in decision making processing of coastal zone issues	100%	100%	100%
Number of state concern permit applications	248	300	290
Number of local concern permit applications	21	35	30
Number of coastal use permits issued	269	300	290
Number of activities in wetlands	290	290	270
Number of grants for Coastal Zone Management	1	2	2
% of funds secured from state to administer program	50%	50%	50%

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	29,601	35,000	31,812	35,000	35,000
Operating Transfers In	34,819	47,160	29,625	41,507	41,507
TOTAL REVENUES	64,420	82,160	61,437	76,507	76,507
EXPENDITURES:					
Personal Services	54,655	62,545	51,464	61,907	61,907
Supplies & Materials	5,283	4,249	1,912	7,330	7,330
Other Services & Charges	3,433	14,866	5,060	5,770	5,770
Repair & Maintenance	115	500	145	1,500	1,500
Allocated Expenses	131	0	0	0	0
Capital Outlay	804	0	2,856	0	0
TOTAL EXPENDITURES	64,421	82,160	61,437	76,507	76,507
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

BUDGET HIGHLIGHTS

- The estimated grant for the year 2004 is \$35,000 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)

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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 victims by keeping them informed of available 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 the Terrebonne Parish Sheriff's Office, have initiated services specific to the needs of victims of felony crimes parishwide. Crime has no boundaries and the collaborative effort has reduced crime and increased safety for the citizens of this Parish. Both agencies are committed to the education of its citizens as well as the law enforcement officers who serve them. These services include seeking assistance for victims in issues of safety and security as well as services available by outside social agencies that may deal with housing, treatment for physical and emotional care, etc. In addition the victims will be furnished with information concerning the judicial system, available programs outside of law enforcement and updates on the prosecution of persons arrested in crimes against the victim.

2004 GOALS AND OBJECTIVES

- To eliminate gaps in services to the victims using resources available from all agencies, law enforcement, prosecutors, courts and social services. To provide services to 120 victims of domestic violence, sexual assaults and rapes. Track victim services to ensure that victims receive proper and immediate help.
- To update and train 150 law enforcement officers within the two participating agencies. Officers will be trained and given updates on laws and procedures involving assisting and obtaining assistance for victims of crimes.
- To alleviate suffering and emotional distress of victims.
- Survey victims to gather information on the needs of victims that may be lacking. This will enable agencies to gauge the level of its service to the victims as well as place a quality control on services rendered.
- Train investigators to respond to crime scene within 30 minutes of initial dispatch.

2002-2003 ACCOMPLISHMENTS

- Program provided services for up to 120 victims of domestic violence, sexual assaults and rapes. Tracked victims serviced to ensure that victims received proper and immediate help.
- Assisted 58 women victims that were victims of sexual assault crimes.
- Assisted over 1,300 women victims a year in the past two years for domestic violence.
- Services were given to 39 victims for felony crimes.

216 OJP-LCLE

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

	FY2002	FY2003	FY2004
PERFORMANCE MEASURES	Actual	Estimated	Projected
Violence Against Women (VAWA)			
Number of Women victims that were given assistance for sexual assault crimes	28	30	32
Number of Women victims that were given assistance for domestic violence	1,326	1,332	1,350
Number of Women victims that were given assistance for stalking	4	6	6
Crime Victims' Assistance (CVA)			
Number of victims given services for felony crimes	19	20	22

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	20,070	28,825	28,825	0	0
Operating Transfers In	5,465	8,418	8,418	0	0
TOTAL REVENUES	25,535	37,243	37,243	0	0
EXPENDITURES:					
Personal Services	2,254	8,039	8,039	0	0
Supplies & Materials	0	600	600	0	0
Other Services & Charges	4,031	8,336	8,336	0	0
Capital Outlay	19,250	20,268	20,268	0	0
TOTAL EXPENDITURES	25,535	37,243	37,243	0	0
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

- 2004 grant has not yet been awarded.

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.

2004 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.

2002-2003 ACCOMPLISHMENTS

As of December 2001 the Section 8 Program has 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 assisted 505 families under the Housing Choice Voucher Program.

In 2003 we received the contract for 10 single room occupancy vouchers to be utilized at the Bunk House Inn for single homeless persons. We are projecting to have a total of 540 vouchers leased by the end of 2003.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of families being assisted with Choice Voucher Program	505	540	540
Number of vouchers received during year	148	130	73
Number of families applied for Section 8 Assistance*	(450)	(300)	(600)
Number of landlords participating in program	197	205	295
Dollar amount of vouchers (Millions)	\$1.9	\$2.0	\$2.2
Number of families with disabilities assisted	111	125	159

* Open in November 2003

219 SECTION 8 VOUCHERS

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	2,184,826	2,180,150	2,207,451	2,209,134	2,209,134
Charges for Services	6,675	3,419	8,000	0	0
Miscellaneous Revenue	1,433	3,637	1,500	0	0
TOTAL REVENUES	2,192,934	2,187,206	2,216,951	2,209,134	2,209,134
EXPENDITURES:					
Personal Services	158,939	198,152	172,183	213,449	213,449
Supplies & Materials	9,017	15,897	14,176	16,500	16,500
Other Services & Charges	1,963,985	1,964,434	1,962,210	1,971,038	1,971,038
Repair & Maintenance	713	0	39	50	50
Allocated Expenses	0	0	0	0	0
Capital Outlay	0	0	2,121	2,000	2,000
TOTAL EXPENDITURES	2,132,654	2,178,483	2,150,729	2,203,037	2,203,037
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					1.04%
INCREASE (DECREASE) TO FUND BALANCE	60,280	8,723	66,222	6,097	6,097
FUND BALANCE, JANUARY 1	84,274	144,554	144,554	210,776	210,776
FUND BALANCE, DECEMBER 31	144,554	153,277	210,776	216,873	216,873

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 2004, the Parish is projecting to receive \$2,209,134, which is an increase from 2003 by 1.3%, Approved.
- Direct housing assistant payments are estimated to be \$1,608,072 for the year 2004, Approved.

219 SECTION 8 VOUCHERS

PERSONNEL SUMMARY

219-603 FAMILY SELF-SUFFICIENCY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Clerk IV	0	1	1	1	N/A	****	****	****
TOTAL	<u>0</u>	<u>1</u>	<u>1</u>	<u>1</u>				

PERSONNEL SUMMARY

219-604 VOUCHER'S PROGRAM

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Section 8 Administrator	1	1	1	1	11	29,620	38,203	46,800
Clerk IV	4	2	3	3	57	18,089	23,568	29,035
TOTAL FULL TIME	<u>5</u>	<u>3</u>	<u>4</u>	<u>4</u>				
Clerk IV	0	1	0	0	57	9,045	11,784	14,518
TOTAL PART TIME	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>				
TOTAL	<u>5</u>	<u>4</u>	<u>4</u>	<u>4</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 Louisiana State of Department of Education and has not been renewed for 2003.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	93,339	0	0	0	0
TOTAL REVENUES	93,339	0	0	0	0
EXPENDITURES:					
Personal Services	795	0	0	0	0
Supplies & Materials	93,339	0	0	0	0
Other Services & Charges	4,036	0	0	0	0
Operating Transfer Out	0	0	17,714	0	0
TOTAL EXPENDITURES	98,170	0	17,714	0	0
% CHANGE OVER PRIOR YEAR					0.00%
INCREASE (DECREASE) TO FUND BALANCE	(4,831)	0	(17,714)	0	0
FUND BALANCE, JANUARY 1	22,545	17,714	17,714	0	0
FUND BALANCE, DECEMBER 31	17,714	17,714	0	0	0

222 OJP WEED AND SEED

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

2004 GOALS AND OBJECTIVES

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.

2002-2003 ACCOMPLISHMENTS

The Summer Enrichment Program serviced 85 kids in 2003.

During the summer of 2003, 40 kids from the Summer Enrichment Program visited the State Capitol in Baton Rouge, Louisiana.

During 2003, 31 kids were enrolled in the After School Tutoring and Homework Program.

222 OJP WEED AND SEED

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
After school tutoring and homework assistance	20	20	30
Community based drug prevention, intervention, and referral program	20	20	30
Summer enrichment program	60	60	80
Conflict resolution and peer mediation	20	20	30
Immunization and health education program	20	20	30
Increase affordable housing opportunities	5	5	10
Implement job training program	50	50	50

Louisiana: Terrebonne Parish Weed and Seed Target Site



222 OJP WEED AND SEED

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	123,295	275,000	333,900	0	0
Miscellaneous Revenue	380	0	0	0	0
Operating Transfers In	0	5,088	6,958	0	0
TOTAL REVENUES	123,675	280,088	340,858	0	0
EXPENDITURES:					
Personal Services	77,814	146,043	172,453	0	0
Supplies & Materials	7,423	16,320	16,435	0	0
Other Services & Charges	30,075	68,457	107,790	0	0
Allocated Expenses	3,594	5,088	0	0	0
Capital Outlay	4,770	44,180	44,180	0	0
TOTAL EXPENDITURES	123,676	280,088	340,858	0	0
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-100.00%
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

BUDGET HIGHLIGHTS

- 2004 grant has not yet been awarded.

225 HOUSING/URBAN DEVELOPMENT GRANT

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

2004 GOALS AND OBJECTIVES

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



2002-2003 ACCOMPLISHMENTS

Phase II of the Clinton Street Sewer Project was completed. Approximately 80 households were affected by this project.

Approximately 97 households in the Clinton Street area received sewer connection assistance.

Lease payments for two Head Start classrooms were funded in 2002-2003. One classroom was renovated to meet ADA requirements.

In 2002-2003 CDBG funds provided the required local match to the Emergency Shelter Grant, which funds the Beautiful Beginnings Center.

There were 36 owner-occupied households received Housing Rehabilitation assistance.

Five rental-housing units were rehabilitated through the Rental Rehabilitation Program.

There were 2 abandoned and/or deteriorated houses were demolished.

Over 188 illiterate and/or non-English speaking adults were tutored in reading and writing.

There was one Economic Development loan and two Micro-Loan funded in 2002. No loans were funded in 2003.

33,000 bus passes were issued through the Safe Passage Program.

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

In 2002-2003 CDBG funds provided a local match to the Terrebonne Youthbuild Program.

225 HOUSING/URBAN DEVELOPMENT GRANT

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Number of residents effected by Clinton Sewer Project	50	150	150
Number of residents connected to main sewer line	22	74	20
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	20	33	25
Number of households receiving Housing Rehabilitation	19	20	20
Number of safe affordable rental units made available to low-income renters by assisting landlords through Rental Rehabilitation program	3	5	2
Number of abandoned/deteriorated structures removed to eliminate blight	4	2	5
Number of bus passes issued through participating agencies	18,000	18,000	18,000
Number of students effected by local match provided to Terrebonne Youthbuild	55	45	50
Number of illiterate and/or non-English speaking adults tutored	70	70	70
Number of Economic Development Loans funded	1	0	1
Number of micro loans funded	2	0	2

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	3,475,806	3,209,233	2,044,959	1,535,000	1,535,000
Charges for Services	50,145	44,574	19,100	18,000	18,000
Miscellaneous Revenue	12,678	0	8,040	5,200	5,200
TOTAL REVENUES	3,538,629	3,253,807	2,072,099	1,558,200	1,558,200
EXPENDITURES:					
Personal Services	529,895	421,071	334,121	314,154	314,154
Supplies & Materials	37,724	34,668	16,557	30,363	30,363
Other Services & Charges	688,017	1,908,506	1,099,179	787,407	787,407
Repair & Maintenance	4,139	9,682	5,900	9,600	9,600
Allocated Expenditures	(87,617)	(62,621)	0	0	0
Capital Outlay	2,246,767	1,047,401	637,076	415,706	415,706
Operating Transfers Out	174,373	0	30,721	22,190	22,190
TOTAL EXPENDITURES	3,593,298	3,358,707	2,123,554	1,579,420	1,579,420
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					
					-51.91%
INCREASE (DECREASE) TO	(54,669)	(104,900)	(51,455)	(21,220)	(21,220)
FUND BALANCE, JANUARY 1	217,830	163,161	163,161	111,706	111,706
FUND BALANCE, DECEMBER 31	163,161	58,261	111,706	90,486	90,486

225 HOUSING/URBAN DEVELOPMENT GRANT

BUDGET HIGHLIGHTS

- The 2004 grant entitlement from the Housing and Urban Development Grant is estimated to be \$1,535,000, Approved.
- Special Programs: - Approved.
 - \$15,001 Literacy Program
 - \$60,000 Homeless Shelter Operations
 - \$10,000 Public Transit
 - \$47,000 Head Start Operations
 - \$600,000 Housing Rehab
- Capital Projects, \$268,706 to be allocated with the adoption of the “Proposed use of Funds” in early 2004, Approved.

PERSONNEL SUMMARY

225-611 CDBG ADMINISTRATION

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 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>				

PERSONNEL SUMMARY

225-619 CDBG HOUSING REHAB

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Foreman-Carpenter	1	1	1	1	60	23,348	31,022	38,697
Carpenter	2	2	2	2	28	19,647	25,763	31,879
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Charges for Services	0	0	7,500	0	0
Miscellaneous Revenue	882	0	500	0	0
TOTAL REVENUES	882	0	8,000	0	0
EXPENDITURES:					
Personal Services	11	0	0	0	0
Supplies & Materials	1,294	0	2,236	343	343
Other Services & Charges	7,973	68,000	8,000	90,000	90,000
Capital Outlay	1,271	0	0	0	0
TOTAL EXPENDITURES	10,549	68,000	10,236	90,343	90,343
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					32.86%
INCREASE (DECREASE) TO					
FUND BALANCE	(9,667)	(68,000)	(2,236)	(90,343)	(90,343)
FUND BALANCE, JANUARY 1	102,246	92,579	92,579	90,343	90,343
FUND BALANCE, DECEMBER 31	92,579	24,579	90,343	0	0

BUDGET HIGHLIGHTS

- Programs: - Approved.
 - Facade Lending Program, \$18,000
 - Economic Development Grants, \$30,000
 - Economic Development Loans, \$40,000

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.

2002-2003 ACCOMPLISHMENTS

In the first six months of the program, eighty-eight participants were referred by the Work Connection (a non-profit organization funded through the Job Training Partnership Act). Sixty-three of those participants are currently working.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of classroom training participants	81	88	40
Number of participants referred by the Work Connection (JTPA)	67	88	40
Number of participants obtaining employment	27	63	20
Number of participants retaining employment	27	53	12

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	64,241	73,529	38,840	71,881	71,881
TOTAL REVENUES	64,241	73,529	38,840	71,881	71,881
EXPENDITURES:					
Personal Services	64,396	71,677	37,864	70,881	70,881
Other Services & Charges	515	1,852	976	1,000	1,000
Allocated Expenditures	(670)	0	0	0	0
TOTAL EXPENDITURES	64,241	73,529	38,840	71,881	71,881
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					-2.24%
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

227 WORKFORCE INVESTMENT ACT (WIA) ASSISTANCE

BUDGET HIGHLIGHTS

- The monies in this fund are received from the LAT (Lafourche, Assumption and Terrebonne) Workforce Investment Board, Inc. through the State Department of Labor.
- The program for 2004 is \$71,881, Approved.
- Personnel: - Approved.
 - Upgrade E & T Analyst/Instructor (Grade 56) to Site Supervisor/Instructor (Grade 59).

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Site Supervisor/Instructor	0	0	1	1	59	21,737	28,231	35,074
E & T Instructor	1	0	1	1	N/A	****	****	****
E & T Operation Analyst-Inst.	1	1	0	0	N/A	****	****	****
TOTAL	<u>2</u>	<u>1</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	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of clients receiving weatherization assistance	2	10	10
Number of clients receiving new insulation to homes	2	3	3
Number of low-income families homes made energy efficient	4	10	10

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	16,807	10,500	21,325	19,318	19,318
TOTAL REVENUES	16,807	10,500	21,325	19,318	19,318
EXPENDITURES:					
Personal Services	8,658	2,200	10,292	10,350	10,350
Other Services & Charges	8,148	8,300	11,033	8,968	8,968
TOTAL EXPENDITURES	16,806	10,500	21,325	19,318	19,318
% CHANGE OVER PRIOR YEAR					83.98%
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

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 2004, \$19,318, Approved.
- Direct services of labor and material, \$19,318, 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.

2004 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	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of clients assisted with crisis intervention	10	20	20
Number of clients assisted with Low Income Home Energy Program	999	700	700*
Number of clients assisted with emergency food and shelter	44	50	50
Number of grant applications submitted	5	5	5
Number of self sufficient training sessions	1	5	5
Number of clients who developed family budgets	54	90	90
Number of families that received information and referrals	40	40	40
% of families that have become self-sufficient	54%	60%	60%

* Received fewer dollars from federal government this year.



229 DEPARTMENT OF LABOR – CSBG GRANT

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	233,366	316,174	285,353	288,796	288,796
TOTAL REVENUES	233,366	316,174	285,353	288,796	288,796
EXPENDITURES:					
Personal Services	218,099	204,590	173,930	197,198	197,198
Supplies & Materials	9,671	11,000	7,347	11,500	11,500
Other Services and Charges	51,214	74,034	71,134	79,828	79,828
Repair & Maintenance	737	250	0	270	270
Allocated Expenditures	(60,382)	(10,500)	0	0	0
Capital Outlay	14,026	36,800	32,942	0	0
TOTAL EXPENDITURES	233,365	316,174	285,353	288,796	288,796
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-0.37%
INCREASE (DECREASE) TO	1	0	0	0	0
FUND BALANCE, JANUARY 1	(1)	0	0	0	0
FUND BALANCE, DECEMBER 31	0	0	0	0	0

BUDGET HIGHLIGHTS

- The 2004 grant is estimated at \$288,796, a decrease of 8.7% from 2003, Approved.
- Although a major component of this grant relates to personnel services, direct services are offered as follows: - Approved.
 - Emergency Food Vouchers, \$2,000
 - Literacy Services, \$1,000
 - Emergency Assistance Payments, \$17,000
- No Operating Capital
- Personnel: - Approved.
 - Upgrade Caseworker (Grade 57) to Clerk V (Grade 59)
 - Rename Caseworker (Grade 57) to Caseworker/Clerk IV (Grade 57)

229 DEPARTMENT OF LABOR – CSBG GRANT

PERSONNEL SUMMARY

229-644 CSBG Hurricane Andrew Relief

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Human Development Admin.	1	1	1	1	11	29,620	38,203	46,799
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				

PERSONNEL SUMMARY

229-645 Comm Svc Homeless Grant

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Clerk V	0	0	1	1	59	21,737	28,231	35,074
Clerk IV	4	0	0	0	57	18,089	23,569	29,035
Caseworker/Clerk IV	0	0	3	3	57	18,089	23,569	29,035
Caseworker	0	4	0	0	55	15,479	19,894	24,296
TOTAL	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>				

230 DEPARTMENT OF HEALTH/HOSPITALS – ENERGY (LIHEAP)

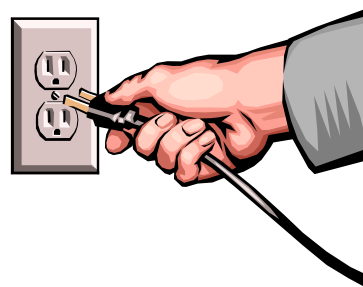
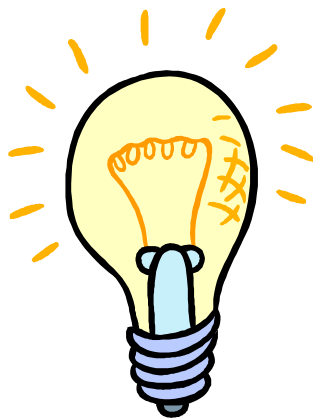
MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

2002-2003 ACCOMPLISHMENTS

Due to escalating energy bills the Parish had a need to supplement the program in 2002, reflecting an increase in benefits. Assisted 900 households with utility payments. The average payment was about \$400.00 per household.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of households assisted with utility payments	1,000	900	1,000
Dollar amount paid in utility assistance payments	\$200,000	\$262,736	\$250,000
Number of utility service providers to be paid	7	7	7



230 DEPARTMENT OF HEALTH/HOSPITALS – ENERGY (LIHEAP)

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	393,369	140,000	130,160	39,400	39,400
Operating Transfers In	30,602	0	0	0	0
TOTAL REVENUES	423,971	140,000	130,160	39,400	39,400
EXPENDITURES:					
Personal Services	0	0	5,260	0	0
Supplies & Materials	0	0	0	0	0
Other Services & Charges	373,661	129,500	84,020	0	0
Allocated Expenditures	50,311	10,500	40,880	39,400	39,400
TOTAL EXPENDITURES	423,972	140,000	130,160	39,400	39,400
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					-100.00%
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

BUDGET HIGHLIGHTS

- The LIHEAP grant is expected to generate \$39,400 in 2004, 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.

2004 GOALS AND OBJECTIVES

- Our goal is always to increase our census.
- To continue to educate the staff on disease concept and client manipulation, etc.

2002-2003 ACCOMPLISHMENTS

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

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of clients entering treatment program	653	730	675
Number of clients completing treatment program	413	602	550
Number of beds in facility	12	12	12
% of clients referred	100%	100%	100%
Number of clients repeating treatment	102	115	119
Number of alcohol/drug abuse educational presentations	1,144	1,144	1,144



231 DHH OFFICE OF ADDICTIVE DISORDERS

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	142,660	136,000	143,000	143,000	143,000
Charge for Services	7,579	7,200	2,857	2,800	2,800
Operating Transfers In	46,369	24,000	24,000	24,000	24,000
TOTAL REVENUES	196,608	167,200	169,857	169,800	169,800
EXPENDITURES:					
Personal Services	139,062	140,181	136,887	0	0
Supplies & Materials	8,874	9,650	11,139	10,050	10,050
Other Services & Charges	27,138	28,616	27,265	156,573	156,573
Repairs and Maintenance	619	1,400	562	500	500
TOTAL EXPENDITURES	175,693	179,847	175,853	167,123	167,123
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-7.07%
INCREASE (DECREASE) TO FUND BALANCE					
	20,915	(12,647)	(5,996)	2,677	2,677
FUND BALANCE, JANUARY 1					
	1	20,916	20,916	14,920	14,920
FUND BALANCE, DECEMBER 31					
	20,916	8,269	14,920	17,597	17,597

BUDGET HIGHLIGHTS

- Social Detox division is funded through a State Grant, \$143,000 and Client Fees charged to participants, \$2,500, Approved.
- General Fund supplement of \$24,000, Approved.
- No Operating Capital.
- In 2003, the program will be administered by a sub-contract with Start Corporation. (Currently under negotiation)
- Guard service will be provided for nights and weekends, Approved.
- Personnel: - Approved.
 - Start Corporation and Guard Service will provide all staffing.

231 DHH OFFICE OF ADDICTIVE DISORDERS

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Director	1	1	0	0	N/A	****	****	****
Assistant Director	1	1	0	0	N/A	****	****	****
TOTAL FULL-TIME	<u>2</u>	<u>2</u>	<u>0</u>	<u>0</u>				
Clerk I	8	7	0	0	53	6,694	8,486	10,279
TOTAL PART-TIME	<u>8</u>	<u>7</u>	<u>0</u>	<u>0</u>				
TOTAL	<u>10</u>	<u>9</u>	<u>0</u>	<u>0</u>				

232 YOUTHBUILD PROGRAM

PURPOSE OF APPROPRIATION

The monies in this fund used for the Youthbuild Program is a competitive grant awarded by HUD (U.S. Department of Housing and Urban Development) have been moved to Fund 238 Youthbuild Program, please refer to this section in the Budget document.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	269,637	474,814	31,597	0	0
Operating Transfers In	51,769	0	2,841	0	0
TOTAL REVENUES	321,406	474,814	34,438	0	0
EXPENDITURES:					
Personal Services	305,192	498,868	14,983	0	0
Supplies & Materials	10,701	11,200	106	0	0
Other Services and Charges	19,587	37,730	367	0	0
Repair and Maintenance	837	175	23	0	0
Allocated Expenditures	(50,402)	(73,159)	(2,198)	0	0
Capital Outlay	35,495	0	21,157	0	0
TOTAL EXPENDITURES	321,410	474,814	34,438	0	0
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-100.00%
INCREASE (DECREASE) TO FUND BALANCE					
	(4)	0	0	0	0
FUND BALANCE, JANUARY 1					
	4	0	0	0	0
FUND BALANCE, DECEMBER 31					
	0	0	0	0	0

BUDGET HIGHLIGHTS

- See Fund 238 Youthbuild Program (Second Allocation)

232 YOUTHBUILD PROGRAM

PERSONNEL SUMMARY

232-662 YOUTH BUILD PRGM ADMINISTRATION

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Youth Build Administrator	1	0	0	0	11	29,620	38,203	46,799
Clerk III	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

232-664 EDUCATION/JOB TRAINING

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Instructor-Site Supervisor	3	0	0	0	59	21,737	28,231	35,074
TOTAL	<u>3</u>	<u>0</u>	<u>0</u>	<u>0</u>				

PERSONNEL SUMMARY

232-667 YOUTH BUILD PROGRAM TRAINEE WAGES

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Laborer I-General	23	0	0	0	N/A	*****	*****	*****
TOTAL PART-TIME	<u>23</u>	<u>0</u>	<u>0</u>	<u>0</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.

2004 GOALS AND OBJECTIVES

To provide temporary shelter to homeless women with children, while providing the essential services necessary to empower them to become self-sufficient.

To provide limited assistance to low-income families that will prevent homelessness.

2002-2003 ACCOMPLISHMENTS

Fifty-three (53) families were provided with temporary shelter and essential services.

Sixteen (16) families received homeless prevention assistance.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of families receiving emergency shelter and essential services	20	33	30
Number of families receiving emergency assistance that are not residents	1	15	10



234 TERREBONNE HOMELESS SHELTER

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	90,125	160,531	167,152	162,952	162,952
Miscellaneous Revenue	3,544	0	2,379	0	0
Operating Transfers In	53,818	0	0	0	0
TOTAL REVENUES	147,487	160,531	169,531	162,952	162,952
EXPENDITURES:					
Personal Services	31,492	28,581	30,588	28,914	28,914
Supplies & Materials	2,821	5,200	4,975	5,500	5,500
Other Services & Charges	112,824	118,750	126,477	124,538	124,538
Repair & Maintenance	2,080	8,000	2,000	4,000	4,000
Capital Outlay	0	0	3,112	0	0
Operating Transfer Out	0	0	0	28,615	28,615
TOTAL EXPENDITURES	149,217	160,531	167,152	191,567	191,567
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					1.51%
INCREASE (DECREASE) TO FUND BALANCE	(1,730)	0	2,379	(28,615)	(28,615)
FUND BALANCE, JANUARY 1	309,639	307,909	307,909	310,288	310,288
FUND BALANCE, DECEMBER 31	307,909	307,909	310,288	281,673	281,673

BUDGET HIGHLIGHTS

- The funding for this program comes from a grant through Emergency Shelter Grant Program, Office of Community Services \$82,000 and is matched by the HUD entitlement grant \$80,952, 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.



2004 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.



2002-2003 ACCOMPLISHMENTS

Catholic Social Services, a designated CHDO has provided homeownership training to 100 potential first-time homebuyers.

Provided funds to over 80 low-income first-time homebuyers for down payment and closing cost of up to \$10,000 in 2002-2003. Twelve extremely low income first-time homebuyers received up to \$14,500 for down payment and closing cost in 2002-2003.

In 2002-2003 eighteen homes that were deemed beyond repair were replaced.

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. Preliminary plans have been prepared and construction bids should be let before year-end.

START Corporation received a CHDO loan for the purchase three-apartment units on Magnolia Street that will be made available to low income developmentally disabled persons.

Thirteen homeless families are receiving Tenant Based Rental Assistance.

START Corporation built 7 duplexes for disabled citizens in the James Aitkens Subdivision.

235 HOME INVESTMENT PARTNERSHIP

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of families that received Homeownership Training	80	100	100
Number of first -time homebuyers assisted	39	42	40
Number of homes replaced	6	12	12
Number of CHDO affordable housing projects	5	20	10
Number of families assisted though Tenant Based Rental Assistance (TBRA)	0	13	12

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	876,823	1,373,288	826,258	516,000	516,000
Charges for Services	214,878	0	41,303	0	0
Operating Transfers In	12,276	26,203	25,656	20,610	20,610
TOTAL REVENUES	1,103,977	1,399,491	893,217	536,610	536,610
EXPENDITURES:					
Personal Services	64,569	77,426	74,422	77,955	77,955
Supplies & Materials	4	282	121	200	200
Other Services & Charges	980,854	1,393,351	777,360	458,455	458,455
Repair & Maintenance	0	530	11	0	0
TOTAL EXPENDITURES	1,045,427	1,471,589	851,914	536,610	536,610
% CHANGE OVER PRIOR YEAR					-63.54%
INCREASE (DECREASE) TO FUND BALANCE	58,550	(72,098)	41,303	0	0
FUND BALANCE, JANUARY 1	13,549	72,099	72,099	113,402	113,402
FUND BALANCE, DECEMBER 31	72,099	1	113,402	113,402	113,402

BUDGET HIGHLIGHTS

- HUD Home Program grant for 2004, \$516,000, Approved.
- A General Fund supplement is proposed for \$20,610, an increase of \$3,186 from year 2003, Approved.
- Direct services: - Approved.
 - \$67,085 Community Housing Development Organization (CHDO) Loan Program
 - \$295,018 First-Time Homebuyer's Assistance
 - \$87,000 Tenant Based Rental Assistance

236 FEMA EMERGENCY FOOD/SHELTER

MISSION STATEMENT

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	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of clients receiving assistance for emergency utility assistance	17	18	20
Number of clients receiving assistance for emergency rent/mortgage payments	27	18	25

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	27,106	20,000	25,517	20,000	20,000
TOTAL REVENUES	<u>27,106</u>	<u>20,000</u>	<u>25,517</u>	<u>20,000</u>	<u>20,000</u>
EXPENDITURES:					
Other Services & Charges	27,106	20,000	25,517	20,000	20,000
TOTAL EXPENDITURES	<u>27,106</u>	<u>20,000</u>	<u>25,517</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

- FEMA/United Way grant for 2004, \$20,000, Approved.
- Direct Services: - Approved.
 - Rent/Home Mortgage Payments, \$20,000.

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.



2004 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.

2002-2003 ACCOMPLISHMENTS

Completed a rigorous Financial Management Oversight (FMO) review by FTA. The FMO review revealed excellent financial compliance with program requirements and sound accounting principals and procedure application.

Completed a Triennial Review by the FTA. This is the second time the transit division has undergone this comprehensive review of program compliance review of program compliance in all areas of management and operation of the transit system by the FTA. The FTA review revealed 3 deficiencies as opposed to 9 deficiencies from our previous review. This current review with only 3 deficiencies is considered to be an excellent compliance review by the FTA and LADOTD program managers.

Completed the Environmental Categorical Exclusion Checklist on a proposed site for the location of a transit office and maintenance facility. Completion of this checklist clears the way for acquisition of the real estate necessary to continue work on this project.

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected	1997 National Average
Dollar amount of operating cost/vehicle per revenue mile	\$2.85	\$3.29	\$3.57	\$3.69
Dollar amount of operating cost/vehicle per revenue hour	\$48.92	\$56.39	\$56.84	\$49.69
Dollar amount of operating cost per passenger mile	\$0.79	\$0.91	\$0.93	\$0.55
Dollar amount of operating cost per passenger trip	\$3.80	\$4.38	\$5.58	\$2.11
Passenger Boardings/Revenue mile	0.75	0.75	0.64	1.70
Passenger Boardings/Revenue hour	12.88	12.88	10.18	23.57
Total annual passenger boardings	203,404	184,104	184,104	N/A
Total annual operating costs	\$815,124	\$939,591	\$1,027,911	N/A

237 FTA GRANT (URBAN)

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	556,015	607,287	1,082,239	649,607	649,607
Charges for Services	122,383	118,300	118,300	118,300	118,300
Miscellaneous Revenue	1,619	500	310	0	0
Other Revenue	3,126	0	0	0	0
Operating Transfers In	<u>33,608</u>	<u>260,004</u>	<u>460,203</u>	<u>260,004</u>	<u>260,004</u>
TOTAL REVENUES	<u><u>716,751</u></u>	<u><u>986,091</u></u>	<u><u>1,661,052</u></u>	<u><u>1,027,911</u></u>	<u><u>1,027,911</u></u>
EXPENDITURES:					
Personal Services	598,176	678,561	794,804	636,827	636,827
Supplies & Materials	90,280	102,770	206,038	126,365	126,365
Other Services & Charges	163,773	181,497	297,192	201,710	201,710
Repair & Maintenance	58,343	47,150	56,844	63,009	63,009
Allocated Expenditures	(58,830)	(49,758)	0	0	0
Capital Outlay	<u>21,208</u>	<u>38,500</u>	<u>332,890</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u><u>872,950</u></u>	<u><u>998,720</u></u>	<u><u>1,687,768</u></u>	<u><u>1,027,911</u></u>	<u><u>1,027,911</u></u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					1.78%
INCREASE (DECREASE) TO FUND BALANCE					
	(156,199)	(12,629)	(26,716)	0	0
FUND BALANCE, JANUARY 1	299,947	143,748	143,748	117,032	117,032
FUND BALANCE, DECEMBER 31	143,748	131,119	117,032	117,032	117,032

BUDGET HIGHLIGHTS

- Intergovernmental Grants: - Approved.
 - Parish Transportation Fund, \$85,000
 - FTA Grant-Operational Assistance, \$464,617
 - FTA Grant-Planning and Capital, \$64,990
 - HUD-CDBG-Special Allocation, \$35,000
- Estimated Bus Fare revenue, \$110,000, Approved.
- General Fund supplement, \$260,004 from PILOT Revenues-25% of total cost of operation, 25% of total cost of operation, Approved.

237 FTA GRANT (URBAN)

PERSONNEL SUMMARY

237-690 PLANNING

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Public Transit Administrator	1	1	1	1	13	35,710	46,423	57,136
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				

PERSONNEL SUMMARY

237-691 OPERATION / GENERAL ADMINISTRATION

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Asst. Adm.-Transit	1	0	0	0	10	27,100	34,827	42,553
Clerk V	1	1	1	1	59	21,737	28,231	35,074
TOTAL	<u>2</u>	<u>1</u>	<u>1</u>	<u>1</u>				

PERSONNEL SUMMARY

237-692 VEHICLE OPERATIONS

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Transit Bus Operator	12	12	12	12	58	19,647	25,763	31,879
TOTAL	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>				

237 FTA GRANT (URBAN)

PERSONNEL SUMMARY

237-693 VEHICLE MAINTENANCE

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Foreman III	1	1	1	1	59	21,737	28,231	35,074
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				

PERSONNEL SUMMARY

237-694 NON VEHICLE MAINTENANCE

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Laborer II-General	1	1	1	1	55	15,479	19,894	24,295
TOTAL	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				



238 YOUTHBUILD PROGRAM (Second Allocation)

MISSION STATEMENT / DEPARTMENT DESCRIPTION

The mission of YouthBuild Terrebonne is to show young people how to build new homes for people in need, and new lives for themselves. Each year, youths who participate in Youthbuild receive a combination of classroom academic and job skills development and on-site training in a construction trade. With support from HUD, Youthbuild participants are able to put their newly acquired skills to good use rehabilitating and building housing for low-income and homeless people in their communities. 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.

2004 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.

2002-2003 ACCOMPLISHMENTS

By 2002-2003 four (4) students received their GED.

Two new students were enrolled in college fall 2003.

Twenty-five students graduated from the YouthBuild Program.

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

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of participants completing GED and received diploma	8	8	8
Number of participants enrolled in college	4	4	4
Number of participants enrolled in trade school	5	5	5
Number of participants completing construction training program	12	10	10
Number of homes constructed	1	2	3
Number of homes rehabilitated by participants	25	20	20
Number of participants completing program	12	10	15
% of participants improved by program	98%	98%	98%
% of participants obtaining employment	60%	60%	75%
% of participants retaining employment	60%	60%	75%
% of participants attaining a skill	98%	98%	98%

238 YOUTHBUILD PROGRAM (Second Allocation)

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	0	533,011	275,371	351,966	351,966
TOTAL REVENUES	0	533,011	275,371	351,966	351,966
EXPENDITURES:					
Personal Services	0	464,545	284,158	351,821	351,821
Supplies & Materials	0	34,893	2,775	2,775	2,775
Other Services & Charges	0	30,573	36,863	58,033	58,033
Repair & Maintenance	0	3,000	800	250	250
Allocated Expenditures	0	0	(49,225)	(60,913)	(60,913)
TOTAL EXPENDITURES	0	533,011	275,371	351,966	351,966
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-22.54%
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

- Originally budgeted in Fund 232 Youthbuild Program for 2003.
- Because of the second allocation, 2003 actual (projection) and 2004 Budget was put in Fund 238 for better record keeping.
- Personnel: - Approved.
 - Upgrade one (1) Site Supervisor/Instructor (Grade 59) to GED Instructor/Counselor (Grade 10)- no salary adjustment.

238 YOUTHBUILD PROGRAM (Second Allocation)

PERSONNEL SUMMARY

238-662 ADMINISTRATION

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Youth Build Administrator	0	1	1	1	10	27,100	34,827	42,553
Clerk III	0	1	1	1	55	15,479	19,894	24,295
TOTAL	<u>0</u>	<u>2</u>	<u>2</u>	<u>2</u>				

PERSONNEL SUMMARY

238-664 EDUCATION/JOB TRAINING

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
GED Instructor/Counselor	0	0	1	1	10	27,100	34,827	42,553
Instructor/Site Supervisor	0	3	2	2	59	21,737	28,231	35,074
TOTAL	<u>0</u>	<u>3</u>	<u>3</u>	<u>3</u>				

PERSONNEL SUMMARY

238-667 TRAINEE WAGES

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Laborer I/General	0	22	23	23	53	13,388	16,972	20,556
TOTAL	<u>0</u>	<u>22</u>	<u>23</u>	<u>23</u>				

239 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 Department of Health and Human Services (DHHS) 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.

2004 GOALS AND OBJECTIVES

To provide a smooth transition for program participants into the Head Start Program, then into kindergarten and the public school setting. Pre-school children attain fundamental skills that are required by all kindergarten and first grade students that are necessary for building a foundation for future success in school.

2002-2003 ACCOMPLISHMENTS

The Terrebonne Parish Head Start Program successfully completed another school year with 80 four-year-olds graduating in May, 2003.

The Terrebonne Parish Head Start Policy Committee worked diligently for several months on formulating By-laws and unanimously approved these By-laws. The Policy Committee has shown that by working together, they can assist the Lafourche Parish Head Start Policy Council in the decision making process in order to effectively govern the Head Start Program.

In the fall of 2003, an Education Specialist will be hired to manage the Education Content Area of the program. The Education Specialist will work in conjunction with the Lafourche Parish Head Start Program to ensure that Terrebonne Parish meets and exceeds all performance standards and mandates.



239 HUD HEAD START PROGRAM

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Literacy			
% of children who identify name	96%	100%	100%
% of children who print name	74%	79%	84%
% of children who identify at least 10 letters of alphabet, especially those in their own name	76%	82%	88%
% of children who recognizes a word as a unit of print or awareness that letters are grouped to form words, and that words are separated by spaces	83%	94%	100%
% of children who knows that letters of the alphabet are a special category of visual graphics that can be individually named	73%	75%	77%
% of children who sequence stories, tells and re-tells stories	76%	80%	84%
Language			
% of children who understands an increasingly complex and varied vocabulary	66%	70%	74%
% of children who for non-English speaking children, progress in listening to and understanding English	100%	100%	100%
% of children who for non-English speaking children, progress in speaking English	100%	100%	100%
Math			
% of children who identify numerals (1-10)	69%	77%	85%
% of children who can count verbally (1-10)	95%	100%	100%
% of children who identify basic shapes	88%	92%	96%
% of children who orally recites telephone number	49%	59%	69%
Science/Art			
% of children who identifies the basic eight colors	94%	100%	100%
Physical Health & Development			
% of children who opens milk by him/herself	95%	100%	100%
% of children who ties shoes by him/herself	41%	51%	61%
% of children who puts a coat on/off by him/herself	98%	100%	100%
Social			
% of children who displays proper table manners	94%	100%	100%
% of children who develops increasing abilities to understand and to use language to communicate information, experiences, ideas feelings opinions, needs, questions and for other various purposes	78%	80%	84%

239 HUD HEAD START PROGRAM

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	738,413	974,233	817,479	1,014,483	1,014,483
Operating Transfers In	63,794	34,663	56,613	50,365	50,365
TOTAL REVENUES	802,207	1,008,896	874,092	1,064,848	1,064,848
EXPENDITURES:					
Personal Services	740,815	949,553	810,728	1,018,228	1,018,228
Supplies & Materials	2,787	100	3,718	925	925
Other Services & Charges	48,998	53,838	58,146	45,195	45,195
Repair & Maintenance	1,585	500	1,500	500	500
Allocated Expenditures	7,407	4,905	0	0	0
Capital Outlay	615	0	0	0	0
TOTAL EXPENDITURES	802,207	1,008,896	874,092	1,064,848	1,064,848
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					6.06%
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 2004, \$1,014,483, Approved.
- General Fund supplement for 2004, \$28,175, a decrease of \$6,488 over 2003, Approved.

239 HUD HEAD START PROGRAM

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Head Start Admin.	1	1	1	1	11	29,620	38,203	46,799
Registered Nurse	1	0	1	1	10	26,569	34,144	41,719
Education Specialist	1	0	1	1	10	26,569	34,144	41,719
Family Inv. Manager	1	1	1	1	10	26,569	34,144	41,719
Parent Inv. Coordinator	0	1	1	1	60	23,348	31,022	38,697
Family Serv. Specialist	5	1	1	1	60	23,348	31,022	38,697
Clerk V	0	1	1	1	59	21,737	28,231	34,074
Resource Center Manager	0	2	2	2	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	6	10	10	55	15,479	19,894	24,295
TOTAL FULL-TIME	29	25	29	29				
E & T Instructor	7	3	7	7	56	8,363	10,811	13,265
E & T Instructor Aides	0	3	0	0	55	7,740	9,947	12,148
TOTAL PART-TIME	7	6	7	7				
TOTAL	36	31	36	36				



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. The administration of the Program is with the Parish Public Works Department.

2004 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.

2002-2003 ACCOMPLISHMENTS

Implemented and operated a rural transit service starting on April 8, 2002 through the present time. The rural service operates three medium-duty transit buses serving the rural communities of Chauvin, Montegut, Dulac, Gibson, and Crozier.



PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of transit buses used for rural transportation	3	3	5
Number of transit rider ship in rural areas	4,416	5,921	6,400
Operating cost per trip	\$35.13	\$38.63	\$52.66
% of Federal funding secured for rural transportation	50%	50%	50%
% of local match utilized for funding for rural transportation	50%	50%	50%

240 FEDERAL HIGHWAY ADMINISTRATION (RURAL TRANSIT)

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	218,354	166,606	239,899	150,000	150,000
Charge for Services	3,157	3,000	3,539	3,200	3,200
Miscellaneous Revenue	126	0	75	0	0
Other Revenue	6,266	0	0	0	0
Operating Transfers In	<u>0</u>	<u>151,125</u>	<u>137,512</u>	<u>150,953</u>	<u>150,953</u>
TOTAL REVENUES	<u>227,903</u>	<u>320,731</u>	<u>381,025</u>	<u>304,153</u>	<u>304,153</u>
EXPENDITURES:					
Personal Services	174,815	298,430	212,959	308,184	308,184
Supplies and Materials	10,423	38,972	20,110	12,650	12,650
Other Services & Charges	44,454	66,189	38,463	45,923	45,923
Repairs & Maintenance	9,709	5,000	4,000	10,500	10,500
Capital Outlay	142,531	0	170,520	0	0
Allocated Expenditures	<u>(58,137)</u>	<u>(37,431)</u>	<u>(64,256)</u>	<u>(73,104)</u>	<u>(73,104)</u>
TOTAL EXPENDITURES	<u>323,795</u>	<u>371,160</u>	<u>381,796</u>	<u>304,153</u>	<u>304,153</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-7.67%
INCREASE (DECREASE) TO					
FUND BALANCE	(95,892)	(50,429)	(771)	0	0
FUND BALANCE, JANUARY 1	159,778	63,886	63,886	63,115	63,115
FUND BALANCE, DECEMBER 31	63,886	13,457	63,115	63,115	63,115

BUDGET HIGHLIGHTS

- The current contract runs through 6/30/04; however, total award is reflected entirely in 2004, with those funds remaining at 2002-year end to be carried over to 2004. The program is expected to receive continued funding for future operations, which will be addressed with 2004 budget amendments as funding commitments materialize.
- Two buses purchased for \$42,630 each in November 2003.

240 FEDERAL HIGHWAY ADMINISTRATION (RURAL TRANSIT)

PERSONNEL SUMMARY

240-691 OPERATION / GENERAL ADMINISTRATION

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Field Supervisor	1	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>2</u>	<u>2</u>	<u>2</u>	<u>2</u>				

PERSONNEL SUMMARY

240-692 VEHICLE OPERATIONS

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Transit Bus Operator	5	3	5	5	58	19,647	25,763	31,879
TOTAL	<u>5</u>	<u>3</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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	772,781	400,000	700,000	400,000	400,000
Miscellaneous Revenue	42,975	40,000	26,440	25,000	25,000
TOTAL REVENUES	815,756	440,000	726,440	425,000	425,000
EXPENDITURES:					
Other Services & Charges	9,644	750	0	0	0
Repair & Maintenance	338,152	1,855,838	1,855,838	1,050,814	1,050,814
TOTAL EXPENDITURES	347,796	1,856,588	1,855,838	1,050,814	1,050,814
% CHANGE OVER PRIOR YEAR					-43.40%
INCREASE (DECREASE) TO FUND BALANCE	467,960	(1,416,588)	(1,129,398)	(625,814)	(625,814)
FUND BALANCE, JANUARY 1	1,287,252	1,755,212	1,755,212	625,814	625,814
FUND BALANCE, DECEMBER 31	1,755,212	338,624	625,814	0	0

BUDGET HIGHLIGHTS

- The revenues are subject to annual state appropriation; therefore, \$400,000 is estimated through the State's fiscal year end of June 30, 2004.
- Direct services for street repairs, \$1,050,814 are based on the estimated 2003 carry-over and 2004 revenue through June 30th.

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.

2004 GOALS AND OBJECTIVES

Continue privatization of grass cutting in selected area of Parish.

To install larger street name signs at major intersections.

Upgrade sign fabrication abilities.

Reduce time cycle of routes for grass cutting.

To increase herbicide program.

Implement productive and consistent operations of street sweeping.

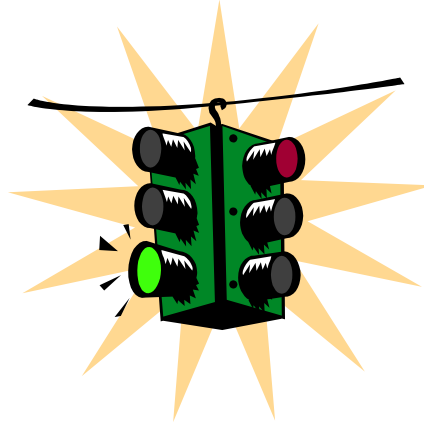
2002-2003 ACCOMPLISHMENTS

Privatized grass cutting in cemeteries, levees & laterals.

Reduced work force in Vegetation Work Crews.

Applies 44 miles of Pavement Markings on Parish Roads/Streets.

Overlaid 19 miles of Asphalt Roads.



251 ROAD AND BRIDGE FUND

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Number of bridges maintained	79	79	79
Number of bridge maintenance work orders	514	500	500
Number of bridge replacements	1	2	1
% of bridge maintenance and inventory program computerized	0%	50%	50%
Number of traffic signals maintained	18	20	20
Number of new traffic signals installed	1	2	2
% of traffic signals upgraded with new technology	0%	10%	10%
Number of caution lights maintained	69	79	79
Number of caution lights installed	10	10	10
Number miles of concrete streets	290	300	300
Number miles of asphalt streets	193	200	200
% of streets striped annually	27%	30%	30%
Number of concrete slab replaced (sq.yds.)	5,640	12,000	8,000
Asphalt repairs (tons)	125	200	200
% of shoulders repaired annually	98%	98%	98%
Number of signs repaired/installed	4,653	6,653	8,653
Number of street name signs replaced	764	964	1,064
% of sign inventory program computerized	45%	100%	100%
% of tree inventory program computerized	15%	20%	20%
Number of routes for grass cutting and herbicide spraying	78	85	105
Right-of-way acres mowed	1,485	1,600	1,400
% of requests addressed in 30 days	95%	95%	95%
% of work orders request generated from public in 30 days	4%	2%	4%
Number of work orders completed in 30 days	1,500	1,600	2,790
Number of boat launches maintained	5	5	5

251 ROAD AND BRIDGE FUND

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessment	3,987,993	3,819,124	3,970,777	3,772,238	3,772,238
Intergovernmental	440,055	0	(80,049)	0	0
Charge for Services	2,549	0	3,979	0	0
Miscellaneous Revenue	64,047	75,000	14,627	30,000	30,000
Other Revenue	2,584	0	0	0	0
Operating Transfers In	1,391,074	1,310,000	1,310,000	1,305,000	1,305,000
TOTAL REVENUES	5,888,302	5,204,124	5,219,334	5,107,238	5,107,238
EXPENDITURES:					
Personal Services	2,901,065	3,080,301	3,063,393	3,147,962	3,147,962
Supplies & Materials	458,436	446,800	381,818	400,300	400,300
Other Services & Charges	653,070	1,061,705	1,005,010	999,785	999,785
Repair & Maintenance	1,395,245	1,286,500	1,076,669	872,200	872,200
Allocated Expenditures	341,170	153,451	210,350	210,350	210,350
Debt Service	0	0	160	0	0
Capital Outlay	181,811	451,699	451,699	0	0
Operating Transfers Out	490,000	0	20,550	0	0
TOTAL EXPENDITURES	6,420,797	6,480,456	6,209,649	5,630,597	5,630,597
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-7.75%
INCREASE (DECREASE) TO FUND BALANCE					
	(532,495)	(1,276,332)	(990,315)	(523,359)	(523,359)
FUND BALANCE, JANUARY 1	2,659,326	2,126,831	2,126,831	1,136,516	1,136,516
FUND BALANCE, DECEMBER 31	2,126,831	850,499	1,136,516	613,157	613,157

BUDGET HIGHLIGHTS

- In 1992, the voters of Terrebonne Parish approved a ¼% sales tax used to fund this division. The 2004 revenues are estimated at \$3.77 million, reflecting no anticipated increase or decrease, Approved.
- Eliminated one Equipment Operator II (Tractor Driver) by attrition, Approved.
- Eliminated two Laborer II's by attrition, Approved.
- Upgrade Bridge Mechanic, Level 56 to 57, Approved.
- Upgrade Equipment Operator II to III, Level 56 to 58, Approved.

251 ROAD AND BRIDGE FUND

BUDGET HIGHLIGHTS (continued)

- General Fund supplements this division annually. The 2004 supplement is the same as 2003 at \$1,305,000, Approved.
- Major operating expenditures: - Approved.
 - \$200,000-Shells (Reduced by \$50,000)
 - \$217,000-Urban Street Lights (Funded by General Fund PILOT)
 - \$100,000-Street Repairs (Reduced by \$300,000 – proposed activity shifted)
 - \$100,000-Sidewalk Repairs (Reduced by \$5,000 to Parish Transportation Fund)
 - \$125,000-Traffic Lights and Sign Repairs (Reduced by \$25,000)
 - \$240,000-Grass Cutting Contract – Urban Parks & Grounds (Increased by \$48,000 as in-house grass cutters are reduced through attrition)
 - \$100,000-Pavement Markings (Reduced by \$70,000)
- No Operating Capital.

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Operations Manager	1	1	1	1	15	43,592	57,110	70,615
Road & Bridge Supt.	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	10	10	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	2	2	2	57	18,089	23,568	29,035
Bridge Mechanic	1	1	0	0	57	18,089	23,568	29,035
Bridge Mechanic	0	0	1	1	56	16,725	21,621	26,529
Equipment Operator II	14	13	13	13	56	16,725	21,621	26,529
Laborer III	12	12	12	12	56	16,725	21,621	26,529
Laborer II	7	4	5	5	55	15,479	19,894	24,295
Bridge Tender	27	26	27	27	51	11,713	14,634	17,570
TOTAL	91	86	90	90				

252 DRAINAGE TAX FUND

MISSION STATEMENT / DEPARTMENT DESCRIPTION

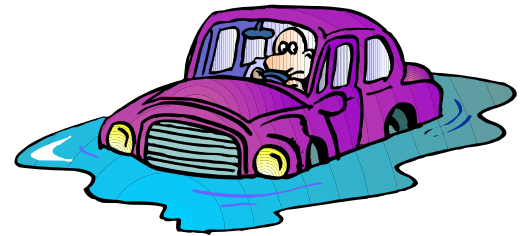
The Drainage Division was formed to meet the growing need for protection from flooding caused by rain and storms such as Tropical Depressions and Hurricanes. The monies in this fund are primarily from the proceeds of a dedicated ¼ % sales tax, 7.31 mills ad valorem taxes, and State Revenue Sharing. Drainage 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.

2004 GOALS AND OBJECTIVES

- To continue inventory of drainage system.
- To complete research and inventory of all drainage servitudes/right-of-ways.
- To continue implementing 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.

2002-2003 ACCOMPLISHMENTS

- Reorganized Forced/Gravity Drainage work force for efficiency.
- Collected Global Positioning system (G.P.S.) for 3,000 catch basins, and 6,000 driveway culverts.
- Upgraded the capacity and efficiency for 14 pumps.
- Applied pavement markings for Environmental warning at catch basins, indicating run-off hazards.



PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of forced drainage systems in parish	64	66	66
Number of forced drainage pumps	149	152	152
Number of canals cleaned in forced drainage areas	12	15	15
Number roadsides and lateral ditches cleaned	1,286	946	1,000
Number of culverts installed in ditches	580	636	650
% of inventory of drainage ditches for maintenance completed	1,276	1,300	1,300
% of pumps online of the telemetry SCADA system	80%	96%	96%
% of forced drainage requests addressed in 30 days	68%	85%	85%
% of gravity drainage request addressed in 30 days	90%	82%	90%
Number of pumps rehabilitated	5	14	14

252 DRAINAGE TAX FUND

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessment	6,716,126	6,586,898	6,908,368	6,709,238	6,709,238
Intergovernmental	990,281	911,175	1,003,801	180,000	180,000
Charge for Services	(184)	0	30	0	0
Miscellaneous Revenue	194,506	200,000	130,475	100,000	100,000
Other Revenue	12,859	0	2,700	0	0
Operating Transfers In	<u>1,672,860</u>	<u>280,659</u>	<u>280,659</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	<u>9,586,448</u>	<u>7,978,732</u>	<u>8,326,033</u>	<u>6,989,238</u>	<u>6,989,238</u>
EXPENDITURES:					
Personal Services	2,998,290	3,428,812	3,321,430	3,749,350	3,749,350
Supplies & Materials	407,715	522,700	479,768	467,700	467,700
Other Services & Charges	577,923	1,500,900	1,412,095	1,333,896	1,333,896
Repair & Maintenance	1,663,122	1,810,902	1,862,920	1,293,900	1,293,900
Allocated Expenditures	686,194	211,050	389,059	389,050	389,050
Debt Service	0	0	160	0	0
Capital Outlay	872,203	6,433,125	6,441,727	0	0
Operating Transfers Out	<u>735,300</u>	<u>482,500</u>	<u>782,500</u>	<u>200,000</u>	<u>200,000</u>
TOTAL EXPENDITURES	<u>7,940,747</u>	<u>14,389,989</u>	<u>14,689,659</u>	<u>7,433,896</u>	<u>7,433,896</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-5.76%
INCREASE (DECREASE) TO FUND BALANCE					
	1,645,701	(6,411,257)	(6,363,626)	(444,658)	(444,658)
FUND BALANCE, JANUARY 1	5,724,331	7,370,032	7,370,032	1,006,406	1,006,406
FUND BALANCE, DECEMBER 31	7,370,032	958,775	1,006,406	561,748	561,748

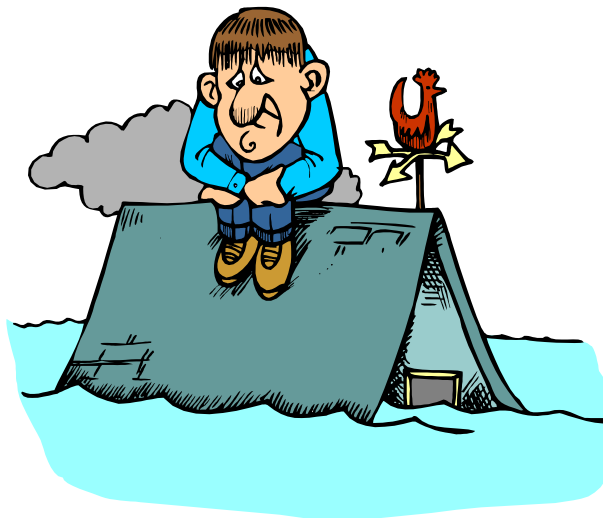
BUDGET HIGHLIGHTS

- In 1992, the voters of Terrebonne Parish approved a ¼% sales tax used to fund this division. The 2004 sales tax revenues are estimated to generate \$3.77 million, no increase anticipated, Approved.
- On October 18, 1997, an ad valorem tax of 7.31 mills was approved, which will generate an estimated \$2.9 million for 2004, Approved.
- Personnel: - Approved.
 - Eliminated one Equipment Operator II (Dump truck, by attrition)
 - Added one Operations Supervisor
- Major operating expenditures: - Approved.
 - Gasoline and Oil, \$100,000
 - Diesel/Pumps, \$160,000 (Reduced by \$30,000)
 - Chemicals, \$50,000 (Reduced by \$50,000)

252 DRAINAGE TAX FUND

BUDGET HIGHLIGHTS (CONTINUED)

- Pump repairs, \$325,000 (Increased by \$25,000)
- Contractors repairs, \$200,000 (Reduced by \$50,000)
- Canal and Lateral Ditch Maintenance, \$225,000 (Reduced by \$91,480)
- Collection Canal Cleaning, \$100,000 (Reduced by \$50,000)
- No Operating Capital.
- Operating Transfers Out: Drainage Construction Fund, Approved.
 - Lower Bayou Dularge Drainage, \$200,000, (adopted in 2001 5-year Capital Outlay)



252 DRAINAGE TAX FUND

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT	GRADE	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	5	5	60	23,348	31,022	38,697
Electrician IV	2	1	2	2	59	21,737	28,231	35,074
Equipment Operator IV	13	12	13	13	59	21,737	28,231	35,074
Field Supv.-Drainage	1	0	1	1	59	21,737	28,231	35,074
Sr. Equipment Mechanic	2	2	2	2	59	21,737	28,231	35,074
Inspector	0	0	1	1	59	21,737	28,231	35,074
Equipment Operator III	6	6	6	6	58	19,647	25,763	31,879
Crew Leader-Drainage	4	3	4	4	58	19,647	25,763	31,879
Inspector	1	1	0	0	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	16	19	19	56	16,725	21,621	26,529
Laborer III	5	5	5	5	56	16,725	21,621	26,529
Laborer II	23	21	23	23	55	15,479	19,894	24,295
Pump Attendant	14	14	14	14	N/A	****	****	****
TOTAL FULL-TIME	102	92	102	102				
Pump Attendant	1	5	5	5	N/A	****	****	****
TOTAL PART-TIME	1	5	5	5				
TOTAL	103	97	107	107				

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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	4,288,132	4,403,472	4,612,000	4,653,554	4,653,554
Intergovernmental	1,163,392	300,000	252,725	280,000	280,000
Charges for Services	15,480	17,000	17,335	17,000	17,000
Miscellaneous Revenue	116,600	150,000	61,026	31,000	31,000
Utility Revenue	5,228,758	5,747,798	4,656,119	5,480,000	5,480,000
Other Revenue	2,581	0	802	0	0
Operating Transfers In	4,098,673	0	0	0	0
TOTAL REVENUES	14,913,616	10,618,270	9,600,007	10,461,554	10,461,554
EXPENDITURES:					
General -Other	235,050	473,595	231,379	231,374	231,374
Solid Waste	10,790,243	10,599,027	9,922,048	10,149,480	10,149,480
Animal Shelter	264,804	442,215	448,555	355,794	355,794
Landfill Closure	1,177	65,600	1,700	2,000	2,000
Economic Devel. - Other	3,813	6,932	7,805	500	500
Operating Transfers Out	804,911	1,476,788	1,477,000	1,507,500	1,507,500
TOTAL EXPENDITURES	12,099,998	13,064,157	12,088,487	12,246,648	12,246,648
INCREASE (DECREASE) TO FUND BALANCE	2,813,618	(2,445,887)	(2,488,480)	(1,785,094)	(1,785,094)
FUND BALANCE, JANUARY 1	1,459,956	4,273,574	4,273,574	1,785,094	1,785,094
FUND BALANCE, DECEMBER 31	4,273,574	1,827,687	1,785,094	0	0

253 SANITATION FUND

BUDGET HIGHLIGHTS

- Voters approved the 11.49 mill ad valorem tax, which is projected to generate \$4.6 million in 2004, on October 18, 1997, Approved.
- The 35,000 average households in the parish will produce approximately \$3,700,000 million of collection fees, Approved. The collection fee is proposed to increase from \$7 per month to \$8 per month per household on January 1, 2004, Approved.
- Budget amended to change Tipping fees from \$17.00 to \$22.00 for commercial rates, which is expected to generate \$1,700,000, Approved.

- Per Ordinance # 6538:

Chapter 11, Section 11-33, Disposal Charges, Paragraph (a) shall be amended to read as follows:

- (a) Except as provided in any contractual agreement to which the Parish is a party, any person, firm or corporation, individually, or collectively, disposing of solid waste which is generated upon the premises of their business or personal household within Terrebonne Parish, at any parish solid waste facility, shall pay a disposal fee of not less than seventeen dollars (\$17.00) per ton, which rate shall be increased in increments of \$5.00 per year each succeeding January 1 to a maximum of \$42.00 per ton. Such fee shall be prorated and paid, as set forth in this subsection.

Any person, firm or corporation, individually or collectively, disposing of solid waste which is generated outside Terrebonne Parish, at any parish solid waste facility, under a permit issued pursuant to Section 11-31 (d), shall pay a disposal fee of not less than forty-five dollars (\$45.00) per ton or the actual cost to the Parish of waste handling, transportation and disposal, whichever is greater.

Chapter 11, Section 11-34, User Charges, Paragraph (b) shall be amended to read as follows:

- (b) Each user shall pay six dollars (\$6.00) per month for services provided herein, which rate shall be increased in increments of \$1.00 per year each succeeding January 1 to a maximum of \$10.00 per month. The user charge rates established in this article apply to all residential units and small commercial units within the entire parish who contribute solid waste to the parish operated solid waste collection and disposal system.

- Transfer Out to Bond Sinking Fund for 2004 debt service payment, \$1,507,500, 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.

2004 GOALS AND OBJECTIVES

- To continue to strive to improve customer service and public relations.
- To strive to cut operational expenses.
- To utilize Wastewise Coordinator to educate the public on recycling.
- To strive towards having trash pick-up done on a scheduled basis.
- To continue to promote on the job safety.
- To improve working conditions for employees by modifying pick-up stations.

2002-2003 ACCOMPLISHMENTS

- Improved efficiency of operation of pick-up station and garbage collection.
- Promoted, provided and educated consumer recycling by making a presentation to the fourth graders at Bourg Elementary School.
- Improved appearance and perception of the Ashland Landfill and Pick-Up Station by cutting the grass in a timely manner and hired a contractor to take care of the bigger areas.
- Promoted on the job safety by installing a roll gate behind the guard shack and put a stop sign on the main highway when exiting the Landfill.
- Provided for better traffic flow on landfill by moving all bins to the pick-up station.
- Completed permitting and construction of Construction and Demolition (C & D) Landfill.
- Assumed complete control of all customer calls and efficiently managed trash pick-up by employing additional office personnel.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of residential and small commercial unit collection stops	38,656	40,984	40,984
Average amount of tons of waste per year collected (tons)	126,333	130,400	135,000
Waste in scrap metal, newspapers, and used oil (tons)	1,400	1,600	1,500
Number of bulk transports to River Birch landfill	4,750	5,000	5,000
% of C & D Landfill access road completed	45%	100%	100%
Dollar amount of hauling contract	\$7.53	\$7.62	\$7.80
Dollar amount per ton of disposal contract	\$27.12	\$27.93	\$27.88
Dollar amount of user fees (\$8.00 user fee)	\$231,936	\$286,888	\$660,000

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
- 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

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	568,252	707,505	694,746	762,823	762,823
Supplies and Materials	127,774	204,850	158,439	146,100	146,100
Other Services and Charges	8,655,916	9,418,237	8,787,186	8,993,657	8,993,657
Repair and Maintenance	821,927	58,250	68,677	77,200	77,200
Allocated Expenditures	304,859	159,200	169,700	169,700	169,700
Capital Outlay	311,515	50,985	43,300	0	0
TOTAL EXPENDITURES	10,790,243	10,599,027	9,922,048	10,149,480	10,149,480
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-3.94%

BUDGET HIGHLIGHTS

- Major operating expenses: - Approved.
 - \$3,375,095 disposal expense, decrease of 6.3%
 - \$1,071,764 Transportation, decrease of 9%
 - \$3,900,000 Solid Waste Contract (SWDI Contract), decrease of .4%

253-441 SOLID WASTE SERVICES

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	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	6	6	6	58	19,647	25,763	31,879
Clerk IV	1	1	1	1	57	18,089	23,568	29,035
Scale Operator	1	1	1	1	56	16,725	21,621	26,529
Laborer III	1	0	1	1	56	16,725	21,621	26,529
Laborer II	2	2	2	2	55	15,479	19,894	24,296
Clerk II	1	1	1	1	53	13,656	17,311	20,967
TOTAL	<u>16</u>	<u>15</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.



2004 GOALS AND OBJECTIVES

Getting the low cost spay/neuter program (S.N.I.P. van) to come here again.

Increase adoptions by 50 percent.

To continue to educate the public for responsible pet owners

Continue to educate public about the shelter's mission and vision.

To continue to educate children through more animal programs during school.

Continue to work more with rescue organizations and encourage foster homes.

To build an isolation area for quarantined and sick animals.

To fence off an area of the shelter for public to engage in activities with potential pets.



2002-2003 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.

Increased adoptions by more than 40 percent.

Worked with at least twice the amount of rescue organizations.

Started reinforcing spay/neuter for animals adopted from the shelter.

Participated in getting the S.N.I.P. van to come down to perform low cost spay/neuter.

Strengthened relationship with Humane Society members.

Put up a nationwide web site for the animal shelter.

Educated school children about pet responsibility and spay/neuter through presentations about the animal shelter.

Researched different sanitizers and lessened disease spread.



253-442 ANIMAL CONTROL

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of impounded animals	5,300	6,000	5,000
Number of adoptions	480	1,000	1,300
% of calls completed	90%	95%	96%
Number of emergency services provided	550	500	300
% of animals that are spayed and neutered after adoption	35%	45%	50%
Number of animals euthanized and disposed of	4,100	4,000	3,700
% of public awareness of importance of spaying and neutering provided	50%	70%	72%

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	162,720	220,566	236,939	243,693	243,693
Supplies & Materials	37,759	42,750	47,496	46,450	46,450
Other Services and Charges	29,613	61,951	53,073	57,951	57,951
Repair & Maintenance	4,058	11,700	5,689	7,700	7,700
Capital Outlay	30,654	105,248	105,358	0	0
TOTAL EXPENDITURES	264,804	442,215	448,555	355,794	355,794
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					5.59%

BUDGET HIGHLIGHTS

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

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Animal Shelter Manager	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	1	0	1	1	57	18,089	23,569	29,035
Animal Warden	4	4	3	3	56	16,725	21,621	26,529
Kennel Keeper	0	1	1	1	55	15,479	19,894	24,295
Laborer II	0	1	0	0	55	15,479	19,894	24,295
TOTAL	6	7	6	6				

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.

2004 GOALS AND OBJECTIVES

- Maintain permit closure compliance.
- To continue with an environmentally safe site with a pleasurable appearance.

2002-2003 ACCOMPLISHMENTS

- Closure of the Ashland Sanitary Landfill is complete.

	FY2002	FY2003	FY2004
PERFORMANCE MEASURES	Actual	Estimated	Projected
% of Ashland landfill closure complete	80%	100%	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	\$1,884,452	\$1,889,544	\$1,889,544
% complied with permits	100%	100%	100%
% met with EPA/DEQ requirements	100%	100%	100%

253-444 LANDFILL CLOSURE

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	66	15,000	200	500	500
Supplies and Materials	968	2,600	1,000	1,000	1,000
Other Services and Charges	0	45,000	0	0	0
Repair and Maintenance	143	3,000	500	500	500
TOTAL EXPENDITURES	1,177	65,600	1,700	2,000	2,000
% CHANGE OVER PRIOR YEAR					-96.95%

BUDGET HIGHLIGHTS

- 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 Parish to take personal responsibility to prevent litter and beautify our parish. Keep Terrebonne Beautiful (KTB) is a 501 (c) 3 non-profit organization affiliated with Keep America Beautiful and aligned with our state program, Keep Louisiana Beautiful.



2004 GOALS AND OBJECTIVES

To hold two teacher workshops during the 2003-04 school year. (1) Waste In Place and (2) "Effects of Litter on Waterways" workshop.

Develop two beautification projects at Southdown Elementary School and Caldwell Middle School.

Fourth grade teachers at Southdown Elementary School in Houma, LA will lead an Environmental/Community Awareness Club at their school.

Host a booth at "Rouse's Home and Garden Show," "Southdown Community Day," and "Kid's Fest".

Participate in Keep America Beautiful annual clean up in 2004.

Hire a part time Litter Abatement Coordinator.

Recruit new members and forge partnerships with local businesses.

Finish the Liberty Garden plantings at the Tourist Information Center in Gray, Louisiana.

Assisting, with development/coordination/implementation of the HHWCP (Household Hazardous Waste Collection Program).

Erection of 7 new welcoming signs on major roads into Terrebonne Parish.

2002-2003 ACCOMPLISHMENTS

Dedicated our "Liberty Garden" at the Tourist Commission Center in Gray, Louisiana.

Held a "Waste In Place" workshop in 2002.

Participated in "Beach Sweep" at Last Island, 2003.

Held a "Great American Clean-Up" in 2003.

Completed a Litter Survey for the parish.

Hosted a booth at "Rouse's Home and Garden Show" in 2003.

Hosted a booth at "Kid's Fest" in 2003.

Held a Board Member training in the spring for all new members.

Received an Entergy grant.

Received a DEQ grant.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of Terrebonne Parish Clean Ups *	2	2	3
Planted Flowers at Liberty Garden	1	1	1
Hosted a booth at "Kid's Fest"	1	1	1
Hosted a booth at "Rouse's Home and Garden Show"	1	1	1
Hosted a booth at "Community Day"	0	0	1
Number of Litter Abatement presentations to groups	0	4	5
Beautification of a site in Terrebonne Parish	0	4	4

*Includes Great American Clean Up and Beach Sweep.

253-652 ECONOMIC DEVEL. – OTHER

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Other Services and Charges	3,813	6,932	7,805	500	500
TOTAL EXPENDITURES	3,813	6,932	7,805	500	500
% CHANGE OVER PRIOR YEAR					-92.79%

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 2003:

- Ward 7 Drainage Improvements, \$250,000
- Grand Caillou Levee, \$90,000
- District 1, Sidewalks and Walking Trail, \$50,000
- Westside Blvd. Phase II to Martin Luther King Blvd., \$100,000
- Westside Blvd. Phase II to Hwy 311, \$100,000
- District 4 Road Rehab, \$50,000
- Fire District 8 Bayou Black Bridge, \$50,000
- Shrimpers Row Road Improvements, \$500,000
- Highway 24/Presque Isle Turning, \$100,000
- Bayou Grand Caillou Bridge, \$10,000

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessment	3,987,993	3,811,750	3,970,777	3,772,238	3,772,238
Charge for Service	571	0	0	0	0
Miscellaneous Revenue	63,285	65,000	42,316	38,000	38,000
TOTAL REVENUES	4,051,849	3,876,750	4,013,093	3,810,238	3,810,238
EXPENDITURES:					
Other Services & Charges	3,724	3,000	0	0	0
Operating Transfers Out	4,320,868	3,676,156	3,814,273	4,514,438	4,514,438
TOTAL EXPENDITURES	4,324,592	3,679,156	3,814,273	4,514,438	4,514,438
% CHANGE OVER PRIOR YEAR					22.70%
INCREASE (DECREASE) TO FUND BALANCE	(272,743)	197,594	198,820	(704,200)	(704,200)
FUND BALANCE, JANUARY 1	2,995,540	2,722,797	2,722,797	2,921,617	2,921,617
FUND BALANCE, DECEMBER 31	2,722,797	2,920,391	2,921,617	2,217,417	2,217,417

255 ¼% CAPITAL IMPROVEMENTS SALES TAX REVENUE FUND

BUDGET HIGHLIGHTS

- In 1976, the voters of the Parish approved a ¼% Capital Improvement sales tax that is estimated to generate \$3.7 million.
- Capital Projects List: - Approved.
 - Bayou LaCarpe Drainage, \$200,000
 - Courthouse Annex Waterproofing, \$350,000
 - Elevate Linda Ann Street, \$135,000
 - Bayou Terrebonne Clear/Snag, \$100,000
 - Sylvia Street Drainage Improvements, \$130,000
 - Gum Street Drainage Improvements (Matching funds), \$90,000
 - Concord Drainage Improvements, \$250,000
 - Valhi Park, 100,000
 - Lake Boudreaux Diversion (CWWPRA), \$150,000
 - Falgout Canal Marsh Management Project, \$150,000
 - Agnes/Cleveland Street Drainage Improvements (Matching funds), \$150,000
 - Upper Ward 7 Levee Improvements, \$100,000
 - Upper Montegut Pump Station Rehabilitation, \$100,000
 - Jeff Drive Drainage Improvements, \$50,000
 - 2-1A Schriever Drainage, \$315,000
- Transfer to Capital Improvement Bond Sinking Fund for annual bond requirements, \$2,144,438 (Fund 453), Approved.
- 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, Approved.

258 ROAD DISTRICT #6 O & M

PURPOSE OF APPROPRIATION

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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	1,315	1,376	1,367	21,000	21,000
Intergovernmental	37	38	37	500	500
Miscellaneous Revenue	5,992	6,000	2,000	500	500
TOTAL REVENUES	7,344	7,414	3,404	22,000	22,000
EXPENDITURES:					
Other Services & Charges	11,441	97,086	193,076	20,800	20,800
Repair & Maintenance	0	100,000	0	0	0
Allocated Expenditures	1,739	1,255	1,255	1,200	1,200
Operating Transfers Out					
TOTAL EXPENDITURES	13,180	198,341	194,331	22,000	22,000
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					-89.45%
INCREASE (DECREASE) TO FUND BALANCE	(5,836)	(190,927)	(190,927)	0	0
FUND BALANCE, JANUARY 1	196,763	190,927	190,927	0	0
FUND BALANCE, DECEMBER 31	190,927	0	0	0	0

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 \$21,000 for 2004, Approved.
- Street repairs in 2004 are proposed at \$19,288, 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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	100,219	101,549	107,663	0	0
Intergovernmental	35,472	34,600	23,810	0	0
Miscellaneous Revenue	7,618	8,800	6,610	0	0
Other Revenue	1,000	0	0	0	0
TOTAL REVENUES	144,309	144,949	138,083	0	0
EXPENDITURES:					
Personal Services	48,452	68,018	50,705	0	0
Supplies & Materials	10,773	23,750	21,072	0	0
Other Services & Charges	27,323	31,824	161,873	0	0
Repair & Maintenance	14,331	17,000	17,000	0	0
Allocated Expenditures	3,533	1,445	1,825	0	0
Capital Outlay	40,423	196,188	196,188	0	0
TOTAL EXPENDITURES	144,835	338,225	448,663	0	0
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-100.00%
INCREASE (DECREASE) TO FUND BALANCE	(526)	(193,276)	(310,580)	0	0
FUND BALANCE, JANUARY 1	311,106	310,580	310,580	0	0
FUND BALANCE, DECEMBER 31	310,580	117,304	0	0	0

BUDGET HIGHLIGHTS

- Fire District 5 became autonomous in 2003. The 2004 Budget will be adopted independently.

261 FIRE DISTRICT 5

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Firemen	1	1	0	0	N/A	****	****	****
TOTAL FULL-TIME	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>				
Firemen	1	1	0	0	N/A	****	****	****
TOTAL PART-TIME	<u>1</u>	<u>1</u>	<u>0</u>	<u>0</u>				
TOTAL	<u><u>2</u></u>	<u><u>2</u></u>	<u><u>0</u></u>	<u><u>0</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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	235,820	240,238	233,775	232,994	232,994
Intergovernmental	13,452	12,500	12,492	12,400	12,400
Miscellaneous Revenue	7,101	6,600	4,060	3,000	3,000
Other Revenue	0	0	553,215	0	0
TOTAL REVENUES	256,373	259,338	803,542	248,394	248,394
EXPENDITURES:					
Personal Services	1,233	1,250	1,535	1,550	1,550
Supplies & Materials	71,042	54,600	95,104	49,000	49,000
Other Services & Charges	78,572	106,570	69,576	64,430	64,430
Repair & Maintenance	35,943	40,500	52,241	38,000	38,000
Debt Service	0	80,000	80,000	81,524	81,524
Allocated Expenditures	3,577	2,940	2,250	2,250	2,250
Capital Outlay	16,868	183,231	679,073	11,500	11,500
TOTAL EXPENDITURES	207,235	469,091	979,779	248,254	248,254
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-17.11%
INCREASE (DECREASE) TO FUND BALANCE					
	49,138	(209,753)	(176,237)	140	140
FUND BALANCE, JANUARY 1	176,686	225,824	225,824	49,587	49,587
FUND BALANCE, DECEMBER 31	225,824	16,071	49,587	49,727	49,727

BUDGET HIGHLIGHTS

- On March 21, 1991, the voters of District 8 approved a 9.79 mill ad valorem tax, which is estimated to generate \$232,794 in 2004, Approved.
- Operating Capital: - Approved.
 - \$10,000 for Communication Equipment
 - \$1,500 for Fire Hydrants

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

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	1,280,868	1,390,139	1,456,985	1,350,016	1,350,016
Intergovernmental	86,655	88,817	91,547	91,657	91,657
Miscellaneous Revenue	64,695	95,000	31,000	31,000	31,000
TOTAL REVENUES	1,432,218	1,573,956	1,579,532	1,472,673	1,472,673
EXPENDITURES:					
General - Other	106,102	134,146	120,390	113,510	113,510
Road Lighting	1,351,557	1,497,305	1,514,550	1,533,750	1,533,750
Operating Transfers Out	308,000	-	-	-	-
TOTAL EXPENDITURES	1,765,659	1,631,451	1,634,940	1,647,260	1,647,260
% CHANGE OVER PRIOR YEAR					0.00%
INCREASE (DECREASE) TO FUND BALANCE	(333,441)	(57,495)	(55,408)	(174,587)	(174,587)
FUND BALANCE, JANUARY 1	2,186,662	1,853,221	1,853,221	1,797,813	1,797,813
FUND BALANCE, DECEMBER 31	1,853,221	1,795,726	1,797,813	1,623,226	1,623,226

267 – 276 ROAD LIGHTING DISTRICTS

INDIVIDUAL ROAD LIGHTING DISTRICTS

INDIVIDUAL ROAD LIGHTING DISTRICTS - 2004 ADOPTED BUDGET										
BUDGET SUMMARY	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
REVENUES:										
Taxes & Special Assmt.	184,022	122,217	441,902	120,362	60,365	109,448	147,544	24,543	20,288	119,325
Intergovernmental	18,843	9,050	31,500	4,000	11,670	2,928	7,500	880	1,412	3,874
Miscellaneous Revenue	2,300	4,000	7,200	2,500	1,600	2,500	3,000	2,100	4,800	1,000
TOTAL REVENUES	205,165	135,267	480,602	126,862	73,635	114,876	158,044	27,523	26,500	124,199
EXPENDITURES:										
General - Other	15,245	11,482	33,847	10,639	6,345	7,892	12,050	2,818	3,520	9,672
Road Lighting	189,000	135,050	463,650	126,500	86,000	125,000	150,950	76,000	69,800	111,800
TOTAL EXPENDITURES	204,245	146,532	497,497	137,139	92,345	132,892	163,000	78,818	73,320	121,472
INCREASE(DECREASE) TO										
FUND BALANCE	920	(11,265)	(16,895)	(10,277)	(18,710)	(18,016)	(4,956)	(51,295)	(46,820)	2,727
BEGINNING FUND BALANCE	204,080	191,226	424,576	145,118	110,428	164,181	185,126	169,158	183,816	20,104
ENDING FUND BALANCE	205,000	179,961	407,681	134,841	91,718	146,165	180,170	117,863	136,996	22,831

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	2003		2004		Expires
			Amount Levied	Projected Revenue	Amount Levied	Adopted Revenue	
RLD#1	November 3, 1998	7.74	4.37	166,890	4.80	184,022	2009
RLD#2	November 15, 1997	4.46	4.46	256,408	3.00	122,217	2007
RLD#3	November 3, 1998	7.72	5.50	373,501	6.50	441,902	2009
RLD#4	November 15, 1997	5.18	4.00	140,646	3.50	120,362	2007
RLD#5	November 3, 1998	10.33	8.00	70,821	7.00	60,365	2009
RLD#6	November 17, 2001	4.77	4.77	130,397	4.00	109,448	2010
RLD#7	November 17, 2001	6.89	4.50	147,719	4.50	147,544	2013
RLD#8	November 17, 2001	4.63	1.05	24,445	1.05	24,543	2010
RLD#9	November 17, 2001	8.64	0.95	24,219	0.95	20,288	2010
RLD#10	November 17, 2001	4.89	4.89	118,927	4.89	119,325	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.

2004 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.

2002-2003 ACCOMPLISHMENTS

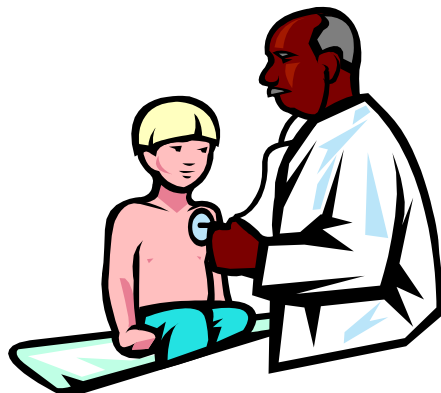
Installed new management in the positions of facility manager and office manager.

Updated and streamlined equipment inventory and equipment on hand identifying that which is surplus, unserviceable and outdated.

Installing fence across back of property to prohibit unauthorized entrance of vehicles taking shortcuts through health unit property. This measure was taken as a safety enhancement to protect young children entering and leaving the premises.

Installation of new telephone system incorporating both existing older, outdated systems into one new integrated system that includes voice mail.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of individuals serviced on a monthly basis	1,578	1,583	1,580
Number of participants in the family planning program	3,821	3,292	3,556
Number of child health visits	3,429	3,174	3,302
Number of WIC participants seen	2,929	3,382	3,156
Number of immunizations administered	1,748	2,482	2,115
Number of establishments inspected by the sanitation department	5,272	5,486	5,379



277 HEALTH UNIT FUND

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	619,522	635,619	674,468	665,100	665,100
Intergovernmental	40,711	42,000	40,688	42,000	42,000
Miscellaneous Revenue	20,669	20,000	14,897	14,395	14,395
Other Revenue	16	0	0	0	0
TOTAL REVENUES	680,918	697,619	730,053	721,495	721,495
EXPENDITURES:					
Personal Services	111,222	158,630	145,199	176,865	176,865
Supplies & Materials	3,113	12,250	8,192	8,750	8,750
Other Services & Charges	488,957	556,468	550,602	514,782	514,782
Repair & Maintenance	3,840	10,700	7,890	19,950	19,950
Allocated Expenditures	10,578	7,370	6,325	6,325	6,325
Capital Outlay	0	30,961	30,961	26,500	26,500
TOTAL EXPENDITURES	617,710	776,379	749,169	753,172	753,172
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS AND CAPITAL OUTLAY					-2.40%
INCREASE (DECREASE) TO FUND BALANCE					
	63,208	(78,760)	(19,116)	(31,677)	(31,677)
FUND BALANCE, JANUARY 1					
	510,940	574,148	574,148	555,032	555,032
FUND BALANCE, DECEMBER 31					
	574,148	495,388	555,032	523,355	523,355

BUDGET HIGHLIGHTS

- A 1.66 mill ad valorem tax approved by voters November 3, 1998 will generate an estimated \$664,600 in 2004, Approved.
- Reimbursement of various expenditures incurred by the State, \$395,000, Approved.
- Reclass part time Clerk II to full time Clerk II, Approved.
- Operating Capital: - Approved.
 - Air conditioner, \$10,000
 - Building Renovations, \$15,000 (Meet HIPAA regulations)
 - Computer, \$1,500

277 HEALTH UNIT FUND

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		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
Clerk II	0	0	1	1	55	15,479	19,894	24,295
TOTAL FULL-TIME	3	3	4	4				
Clerk II	1	1	0	0	55	15,479	19,894	24,295
Registered Nurse	2	2	2	2	10	13,822	17,761	21,703
TOTAL PART-TIME	3	3	2	2				
TOTAL	6	6	6	6				



279 RETARDED CITIZENS – TARC

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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, and Individualized Family Supports. 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 workshop, where clients are provided with training and hands-on work experience in manufacturing and providing services for the community. This 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, integrating children with and without disabilities.

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

2004 GOALS AND OBJECTIVES

- 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.

2002-2003 ACCOMPLISHMENTS

During 2002-2003, 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. With a social worker and counselor on staff, TARC continued to provide our specialized services in the areas of family support and advocacy. Our transportation fleet was upgraded with the purchase of newer bus for client transportation and a cargo van for our greenhouse contract deliveries. TARC Purchased a newer home to house the residents of our Woodside Community Home. In addition to these capital projects, we were able to continue our annual capital improvement plans with the replacement of three roofs, renovations to three buildings, the purchase of new equipment for our food service department, and the replacement of computers. TARC has created “Sweet Sensations” to offer another type of employment for our clients in making fudge, candy and an assortment of other sweets which are sold through our Restaurant and Gift Shop as well as custom orders.

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Number of adult clients TARC services in all programs	970	989	997
Number of 0-21 year old clients TARC services in all programs	451	383	390
Number of clients working in TARC restaurant and gift shop	22	23	23
Dollar amount of money made at TARC's restaurant and gift shop	\$220,099	\$225,848	\$219,000
Number of clients working in TARC's facility based employment	63	63	69
Dollar amount of money made by TARC's facility based employment	\$214,958	\$215,827	\$204,100
Number of clients working in TARC's mobile work groups	32	32	32
Dollar amount of money made by TARC's mobile work groups	\$118,020	\$106,815	\$118,000
Total wages paid to clients working in sheltered workshop programs	\$251,369	\$258,493	\$255,000
Number of clients receiving counseling services	160	161	166
Number of clients receiving nursing services	296	244	250
Number of clients participating in TARC's music therapy program	310	297	302
Number of clients participating in TARC's infant program	48	48	48
Number of clients participating in TARC's summer camp program	34	35	36
Number of TARC programs	11	11	11

279 RETARTDED CITIZENS – TARC

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessment	1,989,184	2,042,269	2,165,189	2,136,956	2,136,956
Intergovernmental	130,717	130,000	130,644	130,000	130,000
Miscellaneous Revenue	23,896	15,000	19,631	10,000	10,000
TOTAL REVENUES	2,143,797	2,187,269	2,315,464	2,276,956	2,276,956
EXPENDITURES:					
General -Other	106,256	220,178	226,745	111,785	111,785
Transfers to TARC	2,087,718	1,900,000	1,900,000	1,900,000	1,900,000
TOTAL EXPENDITURES	2,193,974	2,120,178	2,126,745	2,011,785	2,011,785
% CHANGE OVER PRIOR YEAR					-5.11%
INCREASE (DECREASE) TO FUND BALANCE	(50,177)	67,091	188,719	265,171	265,171
FUND BALANCE, JANUARY 1	102,423	52,246	52,246	240,965	240,965
FUND BALANCE, DECEMBER 31	52,246	119,337	240,965	506,136	506,136

BUDGET HIGHLIGHTS

- A 5.33 mill ad valorem tax approved by voters October 18, 1997 will generate an estimated \$2,133,956 in 2004, Approved.
- Funds are transferred to Terrebonne Association, as needed, \$1.9 million estimated for 2004, Approved.

280 PARISHWIDE RECREATION FUND

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.



2004 GOALS AND OBJECTIVES

To provide variety of programs for the residents. The programs will promote safety first in play by encouraging fun and competitive competition. These programs will allow youth and adults the opportunity to experience physical functioning, enjoyment, and excitement in their chosen area of recreation.



2002-2003 ACCOMPLISHMENTS

Basketball:

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

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

10 yr old Boys- Teams participated in the **National Biddy Tournament** held in Wichita, KS.

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:

13, 16, and 18 yr old teams participated in the World Series held in Southaven, MS.

12 yr olds participated in the World Series held in Cartersville, GA.

280 PARISHWIDE RECREATION FUND

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Number of youth participation for baseball	3,500	4,000	3,500
Number of youth baseball games played	18-20	20-25	20-25
Number of baseball teams participated in World Series	5	8	8
Number of youth participation for softball	625	750	800
Number of youth softball teams	42	50	55
Number of youth softball games played	10-12	12-15	12-15
Number of softball teams participated in Regional Tournament	0	5	5
Number of youth participation for football	1,200	1,350	1,300
Number of youth football games played	8	8	8
Number of youth participation for basketball	1,500	1,500	1,500
Number of youth basketball games played	16	16	16
Number of basketball teams participated in National Bidy Tournament	8	10	10
Number of basketball teams participated in National Pre-Prep Tournament	3	3	3
Number of basketball teams participated in National Champions	0	4	5
Number of youth participation for volleyball	190	190	200
Number of youth volleyball games played	9	9	10
Number of youth participation for special olympics	855	1,005	1,100
Number of youth special olympics games played	8	8	8
Number of adults participation in programs	1,000	1,200	1,200

280 PARISHWIDE RECREATION FUND

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessment	824,785	847,550	897,998	887,311	887,311
Intergovernmental	54,200	54,500	54,169	54,500	54,500
Charges for Services	87,557	85,200	84,719	83,090	83,090
Miscellaneous Revenue	8,754	15,000	11,481	7,500	7,500
Other Revenue	275	0	0	0	0
Operating Transfers In	572,812	617,121	617,121	407,121	407,121
TOTAL REVENUES	1,548,383	1,619,371	1,665,488	1,439,522	1,439,522
EXPENDITURES:					
General - Other	166,902	199,420	171,974	169,885	169,885
Recreation - Other	0	15,000	15,000	0	0
Adult Softball	36,986	39,500	38,567	39,200	39,200
TPR - Administration	523,560	604,366	546,158	628,486	628,486
Camps & Workshops	234,228	226,653	252,354	246,168	246,168
Youth Basketball	126,448	147,000	138,802	144,000	144,000
Football	61,742	57,000	57,664	57,664	57,664
Youth Softball	34,105	48,000	51,956	61,000	61,000
Youth Volleyball	11,404	10,500	9,464	10,000	10,000
Baseball	180,651	179,500	155,873	186,500	186,500
Adult Volleyball	1,543	6,000	6,500	5,900	5,900
Special Olympics	88,277	93,815	102,608	99,638	99,638
Operating Transfers Out	20,000	0	0	0	0
TOTAL EXPENDITURES	1,485,846	1,626,754	1,546,920	1,648,441	1,648,441
INCREASE (DECREASE) TO FUND BALANCE	62,537	(7,383)	118,568	(208,919)	(208,919)
FUND BALANCE, JANUARY 1	27,814	90,351	90,351	208,919	208,919
FUND BALANCE, DECEMBER 31	90,351	82,968	208,919	0	0

BUDGET HIGHLIGHTS

- A 2.21 mill ad valorem tax approved by the voters May 5, 2001 will generate an estimated \$884,811 in 2004, Approved.
- Participation fees will generate an estimated \$83,090 in 2004, Approved.
- General Fund supplements for recreational activities from its surpluses, in 2004 proposing \$407,121, a decrease of \$210,000, Approved.
 - Special Olympics, \$99,638
 - Arts and Crafts, \$30,000
 - Easter Program, \$4,500
 - Recreation Administration Supplement, \$192,983
 - All-star 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.

2004 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.

2002-2003 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	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of participants registered for TPR programs	8,900	10,000	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	8	10	10
Number of parent volunteers helping with programs	600	700	700

280-521 TPR ADMINISTRATION

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	476,705	507,990	455,175	550,938	550,938
Supplies and Materials	28,845	33,000	30,396	29,502	29,502
Other Services and Charges	42,906	44,793	42,036	42,321	42,321
Repair and Maintenance	7,083	6,200	6,051	5,725	5,725
Allocated Expenditures	(45,951)	0	117	0	0
Reimbursements	(23,342)	0	0	0	0
Capital Outlay	37,314	12,383	12,383	0	0
TOTAL EXPENDITURES	523,560	604,366	546,158	628,486	628,486
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS, REIMB. AND CAPITAL OUTLAY					6.17%

BUDGET HIGHLIGHTS

- No significant changes.

280-521 TPR ADMINISTRATION

2004 ADOPTED BUDGET SUMMARY	YOUTH BASKETBALL	FOOTBALL	YOUTH SOFTBALL	YOUTH VOLLEYBALL	BASEBALL
Operating Supplies	25,000	18,000	15,000	3,000	65,000
Recreation Insurance	22,000	14,664	20,000	3,500	23,000
Other Fees	2,000	0	3,000	0	2,500
Official Fees	45,000	25,000	20,000	3,500	64,000
Travel & Training	50,000	0	3,000	0	32,000
TOTAL EXPENDITURES	144,000	57,664	61,000	10,000	186,500

2004 ADOPTED BUDGET SUMMARY	ADULT SOFTBALL	ADULT VOLLEYBALL
Operating Supplies	3,000	400
Recreation Insurance	10,500	2,200
Other Fees	700	300
Official Fees	25,000	3,000
TOTAL EXPENDITURES	39,200	5,900



PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
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
TOTAL FULL-TIME	6	5	6	6				
Foreman IV	1	1	1	1	61	12,784	17,095	21,413
Laborer I	26	26	26	26	53	6,694	8,486	10,278
Clerk I (COE)	1	1	1	1	53	6,694	8,486	10,278
TOTAL PART-TIME	28	28	28	28				
TOTAL	34	33	34	34				

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.

2004 GOALS AND OBJECTIVES

To provide the youth and adults with a variety of activities geared toward a leisure time interest.

2002-2003 ACCOMPLISHMENTS

In 2002/2003, contracted with O.N.E./C.H.A.N.E., Inc. to manage six (6) summer camps at Dumas Auditorium, Dularge, East Houma, North Terrebonne, Gibson, and the Smithridge Community, an average of 613 and 655 participants respectively enjoyed the summer activities.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of summer camps	6	6	6
Number of participants at Smithridge Camp	51	49	50
Number of participants at Dumas Camp	180	224	200
Number of participants at North Terrebonne Camp	116	124	150
Number of participants at Dularge Camp	120	110	140
Number of participants at East Houma Camp	99	54	100
Number of participants at Gibson Camp	47	45	100
Dollar amount of summer camps cost	\$180,000	\$205,000	\$180,000
Number of Parish Arts Funding Grants awarded (arts & crafts)	39	39	39
Number of programs in schools	14	14	14
Number of organizations funded	30	30	32
Total funds allocated to organizations	38,746	38,746	38,746
Number of people benefiting	12,357	13,000	13,000

280-523 CAMPS & WORKSHOPS

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Supplies & Materials	4,196	4,500	0	4,500	4,500
Other Services and Charges	<u>230,032</u>	<u>222,153</u>	<u>252,354</u>	<u>241,668</u>	<u>241,668</u>
TOTAL EXPENDITURES	<u>234,228</u>	<u>226,653</u>	<u>252,354</u>	<u>246,168</u>	<u>246,168</u>
% CHANGE OVER PRIOR YEAR					8.61%

BUDGET HIGHLIGHTS

- Administration fee paid to H-T Arts and Humanities, \$6,000, Approved.
- Direct services to Recreation Districts for Arts and Crafts Programs, \$24,000, Approved.
- Summer Camp Programs (Special), \$180,000, Approved.
- Easter Program, \$4,500, Approved.
- Boys & Girls Club, \$30,000, Approved.

280-532 SPECIAL OLYMPICS

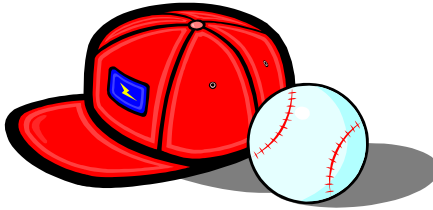
MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.



2002-2003 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 substantial growth each year from 2000 through 2003. In addition, a minimum increase of 10% for the fiscal year 2004 is expected.

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

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of volunteers and coaches for Special Olympics	200	225	250
Number of participants in Special Olympic programs	241	255	275
Number of participants in aquatics	19	18	25
Number of participants in athletics	24	20	40
Number of participants in badminton	4	0	4
Number of participants in basketball	46	52	55
Number of participants in bocce	29	22	30
Number of participants in bowling	52	50	60
Number of participants in horseshoes	10	10	12
Number of participants in softball	76	81	90
Number of participants in special superstars bowling league	154	155	170
Number of participants in volleyball	12	13	15
Number of participants in unified bowling (special athletes and partners)	132	136	156
Number of participants in unified softball (special athletes and partners)	26	14	30

280-532 SPECIAL OLYMPICS

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	49,114	50,715	52,080	54,238	54,238
Supplies and Materials	13,405	16,300	18,086	17,600	17,600
Other Services and Charges	25,758	26,500	28,088	27,500	27,500
Repair and Maintenance	0	300	300	300	300
Capital Outlay	0	0	4,054	0	0
TOTAL EXPENDITURES	88,277	93,815	102,608	99,638	99,638
% CHANGE OVER PRIOR YEAR					6.21%

BUDGET HIGHLIGHTS

- No significant changes.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Asst. Dir.-Spec. Olympics	1	1	1	1	12	32,464	42,046	51,617
TOTAL	1	1	1	1				

281 MENTAL HEALTH UNIT

MISSION STATEMENT / DEPARTMENT DESCRIPTION

The mission of Terrebonne Mental Health Unit is to provide appropriate and effective mental health services to the seriously mentally ill and behaviorally disturbed residents of Terrebonne Parish in order to improve productivity and quality of life of the individual and to reduce the impact of mental illness on the individual and the community. Mental health services may include any of the following: Psychiatric assessment, medication management, provision of psychiatric medications, medication and compliance education, nursing services, individual and group counseling, psychosocial assessment, treatment and discharge planning, advocacy, community outreach, limited availability of psychological services, financial assistance with basic needs as funding permits, and referral and liaison services with community resources. The Terrebonne Mental Health Center provides crisis intervention and facilitates placement at acute psychiatric facilities and inpatient units as determined by psychiatric assessment. Through contracts with private agencies the following services are also available: ACT (Assertive Children's Team), Drop-in centers, transitional living, public housing, emergency housing assistance, work readiness and placement, social skills training, respite for consumers and family members, and case management services.

2004 GOALS AND OBJECTIVES

- Continue to provide mental health services, which are effective and timely to the community.
- Continue to provide screening to identify other treatment needs and basic needs and to provide referrals to services, which will meet these needs.
- Ensure ongoing funding for all agency staff positions and services.
- Obtain additional funding in order to increase staff to meet the demands of the community. This is particularly true for additional psychiatric services.
- Maintain effective communication and referral procedures with school counselors and provide regular updates regarding services and contract information.
- Increase the quantity and scope of training available to clinical and medical staff. Increase training to all staff in regards to patient rights, confidentiality, HIPAA, cultural diversity, customer services, risk management, and other related areas.
- Improve utilization of other community agencies and resources and to work collaboratively with community agencies to identify needs and develop additional resources.
- Improve public knowledge of availability of services, community resources, and mental health issues.
- Further develop the services of the Early Childhood Supports and Services Program and the Infant Mental Health Team.
- Continue to identify sources of ongoing funding for the Early Childhood Supports and Services Program after its contract expires in 2005.
- Improve ability to identify and collaboratively treat persons with co-occurring disorders.
- Improve ability to capture and report meaningful service data through updating of current hardware and software and through training and supervision of all staff involved in data entry and reporting.

2002-2003 ACCOMPLISHMENTS

- Active caseload of 1,176 at the end of June 2003. A total of 1,498 cases were active during the fiscal year and an additional 966 persons were served who were not admitted to the clinic.
- Removed lengthy waiting period between admission to the clinic and psychiatric assessment and medication management services for adults.
- Increased participation in collaborative efforts with other community agencies.
- Improved availability of services to children under the age of 6 and their caregivers including psychiatric services to children under the age of 6.
- Improving availability of housing services and placement.
- Maintained outreach services to high-need/high-risk patients. 779 outreach services were provided to 50 individuals.
- Improved training and cooperation with Emergency Preparedness. Staff assisted at shelter during last year's hurricane.

281 MENTAL HEALTH UNIT

2002-2003 ACCOMPLISHMENTS (continued)

- Staff met with key personnel at local hospitals to improve transition between levels of care and to ensure continuity of care.
- All staff trained on Continuity of Care, HIPAA regulations, and a variety of clinical/treatment related topics.
- Referrals for services remain high from a variety of sources such as schools, substance abuse centers, private practitioners, prisons, probation, and self-referrals.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	156,746	160,893	168,799	168,554	168,554
Intergovernmental	10,300	10,000	10,295	10,000	10,000
Charges for Services	0	0	6	0	0
Miscellaneous Revenue	1,747	6,000	3,870	2,000	2,000
Operating Transfers In	30,000	13,609	13,609	0	0
TOTAL REVENUES	198,793	190,502	196,579	180,554	180,554
EXPENDITURES:					
General -Other	13,151	20,989	13,512	12,905	12,905
Health & Welfare-Other	111,113	138,649	132,170	139,346	139,346
Social Detox	251	0	0	0	0
Terr. Alcohol/Drug Abuse	57,723	67,218	49,899	74,568	74,568
Operating Transfers Out	22,369	0	0	0	0
TOTAL EXPENDITURES	204,607	226,856	195,581	226,819	226,819
INCREASE (DECREASE) TO FUND BALANCE	(5,814)	(36,354)	998	(46,265)	(46,265)
FUND BALANCE, JANUARY 1	65,720	59,906	59,906	60,904	60,904
FUND BALANCE, DECEMBER 31	59,906	23,552	60,904	14,639	14,639

BUDGET HIGHLIGHTS

- An ad valorem tax of .42 mills approved by the voters November 3, 1998 is estimated to generate \$168,154, Approved.
- Based on previous precedent, the allocation of the ad valorem tax is 60-40%, Mental Health and Alcohol & Drug Abuse Clinic respectively, Approved.

281-409 HEALTH & WELFARE – OTHER

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Number of adults screened/assessed per week	63	53	55
Number of children screened/assessed per week	17	11	12
Number of counselors	8	8	8
% of outreach and clinic worker contacts	4.6%	6.1%	4%*
Number of clients served through Options for Independence	405	395	395
Number of clients participating in ACT (Assertive Children Team)	18	17	20
Number of children served by the mental health center	606	604	610
Number of children served by ECSS and Infant MH	N/A	75	80
Number of adults served by the mental health center	1831	1721	1750
Number of persons/families served considered at or below poverty level with no fee for services and no insurance or Medicaid coverage.	1,238	1,119	1,150
Number on mental health services provided	28,548	25,841	26,000
Number of psychiatric or medical services provided	20,948	19,238	20,000
Number of crisis intervention services provided	2,809	2,451	2,750
Number of persons identified as homeless during assessment	49	46	45
Number of persons receiving housing assistance or placement through Options programs	215	343	350
Number of staff trainings provided in-house	12	17	22
% of sample of clients reporting stabilization of symptoms (C'est Bon Survey "Meds Control Symptoms")	94.9%	94%	94%
% Clients reporting improved independence since receiving services (C'est Bon Survey "Become Independent")	89.5%	93.2%	90%
Number of children served who were referenced by school or were having serious school-related problems (Based on percentage from sample applied to total children served)	461	459	475
% Clients reporting improvement in family relations since receiving services (C'est Bon Survey "Get Along With Family")	95.8%	95.7%	95%
% Clients reporting improvement in work since receiving services (C'est Bon Survey "Better in Work")	86.1%	80.5%	80%
% Clients reporting improved ability to cope with crisis (C'est Bon Survey "Cope With a Crisis")	96.9%	97.8%	95%
Number of community agencies having a contract or collaborative approach with Terrebonne MHC	20	20	20

* This number will decrease due to the loss of a key staff position that provided outreach services.

281-409 HEALTH & WELFARE – OTHER

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	110,915	129,290	122,811	139,346	139,346
Supplies and Materials	0	3,000	3,000	0	0
Other Services and Charges	198	6,359	6,359	0	0
TOTAL EXPENDITURES	111,113	138,649	132,170	139,346	139,346
% CHANGE OVER PRIOR YEAR					0.50%

BUDGET HIGHLIGHTS

- No significant changes.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 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
TOTAL	4	4	4	4				

281-411 SOCIAL DETOX

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Supplies & Materials	67	0	0	0	0
Other Services and Charges	<u>184</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u><u>251</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>
% CHANGE OVER PRIOR YEAR					0.00%

BUDGET HIGHLIGHTS

- 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.

2004 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 meet the needs of the clients and special populations.

To provide prevention and education to clients and the public.

2002-2003 ACCOMPLISHMENTS

The Office for Addictive Disorders treated a total of 845 clients in 2002-2003.

The OAD had about 35% of its clients complete their recovery treatment.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of clients treated	906	845*	950
Number of clients referred for hospitalization	280	295	350
% of clients completing recovery treatment	33%	39%	35%
% of participants in treatment groups	95%	95%	95%
% of participants in family work groups	3%	7%**	10%
Number of reported violations in client rights	0	0	0
% of Participants recommending the facility to others in need of services	8%	13%	15%
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

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	56,757	65,818	48,939	74,068	74,068
Other Services and Charges	966	1,400	960	500	500
TOTAL EXPENDITURES	<u>57,723</u>	<u>67,218</u>	<u>49,899</u>	<u>74,568</u>	<u>74,568</u>
% CHANGE OVER PRIOR YEAR					10.93%

BUDGET HIGHLIGHTS

- No significant changes.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Fam. Skills Train. Coord.	1	1	1	1	11	29,620	38,203	46,800
TOTAL FULL-TIME	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>				
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
TOTAL PART-TIME	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>				
TOTAL	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>				

283 TERREBONNE LEVEE & CONSERVATION DISTRICT

PURPOSE OF APPROPRIATION

A one-quarter percent (1/4%) sales tax is collected for the purpose of constructing and maintaining the Morganza to the Gulf Project. The Terrebonne Parish Consolidated Government has authorized the collection of the sales tax and disburses the funds to the Terrebonne Levee and Conservation District on the basis of an intergovernmental agreement.

The purpose of this fund is the “collection and disbursement” point of the ¼% sales tax, however the Miscellaneous Section of this document serves to detail the projects lead by the Terrebonne Levee and Conservation District as adopted in their Capital Outlay budget.

The Morganza to Gulf Hurricane Protection Project is a Hurricane protection system for Terrebonne and Lafourche Parishes. The U. S. Army Corps of Engineers is the federal sponsor for this project, and the LA Department of Transportation and Development with the Terrebonne Levee and Conservation District jointly serve as the local sponsor. The Terrebonne Levee and Conservation District will provide operations and maintenance once the system is complete. 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. Deterioration of coastal marshes, as a result of saltwater intrusion, land subsidence and the lack of interchanges from the Mississippi River have increased surge inundation. The hurricane protection system will consist of approximately 72 miles of earthen levee with 12 floodgate structures proposed for the navigable waterways and a lock structure in the Houma Navigational Canal measuring 200-foot wide by 1200-foot long. The structural features are integrated into the levee alignment to provide flood protection, drainage, and environmental benefits, while allowing navigational passage.

BENEFITS

- **Inundation Reduction:** This project will provide protection against tidal and hurricane surge up to a Category 3 storm.
- **Water Supply Protection:** This project will eliminate over \$200,000 in annual water treatment costs.
- **Environmental Benefits:** This project has net positive benefits to the marshes and wetlands in the Terrebonne Basin.
- **Safe Harbor:** Fisherman will no longer have to leave the area in a storm event.

* Source: U.S. Army Corps of Engineers and the Terrebonne Levee & Conservation District.



283 TERREBONNE LEVEE & CONSERVATION DISTRICT

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	1,916,933	3,435,000	3,868,022	3,674,621	3,674,621
Miscellaneous Revenue	2,588	0	12,707	13,000	13,000
TOTAL REVENUES	<u>1,919,521</u>	<u>3,435,000</u>	<u>3,880,729</u>	<u>3,687,621</u>	<u>3,687,621</u>
EXPENDITURES:					
Other Services & Charges	0	3,435,000	3,868,072	3,674,671	3,674,671
Allocated Expenditures	4,021	0	4,000	4,000	4,000
TOTAL EXPENDITURES	<u>4,021</u>	<u>3,435,000</u>	<u>3,872,072</u>	<u>3,678,671</u>	<u>3,678,671</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATED EXPENDITURES & CAPITAL OUTLAY					6.98%
INCREASE (DECREASE) TO FUND BALANCE	1,915,500	0	8,657	8,950	8,950
FUND BALANCE, JANUARY 1	1	1,915,501	1,915,501	1,924,158	1,924,158
FUND BALANCE, DECEMBER 31	1,915,501	1,915,501	1,924,158	1,933,108	1,933,108

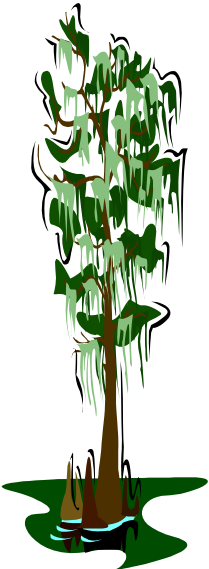
BUDGET HIGHLIGHTS

- Highlights are in the Miscellaneous Information section of this document.

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 and will establish itself as a model in the "America's Wetland" campaign to save coastal Louisiana. 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. The Houma Terrebonne Arts & Humanities Council manages the museum.



2004 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.

Provide technical assistance workshops for grant writing.

Increase awareness that the museum is an excellent rental facility for parties, receptions, weddings, etc.

Increase gift shop sales in 2004 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.



2002-2003 ACCOMPLISHMENTS

Created weekly Cajun music sessions on Tuesday and Thursday nights.

ArtSense was an activity that provided five weeks of art classes to 75 students.

Participated in a statewide initiative, Louisiana Treasure Trail 2002 and 2003.

Hosted twelve rotating art shows.

Participated in the Celebration of the Bicentennial Celebration of the Louisiana Purchase.

Increased attendance.

Secured grant funds for Louisiana Purchase and other programs.

Participated in the Hometown Star Search Competition.

Participated in a statewide outreach program for schools.

Hosted the Cajun music, joke telling and Boucherie at the Downtown on the Bayou Festival.

Established a satellite tourism office.

Developed a calendar of events.

Hosted the annual Elder Merry Christmas for 85 senior citizens.

Hosted five grant writing workshops.

Hosted Bayou Farewell book signing and public discussion.

Hosted the Dixie Diver's exhibit-Bonne Terre's Underwater Treasures.

284 BAYOU TERREBONNE WATERLIFE MUSEUM

PERFORMANCE MEASURES	FY2002 Actual	FY2003 Estimated	FY2004 Projected
Amount of visitors to museum:			
Individuals	10,845	12,476	13,000
Group Tours	117	125	140
Workshops	7	7	7
Rentals	4	2	12
Special Events	118	125	130
Number of outreach programs in schools	15	25	32
Dollar amount of admissions to the museum	\$18,704	\$19,500	\$20,000
Dollar amount of gift shop sales	\$15,481	\$16,000	\$16,500

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	5,238	7,050	0	0	0
Charges for Services	36,692	40,000	30,099	29,000	29,000
Miscellaneous Revenue	95	100	(193)	35	35
Operating Transfers In	<u>115,726</u>	<u>115,726</u>	<u>115,726</u>	<u>115,726</u>	<u>115,726</u>
TOTAL REVENUES	<u><u>157,751</u></u>	<u><u>162,876</u></u>	<u><u>145,632</u></u>	<u><u>144,761</u></u>	<u><u>144,761</u></u>
EXPENDITURES:					
Personal Services	33,364	32,218	30,005	28,772	28,772
Supplies & Materials	18,616	21,850	20,286	21,050	21,050
Other Services & Charges	101,341	97,008	82,076	91,909	91,909
Repair & Maintenance	2,916	7,500	7,843	8,000	8,000
Capital Outlay	<u>1,797</u>	<u>4,803</u>	<u>1,297</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u><u>158,034</u></u>	<u><u>163,379</u></u>	<u><u>141,507</u></u>	<u><u>149,731</u></u>	<u><u>149,731</u></u>
% CHANGE OVER PRIOR YEAR EXCLUDING CAPITAL OUTLAY					-5.58%
INCREASE (DECREASE) TO FUND BALANCE	(283)	(503)	4,125	(4,970)	(4,970)
FUND BALANCE, JANUARY 1	1,128	845	845	4,970	4,970
FUND BALANCE, DECEMBER 31	845	342	4,970	0	0

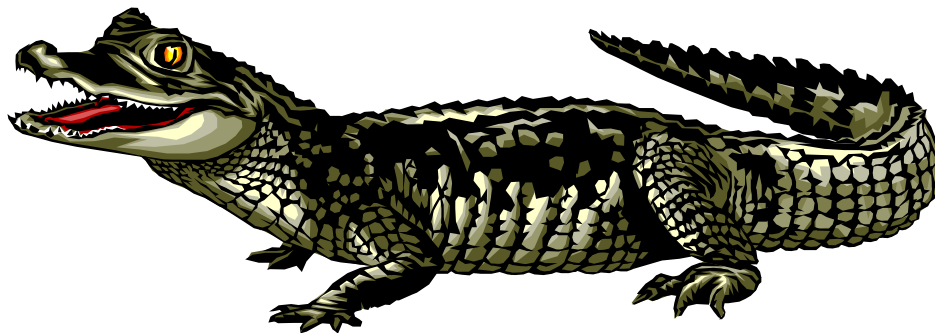
284 BAYOU TERREBONNE WATERLIFE MUSEUM

BUDGET HIGHLIGHTS

- Self generated revenue through the gift shop, concessions, commissions; rentals, admissions, membership fees and donations are projected for 2004 at \$29,000, Approved.
- The 2004 General Fund supplement for the Museum is projected to be \$115,726 from PILOT Funds, which is the same as 2003, Approved.
- Management contract with Arts and Humanities, \$40,000, Approved.
- Closing Mondays to be consistent with other area museums and to reduce expenditures, Approved.
- Reduced part-time hours, Approved.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Secretary	1	1	1	1	56	16,725	21,621	26,529
TOTAL FULL-TIME	1	1	1	1				
Clerk I	1	1	1	1	53	6,694	8,486	10,278
TOTAL PART-TIME	1	1	1	1				
TOTAL	2	2	2	2				





300 – 306 UTILITIES DEPARTMENT

**MISSION STATEMENT /
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.

2004 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.

2002-2003 ACCOMPLISHMENTS

The refinancing of the 1992 Revenue Bonds saving the government about \$1,000,000 in interest over the next 10 years.

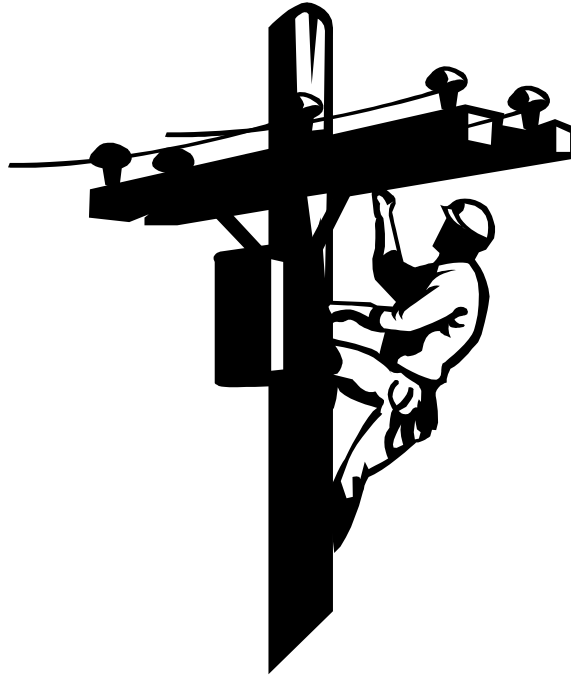
PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of customers	25,295	25,400	25,750

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	122,378	0	25,038	0	0
Charges for Services	19,762	91,575	82,620	89,200	89,200
Miscellaneous Revenue	642,870	853,765	710,266	582,950	582,950
Utility Revenue	35,011,740	37,741,280	37,679,116	40,789,474	40,789,474
Other Revenue	9,568	17,500	7,200	17,500	17,500
Operating Transfer In	17,167	0	0	0	0
TOTAL REVENUES	35,823,485	38,704,120	38,504,240	41,479,124	41,479,124
EXPENSES:					
General -Other	84,190	5,915	41,224	38,915	38,915
Electric Generation	17,171,787	18,126,062	17,654,072	19,028,483	19,028,483
Electric Distribution	2,082,774	2,599,681	2,338,443	2,686,186	2,686,186
Gas Distribution	8,880,892	11,954,434	12,782,852	13,010,904	13,010,904
Utility Administration	2,901,611	2,959,824	2,869,213	2,975,909	2,975,909
G.I.S. Mapping System	59,162	74,200	50,507	74,200	74,200
Operating Transfer Out	3,662,839	2,320,982	2,320,982	5,083,750	5,083,750
TOTAL EXPENSES	34,843,255	38,041,098	38,057,293	42,898,347	42,898,347
INCREASE (DECREASE) TO RETAINED EARNINGS	980,230	663,022	446,947	(1,419,223)	(1,419,223)
RETAINED EARNINGS, JANUARY 1	56,539,170	57,519,400	57,519,400	57,966,347	57,966,347
RETAINED EARNINGS, DECEMBER 31	57,519,400	58,182,422	57,966,347	56,547,124	56,547,124

300 – 306 UTILITIES DEPARTMENT

BUDGET HIGHLIGHTS

- Electric residential and commercial sales revenue for fiscal year 2004 totals \$13.1 million, Approved.
- \$2.6 Million is budgeted for residential and commercial sales of gas, Approved.
- Sales from the gas distribution system to the power plant to fuel the production of electricity for fiscal year 2003 are estimated to be \$5.5 million, Approved.



**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.

2004 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.

2002-2003 ACCOMPLISHMENTS

Facility/Plant equipment inventory lists are 90 percent completed.

Plant discrepancy status 2002 total 1,140 completed action 1,108.

Black-Start requirements sent for review in November 2002.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Net generation (kwh)	72,730,170	75,600,000	70,750,000
Off system sales (kwh)	16,022,200	17,000,000	15,000,000
Native peak (Mw)	71.5	73.0	74.0
Number of generators	7	7	7
Number of units	7	7	7
Number of power outages	220	200	175
Number of substations	11	11	11

300 – 306 UTILITIES DEPARTMENT
301 – 802 ELECTRIC GENERATION

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	1,036,182	1,354,435	1,026,580	1,392,029	1,392,029
Supplies and Materials	96,250	201,200	147,555	201,200	201,200
Other Services and Charges	698,373	1,032,627	1,219,948	1,181,954	1,181,954
Repair and Maintenance	308,248	382,800	322,800	383,300	383,300
Capital Outlay (Depreciation)	571,167	590,000	600,000	610,000	610,000
Energy Purchases	<u>14,461,567</u>	<u>14,565,000</u>	<u>14,337,189</u>	<u>15,260,000</u>	<u>15,260,000</u>
TOTAL EXPENSES	<u>17,171,787</u>	<u>18,126,062</u>	<u>17,654,072</u>	<u>19,028,483</u>	<u>19,028,483</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ENERGY PURCHASES					5.82%

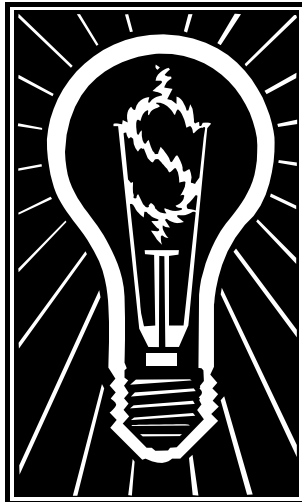
BUDGET HIGHLIGHTS

- Major operating expenses: - Approved.
 - Chemical purchases, \$140,000
 - Environmental cost, \$150,000
 - Plant repairs, \$360,000
 - Natural gas purchases to fuel the power plant, \$5,500,000
 - Energy and power costs, \$9,760,000 (an increase of \$195,000 or 2 %)
- Capital Outlay: (@ 303 – 802) – Approved.
 - Copy Machine, \$12,000
 - Vehicle Radios & Phones, \$6,000
 - City Water Booster Pump, \$10,000
 - Air Compressor for Unit 15, \$26,000
 - Replace C/T Hot Water Basin, \$40,000

**300 – 306 UTILITIES DEPARTMENT
301 – 802 ELECTRIC GENERATION**

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Utility Supt.-Elec. Gen.	1	1	1	1	13	35,710	46,423	57,136
Utility Supervisor	2	2	2	2	62	28,061	37,775	47,488
Foreman IV	1	1	1	1	61	25,568	34,190	42,826
Op. Supv.-Elec. Gen.	4	4	4	4	61	25,568	34,190	42,826
Engineering Analyst	1	0	1	1	61	25,568	34,190	42,826
Mechanic IV	1	0	1	1	60	23,348	31,022	38,697
Equip. Oper. IV-General	4	0	4	4	59	21,737	28,231	35,074
Field Supv.-Elec. Gen.	1	0	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	1	1	0	0	58	19,647	24,763	31,879
Electric Plant Oper.	4	5	5	5	58	19,647	25,763	31,879
Instrument Technician	1	1	1	1	57	18,089	23,568	29,035
Power Plant Mechanic	3	1	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
TOTAL	30	19	30	30				



**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.

2004 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.

2002-2003 ACCOMPLISHMENTS

Proactive inspections program and maintenance repairs has minimized and reduced duration of electrical outages for year 2003 in comparison to year 2002.

A formal linemen training program with textbook, videotape and training facility has been developed to assist apprentice lineman with their studies and skill training.



PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of customers	10,913	11,047	11,186
Retail sales (Kwh) (Millions)	279.4	282.2	280.8
Number of circuit miles above ground	140	141	142
Number of circuit miles underground	70	71	71
% of duration of electrical outages	4.00%	4.00%	4.00%
Number of substations	11	11	11

300 – 306 UTILITIES DEPARTMENT
301 – 803 ELECTRIC DISTRIBUTION

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	524,088	654,510	533,123	689,646	689,646
Supplies & Materials	70,112	71,125	69,529	93,075	93,075
Other Services and Charges	212,744	431,546	402,913	425,265	425,265
Repair & Maintenance	248,792	419,500	272,878	408,200	408,200
Capital Outlay (Depreciation)	1,027,038	1,023,000	1,060,000	1,070,000	1,070,000
TOTAL EXPENSES	2,082,774	2,599,681	2,338,443	2,686,186	2,686,186
% CHANGE OVER PRIOR YEAR					3.33%

BUDGET HIGHLIGHTS

1.
 - Major operating expenses: - Approved.
 - Line Clearing and Maintenance Service, \$150,000
 - Line repairs, \$200,000
 - Capital Outlay: (@ 303-803) – Approved.
 - Systems Additions, \$600,000
 - Distribution System, \$600,000
 - High Voltage Cable Thumper, \$22,000
 - Upgrade Breakers to 115KV at the Houma Substation, \$400,000

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
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. Ctrl. Substn. Tech.	1	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.	1	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
TOTAL	15	12	15	15				

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.

2004 GOALS AND OBJECTIVES

Phase X Hialeah Street area gas line replacement to replace approximately 7 miles of gas lines. Project to start in late 2003.

Phase XI Margaret Street area gas line replacement to replace approximately 6 miles of gas lines.

Relocate Humphrey and Bayou Black gas regulator stations to a new location. Both are to be replaced with one regulator station.

Complete upgrading the remaining 2” gas line along Hwy 311.

2002-2003 ACCOMPLISHMENTS

Completed Phase VIII New Orleans Blvd. area cast iron replacement, which resulted in replacement of 4.5 miles of gas lines.

Started replacement of Phase IX School Street area cast iron replacement, which will replace 5 miles of gas lines. This work will be completed by October 2003.

Started work on Phase X Hialeah Street gas line replacement. This project will be completed in 2004.

Completed relocation of 6-inch steel and 2” P.E. gas line along Hwy 182 to accommodate widening of State Hwy by 6 ft. ditch.

Completed operator qualification requirements.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of customers	14,123	14,157	14,259
Retail sales (MCF)	927,897	937,849	933,439
Wholesale sales to power plant (MCF)	964,864	1,060,336	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

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	681,684	806,488	694,225	847,143	847,143
Supplies and Materials	86,820	107,100	75,051	117,100	117,100
Other Services and Charges	82,084	193,846	222,632	185,361	185,361
Repair and Maintenance	198,580	297,000	230,944	296,300	296,300
Capital Outlay (Depreciation)	556,907	550,000	560,000	565,000	565,000
Energy Purchases	7,274,817	10,000,000	11,000,000	11,000,000	11,000,000
TOTAL EXPENSES	8,880,892	11,954,434	12,782,852	13,010,904	13,010,904
% CHANGE OVER PRIOR YEAR EXCLUDING ENERGY PURCHASES					2.89%

BUDGET HIGHLIGHTS

- Natural gas purchases, \$11,000,000, Approved.
- Capital Outlay: (@ 303 – 806) – Approved.
 - Two replacement trucks, \$40,000
 - Distribution system, \$320,000
 - System additions, \$150,000
 - One 10-yard Dump Truck, \$65,000
 - Tractor/Trencher, \$30,000

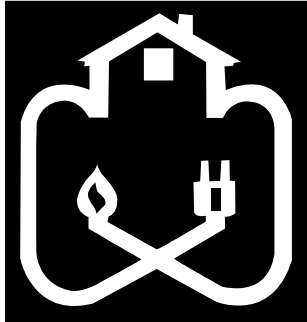
PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Utility Supt.-Gas	1	0	1	1	13	35,710	46,423	57,136
Utility Supervisor	2	2	2	2	62	28,061	37,775	47,488
Engineering Analyst	2	2	2	2	61	25,568	34,190	42,826
Foreman III	1	2	2	2	59	21,737	28,231	35,074
Sr. Util. Svc. Worker-Gas	3	3	5	5	59	21,737	28,231	35,074
Crew Leader	1	0	0	0	58	19,647	24,763	31,879
Line Maintenance Operators	4	2	3	3	57	18,089	23,569	29,035
Mechanic II	1	1	0	0	56	16,725	21,621	26,529
Laborer III-General	3	3	4	4	56	16,725	21,621	26,529
Util. Serv. Wrkr.	1	1	0	0	56	16,725	21,621	26,529
TOTAL	19	16	19	19				

**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.



2004 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.

2002-2003 ACCOMPLISHMENTS

Filing of Energy Information Administration (EIA) monthly and annual reports to an internet based server.

Expanding the conversion drawings to magnetic media to the Electric Generation Department.

Replacement of our work order system to include point addressing and map location of work to be performed.

The activation of the GIS Department 306-808 with full and part time personnel to be located at the Pollution Control facility.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
% of GIS systems completed	85%	88%	90%
% of computerized work order system complete	80%	95%	95%
Number of records, maps, etc. converted to magnetic media	135	200	250
% of magnetic media library complete	1%	2%	4%

300 – 306 UTILITIES DEPARTMENT
301 – 807 UTILITY ADMINISTRATION

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	504,273	637,431	546,912	672,411	672,411
Supplies and Materials	36,943	56,250	51,940	51,600	51,600
Other Services and Charges	520,641	1,706,643	1,699,968	1,701,668	1,701,668
Repair and Maintenance	10,081	13,500	7,600	13,200	13,200
Capital Outlay (Depreciation)	158,862	163,000	163,000	163,000	163,000
Allocated Expenditures	1,186,980	0	0	0	0
TOTAL EXPENSES	2,417,780	2,576,824	2,469,420	2,601,879	2,601,879
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					0.97%

BUDGET HIGHLIGHTS

- **Capital Outlay:** (@303-807) – Approved.
 - Web Based Video Camera, \$30,000

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Utilities Director	1	1	1	1	29	55,863	73,186	90,495
Assoc. Util. Director	2	1	2	2	15	43,592	57,110	70,615
Administrative Assistant	1	1	1	1	12	32,464	42,046	51,617
Environmental Specialist	1	1	1	1	11	29,620	38,203	46,800
Util. GIS & Records Mgr.	1	1	1	1	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	3	3	3	3	57	18,089	23,568	29,035
Drafter II	1	0	1	1	55	15,479	19,894	24,295
Dispatcher-Utilities	1	2	1	1	55	15,479	19,894	24,295
TOTAL	12	11	12	12				

300 – 306 UTILITIES DEPARTMENT

306 – 808 G.I.S. MAPPING SYSTEM

MISSION STATEMENT

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 mission of the G.I.S. Mapping System is 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. The system can also be used in determining and acquiring properties and right of ways for installation of new lines, etc. The Terrebonne Parish Assessor will enter into an agreement with the Terrebonne Parish Consolidated Government to create a centralized Terrebonne Parish Utilities G.I.S. Department using the G.I.S. networks and work production. This will include the following: 911-Emergency and all Fire Departments: City of Houma Fire Department and the Volunteer Fire Departments, Consolidated Waterworks District No. 1, the City of Houma Police Department, Terrebonne Parish Sheriff's Office, and the Parish Drainage Department. It will also include maintaining the Assessor's Virtual Private Network and continue to develop and modernize this system to maximize its efficiencies.

2004 GOALS AND OBJECTIVES

- Set up G.I.S. Department with furniture, hardware, software and personnel.
- Set up G.I.S. Department G.I.S. and G.P.S. (Global Positioning System) procedures and accountability processes.
- Maintain Oracle and Spatial Database Engine databases and coordinate links to AS400 data through Information Systems.
- Set up and maintain Internet Management System for public access and sharing of G.I.S. information.
- Implement and monitor the parcel workflow plan, including GPS location of all components of a new subdivision.
- Set security, graphic, data, and metadata standards for all G.I.S. work.
- Manage contract resources for specified projects to insure work is planned, performed, and acceptable results are obtained.
- Schedule and conduct G.I.S. users meetings and training.
- Provide troubleshooting resources, including internet downloading of G.I.S. application scripts.
- Provide G.I.S. functions for general application and departments without G.I.S. technical staffing and maintain work plan, records of work product and costs, and status of G.I.S. applications for each department
- Maintain central facilities hardware, software, and a library of features, databases, and maps in coordination with the G.I.S. Policy Committee, G.I.S. users, and Information Systems.

2002-2003 ACCOMPLISHMENTS

- Developed plan and budget for establishment of a Parish G.I.S. Department.
- Evaluated and purchased updated G.I.S. software, including Internet Management System and Spatial Database Engine.
- Completion of all possession lines and creation of new parcel maps.
- Linking the Parcel Identification Number to the parcels on the parcel maps.
- Making tax and parcel information available via the Internet and the Terrebonne Parish Intranet.
- Global positioning of all hydrants has been completed.
- Creation of a Virtual Network providing address information to E-911, fire stations, Terrebonne Parish Sheriff and City of Houma Police Departments.
- Completion of a map with 55,125 structure addresses.
- Completion of the review by consultants and distribution of the imagery produced with the 2002 aerial photography. This included the developed areas and the marsh areas.
- Developed G.I.S. mapping and address location systems for Solid Waste.
- Identified coordinate unit conflict and had existing G.I.S. files converted to State standards.
- Completed Gas Distribution mapping.

300 – 306 UTILITIES DEPARTMENT
306 – 808 G.I.S. MAPPING SYSTEM

2002-2003 ACCOMPLISHMENTS (continued)

- Created Primary and Sub transmission electrical switching maps.
- Developed data model and converted feature tables for Electrical Distribution.

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. 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. We will need to maintain our VPN and continue to develop and modernize this system to maximize its efficiencies.
- 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.
- 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. Our consultant is in the final stages of digitizing and addressing all structures on our Aerial Photos. 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. 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. This is the Parish Department that will maintain the G.I.S. system.
- 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:
Renovations at both departments have delayed the installation of new computers. By year-end, hopefully these departments will be up and running with a complete tie-in to our unique VPN.

300 – 306 UTILITIES DEPARTMENT
306 – 808 G.I.S. MAPPING SYSTEM

2002-2003 ACCOMPLISHMENTS (continued)

- 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.

- Other:
 The G.I.S. Technology Fund will continue to support the ongoing implementation of our parish wide mapping system so that all governmental departments will have a precise and up to date system.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of agencies using G.I.S. system	1	2	4
Number of parish departments using G.I.S. system	9	12	12
% of data completed on system	55%	60%	70%
Number of employees trained to use system	15	20	25

BUDGET SUMMARY	2002	2003	2003	2004	2004
	ACTUAL	BUDGET	PROJECTED	PROPOSED	ADOPTED
Personal Services	21,301	22,000	21,801	22,000	22,000
Supplies and Materials	21,549	20,000	10,004	20,000	20,000
Other Services and Charges	16,312	32,200	18,702	32,200	32,200
TOTAL EXPENSES	<u>59,162</u>	<u>74,200</u>	<u>50,507</u>	<u>74,200</u>	<u>74,200</u>
% CHANGE OVER PRIOR YEAR					0.00%

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.

2004 GOALS AND OBJECTIVES

To reduce system infiltration so as to minimize associated pumping and treatment cost.

Identify and manage or isolate sources of excess odor emissions from collection and treatment systems.

To elevate 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 Canal Street, Gum Street, Airbase and Duet Street locations.

Rehabilitate East Houma Trunk Line.

2002-2003 ACCOMPLISHMENTS

Continuance of sanitary sewer rehabilitation program utilizing trench less technology.

Completed Clinton Street Community Sewers in conjunction with CDBG program.

Rehabilitated Highland Drive and Jennings Lane Lift Stations.

Relocated Barataria Avenue Sewer Gravity Main and Manholes.

Located and eliminated infiltration/inflow sources in Bobtown, Dulac, Levytown and Southdown No. 1 Holding Basin service areas.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of wastewater utility customers	25,066	25,341	25,750
Number of wastewater service locations	27,451	27,591	28,000
Number of collection systems extended *	10	10	10
Number of sewers constructed in conjunction w/CDBG (Systems)	1	1	1
Number of sewer fee bills	25,066	25,341	25,750
Amount of sewer fees collected	\$4,048,776	\$4,258,300	\$4,281,400
Monthly user charge per customer/structure **	\$1.14	\$1.25	\$1.25
Monthly user charge per hotels and motels ***	\$1.14	\$1.25	\$1.25

* Includes private developments dedicated to TPCG

** \$6.00 plus the amount per 1,000 gallons of water consumed

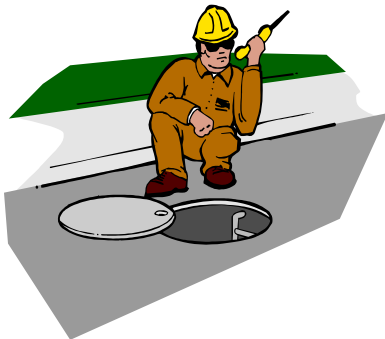
*** \$2.30 per room plus the amount per 1,000 gallons of water consumed

310 & 311 POLLUTION CONTROL

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	44,016	0	21,752	0	0
Charges for Services	11,409	0	3,491	0	0
Miscellaneous Revenue	3,423,712	170,000	1,709,728	2,462,250	2,462,250
Utility Revenue	4,304,219	4,390,400	4,350,818	4,373,800	4,373,800
Other Revenue	818	0	633	0	0
Operating Transfers In	35,396	0	0	0	0
TOTAL REVENUES	7,819,570	4,560,400	6,086,422	6,836,050	6,836,050
EXPENSES:					
General -Other	43,338	12,555	0	0	0
Sewerage Collection	2,615,808	2,264,013	2,781,433	2,971,038	2,971,038
Treatment Plant	2,468,069	2,133,846	2,634,758	2,772,547	2,772,547
EPA Grant Administration	232,443	297,297	215,472	348,757	348,757
Sewerage Capital Add't'n	188,910	193,500	193,500	195,000	195,000
TOTAL EXPENSES	5,548,568	4,901,211	5,825,163	6,287,342	6,287,342
INCREASE (DECREASE) TO RETAINED EARNINGS	2,271,002	(340,811)	261,259	548,708	548,708
RETAINED EARNINGS, JANUARY 1	60,455,078	62,726,080	62,726,080	62,987,339	62,987,339
RETAINED EARNINGS, DECEMBER 31	62,726,080	62,385,269	62,987,339	63,536,047	63,536,047

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 2004 projected - \$4,281,400, Approved.



**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.

2004 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.

2002-2003 ACCOMPLISHMENTS

Continuance of sanitary sewer rehabilitation program utilizing trench less technology.

Completed Clinton Street Phases II & III sewers in conjunction with CDBG program.

Completed rehabilitation of Highland Drive & Jennings Lane sewer lift stations.

Completed relocation of gravity sewers serving Barataria Avenue at Tunnel Boulevard.

Identified and eliminated sources of I/I (infiltration and inflow) in Bobtown, Dulac, Levytown and Southdown No. 1 Holding Basin service area.

Initiated study to review East Houma Sewer Service Area. Video completed of East Houma Trunk Gravity (21" and 30") lines.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of miles of sewer collection lines	225	227	228
Number of pumping stations	157	159	160
Number of holding basins maintained	7	7	7
Number of force main transport lines (miles)	50.5	51.0	52.0
Number of manholes maintained	5,025	5,065	5,125
Number of manhole inspections	25	100	150
Number of manhole rehabilitations	2	10	10
Number of point repairs	8	10	8
Work orders processed per month	169	158	165

**310 & 311 POLLUTION CONTROL
310 – 431 SEWERAGE COLLECTION**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	584,825	764,557	642,862	773,545	773,545
Supplies and Materials	75,932	86,650	81,230	89,300	89,300
Other Services and Charges	581,484	997,806	975,677	1,012,043	1,012,043
Repair and Maintenance	296,127	285,000	296,664	306,150	306,150
Capital Outlay (Depreciation)	775,526	130,000	785,000	790,000	790,000
Allocated Expenditures	<u>301,914</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENSES	<u>2,615,808</u>	<u>2,264,013</u>	<u>2,781,433</u>	<u>2,971,038</u>	<u>2,971,038</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					31.23%

BUDGET HIGHLIGHTS

- Major Expenditures: - Approved.
 - Utility cost, \$460,000
 - 2.25% Collection Fee of all sewerage revenue collected by Consolidated Waterworks, \$96,000
- Capital Outlay: - Approved.
 - Main Line Video Equipment, \$35,000
 - Portable Sewer Service Lateral, \$6,500
 - Auxiliary Pumps, 4" Pump, \$17,500 and 6" Pump, \$27,750
 - Portable Hydraulic Valve Operator, \$5,500
- Personnel: - Approved.
 - Transfer Engineer Analyst to 310-433 Grants Administration Dept.
 - Add Field Supervisor, (Grade 59)
 - Delete Crew Leader, (Grade 58)
 - Add Equipment Operator III
 - Delete Jr Pump Station Operator

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Sewerage Supt.-Collect.	1	1	1	1	14	39,398	51,409	63,434
Engineering Analyst	1	0	0	0	61	25,568	34,190	42,826
Field Supv.-Pump Station	1	1	2	2	59	21,737	28,231	35,074
Electrician IV	2	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	3	3	3	59	21,737	28,231	35,074
Equipment Operator III	1	1	2	2	58	19,647	25,763	31,879
Crew Leader-Poll. Ctrl.	2	2	1	1	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	3	3	3	3	55	15,479	19,894	24,295
Jr. Pump Station Operator	1	0	0	0	54	14,375	18,349	22,322
TOTAL	<u>19</u>	<u>16</u>	<u>18</u>	<u>18</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.

2004 GOALS AND OBJECTIVES

Identify best available technology for filter media replacement for fiscal year 2004.

Establish operator certification training network with neighboring parishes.

Continue education of LDEQ permit requirements of each plant to all operational personnel.

Update operating procedures manual for all laboratory analyses in accordance with “Standard Methods” guidelines.

Provide tabulation of analytical data derived from tests for each plant and establish correlation between measured parameters and other environmental factors.

2002-2003 ACCOMPLISHMENTS

Completed replacement of 50% bio-filter media at North Plant.

South Treatment Plant (STP) pump station transfer switch installed, resulting in generator ready.

North Treatment Plant (NTP) transfer switch installed for faster and safer start-up of generator.

Repaired levees at STP, damaged by Hurricane Lili.



PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	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)	11.05	11.10	11.20
% of wastewater complying with state permit effluent limitations	99.86%	99.86%	99.86%
Number of samples collected	4,873	4,873	4,873

Note: Excursion Causes:

Insufficient chlorination, Torrential rainstorms, Electrical power outage, Equipment failure, and Insufficient treatment

**310 & 311 POLLUTION CONTROL
310 – 432 TREATMENT PLANT**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	728,156	776,098	740,190	805,759	805,759
Supplies & Materials	163,097	202,200	197,249	207,750	207,750
Other Services and Charges	473,958	630,548	588,368	620,088	620,088
Repair & Maintenance	189,056	195,000	183,951	203,950	203,950
Capital Outlay (Depreciation)	913,802	330,000	925,000	935,000	935,000
TOTAL EXPENSES	2,468,069	2,133,846	2,634,758	2,772,547	2,772,547
% CHANGE OVER PRIOR YEAR					29.93%

BUDGET HIGHLIGHTS

- Major Expenditures: - Approved.
 - Chemical purchases, \$120,000
 - Treatment Plant utility cost, \$450,000
 - Various plant repairs, \$125,000
- Personnel: - Approved.
 - Delete Electrician IV, (Grade 59)
 - Add Engineering Technician I, (Grade 60)-replaces Electrician IV
 - Delete Chemist Lab Supervisor, (Grade 11)

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Sewerage Supt.-Treatment	1	1	1	1	14	39,398	51,409	63,434
Chemist-Lab Supervisor	1	0	0	0	11	29,620	38,203	46,800
Asst. Sewerage Supt.	1	1	1	1	11	29,620	38,203	46,800
Engineering Tech I	0	0	1	1	60	23,348	31,022	38,697
Electrician IV	1	1	0	0	59	21,737	28,231	35,074
Sr. Equipment Mechanic	1	1	1	1	59	21,737	28,231	35,074
Treatment Plant Oper. IV	6	6	6	6	59	21,737	28,231	35,074
Lab Technician	2	2	2	2	56	16,725	21,621	26,529
Treatment Plant Oper. I	4	6	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
TOTAL FULL-TIME	20	18	19	19				
Lab Technician	0	2	0	0	56	8,363	10,811	13,265
TOTAL PART-TIME	0	2	0	0				
TOTAL	20	20	19	19				

310 & 311 POLLUTION CONTROL
310 – 433 POLLUTION CONTROL ADMINISTRATION

MISSION STATEMENT /DEPARTMENT DESCRIPTION

The EPA Grant Administration is responsible for all administrative functions of the Pollution Control Division and management of telemetry, G.I.S. and mapping system.

2004 GOALS AND OBJECTIVES

- Review adequacy of Sewer User Fees in meeting operating objectives.
- Upgrade standard for materials submission of plans/specifications.
- Improve record drawing files through further implementation of G.I.S. 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.
- Review adequacy of fees for service installation and connection charges.
- Upgrade SCADA monitoring hardware/software to meet current operating requirements.
- Incorporate proposed parishwide sewerage master plans into operation.
- Data correlation for each service area between pump station run time and rainfall amount.
- Provide collection division testing and repair requirements.

	FY2002	FY2003	FY2004
PERFORMANCE MEASURES	Actual	Estimated	Projected
Number of sewer improvement projects	3	8	4
% of sewer improvement projects completed	75%	35%	N/A
% of G.I.S. data completed	50%	85%	100%

310 & 311 POLLUTION CONTROL
310 – 433 POLLUTION CONTROL ADMINISTRATION

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	206,458	284,256	203,721	320,854	320,854
Supplies and Materials	1,886	2,638	2,016	2,650	2,650
Other Services and Charges	23,974	9,453	8,785	24,303	24,303
Repair and Maintenance	125	950	950	950	950
TOTAL EXPENSES	232,443	297,297	215,472	348,757	348,757
% CHANGE OVER PRIOR YEAR					17.31%

BUDGET HIGHLIGHTS

- Personnel: - Approved.
 - Engineer Analyst transferred from 310-431
 - Delete Clerk V, (Grade 59)
 - Add Clerk IV, (Grade 57)

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
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
Engineering Analyst	0	0	1	1	61	25,568	34,190	42,826
Clerk V	1	0	0	0	59	21,737	28,231	35,074
Clerk IV	0	0	1	1	57	18,089	23,568	29,035
Clerk III	1	1	1	1	56	16,725	21,621	26,529
TOTAL	6	4	7	7				

**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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Supplies and Materials	498	0	0	0	0
Capital Outlay (Depreciation)	<u>188,412</u>	<u>193,500</u>	<u>193,500</u>	<u>195,000</u>	<u>195,000</u>
TOTAL EXPENSES	<u><u>188,910</u></u>	<u><u>193,500</u></u>	<u><u>193,500</u></u>	<u><u>195,000</u></u>	<u><u>195,000</u></u>
% CHANGE OVER PRIOR YEAR					0.78%

BUDGET HIGHLIGHTS

- Capital: - Approved.
 - East Houma Trunk Line Rehabilitation, \$900,000
 - Levee Tree Removal, \$125,000
 - ½ ton Pickup Truck, \$15,000
 - Canal Pump Station Upgrade, \$250,000
 - Infiltration/Inflow Elimination Program, \$250,000
 - Gum St. Pump Station Pump/Control Replacement, \$125,000

385 CIVIC CENTER

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

2004 GOALS AND OBJECTIVES

- 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.
- Continue to streamline the increase in volume of financial information, documentation, and accounting duties required by the Business Office to support the food and beverage division.
- Continue to promote Parish hotel/motel properties to increase hotel/motel tax.
- Continue to promote local attractions and restaurants to event planners and attendees.
- Develop facility's permanent advertising revenue signage program.
- Continue to 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 generate 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.

2002-2003 ACCOMPLISHMENTS

- Welcomed the one-millionth guest to the facility creating a 60-day positive public relations campaign.
- Implemented a Houma Civic Center Kids Club that offers special ticket discounts and other benefits to the youth of the community.
- Successfully hosted the Bayou Bucks second season resulting in an undefeated home game schedule.
- Participated in the Bayou Bucks Cox Sports South televised game package, creating exposure for the facility in 17 markets with over 555,000 cable subscribers outside of Terrebonne Parish.
- Operated as an evacuation shelter during tropical storms Isidore, Bill, and Hurricane Lilly.
- Hosted/booked the following conventions: Airstream Rally, Episcopal Church Conference, Good Sam Club Rally, Jehovah's Witness Conference, Sunrise RV Group.
- Successfully operated the first year as an in-house food service division creating additional revenue and upgrading the public image of the facility.
- Hosted/booked the following Broadway Performances in 2002 and 2003: Rent, Cabaret, Peter Pan, Sing Along Santa, Swing, Lord of the Dance, Wizard of Oz, Saturday Night Fever, Fame, Grease, Oliver, I Love You, You're Perfect, Now Change.

385 CIVIC CENTER

2002-2003 ACCOMPLISHMENTS (continued)

- Hosted/booked first-time events as follows: LSU Tiger Athletic Foundation Banquet, Cajun Thunder on the Bayou, 38 Special in concert, Johnny Rivers in concert, Swamp Pop Festival, Coaters/Platters/Drifters in concert, Royal Lippazzaner Horse Show, Sing Along Santa, Community Christmas Snow Day, CCA Banquet, The Haven, Aquarius Tableau.
- Hosted the 2002 and 2003 annual Terrebonne Parish Basketball Jamboree under a five-year agreement with the school system.
- Secured the 2002 and 2003 Boat, Sport and RV Show, Arena Motorcycle Cross, and Fear No Evil Bull Riding.
- Produced eight quarterly newsletters in 2002 and 2003.
- Implemented a “on-hold” phone message promotion service
- Upgraded the facility’s catering and concession menu adding more name brand products.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Total operating revenues	\$856,474	\$742,000	\$766,500
Sales tax collected	\$66,815	\$70,000	\$70,000
General fund subsidy	\$868,000	\$717,000	\$717,000
Part-time jobs created	\$162,873	\$145,000	\$145,000
Food and beverage	\$235,816	\$175,000	\$175,000
Event attendance	220,990	200,000	210,000
Event days	196	200	190



385 CIVIC CENTER

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	109,119	88,000	88,000	100,000	100,000
Intergovernmental	28,971	0	0	0	0
Charges for Services	861,411	639,000	673,667	659,000	659,000
Miscellaneous Revenue	19,078	15,000	8,000	7,500	7,500
Other Revenue	400	0	0	0	0
Transfers In	869,638	717,000	717,000	717,000	717,000
TOTAL REVENUES	1,888,617	1,459,000	1,486,667	1,483,500	1,483,500
EXPENSES:					
Personal Services	722,168	810,352	764,681	864,417	864,417
Supplies & Materials	326,263	253,975	330,910	250,400	250,400
Other Services & Charges	426,178	510,628	545,512	525,119	525,119
Repair & Maintenance	104,478	44,531	44,531	49,800	49,800
Capital Outlay (Depreciation)	578,504	96,917	568,018	557,122	557,122
Allocated Expenditures	63,156	0	0	0	0
TOTAL EXPENSES:	2,220,747	1,716,403	2,253,652	2,246,858	2,246,858
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					30.91%
INCREASE (DECREASE) TO RETAINED EARNINGS					
	(332,130)	(257,403)	(766,985)	(763,358)	(763,358)
RETAINED EARNINGS, JANUARY 1	18,490,668	18,158,538	18,158,538	17,391,553	17,391,553
RETAINED EARNINGS, DECEMBER 31	18,158,538	17,901,135	17,391,553	16,628,195	16,628,195

BUDGET HIGHLIGHTS

- Receives a special dedicated Hotel/Motel Tax, 2004 projected - \$100,000, an increase of 13.6%, Approved.
- Self generated revenue from facility use rentals, marketing, celebrity promotions, and food and beverage sales are projected for 2004, \$659,000, an increase of \$20,000 or 3%, Approved.
- General Fund supplements the Civic Center; 2004 is projected to be \$717,000, which is the same as 2003, Approved.
- Rename Booking and Contracts Coordinator position to Marketing Coordinator, Approved.
- Kitchen supplies, \$1,194, a decrease of \$2,106, Approved.
- Operating Capital: - Approved.
 - Floor and wall vacuum cleaner system, \$6,200
 - Two (2) computers (replacements), \$2,800

385 CIVIC CENTER

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						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	1	1	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 Coord.	1	1	0	0	10	27,101	34,827	42,553
Marketing Coordinator	0	0	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	1	1	1	1	10	27,101	34,827	42,553
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk I	1	1	1	1	53	13,388	16,972	20,556
Custodian	4	4	4	4	52	12,505	15,739	18,972
TOTAL FULL-TIME	19	19	19	19				
Ticket Seller	1	1	1	1	55	7,739	9,947	12,148
TOTAL PART-TIME	1	1	1	1				
TOTAL	20	20	20	20				





354 & 357 RISK MANAGEMENT

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

2004 GOALS AND OBJECTIVES

To continue to encourage placement of Worker's Compensation employees to a full or light duty status, who have returned after an injury.

To continually monitor property and casualty markets for pricing and quality of service in the local, as well as surrounding areas.

To continue to monitor the employee benefits market for rising trends, which may increase the cost to TPCG. The Risk Management Division is preparing to revisit the market for the upcoming year in an attempt to control these rising costs.

To continue to update Safety Programs as regulations change while providing quality training and certification programs to all required departments.

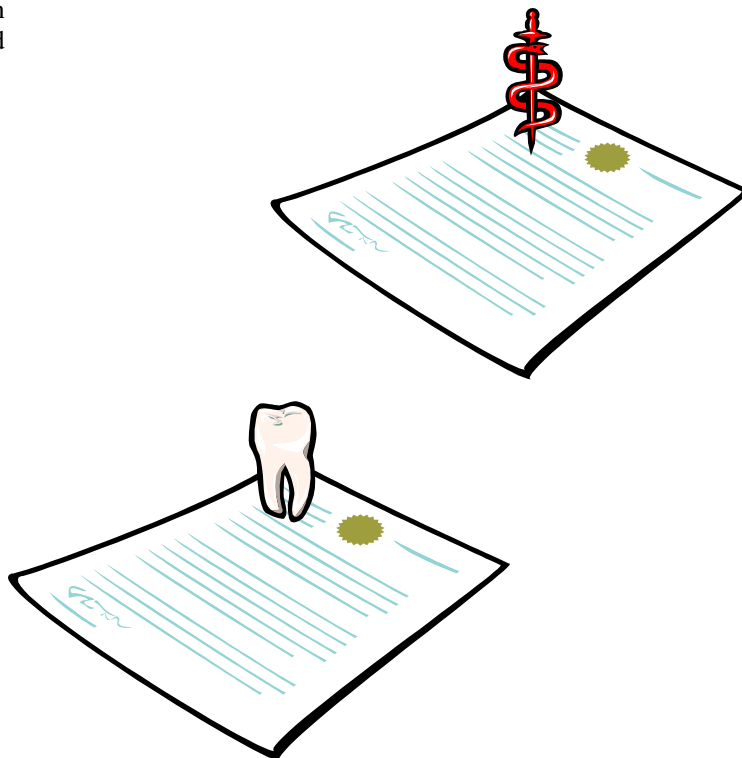
2002-2003 ACCOMPLISHMENTS

Insurance markets were revisited and placed with brokers and carriers to allow for a broader segment of local, as well as surrounding area service.

The Risk Management Division has experienced a reduction in the amount of large settlement payouts. This is a result of the quality of claims-handling-experience produced by the Risk Management staff. Most claim liabilities are resolved in the initial stages of a claim being presented.

Staff is receiving sufficient training to continually change with updated statutes and case law.

Due to the diligence of in-house safety training, we have accomplished the goal of reducing worker's compensation and auto liability claims.



354 & 357 RISK MANAGEMENT

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of workers compensation medical claims	166	150	140
Dollar amount of workers compensation medical payments	\$88,000	\$97,000	\$85,000
Number of general liability claims processed	40	60	65
Number of auto liability claims processed	69	55	55
Number of claim files closed	30	25	30
Number of Safety Inspections	47	47	47
Number of new Safety Programs implemented	10	2	3
Number of Safety training Classes	12	24	25
Number of Defensive Driving Classes	4	4	4
Number of Employees Trained	318	330	330
Number of employees with group insurance:			
Number of current employees with family	800	783	800
Number of current employees with single	440	439	390
Number of retired employees with family	110	111	115
Number of retired employees with single	80	81	90
Total dollar amount of prescription claims paid (Millions)	\$1.33	\$2.00	\$2.50
Number of short-term disability claims	25	30	40
Number of long-term disability claims	30	31	30
Total dollar amount of medical claims paid (Millions)	\$5.32	\$6.00	\$7.00
Total dollar amount of dental claims paid	\$407,000	\$448,000	\$555,595
Total dollar amount of life insurance claims paid	\$444,000	\$150,000	\$180,000
Number of life insurance claims paid	26	13	15

354 & 357 RISK MANAGEMENT

INSURANCE CONTROL FUND (354)

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Charges for Services	3,944,852	5,119,150	4,826,056	4,574,498	4,574,498
Miscellaneous Revenue	145,975	110,000	97,411	30,000	30,000
Other Revenue	385,600	0	17,000	0	0
TOTAL REVENUES	4,476,427	5,229,150	4,940,467	4,604,498	4,604,498
EXPENSES:					
Personal Services	379,661	416,893	416,499	433,476	433,476
Supplies & Materials	24,007	40,350	37,388	23,350	23,350
Other Services & Charges	3,538,937	5,503,570	5,900,840	5,887,926	5,887,926
Repair & Maintenance	1,877	2,700	2,780	2,700	2,700
Capital Outlay (Depreciation)	6,755	11,214	11,214	11,214	11,214
Allocated Expenditures	76,606	83,035	11,000	11,000	11,000
TOTAL EXPENSES	4,027,843	6,057,762	6,379,721	6,369,666	6,369,666
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					6.43%
INCREASE (DECREASE) TO RETAINED EARNINGS	448,584	(828,612)	(1,439,254)	(1,765,168)	(1,765,168)
RETAINED EARNINGS, JANUARY 1	2,999,895	3,448,479	3,448,479	2,009,225	2,009,225
RETAINED EARNINGS, DECEMBER 31	3,448,479	2,619,867	2,009,225	244,057	244,057

BUDGET HIGHLIGHTS

- Premium Revenue from departments and user agencies for major self-insured plans: - Approved.
 - Workmen's Compensation, \$1,450,000
 - General Liability, \$580,000
 - Vehicle Liability, \$775,000
 - Physical Plant, \$1,100,000
 - Gas/Electric Liability, \$164,098
 - Boiler Insurance, \$152,900
- Major Expenditures: - Approved.
 - Premiums for excess of our self –insurance retention:
 - Workmen's Compensation, \$140,000
 - Vehicle Liability, \$400,000
 - General Liability, \$420,000

354 & 357 RISK MANAGEMENT

BUDGET HIGHLIGHTS (Continued)

- Physical Plant, \$1,135,000
- Gas /Electric Liability, \$126,500
- 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
- No Operating Capital.

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 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 automobile liability. The Parish is covered under various insurance contracts for the excess liability up to \$6,000,000. 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 \$250,000 of each wrongful act relating to the public officials and employees liability. The Parish is covered under insurance contracts 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 and the first \$500,000 related to pollution liability. 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 workers' compensation insurance. The Parish is covered under an insurance contract for the excess liability with policy limits being \$2.5 million and the employer's liability being \$1,000,000 and the umbrella liability up to \$6,000,000. Any claims in excess of \$6,000,000 are to be paid by the Parish.

354 & 357 RISK MANAGEMENT

INSURANCE CONTROL FUND (354) (Continued)

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 two percent (2%) of the value at the time of loss of each separate building. 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 \$250,000 of each claim relating to employment practices 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.

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)

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Charges for Services	8,251,362	10,547,711	10,547,524	12,657,028	12,657,028
Miscellaneous Revenue	42,275	51,000	10,800	10,000	10,000
Other Revenue	348,035	50,000	83,447	50,000	50,000
Operating Transfer In	800,000	1,000,000	1,000,000	0	0
TOTAL REVENUES	9,441,672	11,648,711	11,641,771	12,717,028	12,717,028
EXPENSES:					
Personal Services	9,286,631	11,428,211	11,620,622	12,483,728	12,483,728
Other Services & Charges	3,680	600	18,319	18,600	18,600
Allocated Expenditures	231,237	219,900	214,006	214,700	214,700
TOTAL EXPENSES	9,521,548	11,648,711	11,852,947	12,717,028	12,717,028
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					9.39%
INCREASE (DECREASE) TO RETAINED EARNINGS					
	(79,876)	0	(211,176)	0	0
RETAINED EARNINGS, JANUARY 1	291,052	211,176	211,176	0	0
RETAINED EARNINGS, DECEMBER 31	211,176	211,176	0	0	0

BUDGET HIGHLIGHTS

- Premium Revenue, \$12.6 million, Approved.
- Major expenditures: - Approved.
 - Premiums for excess liability, \$1,100,000
 - Administrative Fees, \$300,000
 - Claims, \$11,068,728

Special Note:

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 2003 is \$8,309,550 and \$11,166,504 for 2004. 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	2003 ADPT	2003 CUR	2004 PRO	2004 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
TOTAL FULL-TIME	9	9	9	9				
Clerk III (Intern)	1	1	1	1	56	8,363	10,811	13,265
TOTAL PART-TIME	1	1	1	1				
TOTAL	10	10	10	10				



370 HUMAN RESOURCES

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.



2004 GOALS AND OBJECTIVES

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.

2002-2003 ACCOMPLISHMENTS

Continually provide Management Training Programs for managers and supervisors as policies and regulations change.

Revised the Drug Screening Policy and implemented supervisory training and awareness sessions designed to assist employees in adhering to the changes.

Implemented a new Orientation Program that fully introduces our Personnel Policy and Safety manuals.

Continually encourage the employees to support the United Way Campaign through employee awareness meetings.

Enhanced the job posting, applicant screening and interviewing process to facilitate hiring the most qualified candidates using multiple advertising avenues.

Continued to update supervisors with the performance based merit increase process implemented in 2002 to assure employees are encouraged and motivated to top productivity and performance standards.

370 HUMAN RESOURCES

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Total number of Parish full-time employees	806	725	720
Number of job openings	182	172	86
Number of vacancies filled	75	90	61
Number of applications received	2,418	3,200	3,500
Number of performance evaluations processed*	71	100	200
Number of terminations	163	200	150
Number of employee training programs provided	10	15	12
Number of employees trained	450	500	450
Number of employee orientations completed	4	10	10
Number of employees attending orientation	71	150	95
Number of parish full-time hires (permanent)	121	121	86

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Charges for Services	570,161	550,000	560,000	550,000	550,000
Miscellaneous Revenue	7,972	10,242	6,513	6,500	6,500
TOTAL REVENUES	578,133	560,242	566,513	556,500	556,500
EXPENSES:					
Personal Services	315,736	308,267	287,787	319,634	319,634
Supplies & Materials	21,378	123,316	20,714	23,800	23,800
Other Services & Charges	131,403	194,955	193,534	195,308	195,308
Repair & Maintenance	1,505	5,500	5,648	5,500	5,500
Capital Outlay (Depreciation)	13,302	20,000	30,653	39,160	39,160
Allocated Expenditures	37,284	10,280	62,915	62,900	62,900
TOTAL EXPENSES	520,608	662,318	601,251	646,302	646,302
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					-10.53%
INCREASE (DECREASE) TO RETAINED EARNINGS	57,525	(102,076)	(34,738)	(89,802)	(89,802)
RETAINED EARNINGS, JANUARY 1	262,683	320,208	320,208	285,470	285,470
RETAINED EARNINGS, DECEMBER 31	320,208	218,132	285,470	195,668	195,668

370 HUMAN RESOURCES

BUDGET HIGHLIGHTS

- The Human Resources Department is funded by a user charge paid by all departments/divisions, which benefit from this service. The charge for 2004 is 2.10% of salaries and wages or \$550,000, Approved.
- Major Expenditures: - Approved.
 - Upgrade compensation plan, \$15,000
 - Legal Fees, \$45,000 (same as 2003)
 - Unemployment Claims, \$50,000 (same as 2003)
- Personnel: - Approved.
 - Upgrade Part-time Clerk I (Grade 53) to Part-time Clerk II (Grade 55)
- Capital Outlay: - Approved.
 - 2-Computers, \$3,200 (using prior year surplus)

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Hum.Res.-Risk Mngt. Director	1	1	1	1	29	55,863	73,186	90,495
Employ. & Training Mgr.	1	1	1	1	11	29,620	38,203	46,800
Clerk V	1	1	1	1	59	21,737	28,231	35,074
Executive Secretary	1	1	1	1	58	19,647	25,763	31,879
Clerk IV	1	1	1	1	57	18,089	23,568	29,035
Clerk III-Receptionist	1	1	1	1	56	16,725	21,621	26,529
Clerk II	2	2	2	2	55	15,479	19,894	24,295
TOTAL FULL-TIME	8	8	8	8				
Clerk II	0	0	1	1	55	7,739	9,947	12,148
Clerk I	1	0	0	0	53	6,694	8,486	10,278
TOTAL PART-TIME	1	0	1	1				
TOTAL	9	8	9	9				



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.



2004 GOALS AND OBJECTIVES

Keeping inventory losses, due to deterioration and obsolescence, at a minimum.

Implement a computerized bar coding inventory system.

Implement a user-friendly warehouse stock listing accessible to all departments from the k-drive.

To amend Bid Surety requirements.

To finalize commodity classification database with Information Systems.

To post RFB and RFQ's on LAPAC.

Develop a plan to increase participation in surplus sales.

Continue to strive towards the completion of a centralized purchasing division.

Expand local vendor base.

Posting of bid documents on TPCG web site.

Provide prospective vendors with the necessary information and forms on the TPCG web site to do business with the TPCG.

2003-2002 ACCOMPLISHMENTS

Training of all warehouse personnel in forklift handling and general warehouse safety.

Increased effectiveness of accurate record keeping and processing of paperwork.

Increased use of FIFO system (First in, First out) to decrease warehouse losses.

Initiated Requirements Contracts for certain commodities and services.

Actively participating with other local governmental agencies in cooperative purchasing activities.

Fully eliminated the paper copy of requirements and allowing for the electronic matching of procurement documents.

Revised Terms and Conditions of Purchase to include federal clauses for Transit purchases.

Secured an Ordinance to amend the Parish Code regarding Sole Source Procurement.

Donation of surplus computers to various non-profit organizations.

Working with departments in efficient managing, controlling, and planning their available resources to meet present and future procurement needs.

380 PURCHASING DEPARTMENT

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of purchase orders issued	34,425	31,000	30,000*
Dollar value of purchase orders (millions)	\$110.7	\$105.1	\$103.2**
Number of sealed bids, advertised	50	55	50
Number of surplus bids	7	8	5
Dollar value of surplus items	\$11,867	\$14,900	\$10,000
Number of vendors used by parish	4,000	4,000	4,000
% of bids following conformance with state law	100%	100%	100%
% of purchase orders processed within three days	85%	90%	95%
Number of warehouse order requisitions per month	481	409	413
Dollar amount of monthly total of charges for issues at warehouse	\$102,643	\$107,849	\$110,005
Number of monthly purchase orders issued and received at warehouse	104	109	111
Total cost of monthly warehouse stock purchases	116,801	95,455	97,364
Employess earning degrees	1	0	0
Certified Professional Public Buyers	1	2	3
Credit hours earned through Nicholls State University by staff	36	3	6

*This is based on eliminating req's and P.O.'s currently being processed for Recreation officials, score keepers, etc.

**This should also be less if Recreation officials and score keeper req's are eliminated. Also, less heavy and specialty equipment purchases projected for 2004.

380 PURCHASING DEPARTMENT

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Charges for Services	584,055	700,951	682,775	670,095	670,095
Miscellaneous Revenue	<u>1,513</u>	<u>5</u>	<u>5</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	<u>585,568</u>	<u>700,956</u>	<u>682,780</u>	<u>670,095</u>	<u>670,095</u>
EXPENSES:					
Personal Services	453,394	484,238	479,538	511,576	511,576
Supplies & Materials	22,855	24,250	22,689	18,750	18,750
Other Services & Charges	41,331	105,405	98,233	98,788	98,788
Repair & Maintenance	1,057	15,100	15,142	7,850	7,850
Capital Outlay (Depreciation)	18,225	23,300	21,700	18,600	18,600
Allocated Expenditures	<u>75,994</u>	<u>32,300</u>	<u>33,312</u>	<u>33,310</u>	<u>33,310</u>
TOTAL EXPENSES	<u>612,856</u>	<u>684,593</u>	<u>670,614</u>	<u>688,874</u>	<u>688,874</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					0.50%
INCREASE (DECREASE) TO RETAINED EARNINGS					
	(27,288)	16,363	12,166	(18,779)	(18,779)
RETAINED EARNINGS, JANUARY 1					
	179,304	152,016	152,016	164,182	164,182
RETAINED EARNINGS, DECEMBER 31					
	152,016	168,379	164,182	145,403	145,403

BUDGET HIGHLIGHTS

- The Purchasing Division is funded by a user charge to all departments that process purchase orders and requisitions. Total revenues projected for 2004, \$670,095, Approved.
- No other significant changes.

380 PURCHASING DEPARTMENT

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						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	0	0	0	57	18,089	23,568	29,035
Purchasing Clerk III	1	2	2	2	56	16,725	21,621	26,529
Warehouse Laborer III	3	3	3	3	56	16,725	21,621	26,529
Warehouse Clerk II	1	1	1	1	55	15,479	19,894	24,295
TOTAL FULL-TIME	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>				
Clerk 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>				
TOTAL	<u>14</u>	<u>14</u>	<u>14</u>	<u>14</u>				

390 INFORMATIONS SYSTEMS

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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, and equipment repairs. Classroom training includes Microsoft Office Suite, Windows 2000 Operating System, Adobe Acrobat, and Real Vision Imaging System. Additional services consist of the pricing, ordering, setup, and installation of computer hardware and software and telecommunications equipment. Supported equipment consists of an IBM iSeries, Model 810 eServer and 22 Network Servers.

2004 GOALS AND OBJECTIVES

- Continue improvement of network security thru computer lockdowns, network port filtering, regular network monitoring of improper usages, Internet content filtering, and rapid application of security patches on exposed systems.
- Investigate technologies to help centralize anti-virus updates.
- Install Consolidated Server with built in redundancy.
- Contract consultant services to test and improve network security.
- Link all iSeries applications that contains physical locations to master address table within E-911 and GIS System.
- Implement a Data Collection/Bar Coding System for Parish Warehouse Inventory System.
- Upgrade Uninterruptible Power System for IBM iSeries and Consolidated Server.
- Increase online services to provide additional e-business to the public.
- Improve current computer equipment inventory and software license tracking method.
- Add high-speed magnetic tape device, for data backup due to projected increase in document imaging.
- Develop Intranet web-based tutorials for current software packages to enhance and supplement classroom training.
- Enter Customer Service new service accounts interactively with the use of signature pads and imaging.
- Continue to expand imaging system capabilities to current users and add new departments and divisions to system.
- Expand the Programming Staff's training and abilities to include JAVA, Visual Basic, Oracle, and Web Sphere.
- 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.
- Convert Consolidated Waterworks, Clerk Of Court, and Sheriff's Office to new Human Resources and Payroll system.
- Develop and implement web based intranet work order system for Information Systems Division to improve services to users.

2002-2003 ACCOMPLISHMENTS

Major projects performed by Information Systems during the previous year include:

- New applications implemented included Human Resources/Payroll Application and City Court's Adult and Juvenile Criminal and Accounting application.
- Expanded Real Vision Imaging System to include eleven additional applications within the government and seven applications for three outside agencies.
- Upgraded midrange computer system to an IBM iSeries, Model 810 eServer.
- Implement security check printing for Payroll and Accounts Payable.
- Continue Programming Staff training in the use of Visual Basic and Oracle Data Base, Reports and Forms.
- Added Animal Shelter to parish network system.
- Moved Houma-Terrebonne Civic Center web site to Parish's Web Server.
- Redesigned and moved Bayou Terrebonne Waterlife Museum and Arts Council web site to Parish's Web Server.
- Connected Solid Waste scale and office to parish network via "T1" communications.
- Upgraded Routing Switch to improve network performance and security.

390 INFORMATION SYSTEMS

2002-2003 ACCOMPLISHMENTS (continued)

- Implemented Internet Content Filter to reduce improper web usage.
- Implemented measures to reduce spam (unsolicited bulk e-mail) from entering parish e-mail system.
- Installed new “K-Drive” server increasing storage capacity and performance.
- Began implementation of long-term radio system for the advantage of reaching all areas of Terrebonne Parish.
- Developed new employee orientation training on Personal Computer Basics, the use of IBM iSeries Midrange System, and Real Vision Imaging System.
- Created Electronic Communications Policy establishing employee guidelines for computer and Internet usage.
- Added the following points of interest to the parish Internet/Intranet site:
 - Nuisance Abatement section which allows public to file specific complaints online.
 - Housing and Human Services Department which contains information about federally and state funded programs offered. Public may also apply online to become a literacy volunteer or request literacy training.
 - Planning Department on line Permit Application forms.
 - Animal Shelter Adopt-A-Pet program.
 - Engineering Division subdivision drawing search and viewing.
 - Intranet work order system for Fleet Maintenance and Communications.
 - Added interactive access to Assessor’s data files providing day-to-day account information.

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of services added to internet site	9	11	5
New applications implemented	5	3	2
Number of servers connected to parish network	20	22	23
Number of reports available on iSeries eServer	5,350	5,441	5,600
Number of programs developed and created in-house	17,800	18,135	18,500
Number of training classes for information systems staff	3	10	14
% of calls resolved in less than one day-Programming	30%	30%	30%
% of calls resolved in less than one day-Networking	75%	70%	75%
% of calls resolved in less than one day-Communications	85%	90%	90%
% of calls resolved in less than one day-iSeries eServer	83%	85%	97%
% of calls resolved in less than one day-Training	75%	75%	94%
% of uptime -Network systems	99%	99%	99%
% of uptime-iSeries eServer	98%	97%	97%
% of uptime-Communications	98%	98%	98%
Number of reports available on Intranet	18	37	45
Number of reports available on Internet	43	91	105
Number of training classes held	38	75	65
Number of personnel attending training classes	134	166	130

390 INFORMATION SYSTEMS

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Charges for Services	1,020,749	1,236,474	1,240,074	1,236,474	1,236,474
Miscellaneous Revenue	<u>1,064</u>	<u>4,600</u>	<u>1,000</u>	<u>750</u>	<u>750</u>
TOTAL REVENUES	<u>1,021,813</u>	<u>1,241,074</u>	<u>1,241,074</u>	<u>1,237,224</u>	<u>1,237,224</u>
EXPENSES:					
Personal Services	809,950	965,432	865,124	976,886	976,886
Supplies & Materials	103,139	57,247	(14,131)	82,112	82,112
Other Services & Charges	72,462	162,101	135,708	137,804	137,804
Repair & Maintenance	3,647	8,700	7,370	9,899	9,899
Capital Outlay (Depreciation)	69,445	52,000	80,000	91,441	91,441
Allocated Expenditures	<u>18,368</u>	<u>13,150</u>	<u>14,175</u>	<u>14,175</u>	<u>14,175</u>
TOTAL EXPENSES	<u>1,077,011</u>	<u>1,258,630</u>	<u>1,088,246</u>	<u>1,312,317</u>	<u>1,312,317</u>
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					4.23%
INCREASE (DECREASE) TO RETAINED EARNINGS					
	(55,198)	(17,556)	152,828	(75,093)	(75,093)
RETAINED EARNINGS, JANUARY 1					
	263,621	208,423	208,423	361,251	361,251
RETAINED EARNINGS, DECEMBER 31					
	208,423	190,867	361,251	286,158	286,158

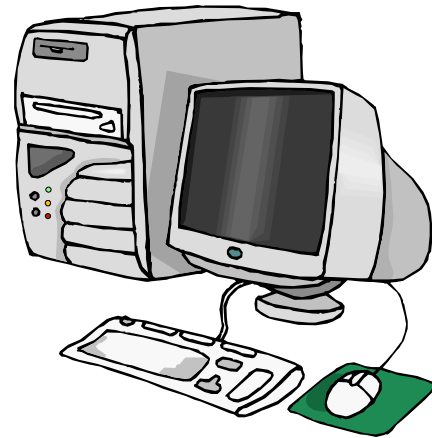
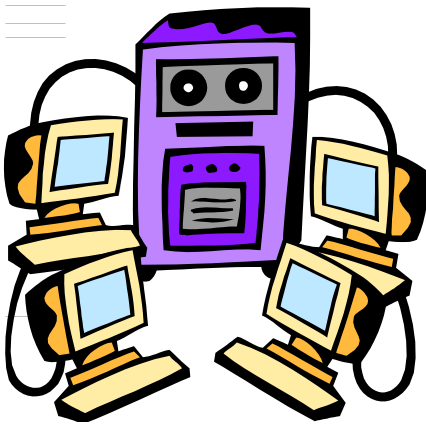
BUDGET HIGHLIGHTS

- Being an Internal Service Fund, the Information Systems Fund derives revenues from the departments that it services. 2004 Projected user fees, \$1,194,274. Approved.
- Capital Outlay (using prior year surplus/no increase in user fees): - Approved.
 - 1 Series Model 810 Computer System, \$35,000
 - 3582-L23 Ultrium 2 Tape Library, \$10,411
 - Uninterrupted Power System, \$25,000
 - Personal Computers, \$2,500
 - Network Printer, \$2,500
 - Fluke Tester, \$2,400
 - Micro test Fiber Kit, \$1,300
 - Consolidated Server, \$85,000
 - Vehicle, \$15,000
- Personnel: - Approved.
 - New Position Network Technician, (Grade 61)
 - Eliminate Webmaster, (Grade 13)

390 INFORMATION SYSTEMS

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						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	0	0	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	1	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
Network Technician	2	3	3	3	61	25,568	34,190	42,826
Programmer II	2	3	2	2	60	23,348	31,022	38,697
Programmer I	1	2	1	1	59	21,737	28,231	35,074
Clerk III-Receptionist	1	1	1	1	56	16,725	21,621	26,529
Clerk II	1	1	1	1	55	15,479	19,894	24,296
TOTAL	19	19	19	19				



395 CENTRALIZED FLEET MAINTENANCE

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

2004 GOALS AND OBJECTIVES

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.

2002-2003 ACCOMPLISHMENTS

Open specifications are now used to promote fair and competitive bidding in securing vehicles and equipment.

Over 30 hours of specialized Safety and factory representatives and/or vendors at no cost to TPCG provided operational Training to operators in 2003.

Over 36 hours of computer training was provided to various Fleet Maintenance Department personnel.

Over 30 hours of hydraulic/electrical related training was provided to Fleet Maintenance department personnel.

An ongoing program of evaluating the condition of off road equipment through vendor or service representative inspections to assure top performance and equipment conditions was established.

Fleet Maintenance has increased productivity by improving performance in the areas of scheduling work, securing and maintaining adequate inventories and the use of diagnostic software.

A new Post Lift has been installed that will allow more flexibility in scheduling and completing brake jobs and regular services.

395 CENTRALIZED FLEET MAINTENANCE

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Work orders processed	3000	2350	2000
Vehicles returned serviced within:			
24 hours	75%	79%	83%
48 hours	14%	16%	12%
After 48 hours	11%	6%	5%
Vehicle listing updated	Daily	Daily	Daily

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Charges for Services	614,176	603,103	625,892	682,155	682,155
Miscellaneous Revenue	542	5	105	75	75
Other Revenue	102	0	502	0	0
TOTAL REVENUES	614,820	603,108	626,499	682,230	682,230
EXPENSES:					
Personal Services	471,325	482,821	457,711	508,296	508,296
Supplies & Materials	44,671	37,700	44,791	49,000	49,000
Other Services & Charges	58,002	76,132	93,262	92,944	92,944
Repair & Maintenance	(5,946)	8,400	7,423	18,650	18,650
Capital Outlay (Depreciation)	19,172	6,347	14,402	22,000	22,000
Allocated Expenditures	25,181	8,900	8,910	9,365	9,365
TOTAL EXPENSES	612,405	620,300	626,499	700,255	700,255
% CHANGE OVER PRIOR YEAR EXCLUDING ALLOCATIONS					13.00%
INCREASE (DECREASE) TO RETAINED EARNINGS					
	2,415	(17,192)	0	(18,025)	(18,025)
RETAINED EARNINGS, JANUARY 1	59,360	61,775	61,775	61,775	61,775
RETAINED EARNINGS, DECEMBER 31	61,775	44,583	61,775	43,750	43,750

395 CENTRALIZED FLEET MAINTENANCE

BUDGET HIGHLIGHTS

- Major funding source - \$682,155 of user fees charged to user departments, Approved.

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Fleet Maint. Superintendent	1	1	1	1	12	32,464	42,046	51,617
Operations Supervisor	2	1	2	2	60	23,348	31,022	38,697
Senior Equipment Mechanic	4	4	4	4	59	21,737	28,231	35,074
Fleet Maint. Supervisor	0	1	0	0	58	19,647	25,763	31,879
Clerk III-Receptionist	2	2	2	2	56	16,725	21,621	26,529
Equipment Mechanic II	1	1	1	1	56	16,725	21,621	26,529
Equipment Mechanic I	2	2	2	2	54	14,375	18,349	22,322
TOTAL	<u>12</u>	<u>12</u>	<u>12</u>	<u>12</u>				





400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

LEGAL DEBT MARGIN

Terrebonne Parish has issued and has outstanding six issues totaling \$7.005 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 estimated assessed value of the Parish for 2003 is \$562 million, making the present debt limit for any one purpose \$56.2 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. An estimate of the 2003 assessed value for the City was unavailable.

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 had two Limited Tax Certificate of Indebtedness issues, the Council on Aging and Sanitation Certificates. In February 2003 the Council on Aging debt was retired. The net revenues of a separate ad valorem tax, secures the Sanitation Certificates 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

DEBT SERVICE FUNDS

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>
1995	900,000.00	1,600,000.00
1995	1,600,000.00	2,400,000.00
1996	<u>2,500,000.00</u>	<u>1,000,000.00</u>
TOTAL	\$5,000,000.00	\$5,000,000.00

In 2003 the Parish called for redemption of the 1993 Road and Drainage General Obligation Bond. The 2003 General Obligation Refunding Bonds refunded these bonds.

	<u>ROADS</u>	<u>DRAINAGE</u>
1995	1,600,000.00	2,400,000.00
1996	2,500,000.00	1,000,000.00
2003	<u>815,000.00</u>	<u>1,030,000.00</u>
TOTAL	\$4,915,000.00	\$4,430,000.00

As of December 31, 2003, the total outstanding principal amount of General Obligation Road Bonds is \$3,690,000 and the General Obligation Drainage Bonds is \$3,315,000.

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. The 1994 Public Improvement Bonds were also refinanced in 2003 for \$5.2 million.

400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

DEBT SERVICE FUNDS (Continued)

As of December 31, 2003, the outstanding principal amount of Sales & Use Tax Bonds is \$23,335,000.

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, 2003, the outstanding principal amount of the Certificates for the Police is \$2,265,000 and for the Firemen is \$2,510,000.

The City of Houma currently has outstanding \$10,095,000 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 9 of changing the cast iron gas lines to polyethylene, with the cost exceeding \$4 million to date. When interest rates began dropping in 2002, the 1992 bonds were refunded for \$12,420,000.

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, 2003, the outstanding principal amount of the Certificates for Sanitation has an outstanding principal of \$7,055,000. The Council on Aging Certificates was retired in March 2003.

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, 2003, the outstanding principal amount of the Certificates for the Special Assessment Bond Issues is \$55,612.40.

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.

400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

DEBT SERVICE FUNDS (Continued)

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

Standard & Poor's	Rating
\$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
\$5.2 million Public Improvement 2003 Series Sales Tax Refunding Bonds	AAA
General Obligation Bonds for Roads and Drainage 1995, 1996, and 2003	AAA & A+

400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

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 \$1,600,000 1995A Paving Bonds, \$2,500,000 1996 Paving Bonds, and \$815,000 2003 Refunding Bonds. These bonds will be retired from ad valorem tax assessments.

Capital Improvement Bond Reserve Fund - To account for \$2,236,411.25 of bond proceeds from the 1998 \$12,625,000 Public Improvement Bonds, the 1998 \$3,375,000 Public Improvement Bonds, the 2000 \$4,500,000 Public Improvement Bonds and the 2003 \$5,200,000 Public Improvement Refunding 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 1998 \$12,625,000 Public Improvement Bonds, the 1998 3,375,000 Public Improvement Bonds, the 2000 \$4,500,000 Public Improvement Bonds, and the 2003 \$5,200,000 Public Improvement Refunding 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 Drainage Bond Sinking Fund - To provide for the accumulation of monies for the retirement of the \$2,400,000 1995B Drainage Bonds and \$1,000,000 1996 Drainage Bonds, and the 2003 Drainage Refunding 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. This issue was retired in 2002.

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

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Taxes & Special Assessments	1,041,982	959,516	1,088,853	809,490	809,490
Miscellaneous Revenue	171,982	143,645	34,712	66,282	66,282
Charge for Services	0	0	1,215	100	100
Other Revenue	0	0	7,045,001	0	0
Operating Transfers In	<u>3,525,521</u>	<u>4,212,704</u>	<u>4,401,246</u>	<u>4,208,035</u>	<u>4,208,035</u>
TOTAL REVENUES	<u>4,739,485</u>	<u>5,315,865</u>	<u>12,571,027</u>	<u>5,083,907</u>	<u>5,083,907</u>
EXPENDITURES:					
General - Other	59,140	110,423	58,033	63,300	63,300
Parish Prisoners	6,754	0	0	0	0
Police-Pension	92,210	92,210	94,409	94,410	94,410
Fire-Urban	422,572	426,460	425,212	421,237	421,237
Roads & Bridges	523,321	526,901	1,187,198	536,029	536,029
Drainage	379,613	378,716	1,517,971	346,309	346,309
Sewerage Collection	2,242,496	2,227,908	7,615,571	2,206,869	2,206,869
Solid Waste Services	805,240	1,486,788	1,485,988	1,507,500	1,507,500
Operating Transfers Out	<u>128,233</u>	<u>113,545</u>	<u>167,141</u>	<u>64,627</u>	<u>64,627</u>
TOTAL EXPENDITURES	<u>4,659,579</u>	<u>5,362,951</u>	<u>12,551,523</u>	<u>5,240,281</u>	<u>5,240,281</u>
INCREASE (DECREASE) TO FUND BALANCE	79,906	(47,086)	19,504	(156,374)	(156,374)
FUND BALANCE, JANUARY 1	4,928,039	5,007,945	5,007,945	5,027,449	5,027,449
FUND BALANCE, DECEMBER 31	5,007,945	4,960,859	5,027,449	4,871,075	4,871,075

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	980,223	2,313,974	539,052	3,833,249	1,190,000	350,098	1,540,098	2.49
2003 **	663,022	2,383,000	399,793	3,445,815	1,145,000	399,293	1,544,293	2.23
2004 ***	(1,419,223)	2,408,000	374,030	1,362,807	1,170,000	373,530	1,543,530	0.88

* Interest paid less interest earned on bond investments are capitalized.

** Projected amounts for 2003.

*** Budgeted amounts for 2004.

SCHEDULE OF NEXT 20 YEARS BONDED PRINCIPAL & INTEREST REQUIREMENTS

	PUBLIC IMPROVEMENT BONDS	GENERAL OBLIGATION BONDS	SPECIAL ASSESSMENT BONDS	UTILITY REVENUE BONDS	CAPITAL LEASES	TOTAL
2004	4,210,834	854,750	36,168	1,543,530	20,130	6,665,412
2005	4,186,725	759,515	12,561	1,545,770	17,159	6,521,729
2006	4,215,754	761,255	11,904	1,547,813	14,044	6,550,769
2007	4,240,842	761,564	0	1,544,238	10,778	6,557,420
2008	4,278,414	765,273	0	1,546,693	7,353	6,597,732
2009	2,700,376	767,254	0	1,544,628	3,764	5,016,021
2010	2,706,979	772,496	0	1,543,535	0	5,023,010
2011	2,714,273	766,081	0	1,073,775	0	4,554,129
2012	2,726,103	772,940	0	0	0	3,499,043
2013	2,731,979	758,311	0	0	0	3,490,291
2014	2,518,920	521,318	0	0	0	3,040,238
2015	1,966,458	502,319	0	0	0	2,468,776
2016	1,968,131	322,473	0	0	0	2,290,604
2017	1,974,905	24,175	0	0	0	1,999,080
2018	2,013,988	23,125	0	0	0	2,037,113
2019	669,488	22,075	0	0	0	691,563
2020	390,260	21,025	0	0	0	411,285
2021	0	10,250	0	0	0	10,250
2022	0	0	0	0	0	0
2023	0	0	0	0	0	0
	<u>46,214,427</u>	<u>9,186,198</u>	<u>60,632</u>	<u>11,889,980</u>	<u>73,227</u>	<u>67,424,464</u>

400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

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

Purpose:	Roads, Highways and Bridges	Drainage
Assessed valuation	\$ 562,000,000	\$ 562,000,000
Debt limit: 10% of assessed value *	\$ 56,200,000	\$ 56,200,000
Less: Debt outstanding	3,690,000	3,315,000
Amounts held in sinking funds	(593,600)	(536,000)
Debt applicable to limitation	3,096,400	2,779,000
Legal debt margin	\$ 53,103,600	\$ 53,421,000

* Debt may be incurred up to a limit of 10% of assessed valuation for any one purpose.

400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

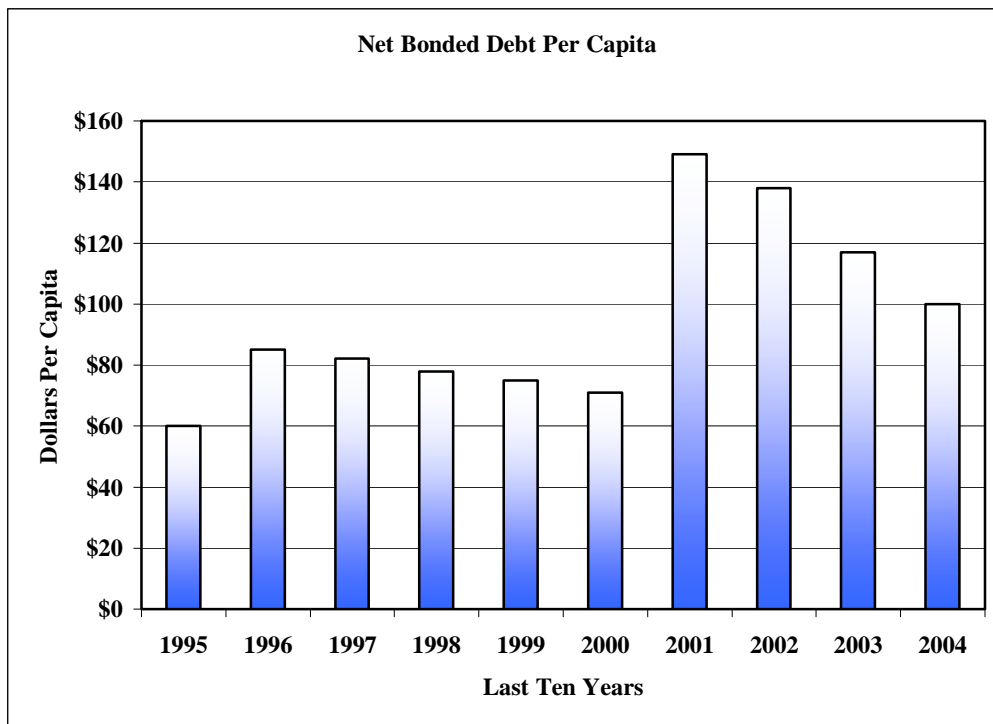
RATIO OF AD VALOREM TAX DEBT TO ASSESSED VALUE AND NET AD VALOREM TAX DEBT TO ASSESSED VALUE

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 *
2004	*** 106,986	* 564,500,000	12,440,000	1,740,000	10,700,000	1.90%	100 *

* Estimated by Terrebonne Parish Consolidated Government.

** Projected amounts for 2003.

*** Budgeted amounts for 2004.



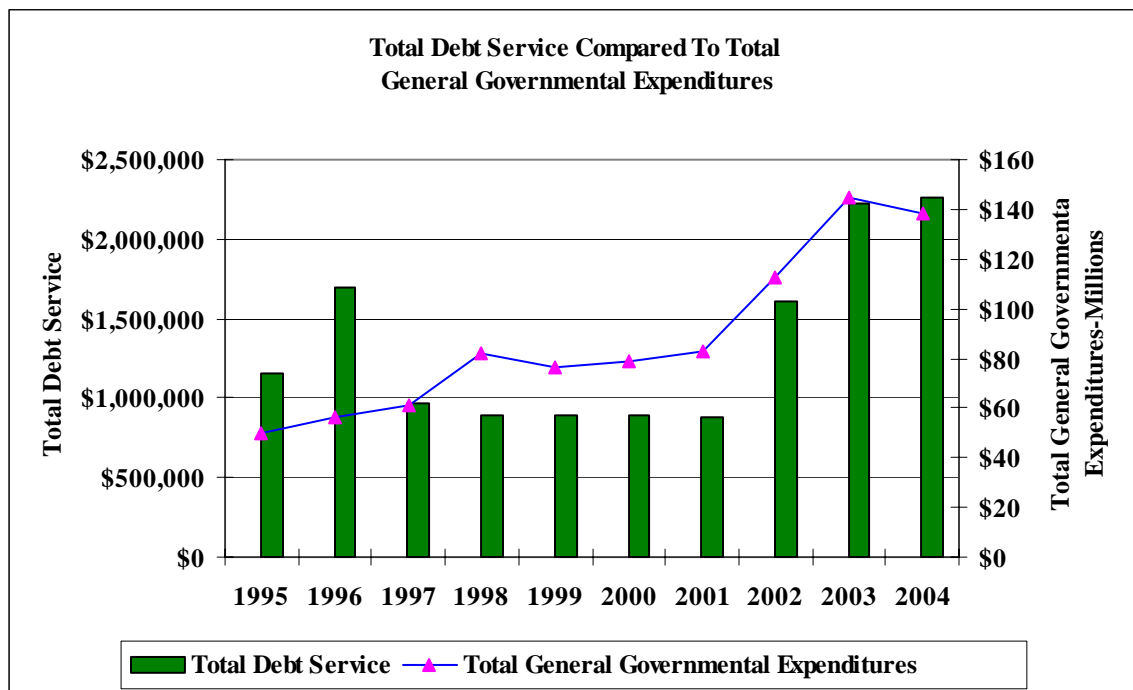
400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

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
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	598,173	2,218,173	144,771,748	1.53%
2004 **	1,740,000	523,625	2,263,625	138,148,333	1.64%

* Projected amounts for 2003.

** Budgeted amounts for 2004.



400 DEBT SERVICE FUNDS/ DEBT MANAGEMENT

COMPUTATION OF DIRECT AND OVERLAPPING BONDED DEBT AD VALOREM TAX BONDS

<u>Jurisdiction</u>	<u>Ad Valorem Tax Debt Outstanding</u>	<u>Percentage Applicable to Government</u>	<u>Amount Applicable to Government</u>
Direct:			
Terrebonne Parish Consolidated Government	\$ 14,060,000	100%	\$ 14,060,000
Overlapping:			
Terrebonne Parish School Board*	<u>0</u>	<u>100%</u>	<u>0</u>
Total	<u>\$ 14,060,000</u>	<u>100%</u>	<u>\$ 14,060,000</u>

*The fiscal year of the Terrebonne Parish School Board ends on June 30th.
Overlapping debt is based on June 30, 2003 financial information.



CAPITAL IMPROVEMENT PROJECTS FUNDS

INTRODUCTION

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

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

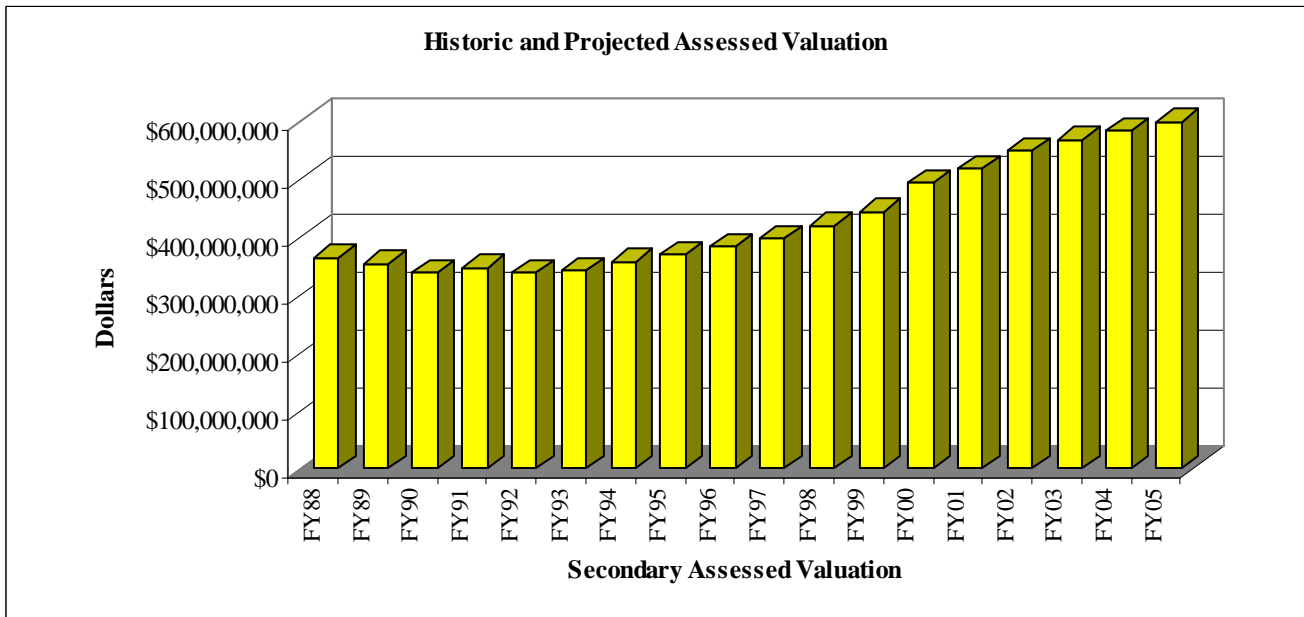
CAPITAL BUDGET FINANCING

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:

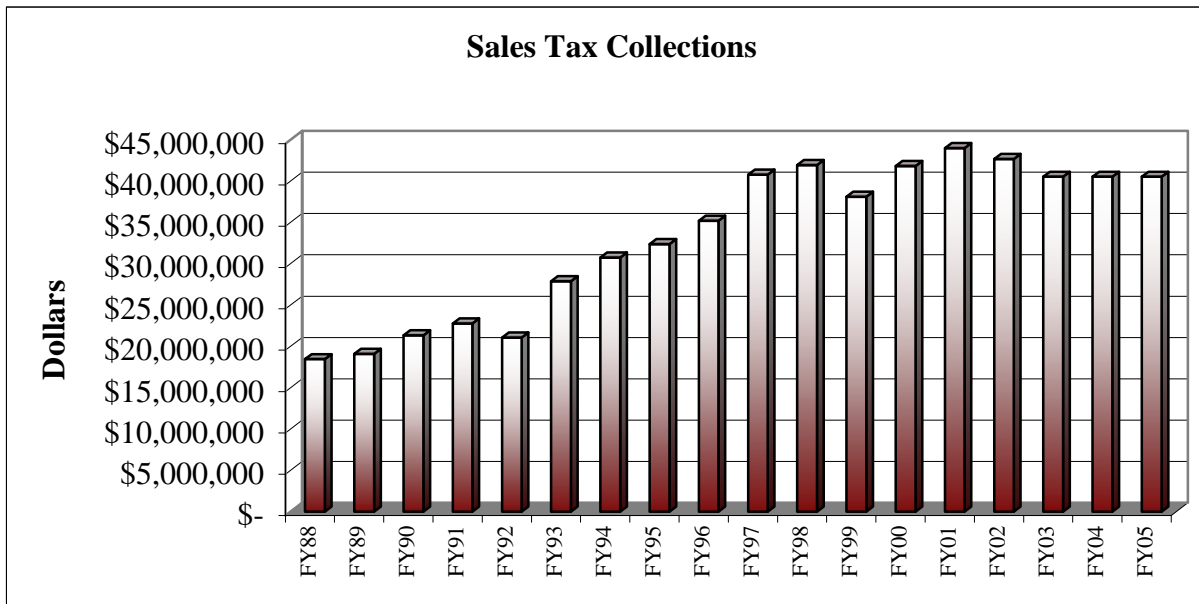


CAPITAL IMPROVEMENT PROJECTS FUNDS

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

CAPITAL BUDGET FINANCING (Continued)

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 1998 Public Improvement Bonds, the 2000 Improvement Bonds, and the 2003 Public Improvement Sales Tax Refunding 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

CAPITAL BUDGET FINANCING (Continued)

- **EXCESS STATE MINERAL ROYALTIES**

State Mineral Royalties as per the Louisiana Constitution, Article 7, Section 4, states one-tenth of the royalties from mineral leases on state-owned land, lake and river beds and other water bottoms belonging to the state or the title to which is in the public for mineral development shall be remitted to the governing authority of the parish in which severance or production occurs. A parish governing authority may fund these royalties into general obligation bonds of the parish in accordance with law. 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 \$4 million for the Year 2003 based on the collections to date and proposing 3.5 million for the 2004. 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

IMPACT OF THE CAPITAL IMPROVEMENT PROJECTS ON THE OPERATING BUDGET

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 FY2003 the cost was approximately:

- \$866 to maintain one acre of park property;
- \$271.07 per garbage customer to maintain the sanitation system;
- \$48.16 operating cost per vehicle per hour, and
- \$11,180 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 in December, 2000 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. Hard-to-quantify savings offsets some of this cost, in particular those associated with the economic boost to remaining downtown gained by the relocation and the improved communication. In 2004, we are continuing to relocate government offices into the building as spaces are renovated to meet the needs of the incoming governmental departments.

The 2004 Capital Improvements Budget tips the scale at \$53,616,453, a decrease of 1.0% from the original 2003 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 2004" represents new projects, 2003 expenditures, funding increases/decreases and transfer of closed out project balances.

<u>PROJECT TYPE</u>	<u>2003 BUDGET</u>	<u>CHANGE FOR 2004</u>	<u>2004 BUDGET</u>
Buildings	4,526,248	(670,628)	3,855,620
Roads & Bridges	14,074,875	1,898,729	15,973,604
Drainage	21,572,536	1,643,894	23,216,430
Parks/Sidewalks/Trails	1,526,821	182,339	1,709,160
Miscellaneous	293,066	(79,656)	213,410
Sewer Improvements	2,424,006	(1,226,601)	1,197,405
Port Commission	2,103,195	(252,398)	1,850,797
Sanitation Improvements	7,624,033	(2,024,006)	5,600,027
Total	<u>54,144,780</u>	<u>(528,327)</u>	<u>53,616,453</u>

CAPITAL IMPROVEMENT PROJECTS FUNDS

IMPACT OF THE CAPITAL IMPROVEMENT PROJECTS ON THE OPERATING BUDGET (Continued)

Terrebonne Parish appropriated another \$325,000 of our \$8,865,000 sanitation bond money for the 2004 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.

Terrebonne Parish has purchased a parcel of land for \$75,000 to build a new city fire station after a decade of planning and it will soon become a reality; this is another ongoing capital project for 2004. The proposed building, a state-of-the-art 5,600 square foot single-story brick structure with sleeping quarters on one end and living quarters on the other, is expected to cost about \$650,000 for construction of the new fire station building. Money for the project is budgeted in the amount of \$1,039,083 million. The new fire station will be called the South Houma Memorial Station, which is designed to resemble the houses it will serve. It will replace the existing South Houma Station. The design also calls for landscaping and fencing to help soften noises that might otherwise disturb nearby residents. The continued operation of this new fire station after completion will also have future expenses that will affect the operating budget.

For 2004, the greatest amount of funding is allocated for Drainage purposes. Because of the geographical location of Terrebonne Parish, storm/rainwater drainage is a key issue. Terrebonne Parish is generally poorly drained. Terrebonne Parish is located on the Gulf Coast and is subject to severe rainstorms as well as to tropical weather conditions. The channels of many of the streams, bayous and canals are at or near sea level and gradients are too low to remove water effectively. The lower Atchafalaya River, the largest input of freshwater, flows along the western border of the Parish. It brings sediment and freshwater from the Mississippi and Red River into the western part of the Parish and farther east via the Gulf Intracoastal Waterway. The coastal marshes and swamps range from sea level to about three feet in elevation. During tropical storms, large areas of the parish may be flooded to depths of several feet. High water levels frequently inundate some low-lying areas. The maximum elevations within the parish range between 10 and 15 feet and are situated along the crests of the ridges in the northern portion of the Parish. Another major factor facing the Parish is coastal erosion. The latest statistics reflect that we are losing anywhere from 5 to 10 square miles per year of Terrebonne Parish's tender coastline. This loss equates up to 25 percent of the state of Louisiana's total and Louisiana loses up to 80 percent of the national average of land loss per year. Storm surges and high tides are an increasing dilemma facing Terrebonne Parish. With these situations, one can see why Drainage projects make up 43.3 percent of our total Capital Improvement Projects as shown on the chart on the following page.

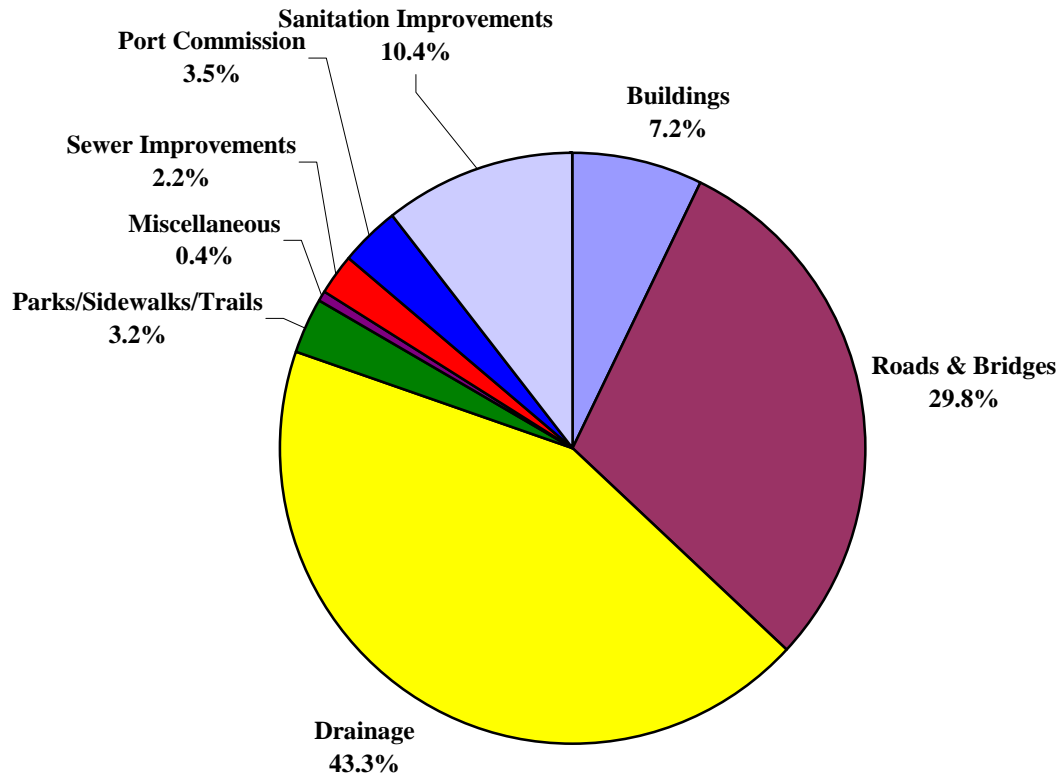
One of the many drainage projects is the Bayou Chauvin Drainage Improvements. The cost of this project is estimated at \$1,625,000, which will drain a large area just south of the City of Houma southward towards a drainage pump located 3 ½ miles from the city limits.

Hundreds of Parish residents were forced from their flooded homes after water from Tropical Storm Bill caused a 5-foot surge that topped and busted levees surrounding the bayou communities on June 30, 2003. The results of this storm have made the IEB (Interim Emergency Board) Forced Drainage Levee Floodwall Project a priority. This project's construction of approximately 4,000 linear feet of steel sheet pile floodwall along the Montegut Levee has an estimated cost of \$2.2 million, \$550,000 of which was footed by Terrebonne Parish. The Terrebonne Levee and Conservation District provided an additional \$550,000, with the state providing a balance of \$1,100,000. This will serve to strengthen the levee in the Montegut area of the Parish, which is prone to tidal flooding. The cost savings to the Parish for these two and all other drainage projects are immeasurable because of the number of properties and lives that will be protected from flooding. The 2004 operating budget for the Drainage Department is \$7,075,596. Significant additional funding is allocated for Road and Bridge projects and Sanitation Improvement projects.

CAPITAL IMPROVEMENT PROJECTS FUNDS

IMPACT OF THE CAPITAL IMPROVEMENT PROJECTS ON THE OPERATING BUDGET (Continued)

2004 CAPITAL IMPROVEMENTS PROJECTS



600 CAPITAL IMPROVEMENT PROJECTS FUNDS

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 2004, 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

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. In addition, Act 518 of the 2003 Legislative Session allowed the fees to not exceed twenty dollars. The council has levied for the fee to be fifteen dollars. The fees have gone up from ten dollars in the year 2003 to fifteen dollars for the year 2004. The estimated fees to be collected on an annual basis are \$105,000.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Fines & Forfeitures	70,184	55,000	78,000	105,000	105,000
Miscellaneous Revenue	1,412	2,000	2,200	1,000	1,000
Operating Transfers In	62,500	0	0	0	0
TOTAL REVENUES	134,096	57,000	80,200	106,000	106,000
EXPENDITURES:					
City Court	0	246,207	246,207	141,244	141,244
TOTAL EXPENDITURES	0	246,207	246,207	141,244	141,244
INCREASE (DECREASE) TO FUND BALANCE	134,096	(189,207)	(166,007)	(35,244)	(35,244)
FUND BALANCE, JANUARY 1	67,155	201,251	201,251	35,244	35,244
FUND BALANCE, DECEMBER 31	201,251	12,044	35,244	0	0

5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **City Court Complex**
 - 2004 – City Court Building Fund and Interest, \$141,244, Approved.

604 CITY COURT BUILDING FUND

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR	PROJECTED					TOTAL
	YEARS	2003	2004	2005	2006	2007	
City Court Complex	125,000	121,207	141,244	0	0	0	387,451
TOTAL EXPENDITURES	125,000	121,207	141,244	0	0	0	387,451
*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:

16% General Fund and 84% City Court Building Fund.

Project Appropriation:

Total project costs including prior authorizations \$387,451.

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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	741,932	2,730,740	3,273,285	0	0
Miscellaneous Revenue	166,253	103,750	101,432	70,000	70,000
Operating Transfers In	3,649,300	4,350,438	4,650,438	1,685,000	1,685,000
TOTAL REVENUES	4,557,485	7,184,928	8,025,155	1,755,000	1,755,000
EXPENDITURES:					
General -Other	17,081	0	0	0	0
Drainage	3,799,561	16,223,943	16,995,065	1,685,000	1,685,000
Operating Transfers Out	0	1,203,182	1,203,182	0	0
TOTAL EXPENDITURES	3,816,642	17,427,125	18,198,247	1,685,000	1,685,000
INCREASE (DECREASE) TO FUND BALANCE	740,843	(10,242,197)	(10,173,092)	70,000	70,000
FUND BALANCE, JANUARY 1	9,733,859	10,474,702	10,474,702	301,610	301,610
FUND BALANCE, DECEMBER 31	10,474,702	232,505	301,610	371,610	371,610

5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **2-1A Schriever Drainage / Gravity Improvements**
 - 2004 ¼ % Capital Sales Tax Fund - \$315,000 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
- **Lower Bayou Dularge Levee**
 - 2004 Drainage Tax Fund - \$200,000 (*Adopted in 2001 Capital Outlay, Ordinance 6352*)
- **Barataria & Bayou LaCarpe Watershed Hydrologic Study**
 - 2004 ¼ % Capital Sales Tax Fund - \$200,000, Approved.
- **Bayou Terrebonne Clearing and Snagging**
 - 2004 ¼ % Capital Sales Tax Fund - \$100,000, Approved.
- **Sylvia Street Outfall**
 - 2004 ¼ % Capital Sales Tax Fund - \$130,000, Approved.
- **Gum Street Drainage**
 - 2004 ¼ % Capital Sales Tax Fund - \$90,000, Approved.
- **Concord Road Drainage Improvements**
 - 2004 ¼ % Capital Sales Tax Fund - \$250,000, Approved.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **Bayou Grand Caillou Drainage (Agnes Street)**
 - 2004 ¼ % Capital Sales Tax Fund - \$150,000, Approved.
- **Ward Seven (7) Drainage Improvements**
 - 2004 ¼ % Capital Sales Tax Fund - \$100,000, Approved.
- **Upper Montegut Pump Rehab**
 - 2004 ¼ % Capital Sales Tax Fund - \$100,000, Approved.
- **Jeff Drive Drainage Improvements**
 - 2004 ¼ % Capital Sales Tax Fund - \$50,000, Approved.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR	PROJECTED					TOTAL
	YEARS	2003	2004	2005	2006	2007	
1-1A Drainage	207,448	300,000	0	0	0	0	507,448
2-1A Schriever Drainage Improvements	1,208,349	(107,500)	315,000	0	0	0	1,415,849
4-1 New Pump Station	1,248,141	0	0	0	0	0	1,248,141
4-1 Upper Pointe Aux Chene Levee Rehab	136,357	300,000	0	0	0	0	436,357
4-3C Isle De Jean Charles	153,225	0	0	0	0	0	153,225
Ashland North Forced Drainage	275,084	0	0	0	0	0	275,084
Barataria & Bayou Lacarpe Hydrologic Study	10,170	214,938	200,000	0	0	0	425,108
Bayou Chauvin Pump Station	500,000	(500,000)	0	0	0	0	0
Bayou Gardens Water Control Gate	35,000	0	0	0	0	0	35,000
Bayou Grand Caillou Drainage (Agnes St.)	0	75,000	150,000	0	0	0	225,000
Bayouside Dr. Pump Station	100,000	0	0	0	0	0	100,000
Bayou Terrebonne Clearing and Snagging	0	0	100,000	0	0	0	100,000
Bonanza Pump Station Floodproofing	227,744	(12,600)	0	0	0	0	215,144
Central Avenue & White Street Drainage	0	50,000	0	0	0	0	50,000
Company Canal Forced Drainage	50,000	0	0	0	0	0	50,000
Concord Road Drainage Improvement	0	750,000	250,000	0	0	0	1,000,000
Coteau Drainage Phase I - Caro Canal	13,906	0	0	0	0	0	13,906
District 1 Drainage Improvements	500,000	150,000	0	0	0	0	650,000
District 3 Drainage Improvements	0	307,600	0	0	0	0	307,600
Drainage/Public Facility Mitigation Projects	106,250	(86,250)	0	0	0	0	20,000
Falgout Canal Pump Station	30,000	0	0	0	0	0	30,000
FMA Acquisition/Elevation	736,327	0	0	0	0	0	736,327
Gibson/Bayou Black Drainage	394,683	0	0	0	0	0	394,683
Grand Caillou Levee Improvement	0	125,000	0	0	0	0	125,000
Green Acres Drainage Improvements	255,219	(215,918)	0	0	0	0	39,301
Gum Street Drainage	0	200,000	90,000	0	0	0	290,000
Hazard Mitigation Plan	0	49,700	0	0	0	0	49,700
Hebert St. Pump Station (FEMA)	895,299	3,750	0	0	0	0	899,049
IEB Forced Drainage 4-8 Levee Floodwall	0	2,200,000	0	0	0	0	2,200,000
Industrial Blvd. Pump Rehab.	0	75,000	0	0	0	0	75,000
Jean Ellen St. Ditch/Culverts	99,692	50,000	0	0	0	0	149,692
Jeff Drive Drainage Improvements	0	100,000	50,000	0	0	0	150,000
Lashbrook to Boudreaux Canal Levee	0	300,000	0	0	0	0	300,000
Lining of Bayou Grand Caillou	164,398	200,000	0	0	0	0	364,398
Little Bayou Black Drainage (1-1A)	100,000	(100,000)	0	0	0	0	0
Lower Bayou Dularge Levee	300,000	200,000	200,000	0	0	0	700,000
Lower Bayouside Dr. Drainage	132,626	0	0	0	0	0	132,626
Mount Pilgrim Forced Drainage (6-3) Humphries	19,488	150,000	0	0	0	0	169,488
Mulberry to Hanson Drainage Improvements	0	50,000	0	0	0	0	50,000
Pitre, Acorn and Darsey Street Laterals	0	50,000	0	0	0	0	50,000
SCADA/GIS	148,474	0	0	0	0	0	148,474
Schriever Bridge (To Pump Station)	62,960	(62,960)	0	0	0	0	0
Schriever Hazard Mitigation Program	207,212	(13,666)	0	0	0	0	193,546
Schriever Pump Station (FEMA)	96,634	0	0	0	0	0	96,634
Summerfield/Southdown Drainage	455,737	0	0	0	0	0	455,737
Suzie Canal & Suzie Canal Extension	1,204,589	161,818	0	0	0	0	1,366,407
Sylvia Street Drainage Outfall	0	50,000	130,000	0	0	0	180,000
Systems Channel Project	153,141	833,000	0	0	0	0	986,141
Texas Gulf Rd. Drainage	100,000	0	0	0	0	0	100,000
Upper Montegut Pump Rehab	1,041,306	(550,000)	100,000	0	0	0	591,306
Ward Seven (7) Drainage Improvements	0	250,000	100,000	0	0	0	350,000
Williams Ave. Culvert Replacement	78,694	0	0	0	0	0	78,694
TOTAL EXPENDITURES	11,448,153	5,546,912	1,685,000	0	0	0	18,680,065
*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, 4, 6
Funding Source: 79% Drainage Tax Fund and 21% Parishwide Drainage Construction Fund.
Project Appropriation: Total project costs including prior authorizations \$572,800.
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: 49% Drainage Tax Fund, 29% 2000 Public Improvement Bond Fund, 22% of ¼% Capital Sales Tax Fund.
Project Appropriation: \$315,000 in FY 2004. Total project costs including prior authorizations \$2,240,000.
Operating Budget Impact: \$2,500 annual increase to operations; debt service increase of \$31,000.

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.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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: 39% Drainage Tax Fund, 31% ¼% Capital sales tax, 25% Capital Projects Control Fund, and 5% Parishwide Drainage Construction Fund

Project Appropriation: Total project costs including prior authorizations \$2,133,775.

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.

Project Name: Ashland North Forced Drainage
Project Number: 91-A/O-10

Description: To complete the forced drainage system for Ashland North Subdivision.
Engineer/Architect: Gore Engineering, Inc.
Contractor: Coastal Engineering/TPCG

Council District: 7

Funding Source: 80% 1996 Bond Issue and 20% Citizen's Participation.

Project Appropriation: Total project costs including prior authorizations \$375,600.

Operating Budget Impact: \$5,500 annual increase to operations; debt service \$7,000.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Barataria & Bayou Lacarpe Watershed Hydrologic Study
Project Number: 01-DRA-11

Description: 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.

Engineer/Architect: GSE Associates, Inc.

Council District: 1, 2, 6

Funding Source: 45% 1998 Public Improvement Construction Fund, 42% Parishwide Drainage Construction Fund and 13% ¼% Capital Sales Tax Fund.

Project Appropriation: \$200,000 in FY 2004. Total project costs including prior authorizations \$474,938.

Operating Budget Impact: No impact or increase.

Project Name: Bayou Gardens Water Control Gate

Description: To provide for better drainage and prevent water from backing up.

Council District: 3

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 (Agnes Street)
Project Number: 02-DRA-36

Description: To provide for better drainage in the Bayou Grand Caillou area.

Engineer/Architect: Engineering and Economic Planning Associates, LLC

Council District: 8

Funding Source: 67% ¼% Capital Sales Tax Fund and 33% Drainage Tax Fund.

Project Appropriation: \$150,000 in FY 2004. Total project costs including prior authorizations \$225,000.

Operating Budget Impact: To be determined upon completion of project design phase.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Bayou Drive Pump Station

Description: To provide for forced drainage along Bayou 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.

Project Name: Bayou Terrebonne Clearing and Snagging

Description: Removal of debris, trees and plants along Bayou Terrebonne.

Council District: 2, 3, 4

Funding Source: ¼% Capital Sales Tax Fund.

Project Appropriation: \$100,000 in FY 2004. Total project costs \$100,000.

Operating Budget Impact: To be determined upon completion of project.

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.

Contractor: Dupre Brothers Construction Co., Inc.

Council District: 2, 3, 4

Funding Source: 2000 Public Improvement Construction Fund.

Project Appropriation: Total project costs including prior authorizations \$237,400.

Operating Budget Impact: Net annual increase of \$5,000 (will decrease unnecessary maintenance). Annual debt service \$8,000 from dedicated Public Improvement Tax.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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: Total project costs including prior authorizations \$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.

Project Name: Concord Road Drainage Improvement Project Number: 03-DRA-15

Description: To provide for better drainage along the Concord Road area by cleaning ditches, etc.
Engineer/Architect: GSE Associates, Inc.

Council District: 6

Funding Source: 40% 1998 Public Improvement Construction Fund, 35% 2000 Public Improvement Bond Fund and 25% ¼% Capital Sales Tax Fund.

Project Appropriation: \$250,000 in FY 2004. Total project costs including prior authorizations \$1,000,000.

Operating Budget Impact: \$2,500 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: 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.

Council District: 4, 5
Funding Source: Drainage Tax Fund.
Project Appropriations: Total project costs including prior authorizations \$100,000.
Operating Budget Impact: 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.

Council District: 1
Funding Source: 77% ¼% Capital Sales Tax Fund and 23% Drainage Tax Fund.
Project Appropriation: Total project costs including prior authorizations \$650,000.
Operating Budget Impact: To be determined upon completion of project design phase.

Project Name: District 3 Drainage Improvements
Project Number: 03-DRA-22

Description: Construction of drainage improvements to the Martin Luther King Ditch, Westview/St. Louis Canal Road area and Jean Street Drainage Improvements.
Engineer/Architect: T. Baker Smith & Sons, Inc.

Council District: 3
Funding Source: 96% General Fund and 4% 2000 Public Improvement Construction Fund.
Project Appropriation: Total project costs including prior authorizations \$307,600.
Operating Budget Impact: No Impact.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Falgout Canal Pump Station	
Description:	To replace three 36" pumps that will protect the area between Falgout Canal along Dr. Beatrous Road north to Marmande Canal.
Engineer/Architect:	TPCG Drainage Department

Council District:	7
Funding Source:	1993 Bond Issue.
Project Appropriation:	Total project costs including prior authorizations \$30,000.
Operating Budget Impact:	No impact, replaces existing high maintenance pumps. No increase to debt service, surpluses from completed projects used.

Project Name: FMA Acquisition/Elevation	
Description:	Work with homeowners in flood areas to procure funding for structure elevation or acquisition.
Engineer/Architect:	Aegis Innovative Solutions, LLC

Council District:	Parishwide
Funding Source:	75% FEMA and 25% Citizen's Participation.
Project Appropriation:	Total project costs including prior authorizations \$741,667.
Operating Budget Impact:	No impact, homeowners responsible for maintenance.

Project Name: Gibson/Bayou Black Drainage Project Number: 91-FD-22	
Description:	Phase I – Drainage improvements for Deadwood Road/Fandall Drive. Phase II – Drainage improvements for parish Road #51 – Bayou Black Road
Engineer/Architect:	T. Baker Smith & Sons, Inc.
Contractor:	Huey Stockstill, Inc.

Council District:	2
Funding Source:	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.
Project Appropriation:	Total project costs including prior authorizations \$4,683,213.
Operating Budget Impact:	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: Total project costs including prior authorizations \$125,000.

Operating Budget Impact: \$2,500 net annual increase for grass cutting, earthwork including periodic capping for settlement and reshaping.

Project Name: Gum Street Drainage Project Number: 03-DRA-23

Description: To provide for better drainage facilities for the Gum Street area.

Engineer/Architect: Engineering and Economic Planning Associates, LLC

Council District: 5

Funding Source: ¼% Capital Sales Tax Fund.

Project Appropriation: \$90,000 in FY 2004. Total project costs including prior authorizations \$290,000.

Operating Budget Impact: To be determined upon completion of project design phase.

Project Name: Hazard Mitigation Plan

Description: Develop a Hazard Mitigation Plan for the parish that is compliant with the new Disaster Mitigation Act of 2000 requirements. The plan will identify, evaluate, and recommend alternatives that reduce the effects of natural hazards.

Engineer/Architect: Aegis Innovative Solutions, LLC

Council District: Parishwide

Funding Source: 75% FEMA and 25% TPCG in-kind service.

Project Appropriation: Total project costs including prior authorizations \$49,700.

Operating Budget Impact: To be determined upon completion of study.

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:	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: IEB Forced Drainage 4-8 Levee Floodwall	
Project Number: 03-IEB-08	
Description:	Construction of approximately 4,000 linear feet of steel sheet pile floodwall along the 4-8 Montegut Levee.
Engineer/Architect:	T. Baker Smith & Sons, Inc.
Contractor:	Dolphin Services, Inc.

Council District:	9
Funding Source:	50% State of Louisiana and 25% ¼% Capital Sales Tax Fund and 25% Terrebonne Conservation and Levee District.
Project Appropriation:	Total project costs including prior authorizations \$2,200,000.
Operating Budget Impact:	\$6,000 annual increase for grass cutting, earthwork including periodic capping for settlement and reshaping.

Project Name: Industrial Blvd. Pump Rehab	
Description:	To provide better forced drainage along Industrial Blvd. by rehabilitating the pump station.

Council District:	7, 8
Funding Source:	92% ¼% Capital Sales Tax Fund and 8% Drainage Tax Fund.
Project Appropriation:	Total project costs including prior authorization \$75,000.
Operating Budget Impact:	\$1,500 net annual increase.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Jean Ellen Street Ditch/Culverts Project Number: 02-DRA-48

Description: To clean out the ditches and install culverts to provide better drainage in the Jean Ellen Street area.
Engineer/Architect: David A. Waitz Engineering and Surveying, Inc.
Contractor: LA Contracting Enterprise, LLC

Council District: 8
Funding Source: 67% General Fund and 33% Parishwide Drainage Construction Fund
Project Appropriation: Total project costs including prior authorizations \$150,000.
Operating Budget Impact: \$3,000 annual increase.

Project Name: Jeff Drive Drainage Improvement

Description: To provide for better drainage along Jeff Drive by cleaning out ditches.

Council District: 8
Funding Source: 67% Drainage Tax Fund AND 33% ¼% Capital Sales Tax Fund.
Project Appropriation: \$50,000 in FY 2004. Total project costs including prior authorizations \$150,000.
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.
Contractor: TPCG Drainage Department

Council District: 8
Funding Source: ¼% Capital Sales Tax Fund.
Project Appropriation: Total project costs including prior authorizations \$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)

Project Name: Lining of Bayou Grand Caillou
Project Number: 02-DRA-36

Description: Concrete lining of Bayou Grand Caillou at Saadi Street.
Engineer/Architect: Engineering and Economic Planning Associates, LLC
Contractor: G & W Construction Co., Inc.

Council District: 1, 5
Funding Source: General Fund (Pilot)
Project Appropriation: Total project costs including prior authorizations \$400,000.
Operating Budget Impact: \$8,000 annual increase.

Project Name: Lower Bayou Dularge Levee

Description: Provide the existing lower Bayou Dularge flood control structure with a levee alignment on the west side of Brady Road.

Council District: 7
Funding Source: Drainage Tax Fund
Project Appropriation: \$200,000 in FY 2004. Total project costs including prior authorizations \$700,000.
Operating Budget Impact: \$14,000 annual increase for grass cutting, earthwork including periodic capping for settlement and reshaping.

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.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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: 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.

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: Total project costs including prior authorizations \$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: Total project costs including prior authorizations \$50,000.

Operating Budget Impact: No impact.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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.

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 \$553,434.
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.
Contractors:	LL&G Construction, 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)

Project Name: Summerfield/Southdown Drainage
Project Number: 94-J-50

Description: To construct a vinyl bulkhead along the Westgate ditch and the Chateau Crescent ditch.
Engineer/Architect: GSE Associates, Inc.
Contractors: Strebeck, Inc., G & F Construction Co., Inc. and C & C Fontenot Construction, Inc.

Council District: 6, 7

Funding Source: 35% Drainage Tax Fund, 27% 2000 Public Improvements Construction Fund, 19% FEMA, 11% Utility Fund and 8% Parishwide Drainage Construction Fund.

Project Appropriation: Total project costs including prior authorizations \$2,476,40.

Operating Budget Impact: \$170,000 annual increase; annual debt service \$79,000 from dedicated Public Improvement tax.

Project Name: Suzie Canal & Suzie Canal Extension
Project Number: 82-PW-38 EXT

Description: Construct certain drainage improvements along left descending bank of Bayou Grand Caillou from forced drainage 3-1B to Bobtown.
Engineer/Architect: T. Baker Smith & Sons, Inc.

Council District: 7

Funding Source: 51% Drainage Tax Fund, 30% 1995 Bond Issue, and 19% ¼% Capital Sales Tax Fund.

Project Appropriation: Total project costs including prior authorizations \$1,478,818.

Operating Budget Impact: \$81,000 annual increase; no increase to debt service, surpluses from completed projects used.

Project Name: Sylvia Street Drainage Outfall
Project Number: 02-DRA-16

Description: Improvements to increase the capacity of the Sylvia Street Outfall.
Engineer/Architect: King and Associates, LLC

Council District: 5

Funding Source: ¼% Capital Sales Tax Fund.

Project Appropriation: \$130,000 in FY 2004. Total project costs including prior authorizations \$180,000.

Operating Budget Impact: No impact.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: System Channels Project
Project Number: 01-DRA-40

Description: Modeling & Improvements of the 1-1B Forced Drainage System Channels Project
Engineer/Architect: T. Baker Smith & Sons, Inc.

Council District: 2, 3, 4, 5
Funding Source: 2000 Public Improvement Construction Fund.
Project Appropriation: Total project costs including prior authorizations \$1,033,000.
Operating Budget Impact: No impact on operations; annual debt service \$6,400 from dedicated Public Improvement tax.

Project Name: Texas Gulf Road Drainage

Description: To provide better drainage for the Texas Gulf Road area.

Council District: 9
Funding Source: Parishwide Drainage Construction Fund.
Project Appropriation: Total project costs including prior authorizations \$100,000.
Operating Budget Impact: No impact.

Project Name: Upper Montegut Pump Rehabilitation
Project Number: 97-DRAIN-33

Description: Prepare plans and specs for the rehabilitation of the Upper Montegut drainage pump station.
Engineer/Architect: T. Baker Smith & Sons, Inc.

Council District: 9
Funding Source: 52% ¼% Capital Sales Tax Fund and 48% Drainage Tax Fund.
Project Appropriation: \$100,000 in FY 2004. Total project costs including prior authorizations \$627,580.
Operating Budget Impact: \$75,500 increase.

655 PARISHWIDE DRAINAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Ward Seven (7) Drainage Improvements

Description: Repair, reconstruction, and modifications to the drainage levee located in Chauvin, between the Lashbrook pump station, southward to Boudreaux Canal.

Council District: 8

Funding Source: ¼% Capital Sales Tax Fund.

Project Appropriation: \$100,000 in FY 2004. Total project costs including prior authorizations \$350,000.

Operating Budget Impact: No impact.

Project Name: Williams Avenue Culvert Replacement

Description: Replacement of culverts along Williams Avenue.

Council District: 5

Funding Source: Drainage Tax Fund.

Project Appropriation: Total project costs including prior authorizations \$95,000.

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 2004, 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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Miscellaneous Revenue	6,282	0	1,750	1,000	1,000
Other Revenue	0	2,800,000	2,800,000	0	0
Operating Transfers In	0	0	0	233,357	233,357
TOTAL REVENUES	6,282	2,800,000	2,801,750	234,357	234,357
EXPENDITURES:					
General -Other	519	0	0	0	0
Sewerage Collection	78,508	214,879	151,768	0	0
Operating Transfers Out	0	13,000	13,000	0	0
TOTAL EXPENDITURES	79,027	227,879	164,768	0	0
INCREASE (DECREASE) TO FUND BALANCE	(72,745)	2,572,121	2,636,982	234,357	234,357
FUND BALANCE, JANUARY 1	290,386	217,641	217,641	2,854,623	2,854,623
FUND BALANCE, DECEMBER 31	217,641	2,789,762	2,854,623	3,088,980	3,088,980

5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- Projects have not yet been assigned.

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR YEARS	PROJECTED 2003	2004	2005	2006	2007	TOTAL
Barataria Sewer Manhole Repair	196,576	(44,808)	0	0	0	0	151,768
Telemetry	18,303	(18,303)	0	0	0	0	0
TOTAL EXPENDITURES	214,879	(63,111)	0	0	0	0	151,768
*Total Funding Less Prior Year Expenditures							

656 PARISHWIDE SEWERAGE CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL

Project Name: Barataria Sewer Manhole Repair Project Number: 98-SEW-90

Description: Several new sewer lines along Tunnel Blvd. And Barataria Street to by-pass existing blocked lines. Engineer/Architect: Milford & Associates

Council District:	1, 2
Funding Source:	77% Parishwide Sewerage Construction Fund and 23% ¼% Sales Tax Bonds.
Project Appropriation:	Total project costs including prior authorizations \$214,771.
Operating Budget Impact:	No impact to operations; no increase to debt service, surpluses from completed projects used.

659 CAPITAL PROJECTS CONTROL FUND

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. A new 5,600 square foot fire station will be constructed in the Summerfield area with a budget of \$1,039,083. The Parish is also installing sidewalks and a walking track to facilitate recreation and exercise to residents of Terrebonne Parish.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	30,541	4,338,853	4,333,016	0	0
Miscellaneous Revenue	40,255	20,000	33,720	10,000	10,000
Operating Transfers In	<u>2,884,334</u>	<u>1,493,083</u>	<u>1,493,083</u>	<u>856,000</u>	<u>856,000</u>
TOTAL REVENUES	<u>2,955,130</u>	<u>5,851,936</u>	<u>5,859,819</u>	<u>866,000</u>	<u>866,000</u>
EXPENDITURES:					
Government Buildings	14,495	176,429	176,429	350,000	350,000
Auditoriums	0	11,603	11,603	0	0
General - Other	2,589	0	0	0	0
Parish Prisoners	25,357	399,643	399,643	0	0
Fire-Rural	0	5,000	5,000	0	0
Fire-Urban	0	1,039,083	1,039,083	0	0
Public Works Administration	57,102	158,760	158,760	300,000	300,000
Roads & Bridges	105,500	897,300	897,300	106,000	106,000
Road Lighting	332	615,668	615,668	0	0
Drainage	150,073	2,702,500	2,702,500	0	0
Sewerage Collection	2,006	0	0	0	0
Animal Control	99,736	25,285	25,285	0	0
Parks & Grounds	197,668	267,482	242,707	100,000	100,000
Library	308	67,991	67,991	0	0
Economic Development-Other	13,624	193,860	193,860	0	0
Port Administration	252,398	1,850,797	1,850,797	0	0
Operating Transfers Out	<u>0</u>	<u>791,749</u>	<u>791,749</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>921,188</u>	<u>9,203,150</u>	<u>9,178,375</u>	<u>856,000</u>	<u>856,000</u>
INCREASE (DECREASE) TO FUND BALANCE	2,033,942	(3,351,214)	(3,318,556)	10,000	10,000
FUND BALANCE, JANUARY 1	1,333,174	3,367,116	3,367,116	48,560	48,560
FUND BALANCE, DECEMBER 31	3,367,116	15,902	48,560	58,560	58,560

659 CAPITAL PROJECTS CONTROL FUND

5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **Sidewalk Improvement Plan**
 - 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*)
 - 2006 General Fund (PILOT) - \$92,000
 - 2007 General Fund (PILOT) - \$113,000
 - 2008 General Fund (PILOT) - \$98,000
- **Courthouse Annex Waterproofing**
 - 2004 ¼ % Capital Sales Tax Fund - \$350,000, Approved.
- **Valhi Lagoon Recreational Park**
 - 2004 ¼ % Capital Sales Tax Fund - \$100,000, Approved.
- **Lake Boudreaux Diversion (CWPR)**
 - 2004 ¼ % Capital Sales Tax Fund - \$150,000, Approved.
- **Falgout Canal Marsh Management Project**
 - 2004 ¼ % Capital Sales Tax Fund - \$150,000, Approved.

659 CAPITAL PROJECTS CONTROL FUND

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR	PROJECTED					TOTAL
	YEARS	2003	2004	2005	2006	2007	
Animal Shelter	25,285	0	0	0	0	0	25,285
Ashland Boat Launch	0	82,150	0	0	0	0	82,150
Bayou Cane Fire Hydrants	0	5,000	0	0	0	0	5,000
Bayou Dularge Clearing & Snagging	779	0	0	0	0	0	779
Bayouside Dr. Drainage Study	2,500	0	0	0	0	0	2,500
Bush Canal Bank Stabilization	0	2,700,000	0	0	0	0	2,700,000
Coastal Wetlands Restoration	17,951	0	0	0	0	0	17,951
Courthouse Annex Waterproofing	0	299,100	350,000	0	0	0	649,100
Crescent Subdivision Drainage Project	92,905	(92,905)	0	0	0	0	0
District 1 Sidewalks/Walking Trails	195,261	125,000	0	0	0	0	320,261
Downtown Boardwalk & Greenspace/Marina	73,515	69,785	0	0	0	0	143,300
Dularge Library Books & Renovations	67,991	0	0	0	0	0	67,991
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	91,100	0	0	0	0	0	91,100
Falgout Canal Marsh Management Project	0	0	150,000	0	0	0	150,000
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	75,000	(75,000)	0	0	0	0	0
Hollywood/Dr. Beatrous Bridge Right of Ways	16,018	0	0	0	0	0	16,018
Houma Navigational Canal Study	20,947	0	0	0	0	0	20,947
Juvenile Detention Center Gymnasium	399,643	0	0	0	0	0	399,643
Lake Boudreaux Diversion (CWPR)	0	0	150,000	0	0	0	150,000
Oakshire School Traffic Improvements	14,929	0	0	0	0	0	14,929
Port Commission	1,850,797	0	0	0	0	0	1,850,797
Prospect St. Traffic Light	5,433	0	0	0	0	0	5,433
Recreation District #7 Improvements	2,793	(2,793)	0	0	0	0	0
Redmond Street Waterline	34,345	36,000	0	0	0	0	70,345
Schriever Recreation Center A/C	0	50,000	0	0	0	0	50,000
Sidewalk Improvement Plan	148,000	84,000	106,000	105,000	92,000	113,000	648,000
Soccer Field/Complex - Airbase	8,311	(8,311)	0	0	0	0	0
South Houma Memorial Fire Station	0	1,039,083	0	0	0	0	1,039,083
St. Charles Street Lighting	615,668	0	0	0	0	0	615,668
TADAC Building Addition	176,429	0	0	0	0	0	176,429
Tunnel Blvd Sidewalks	0	101,106	0	0	0	0	101,106
Valhi Lagoon Recreational Park	0	25,000	100,000	0	0	0	125,000
Vetrans Memorial Park-Walking Path & Bridge	13,671	(13,671)	0	0	0	0	0
Williams Ave. Walking Track	17,707	0	0	0	0	0	17,707
TOTAL EXPENDITURES	4,445,223	4,423,544	856,000	105,000	92,000	113,000	10,034,767
*Total Funding Less Prior Year Expenditures							

659 CAPITAL PROJECTS CONTROL FUND

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: Ashland Boat Launch Project Number: 03-BOAT-31

Description: Improvements to the Ashland Boat Launch
Engineer/Architect: T. Baker Smith and Son Inc.

Council District: 7

Funding Source: 75% Federal Wallop-Breaux Fund and 25% Road and Bridge Maintenance Fund.

Project Appropriation: Total project costs including prior authorizations \$82,150.

Operating Budget Impact: To be determined upon completion of project.

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.

659 CAPITAL PROJECTS CONTROL FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Bayou Dularge Clearing and Snagging

Description: Removal of vessels along Bayou Dularge.

Engineer/Architect: USA-Corps of Engineers

Council District: 7

Funding Source: ¼% Capital Sales Tax Fund.

Project Appropriation: Total project costs including prior authorizations \$57,800.

Operating Budget Impact: No impact.

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, 48% General Fund, 3% Wildlife and Fisheries Grant and 1% Port Commission.

Project Appropriation: Total project costs including prior authorizations \$1,053,685.

Operating Budget Impact: \$21,000 annual increase.

659 CAPITAL PROJECTS CONTROL FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Bush Canal Bank Stabilization
Project Number: 03-CIAP-11

Description: Dredging of Bush Canal or Bayou Terrebonne, then using the materials to rebuild the eroded bank line on the south side of Bush Canal and the west bank of Bayou Terrebonne. The newly restored bank line will be armored with a two-foot thick riprap blanket.

Engineer/Architect: T. Baker Smith and Son, Inc.

Council District: 9

Funding Source: State of Louisiana – NOAA Grant.

Project Appropriation: Total project costs including prior authorizations \$2,700,000.

Operating Budget Impact: No impact.

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.

Project Name: Courthouse Annex Waterproofing

Description: Waterproofing and re-roof the Courthouse Annex.

Council District: 5

Funding Source: 54% ¼% Capital Sales Tax Fund and 46% General Fund.

Project Appropriation: \$350,000 in FY 2004. Total project costs including prior authorizations \$649,100.

Operating Budget Impact: To be determined upon completion of project.

659 CAPITAL PROJECTS CONTROL FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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
Contractors: Pipeline Construction and Maintenance
B.E.T. Construction

Council District: 1
Funding Source: 43% Capital Projects Control Fund, 36% ¼% Capital Sales Tax Fund and 21% General Fund.
Project Appropriation: Total project costs including prior authorizations \$425,000.
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.

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.

659 CAPITAL PROJECTS CONTROL FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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.
Engineer/Architect: GSE Associates, Inc.

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.

Project Name: Falgout Canal Marsh Management Project

Description: To excavate canal and build up levee

Council District: 7
Funding Source: ¼% Capital Sales Fund
Project Appropriation: \$150,000 in FY 2004. Total project costs \$150,000.
Operating Budget Impact: To be determined upon completion of project.

659 CAPITAL PROJECTS CONTROL FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Gray Pedestrian Sidewalk
Project Number: 00-WALK-06

Description: The installation of 4-foot sidewalks in the Gray area.
Engineer/Architect: Picciola & Associates

Council District: 2
Funding Source: 51% Louisiana Department Of Transportation And Development Enhancement Program, 49% Capital Projects Control Fund.
Project Appropriation: Total project costs including prior authorizations \$234,179.
Operating Budget Impact: \$4,700 annual increase.

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: 7
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.

659 CAPITAL PROJECTS CONTROL FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Juvenile Detention Center Gymnasium Project Number: 02-JUV-06
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Description: Construction of a new gymnasium for the juvenile detention center. Engineer/Architect: Curtis Marcello and Associates

Council District:	7
Funding Source:	General Fund
Project Appropriation:	Total project costs including prior authorizations \$425,000.
Operating Budget Impact:	\$30,000 annual increase.

Project Name: Lake Boudreaux Diversion (CWPR)
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Description: Coastal wetlands planning and restoration.
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Council District:	7
Funding Source:	1/4% Capital Sales Tax Fund
Project Appropriation:	\$150,000 in FY 2004. Total project costs \$150,000.
Operating Budget Impact:	To be determined upon completion of project.

Project Name: Oakshire School Traffic Improvements

Description: Concrete paving of the dead end of Vicari Drive. Engineer/Architect: TPCG/In-house road repair
--

Council District:	4
Funding Source:	Capital Projects Control Fund
Project Appropriation:	Total project costs including prior authorizations \$15,750.
Operating Budget Impact:	\$315 annual increase.

659 CAPITAL PROJECTS CONTROL FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Port Commission
Project Number: 98-PORT-32

Description: 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.

Engineer/Architect: T. Baker Smith & Son, Inc.

Contractors: All South General Contractors, Presco Amphibious Equipment, and Low Land Construction

Council District: 7

Funding Source: 50% State Facility Planning and Control, 29% General Fund, 13% Public Improvement Bond Proceeds and 8% ¼% Capital Sales Tax Fund.

Project Appropriation: Total project costs including prior authorizations \$6,975,553.

Operating Budget Impact: No impact, the Port Authority has the responsibility for operations and maintenance.

Project Name: Prospect Street Traffic Light/Sidewalk/Fending/Stripping

Description: Installation of traffic light and sidewalk along Prospect Blvd. at Woodside Street.

Engineer/Architect: TPCG Planning Department

Council District: 1, 8

Funding Source: Capital Projects Control Fund.

Project Appropriation: Total project costs including prior authorizations \$15,000.

Operating Budget Impact: \$1,050 annual increase.

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 \$84,000.

Operating Budget Impact: \$960 annual increase.

659 CAPITAL PROJECTS CONTROL FUND

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
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: Schriever Recreation Center A/C

Description: To install air conditioner system in Schriever Recreation Center.

Council District: 6
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.

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 rider-ship on the transit system.

Council District: 1,2,3,4,5,6,7,8,9
Funding Source: General Fund
Project Appropriation: \$106,000 in FY 2004, \$105,000 in FY 2005, \$92,000 in FY 2006, \$113,000 in FY 2007 and \$98,000 in FY 2008. Total project costs including prior authorizations \$746,000.
Operating Budget Impact: No impact.

659 CAPITAL PROJECTS CONTROL FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: South Houma Memorial Fire Station

Description: Construction of a new 5,600 square foot fire station on St. Charles Street.
Engineer/Architect: Houston J. Lirette Jr., Architect

Council District: 6
Funding Source: Public Safety Fund
Project Appropriation: Total project costs including prior authorizations \$1,039,083.
Operating Budget Impact: Decrease in maintenance.

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
Contractors: Bonneval Construction Company, Inc.

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: Tunnel Boulevard Sidewalks

Description: Constructing sidewalks along Tunnel Boulevard in District 2.

Council District: 2
Funding Source: 80% Louisiana DOTD Enhancement Program and 20% General Fund.
Project Appropriation: Total project costs including prior authorizations \$101,106.
Operating Budget Impact: To be determined upon completion of project.

659 CAPITAL PROJECTS CONTROL FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Valhi Lagoon Recreational Park

Description: To create a recreational parks in the Valhi Lagoon area.

Council District: 6

Funding Source: 80% ¼% Capital Sales Tax Fund and 20% Capital Projects Control Fund.

Project Appropriation: \$100,000 in FY 2004. Total project costs including prior authorizations \$125,000.

Operating Budget Impact: \$500 annual increase.

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: 5

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).

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	121,906	5,685,008	5,685,008	3,724,800	3,724,800
Miscellaneous Revenue	37,301	30,000	36,000	13,000	13,000
Operating Transfers In	2,330,000	1,555,000	1,555,000	535,000	535,000
TOTAL REVENUES	2,489,207	7,270,008	7,276,008	4,272,800	4,272,800
EXPENDITURES:					
General -Other	2,032	0	0	0	0
Roads & Bridges	845,066	10,301,383	10,297,696	4,259,800	4,259,800
Operating Transfers Out	0	352,125	352,125	0	0
TOTAL EXPENDITURES	847,098	10,653,508	10,649,821	4,259,800	4,259,800
INCREASE (DECREASE) TO					
FUND BALANCE	1,642,109	(3,383,500)	(3,373,813)	13,000	13,000
FUND BALANCE, JANUARY 1	1,839,099	3,481,208	3,481,208	107,395	107,395
FUND BALANCE, DECEMBER 31	3,481,208	97,708	107,395	120,395	120,395

5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **Westside Blvd. Phase I to St. Louis Canal Road**
 - 2004 General Fund (Video Poker) - \$400,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
 - 2004 State of Louisiana (Department of Transportation & Development) - \$1,600,000 (*Adopted in 2000 5-year Capital Outlay, Ordinance 6135*)
- **Hollywood Road South – 4 Lane**
 - 2004 State of Louisiana (Department of Transportation & Development) - \$2,124,800 (*Adopted in 2002 Capital Outlay, Ordinance 6528*)
- **Linda Ann Street Elevation**
 - 2004 ¼% Capital Sales Tax Fund - \$135,000, Approved.

661 ROAD CONSTRUCTION FUND

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR	PROJECTED					TOTAL
	YEARS	2003	2004	2005	2006	2007	
Bayou Gardens Feasibility Study	5,000	0	0	0	0	0	5,000
Bayou Grand Caillou Bridge	0	10,000	0	0	0	0	10,000
Bonanza Pump Station Road	0	15,000	0	0	0	0	15,000
Country Drive Improvements	4,549,798	0	0	0	0	0	4,549,798
Country Drive Improvements - Phase II	150,000	0	0	0	0	0	150,000
District 4 Road Rehab.	0	50,000	0	0	0	0	50,000
Fellowship Lane	0	25,000	0	0	0	0	25,000
Fire District #8 Bayou Black Bridge	0	50,000	0	0	0	0	50,000
Highway 24/Presque Isle Turning Lane	198,811	100,000	0	0	0	0	298,811
Hollywood Rd. (North) - 4 Lane	100,000	0	0	0	0	0	100,000
Hollywood Rd. (South) 4 Lane	622,360	1,931,200	2,124,800	0	0	0	4,678,360
Linda Ann Street Elevation	0	0	135,000	0	0	0	135,000
Morgan St. Bridge	6,465	7,419	0	0	0	0	13,884
Recreation #4 Gym - Asphalt Road	3,306	(3,306)	0	0	0	0	0
Shrimpers Row Road Improvements	438,900	500,000	0	0	0	0	938,900
St. Charles St. Widening	161,707	0	0	0	0	0	161,707
Valhi Lagoon Rd. Paving	57,125	(57,125)	0	0	0	0	0
Verna & Willie Lou Street Connection	0	40,000	0	0	0	0	40,000
Westside Blvd. - Phase I (To St. Louis Canal Rd.)	54,488	500,000	2,000,000	0	0	0	2,554,488
Westside Blvd. - Phase II (To MLK)	257,000	100,000	0	0	0	0	357,000
Westside Blvd. - Phase III (To Highway 311)	0	100,000	0	0	0	0	100,000
Williams Ave. Bridge	324,548	0	0	0	0	0	324,548
TOTAL EXPENDITURES	6,929,508	3,368,188	4,259,800	0	0	0	14,557,496
*Total Funding Less Prior Year Expenditures							

661 ROAD CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL

Project Name: Bayou Gardens Feasibility Study

Description: To study the need to continue the four lanes to St. Louis Canal Road.

Council District: 3, 4
Funding Source: Road and Bridge Construction Fund.
Project Appropriation: Total project costs including prior authorizations \$5,000.
Operating Budget Impact: No impact for study.

Project Name: Bayou Grand Caillou Bridge

Description: Major repairs to Bayou Grand Caillou Bridge.

Council District: 7
Funding Source: ¼% Capital Sales Tax Fund
Project Appropriation: Total project costs including prior authorizations \$10,000.
Operating Budget Impact: No impact.

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: Total project costs including prior authorizations \$15,000.
Operating Budget Impact: No impact.

661 ROAD CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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.

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: Total project costs including prior authorizations \$50,000.

Operating Budget Impact: No impact.

661 ROAD CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Fellowship Lane

Description: The pavement of Fellowship Lane.

Council District: 2

Funding Source: ¼ % Capital Sales Tax Fund

Project Appropriation: Total project costs including prior authorizations \$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: 7

Funding Source: ¼% Capital Sales Tax Fund

Project Appropriation: Total project costs including prior authorizations \$50,000.

Operating Budget Impact: No impact.

Project Name: Highway 24 Presque Isle Turning Lane Project Number: 02-LANE-31

Description: To construct a turning lane at the intersection of Highway 24 and Presque Isle.

Engineer/Architect: T. Baker Smith & Son, Inc.

Council District: 8, 9

Funding Source: General Fund

Project Appropriation: Total project costs including prior authorizations \$300,000.

Operating Budget Impact: \$6,000 annual increase.

661 ROAD CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Hollywood Road (North) – 4 Lane

Description: Study to provide four lanes for Hollywood Road (North).

Council District:	3, 5
Funding Source:	53% Road and Bridge Maintenance Fund, 30% September 1996 Bond Issue, and 17% March 1993 Bond Issue.
Project Appropriation:	Total project costs including prior authorizations \$100,000.
Operating Budget Impact:	No impact in operations, included with construction. Annual debt service \$3,200 from dedicated Public Improvement tax.

Project Name: Hollywood Road (South) – 4 Lane Project Number: 98-WID-25

Description: Widen .80 miles roadway to 4 undivided lanes from LA-311 to LA-3040 (Tunnel Boulevard), with subsurface drainage.

Engineer/Architect: Hartman Engineer (Metairie) selected by DOTD

Council District:	2
Funding Source:	80% Louisiana Department of Transportation and Development, 11% Road Construction Fund, 8% General Fund and 1% Road and Bridge Maintenance Fund.
Project Appropriation:	\$2,124,800 in FY 2004. Total project cost including prior authorizations \$5,000,000.
Operating Budget Impact:	\$100,000 annual increase.

Project Name: Linda Ann Street Elevation

Description: The elevation of Linda Ann Street.

Council District:	2
Funding Source:	¼% Capital Sales Tax Fund
Project Appropriation:	\$135,000 in FY 2004. Total project costs \$135,000.
Operating Budget Impact:	No Impact.

661 ROAD CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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. Contractor: Huey Stockstill, Inc.
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Council District:	7
Funding Source:	51% ¼% Capital Sales Tax Fund, 24% 1998 Bond Proceeds, and 25% 2000 Bond Proceeds.
Project Appropriation:	Total project costs including prior authorizations \$987,000.
Operating Budget Impact:	\$20,000 annual increase to operations. Annual debt service \$16,000 from dedicated Public Improvement tax.

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:	Total project costs including prior authorizations \$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:	\$2,000,000 in FY 2004. Total project cost including prior authorizations \$2,700,000.
Operating Budget Impact:	\$54,000 annual increase.

661 ROAD CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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: 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.

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

Funding Source: ¼% Capital Sales Tax Fund

Project Appropriation: Total project costs including prior authorizations \$100,000.

Operating Budget Impact: \$7,200 annual increase.

Project Name: Williams Avenue Bridge

Description: Rehabilitation of the Williams Avenue Bridge.

Council District: 5

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 2004. The funding for the purchase and renovations has been provided through the General Fund, ¼ % Capital Sales Tax, Public Improvement Bonds and interest.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Miscellaneous Revenue	32,796	0	17,374	0	0
TOTAL REVENUES	32,796	0	17,374	0	0
EXPENDITURES:					
Government Buildings	2,079,964	1,330,761	1,348,135	0	0
General-Other	3,952	0	0	0	0
TOTAL EXPENDITURES	2,083,916	1,330,761	1,348,135	0	0
INCREASE (DECREASE) TO FUND BALANCE	(2,051,120)	(1,330,761)	(1,330,761)	0	0
FUND BALANCE, JANUARY 1	3,381,881	1,330,761	1,330,761	0	0
FUND BALANCE, DECEMBER 31	1,330,761	0	0	0	0

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR YEARS	PROJECTED 2003	2004	2005	2006	2007	TOTAL
Administrative Building/Renovations	1,397,529	(49,394)	0	0	0	0	1,348,135
TOTAL EXPENDITURES	1,397,529	(49,394)	0	0	0	0	1,348,135
*Total Funding Less Prior Year Expenditures							

662 ADMINISTRATIVE BUILDING

CAPITAL IMPROVEMENT PROJECT DETAIL

Project Name: Administrative Building – Government Towers Renovations Project Number: 01-GT-02

Description:	Renovation of the new government tower building.
Engineer/Architect:	Houston J. Lirette, Jr.
Contractor:	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 \$11,158,659.

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 excess funds are proposed to transfer to other capital projects.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Miscellaneous Revenue	30,091	0	17,000	2,500	2,500
Operating Transfer In	0	1,100,000	1,100,000	0	0
TOTAL REVENUES	30,091	1,100,000	1,117,000	2,500	2,500
EXPENDITURES:					
General-Other	2,184	0	0	0	0
Drainage	33,923	733,077	733,077	0	0
Operating Transfer Out	0	2,193,000	2,193,000	0	0
TOTAL EXPENDITURES	36,107	2,926,077	2,926,077	0	0
INCREASE (DECREASE) TO FUND BALANCE	(6,016)	(1,826,077)	(1,809,077)	2,500	2,500
FUND BALANCE, JANUARY 1	1,835,387	1,829,371	1,829,371	20,294	20,294
FUND BALANCE, DECEMBER 31	1,829,371	3,294	20,294	22,794	22,794

5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- No new activity.

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR YEARS	PROJECTED 2003	2004	2005	2006	2007	TOTAL
1-1 B Drainage Project	466,077	267,000	0	0	0	0	733,077
TOTAL EXPENDITURES	466,077	267,000	0	0	0	0	733,077
*Total Funding Less Prior Year Expenditures							

664 1-1B CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL

Project Name: 1-1B Drainage Project Project Number: 86-148-01	
Description:	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.
Engineer/Architect:	T. Baker Smith & Son, Inc.
Contractor:	Low Land Construction and Chet Morrison

Council District: 2, 3, 4, 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: Total project costs including prior authorizations \$8,765,188.

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

The Parish is doing major rehabilitation and/or repair of existing sewage treatment plants, pump stations and collectors and transportation lines.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Miscellaneous Revenue	7,059	0	1,300	750	750
TOTAL REVENUES	7,059	0	1,300	750	750
EXPENDITURES:					
Sewerage Collection	247,001	187,342	171,966	0	0
TOTAL EXPENDITURES	247,001	187,342	171,966	0	0
INCREASE (DECREASE) TO FUND BALANCE	(239,942)	(187,342)	(170,666)	750	750
FUND BALANCE, JANUARY 1	427,284	187,342	187,342	16,676	16,676
FUND BALANCE, DECEMBER 31	187,342	0	16,676	17,426	17,426

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR YEARS	PROJECTED 2003	2004	2005	2006	2007	TOTAL
Highland Drive Sewer Pump Station Rehab.	16,214	(16,214)	0	0	0	0	0
Sewerage System Rehab	171,966	0	0	0	0	0	171,966
TOTAL EXPENDITURES	188,180	(16,214)	0	0	0	0	171,966
*Total Funding Less Prior Year Expenditures							

666 – 1994 SEWERAGE BONDS CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL

Project Name: Sewerage System Rehabilitation	
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Description:	Major rehabilitation and/or repair of existing sewage treatment plants, pump stations and collectors and transportation lines.
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Contractor:	G & W Construction
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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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Miscellaneous Revenue	169,657	0	36,000	13,500	13,500
Other Revenue	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUES	<u>169,657</u>	<u>0</u>	<u>36,000</u>	<u>13,500</u>	<u>13,500</u>
EXPENDITURES:					
General - Other	23,014	0	0	0	0
Solid Waste Services	359,332	4,422,321	4,422,321	325,000	325,000
Operating Transfer Out	<u>3,643,966</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>4,026,312</u>	<u>4,422,321</u>	<u>4,422,321</u>	<u>325,000</u>	<u>325,000</u>
INCREASE (DECREASE) TO FUND BALANCE	(3,856,655)	(4,422,321)	(4,386,321)	(311,500)	(311,500)
FUND BALANCE, JANUARY 1	8,842,801	4,986,146	4,986,146	599,825	599,825
FUND BALANCE, DECEMBER 31	4,986,146	563,825	599,825	288,325	288,325

5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- **C & D Landfill**
 - 2004 2001 Bond Proceeds - \$325,000, Approved.

695 SANITATION 2001 BOND CONSTRUCTION FUND

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR YEARS	PROJECTED 2003	2004	2005	2006	2007	TOTAL
Ashland Pickup Station Modification	(159)	325,000	0	0	0	0	324,841
Ashland Wastewater 16" Force Main	172,109	0	0	0	0	0	172,109
C & D Landfill	844,507	2,200,000	325,000	0	0	0	3,369,507
LaCache Cover/Acquisition	175,000	125,000	0	0	0	0	300,000
Schriever Satellite Acquisition	36,425	0	0	0	0	0	36,425
Wastewater Lift Station	544,439	0	0	0	0	0	544,439
TOTAL EXPENDITURES	1,772,321	2,650,000	325,000	0	0	0	4,747,321
*Total Funding Less Prior Year Expenditures							

CAPITAL IMPROVEMENT PROJECT DETAIL

Project Name: Ashland Wastewater 16" Force Main
Project Number: 97-SAN-58

Description: To develop property and facilities according to design specifications and plans.
Engineer: T. Baker Smith & Son, Inc.
Contractor: 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.

Project Name: Ashland Pickup Station Modification

Description: To install a drainage system, truck wash rack, building ventilation systems at the existing pick up station.

Council District: 7

Funding Source: 2001 Bond Proceeds

Project Appropriation: Total project costs including prior authorizations \$325,000.

Operating Budget Impact: \$22,750 annual increase to operations. Annual debt service \$10,400 from Sanitation Ad Valorem tax.

695 SANITATION 2001 BOND CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: C & D Landfill	
Project Number: 01-LAND-24	
Description:	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).
Engineer:	T. Baker Smith & Son, Inc.

Council District:	7
Funding Source:	2001 Bond Proceeds
Project Appropriation:	\$325,000 in FY 2004. Total project costs including prior authorizations \$3,523,227.
Operating Budget Impact:	\$64,000 annual increase in operations. Annual debt service \$102,000 from Sanitation Ad Valorem tax.

Project Name: Lacache Cover/Acquisition	
Description:	To cover the Lacache Landfill.

Council District:	9
Funding Source:	2001 Bond Proceeds
Project Appropriation:	Total project costs including prior authorizations \$300,000.
Operating Budget Impact:	\$6,000 annual increase to operations. Annual debt service \$9,600 from Sanitation Ad Valorem tax.

Project Name: Schiever Satellite Acquisition	
Description:	To purchase the Schriever Satellite location.

Council District:	6
Funding Source:	2001 Bond Proceeds
Project Appropriation:	Total cost including prior authorizations \$40,000.
Operating Budget Impact:	\$800 annual increase to operations. Annual debt service \$1,280 from Sanitation Ad Valorem tax.

695 SANITATION 2001 BOND CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

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 these closure and post closure care costs as obligations within the Government-wide Financial Statements. The \$2,577,045 (\$878,831 and \$1,698,214, due within one year and due after one year, respectively) reported as landfill closure and post closure care liability at December 31, 2002 represents the total estimated remaining cost of closure and post closure care. These amounts are based on what it would cost to perform all closure and post closure care in 2002 and includes costs associated with the LDEQ extension. Actual cost may be higher due to inflation, changes in technology or changes in regulations.

As of December 31, 2002, the Parish has set aside \$362,251 to cover the cost of closure and post closure 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 post closure 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 \$2,091,867 in current expenditures which is included in the operating statement captioned capital expenditures and other services and charges, while reporting an increase of \$79,178 in long-term liabilities.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Miscellaneous Revenue	22,512	0	5,000	4,000	4,000
Operating Transfer In	3,643,966	0	0	0	0
TOTAL REVENUES	3,666,478	0	5,000	4,000	4,000
EXPENDITURES:					
Landfill Closure	1,980,974	811,419	811,419	0	0
Operating Transfer Out	3,559,934	0	0	0	0
TOTAL EXPENDITURES	5,540,908	811,419	811,419	0	0
INCREASE (DECREASE) TO FUND BALANCE	(1,874,430)	(811,419)	(806,419)	4,000	4,000
FUND BALANCE, JANUARY 1	2,685,849	811,419	811,419	5,000	5,000
FUND BALANCE, DECEMBER 31	811,419	0	5,000	9,000	9,000

696 LANDFILL CLOSURE/CONSTRUCTION

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR YEARS	PROJECTED 2003	2004	2005	2006	2007	TOTAL
Monitoring Well Upgrade	73,357	0	0	0	0	0	73,357
Landfill Closure - Final Cap	745,551	(7,489)	0	0	0	0	738,062
TOTAL EXPENDITURES	818,908	(7,489)	0	0	0	0	811,419
*Total Funding Less Prior Year Expenditures							

CAPITAL IMPROVEMENT PROJECT DETAIL

Project Name: Landfill Closure – Final Cap Project Number: 99-SAN-09	
Description:	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.
Engineer:	Coastal Engineering and T. Baker Smith & Son, Inc.
Contractor:	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 \$4,986,694.

Operating Budget Impact: \$100,000 annual increase.

Project Name: Monitoring Well Upgrade Project Number: 95-LAND-17	
Description:	Statistical groundwater modeling for existing monitoring wells at Ashland Sanitary Landfill, to assess influence of existing landfill on-site's groundwater quality.
Engineer:	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).

The Bayou Chauvin Drainage Improvements project will help the drainage problem for the southern area outside the city limits to drain southward towards a drainage pump located 3 ½ miles from the city limits.

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 expanding the holding basin for the East Coteau/Bayou Blue area. New sewer lines will be installed along James Road and Myrick Drive.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Miscellaneous Revenue	123,648	25,000	54,000	21,000	21,000
Operating Transfer In	0	615,542	615,542	0	0
TOTAL REVENUES	123,648	640,542	669,542	21,000	21,000
EXPENDITURES:					
General-Other	9,083	0	0	0	0
Fire - Urban	0	35,000	35,000	0	0
Roads & Bridges	1,193,058	764,060	764,060	0	0
Drainage	43,657	1,311,500	1,311,500	0	0
Sewerage Collection	480,902	1,212,530	1,173,671	0	0
Solid Waste	1,956	41,287	41,287	0	0
Operating Transfers Out	250,000	1,114,938	1,114,938	0	0
TOTAL EXPENDITURES	1,978,656	4,479,315	4,440,456	0	0
INCREASE (DECREASE) TO FUND BALANCE	(1,855,008)	(3,838,773)	(3,770,914)	21,000	21,000
FUND BALANCE, JANUARY 1	5,693,781	3,838,773	3,838,773	67,859	67,859
FUND BALANCE, DECEMBER 31	3,838,773	0	67,859	88,859	88,859

698 – 1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND

SUMMARY OF CAPITAL PROJECTS

PROJECT TITLE	*PRIOR	PROJECTED	2004	2005	2006	2007	TOTAL
	YEARS	2003					
Baroid Pump Station Rehab.	214,938	(214,938)	0	0	0	0	0
Bayou Chauvin Drainage Improvements	811,500	500,000	0	0	0	0	1,311,500
Bayouside Dr. Bridge (Bayou Petite Caillou)	121,887	70,000	0	0	0	0	191,887
East Coteau/Bayou Blue Holding Basin	0	300,000	0	0	0	0	300,000
Fire Hydrants - Council District #1	0	35,000	0	0	0	0	35,000
James Road Sewers	0	36,000	0	0	0	0	36,000
Landfill Pick-Up Station	41,287	0	0	0	0	0	41,287
Myrick Drive Sewer Extension	0	18,000	0	0	0	0	18,000
9th Street Sewerage Rehab.	0	20,000	0	0	0	0	20,000
North South Corridor	0	108,946	0	0	0	0	108,946
Sewerage Projects	552,004	(354,000)	0	0	0	0	198,004
Sanitary Sewer Rehab Project	251,667	0	0	0	0	0	251,667
South WWTP Effluent Line Repair/Repl.	350,000	0	0	0	0	0	350,000
St. Charles St. Sewerage	38,859	(38,859)	0	0	0	0	0
Valhi Blvd. And Hollywood Rd. Extension	863,227	(400,000)	0	0	0	0	463,227
TOTAL EXPENDITURES	3,245,369	80,149	0	0	0	0	3,325,518
*Total Funding Less Prior Year Expenditures							

CAPITAL IMPROVEMENT PROJECT DETAIL

Project Name: Bayou Chauvin Drainage Improvements	
Project Number: 99-DRA-18	
Description:	Improve drainage from Prospect Street to the Woodlawn Ranch Road drainage pump station.
Engineer/Architect:	GSE Associates, Inc.

Council District:	7, 8
Funding Source:	64% 1998 Public Improvement Construction Fund, 18% Parishwide Drainage Control Fund and 18% General Fund.
Project Appropriation:	Total project costs including prior authorizations \$1,400,000.
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: 1998 Public Improvement Construction Fund.
Project Appropriation: 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: East Coteau/Bayou Blue Holding Basin Expansion

Description: Expansion of the East Coteau and Bayou Blue Holding Basin.

Council District: 5, 9
Funding Source: 1998 Public Improvement Construction Fund.
Project Appropriation: Total project costs including prior authorizations \$300,000.
Operating Budget Impact: No impact.

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: Total project costs including prior authorizations \$35,000.
Operating Budget Impact: No impact on operations. No increase to debt service, surpluses from completed projects used.

698 – 1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: James Road Sewers

Description: To install sewerage lines along James Road.

Council District: 7
Funding Source: 1998 Public Improvement Construction Fund.
Project Appropriation: Total project costs including prior authorizations \$36,000.
Operating Budget Impact: No impact.

**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.

Project Name: Myrick Drive Sewer Extension

Description: Extension of sewer lines from Myrick Drive to property along Southdown Mandalay Road.

Council District: 7
Funding Source: 1998 Public Improvement Construction Fund.
Project Appropriation: Total project costs including prior authorizations \$18,000.
Operating Budget Impact: No Impact.

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: 5
Funding Source: 1998 Public Improvement Construction Fund.
Project Appropriation: Total project costs including prior authorizations \$20,000.
Operating Budget Impact: No impact on operations. No increase to debt service, surpluses from completed projects used.

Project Name: North South Corridor (Hurricane Evacuation Route)

Description: A joint participation with DOTD, the Federal Highway Administration and other surrounding parishes for an Environmental Impact Study for a hurricane evacuation route.

Council District: Parishwide
Funding Source: 1998 Public Improvement Construction Fund.
Project Appropriation: Total project costs including prior authorizations \$108,946.
Operating Budget Impact: No impact. State/Federal Highway project.

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 \$498,004.
Operating Budget Impact: To be determined upon completion of project design phase.

698 – 1998 PUBLIC IMPROVEMENT CONSTRUCTION FUND

CAPITAL IMPROVEMENT PROJECT DETAIL (Continued)

Project Name: Sewer Rehabilitation Projects Project Number: 99-SEW-50	
Description:	Sewers in Mulberry, Barrios, Broadmoor and other areas.
Engineer/Architect:	T. Baker Smith & Son, Inc.

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 \$807,600.
Operating Budget Impact:	\$16,500 annual increase in operations. Annual debt service \$26,000 from dedicated Public Improvement tax.

Project Name: South WWTP Effluent Line Repair/Replacement	
Description:	Replacement of line from primary cells to chlorination chamber at the south treatment plant.
Engineer/Architect:	T. Baker Smith & Son, Inc.

Council District:	7
Funding Source:	Public Improvement Bond Proceeds.
Project Appropriation:	Total project costs including prior authorizations \$350,000.
Operating Budget Impact:	No impact on operations. Annual debt service \$11,200 from dedicated Public Improvement tax.

Project Name: Valhi Boulevard and Hollywood Road Extension Project Number: 97-PAV-31	
Description:	Build a 4-lane boulevard, grass median, drainage, concrete box culverts with median ditch, and turning lane.
Engineer/Architect:	GSE Associates, Inc.
Contractor:	Byron E. Talbot Contractors

Council District:	6
Funding Source:	1998 Public Improvement Construction Fund.
Project Appropriation:	Total project costs including prior authorizations \$3,821,676.
Operating Budget Impact:	\$85,000 annual increase to operations. Annual debt service \$135,100 from dedicated Public Improvement tax.

699 – 2000 PUBLIC IMPROVEMENT CONSTRUCTION FUND

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.

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Miscellaneous Revenue	64,407	0	5,020	0	0
TOTAL REVENUES	64,407	0	5,020	0	0
EXPENDITURES:					
General-Other					
Operating Transfers Out	1,250,000	66,698	66,698	0	0
TOTAL EXPENDITURES	1,250,000	66,698	66,698	0	0
INCREASE (DECREASE) TO FUND BALANCE	(1,185,593)	(66,698)	(61,678)	0	0
FUND BALANCE, JANUARY 1	1,252,291	66,698	66,698	5,020	5,020
FUND BALANCE, DECEMBER 31	66,698	0	5,020	5,020	5,020

5-YEAR CAPITAL OUTLAY HIGHLIGHTS

- No activity proposed.



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 composed of 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.

2004 GOALS AND OBJECTIVES

- To develop an Intermodal port facility.
- To coordinate between land use and transportation development.
- To continue to develop strategic alliances with other ports.
- Facilitation of the current and future needs of existing industry and be aware of possible changes in the industry.
- Encourage 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.
- Establish security plans to meet the Home Land Security mandates by working closely with the U.S. Coast Guard, Terrebonne Parish Officials, the Marine Industry, and Emergency Preparedness Director.
- To maintain cost effectiveness and affordability in the development of port facilities.
- Continue to implement an aggressive marketing and sales program.
- To maintain port administrative capabilities.
- To develop a system to satisfy the needs for a sanitary sewer disposal system.

2002-2003 ACCOMPLISHMENTS

- Coordination and cooperation with other Port's in the State of Louisiana has benefited the Terrebonne Port Commission. That same cooperation with other forms of Ports, such as the Houma-Terrebonne Airport Commission has put us in a multimodal position. With improved infrastructure between the Airport facility and the Port site reinforces position.
- The slip has been completed, fill dirt hauled in, and spoil disposal has elevated the property considerably in Contracts I and II. Bids were taken on Contract III for the construction of a road, water lines, fire hydrants; more fill, drainage work, and electrical line installed the length of the road. This contract should be complete around the end of 2003.
- The active participation in the Port Association of Louisiana has kept Port Commissioners and their administration in tact with the legislation-taking place in Baton Rouge. There appears to be cohesiveness within the Ports to lobby to increase the Port Priority Plan. There has also been a public awareness program each Port will participate in by giving speeches to different organizations telling the story of what the ports do for the State of Louisiana and local government.
- A partnership with Port Fourchon seems to have been reached with them co-sponsoring with the Port of Terrebonne, the Port Association of Louisiana's Annual Conference to be held in Houma for the year 2004. This will be a first for the Port of Terrebonne.
- The Terrebonne Port site is composed of 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.
- Interest in the Port as a great location is generating many calls from industry as the construction increases on the site. The Bollinger Proposal to locate on the port for a new shipyard was quite a challenge and all indicators are we will make the final 3 lists for Louisiana locations.

501 WATERWAYS & PORTS
580 PORT ADMINISTRATION

2002-2003 ACCOMPLISHMENTS

- There is much to be done with the largest project being to bulkhead the entire waterfront. This will take time and money and will be one of the Port Commissions greatest challenges.
- The Port Director has been invited to attend the Economic Development Committee of the Houma Terrebonne Chamber of Commerce. He attends these meetings on a monthly basis to keep them informed on the activities of the port.
- With the help of the Cultural Resources/Economic Director, the Port Administration has found several grants to apply for to help with additional infrastructure as tenants become available.
- The year 2003 has required a tremendous amount of the Port Directors time to be spent on several projects involving the United States Corps of Engineers. Bayou LaCarpe work order was issued and dredging will commence in the middle of September 2003. A Re-evaluation study has been going on to justify the deepening of the Houma Navigation Canal (HNC) to 20 feet. The completion of this study will determine the depth of the Locks and Floodgates crossing the HNC, which is part of the Morganza to the Gulf Hurricane Protection Plan. There are also meetings being held to justify the size of the locks. A Continuing Authority Plan is in the way to deepen the Short Cut Canal to connect the Port to the HNC. The Environmental Impact Statement is being prepared and field trips on the HNC are planned for the end of August 2003.
- Through our efforts with our Congressional Delegation and the Corps of Engineers, the HNC through Terrebonne Bay was dredged to its permitted depth. Shortly after, storm Isador and Hurricane Lili came through and silted the Houma Navigation Canal from Bay Chalant through Cat Island Pass. The Port Commission was able to get this project on an emergency list for dredging by the Corps and was completed this year.
- Only with the continued support and generosity of the Parish can the Terrebonne Port Commission continue to be the aggressive Commission that was intended in 1964 when the State of Louisiana planted the seed of the Port of Terrebonne. With the year 2003 coming to an end the leasing of property and a flow of revenue becomes an actuality. On a year-by-year basis, The Terrebonne Port Commission will be on a more sound foundation of revenue and can continue to reduce its reliance on the Terrebonne Parish Consolidated Government.

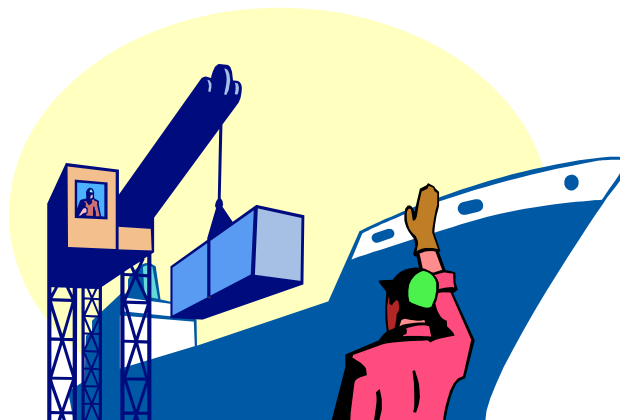
	FY2002	FY2003	FY2004
PERFORMANCE MEASURES	Actual	Estimated	Projected
% land leaseable	5%	25%	50%
Number of feet of waterfront access	800	5,000	6,000
% of Phase II, Contract I w/Presco Amphibious Equipment Co., Inc. completed	100%	100%	100%
% of Phase II, Contract II w/Low-Land Construction Company, Inc. completed	100%	100%	100%
% of Phase III of capital outlay program complete	15%	100%	100%
% of one-mile slip complete	100%	100%	100%
% of drainage complete	15%	100%	100%
% of road and utilities at complete	15%	100%	100%
% of bulkhead to water front complete	0%	0%	25%

**501 WATERWAYS & PORTS
580 PORT ADMINISTRATION**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
REVENUES:					
Intergovernmental	91	206,602	209,107	186,408	186,408
Charges for Services	1,593	28,000	21,002	67,100	67,100
TOTAL REVENUES	1,684	234,602	230,109	253,508	253,508
EXPENDITURES:					
Port Administration	0	212,877	193,788	223,350	223,350
Parish Marina	0	28,292	28,231	30,158	30,158
TOTAL EXPENDITURES	0	241,169	222,019	253,508	253,508
INCREASE (DECREASE) TO FUND BALANCE	1,684	(6,567)	8,090	0	0
FUND BALANCE, JANUARY 1	5,295	6,979	6,979	15,069	15,069
FUND BALANCE, DECEMBER 31	6,979	412	15,069	15,069	15,069

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**

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	0	89,812	67,970	91,224	91,224
Supplies and Materials	0	12,564	11,322	9,600	9,600
Other Services and Charges	0	108,301	108,796	122,526	122,526
Repair and Maintenance	0	0	3,500	0	0
Capital Outlay	0	2,200	2,200	0	0
TOTAL EXPENDITURES	0	212,877	193,788	223,350	223,350

PERSONNEL SUMMARY

JOB TITLE	2003 ADPT	2003 CUR	2004 PRO	2004 ADPT	PAY GRADE	ANNUAL SALARY		
						MIN	MID	MAX
Port Administrator	1	1	1	1	N/A	****	****	****
Clerk V *	0	0	0	1	59	21,738	28,230	35,074
TOTAL	1	1	1	2				

*This position was in the dollars of the Personal Services area above but was accidentally omitted from the budgeted positions section. The Port did not adopt this position in its budget. Also to note, this section of the budget is for information purposes only. The budget amount that this government approves is in Waterways and Ports Department in General Fund (151-680).

501 WATERWAYS & PORT 581 DOWNTOWN MARINA

MISSION STATEMENT / DEPARTMENT DESCRIPTION

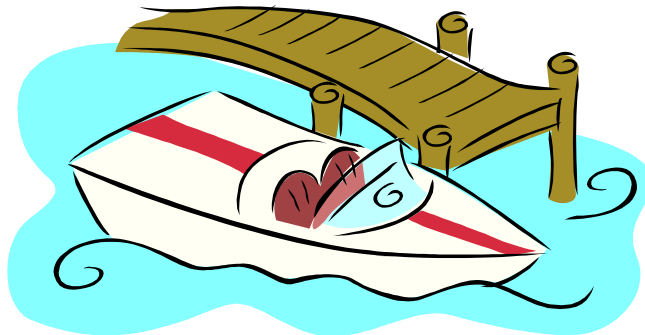
The mission of the Terrebonne Port Commission is to create a first class Marina to encourage transient recreational boaters, traveling the Gulf Intracoastal Waterway, to dock at this Marina creating economic diversity in a safe and environmentally responsible manner as well as establishing and maintaining a serene park for public use.

2004 GOALS AND OBJECTIVES

- To continue to maintain a public park connecting users with the waterways of the Parish.
- To continue establishing a relationship with other modes of transportation for the visitors.
- To continue maintaining and enhancing 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 continue 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 for their use as well as keeping the Kiosk with current information.
- To maintain Marina administrative capabilities.

2002-2003 ACCOMPLISHMENTS

- There have been a total of 434 vessels that have come to the Marina in 2002 and through August of 2003 there has been a total of 383 vessels.
- The Landscape is being cared for on a regular basis.
- All of the banners were removed, cleaned and replaced on the light poles.
- Plans have been completed and advertising started for installation of the new bulkhead to replace the old 130 feet.
- Have entered the Downtown Marina for the 2nd year in completion for “Excellence on the Waterfront” a United States and Canada program. In the year 2002 the Jury was particularly impressed by the good use of under-bridge space and the quality of our presentation.
- Brochures completed and designed in house and being distributed and being advertised in the “Louisiana Life” magazine.
- There is information on the Parish website about the Marina.
- Have created good relations with other Marinas on the Gulf Intracoastal Waterway and help each other.
- Had a Marina in Seabrook, Texas plan a trip for 7 vessels to visit us.
- Developed a data base to enter comments from visiting boaters taken from a questionnaire.
- Provided safe harbor for up to 35 shrimp boats, commercial vessels, and recreational boats due to storm Isadore and Hurricane Lili.



**501 WATERWAYS & PORT
581 DOWNTOWN MARINA**

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of vessels docking overnight	260	450	500
Number of transient recreational boaters docking at marina	250	440	500
Number of special events held at Downtown Marina	1	2	1
% of man hours maintaining park and marina	45%	40%	40%
% of information given to public about park and marina	90%	90%	100%
% of park and marina beautification accomplished	80%	90%	95%
% of pump out system used	5%	10%	25%

BUDGET SUMMARY	2002 ACTUAL	2003 BUDGET	2003 PROJECTED	2004 PROPOSED	2004 ADOPTED
Personal Services	0	16,146	15,793	16,146	16,146
Supplies and Materials	0	1,600	2,894	1,600	1,600
Other Services and Charges	0	10,546	9,544	10,912	10,912
Capital Outlay	0	0	0	1,500	1,500
TOTAL EXPENDITURES	0	28,292	28,231	30,158	30,158

BUDGET HIGHLIGHTS

- Docking fees expected for 2002, \$2,080.

PERSONNEL SUMMARY

JOB TITLE	2003	2003	2004	2004	PAY GRADE	ANNUAL SALARY		
	ADPT	CUR	PRO	ADPT		MIN	MID	MAX
Foreman I	1	1	1	1	56	8,362	10,810	13,265
TOTAL	1	1	1	1				

TERREBONNE PARISH COUNCIL ON AGING FUND

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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.

2004 GOALS AND OBJECTIVES

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 (2004-2007). 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 build a new and larger facility for the participants at the Shady Oaks Senior center and to also expand existing programs at the Shady Oaks Senior Center, the largest and most centrally located of the five multi-purpose Senior Centers Terrebonne AAA/COA operates in the PSA. Proposed expansion will include night-time recreational, cultural, and wellness activities for senior adults, with staff supervision.
- 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.
- Take action to provide Emergency/Short Term Homemaker Service to clients who are temporarily incapacitated.
- To assist older adults in securing low-cost or no cost prescription medication.
- To assist medically and financially needy older adults in the PSA in acquiring a medical alert device (e.g. Acadian on Call) at no cost.

SOURCES OF FUNDING

- Federal and State Funds
- Local ad-valorem tax, currently at 7.5 mills
- Department of Health & Hospitals (Medicaid)
- Helping Hands
- Project Income/Other Donations

2002-2003 ACCOMPLISHMENTS

- Negotiated the purchase of two properties: one is the land adjacent to the Operations Center and the other is the future site of a West Houma Senior Center on Main Street.
- Initiated and coordinated preliminary works for the proposed construction of a West Houma Senior Center.
- When Operations Center Project is almost complete: delivery and installation of furniture and workstations, erection of a sign, fence and flagpole, landscaping, including a lighted entrance, and the Grand Opening Celebration.
- Successfully moved the operations from 8542 Main Street to 995 West Tunnel Blvd. without any interruption to the delivery of services to clients.
- Successfully closed the thrift shop, a major undertaking.
- Converted the Computer System to the new version- SAMS 2000.
- Completed the four-year Area Plan 2003-2007, which was accepted and approved by GOEA.

TERREBONNE PARISH COUNCIL ON AGING FUND

2002-2003 ACCOMPLISHMENTS (continued)

- Completed the Service Procurement Process for 2003-2007. GOEA is using TCOA's Request for Proposal Packet as a guide for its Statewide Training.
- Completed and submitted a balanced Budget.
- Paid TCOA's Bond obligations ahead of time, saving the agency thousands of dollars in interests.
- Acquired a new 22 passenger Bus, a staff mini-van, and seven (7) new vans for the transportation department. This year, TCOA is awarded three new vans from DOTD. Cost to TCOA is \$23,121.60 and in-kind from DOTD is \$92,486.40.
- Purchased lawn equipment.
- Negotiated and implemented uniforms for employees.
- Partnered with different entities.
- Efficient scheduling of meetings. Board members now meet in one day instead of different days for Committee Meetings.
- Held an annual membership drive.
- Reopened the Neal Ransonet Senior Center after being damaged by flood from two hurricanes/storms, under the direction of the Montegut Lions Club.
- Hosted Senior Olympics Games for the district.

	FY2002	FY2003	FY2004
PERFORMANCE MEASURES	Actual	Estimated	Projected
Services Supported by Older Americans Act (Title III):			
Personal care	1,694	6,077	12,200
Homemaker services	2,400	1,962	3,000
Chore services	83	145	100
Number of home delivered meals	94,063	105,143	115,000
Number of congregate meals served	41,233	37,348	55,000
Transportation	44,525	43,955	45,000
Legal assistance	140	291	180
Nutrition education	256	30	32
Information and assistance	4,554	4,412	4,500
Outreach	342	295	200
Other Title III-Supported Services:			
Wellness	11,306	9,487	11,000
Recreation	22,611	20,961	21,000
Visiting	2,434	1,943	2,000
Telephoning	2,158	2,735	2,500
Material Aid	57,458	57,200	57,329

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.



2004 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.

2002-2003 ACCOMPLISHMENTS

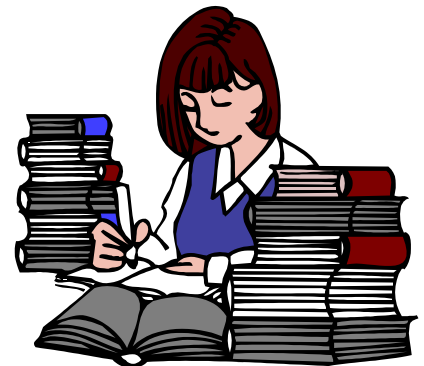
The opening of the new two-story 70,000 square foot Main Library which included the addition of a Distance Education Classroom, Computer Lab, new and expanded genealogy room, a special section for young adults, study rooms available for students' use, DVDs, books-on-cd and radio frequency identification checkout system.

The library also reopened the Grand Caillou Branch on a full time basis.

Awarded 4 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; received 9 grants from the Terrebonne Parish Council.

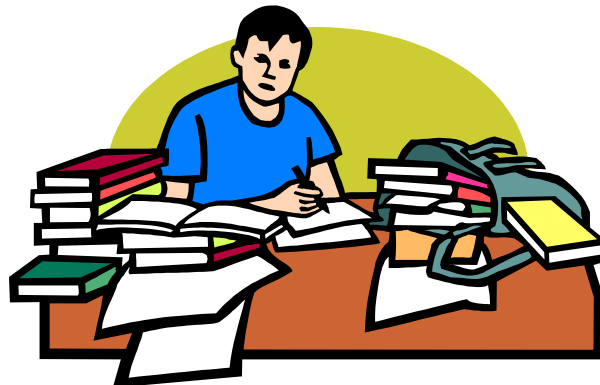
The library was also granted two reading grants; Prime Time Family Reading Time and Readings in Literature and Culture (RELIC) Book discussion this is funded by Louisiana Endowment for the Humanities.

Continued increase use of the library resources by the public.



TERREBONNE PARISH LIBRARY

PERFORMANCE MEASURES	FY2002	FY2003	FY2004
	Actual	Estimated	Projected
Number of total registered borrowers	28,497	40,851	52,851
Number of employees holding a Master's degree	7	9	10
Number of employees holding a Bachelor's degree	7	9	10
Number of library visits	249,240	370,000	407,000
% of increase of library visits	5%	48%	10%
Number of circulation of materials	310,555	326,083	342,387
% of increase of circulation of materials	5%	5%	50%
Number of reference questions answered	66,697	76,601	88,206
Number of program attendance	14,363	25,766	28,343
% of increase of program attendance	5%	56%	10%
Number of programs	855	935	1,015
% of increase in # of programs	5%	10%	10%
Number amount of computer usage	31,053	54,343	59,777
Number of public computers	54	92	100
% of increase of public computers	5%	59%	10%
Number of materials in the collection	247,530	259,900	272,895
Number of materials being added to collection	11,520	12,370	12,995
Number of magazine subscriptions	689	750	770
Number of magazine subscriptions being added	36	61	20
Per capita spending	\$28.35	\$29.77	\$31.25
Number of virtual website visits to library website	7,650	13,600	14,280
Number of databases	3,483	7,600	7,980



MORGANZA TO THE GULF HURRICANE PROTECTION PROJECT

MISSION STATEMENT / DEPARTMENT DESCRIPTION

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 \$700 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 Terrebonne Levee & Conservation District. The Army Corps of Engineers will likely operate the massive set of locks in the Houma Navigation Canal.

2004 GOALS AND OBJECTIVES

- 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.
- To continue design and initiate construction of this critical project.

2002-2003 ACCOMPLISHMENTS

- Design was initiated on three portions of the Project:
 - Reach J-Segment 1
 - Reach J-Segment 2
 - Reach H-Segment 1
- Preliminary design has begun on the Pointe-Aux-Chene Floodgates.

MORGANZA TO THE GULF HURRICANE PROTECTION PROJECT

Terrebonne Levee and Conservation District
Morganza to the Gulf Hurricane Protection Project
¼ Cents Sales Tax Budget Request
Fiscal Year 2003-2004

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	<u>\$ 4,000,000</u>

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	<u>\$ 9,000,000</u>

MORGANZA TO THE GULF HURRICANE PROTECTION PROJECT

Terrebonne Levee and Conservation District
Morganza to the Gulf Hurricane Protection Project
¼ Cents Sales Tax Budget Request
Fiscal Year 2003-2004

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

Terrebonne Levee and Conservation District
Morganza to the Gulf Hurricane Protection Project
¼ Cents Sales Tax Budget Request
Fiscal Year 2003-2004

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

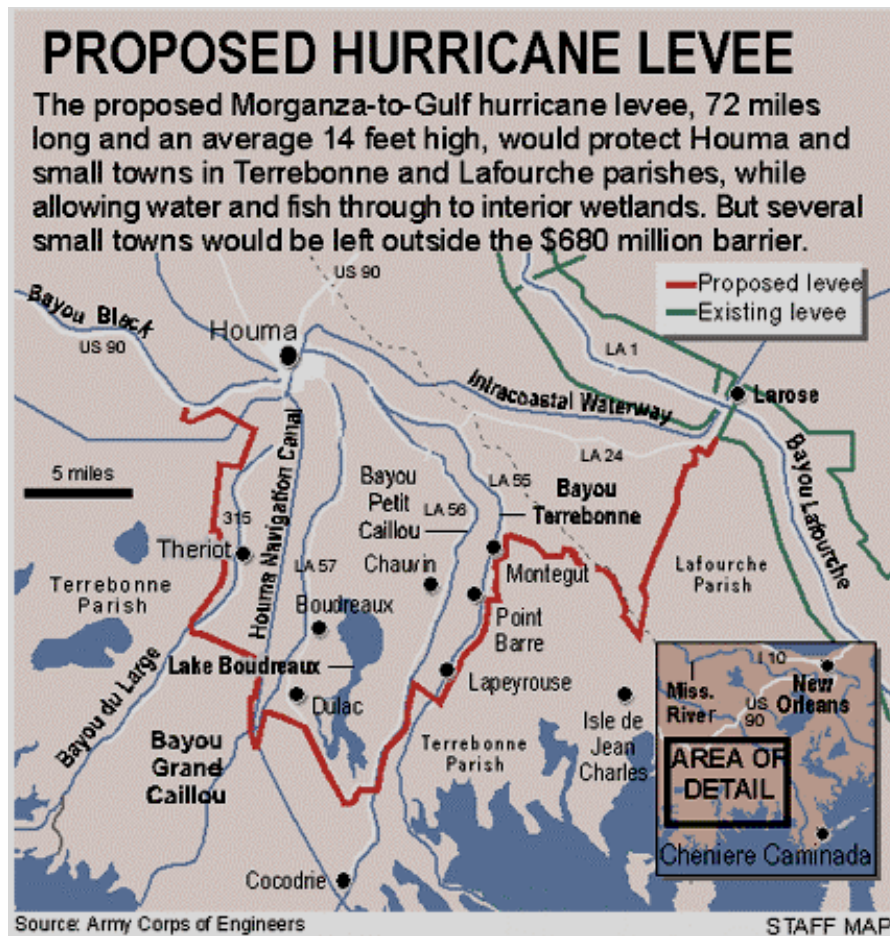
Cash Reimbursement – Corps of Engineers

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

Terrebonne Levee and Conservation District
Morganza to the Gulf Hurricane Protection Project
¼ Cents Sales Tax Budget Request
Fiscal Year 2003-2004



GENERAL GOVERNMENTAL EXPENDITURES (3)

Terrebonne Parish Consolidated Government

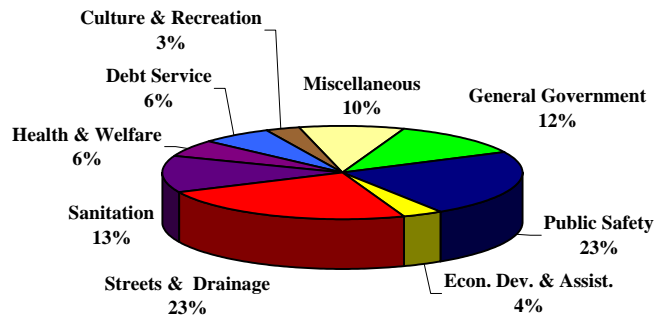
Last Ten Years

Year	Total	General Government	Public Safety	Streets and Drainage	Sanitation
1995	50,171,852	6,650,567	9,174,353	9,006,101	4,602,572
1996	56,206,603	10,207,498	10,966,254	8,887,026	4,440,582
1997	61,181,496	11,250,055	10,895,872	10,310,547	5,248,331
1998	82,382,197	9,920,145	12,153,460	11,772,743	6,267,425
1999	76,671,772	11,858,332	13,242,473	11,762,806	7,853,525
2000	78,998,496	10,324,285	13,402,998	11,817,445	9,272,663
2001	83,166,590	13,500,167	15,345,410	13,096,808	11,992,079
2002	84,906,653	12,446,779	15,300,815	14,108,373	12,801,901
2003 (4)	158,668,667	12,827,428	21,501,195	27,923,762 (6)	10,372,303
2004 (7)	82,404,669	10,163,119	18,810,199	19,273,315	10,507,274

- (1) The miscellaneous function is used for items which cannot be properly classified under the other nine functions.
- (2) "Miscellaneous" includes capital outlay.
- (3) Includes all governmental fund types.
- (4) Projected 2003 expenditures, including the assumption all capital improvements and outlay are expended in 2003, so as to not inflate the 2004 beginning fund balances.
- (5) Refinanced Public Improvement and General Obligation Bonds.
- (6) Includes projects resulting from 2002 Hurricane and Tropical Storm Recovery.
- (7) Adopted 2004 budget.

Source: Comprehensive Annual Financial Audit Report

Expenditures By Function for 2004



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>
3,726,512	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
7,550,774	4,472,180	2,520,886	27,172	2,583,114	13,094,659
5,255,119	12,384,382 (5)	2,849,285	32,160	6,114,947	59,408,086
5,004,219	5,175,654	2,442,696	32,160	3,166,272	7,829,761

GENERAL GOVERNMENTAL REVENUES BY SOURCE (1)

Terrebonne Parish Consolidated Government

Last Ten Years

Year	Total	Taxes	Licenses and Permits	Inter-governmental	Charges for Services	Fines and Forfeitures	Miscellaneous
1995	60,735,710	31,174,791	1,373,448	20,518,020	3,238,039	247,498	4,183,914
1996	65,425,306	33,330,882	1,396,537	20,809,464	3,241,556	2,194,071 (2)	4,452,796
1997	65,165,513	35,883,791	1,457,339	17,284,126	3,404,055	2,366,915 (2)	4,769,287
1998	67,558,579	35,889,029	1,469,945	19,133,621	4,026,879	2,389,690 (2)	4,649,415
1999	66,022,816	35,076,201	1,556,702	18,263,608	4,007,990	2,595,487 (2)	4,522,828
2000	76,616,865	38,267,974	1,535,767	24,300,474	3,819,676	3,057,879 (2)	5,635,095
2001	76,941,015	39,379,173	1,467,571	23,199,358	4,263,916	3,727,994 (2)	4,903,003
2002	80,469,437	42,414,696	1,646,544	24,065,631	5,927,779	3,441,376 (2)	2,973,411
2003 (4)	115,431,162	45,753,842	1,816,143	43,327,918	19,920,378	491,232 (3)	4,121,649
2004 (5)	92,554,097	43,982,292	1,590,500	20,152,528	22,068,540	507,000 (3)	4,253,237

(1) Includes all governmental fund types.

(2) The Criminal Court Fund is shown in these years as a fund of the Parish.

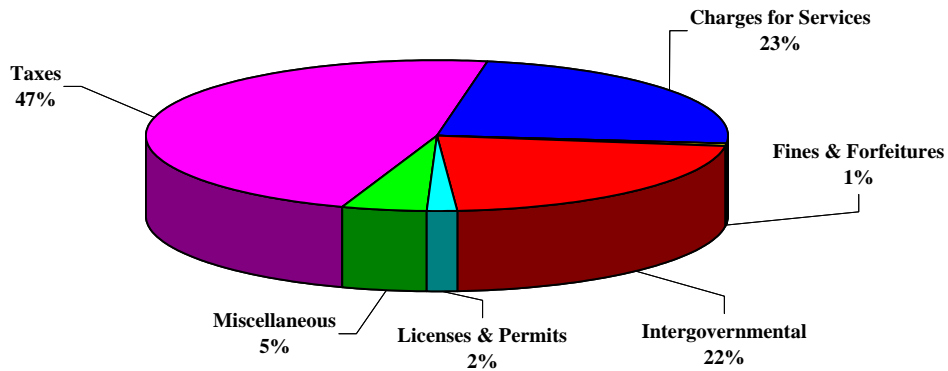
(3) 2003 projected and 2004 adopted budget does not include the Criminal Court Fund. The budget for this fund is managed and adopted by the District Attorney's office and is included after the fact for the Annual Audited Financial Report.

(4) Projected for 2003.

(5) Adopted for 2004.

Source: Comprehensive Annual Financial Audit Report

Revenues By Source for 2004



GENERAL GOVERNMENTAL TAX REVENUES BY SOURCE (1)

Terrebonne Parish Consolidated Government

Last Ten Years

<u>Year</u>	<u>Total</u>	<u>Ad Valorem Taxes</u>	<u>Sales & Use Taxes</u>	<u>Special Assessment Taxes</u>	<u>Other Taxes</u>
1995	31,174,791	14,169,307	16,347,052	120,572	537,860
1996	33,330,882	14,329,069	18,042,085	237,201	722,527
1997	35,883,791	14,173,401	20,948,358	145,775	616,257
1998	35,889,029	13,872,243	21,262,235	106,047	648,504
1999	35,076,201	14,757,343	19,468,951	120,894	729,013
2000	38,267,974	15,999,943	21,404,802	131,761	731,468
2001	39,379,173	15,901,587	22,595,815	74,326	807,445
2002	42,414,696	18,894,912	22,610,131	49,251	860,402
2003 (2)	44,457,084	18,176,088	25,384,384	34,612	862,000
2004 (3)	43,847,327	17,856,117	25,108,475	22,735	860,000

(1) Includes all governmental fund types.

(2) Projected for 2003.

(3) Adopted for 2004.

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*
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	425,904,635	145,170,545	571,075,180 **	4,701,861,933	12.15%
2004 (1)	425,904,635	145,170,545	571,075,180 **	4,701,861,933	12.15%

(1) Assumed zero percent growth for 2004 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.

Does not include exempt assessed valuations as follows:

	2003	2002	2001	2000
(a) Real Estate and Improvements (Under 10 Year Exemption)	\$80,198,778	\$70,627,537	\$65,210,634	\$57,904,213
(b) Exempt Real Estate and Improvements	39,027,025	9,507,150	2,290,738	2,290,738
Total Exempt Properties	\$119,225,803	\$80,134,687	\$67,501,372	\$60,194,951

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>
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	12.47	364.77
2002	321.90	35.11	357.01	9.27	12.47	378.75
2003 *	316.83	31.15	347.98	9.27	14.43	371.68
2004 (1)	316.83	31.15	347.98	9.27	14.43	371.68

(1) Assumed zero percent growth for 2004 budget.

* Estimated

Source: Comprehensive Annual Financial Audit Report

PRINCIPAL TAXPAYERS

Terrebonne Parish Consolidated Government

December 31, 2003

<u>Taxpayer</u>	<u>Type of Business</u>	<u>2003 Assessed Valuation</u>	<u>Percentage of Total Assessed Valuation</u>
Texaco, Inc.	Oil & gas	\$14,451,180	2.53%
Bell South	Telephone utility	10,609,440	1.86%
Shell Pipeline Co.	Pipeline	7,376,130	1.29%
Transcontinental Gas Pipeline	Pipeline	7,319,150	1.28%
Tenneco Gas Pipeline Co.	Pipeline	7,079,360	1.24%
Entergy LA., Inc.	Electric utility	7,016,890	1.23%
The Offshore Co.	Offshore drilling	6,772,280	1.19%
Poseidon Oil Pipeline Co.	Pipeline	6,153,430	1.08%
Wal-Mart Stores	Retail	5,308,640	0.93%
William G. Helis Co., L.L.C.	Oil & gas	<u>5,101,795</u>	0.89%
		Totals	
		<u>\$77,188,295</u>	<u>13.51%</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 (4)	Average % Unemployment Terrebonne Parish (5)
1995	100,485	16,614 (6)	30.8 (3)	20,600	6.70 %
1996	101,760	17,479 (6)	30.8 (5)	20,600	5.40 %
1997	101,760	19,397 (6)		21,989	4.30 %
1998	103,964	20,774 (6)		20,395	3.50 %
1999	104,317	20,107 (6)	34.1 (7)	19,959	4.20 %
2000	104,503 (8)	20,894 (6)	29.3 (2)	19,633	3.90 %
2001	105,123 (8)	22,424 (6)	33.0 (7)	19,257	3.80 %
2002	105,935 (5)	22,424 (6) *	33.0 (7) *	19,274	3.90 %
2003	106,823 (9)	n/a	n/a	19,152	3.70 %
2004	107,723 (10)	n/a	n/a	n/a	3.70 % (10)

n/a - Not available

* Latest available 2001

Source: (1) Houma-Terrebonne Chamber of Commerce

(2) University of New Orleans, Division of Business and Economic Research

(3) Woods & Poole Economics, Inc., projections

(4) Terrebonne Parish School Board

(5) Louisiana Department of Labor statistics

(6) U.S. Department of Commerce, Bureau of Economic Analysis

(7) Population Estimates Program, Population Division, U.S. Census Bureau

(8) U. S. Census Bureau

(9) Louisiana Tech University in Ruston, Research Division, College of Administration and Business

(10) Estimated by Terrebonne Parish Consolidated Government



PROPERTY VALUE AND CONSTRUCTION

Terrebonne Parish Consolidated Government

Last Ten Years

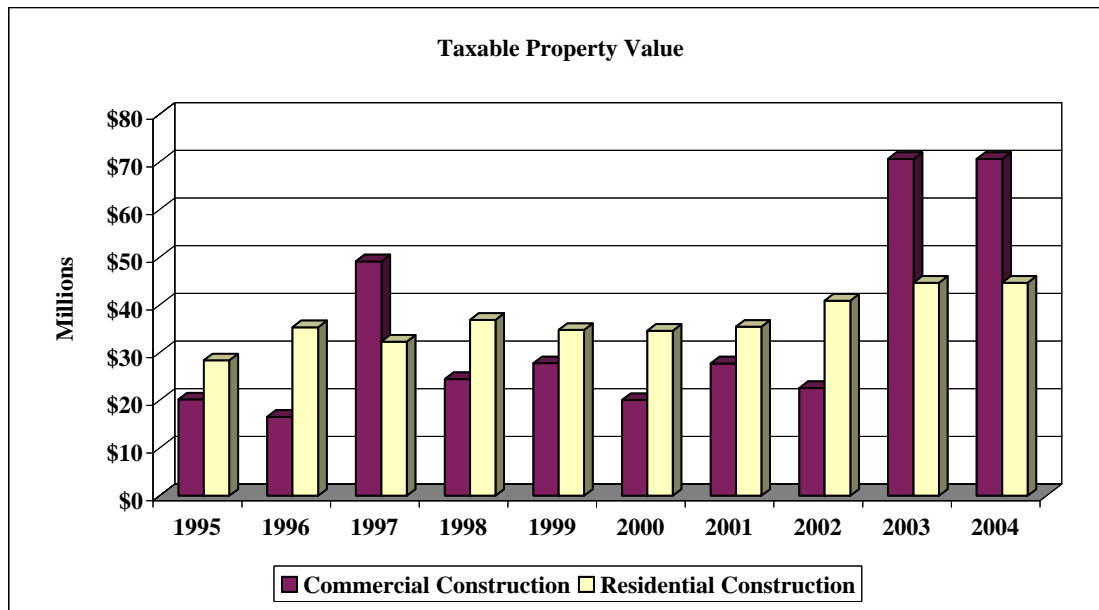
Year	Property Value (1) (2)				Commercial Construction (3)		Residential Construction (3)	
	Assessed Value of Land and Improvements	Assessed Value of All Other Properties	Exemptions	Total	Number of Units	Value	Number of Units	Value
1995	184,782,915	183,457,365	94,694,955	273,545,325	69	20,197,922	374	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	313,298,500	257,776,680	145,170,545	425,904,635	91	70,655,197	513	44,649,603
2004 (4)	313,298,500	257,776,680	145,170,545	425,904,635	91	70,655,197	513	44,649,603

Source: (1) Estimated actual value listed on Table 4 of the Comprehensive Annual Financial Audit Report.

(2) Terrebonne Parish Assessor's Grand Recapitulation of the Assessment Rolls.

(3) Terrebonne Parish Planning and Zoning, Permits and Inspections Department.

(4) 2004 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 32nd Judicial District; 6th Supreme Court District; 20th Senatorial District; 3rd Congressional District; 5th Public Service Commission District and the 1st Circuit Court of Appeals, State of Louisiana.

Population:

	1970 Census	1980 Census	1990 Census	2000 Census	2004 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	107,723

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	\$30,413
Louisiana	21,208	22,351	22,839	23,090	24,454
Terrebonne Parish	19,397	20,774	20,107	20,894	22,424

Source: U.S. Department of Commerce, Bureau of Economic Analysis

Effective Buying Income:

Median Household: Terrebonne Parish \$32,235

Source: New Strategist Publications, Inc.

Year	Average Labor Force	Average Unemployment
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	49,400	3.90%
2003	51,000	4.20%

Labor Analysis (Annual Average Figures):

Source: Louisiana Department of Labor

MISCELLANEOUS STATISTICS

Terrebonne Parish Consolidated Government

Average Weekly Wage Scale 2002 (Latest available):

All Establishments	\$595.92
Manufacturing	\$748.63

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):

<u>Type</u>	<u>Units</u>	<u>Cost</u>
Residential	513	\$44,649,603
Commercial	91	70,655,197
Totals	<u>604</u>	<u>\$115,304,800</u>

Source: Terrebonne Parish Planning and Zoning, Permits and Inspection Department

Major Employers in Terrebonne Parish:

<u>Company Name</u>	<u>Product or Service</u>	<u>Employees</u>
Terrebonne Parish School Board	Education	2,437
Terrebonne General Medical Center	Medical services	1,212
Leonard J. Chabert Medical Center	Medical services	1,150
Terrebonne Parish Consolidated Government	Government	1,002
Diocese of Houma-Thibodaux	Catholic education	800
Pride Offshore	Oil field service	650
Halliburton Services	Oil field services	649
Wal-Mart	Discount Department Store	620
Gulf Island Fabrication	Steel fabrication	500
Saia Freight Line, Inc.	Transportation	330

Source: Houma-Terrebonne Chamber

MISCELLANEOUS STATISTICS

Terrebonne Parish Consolidated Government

Average Employment for Employers Subject to the Louisiana Employment Security Law:

Retail Trade	6,456
Transportation and Warehousing	2,914
Information	517
Finance and Insurance	1,193
Real Estate and Rental and Leasing	1,743
Professional, Scientific, and Tech. Serv.	1,222
Mgmt. of Companies and Enterprises	381
Adm. and Support and Waste Mgmt.	1,432
Educational Services	4,474
Health Care and Social Assistance	5,405
Arts, Entertainment, and Recreation	370
Accommodation and Food Services	3,918
Other Services	1,552
Public Administration	<u>1,636</u>
Total	<u><u>49,108</u></u>

* Latest available 4th Quarter 2002

Source: Louisiana Department of Labor



**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
<u>151-111 PARISH COUNCIL</u>							
107	2003	Chevrolet Impala	10			X	X
<u>151-120 CITY COURT</u>							
452	2001	Dodge Ram Wagon	16,109	Comm.Ser.Supervisor	X	X	
453	1994	Dodge Ram D-350	80,027	Comm.Ser.Supervisor	X	X	
451	1995	Oldsmobile Cutlass 4 Door	84,634				
454	1998	Ford Taurus	72,743				X
<u>151-131 ADMINISTRATION</u>							
101	2001	Dusty Green Ford Crown Victoria	19,677	Parish President	X	X	
102	2002	Chevrolet Impala		Parish Manager	X	X	
<u>151-151 FINANCE</u>							
226	1997	Light Blue Ford Taurus	16,487			X	
<u>151-152 CUSTOMER SERVICE</u>							
200	1997	Ford F-150 Pick-up	94,779	Service Technician		X	
203	1998	Chevrolet S-10 Pick-up	46,417	Meter Reader		X	
211	1992	Chevrolet Lumina	141,072	Meter Reader		X	
201	2001	Ford Ranger Pick-up	19,936	Meter Reader		X	
202	1999	Blue Ford Taurus	23,214			X	X
205	2001	White Ford Ranger	21,001	Meter Reader		X	
206	1990	Dodge Dakota Pick-up	70,456	Meter Reader		X	
207	2001	White Ford Ranger-wrecked	14,101	Surplused		X	
208	2003	White Ford Ranger Pickup	7,928	Operations Supervisor	X	X	
209	2002	Ford Pickup	17,159	Meter Reader		X	
<u>151-193 PLANNING & ZONING DEVELOPMENT</u>							
500	1999	Platinum/Gray Dodge Stratus	28,754	Planning/Zoning Director	X	X	
508	1994	Cream/Silver Ford LTD Crown Victoria	56,874			X	X
103	1997	White Dodge Intrepid	65,315	Nuisance Abatement		X	
521	1998	White Chevrolet X-Cab S-10	83,542	Nuisance Abatement	Xx	X	
522	1999	White Dodge Ram Pick-up	63,349	Building Inspector	X	X	
527	1999	Pontiac Bonneville	47,800	Building Inspector		X	
517	1996	White Ford Taurus	107,864	Coastal Zone Manager		X	
523	2001	White Dodge Ram Pick-up	75,420	Building Inspector		X	
520	2001	White Dodge Ram Pick-up	69,766	Chief Building Inspector		X	
510	1993	Ford LTD Crown Victoria	49,400	Senior Planner		X	X
534	1998	Ford Taurus	72,935			X	X
<u>151-194 GOVERNMENT BUILDINGS</u>							

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
178	1998	Green Dodge Ram 1/2 Ton	21,257	Supervisor	X	X	
<u>151-194 GOVERNMENT BUILDINGS</u>							
1101	1994	Chevrolet C-1500 1/2 Ton Ext. Cab	92,181	Technician	X	X	
176	1991	Red Dodge Pick-up	117,543	Laborer II		X	
1124	1995	White Ford F-150	N/A			X	X
<u>151-198 JANITORIAL SERVICES</u>							
177	1997	Red Ford F-150	86,784	Superintendent Supervisor	X	X	
175	1994	Chevrolet C-1500 1/2 Ton Ext. Cab	734,445				X
225	1991	Chevrolet Caprice	86,625				X
1102	1992	Chevrolet S-10 EL	88,234				X
<u>151-302 SERVICE CENTER/ENGINEERING ADMINISTRATION</u>							
1110	1998	White Buick LeSabre	36,649	Engineer	X	X	
1111	1999	Red Dodge Ram 1500	52,766	Eng. Analyst/Inspector	X	X	
1112	1990	Ford LTD Crown Victoria	95,736	Engineering Technician		X	X
1113	2003	Jeep Liberty	20			X	X
1114	2003	Jeep Liberty	20			X	X
<u>151-650 ECONOMIC DEVELOPMENT & CULTURAL RESOURCES</u>							
151	1996	Dodge Intrepid	59,432	Small Business Prgm Mgr.			
152	1998	Beige Buick LeSabre	39,934	Cultural Res/Econ Dvlp.Dir	X	X	
150	2002	Ford Taurus	25			X	
<u>151-653 HOUSING & HUMAN SERVICES</u>							
511	1992	Dodge Caravan	56,501				X
513	1995	Red Ford Aerostar Van	31,778				X
519	1999	LTD Crown Victoria		Director		X	
502	1991	Plymouth Acclaim	98,435				
503	1991	Blue Dodge Ram 350 Van	40,376				X
505	2002	White Ford F-450	3,082	Foreman/Carpenter		X	
525	1999	Ford Taurus LX	21,034				X
526	1999	Ford Taurus LX	23,519				X
506	1998	White Chevrolet S-10	70,687				
501	2000	White Ford F-150	30,660	Housing Inspector		X	
507	2000	White Ford F-150	30,203	Code Enforcement Officer		X	
512	1993	Jeep Cherokee	77,517	Housing Inspector		X	
518	2002	Dodge D1500 White	4,089	Rehab. Specialist		X	
<u>151-912 EMERGENCY PREPAREDNESS</u>							
110	1996	White Jeep Cherokee SE	75,311	Director	X	X	
109	1998	Chevrolet Lumina	74,314	Asst. Director		X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
<u>202-122 TERREBONNE JUVENILE DETENTION</u>							
1130	1997	Grey Chevrolet Lumina	44,682			X	X
<u>202-122 TERREBONNE JUVENILE DETENTION</u>							
1131	1998	White Ford E-350 Van	19,837			X	X
1132	1999	Grey Jeep Cherokee	29,344	Juvenile Justice Admin.	X	X	
1133	1986	Chevrolet Pickup	128,458			X	X
<u>203-201 JAIL</u>							
179	1999	Dodge Ram 1500 Pick-up	36,974	Operation Supv. Maintenance	X	X	
<u>204-211 POLICE</u>							
300	1996	Grey Oldsmobile Cutlass Ciera SL	45,664	Narcotics		X	X
301	1996	Grey Oldsmobile Cutlass Ciera SL	63,641	Juvenile	X	X	
302	2000	White Ford Expedition	31,200	Police Chief	X	X	
303	1998	Buick LeSabre	36,235	Detective	X	X	
304	2000	White Ford Crown Victoria	24,145	Uniform	X	X	
305	1996	Green/Grey Oldsmobile Ciera	65,271	Narcotics	X	X	
306	1998	Chevrolet Lumina	41,113	Detective	X	X	
307	1991	Ford E350 Aeromaster Ultimaster Van	5,644			X	X
308	1996	Green Oldsmobile Cutlass Ciera SL	41,658	Detective	X	X	
309	2003	Ford Crown Victoria	35	Detective	X	X	
310	1998	Buick LeSabre	43,873	Administration	X	X	
311	1995	White Chevrolet Caprice	143,889	Weed & Seed		X	
312	2000	White Ford Crown Victoria	53,167	Uniform		X	X
313	2000	White Ford Crown Victoria	46,855	Traffic		X	
314	2000	White Ford Crown Victoria	39,784	Uniform		X	
315	1999	Desert Sand Jeep Cherokee SE	28,600	Detective	X	X	
316	2000	White Ford Crown Victoria	74,140	Uniform		X	X
317	1997	White Ford Crown Victoria	43,109	Administration	X	X	
318	2001	White Ford Crown Victoria	29,336	Uniform		X	X
319	2001	White Ford Crown Victoria	42,265	Uniform	X	X	
320	1998	Chevrolet Lumina	30,690	Detective	X	X	
321	2001	White Ford Crown Victoria	25,043	Uniform		X	X
322	1996	Oldsmobile Cutlass	N/A	Detective	X	X	
323	2001	Ford Crown Victoria	32,959	Uniform	X	X	
324	2000	White Ford Crown Victoria	78,652	Assigned DA's Office			X
325	2000	White Ford Crown Victoria	60,711	Uniform	X	X	
326	1994	Blue Ford LTD	82,640	Detective		X	X
327	2000	White Ford Crown Victoria	39,351	Uniform	X	X	
328	2001	White Ford Crown Victoria	22,572	Uniform		X	X

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
329	2000	White Ford Crown Victoria	40,916	Uniform	X	X	
330	1999	White Ford Crown Victoria	36,753	Administration	X	X	
331	2000	White Ford Crown Victoria	73,529	Weed & Seed	X	X	
332	2001	White Ford Crown Victoria	29,874	Uniform		X	
333	2000	White Ford Crown Victoria	26,019	Uniform		X	X
334	2002	Ford Crown Victoria	4,682	Asst. Chief of Police	X	X	
<u>204-211 POLICE</u>							
335	2000	White Ford Crown Victoria	89,576	Uniform	X	X	
336	2000	White Ford Crown Victoria	N/A	Uniform		X	X
337	2000	White Ford Crown Victoria	41,506	Uniform		X	X
338	2000	White Ford Crown Victoria	37,423	Uniform	X	X	
339	1995	Ford Crown Victoria-Black/white	49,031	SRO		X	
340	2000	Ford Crown Victoria	10,857	Uniform	X	X	
341	1995	Ford Crown Victoria-Black/white	45,292	SRO		X	
342	1995	Ford F-150	49,954	Administration	X	X	
343	1996	Dodge Ram Club Cab 1500	55,337	Public Relations	X	X	
344	2002	Dodge Ram Van	7	Detective	X	X	
345	1997	White Chevrolet Lumina	85,441				
346	2000	Ford Crown Victoria	23,048	Administration	X	X	
347	2002	Harley Davidson Motorcycle	7	Traffic		X	
348	2002	Harley Davidson Motorcycle	7	Traffic		X	
349	2002	Harley Davidson Motorcycle	7	Traffic		X	
350	2002	Harley Davidson Motorcycle	7	Traffic		X	
351	2003	Ford Crown Victoria-Black/white	25	Traffic		X	
352	2003	Ford Crown Victoria-Black/white	25	Traffic		X	
353	2003	Ford Crown Victoria-Black/white	25	Uniform		X	
354	2002	Ford Crown Victoria-Black/white	25	Uniform		X	
355	2003	Ford Crown Victoria-Black/white	25	Uniform		X	
356	2003	Ford Crown Victoria-Black/white	25				X
357	2003	Ford Crown Victoria-Black/white	25	Uniform		X	
358	2003	Ford Crown Victoria-Black/white	25				X
359	2003	Military Deuce Truck				X	
376	2003	Ford Crown Victoria-Black/white	25				X
377	2003	Ford Crown Victoria-Black/white	25				X
378	2003	Ford Crown Victoria-Black/white	25				X
379	2003	Ford Crown Victoria-Black/white	25				X
380	2003	Ford Crown Victoria-Black/white	25				X
<u>204-222 FIRE - URBAN</u>							
400	1986	Engine 6	64,065			X	X
401	1995	Red E-One H700 Chassis Ladder	18,114			X	X
402	1965	Mack Pumper Engine 7	82,974			X	X

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
403	1974	Mack Pumper Engine 6	89,287			X	X
404	1990	Chevrolet Caprice	98,223			X	
405	1996	White Ford Crown Victoria	52,110	Asst. Fire Chief	X	X	
406	1980	LaFrance Pumper Engine 3	39,172			X	X
408	1997	Ford Aerostar Van		Fire Inspector		X	
409	1992	Engine 4	47,331			X	X
410	1977	Engine 7	43,481			X	X
412	2001	White Dodge Ram 2500	14,316			X	X
<u>204-222 FIRE - URBAN</u>							
413	2000	Engine 2				X	X
414	2001	Dodge Ram 2500 Pick-up	22,657	Training Officer	X	X	
415	1992	E-1 Pro XL Cyclone Fire Truck Engine 5	33,853			X	X
416	2001	Dodge Durango	10,364	Fire Inspector	X	X	
417	1981	Ford Utility Air One	13,285			X	X
419	1996	White Ford Crown Victoria	45,996	Fire Chief	X	X	
407	1991	Ford One Ton Truck	121,783	Maintenance Chief		X	X
420	2002	HME Fire Truck Engine 1					
<u>205-501 RECREATION AND PLAYGROUNDS</u>							
537	1996	1/2 Ton Dodge 1500	61,204	Field Supr.-Parks/Grounds	X	X	
542	1999	White 1 Ton GMC Sierra HD	37,009			X	
544	1996	White Ford F-150	105,186	Field Supr.-Parks/Grounds	X	X	
<u>509 RECREATIONS DISTRICT 11</u>							
252	1997	Ford Pickup Truck	92,810	Manager	X	X	
253	2001	Dodge Ram 1500 Pickup Truck	23,709			X	
254	2001	Dodge Ram 3500 Pickup Truck	24,995			X	
<u>209-127 CITY MARSHALL'S OFFICE</u>							
361	2001	Chevrolet Impala	32,083	Deputy Marshal Civil/Crim.	Xx		
362	1999	White Dodge Ram 3500 Maxiwagon	85,957	Deputy Marshal PrisonTrans.	Xx		
363	2001	Chevrolet Malibu	47,148	Deputy Marshal Civil/Crim.	Xx		
364	2001	Chevrolet Malibu	38,200	Deputy Marshal Civil/Crim.	Xx		
365	1995	Blue Oldsmobile Cutlass Ciera SL	66,248			X	X
366	1995	Oldsmobile Cutlass Ciera SL	90,055				
367	2002	Chevrolet Impala	20,500	City Marshal	Xx	X	
368	2002	Chevrolet Impala	42,164	Deputy Marshal Civil/Crim.	Xx		
369	2003	Chevrolet Impala	3,323	Chief Deputy Warrant Div.	Xx		
370	1997	Green Dodge Ram 3500 Van	123,854	Deputy Marshal PrisonTrans	Xx		
373	1998	Chevrolet Malibu	46,200	Deputy Marshal Civil/Crim	Xx		
374	2003	Chevrolet Impala	2,382	Deputy Marshal Warrant Div	Xx	X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
<u>225-611 HOUSING AND HUMAN SERVICES</u>							
512	1993	Jeep Cherokee-listed twice	N/A	Housing Inspector		X	
529	2003	Chevrolet Van	10				X
530	2003	Chevrolet Van	10				X
<u>229-645 CSBG</u>							
532	2003	Ford Taurus	25				X
533	2003	Dodge Durango	7				X
<u>232-667 CDBG</u>							
528	2002	Ford Taurus LX	665	Youthbuild Administrator		X	
508	2003	Ford F-250 Pickup	25	Site Supervisor/Instructor		X	
531	2003	Chevrolet 3500 Express Van	10			X	X
<u>237-690 F.T.A. GRANT</u>							
624	2001	White Aerotech Paratransit Shuttle Bus	1,444			X	
625	1999	White Aerotech Paratransit Shuttle Bus	8,173			X	
626	2002	White Aerotech Paratransit Shuttle Bus				X	
627	2002	White Aerotech Paratransit Shuttle Bus				X	
628	2002	White Aerotech Paratransit Shuttle Bus				X	
<u>237-691 F.T.A. - OPERATIONS / GENERAL ADMINISTRATION</u>							
524	1998	White Dodge Stratus	15,019			X	
<u>237-692 F.T.A. - VEHICLE OPERATIONS</u>							
514	1995	White Ford Aerostar Van	37,882			X	
516	1995	Ford F-150	35,400			X	
601	1996	Houma EZ Riders Transit Bus	146,555			X	
602	1996	Houma EZ Riders Transit Bus	154,796			X	
603	1996	Houma EZ Riders Transit Bus	150,832			X	
604	1996	Houma EZ Riders Transit Bus	154,673			X	
605	1996	Houma EZ Riders Transit Bus	152,599			X	
606	1996	Houma EZ Riders Transit Bus	163,831			X	
607	1996	Houma EZ Riders Transit Bus	160,455			X	
608	1996	Houma EZ Riders Transit Bus	144,779			X	
<u>251-310 ROADS AND BRIDGES</u>							
2100	1993	International S-4900 14 Yrd Dump	191,561			X	
2101	1995	Red International Dump Truck 4900	130,456			X	X
2102	2001	White Dodge Ram 3500	48,000			X	
2103	1992	GMC Mini Sonoma	140,190			X	X

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
2104	2001	White Dodge Ram 3500	25,413			X	
2105	1995	Red Ford 133 Stylef-250	177,639			X	
2106	1998	Red Mack Street Sweeper	21,217				
2107	2002	Chevrolet Fleetside C15	1,628	Operations Supervisor		X	
2108	1982	Chevrolet Rapid Van	160,671			X	X
2109	2002	Chevrolet Fleetside C15	2,081	Operations Supervisor		X	
2111	1996	Red Ford F-350	64,638			X	
2112	2003	Ford F150	25	Operations Manager	X	X	
2113	2003	Ford F350 Pickup	25			X	
2114	1996	White Chevrolet C-350040	59,839			X	
2115	1995	Red Ford F-250	68,357			X	
2116	1994	Red Ford F-250	124,018			X	
<u>251-310 ROADS AND BRIDGES</u>							
2117	1994	Red Ford F-250	140,437			X	
2118	1992	1 Ton Chevrolet C-30 Flatbed	17,566			X	X
2119	1992	1 Ton Chevrolet C-30 Flatbed	171,200				X
2120	1992	1 Ton Chevrolet C-30 Flatbed	222,151		X	X	
2121	2001	International Dump Truck	13,234				
2122	1991	International Dump Truck 4900 14 Yrd	175,867			X	X
2123	1998	Red Ford F Series Diesel	37,277			X	X
2131	2002	Dodge Ram 3500	7				
2132	1994	Red Chevy C-30	147,679			X	
2133		Red Chevy C-30	124,852	Bridge Foreman	X	X	
2134		Red Chevy Flat Bed C-30	128,198				X
2135	1996	White Jeep Cherokee	73,856	Vegetation Superintendent	X	X	
2136	1996	White Jeep Cherokee	108,713	Operations Sup.-Bridges	X	X	
2137	1996	White Jeep Cherokee	87,468	Superintendent	X	X	
2138	1997	White Jeep Cherokee	68,000	Eng. Analyst-Roads/Brdgs	X	X	
2140	1998	Red Dodge Cab & Chassis	75,757	Operations Supervisor	X	X	
2141	1998	Red Dodge Cab & Chassis	90,401			X	X
2142	1996	White International Dump Truck 4700	65,914			X	
2143	1995	International Spray Truck DSL 4700 4X2	53,356			X	
2144	1998	Red GMC 3500	34,200				X
2145	1998	Red GMC 3500	41,599				X
2146	1997	Ford Crew CabF350 Pick-up	55,945			X	
2147	2002	Ford F450 Truck	5,132				
2148	1997	White Ford F-350	60,232				
2149	1997	Ford Crew Cab F-350	82,785				
2150	1992	Stake Body	99,001			X	
2151	1992	F450 Cab & Chasis	125,138		X	X	
2152	2003	Ford F350 Pickup	25			X	
2245	2002	Madvac-101D					

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
2246	1999	Pelican Street Sweeper	15,876			X	
<u>252-351 DRAINAGE</u>							
3100	1994	Red Chevrolet S-10 LS	147,249				
3102	1995	Red Jeep Cherokee	87,729	Operations Sup.	X	X	
3103	1998	White Dodge D-150	138,101	Equip.Op. II	X	X	
3104	1998	White Dodge D-150	175,733	Operation Sup.	X	X	
3105	2001	Dodge Ram 150	43,156			X	
3106	1994	Red Chevrolet S-10 LS	146,488				
3108	1993	Jeep Cherokee	186,657			X	X
3109	1999	White Dodge 2500	570,563	Mechanic		X	
3110	1993	International S-4900 Fuel Truck	203,963			X	
3111	1990	Dodge W250	124,535			X	
3112	1994	4 x 4 Dodge D-2500	129,840	Operation Sup.		X	
<u>252-351 DRAINAGE</u>							
3113	1999	White Dodge 1500	73,535	Equip.Op. II		X	
3114		Winch Truck International	74,657				
3115	2002	Dodge Ram 2500	13,356	Mechanic		X	
3116	2003	Dodge Ram 1500	6,400	Superintendent			
3117	1993	Red International 2554 Pressure Truck	126,201	Equip.Op. IV		X	
3118	2001	Dodge	34,542	Inspector		X	
3119	1995	Red Ford F-250	96,912			X	X
3120	1991	Dodge D-250	8,960				
3121	1991	Dodge D-250	99,360				
3122	1991	Dodge D-250	109,455				
3123	1991	Dodge D-250	122,668				
3124	1991	Dodge D-250	11,496				
3125	1992	Dodge Pick-Up	36,479	Equip. Op. IV		X	
3126	1996	1 Ton Red Dodge Ram 3500 Dually	95,832	Welder		X	
3127	1991	1 Ton Chevrolet Welding TK C-350 Flatbed	144,837			X	
3128	1994	White Jeep Cherokee	118,419	R.O.W. Agent		X	
3129	1999	White Dodge Ram 3500 Van	72,399	Electrician		X	
3130	2003	Dodge Ram 1500	7,457	Equip. Op. III			
3131	1991	International Tandem 4900 Dump Truck	160,029			X	
3132	2003	Dodge Ram 1500	5,404	Operator IV		X	
3133	1995	Red International 4900 Dump Truck	135,370	Equip. Op. II		X	
3134	2003	Dodge Ram 1500	5,614	Operatir III		X	
3135	1990	Ford E-250 Econoline Van	78,177				
3136	2002	Dodge 2500	9,833	Superintendent	X		
3137	1993	International S-4900 Tandem Dump	172,292				X
3138	1993	International S-4900 Tandem Dump	156,642				X
3139	1978	Chevrolet C65 Diesel Fuel Truck	200,820				

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
3140	1998	International 2554 Pressure Truck		Equip. Op. IV			
3141	2003	Ford F-250 Pickup	1,208				X
3142	2003	Ford F-250 Pickup	25	Equip. Op. III		X	
3143	2003	Ford F-250 Pickup	1,903	Operator III		X	
3144	1998	Red GMC 3500	93,256	Crew Leader		X	
3145	1995	Red Ford F-350 Crew Cab	119,847				
3146	1993	Red Ford F-350 Crew Cab	139,092	Crew Leader		X	
3147	1996	Red Ford F-350 Crew Cab	77,748	Crew Leader			X
3148	2000	Ford Pick-Up 1 Ton F-350	62,699	Laborer III		X	
3149	2003	Ford F30 Pickup	9,187	Laborer III		X	
3150	1999	Red International Tandem 4900 Dump Truck	45,860			X	
3151	1999	Red International Tandem 4900 Dump Truck	156,651	Equip. Op. II		X	
3152	1999	International Tandem Dump Truck	61,561	Equip. Op. II		X	
3154	1999	International 4900	50,275	Equip. Op. II		X	
3155	1999	International 4900	57,754	Equip. Op. II		X	
3156	2003	International 7400 6x4	7,035	Equip. Op. II		X	
<u>252-351 DRAINAGE</u>							
3157	2003	International 7400 6x4	10,935	Equip. Op. II		X	
3158	2003	Ford F-250 Pickup	8,070	Operations Sup.		X	
3159	2003	Ford F-250 Pickup	2,994	Operator IV		X	
3160	2003	International 7400 6x4	2,981	Operator III		X	
3162	2004	Sterlin L7500 Pressure Truck	33,146	Equip. Op. II		X	
<u>253-441 SOLID WASTE</u>							
4100	2000	Red Jeep Cherokee	22,406			X	X
4104	1990	Dodge W150 D-150	70,163			X	
4105	1990	Dodge D-350	111,652			X	X
4107	1995	Ford F-150	85,655	Oper. Sup-Solid Waste		X	
4120	1993	Ford F-150	88,949			X	
4121	1993	Ford F-150	125,848			X	
4122	1990	Dodge Pickup Truck					
4125	2003	Chevrolet Pickup	12,687	Equipment Operator III		X	
4126	2003	Chevrolet Pickup	10	Administrator	X	X	
4131	1997	Red Ford Truck F-250	19,006	Animal Shelter			X
4132	1997	Red Dodge Ram 3500 Welding Truck	19,742				
4133	1996	International 2674	450,097				
4134	1988	Beige Ford Tymco Street Sweeper	110,059				
4135	1997	Red/Black International Trash Load	43,713			X	
4167	1982	International S1900	261,163				
4178	1982	Ford CT8000 Dump Truck	68,469				
4179	1982	Ford CT8000 Dump Truck	87,773			X	
4250	1997	Yellow Bell B25B Dump Truck	2,858				

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
4251	1997	Yellow Bell B25B Dump Truck	3,279				
<u>253-442 ANIMAL SHELTER</u>							
421	2003	White F150 Pickup Truck	53	Animal Warden		X	
422	1994	Ford Ranger	N/A				
423	2003	White F150 Pickup Truck	71	Animal Warden		X	
424	1999	Red Dodge Ram	23,524	Animal Warden		X	
425	2003	White Ford F150 Pickup	25	Animal Warden		X	
426	2003	White Ford F150 Pickup	25	Animal Warden		X	
<u>261-221 FIRE DISTRICT #5 (BOURG)</u>							
E5-2	1982	LaFrance Pumper	20,848				
E5-3	1987	Ford Pumper	18,752				
	1988	Chevy Suburban	N/A				
	2000	Freightliner Pumper	3,674				
<u>264-221 FIRE DISTRICT #8 (GIBSON/DONNER)</u>							
501	1991	Ford Ranger Custom	N/A				
<u>264-221 FIRE DISTRICT #8 (GIBSON/DONNER)</u>							
D/C1	1998	International Hose Tender/Pumper	N/A				
D/C1	1984	Ford Pumper F-800	N/A				
D/C3	1985	Ford F-350	N/A				
GE1	1998	International Foam Pumper Truck	N/A				
G/E1	1984	Ford Pumper F-800	N/A				
G/E3	1985	Ford F-350 Support Unit	N/A				
G-1	1998	International Tanker/Pumper 49000	N/A				X
G-2	1984	Ford Pumper F-800	N/A				
	1999	Dodge Ram 2500	N/A				
	1998	International Pumper	N/A				
	1985	Ford Rescue F-350	N/A				
<u>265-221 FIRE - RURAL</u>							
	1989	Ford C8000 American Eagle	N/A				
	1979	Ford Pumper	N/A				
	1985	GMC Mini Pumper	N/A				
	1994	Ram Charger	N/A				
<u>280-521 TPR ADMINISTRATION</u>							
140	1995	White Jeep Cherokee	108,900	Athletic Program Co-ord.	X	X	
142	1996	White Dodge Intrepid	97,938	Dir. of Recreation/Pks&Gr.	X	X	
143	1991	Dodge Spirit	119,860			X	X
144	1999	White Dodge RamB3500 15 Psngr Maxiwagon	74,258	Special Olympic Co-ord.	X	X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
145	1999	White Dodge RamB3500 15 Psngr Maxiwagon	51,283	Athletic Program Co-ord.	X	X	
146	1992	Ford Pickup Truck	137,805		X	X	
147	1992	Chevrolet Lumina	129,813				X
148	2002	Dodge 2500 Pickup	8,406			X	
141		Dodge Ram	23,758				X
<u>301-802 ELECTRIC GENERATION</u>							
870	1990	Chevrolet 1500 Truck	64,051			X	X
871	2002	Dodge Ram 2500 Pickup	250			X	X
872	1992	Chevrolet Blazer	50,203	Superintendent-Utility	X	X	
874	1996	Dodge Ram 3500 Cab & Chasis	N/A				
<u>301-803 ELECTRIC DISTRIBUTION</u>							
802	1999	International Bucket Truck	33,643	Engineering Analyst	X	X	
805	1999	Dodge Ram Van	31,998	Engineering Analyst	X	X	
810	1993	GMC Vandura Van	83,277			X	X
860A	1999	White Dodge Durango	46,395	Electric Distribution Supt.	X	X	
861A	2002	Freightliner-Digger Derrick	1,895			X	
862	1993	GMC Sierra Pickup	174,163	Foreman-Elec. Distrib.	X	X	
863A	2002	Ford F-450 Truck	21,802				X
<u>301-803 ELECTRIC DISTRIBUTION</u>							
864	2000	White International Cab & Chasis 4700	33,774				X
865	1990	International Cab & Chasis 4900	115,613				X
866	1992	Ford F-600 Bucket Truck Cab & Chasis	94,650				X
867	1999	White International Bucket Truck	33,275				X
868	1985	Chevrolet Derrick Truck C-7D064	37,326				
869	1992	Stake Body	94,262				X
869A	2001	Ford F-450 Truck	19,081				X
<u>301-806 GAS DISTRIBUTION</u>							
515	1984	Ford F-7000 Dump Truck	163,565				X
811	2003	Ford F-250 Pick-up	166,670	Eng. Tech.-Gas Dist.		X	
812	1995	Ford F-250 Pick-up	158,866	Eng. Tech.-Gas Dist.	X	X	
820	1999	Chevrolet Blazer Utility Vehicle	37,242				X
821	1996	Ford F-250	118,603				X
822	2000	White Chevrolet Pick-Up	34,768			X	
823	1999	White Chevrolet	45,333			X	
824	2003	Ford F250 Pickup	10,388				X
825	1998	Dodge Ram 2500	115,646	Gas Service	X		
826	1998	Dodge Ram 2500	73,310	Foreman	X	X	
827	1999	Dodge Ram 2500	84,010	Foreman	X	X	
828	1996	White Ford F-250	112,892				X
829	1993	Dodge D-250	46,505	Gas Service		X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
830	1997	White Ford F-250	97,784	Gas Service		X	
831	1997	White Ford F-250	127,455	Gas Service		X	
<u>301-807 UTILITY ADMINISTRATION</u>							
800	1998	White Ford Taurus SE	13,317	Utilities Director	X	X	
809	1993	Chevrolet Cavalier Station Wagon	36,075				X
813	1998	Ford Taurus	50,681				X
814	1998	Ford Taurus	102,304	Associate Director-Gas	X	X	
<u>310-431 SEWERAGE COLLECTION</u>							
664	2003	Dodge Ram 1500	5,305			X	
667	1994	White Ford F-150	97667			X	
668	1994	White Ford F-150	207,875	Crew Leader	Xx	X	
669	1994	White Ford F-150	105,862	Field Supervisor	X	X	
670	1990	3/4 Ton Dodge	168,015				
671	1980	Ford E-100 Van	202,849			X	
673	1993	Ford F-150	186,012	Electrician		X	
674	1994	White Ford F-150	195,420			X	
676	2002	International 4700 4x2 Truck	4,462				X
675	1997	International Welding Cab & Chasis	10,000			X	
677	1990	Chevrolet Van	189,347				X
<u>310-431 SEWERAGE COLLECTION</u>							
678	1991	Dodge Ram D-250	203,605				X
679	1991	Dodge D-250	185,523				X
681	1993	Ford F-150	217,970				
682	2002	Dodge Ram 2500 Truck	22,055			X	
683	2002	Dodge Ram 2500 Truck	21,644			X	
684	1998	International Vacuum Truck Model 2554	56,195			X	
687	2003	Ford F450 Crew Cab	12,509			X	
<u>310-432 TREATMENT PLANT</u>							
680	1987	Ford Vacuum Truck	170,787			X	X
689	1999	White GMC Sonoma	43,510				X
690	1999	Ford F-250	67,482			X	
691	2003	Ford F-350 Pickup	15,355			X	
692	1993	Ford F-150	188,095				X
693	1993	Jeep Cherokee	142,185	Superintendent	X	X	
694	1995	White Ford F-350	187,023				X
695	1998	Dodge Ram 1500	182,816				X
696	1999	Ford Truck	70,705			X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
697	2003	Ford F-250 Pickup	6,707			X	
698	2003	Ford F-250 Pickup	6,970			X	
<u>310-433 POLLUTION CONTROL ADMINISTRATION</u>							
672	1999	White Ford Taurus	29,607	Pollution Control Admin	X	X	
<u>354-155 RISK MANAGEMENT</u>							
1122	1992	Chevrolet Blazer	51,078			X	X
1126	1992	Chevrolet S-10 Blazer	66,947	Claims Adjuster	X		
1127	1994	Jeep Sport Utility Cherokee	51,932	Claims Adjuster	X	X	
125	1995	Chevrolet Cavalier	27,107	Human Resources		X	X
1121	2002	Jeep Liberty	5,737	Saftey		X	
1120	2002	Jeep Liberty	612	Supervisor	X	X	
<u>370-156 HUMAN RESOURCES ADMINISTRATION</u>							
126	1999	White Ford Taurus	9809	Dir.Human Res/Risk Mgmt	X	X	
<u>380-154 PURCHASING</u>							
815	1995	Chevrolet Cavalier	65,831			X	X
816	1999	Dodge Ram 1500 Van	87,452			X	X
817	2002	Chevrolet S10 Pickup	10			X	
819	1998	Ford Taurus	38,148			X	X
<u>385-197 CIVIC CENTER</u>							
220	1997	White Ford Taurus	20,552			X	X
<u>385-197 CIVIC CENTER</u>							
221	1998	Dodge Ram 1500	9,749			X	X
222	1998	Platinum Dodge Stratus	11,580	Director		X	
<u>390-192 INFORMATION SYSTEMS</u>							
230	2000	Green Dodge Caravan	4,885			X	X
<u>395-303 CENTRALIZED FLEET MAINTENANCE</u>							
1104	2001	Dodge Ram 2500 Truck	7,857	Fleet Maintenance Supr.	X		
560	1992	Dodge Ram 1500 Truck	79,091			X	X
1106	1999	Dodge Truck 2500	14,264	Sr. Equipment Mechanic	Xx	X	
1100	1993	GMC Sonoma Pick-up	54,373	Equipment Mechanic I		X	
1105	1994	Ford F-250 Pick-up	44,378	Sr. Equipment Mechanic	Xx	X	
1107	1996	Dodge Ram 2500 Truck	24,660	Sr. Equipment Mechanic	Xx	X	
212	1992	Chevy Lumina				X	X
1103	1990	Ford Ranger				X	X
1108	1991	Dodge Dakota	8140	Oper. Supv. - Fleet Maint.	X	X	

**TERREBONNE PARISH CONSOLIDATED GOVERNMENT
2004 VEHICLE LISTING**

UNIT NO.	YEAR	MAKE/MODEL	MILEAGE	TITLE	USAGE		
					Home	Business	Pool
<u>411 DETOX</u>							
116	1996	Dodge Van			X	X	
<u>911 EMERGENCY TELEPHONE</u>							
115	1999	Jeep Cherokee			X	X	

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

503c3 statutes. Internal Revenue Service classification for non-profit status.

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.

ADAC. Alcohol Drug Abuse Council.

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.

C & D. Construction and Demolition

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.

COE. Corps of Engineers.

CSBG. Community Service Block Grant.

CVA. Crime Victim's Assistance Act.

CZM. Coastal Zone Management.

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.

DNR. Department of Natural Resources.

DOC. Department of Corrections.

GLOSSARY

DOTD. Department of Transportation and Development – a State of Louisiana Department.

DPW. Department of Public Works.

ECD. External Cardiac Defibrillator.

EDA. Economic Development Administration.

EF & S. Emergency Food and Shelter Grant.

EIA. Energy Information Administration.

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.

FIFO. First in, first out inventory system.

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.

GASB. Governmental Accounting Standards Board.

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.

GIWW. Gulf Intercoastal Waterway.

Goals. Broad aims toward which programs are directed.

GOEA. Governor's Office of Elderly Affairs.

GLOSSARY

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.

HDCC. Houma Downtown Development Corporation.

HEZ. Heritage Enterprise Zone.

HHWCP. Household Hazardous Waste Collection Program.

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.

HTV. Houma Television System.

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.

KTP. Keep Terrebonne Beautiful.

LAMP. Louisiana Asset Management Pool

LCDA. Louisiana Community Development Authority.

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.

LHFA. Louisiana Housing Finance Agency.

LIHEAP. Low Income Home Energy Assistance Program.

LLEBG. Louisiana Law Enforcement Block Grant.

LMA. Louisiana Municipal Association.

LPDES. Louisiana Pollutant Discharge Elimination System

LSU. Louisiana State University.

METLAC. Metropolitan Law Enforcement Commission.

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.

MS4. Municipal Separate Storm Sewer Systems.

MTG. Morganza to the Gulf Project.

MW. Mega watts.

NACO. National Association of Counties.

NCD. Non-Compliant Discharges.

NFPA. National Fire Protection Association.

NPDES. National Pollutant Discharge Elimination.

NRCS. Natural Resources Conservation Service.

NTP. North Treatment Plant.

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.

GLOSSARY

OJP. Office of Justice Programs.

ONE/CHANE. Organized North Easterners and Clay Hill and North End, Inc.

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.

PCS. Possible Criminal Sex Offense.

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.

PIN. Personal Identification Number

Projected. Estimate for the future.

Proposed. To set forth for acceptance or rejection.

Proprietary Fund Type. Two fund types are used to account for a government's business-type activities (e.g., activities that receive a significant portion of their funding through user charges). These are the enterprise and internal service fund.

PSA. Public Service Area.

RELIC. Reading in Literature and Culture.

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.

SCIA. South Central Industrial Association.

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.

SSDU. Street Sales Disruption Unit.

SSO. Sanitary Sewer Overflows.

STP. South Treatment Plant.

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.

TCOA. Terrebonne Council on Aging.

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.

VPN. Virtual Private Network

WIA. Workforce Investment Act.

WRDA. Water Resources Development Appropriation

WWTP. Waste Water Treatment Plant

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