



Notice of:

BOARD OF ALDERMEN SPECIAL MEETING

Tuesday, November 12, 2024 at 6:00 PM

Council Chambers, City Hall, 2305 North 7th Street, West Monroe

AGENDA

Public Comments: Any person present who wishes to comment on any matter prior to the vote on that matter should stand prior to the vote and request an opportunity to comment. Comments are limited to three (3) minutes per speaker, and the number of speakers may be limited on a subject.

NOTICE/MINUTES

Call to order/Verification of Attendance

Motion to Approve Minutes

- [1\)](#) Motion to approve the minutes of the October 15, 2024 Regular City Council Meeting.

Recognitions/Presentations

- 2) City of West Monroe Employee Recognitions.

- 2b) Shop Small Saturday Presentation.

Mayor's Review

Community Announcements

ADMINISTRATION/FINANCE

- [3\)](#) **Ordinance** to declare certain property as surplus (artwork formerly displayed at West Monroe City Hall), and to be sold by public internet auction, and to authorize Mayor to determine whether it is beneficial to the City to instead sell some or all through La R.S. 33:4712F.
- [4\)](#) **Ordinance** to accept a FY 2024-2025 Historical Preservation Fund grant award from the Louisiana Division of Historic Preservation for the Project "Feasibility Study to Support the Revitalization of the Historic Methodist Church in Downtown West Monroe" (\$12,766.00).
- [5\)](#) **Ordinance** to Authorize an Agreement for Professional Services with CHM, LLC DBA Atlas Community Studios for the preparation of the study for the Project "Feasibility Study to Support the Revitalization of the Historic Methodist Church in Downtown West Monroe".
- [6\)](#) **Ordinance** to authorize an Agreement for Professional Services with Retail Strategies, LLC to provide certain professional consulting services regarding retail recruitment and related activities.
- [7\)](#) **Ordinance** to authorize application for a grant from the Louisiana Office of Tourism (\$10,000 to promote Kiroli Park).
- [8\)](#) **Resolution** to approve the appointment of the City Clerk.
- [9\)](#) **Resolution** ordering and calling a special election to be held in the City of West Monroe, State of Louisiana, to authorize the levy of a special tax therein, making application to the State Bond Commission, and providing for other matters in connection therewith.

BUILDING AND DEVELOPMENT

- [10\)](#) **APPEAL** to City Council from a final decision of the West Monroe Planning Commission to DENY ZC-24-45000012 by Bailey Properties of N LA LLC. Requesting Zone Change from R-1 (Single Family Residential) District to B-1 (Transitional Business) District for property located at 1209 Tulane Ave (Parcel #41482) to build a multi-family development per West Monroe Code of Ordinances Sec. 12: 5014.
- [11\)](#) **APPEAL** to City Council from a final decision of the West Monroe Planning Commission to APPROVE the tract located on Copley St (assessor #118514) as a Planned Building Group with preliminary approval to proceed with a subdivision consisting of 3 separate lots, each with 6,600 sq ft (compare to 7,200 sq ft minimum otherwise required), all to be developed as single family residential properties. Owners/applicants are Sharon D. Russ and Joseph Russ. **Originally tabled from September 3, 2024 Council Meeting** requesting that the property owner/developer submit a Drainage Impact Statement for the proposed development that reflects the changes, if any, which are anticipated to occur should the proposed development proceed.

LEGAL

- [12\)](#) **Ordinance** to declare a certain alleyway as surplus, and to sell to Michael Thomas Mayo (an adjoining landowner). **Introduced at October 1, 2024 Council meeting, properly advertised thereafter.**
- [13\)](#) **Ordinance** to authorize the purchase of certain immovable property from GRIVT, LLC (property to be used for Black Bayou wetlands detention, and for the construction of the New Drago Street Lift Station inflow pipeline).
- [14\)](#) **Ordinance** to authorize a Contract To Purchase and Sell for the sale of certain surplus immovable property to Warhawk Enterprises, LLC (affecting the ponds south of the Ike Hamilton Expo Center for \$270,000.00).

PUBLIC WORKS

COMMUNITY SERVICES

PARKS AND RECREATION

POLICE/FIRE

WMFD

WMPD

ENGINEERING/CONSTRUCTION PROJECTS

- [15\)](#) Cypress Detention South - City Project #000209
- Ordinance** to authorize execution of an agreement for professional services with Hunt, Guillot & Associates to provide grant administration and related services.
- [16\)](#) Exchange Street Drainage Improvements - City Project #000329
- Ordinance** to authorize execution of a contract with S. E. Huey Co. for engineering services.
- [17\)](#) Downtown Utilities Hardening & Improvements – City Project #TBD
- Ordinance** to authorize a Professional Services Contract with Lazenby & Associates - Topographic Surveying & Preliminary Civil Engineering (\$94,352.00).
- [17b\)](#) ADD TO AGENDA: Downtown Utilities Hardening & Improvements – City Project #TBD
- Ordinance** to authorize execution of a Professional Services Contract with T. Baker Smith, LLC.

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17c) Downtown Utilities Hardening & Improvements – City Project #TBD

Ordinance to authorize execution of a Professional Services Contract with T. Baker Smith, LLC – Subsurface Utility Exploration (\$55,648.00).

17d) ADD TO AGENDA: Downtown Utilities Hardening & Improvements – City Project #TBD

Ordinance to authorize execution of a Professional Services Contract with ADG Engineering.

17e) Downtown Utilities Hardening & Improvements – City Project #TBD

Ordinance to authorize execution of a Professional Services Contract with ADG Engineering - Preliminary Electrical Engineering Services (\$100,000.00).

18) Mane Street Rehabilitation - Phase 2 (Urban Systems) - State Project #H.013392; City Project #000143

Authorize Change Order No. 2 (+ \$27,520.13; + 0 days) with Diamond B Construction Company, LLC.

19) Mane Street Rehabilitation - Phase 2 - (Urban Systems) State Project #H.013392; City Project #000143

Authorize Certificate of Substantial Completion with Diamond B Construction Company, LLC.

20) Montgomery Avenue Lift Station Renovation & Force Main - City Project #CP0083

Authorize Certificate of Substantial Completion with McLemore Service Contractors, LLC.

21) Highland Elementary School Area Sidewalk Project - State Project #H.015216, City Project #000134

Authorize Change Order No. 1 (+ \$9,906.39; + 3 days) with Amethyst Construction, Inc.

22) New Drago Sanitary Sewer Lift Station (EDA Grant) – City Project #000180

Approve the "Mutual Written Consent to Extend The Deadline For Award" with Don M. Barron Contractor, Inc., as lowest responsible and responsive bidder.

23) Project Updates

S.E. Huey Co.

Lazenby & Associates, Inc.

PUBLIC COMMENTS/OTHER BUSINESS

ADJOURN

To view a live broadcast of this meeting, go to: <https://www.youtube.com/@CityofWestMonroe/live>

If you need special assistance, please contact Andrea Pate at 318-396-2600, and describe the assistance that is necessary.



BOARD OF ALDERMEN REGULAR MEETING

Tuesday, October 15, 2024 at 6:00 PM

Council Chambers, City Hall, 2305 North 7th Street, West Monroe

MINUTES

NOTICE/MINUTES

Call to order/Verification of Attendance

PRESENT

Mayor Staci Mitchell

Polk Brian

Morgan Buxton

Thom Hamilton

Rodney Welch

Ben Westerburg

The meeting was opened with prayer by Mayor Staci Mitchell. The Pledge of Allegiance was also led by Mayor Staci Mitchell.

Motion to Approve Minutes

Motion to approve the minutes of the October 1, 2024 Regular City Council Meeting.

Motion made by Welch, Seconded by Westerburg.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Recognitions/Presentations

City of West Monroe Employees were recognized for years of service.

ADMINISTRATION/FINANCE

Ordinance No. 5402: Ordinance to adopt an updated Procurement Policy relating to the procurement of supplies, equipment, and construction services for all federal programs.

Motion made by Buxton, Seconded by Hamilton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Resolution No. 850: Resolution to authorize the Finance Director, with the concurrence of the Mayor, to agree to the compensation payable to the City of Monroe as the Ouachita Parish Unified Sales and Use Tax Collector.

Motion made by Welch, Seconded by Westerburg.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

LEGAL

ADD TO AGENDA: Ordinance to amend Sec. 11-5030, relating to the unlawful sale, purchase, or possession of tobacco by minors, to increase the age to 21 and to also include alternate nicotine products (vaping), all as provided by State Law.

Motion made by Buxton, Seconded by Hamilton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Ordinance No. 5403: Ordinance to amend Sec. 11-5030, relating to unlawful sale, purchase, or possession of tobacco by minors, to increase the age to 21 and to also include alternate nicotine products (vaping), all as provided by State Law.

Motion made by Buxton, Seconded by Welch.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

PUBLIC WORKS

(ACT 776) Bucket Truck - City Project: 000325

Ordinance No. 5404: Ordinance to authorize execution of a Cooperative Endeavor Agreement with the Louisiana Department of the Treasury and State of Louisiana in order to receive a Line Item Appropriation of \$77,600 for the purchase of a bucket truck.

Motion made by Westerburg, Seconded by Hamilton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

(ACT 776) Infrastructure Lines - City Project: 000326

Ordinance No. 5405: Ordinance to authorize execution of a Cooperative Endeavor Agreement with the Louisiana Department of the Treasury and State of Louisiana in order to receive a Line Item Appropriation of \$250,000 for the identification and burying of underground utility lines, including utility lines, in Downtown West Monroe.

Motion made by Welch, Seconded by Hamilton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

ENGINEERING/CONSTRUCTION PROJECTS

Flanagan Street Water Main Improvements (CWEF FY20-21) - City Project #000202

Authorize Certificate of Substantial Completion with McLemore Service Contractors, LLC.

Motion made by Westerburg, Seconded by Buxton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Phillips Street Water Main Improvements (CWEF FY21-22) – City Project #000201

Authorize Certificate of Substantial Completion with TAC Agency, Inc.

Motion made by Westerburg, Seconded by Hamilton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

FY25-26 Capital Outlay Requests

Resolution No. 851: Resolution to authorize and support the submission of certain FY 25-26 Capital Outlay Projects to the 2026 Legislature of the State of Louisiana.

Motion made by Westerburg, Seconded by Hamilton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Project Updates

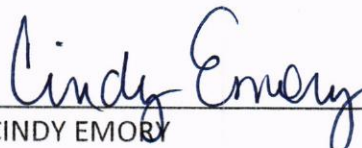
Robbie L. George, IV, P.E. (S.E. Huey Co.) and Joshua D. Hays, P.E., M.S.C.E. (Lazenby & Associates, Inc.) presented the City Council with project updates for transportation, drainage, and more.

ADJOURN

Motion made by Westerburg, Seconded by Hamilton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

ATTEST:

APPROVED:


CINDY EMORY
CITY CLERK


STACI ALBRITTON MITCHELL
MAYOR

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE CITY OF WEST MONROE, LOUISIANA TO SELL CERTAIN DESCRIBED TANGIBLE NON-CONSUMABLE MOVABLE PROPERTY WHICH IS NO LONGER NEEDED FOR ANY PUBLIC PURPOSE BY THE CITY OF WEST MONROE, LOUISIANA, THROUGH INTERNET COMPUTER AUCTION PURSUANT TO R.S. 33.4711.1; THE CITY OF WEST MONROE, LOUISIANA RESERVING THE RIGHT TO REJECT ANY AND ALL BIDS AND/OR REMOVE ALL OR ANY PORTION OF THAT MOVABLE PROPERTY FROM THE SALE, IF APPROPRIATE; AND, IF DETERMINED TO BE IN THE BEST INTEREST OF THE CITY, TO INSTEAD SELL SOME OR ALL OF THE ITEMS PURSUANT TO R.S. 33:4712F; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe, Louisiana, owns certain tangible non-consumable movable property which is no longer needed for public purposes, and

WHEREAS, that movable property still has a potential value if sold, and the receipt of any funds received will be beneficial to the City of West Monroe, Louisiana, and its residents.

NOW, THEREFORE:

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the City of West Monroe, Louisiana, hereby declares the following movable property is no longer needed for any public purpose by the City of West Monroe, Louisiana, and is therefore declared surplus, and the City of West Monroe, Louisiana is hereby authorized to sell that property through internet computer auction pursuant to the provisions of R.S. 33:4711.1. That movable property is more particularly described as follows, to-wit:

- Various artworks previously displayed at West Monroe City Hall, 2305 North 7th Street, West Monroe, Louisiana, a pictorial listing of which is attached, and which can be made available online. All can be made available for in-person inspection during business hours following scheduling.
- All to be sold in globo based on high bid price, f.o.b. West Monroe City Hall, 2305 North 7th Street, West Monroe, Louisiana

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the use of any method or means allowed by R.S. 33:4711.1 is hereby approved.

SECTION 3. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that if determined or appropriate, Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, or her designee,

then the City of West Monroe, Louisiana, may reserve the right to reject any and all bids and/or remove any or all portions of the movable property from the auction sale prior to its being offered, and/or sold, all able to be sold with or without a minimum price (but no less than overall “fair value”), and that the terms, conditions and provisions of that sale are to be for cash at time of sale, and except as otherwise expressly provided in the sales advertising, all items to be sold in “as is” condition.

SECTION 4. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to pay any necessary costs associated with the sale from the proceeds of the sale.

SECTION 5. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that if determined to be in the best interest of the City, Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, or her designee, is authorized to sell some or all of the items pursuant to R.S. 33:4712F.

SECTION 6. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, or her designee, is hereby authorized to take any and all other action and to execute any and all documentation as is necessary or desirable in order to further effectuate the provisions of this Ordinance, including but not limited to execution of any and all bills of sale or other documents in order to evidence transfers of title of the movable property which is sold.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, this 12th day of November, 2024, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA



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20181114_133339



20181114_133503



20181114_133806



20181114_134007



20181114_134133



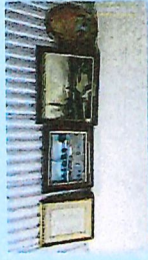
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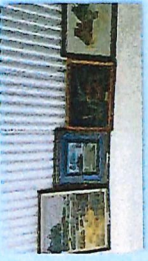
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20181114_144852



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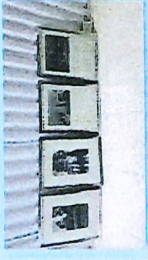
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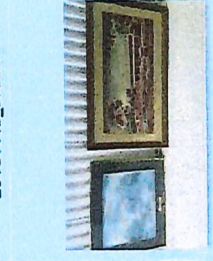
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20181115_085755



20181115_085847



20181115_085954



20181115_090035



20181115_090130



Artwork 1



Artwork 9



Artwork 17



Artwork 25



Artwork 33



Artwork 41



Artwork 8



Artwork 16



Artwork 24



Artwork 32



Artwork 40



Artwork 7



Artwork 15



Artwork 23



Artwork 31



Artwork 39



Artwork 47



Artwork 6



Artwork 14



Artwork 22



Artwork 30



Artwork 38



Artwork 46



Artwork 5



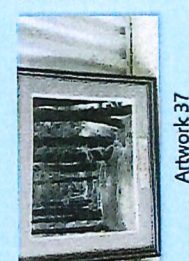
Artwork 13



Artwork 21



Artwork 29



Artwork 37



Artwork 45



Artwork 3



Artwork 12



Artwork 20



Artwork 28



Artwork 36



Artwork 44



Artwork 2



Artwork 11



Artwork 19



Artwork 27



Artwork 35



Artwork 43



Artwork 4



Artwork 10



Artwork 18



Artwork 26



Artwork 34



Artwork 42

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE ACCEPTANCE OF A FY 2024-2025 HISTORICAL PRESERVATION FUND GRANT AWARD FROM THE LOUISIANA DIVISION OF HISTORIC PRESERVATION FOR THE “FEASIBILITY STUDY TO SUPPORT THE REVITALIZATION OF THE HISTORIC METHODIST CHURCH IN DOWNTOWN WEST MONROE”, INCLUDING AUTHORIZATION FOR THE EXECUTION OF THE GRANT AWARD AGREEMENT; TO AUTHORIZE EXECUTION OF ANY AND ALL FURTHER DOCUMENTS EITHER NECESSARY OR APPROPRIATE IN ORDER TO ACCEPT THAT GRANT AWARD; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in special and legal session convened, that the City of West Monroe is hereby authorized to accept a Louisiana Development Ready Community Grant award of \$12,766.00 from the Louisiana Division of Historic Preservation for the “Feasibility Study to Support the Revitalization of the Historic Methodist Church in Downtown West Monroe”, and to execute the FY 2024-2025 Historic Preservation Fund Grant Award Agreement attached as Exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, be and she is hereby authorized to execute any and all further documents and agreements necessary or appropriate which relate to acceptance of the grant award; and to provide all such certifications as may be requested or required, together with any and all further documents which she determines are either necessary or desirable in order to further fulfill the requirements of the grant award agreement.

The above Ordinance was read and considered by sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea and nay vote, this 12th day of November, 2024, the final vote being as follows:

YEA: _____
NAY: _____
NOT VOTING: _____
ABSENT: _____
ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE,
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE,
STATE OF LOUISIANA

Office of the Lieutenant Governor
State of Louisiana

BILLY NUNGESSER
LIEUTENANT GOVERNOR



P.O. Box 44243
BATON ROUGE, LOUISIANA 70804-4243
(225) 342-7009

October 11, 2024

Courtney Hornsby
City of West Monroe
2305 North 7th Street
West Monroe, LA 71291

Re: FY 2024-2025 Historic Preservation Fund Grant Award
Feasibility Study to Support the Revitalization of the Historic
Methodist Church in Downtown West Monroe

Dear Ms. Hornsby:

The Louisiana Division of Historic Preservation has completed its Historic Preservation Fund grant selection process for FY 2024-2025. We are pleased to inform you that the City of West Monroe has been awarded the sum of \$12,766 to implement your proposed project.

If you have any questions, please contact Amanda Lanata (CLG) at 225-342-8157 or Karen McKinney (HP) at 225-342-9811.

Congratulations on this grant award. We look forward to working with you and seeing the results of your project. If I can be of assistance to you in any way, please don't hesitate to call.

Sincerely,

A handwritten signature in blue ink that reads "Billy Nungesser".

Billy Nungesser
Lieutenant Governor

C: Sen. Stewart Cathey
Rep. Pat Moore
Mayor Staci Albritton Mitchell

**FEASIBILITY STUDY TO SUPPORT REVITALIZATION OF HISTORIC METHODIST CHURCH
CITY OF WEST MONROE CERTIFIED LOCAL GOVERNMENT
WEST MONROE, LOUISIANA**

SCOPE OF WORK

October 1, 2024 – September 15, 2025

I. Introduction

The purpose of this grant is to enable the City of West Monroe to complete a feasibility study to support the revitalization of the historic Methodist Church in downtown West Monroe. The Principal Investigator agrees to the following:

II. Description of Services

During the grant term, the Grantee shall:

- 1) Complete a feasibility study of the Historic Methodist Church campus, with personnel to include SOI-qualified individuals. The feasibility study will include:
 - a. Research and analysis
 - b. Community engagement
 - c. Site reuse assessment
 - d. Implementation strategy

III. Grant Requirements and Final Deliverables

The Grantee shall deliver the following items to the State's Agreement Monitor during the grant term:

- 1) **Quarterly Reports and Billing Requests** submitted to the Division of Historic Preservation on each of the following dates:
 - a. January 15, 2025 - for work and expenses accrued October 1 – December 31, 2024
 - b. April 15, 2025 - for work and expenses accrued January 1 – March 31, 2025
 - c. July 15, 2025 - for work and expenses accrued April 1 – June 30, 2025

Quarterly Reports should provide an overview of work accomplished during the preceding quarter and the direction that work will take in the upcoming quarter. **NOTE: Quarterly Reports are required even if no work was performed during the preceding quarter.**

Quarterly Billing Requests will be submitted with supporting documentation as required in Exhibit D and will accompany the Quarterly Report during which the expenses occurred.

- 2) **Final Deliverables**, due on **September 15, 2025**, that include:
 - a. A **Final Report** that includes:
 - i. A summary of the completed work and expenses accrued during the final grant quarter and production of deliverables (July 1 – September 15); and,

- ii. Electronic documents of final feasibility study report; and,
 - iii. The **Final Billing Request**, including supporting documentation as required in Exhibit D.
- b. **Public funding notice:** The following statements must be located on the cover or title page, or in the credits of any printed materials prepared using grant funds:

The activity that is the subject of this report has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, through the LA Department of Culture, Recreation and Tourism, Office of Cultural Development, Division of Historic Preservation. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior nor the Department of Culture, Recreation and Tourism, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, sexual orientation, national origin, disabilities, religion, age, or gender in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240

- 3) The Grantee will direct and is responsible for ensuring that the Principal Investigator provides all deliverables directly to the State's Agreement Monitor, including Quarterly Reports and Final Deliverables, by the due dates provided herein. The Grantee is also responsible for reviewing and verifying the content of all deliverables, and for immediately reporting any errors, discrepancies, compliance, or other issues to the State's Agreement Monitor.

Courtney Hornsby, Principal Investigator

Date

**FEASIBILITY STUDY TO SUPPORT REVITALIZATION OF HISTORIC METHODIST CHURCH
CITY OF WEST MONROE CERTIFIED LOCAL GOVERNMENT
WEST MONROE, LOUISIANA**

October 1, 2024 – September 15, 2025

APPROVED BUDGET

	GRANT AWARD Federal	CASH MATCH Grantee	IN-KIND MATCH	TOTAL
PERSONNEL EXPENSES				
Principal Investigator				
Fringe Benefits	\$ 2,407.50	\$ 1,926.00		
Consultants	\$ 9,893.20	\$ 7,960.00		
GENERAL EXPENSES				
Equipment				
Supplies/Material	\$ 465.00	\$100.00		
Printing/Copying				
Photography				
Report Preparation				
Other General Expenses				
Audit Fee				
TOTAL	\$12,765.70	\$9,986.00		\$22,751.70

TOTALS

FEDERAL GRANT AMOUNT	\$ 12,765.70
CASH/IN-KIND MATCH	\$ 9,986.00
TOTAL PROJECT COST	\$ 22,751.70

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL SERVICES WITH CHM, LLC DBA ATLAS COMMUNITY STUDIOS FOR THE PREPARATION OF THE STUDY FOR THE PROJECT “CERTAIN LA - HISTORIC METHODIST CHURCH FEASIBILITY STUDY”; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, an Agreement for Professional Services with CHM, LLC dba Atlas Community Studios for the preparation of the study for the project “CERTAIN LA - HISTORIC METHODIST CHURCH FEASIBILITY STUDY”. A copy of the proposed Agreement For Professional Services is attached as Exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions and to execute any and all further documents she deems either necessary or proper to negotiate, prepare, execute and carry out the activities arising out of the agreement described above according to its terms and intent, including but not limited to such negotiations and modifications as she determines appropriate regarding the terms and conditions of the employment, the nature of the services performed and the manner of calculation of compensation for those services.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, this 12th day of November, 2024, the final vote being as follows:

YEA: _____
NAY: _____
NOT VOTING: _____
ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE,
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE,
STATE OF LOUISIANA



AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made on the 1st of October, 2024, by and between CHM, LLC d/b/a Atlas Community Studios, a Nevada limited liability company (herein referred to as "Consultant"); and the City of West Monroe, Louisiana (hereinafter referred to as "Owner"). WHEREAS, the Owner desires for Consultant to provide certain services in accordance with the Scope of Work set forth herein, consistent with the grant application (the "Services Proposal"), per the fees or hourly rates as depicted in the Payment and Invoicing section below, and the terms and conditions outlined in this Agreement.

NOW, THEREFORE, in consideration of the above recitals, which are hereby incorporated into the below Agreement, and in consideration of the mutual promises made herein, the receipt and sufficiency of which are hereby acknowledged, the Owner and Consultant further agree as follows:

I. PROJECT NAME.

The "Project" shall be described as:

LA - Historic Methodist Church Feasibility Study

II. PROJECT TERM.

The term of this Agreement shall be from October 1, 2024 to September 15, 2025. The Agreement may be terminated earlier by final completion of the services by the Consultant and acceptance of the services by the Owner or through the termination provisions provided herein.

III. PROJECT SCOPE OF WORK.

The following is a summary of the professional services to be provided by the Consultant (collectively, the "Scope of Work"). Consultant will provide these professional services consistent with the detailed description of the Project's goals and objectives outlined in the Services Proposal attached hereto as **Exhibit 1**. The Scope of Work is expressly limited to professional services relating to and for the benefit of the "Project Area," which is defined and described in detail in **Exhibit 2** to this Agreement.

Owner understands and agrees that completion of the Scope of Work is contingent upon Owner's prompt payment and compliance with the terms and conditions set forth herein. Owner further understands and agrees that this Scope of Work is based upon Consultant's subjective understanding of the requirements of the Project, and that a material term of this Agreement is Consultant's sole and complete discretion as to the scope and nature of the

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Project Manager: Kate Greene

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professional services provided. Owner understands and agrees that the scope and nature of the professional services provided may change over time at the Consultant's sole and complete discretion, and that any such changes that do not result in material changes to the Scope of Work below are expressly agreed upon in advance by the Parties and do not require Owner's subsequent approval and/or execution of a Change Order prior to implementation of said changes. To the extent that any actual or perceived conflict arises or exists between the Scope of Work provided below and the goals and objectives identified in the Services Proposal, the Scope of Work identified herein controls. Owner understands and agrees that Consultant has not and cannot guarantee results beyond completion of the Scope of Work provided herein.

A. PROJECT KICKOFF

1. Develop a "project board" in Asana outlining tasks and assignments
2. Identify members of a small Steering Committee who will help guide the strategic planning process
3. Convene Steering Committee for a virtual kickoff meeting to review the scope of work and tasks/deliverables for forthcoming phases
4. Schedule monthly check-in meetings (and/or email progress updates) with the Steering Committee
5. Identify dates for Atlas to make a site visit to view the property and facilitate community visioning activities
6. Use the platform Go Vocal to develop a project landing page with information about the project and virtual visioning opportunities

B. RESEARCH & ANALYSIS

1. Compile historical data on the old First United Methodist Church
 - Review previous studies, reports, and historical records
2. Review existing plans and studies for West Monroe and Ouachita Parish
 - Identify gaps in existing research, particularly focusing on the issues of vacant properties and redevelopment barriers
3. Compile and analyze data on vacant properties within the overall Study Area, including location, size, ownership, current zoning, and condition
4. Identify zoning, regulatory, or policy barriers that could hinder the redevelopment of vacant properties or fail to encourage adaptive reuse, infill development, or other creative redevelopment strategies in West Monroe

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5. Conduct interviews with city leader(s) to identify current or planned developments that may impact opportunities in the overall Study Area
6. Conduct a market analysis to understand current and future demand for residential, commercial, and mixed-use developments

C. COMMUNITY ENGAGEMENT

1. Promote community engagement opportunities on the City of West Monroe website, social media, and local media outlets
2. Organize and facilitate 1-2 charette workshops to solicit community input
 - Incorporate interactive activities to gather ideas and feedback on potential end-uses for the old First United Methodist Church
3. Publish a survey (printed and digital) to reach a broader audience
4. Conduct one-on-one interviews with key stakeholders to better understand opportunities and challenges for the revitalization of both Study Areas
5. Utilize the project webpage for additional, online engagement opportunities (e.g., a digital Vision Wall)
6. Compile and analyze all community input to identify common themes and preferences
7. Present Public Input Summary to the Steering Committee and publish the document on the project webpage

D. SITE REUSE ASSESSMENT & FEASIBILITY STUDY

1. Assess the current condition, ownership, zoning, and potential constraints for revitalization of the old First United Methodist Church and propose reuse concepts based on findings from quantitative and qualitative research
2. Develop a detailed site reuse strategy for the old First United Methodist Church that includes an assessment of economic feasibility examining the financial viability of 1-2 proposed and preferred uses, considering development costs, potential revenues, and possible funding sources
3. Create conceptual designs for the most promising reuse options
 - Develop 2-3 visual representations (e.g., sketches, renderings) to illustrate proposed changes

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E. IMPLEMENTATION STRATEGY

1. Research federal, state, local, and philanthropic funding opportunities for building redevelopment and infrastructure improvements
2. Create a matrix for each priority project consisting of the following information for each funding opportunity: Funding Organization, Grant Program, Summary Description, Program Priorities / Scoring Criteria Considerations, Funding Range, Match Requirement, Application Cycle / Deadline, Contact Information
3. Depending on the recommended end-use(s) of the old First United Methodist Church, identify potential partners and their roles during the implementation phase to encourage revitalization of the historic building
4. Outline next steps for the proposed redevelopment project

IV. EXCLUDED SERVICES.

Given the complexity and discretionary nature of the professional services provided by Consultant, it is understandable and anticipated that Owner may have certain expectations as to the scope and nature of the professional services provided that are inconsistent with the intent of this Agreement and/or that fall outside the Scope of Work as it is understood by the Consultant. Owner understands and agrees that Consultant has the sole and complete discretion to determine which professional services are necessary for the completion of the Scope of Work and are thus required under this Agreement. Notwithstanding the foregoing, Consultant desires to limit any confusion that may arise as to professional services that fall within the Scope of Work, and those that do not. **Accordingly, the following is a non-exhaustive list of professional services that are expressly excluded from the Scope of Work.** This non-exhaustive list is provided as a courtesy to inform the Owner about certain express limitations on the professional services provided by the Consultant under this Agreement. Nothing herein shall act as a waiver of the Consultant's complete discretion as to the scope and nature of professional services provided. In the event that the excluded professional services identified herein conflict with the Services Proposal, this Agreement controls and those professional services shall be deemed as excluded from the Scope of Work.

A. WORKSHOPS

1. Facilitate topic-specific workshops for the community and/or local organizations

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B. PLAYBOOK

1. Develop a project- or topic-specific strategy for economic community development based on visioning and stakeholder engagement.

C. BROWNFIELDS REVITALIZATION PLAN

1. Develop EPA-funded revitalization plan that establishes a strategy for site reuse based on market analyses and broad community engagement. Identify grants, loans, and incentives to leverage for site redevelopment.

D. MASTER PLAN

1. Develop a citywide or neighborhood-specific strategy(ies) for local development and growth based on extensive visioning, focus groups, and stakeholder engagement.

E. COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS)

1. Partner with an Economic Development District to develop a new CEDS for their respective region, including an interactive online interface.

V. MODIFICATION OF THE SCOPE OF WORK.

The Scope of Work described herein may only be expanded, reduced, or otherwise modified by execution of a written "Change Order" prepared by Consultant. All Change Orders must be executed by both Owner and Consultant, at which point said Change Order shall constitute an amendment to this Agreement. In the event that a Change Order conflicts with the terms of this Agreement and/or any previous Change Order, the terms of the most recent fully executed Change Order control. Any actual or perceived conflicts or ambiguities in this Agreement, as amended, that arise from the execution of a Change Order shall be resolved in favor of effectuating the terms of the most recent Change Order. The Consultant will be entitled to additional compensation to coordinate such changes, and a fee of \$250.00 shall be assessed per Change Order, separate and apart from any other negotiated changes in compensation terms, to account for said coordination and preparation of the Change Order. In the event that a Change Order calls for services billed at an hourly rate, Consultant will bill for the services of its professional staff by the hour at their regular published rates, in accordance with the Rate Sheet attached hereto as **Exhibit 3**. Time is billed descriptively in quarter-hour increments, and all time is rounded up to the next quarter-hour. Consultant's rates are reviewed annually, at year end. Owner expressly understands and agrees that said rates may be subject to increase

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on an annual basis, and that failure to object in writing to a notice of rate increase within 14 days of receipt of said written notice shall constitute an acceptance of the same.

VI. OWNER RESPONSIBILITIES.

Owner shall do the following in a timely manner so as not to delay the services of the Consultant:

1. Designate in writing a person to act as Owner's "Designated Representative" with respect to the services to be rendered under this Agreement. Owner's Designated Representative shall have complete authority to transmit instructions, receive information, interpret and define Owner's policies and procedures, and make decisions binding upon the Owner with respect to Consultant's services for the Project;
2. Provide all criteria and full information as to Owner's requirements for the Project, including objectives and constraints, space, capacity and performance requirements, flexibility and expendability, and any budgetary limitations;
3. Assist Consultant by placing at Consultant's disposal all available information pertinent to the Project, including previous reports and any other data relative to the Project;
4. Arrange for access and make all provisions necessary for the Consultant to enter upon public and private property as required for the Consultant to perform services under this Agreement;
5. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by the Consultant, obtain advice of an attorney, insurance professionals, CPAs, and any other consultants as Owner deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time (subject to any notice periods established in this Agreement) so as not to delay the services of the Consultant;
6. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary completion of the Project;
7. Use Owner's best efforts and to direct third parties to utilize their best efforts to give priority to and otherwise satisfy any and all requests, requirements, or directions of Consultant relating to or in furtherance of the services provided to Owner;
8. Give prompt written notice to the Consultant whenever the Owner observes or otherwise becomes aware of any development that affects the scope or timing of the Consultant's services, or any defect or non-conformance in the work of any Contractor, subject to the Services Verification clause set forth below; and
9. Arrange for financing and pay for services as agreed to in this Agreement.

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VII. PAYMENT AND INVOICING.

A. FLAT FEE:

Owner shall pay Consultant \$22,751.70 for the performance of the Scope of Work detailed in this Agreement. Owner agrees to pay Consultant in accordance with the Billing Schedule set forth below. Payment will not be made on a salary or hourly rate. All payments under this contract shall be to the trade or business name of the Consultant. No payments will be personally made to an individual under this contract.

BILLING SCHEDULE			
% OF COMPLETION		FEE	DUE
9.0%	of total contract cost	\$2,068.34	November 30, 2024
9.1%	of total contract cost	\$2,068.34	December 31, 2024
9.1%	of total contract cost	\$2,068.34	January 31, 2025
9.1%	of total contract cost	\$2,068.34	February 28, 2025
9.1%	of total contract cost	\$2,068.34	March 31, 2025
9.1%	of total contract cost	\$2,068.34	April 30, 2025
9.1%	of total contract cost	\$2,068.34	May 31, 2025
9.1%	of total contract cost	\$2,068.33	June 30, 2025
9.1%	of total contract cost	\$2,068.33	July 31, 2025
9.1%	of total contract cost	\$2,068.33	August 31, 2025
9.1%	of total contract cost	\$2,068.33	September 30, 2025

In addition to professional fees and the costs specifically included as part of the flat fee agreed upon herein, it may be necessary for Consultant to incur additional costs and expenses on Owner's behalf, with the prior written approval of Owner, for which we will expect to be reimbursed, if under \$500.00, along with payment of Consultant's invoices. Costs and expenses in excess of \$500.00 will be submitted to Owner directly for immediate payment. Owner understands and agrees that time is of the essence as it relates to payment of these invoices, and holds Consultant harmless for any and all delays, problems, non-performance of part or all of the Scope of Work, and/or additional expenses incurred as a result of delayed payment or non-payment of the same.

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B. INVOICING:

The Consultant will submit invoices on a monthly basis. Invoices will be sent to Owner's Designated Representative in accordance with the Notice clause below. Upon request, Consultant shall provide documentation of its expenses. Payment of such invoices will be due within thirty (30) days of the receipt thereof. Amounts unpaid 30 days after invoice date shall bear interest from the date payment is due at a rate of 1.5% per month compounded monthly.

C. SERVICES VERIFICATION:

From time to time, at the Consultant's complete discretion, Consultant will send Owner a Notice of Completion. Each Notice of Completion will serve as notice to Owner that the services identified therein been completed in accordance with the terms of this Agreement. Upon receipt of any Notice of Completion, Owner's Designated Representative shall review said Notice of Completion, the operative Scope of Work, as amended by any Change Orders, and examine the services provided by Consultant for any defect, non-conformance, or other objection or rejection of the services performed. In the event that Owner determines that any services provided by Consultant identified in the Notice of Completion are not satisfactory, in part or in full, Owner may serve written notice of all such complaints or objections to Consultant within fourteen (14) days of the date of the subject Notice of Completion identifying said services (the "Services Objection"). All Services Objections must be served in accordance with the Notice clause set forth below. Owner understands and agrees that Owner's failure to serve a Services Objection on Consultant within the fourteen (14) day period described herein shall constitute Owner's complete, unconditional, and unwaivable approval of the services identified in the subject Notice of Completion.

Upon receipt of any Services Objection, Consultant will review the Services Objection and either (a) provide Owner with a written proposal to remedy Owner's Objections, either at Consultant's cost or through a Change Order, or (b) provide written notice of its rejection of the Services Objection. Until the Parties reach an agreement on resolution of the Services Objection or the Agreement is otherwise terminated, Consultant may, at any time, suspend all services to Owner as set forth in the Termination clause below.

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VIII. ADDITIONAL TERMS AND CONDITIONS

A. ATTORNEY'S FEES:

In the event any dispute relating to or arising from this Agreement is submitted to mediation, arbitration, or litigation, or in the event an attorney is retained by any Party to this Agreement to enforce its terms, or to collect any damages due for breach hereof, the Party or Parties, prevailing in such mediation, arbitration and/or litigation shall be entitled, in addition to such other relief as maybe granted, to a reasonable sum as and for his attorney fees in such mediation, arbitration and/or litigation, which shall be determined by the court in such mediation, arbitration and/or litigation or in a separate action brought for that purpose, and shall each be considered a party for the purposes of this provision.

B. DISPUTE RESOLUTION:

Claims, disputes or other matters, involving a value less than \$200,000.00, in question between the parties to this Agreement arising out of or relating to this Agreement or breach thereof shall be subject to mediation unless each of the parties mutually agrees otherwise. Mediation is an express condition precedent to arbitration, litigation, or any administrative action meant to resolve claims, disputes, or other matters relating to this Agreement. No mediation arising out of or relating to this Agreement shall include, by consolidation, joinder or in any other manner, an additional person or entity not a party to this Agreement, except by written consent containing a specific reference to this Agreement signed by the Owner, Consultant, and any other person or entity sought to be joined. In no event shall the demand for mediation be made after the date when the institution of legal or equitable proceedings based upon such claim would be barred by the applicable statute of limitations. The award rendered in the mediation shall be non-binding.

In the event that mediation is unsuccessful, Owner and Consultant expressly agree to resolve any claims, disputes, or other matters relating to or arising from this Agreement in binding arbitration. The Parties shall attempt to agree to a particular arbitrator and associated rules of arbitration, however, in the event that an agreement cannot be reached, the Parties shall submit this matter to binding arbitration with the American Arbitration Association ("AAA"), and will comply with AAA's rules and procedural requirements. In the event any party is required to file suit in order to obtain injunctive relief or other relief requiring a court order, the Parties agree to stay the matter for all other purposes and submit the matter to arbitration.

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C. ENFORCEMENT:

The failure of either Party in any one or more instances to insist upon strict performance of any of the terms and provisions of this Agreement shall not be construed as a waiver of the right to assert any such terms and provisions on any future occasion or of damages caused thereby.

D. EXCLUSIVITY:

Owner understands and agrees that Consultant is engaged in providing these types of services for persons or entities other than the Owner, and the Consultant is not required to provide services exclusively to the Owner during the term of this Agreement.

E. HAZARDOUS MATERIALS – INDEMNIFICATION:

The Consultant is not in the business of making environmental site assessments for purposes of determining the presence of any toxic, hazardous or other environmental damaging substances. The purpose of this provision is to be certain that the Owner is aware of the potential liability if toxic, hazardous or environmentally damaging substances are found on or under a property. Consultant makes no representations regarding an environmental site assessment, relies upon Owner to have fully investigated the need and/or scope of such assessment and assumes no responsibility for the determination to make an environmental site assessment on the subject property.

F. INFORMATION PROVIDED BY OTHERS:

The Consultant shall be entitled to rely upon the accuracy and completeness of data provided by the Owner and shall not assume liability for such data. The Consultant does not practice law, insurance or financing, therefore, the Owner shall furnish all legal, accounting and insurance counseling services as may be necessary to protect themselves at any time during the Project. Owner shall hold Consultant harmless from damages that may arise as a result of inaccuracies or omission of information or data supplied by Owner or others to Consultant.

G. INTEGRATION, MODIFICATION, AND COUNTERPARTS:

This Agreement represents the entire and integrated agreement between the Owner and Consultant. All prior representations, discussions, agreements, and negotiations, whether written or oral, have been and are merged and integrated into, and are superseded by, this Agreement. No covenants, agreements, representations, or warranties of any kind whatsoever

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have been made by any Party, except as specifically set forth in this Agreement. This Agreement may only be changed or modified by a written instrument executed by all the Parties, and any oral modification hereof shall be ineffective until reduced to such a writing. So long as both Parties execute this Agreement, a copy of this Agreement shall have the same force, effect, and validity as an original Agreement. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Owner or Consultant.

H. LIMITATION OF LIABILITY:

The Consultant's liability shall be limited to \$1,000,000.00 or the maximum amount of insurance coverage as indicated on Consultant's certificate of insurance, whichever is less, unless specifically agreed to by separate written agreement negotiated and executed by Owner and Consultant.

I. NOTICE:

Any notice to be given hereunder by either Party to the other, shall be in writing and shall be deemed given when sent by certified mail.

Notices to the Owner shall be addressed to Owner's "Designated Representative" as follows:

City of West Monroe, Louisiana
c/o Courtney Hornsby
2305 N 7th Street
West Monroe, LA 71291

With Copy To:

City Attorney
City of West Monroe
2305 North 7th Street
West Monroe, LA 71291

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Notices to the Consultant shall be addressed to:

CHM, LLC d/b/a Atlas Community Studios
c/o Alex Holland, Chief Executive Officer
PO Box 77791
Washington, DC 20002-9997

With Copy To:

Kravtiz, Schnitzer & Johnson, Chtd.
c/o Michael R. Esposito, Esq.
8985 S. Eastern Avenue, Suite 200
Las Vegas, Nevada 89123

J. RELATIONSHIP OF THE PARTIES:

The parties understand and agree that Consultant is an independent contractor and that Consultant is not an employee, agent or servant of the Owner, nor is Consultant entitled to employment benefits by and through the Owner. CONSULTANT UNDERSTANDS AND AGREES THAT CONSULTANT IS NOT ENTITLED TO WORKERS' COMPENSATION BENEFITS AND THAT CONSULTANT IS OBLIGATED TO PAY ALL INCOME TAX OBLIGATIONS ON ANY MONEYS EARNED PURSUANT TO THIS AGREEMENT. As an independent contractor, Consultants agrees that:

- Consultant does not have the authority to act for the Owner, or to bind the Owner in any respect whatsoever, or to incur any debts or liabilities in the name of or on behalf of the Owner;
- Consultant has and hereby retains control of and supervision over the performance of Consultant's obligations hereunder and control over any persons employed or contracted by Consultant for performing the services hereunder;
- Owner will not provide training or instruction to Consultant or any of its employees regarding the performance of services hereunder;
- Neither Consultant, nor its employees or consultants, will receive benefits of any kind from the Owner;
- Consultant represents that it is engaged in providing similar services to other clients and not required to work exclusively for the Owner;
- All services are to be performed solely at the risk of the Consultant and Consultant shall take all precautions necessary for the proper performance thereof; and
- Consultant will not combine its business operations in any way with the Owner's business operations and each party shall maintain their operations as separate and distinct.

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K. SEVERABILITY:

If any term, provision, covenant, or condition of this Agreement is held by any arbitrator and/or court of competent jurisdiction to be invalid, void, or unenforceable, the rest of the Agreement shall remain in full force and effect and shall in no way be affected, impaired or invalidated.

L. TERMINATION AND/OR SUSPENSION OF SERVICES:

Consultant may terminate this Agreement at any time with or without cause by giving the Owner written notice of not less than fourteen (14) days. Owner may terminate this Agreement at any time in the event that Consultant violates the terms of this Agreement or fails to produce a result that meets the specifications of this Agreement by giving the Consultant written notice of not less than fourteen (14) days.

In the event of termination by Owner, Owner will pay consultant all amounts due and owing as of the date of the conclusion of said fourteen (14) day notice. Additionally, if payments are due pursuant to a Fee Schedule or Billing Schedule, Owner will remit payment of all amounts due or owing under the next scheduled progress payment, regardless of the extent of the services performed by Consultant.

In the event of termination of this Agreement by Consultant, payments will be made to Consultant for all work performed up to the date of termination. If payments are due pursuant to a Fee Schedule or Billing Schedule, Owner will remit payment of a prorated amount of the total amount due or owing under the next scheduled payment, and shall be calculated based upon the termination date identified in Consultant's notice of termination and the number of days in between the last progress payment and the next scheduled progress payment.

Failure of the Owner to make complete and timely payments to the Consultant in accordance with the Agreement shall be considered substantial non-performance, a material breach of this Agreement, and cause for termination. Notwithstanding the foregoing, if the Owner fails to make timely payment, the Consultant may, upon seven (7) days' written notice to the Owner, suspend performance of services under this Agreement. Unless payment in full is received by the Consultant within seven days of the date of the notice, the suspension shall take effect without further notice.

In the event of a suspension of services for any reason(s) allowed under this Agreement, the Consultant shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Suspension of services in no way acts as a modification or

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waiver of Consultant's right to terminate this Agreement at any point thereafter.

This Agreement is executed as of the Effective Date identified above.

CONSULTANT

CHM, LLC dba Atlas Community Studios, a
 Nevada limited liability company



Name: Alex Holland
 Its: Chief Executive Officer

OWNER

City of West Monroe, Louisiana



Name: Courtney Hornsby
 Its:



EXHIBIT 1: PROJECT SERVICES PROPOSAL

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**FEASIBILITY STUDY TO SUPPORT REVITALIZATION OF HISTORIC METHODIST CHURCH
CITY OF WEST MONROE CERTIFIED LOCAL GOVERNMENT
WEST MONROE, LOUISIANA**

SCOPE OF WORK

October 1, 2024 – September 15, 2025

I. Introduction

The purpose of this grant is to enable the City of West Monroe to complete a feasibility study to support the revitalization of the historic Methodist Church in downtown West Monroe. The Principal Investigator agrees to the following:

II. Description of Services

During the grant term, the Grantee shall:

- 1) Complete a feasibility study of the Historic Methodist Church campus, with personnel to include SOI-qualified individuals. The feasibility study will include:
 - a. Research and analysis
 - b. Community engagement
 - c. Site reuse assessment
 - d. Implementation strategy

III. Grant Requirements and Final Deliverables

The Grantee shall deliver the following items to the State's Agreement Monitor during the grant term:

- 1) **Quarterly Reports and Billing Requests** submitted to the Division of Historic Preservation on each of the following dates:
 - a. January 15, 2025 - for work and expenses accrued October 1 – December 31, 2024
 - b. April 15, 2025 - for work and expenses accrued January 1 – March 31, 2025
 - c. July 15, 2025 - for work and expenses accrued April 1 – June 30, 2025

Quarterly Reports should provide an overview of work accomplished during the preceding quarter and the direction that work will take in the upcoming quarter. **NOTE: Quarterly Reports are required even if no work was performed during the preceding quarter.**

Quarterly Billing Requests will be submitted with supporting documentation as required in Exhibit D and will accompany the Quarterly Report during which the expenses occurred.

- 2) **Final Deliverables**, due on **September 15, 2025**, that include:
 - a. A **Final Report** that includes:
 - i. A summary of the completed work and expenses accrued during the final grant quarter and production of deliverables (July 1 – September 15); and,

- ii. Electronic documents of final feasibility study report; and,
 - iii. The **Final Billing Request**, including supporting documentation as required in Exhibit D.
- b. **Public funding notice:** The following statements must be located on the cover or title page, or in the credits of any printed materials prepared using grant funds:

The activity that is the subject of this report has been financed in part with federal funds from the National Park Service, U.S. Department of the Interior, through the LA Department of Culture, Recreation and Tourism, Office of Cultural Development, Division of Historic Preservation. However, the contents and opinions do not necessarily reflect the views or policies of the Department of the Interior nor the Department of Culture, Recreation and Tourism, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior.

This program receives federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, sexual orientation, national origin, disabilities, religion, age, or gender in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to Office of Equal Opportunity, National Park Service, 1849 C Street, N.W., Washington, D.C. 20240

- 3) The Grantee will direct and is responsible for ensuring that the Principal Investigator provides all deliverables directly to the State's Agreement Monitor, including Quarterly Reports and Final Deliverables, by the due dates provided herein. The Grantee is also responsible for reviewing and verifying the content of all deliverables, and for immediately reporting any errors, discrepancies, compliance, or other issues to the State's Agreement Monitor.

Courtney Hornsby, Principal Investigator

Date

**FEASIBILITY STUDY TO SUPPORT REVITALIZATION OF HISTORIC METHODIST CHURCH
CITY OF WEST MONROE CERTIFIED LOCAL GOVERNMENT
WEST MONROE, LOUISIANA**

October 1, 2024 – September 15, 2025

APPROVED BUDGET

	GRANT AWARD Federal	CASH MATCH Grantee	IN-KIND MATCH	TOTAL
PERSONNEL EXPENSES				
Principal Investigator				
Fringe Benefits	\$ 2,407.50	\$ 1,926.00		
Consultants	\$ 9,893.20	\$ 7,960.00		
GENERAL EXPENSES				
Equipment				
Supplies/Material	\$ 465.00	\$100.00		
Printing/Copying				
Photography				
Report Preparation				
Other General Expenses				
Audit Fee				
TOTAL	\$12,765.70	\$9,986.00		\$22,751.70

TOTALS

FEDERAL GRANT AMOUNT	\$ 12,765.70
CASH/IN-KIND MATCH	\$ 9,986.00
TOTAL PROJECT COST	\$ 22,751.70



EXHIBIT 2: PROJECT AREA

The Scope of Work referred to in the attached Agreement is expressly limited to professional services relating to and for the benefit of the "Project Area," The Project Area shall be defined as:

West Monroe, Louisiana

**EXHIBIT 3: RATE SHEET FOR PROFESSIONAL SERVICES RENDERED**

In the event that Consultant is billing the Owner for professional services rendered on an hourly basis for any reason, the following hourly rates apply:

Position	Hourly Rate
Principal	\$175.00
Project Manager	\$165.00
Operations Director	\$160.00
Project Associate	\$150.00

Time is billed descriptively in quarter-hour increments, and all time is rounded up to the next quarter-hour. Consultant's rates are reviewed annually, at year end beginning in 2025.

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO EXECUTE AN AGREEMENT FOR PROFESSIONAL SERVICES WITH RETAIL STRATEGIES, LLC; TO PROVIDE CERTAIN PROFESSIONAL CONSULTING SERVICES REGARDING RETAIL RECRUITMENT AND RELATED ACTIVITIES; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, Retail Strategies, LLC is a consulting service which possesses a high degree of professional skill and experience, and is a unique provider of professional consulting services in retail recruitment; and

WHEREAS, The City of West Monroe desires to retain Retail Strategies, LLC to provide certain professional consulting services because of its professional skill and experience.

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, that Professional Services Agreement with Retail Strategies, LLC to provide for certain consulting services regarding retail recruitment and related activities, all as more fully set forth in that Professional Services Agreement, a copy of which is attached as Exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized further modify the attached agreement in such manner as she determines appropriate prior to its execution, and to take any and all actions and to execute any and all further documents she deems either necessary or proper to carry out the activities arising out of that agreement described above according to its terms and its intent.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, this 12th day of November, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

AGREEMENT TO PROVIDE CONSULTING SERVICES

This Agreement to Provide Consulting Services (this “Agreement”) sets forth the mutual understanding of (the “Client”) West Monroe, LA and Retail Strategies, LLC, an Alabama limited liability company (the “Consultant”) on this 12th day of November 2024 (the “Execution Date”), for the provision of professional consulting services as more fully set forth below.

RECITALS:

The Consultant possesses a high degree of professional skill and experience and is a unique provider of professional consulting services in retail recruitment.

The Client desires to hire the Consultant to provide professional consulting services because of its professional skill and experience.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements set forth in this Agreement, the Client and the Consultant, intending to be legally bound, do hereby agree as follows:

1. **CONSULTING SERVICES.** The Consultant agrees to provide the following professional services to the Client as detailed in Exhibit A (a copy of which is attached hereto and incorporated herein by reference) (the “Services”):

2. **TERM.** The Consultant’s engagement and provision of Services will commence upon the Execution Date as set forth above. The Consultant’s engagement and this Agreement will terminate automatically on the third anniversary of the Execution Date (the “Term”) unless earlier terminated as provided in Section 6 below. At the end of the Term, the Client, acting by and through the Client Representative, may extend the Term at its option for successive periods on such terms and conditions as the Client Representative, acting for and on behalf of the Client, and the Consultant may agree upon in writing.

3. **CONSULTING FEE.**

A. **Consulting Fee.** In consideration for providing the Services, the Client agrees to pay the Consultant a consulting fee (the “Consulting Fee”) in an amount equal to \$120,000. The Consulting Fee will be paid in installments of immediately available funds as follows:

Contract Period	Payment Date	Payment Amount
Year One	Upon execution of this agreement	\$40,000
Year Two	On or before the 1st anniversary of the Execution Date	\$40,000
Year Three	On or before the 2 nd anniversary of the Execution Date	\$40,000

- B. Payment Default.** If the Client fails to pay any portion of the Consulting Fee on the requisite payment date, the Consultant will immediately cease all Services identified in Exhibit A. Additionally, from the date due until paid, the delinquent amount shall bear interest at the rate of one and one-half percent (1.5%) per month. If Consultant shall engage an attorney to collect any unpaid amount due hereunder, or institutes legal action to enforce the provisions of this Agreement, Consultant shall be entitled to receive from Client, in addition to such unpaid amount plus interest, a reasonable attorney fee and all expenses incurred by Consultant as awarded by a court of competent jurisdiction.

4. CLIENT INFORMATION AND ACCESS.

- A. To the extent permitted by law, the Client will provide the Consultant with access to relevant personnel, facilities, records, reports, and other information (including any information specified in the Consultant's proposal to the Client) accessible by the Client that the Consultant may reasonably request from time-to-time during the Term. The Client acknowledges and agrees that the Consultant's scheduled delivery of the Services is dependent upon the timely access to such personnel, facilities, records, reports and other requested information.
- B. To facilitate such access and Consultant's delivery of the Services, the Client designates the Mayor (the "Client Representative"), currently Staci Mithell. The Client Representative will serve as the primary liaison between the Consultant and the Client. The Client Representative will have responsibility for regular communications between the Client and the Consultant, including providing updates in a timely manner through Basecamp. The Client Representative's communications to the Consultant will include information regarding retail growth and development, such as actual and prospective business openings and closings, changes in economic drivers (e.g., significant increases or decreases in workforce of major employers, school enrollments, housing or healthcare services) and changes in the ownership of targeted real estate (e.g., transfers of real estate or changes in the finances of ownership). The Client Representative will also be responsible for disseminating updates relative to consultants' activities related to scope of work to members of local stakeholder groups of the Client (e.g. City Council, Economic Development Boards, and Chamber of Commerce etc.).
- C. The Client hereby authorizes the Client Representative (i) to act on behalf of the Client in the day-to-day administration and operation of this Agreement and the arrangements it contemplates and (ii) to execute and deliver on behalf of the Client, such notices, approvals, consents, instruments, amendments or other documents as may be necessary or desirable to facilitate or assist the Consultant with the provision of the Services.

- 5. INTELLECTUAL PROPERTY.** As part of the Services, the Consultant will prepare periodic and final reports including demographic and other research reports that will become the property of the Client upon delivery from the Consultant. Any other reports, memoranda, electronic mail, facsimile transmissions, or other written documents prepared or used by the Consultants in connection with the Services will remain the property of the Consultant. With the Consultant's prior permission, the Client may use other information provided by the Consultant, such as specifics related to retailers, developers, site information or other "confidential

information” for internal purposes while taking reasonable steps to so limit the use of such materials and maintain its confidentiality.

6. **TERMINATION.**

- A. **By the Client At-Will.** The Client may terminate this Agreement at any time for any or no reason upon delivery of 30 days’ prior written notice to the Consultant. Any portion of the Consulting Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable.
- B. **By the Client Upon the Consultant’s Default.** The Client may notify the Consultant within 90 days of the day that the Client knows or should have known that the Consultant breached this Agreement. The Consultant will have 30 days following receipt of such notice to cure any alleged breach. If the Consultant fails to cure any alleged breach within that 30-day period, then the Client may terminate this Agreement. Within 30 days of such termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the contract period during which such termination occurs based upon the number of days remaining in such contract period.
- C. **By the Consultant At-Will.** The Consultant may terminate this Agreement at any time for any or no reason upon delivery of 30 days’ prior written notice to the Client. Within 30 days of such termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the period during which such termination occurs based upon the number of days remaining in such period.
- D. **By the Consultant Upon the Client’s Default.** The Consultant may notify the Client within 90 days of the day that the Consultant knows or should have known that the Client breached this Agreement. The Client will have 30 days following receipt of such notice to cure any alleged breach. If the Client fails to cure any alleged breach within that 30-day period, then the Consultant may terminate this Agreement. Any portion of the Consulting Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable.

7. **NOTICES.** Any notice or communication in connection with this Agreement will be in writing and either delivered personally, sent by certified or registered mail, postage prepaid, delivered by a recognized overnight courier service, or transmitted via facsimile or other electronic transmission, addressed as follows:

Client: The City of West Monroe, LA
 2305 North 7th Street
 West Monroe, LA
 Email: smitchell@westmonroe.com
 Attention: Mayor Staci Mitchell
 And with copy to:
 Email: chornsby@westmonroe.com
 Attn: Courtney Hornsby

Consultant: Retail Strategies, LLC
 2200 Magnolia Ave. South, Suite 100
 Birmingham, AL 35205
 Email: sleara@retailstrategies.com
 Fax: (205) 313-3677
 Attention: Stephen P. Leara, Esq – EVP | General Counsel

or to such other address as may be furnished in writing by either party in the preceding manner. Notice shall be deemed to have been properly given for all purposes: (i) if sent by a nationally recognized overnight carrier for next business day delivery, on the first business day following deposit of such notice with such carrier, (ii) if personally delivered, on the actual date of delivery, (iii) if sent by certified U.S. Mail, return receipt requested postage prepaid, on the third business day following the date of mailing, or (iv) if sent by facsimile or email of a PDF document (with confirmation of transmission), then on the actual date of delivery if sent prior to 5 p.m. Central Time, and on the next business day if sent after such time.

8. **INDEPENDENT CONTRACTOR.** The Consultant, in its capacity as a professional consultant to the Client, is and will be at all times an independent contractor. The Consultant does not have the express, implied or apparent authority either (A) to act as the Client's agent or legal representative or (B) to legally bind the Client, its officers, agents or employees.

9. **STANDARD TERMS.**

- A. **Affiliated Services:** Client acknowledges that affiliates of consultant act in the capacity of a real estate brokerage service business and may earn fees for services including brokerage, development, leasing and management fees in the performance of such affiliates services which may encompass a portion of the Project. In no event will the Client be responsible for any such fees, to the extent they are earned pursuant to this paragraph.
- B. **Applicable Laws:** The Consultant will abide by all laws, rules and regulations applicable to the provision of the Services.
- C. **Insurance:** The Consultant will carry all employee insurance necessary to comply with applicable state and federal laws.
- D. **Third Party Beneficiaries:** This Agreement is for the sole benefit of the parties to this Agreement and their permitted successors and assigns. Nothing in this Agreement, whether express or implied, is intended to or will confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of this Agreement.
- E. **Publicity:** The Client agrees that the Consultant may, from time-to-time, use the Client's name, logo and other identifying information on the Consultant's website and in marketing and sales materials.
- F. **Entire Agreement:** This Agreement, together with any exhibits or amendments hereto, constitutes the entire agreement of the parties, as a complete and final integration thereof with respect to its subject matter. Any prior written or oral understandings and agreements between the parties are merged into this Agreement, which alone fully and completely

expresses their understanding. No representation, warranty, or covenant made by any party which is not contained in this Agreement or expressly referred to herein has been relied on by any party in entering into this Agreement.

- G. **Further Assurances:** Each party hereby agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.
- H. **Force Majeure:** Neither party to this Agreement will hold the other party responsible for damages or delay in performance caused by acts of God, strikes, lockouts or other circumstances beyond the reasonable control of the other or the other party's employees, agents or contractors.
- I. **Limitation on Liability; Sole Remedy:** Each party's liability to the other party arising out of or related to this Agreement or the Services will not exceed the amount of the Consulting Fee. The Client's sole remedy in the event of any alleged breach of this Agreement by the Consultant will be the notice, cure, and refund provisions of Section 6(B) of this Agreement.
- J. **Amendment in Writing:** This Agreement may not be amended, modified, altered, changed, terminated, or waived in any respect whatsoever, except by a further agreement in writing, properly executed by a duly authorized officer of the Consultant and the Client Representative, acting for and on behalf of the Client.
- K. **Binding Effect:** This Agreement will bind the parties and their respective successors and assigns. If any provision in this Agreement will be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby.
- L. **Captions:** The captions of this Agreement are for convenience and reference only, are not a part of this Agreement and in no way define, describe, extend, or limit the scope or intent of this Agreement.
- M. **Construction:** This Agreement will be construed in its entirety according to its plain meaning and will not be construed against the party who provided or drafted it.
- N. **Prohibition on Assignment:** No party to this Agreement may assign its interests or obligations hereunder without the written consent of the other party obtained in advance of any such assignment. No such assignment will in any manner whatsoever relieve any party from its obligations and duties hereunder and such assigning party will in all respects remain liable hereunder irrespective of such assignment.
- O. **Waiver:** Non-enforcement of any provision of this Agreement by either party will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remaining terms and conditions of this Agreement.
- P. **Survival:** Section 5 and Section 9(H) will survive termination of this Agreement.

- Q. **Counterparts; Electronic Transmission:** This Agreement may be executed in counterparts, each of which will be deemed to be an original, and such counterparts will, together, constitute and be one and the same instrument. A signed copy of this Agreement delivered by telecopy, electronic transmission or other similar means will be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

10. Non-Compete Clause for Retail Recruitment Services

- A. During the term of this Agreement Retail Strategies agrees not to provide Retail Recruitment Services to the City of Monroe, Louisiana. This clause includes, but is not limited to, the solicitation, negotiation, or engagement in business relationships that overlap with the services provided under this Agreement.
- B. The Contractor acknowledges that this restriction is necessary to protect the legitimate business interests of The City of West Monroe, LA which include safeguarding confidential business strategies, proprietary methodologies, and client relationships.
- C. Should any part of this non-compete clause be deemed unenforceable, the parties agree to modify the clause to the extent necessary to render it valid and enforceable, maintaining the intended purpose of restricting competition in retail recruitment services with the specified client.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the Client and the Consultant have caused this Agreement to be executed by their duly authorized officers to be effective as of the Executed Date.

CLIENT:

CITY OF WEST MONROE, LA

By: _____
Name:
Title:
Date:

CONSULTANT:

RETAIL STRATEGIES, LLC

By: _____
Name:
Title:
Date:

EXHIBIT A**I. CONSULTANT AGREEMENT**

This section outlines what Retail Strategies (the “consultant”) will provide to the City of West Monroe, LA (the “client”).

A. Research

1. Update Retail trade area using political boundaries, drive times, and radii and custom boundary geographies as needed.
2. Update GAP analysis for trade area (i.e. leakage and surplus) as needed.
3. Update Retail peer market analysis as needed.
4. Update Tapestry lifestyles – psychographic profile of trade area/market segmentation analysis as needed.
5. Update Aerial imagery by trade area.
6. Continued identification of retail prospects to be targeted for recruitment.
7. Monthly updates provided on retail industry trends.
8. Custom on-demand demographic research – historical, current, and projected demographics – to include market trade areas by radius/drive time, and custom trade area

B. Real Estate Analysis

1. Continued monitoring of priority commercial properties for development, re-development, and highest and best use opportunities.
2. Continued identification of priority business categories for recruitment and/or local expansion.
3. Monitor existing shopping centers and retail corridors
4. Active outreach to local brokers and landowners

C. Retail Recruitment

1. Pro-active retail recruitment for targeted zones
2. Will contact a minimum of 30 retailers, restaurants, brokers and/or developers
3. Updates on new activity will be provided to the Client’s designated primary point of contact (Sec. II-A) via Basecamp, telephone, or email on a monthly and/or as-needed basis
4. One market visit per calendar year included in the agreement, any travel outside of the agreement shall be approved and paid for by the contracting entity
5. ICSC conference representation- updates provided according to the yearly conference schedule

EXHIBIT A (Continued)

II. CLIENT AGREEMENT

This section outlines what the City of West Monroe, LA (the “Client”) will provide for Retail Strategies (the “Consultant”).

A. Point of Contact

1. One individual shall be specifically designated by Client and identified to Consultant as the primary point of contact (“POC”)
2. POC will be responsible for regular communications between Client and Consultant
3. POC will be responsible for communicating all of Consultants updates and activities to Client as necessary
4. POC will be the primary facilitator of communication as it relates to concerns from board members, city council and/or other decision making community leaders
5. POC will be competent to aid Consultant in navigation of local political landscape
6. POC will have access to Basecamp and will post messages and on –going local updates in a timely manner

B. Information and Material Requested by Consultant:

1. Consultant will provide POC with no less than 3 business days’ notice before materials and other information are needed
2. Client/ POC understands that Consultant’s ability to stay on schedule will depend on receiving requested information by the requested deadline
3. Client/ POC will provide consultant with ongoing updates related to retail growth and development, including but not limited to: (i) businesses that open, close, or rumors associated, as such; (ii) changes in economic drivers (i.e. significant increase or decrease in employees for major employment, school enrollments, housing or medical); (iii) new ownership of real estate or changes in the owner’s personal situation that may affect willingness to sell property
4. Client/ POC will inform Consultant of plans to attend ICSC conferences providing ample time to assist in planning

C. Information and Material Requested by Client:

1. POC will provide Consultant with no less than 3 business days’ notice before a full update is needed
2. Client/ POC understand the confidentiality of communication containing retailer specific information and will notify Consultant before sharing such information publicly

CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE APPLICATION FOR A GRANT OF UP TO \$10,000 FROM THE LOUISIANA OFFICE OF TOURISM FOR PROMOTING KIROLI PARK, INCLUDING THE CERTIFICATION OF ANY REQUIRED CONDITIONS AND, IF AWARDED, THE EXECUTION OF THE REQUIRED GRANT AGREEMENT; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell as, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to apply on behalf of the city for a grant of up to \$10,000 from the Louisiana Office of Tourism for promoting Kiroli Park, all subject to the specific terms, provisions, and conditions of that grant program, all as set forth in the attached copy of that application.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized provide certification of any required conditions, and to execute any and all documents relating to the application which are necessary or desirable and to certify to any and all required conditions, and if awarded, authorized to execute the required grant agreement, together with any and all further documents which are either necessary or desirable in order to fulfill the requirements of the grant award.

The above Ordinance was read and considered by sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea and nay vote, this 12th day of November, 2024, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE,
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE,
STATE OF LOUISIANA

Application Packet – The Applicant must submit one (1) copy of each of the following to be considered for LASG/Phase 3 funding:

- Completed and signed Attachment A, Applicant Information
- Attachment B, LASG/Phase 3 Proposed Scope of Work
- If the Applicant is a corporation (profit or non-profit), a signed Board Resolution of Authority indicating that the signatory is authorized to act on behalf of the Applicant (e.g., to submit an application, to execute an Agreement with the Louisiana Office of Tourism) is required. The Board Resolution of Authority must be signed on or after January 1, 2024. A Sample Board Resolution of Authority is provided in Attachment C of the Application.
- If the Applicant is a Limited Liability Company (LLC) or sole proprietorship, a Certification of Ownership signed on or after January 1, 2024, is required. A Sample Certification of Ownership is provided in Attachment D of the Application.
- If the Applicant is a public entity, the Application must be signed by a public official (e.g., Parish President, Mayor) authorized to submit an application and execute a Grant Agreement. Please submit documentation that proves the signatory is authorized to sign on behalf of the Applicant (e.g., ordinance, bylaws, charter, etc.).
- Proof that the Applicant is in Good Standing with the Louisiana Secretary of State (required for private entities)
- Completed and signed W-9 form

Application Packet (all items listed above) must be postmarked on or before **Thursday, November 14, 2024**, or received via email (LSchmitt@crt.la.gov) or fax (225.342.1051, Attn: Lindsey Schmitt) by **4:30 PM CT Thursday, November 14, 2024**.

Attachment A: Applicant/Attraction Information

**LOUISIANA OFFICE OF TOURISM
LOUISIANA ATTRACTIONS SUPPORT GRANT (LASG)/PHASE 3 FOR
ENHANCEMENT AND MARKETING**

SECTION I: APPLICANT

(Applicant must own and/or operate the Attraction or be a non-profit friends group that supports the Attraction.)

A. Legal Name of Applicant: City of West Monroe, Louisiana

(this should match the name on the W-9 submitted with Application)

B. Applicant Mailing Address: 2305 N. 7th Street, West Monroe, LA 71291

(this should match the address on W-9 submitted with Application)

C. Applicant Federal ID Number: 72-6001497

D. Applicant LaGov Vendor Number: 310009036

E. Business Type: Public entity

(e.g., corporation, non-profit corporation, public entity, limited liability company, sole proprietorship)

- F. Grant Funding Request:** \$10,000
(not to exceed \$10,000)

SECTION II: ATTRACTION

- A. Name of Attraction:** Kiroli Park
- B. Physical Address:** 820 Kiroli Road West Monroe, LA 71291
- C. Parish:** Ouachita
- D. Population** (see Attachment G): Ouachita Parish: 157,568
- E. Representative District:** 14 **Senate District:** 33 Mayor: Staci Albritton Mitchell
Legislative District (information is available online at <http://www.legis.la.gov/legis/FindMyLegislators.aspx>)
- F. Web Address:** <https://www.cityofwestmonroe.com/facilities/facility/details/Kiroli-Park-5>
- G. Date Attraction opened to the public:** 1925
(must be on or before January 1, 2023, to qualify)

Attachment A: Applicant/Attraction Information (continued)

Applicant: City of West Monroe

Attraction: Kiroli Park

- H. Is Attraction open to visitors under 18 years of age? (if no, not eligible to apply)**
yes

- I. Estimated visitation/attendance at Attraction January – December 2023**
97,764

- J. Months Attraction is open to public (check all that apply):**

☒Jan ☒Feb ☒Mar ☒Apr ☒May ☒June ☒July ☒Aug ☒Sept ☒Oct ☒Nov ☒Dec

- K. Daily hours of operation:** Days/hours listed here must match what is listed on Attraction's website. *Note: if Attraction is a brewery, distillery, or winery tour, days/times tours are offered must be listed here, and tour information must match what is listed on the Attraction's website.*

Sunday	7	AM	to	7	PM
Monday	7	AM	to	7	PM

Tuesday	7	AM	to	7	PM
Wednesday	7	AM	to	7	PM
Thursday	7	AM	to	7	PM
Friday	7	AM	to	7	PM
Saturday	7	AM	to	7	PM

Attachment A: Applicant/Attraction Information (continued)

Applicant: City of West Monroe, Louisiana

Attraction

L. Check all which best describe your Attraction:

- ☐ Museum
- ☐ Historic home/building/landmark
- ☐ Botanical or sculpture garden; arboretum
- ☐ Cultural Attraction (e.g., Mardi Gras World)
- ☐ Zoological Park/aquarium/wildlife attraction
- ☐ Guided tour (e.g., swamp, cemetery, walking, bicycle, or carriage tour)
- ☐ Brewery, distillery, or winery **tour** – NOTE: the **tour** is the eligible attraction. If brewery, distillery, or winery does not offer tours a minimum of 4 days/week, 9 months/year and is not available to visitors under the age of 18, Attraction not eligible for the LASG/Phase 3.
- ☐ Cooking School
- ☐ Privately-owned outfitter (e.g., bike, canoe/kayak rental)
- ☐ Amusement Park/Experience
- ☐ River Cruise (day tours only)
- ☒ Other tourist Attraction (describe: Park), which is a tourist attraction that does not fall within a category listed above, but the promotion of which will fulfill the goals and objectives of the LASG/Phase 3 program. Applicant must provide information and documentation to support its proposed justification for inclusion. LOT is the final arbiter of any Applicant and/or Attraction's eligibility.

Official authorized to apply for this grant and sign Grant Agreement for Applicant

Name: Staci Mitchell

Title: Mayor

Address: 2305 N. 7th Street,

City, State & Zip: West Monroe, LA 71291

Phone: 318-396-2600 Email: stacialbrittonmitchell@gmail.com

Individual administering the grant for Applicant, point of contact for questions.

Name: Chris Post

Title: Director of Event Facilities

Address: 820 Kiroli Road,

City, State & Zip: West Monroe, La. 71291

Phone: (318) 396-4016

Email: cpost@westmonroe.la.gov

I have read and understand all Guidelines for the Louisiana Office of Tourism's Louisiana Attractions Support Grant (LASG)/Phase 3. **I have answered all questions truthfully** and have the power and authority to submit this Application on behalf of the Applicant and to enter into any contracts or agreements on behalf of the Applicant. If the Applicant is awarded funding, I agree on behalf of the Applicant to comply with all Guidelines and terms listed in the Application and in the Grant Agreement. I understand that failure to comply will result in disqualification or forfeiture of grant funds.

Authorized Official's Printed Name: Staci Mitchell

Title: Mayor

Authorized Official's Signature:

Date:

Application Packet – The Applicant must submit one (1) copy of each of the following to be considered for LASG/Phase 3 funding:

- Completed and signed Attachment A, Applicant Information
- Attachment B, LASG/Phase 3 Proposed Scope of Work
- If the Applicant is a corporation (profit or non-profit), a signed Board Resolution of Authority indicating that the signatory is authorized to act on behalf of the Applicant (e.g., to submit an application, to execute an Agreement with the Louisiana Office of Tourism) is required. The Board Resolution of Authority must be signed on or after January 1, 2024. A Sample Board Resolution of Authority is provided in Attachment C of the Application.
- If the Applicant is a Limited Liability Company (LLC) or sole proprietorship, a Certification of Ownership signed on or after January 1, 2024, is required. A Sample Certification of Ownership is provided in Attachment D of the Application.
- If the Applicant is a public entity, the Application must be signed by a public official (e.g., Parish President, Mayor) authorized to submit an application and execute a Grant Agreement. Please submit documentation that proves the signatory is authorized to sign on behalf of the Applicant (e.g., ordinance, bylaws, charter, etc.).
- Proof that the Applicant is in Good Standing with the Louisiana Secretary of State (required for private entities)
- Completed and signed W-9 form

Application Packet (all items listed above) must be postmarked on or before **Thursday, November 14, 2024**, or received via email (LSchmitt@crt.la.gov) or fax (225.342.1051, Attn: Lindsey Schmitt) by **4:30 PM CT Thursday, November 14, 2024**.

Attachment B: LASG/Phase 3 Proposed Scope of Work

Applicant: City of West Monroe

Attraction: Kiroli Park

*This form may be reproduced, but all information should be provided. **Add lines to categories as needed.**

SECTION I: PROPOSED EXPENSES:

- Media Placement** (Write **Y** or **N** to indicate if media is being purchased from the Louisiana Travel Association (LTA) Marketing Plan). List each purchase separately.

A. PRINT

Publication Name	Issue Date	Ad Size	LTA (Y/N)	Total Cost
				\$ N

TOTAL				
--------------	--	--	--	--

B. TV/CABLE/OTT**DMA – Designated Marketing Area*

Station	(DMA)	Broadcast Dates	LTA (Y/N)	Total Cost
TOTAL				\$ N

C. RADIO**DMA – Designated Marketing Area*

Station	(DMA)	Broadcast Dates	LTA (Y/N)	Total Cost
TOTAL				\$ N

Attachment B: LASG/Phase 3 Proposed Scope of Work, continued**Applicant:** City of West Monroe**Attraction:**Kiroli Park**D. DIGITAL**

Vendor/ Website	Market/Audience	Dates	LTA (Y/N)	Total Cost
TOTAL				\$ N

E. BILLBOARD

Vendor	Location (City, State)	Dates	Total Cost

TOTAL			\$ N

F. MILES PARTNERSHIP – LOUISIANA INSPIRATION GUIDE DIGITAL OPPORTUNITIES

Program	Dates	Total Cost
TOTAL		\$ N

A. Print Total	\$
B. TV/Cable/OTT Total	\$
C. Radio Total	\$
D. Digital Total	\$
E. Billboard Total	\$
F. Miles Partnership Total	\$
Media Total	\$ N

Attachment B: LASG/Phase 3 Proposed Scope of Work, continued

Applicant: City of West Monroe

Attraction: Kiroli Park

- 2. Media Production/Videography/Photography Services:** Eligible expenses include “hard costs” associated with production of tourism-related television spots, radio spots, and/or sales/promotional videos (e.g., videography/photography services, editing.) Ineligible expenses include itemized travel expenses (e.g., hotels, airfare, meals for photo shoots) and hourly or retainer fees charged for creative concept, graphic design, layout.

Proposed Vendor	Product/Service (e.g., videography)	Total Cost
Phillip Brooks	Custom promotional video	3,000
TOTAL		\$3,000

- 3. Licensing/Artists’ Fees:** Eligible expenses include costs to secure usage rights for talent (e.g., actors/musicians/models) or photography for use in tourism-related advertising and promotion. Note: LOT assumes no responsibility for managing usage rights.

Proposed Vendor/Artist	Product/Service (e.g., voice talent for radio ad)	Total Cost
Phillip Brooks	Voice talent for promotional video	2,000
TOTAL		\$2,000

- 4. Printing of Collateral and/or Trade/Consumer Show Materials:** Eligible expenses include actual "hard costs" associated with printing of **tourism-related** promotional materials (e.g., brochures, rack cards, profile sheets, and maps); the purchase/printing of branded materials to be used at travel trade/consumer shows/events (e.g., banners, tents, tablecloths). Ineligible expenses include printing of non-tourism related materials (e.g., membership and/or venue rental information materials), hourly or retainer fees charged for creative concept, graphic design, layout, and promotional items for giveaway or resale (e.g., pens, cups, t-shirts.)

Proposed Vendor	Product (e.g., branded tablecloths)	Quantity	Total Cost
Low + tritt	Tear off poster maps of park	1,500	2,000
P3	Promotional collateral for Kiroli Park 100 th Birthday	1,000	1,000
TOTAL			\$3,000

Attachment B: LASG/Phase 3 Proposed Scope of Work, continued

Applicant: City of West Monroe

Attraction: Kiroli Park

- 5. Exhibit Expenses:** Eligible expenses include procurement fees for materials/artifacts to be exhibited; lighting for exhibits, shipping of exhibit materials to site; hard costs associated printing/purchase of interpretive signs/panels associated with exhibit. Exhibits must run in the state of Louisiana for no fewer than eight (8) weeks. Ineligible expenses include the purchase of computers and/or iPads and hourly or retainer fees charged for creative concept, graphic design, layout.)

Exhibit Name	Exhibit Dates	Product (e.g., lighting)	Total Cost

TOTAL			\$ N
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- 6. On-Site Signage:** Eligible expenses include hard costs associated with production/printing/purchase of semi-permanent or permanent directional/informational signage (including murals) designed to improve/enhance visitor experience. Signs must be located on property. **Ineligible expenses** include hourly or retainer fees charged for creative concept, graphic design, or layout, and Tourism Oriented Destination Signage (TODS).

Proposed Vendor	Product(e.g., directional signage)	Quantity	Total Cost
Atomic Ink	Directional signage for park attractions	4	2000
TOTAL			\$2000

Expense Summary

Media Placement	\$ N
Media Production/Videography/Photography	\$ 5,000
Licensing/Artists' Fees	\$ N
Printing of Collateral and/or Trade/Consumer Show Materials	\$3,000
Exhibit Expenses	\$ N
On-Site Signage	\$2,000
Total Requested for LASG/Phase 3 (maximum of \$10,000)	\$10,000

Attachment B: LASG/Phase 3 Proposed Scope of Work, continued

Applicant: City of West Monroe

Attraction: Kiroli Park

SECTION III: GOALS, OBJECTIVES AND PERFORMANCE MEASURES

1. LASG/Phase 3 Program Goal(s) – What is the big-picture outcome(s) you hope to achieve? (e.g., *increase summer visitation at XYZ Museum*):

The City of West Monroe anticipates that with this support, Kiroli Park will draw more attention to the park and its amenities. As one of the largest parks in Northeast Louisiana, the park's 100th birthday in 2025 is the perfect time to focus efforts on promoting the park and telling the story of the many recently completed improvements that have taken place. Overall, the goal for the 100th anniversary is to increase park attendance going forward, not just during 2025. Through this

proposed funding and the implemented promotion, attendees will develop more knowledge of the park, interest in the park, and participation at the park.

2. LASG/Phase 3 Program Objective(s) – Specific actions to achieve goals (e.g., *paid advertising promoting discounted summer admission rates at XYZ Museum*):

The City of West Monroe is planning on pursuing multiple types of advertising to achieve its goals including addition of new signage to better direct visitors to various locations and amenities within the park. Additionally, the city will print new full-color tear-off maps of the park and bike trails for use at the park to hand out to visitors as well as partner organizations such as Discover Monroe-West, local Chambers of commerce, and City Hall. The tear off maps will also be added to welcome packets for new residents and the new indoor sports facility in West Monroe along Interstate 20. The City proposed to hire a professional videographer and photographer to document components of the park for use in digital ads, social media content, billboards, and commercials. By utilizing the online space, the City hopes to reach far more people and gain online followers who will stay informed about Kiroli park. Finally, the City will increase awareness of the park and its 100 years of serving the community with collateral materials to be used at special events, trade shows, expos, and other events with out-of-town visitors such as sporting tournaments. All of this advertising will help achieve the goal of increased interest and attendance at the park.

3. LASG/Phase 3 Program Measurement(s) of Performance – How will success be measured? (e.g., *year-over-year ticket sales for June – August 2025 compared to June – August 2024*):

Success will be measured with ticket sales and attendance records. Kiroli Park sells tickets, and therefore will be able to track the difference in visitors and admission from 2024 to 2025. Finally, Kiroli Park will measure success with increased social media followers and engagement on specific social media posts.

Note: Goals, Objectives, and Measurements of Performance should be tourism-related (e.g., increase visitation to Attraction.) The information stated here will be incorporated into the Grant Agreement. The Grantee will be required to summarize the outcomes of the program and provide supporting documentation in the Final Report (see *Exhibit B, Final Report Form of Attachment H, Sample Grant Agreement*). **GRANTEE SHOULD PROVIDE ATTENDANCE/VISITATION AT ATTRACTION FOR CALENDAR YEARS 2024 AND 2025 ON FINAL REPORT.**

CITY OF WEST MONROE

RESOLUTION NO. _____ MOTION BY: _____
SECONDED BY: _____

A RESOLUTION TO APPROVE THE APPOINTMENT OF A CERTAIN DESIGNATED POSITION BY THE MAYOR WHICH IS REQUIRED BY THE HOME RULE CHARTER OF THE CITY OF WEST MONROE, LOUISIANA, BEING THE POSITION OF CITY CLERK FOR THE CITY OF WEST MONROE, AND TO FURTHER PROVIDE WITH RESPECT THERETO.

WHEREAS, the Home Rule Charter of the City of West Monroe, Louisiana provides that the Mayor of the City of West Monroe, Louisiana, shall appoint certain designated positions, with those appointments requiring approval of the Board of Aldermen.

NOW THEREFORE,

SECTION 1. BE IT RESOLVED by the Mayor and the Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that in compliance with Sec. 208(b) of the Home Rule Charter of the City of West Monroe, Louisiana, that the Mayor’s appointment of Andrea Pate to the position of City Clerk is approved.

The above resolution was read and considered by sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened on the 12th day of November, 2024, voted on by yea and nay vote, passed and adopted, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

The following resolution was offered by _____ and seconded
by _____:

RESOLUTION

A resolution ordering and calling a special election to be held in the City of West Monroe, State of Louisiana, to authorize the levy of a special tax therein, making application to the State Bond Commission, and providing for other matters in connection therewith.

BE IT RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, State of Louisiana (the "Governing Authority"), acting as the governing authority of the City of West Monroe, State of Louisiana (the "City"), that:

SECTION 1. Election Call. Subject to the approval of the State Bond Commission, and under the authority conferred by the Constitution of the State of Louisiana of 1974, including Article VI, Section 27 thereof, the applicable provisions of the Louisiana Election Code, and other constitutional and statutory authority, a special election is hereby called and ordered to be held in the City on **SATURDAY, MARCH 29, 2025**, between the hours of seven o'clock (7:00) a.m. and eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, and at the said election there shall be submitted to all registered voters qualified and entitled to vote at the said election under the Constitution and laws of this State and the Constitution of the United States, the following proposition, to-wit:

PROPOSITION (MILLAGE)

Shall the City of West Monroe, State of Louisiana (the "City"), levy a special tax of 4.50 mills (the "Tax") on all property subject to taxation in the City for a period of 10 years, beginning with the year 2025 and ending with the year 2034 (an estimated \$820,000 reasonably expected at this time to be collected from the levy of the Tax for an entire year), for the purpose of paying capital expenditures related to the Fire and Police Departments of the City?

SECTION 2. Publication of Notice of Election. A Notice of Special Election shall be published in the official journal of the City once a week for four consecutive weeks, with the first publication to be made not less than forty-five (45) days nor more than ninety (90) days prior to the date of the election, which Notice shall be substantially in the form attached hereto as "Exhibit A" and incorporated herein by reference the same as if it were set forth herein in full.

Notwithstanding the foregoing, prior to the publication of the Notice of Election, the Mayor is authorized and directed to make any amendments to the foregoing proposition that may be required to comply with any state or federal regulatory agencies.

SECTION 3. Canvass. This Governing Authority shall meet at its regular meeting place, the West Monroe Council Chambers, 2305 N. 7th Street, West Monroe, Louisiana, on **TUESDAY, APRIL 15, 2025, at 6:00 P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the result of the said special election.

SECTION 4. Polling Places. The polling places for the precincts set forth in the aforesaid Notice of Special Election are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, will be the same persons as those designated in accordance with law.

SECTION 5. Election Commissioners; Voting Machines. The officers designated to serve as Commissioners-in-Charge and Commissioners pursuant to Section 4 hereof, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, shall hold the said special election as herein provided, and shall make due returns of said election for the meeting of the Governing Authority to be held as provided in Section 3 hereof. All registered voters in the City will be entitled to vote at the special election, and voting machines shall be used.

SECTION 6. Authorization of Officers. The City Clerk of the City is hereby empowered, authorized and directed to arrange for and to furnish to said election officers in ample time for the holding of said election, the necessary equipment, forms and other paraphernalia essential to the proper holding of said election and the Mayor and/or City Clerk of the City are further authorized, empowered and directed to take any and all further action required by State and/or Federal law to arrange for the election.

SECTION 7. Furnishing Election Call to Election Officials. Certified copies of this resolution shall be forwarded to the Secretary of State, the Clerk of Court and *Ex-Officio* Parish Custodian of Voting Machines of Ouachita Parish and the Registrar of Voters of Ouachita Parish, as notification of the special election, in order that each may prepare for said election and perform their respective functions as required by law.

SECTION 8. Application to State Bond Commission. Application is made to the State Bond Commission for consent and authority to hold the special election as herein provided, and in the event said election carries for further consent and authority to levy and collect the special tax provided for therein. A certified copy of this resolution shall be forwarded to the State Bond Commission on behalf of this Governing Authority, together with a letter requesting the prompt consideration and approval of this application.

SECTION 9. Employment of Counsel. This Governing Authority finds and determines that a real necessity exists for the employment of special counsel on matters related to the special election, and accordingly, Foley & Judell, L.L.P., is hereby employed as special counsel for said purpose for a term not exceeding one (1) year from the date of this resolution. The fee to be paid said special counsel shall be an amount computed at hourly rate based on the Attorney General's then current Maximum Hourly Fee Schedule, not to exceed \$1,000 in the aggregate, together with reimbursement of out-of-pocket expenses, and the City Clerk is authorized to pay such invoices as and when presented. The scope of this legal representation does not involve federal claims.

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

YEAS:

NAYS:

ABSENT:

And the resolution was declared adopted on this, the 12th day of November, 2024.

/s/ Andrea Pate
City Clerk

/s/ Staci Albritton Mitchell
Mayor

EXHIBIT "A"**NOTICE OF SPECIAL ELECTION**

Pursuant to the provisions of a resolution adopted by the Mayor and Board of Aldermen of the City of West Monroe, State of Louisiana (the "Governing Authority"), acting as the governing authority of the City of West Monroe, State of Louisiana (the "City"), on November 12, 2024, NOTICE IS HEREBY GIVEN that a special election will be held within the City on **SATURDAY, MARCH 29, 2025**, and that at the said election there will be submitted to all registered voters in the City qualified and entitled to vote at the said election under the Constitution and Laws of the State of Louisiana and the Constitution of the United States, the following proposition, to-wit:

**PROPOSITION
(MILLAGE)**

Shall the City of West Monroe, State of Louisiana (the "City"), levy a special tax of 4.50 mills (the "Tax") on all property subject to taxation in the City for a period of 10 years, beginning with the year 2025 and ending with the year 2034 (an estimated \$820,000 reasonably expected at this time to be collected from the levy of the Tax for an entire year), for the purpose of paying capital expenditures related to the Fire and Police Departments of the City?

The said special election shall be held at the polling places for the following precincts, which polls will open at seven o'clock (7:00) a.m. and close at eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, to wit:

PRECINCTS

27(PART)
28
30(PART)
33(PART)
34
35(PART)
37(PART)
42(PART)
43(PART)
44A(PART)
46(PART)
47(PART)

The polling places for the precincts set forth above are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, shall be those persons designated according to law.

The estimated cost of this election as determined by the Secretary of State based upon the provisions of Chapter 8-A of Title 18 and actual costs of similar elections is \$40,100.

Notice is further given that a portion of the monies collected from the tax described in the Proposition shall be remitted to certain state and statewide retirement systems in the manner required by law.

The said special election will be held in accordance with the applicable provisions of Chapter 5 and Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, and the officers appointed to hold the said election, as provided in this Notice of Special Election, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, will make due returns thereof to said Governing Authority, and NOTICE IS HEREBY FURTHER GIVEN that the Governing Authority will meet at its regular meeting place, the West Monroe Council Chambers, 2305 N. 7th Street, West Monroe, Louisiana, on **TUESDAY, APRIL 15, 2025, at 6:00 P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the result of the said special election. All registered voters of the City are entitled to vote at said special election and voting machines will be used.

STATE OF LOUISIANA

PARISH OF OUACHITA

I, the undersigned City Clerk of the City of West Monroe, State of Louisiana (the "City"), do hereby certify that the foregoing pages constitute a true and correct copy of the proceedings taken by the Mayor and Board of Aldermen on November 12, 2024, ordering and calling a special election to be held in the City of West Monroe, State of Louisiana, to authorize the levy of a special tax therein, making application to the State Bond Commission, and providing for other matters in connection therewith.

IN FAITH WHEREOF, witness my official signature at West Monroe, Louisiana, on this, the 12th day of November, 2024.

City Clerk



Planning Commission

TO: Mayor Staci Albritton Mitchell
 Alderman Morgan Buxton
 Alderman James Polk Brian
 Alderman Ben Westerburg
 Alderman Thomas Hamilton
 Alderman Rodney Welch
 Doug Caldwell, City Attorney
 Lydia Holland, City Attorney
 Andrea Pate, City Clerk
 Courtney Hornsby, Chief of Staff
 City Engineer

FROM: Jonathan Kaufman, Building & Development Director
 318-397-6720 or 318-397-6722

DATE: Enclosed please find the packet from the October 21, 2024
 Planning Commission meeting, for your review:

Case for Review to be heard by City Council on 11-12-2024:

ZC-24-45000012 by Bailey Properties of N LA LLC. Requesting Zone Change from R-1 (Single Family Residential) District to B-1 (Transitional Business) District for property located at 1209 Tulane Ave (Parcel #41482) to build a multi-family development per West Monroe Code of Ordinances Sec. 12: 5014. Jonathan Kaufman confirmed that sewer and water were available for this project. The main concern was that the zone change should be changed to a R-2 (Multi-family Residential) instead of a B-1. Gail Caldwell (1210 Tulane Ave.) & Trevor Land (1306 Ridge Ave.) both spoke. They both expressed concern about whether the duplexes would be low-income housing or not. Brian Bendily explained that they would not be. Both Gail Caldwell & Trevor Land thought it would be a great addition to the neighborhood. Brian Bendily stressed that more information would be needed in order to move forward. Judy Poole asked about a Drainage Impact Statement and a full set of plans. Kelvin Bailey did not have any other additional information for this project. Melody Olson motioned to deny. Judy Poole seconded. **This application was DENIED and will not be sent to The West Monroe City Council.**

PA-24-10000001 by Bailey Properties of N LA LLC for property owned by Bailey Properties of N LA LLC located at 1209 Tulane Ave (Parcel #41482) and 1211 Tulane Ave (Parcel #133446). Requesting Planning Approval to allow dwelling, multi-family in a B-1 (Transitional Business) District per West Monroe Code of Ordinances Section 12-5014 (a)(2). **This application was not heard due to the deny of the ZC-24-45000012 and will not be sent to The West Monroe City Council.**

SUB-24-55000002 by Bailey Properties of N LA LLC for property located at 1209 Tulane Ave (Parcel #41482) and 1211 Tulane Ave (Parcel #133446). Requesting Subdivision Review for Bailey Properties Resub Division per West Monroe Code of Ordinances Section 12-2001. The West Monroe City Council will hear this case on November 12, 2024. **This application was not heard due to the deny of the ZC-24-45000012 and will not be sent to The West Monroe City Council.**

Kelvin Bailey
1209/1211 Tulane Ave.
West Monroe, LA 71291

West Monroe City Council
2305 N 7th St.
West Monroe, LA 71291

Dear Members of the West Monroe City Council,

Subject: Appeal for Zone Change and Request for Planning Approval at 1209 & 1211 Tulane Avenue.

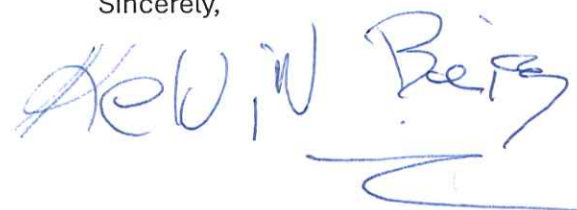
I am writing to formally appeal the recent decision by the West Monroe Planning Commission to deny the requested Zoning Change for the property located at 1209 Tulane Avenue. In addition to the appeal, I respectfully request that the City Council consider the approval of a Planning Review to allow a multi-family dwelling in a B-1 (Transitional Business) district, as well as a Subdivision Review for the Re-Subdivision of the property at both 1209 Tulane Avenue and 1211 Tulane Avenue.

The proposed Zoning Change from R-1 (Single Family Residential) to B-1 (Transitional Business) would enable us to pursue development that could bring new opportunities for affordable housing, increased neighborhood vitality, and convenient living options for our community. Allowing a multi-family dwelling within the B-1 zoning category would provide a balanced approach, maintaining the character of the neighborhood while addressing the need for the varied housing options.

Additionally, a subdivision review for a re-subdivision of the property would ensure that development proceeds in alignment with community standards and city planning requirements. By addressing the specific needs for multi-family housing and orderly subdivision planning, this project has the potential to positively impact the neighborhood by improving property values, increasing access to housing, and revitalizing the area.

Thank you for your time and consideration. I look forward to discussing this matter further and am available to provide additional information or attend any meetings necessary to assist in the review of this appeal.

Sincerely,

A handwritten signature in blue ink that reads "Kelvin Bailey". The signature is stylized with a large, sweeping "K" and a long horizontal line extending to the right.

PLANNING COMMISSION MINUTES
Monday, October 21, 2024

MEMBERS PRESENT: Tom Malmay
Judy Poole
Brian Bendily
AJ Word
Melody Olson

OTHERS PRESENT: Jonathan Kaufman, Director, Building & Development
Chessi Alexander, Building & Development
Doug Caldwell, West Monroe City Attorney
Lydia Holland Baugh, West Monroe City Attorney
Trevor Land, 1306 Ridge Avenue
Maria Gonzalez, 105 Boyd Street
Alex Nieves, 105 Boyd Street
Kelvin Bailey, 1209/1211 Tulane Avenue
Sharon Bailey, 1209/1211 Tulane Avenue
Scott Zeuch, Pelican River Homes of Bossier City, LA
Marty Bailey, 210 Height Street
Gail Caldwell, 1210 Tulane Avenue

The Monday, October 21, 2024, Planning Commission Meeting was called to order by Brian Bendily. The Commission approved the minutes of the Monday, August 19, 2024, Planning Commission meeting.

The cases for review were:

PASE-24-15000003 by Maria Gonzalez for property owned by Maria Gonzalez & Alex Chavez located at 105 Boyd Street (Parcel #4895). Requesting Planning Approval / Special Exception for Class B Mobile Home (Year 2001/Size 16ftx80ft) in an R-1 (Single Family Residential) District per West Monroe Code of Ordinances Section 12-5012 (3). Tom Malmay made a motion to **send this application to the Board of Adjustments with a FAVORABLE Recommendation**. Judy Poole seconded. All in Favor. The West Monroe Board of Adjustments will hear this case on October 28, 2024, Board of Adjustments Meeting.

ZC-24-45000012 by Bailey Properties of N LA LLC. Requesting Zone Change from R-1 (Single Family Residential) District to B-1 (Transitional Business) District for property located at 1209 Tulane Ave (Parcel #41482) to build a multi-family development per West Monroe Code of Ordinances Sec. 12: 5014. Jonathan Kaufman confirmed that sewer and water were available for this project. The main concern was that the zone change should be changed to a R-2 (Multi-family Residential) instead of a B-1. Gail Caldwell (1210 Tulane Ave.) & Trevor Land (1306 Ridge Ave.) both spoke. They both expressed concern about whether the duplexes would be low income housing or not. Brian Bendily explained that they would not be. Both Gail Caldwell & Trevor Land thought it would be a great addition to the neighborhood. Brian Bendily stressed that more information would be needed in order to move forward. Judy Poole asked about a Drainage Impact Statement and a full set of plans. Kelvin Bailey did not have any other additional information for this project. Melody Olson motioned to deny. Judy Poole seconded. **This application was DENIED and will not be sent to The West Monroe City Council.**

PA-24-10000001 by Bailey Properties of N LA LLC for property owned by Bailey Properties of N LA LLC located at 1209 Tulane Ave (Parcel #41482) and 1211 Tulane Ave (Parcel #133446). Requesting Planning Approval to allow dwelling, multi-family in a B-1 (Transitional Business) District per West Monroe Code of Ordinances Section 12-5014 (a)(2). **This application was not heard due to the deny of the ZC-24-45000012 and will not be sent to The West Monroe City Council.**

SUB-24-55000002 by Bailey Properties of N LA LLC for property located at 1209 Tulane Ave (Parcel #41482) and 1211 Tulane Ave (Parcel #133446). Requesting Subdivision Review for Bailey Properties Resub Division per West Monroe Code of Ordinances Section 12-2001. The West Monroe City Council will hear this case on November 12, 2024. **This application was not heard due to the deny of the ZC-24-45000012 and will not be sent to The West Monroe City Council.**

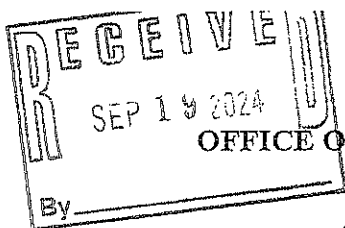
PLANNING COMMISSION MINUTES
Monday, October 21, 2024

Item 11)

In Other Business:

The Commission had an open discussion regarding designating a “Use-By-Right” district for mobile homes. Brian Bendily motioned to entertain the idea. Jonanthan Kaufman explained that the process would be lengthy. Several locations were discussed. Jonathan Kaufman will speak with the mayor and draw up a list of questions for the Commissioners to look over. **This discussion was TABLED till further notice.**

As there was no further business, the meeting was adjourned.



CITY OF WEST MONROE
OFFICE OF BUILDING & DEVELOPMENT: ZONING PROCESS APPLICATION

2305 N 7th Street, West Monroe, LA 71291 318 396-2600 318-397-6722
Jonathan Kaufman, Building & Development Director

CASE TITLE & NO.:

24-15000003

DATE RECEIVED:

9.18.2024

Complete Items Indicated for the following:

<input checked="" type="checkbox"/>	Planning Approval	FEE	\$200	1,2,3,4,5,6,10,15,16
<input checked="" type="checkbox"/>	Planning Approval/Special Exception	FEE	\$300	1,2,3,4,5,6,10,11,15,16
<input type="checkbox"/>	Variance	FEE	\$200	1,2,3,4,5,6,11,15,16
<input type="checkbox"/>	Planning Approval - Parking Plan	FEE	\$200	1,2,3,4,5,6,7,10,15,16
<input type="checkbox"/>	Planned Building Group Approval	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,5,6,8,9,10,15,16
<input type="checkbox"/>	Planned Unit Development	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,6,8,9,10,15,16
<input type="checkbox"/>	Zoning Ordinance Amendment	FEE	\$300	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Zoning Ordinance Map Amendment	FEE	\$300/1 AC+\$10/ADDL ACRE	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Revocation	FEE	\$300	1,2,3,6,10,14,15,16
<input type="checkbox"/>	Subdivision Review (Preliminary, Final)	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,6,10,15,16
<input type="checkbox"/>	Annexation	FEE	\$-0-	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Dedication	FEE	\$-0-	1,2,3,4,5,6,10,14,15,16

1. Applicant's Name:

Maria Gonzalez

Phone:

318-557-993

Mailing Address:

EMAIL Address:

gonzalelala80@gmail.com

Interest in Application:

2. Site: Municipal Address:

105 Boyd St., Wm, LA 71292

Location Legal Description if no municipal number:

MUST ATTACH COPY OF DEED OR MORTGAGE FOR LEGAL DESCRIPTION OF PROPERTY

Existing Zoning:

R-1

Proposed Zoning:

Tax R#:

4895

Existing Use:

3. REQUEST (Be specific in description):

2001 16'x80' ft

4. Use by Planning Approval. Indicate any existing deed restrictions:

Previous Applications on File:

Approximate cost of work involved:

Plot Plan attached ()

Copies of Drainage plan attached ()

Floor Plan and elevation attached ()

Subdivision plat attached ()

5. Names and mailing address of ADJACENT property owners.

ZONING OFFICE WILL SUPPLY

6. For Planning Approval & Parking Plans:

() Parking Layout attached

Number of Parking Spaces Required:

Number of Parking Spaces Provided:

7. For Planning Approval: Plan of Combined Sharing of Parking Facilities

8. For Planned Building Group or Planned Residential Development. Provide site plans which shall include:

() Land use of adjoining properties () Public and private easements and rights-of-ways () Location of existing structures on adjacent property () Location, number of stories and gross floor area of proposed principal buildings and accessory structures () Curb cuts () Driveways () Off-street parking area () Off-street loading areas () Walks () Special purpose open areas () Location and height of fences, walls and screen planting () Types of paving or other surfaces.

9. For Planned Residential Development:

() Location of proposed commercial facilities, if any, for sole use of residents of the proposed PRD (from B-1 and B-2 uses) () Submit subdivision application concurrent with the application for RPD if required for proposed development.

10. PLANNING COMMISSION HEARING DATE:

Oct. 21, 2024

TIME: 5:00 P.M.

11. BOARD OF ADJUSTMENTS HEARING DATE:

Oct. 28, 2024

TIME: 5:00 P.M.

- () 12. For Zoning Ordinance or Ordinance Map Amendments (Zone Changes), if the proposed use would require an amendment to the Zoning Ordinance or Map Indicate reasons for amendment; this ordinance including the Zoning Map is based on comprehensive planning studies and is intended to carry out the objectives of a sound, stable and desirable development. It is recognized that casual change or amendment to the ordinance would be detrimental to the achievement of that objective, and it is therefore declared to be the public policy to amend this ordinance only when one or more of the following conditions prevail:
- A. Error; there is a manifest error in the ordinance;
 - B. Change in conditions; changed or changing conditions is a particular area or in the metropolitan area generally make a change in the ordinance necessary and desirable.
 - C. Increase in need for sites for business or industry; increased or increasing needs for business or industrial sites is addition to sites that are available make it necessary and desirable to rezone an area or to extend the boundaries of an existing district;
 - D. Subdivision of land; the subdivision or imminent subdivision of open land into urban building sites makes reclassification necessary and desirable.

ALL PROPERTY OWNERS WITHIN 300 FEET IN ALL DIRECTIONS (NORTH, SOUTH, EAST & WEST) FROM THE PROPOSED CHANGE WILL BE NOTIFIED OF THIS APPLICATION.

Indicate name and address of every person, firm or corporation represented by the applicant.

Signatures of Owners of entire land area included within proposed map amendment and Signatures of Owners of all existing structures within proposed map amendment are required.

List All encumbrances of the land structures.

- () 13. **PLAT:** If the proposed amendment would require a change in the Zoning Map, a plat showing the land area which would be affected, the present zoning classification of the area, the land area of all abutting districts and the present zoning classification thereof, public rights-of-ways and easements bounding and intersecting the designated area and the abutting districts, the locations of all existing and proposed structures with supporting open facilities, and the specific ground area to be provided and continuously maintained for the proposed structure or structures.
- DEVELOPMENT SCHEDULE:** The time schedule for the beginning and completing of development planned; if the development is planned in stages, the time schedule shall indicate the successive stages and the development planned for each stage.
- MARKET INFORMATION:** If the proposed amendment would require a change in the Zoning Map by rezoning an area from an existing Residential District to a free-standing Business District, would require more than double the area of an existing business district entirely surrounded by residential districts, or would enlarge the area of a written description of the market area to be served by the development, the population thereof, the effective demand for the proposed facilities and any other information describing the relationship of the proposed development to the needs of the applicable area.
- PUBLIC NEED:** The change or changing conditions in the applicable area, or in metropolitan area generally, that make the proposed amendment necessary and desirable for the promotion of the public health, safety or general welfare.
- EFFECT OF AMENDMENT:** A report giving the nature, description and effect of the proposed amendment; if the proposed amendment would require a change in the zoning map, a description of the probable effect on the surrounding land use and properties.
- ERROR:** The error (if error be alleged) in this ordinance that would be corrected by the proposed amendment.

- () 14. **CITY COUNCIL PUBLIC HEARING DATE:** _____, 20____
TIME: 6:00 P.M.

- X 15. Signature of Applicant: Maria Gonzalez [Signature]
PRINT NAME SIGNATURE
- Signature of Property Owner: Maria Gonzalez [Signature]
PRINT NAME SIGNATURE

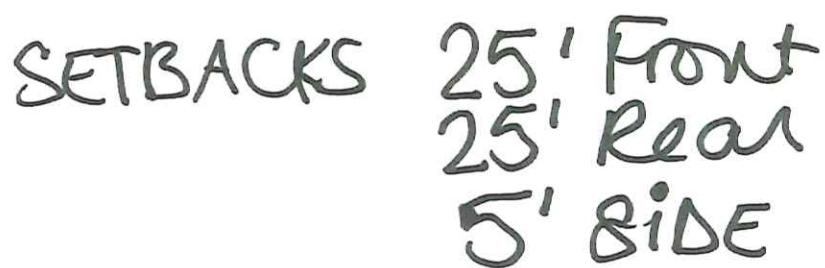
- X 16. **REQUIRED FEE:** \$300 (MUST BE PAID PRIOR TO PROCESSING OF THIS APPLICATION)

DEADLINE DATE FOR SUBMITTING THIS APPLICATION:

NOON ON THURSDAY, Sept. 19th, 2024

**A COMPLETE WRITTEN DESCRIPTION
OF YOUR REQUEST AND A DETAILED SITE PLAN
MUST BE ATTACHED TO APPLICATION AT TIME OF
SUBMITTAL TO ZONING DEPT.**

NOTE: Applicant, Owner and/or Representative is REQUIRED to attend the meeting to answer questions regarding this application.



CITY OF WEST MONROE
OFFICE OF BUILDING & DEVELOPMENT: ZONING PROCESS APPLICATION
2305 N 7th Street, West Monroe, LA 71291 318 396-2600 318-397-6722
Jonathan Kaufman, Building & Development Director

RECEIVED

CASE TITLE & NO.:

ZC-24-45000012

DATE RECEIVED:

AUG 13 2024

Complete Items Indicated for the following:

<input type="checkbox"/>	Planning Approval	FEE	\$200	1,2,3,4,5,6,10,15,16
<input type="checkbox"/>	Planning Approval/Special Exception	FEE	\$300	1,2,3,4,5,6,10,11,15,16
<input type="checkbox"/>	Variance	FEE	\$200	1,2,3,4,5,6,11,15,16
<input type="checkbox"/>	Planning Approval - Parking Plan	FEE	\$200	1,2,3,4,5,6,7,10,15,16
<input type="checkbox"/>	Planned Building Group Approval	FEE	\$200/1 AC+S10/ADDL ACRE	1,2,3,5,6,8,9,10,15, 16
<input type="checkbox"/>	Planned Unit Development	FEE	\$200/1 AC+S10/ADDL ACRE	1,2,3,4,6,8,9,10,15,16
<input type="checkbox"/>	Zoning Ordinance Amendment	FEE	\$300	1,2,3,10,12,13,14,15,16
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<input type="checkbox"/>	Revocation	FEE	\$300	1,2,3,6,10,14,15,16
<input type="checkbox"/>	Subdivision Review (Preliminary, Final)	FEE	\$200/1 AC+S10/ADDL ACRE	1,2,3,4,6,10,15,16
<input type="checkbox"/>	Annexation	FEE	S-0-	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Dedication	FEE	S-0-	1,2,3,4,5,6,10,14,15,16

1. Applicant's Name:

Velvin Bailey

Phone:

318-450-2421

Mailing Address:

294 Cheniere Station Rd. W-M, 71292

EMAIL Address:

info@teesn-things.net

Interest in Application:

Velvin Bailey

2. Site: Municipal Address:

1209 Tulane Ave.

Location Legal Description if no municipal number:

MUST ATTACH COPY OF DEED OR MORTGAGE FOR LEGAL DESCRIPTION OF PROPERTY

Existing Zoning:

R-1

Proposed Zoning:

B-1

Tax R#:

41482

Existing Use:

Residential Home

3. REQUEST (Be specific in description):

Zone Change from R-1 to B1 for multi-family development per Sec 12-5014.

4. Use by Planning Approval. Indicate any existing deed restrictions:

Previous Applications on File:

Approximate cost of work involved:

Plot Plan attached ☐

Copies of Drainage plan attached ☐

Floor Plan and elevation attached ☐

Subdivision plat attached ☐

5. Names and mailing address of ADJACENT property owners.

ZONING OFFICE WILL SUPPLY

6. For Planning Approval & Parking Plans:

☐ Parking Layout attached

Number of Parking Spaces Required: _____

Number of Parking Spaces Provided: _____

7. For Planning Approval: Plan of Combined Sharing of Parking Facilities

8. For Planned Building Group or Planned Residential Development. Provide site plans which shall include:

☐ Land use of adjoining properties ☐ Public and private easements and rights-of-ways ☐ Location of existing structures on adjacent property ☐ Location, number of stories and gross floor area of proposed principal buildings and accessory structures ☐ Curb cuts ☐ Driveways ☐ Off-street parking area ☐ Off-street loading areas ☐ Walks ☐ Special purpose open areas ☐ Location and height of fences, walls and screen planting ☐ Types of paving or other surfaces.

9. For Planned Residential Development:

☐ Location of proposed commercial facilities, if any, for sole use of residents of the proposed PRD (from B-1 and B-2 uses) ☐ Submit subdivision application concurrent with the application for RPD if required for proposed development.

10. PLANNING COMMISSION HEARING DATE:

Oct. 21, 2024

TIME: 5:00 P.M.

11. BOARD OF ADJUSTMENTS HEARING DATE:

_____, 20____

TIME: 5:00 P.M.

12. For Zoning Ordinance or Ordinance Map Amendments (Zone Changes), if the proposed use would require an amendment to the Zoning Ordinance or Map Indicate reasons for amendment; this ordinance including the Zoning Map is based on comprehensive planning studies and is intended to carry out the objectives of a sound, stable and desirable development. It is recognized that casual change or amendment to the ordinance would be detrimental to the achievement of that objective, and it is therefore declared to be the public policy to amend this ordinance only when one or more of the following conditions prevail:
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- ERROR:** The error (if error be alleged) in this ordinance that would be corrected by the proposed amendment.

14. **CITY COUNCIL PUBLIC HEARING DATE:** Nov. 5, 20 24
TIME: 6:00 P.M.

15. **Signature of Applicant:** Kelvin Bailey Kelvin Bailey
PRINT NAME SIGNATURE
Signature of Property Owner: Kelvin Bailey Kelvin Bailey
PRINT NAME SIGNATURE

16. **REQUIRED FEE:** \$300 (MUST BE PAID PRIOR TO PROCESSING OF THIS APPLICATION)
Paid ck # 35150

DEADLINE DATE FOR SUBMITTING THIS APPLICATION:

NOON ON THURSDAY, Sept. 19th, 20 24

**A COMPLETE WRITTEN DESCRIPTION
OF YOUR REQUEST AND A DETAILED SITE PLAN
MUST BE ATTACHED TO APPLICATION AT TIME OF
SUBMITTAL TO ZONING DEPT.**

NOTE: Applicant, Owner and/or Representative is REQUIRED to attend the meeting to answer questions regarding this application.

CITY OF WEST MONROE
OFFICE OF BUILDING & DEVELOPMENT: ZONING PROCESS APPLICATION
 2305 N 7th Street, West Monroe, LA 71291 318 396-2600 318-397-6722
 Jonathan Kaufman, Building & Development Director

RECEIVED

CASE TITLE & NO.: PA 24-10000001

DATE RECEIVED: AUG 19 2024 12

Complete Items Indicated for the following:

<input checked="" type="checkbox"/>	Planning Approval	FEE	\$200	1,2,3,4,5,6,10,15,16
<input type="checkbox"/>	Planning Approval/Special Exception	FEE	\$300	1,2,3,4,5,6,10,11,15,16
<input type="checkbox"/>	Variance	FEE	\$200	1,2,3,4,5,6,11,15,16
<input type="checkbox"/>	Planning Approval - Parking Plan	FEE	\$200	1,2,3,4,5,6,7,10,15,16
<input type="checkbox"/>	Planned Building Group Approval	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,5,6,8,9,10,15,16
<input type="checkbox"/>	Planned Unit Development	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,6,8,9,10,15,16
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<input type="checkbox"/>	Zoning Ordinance Map Amendment	FEE	\$300/1 AC+\$10/ADDL ACRE	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Revocation	FEE	\$300	1,2,3,6,10,14,15,16
<input type="checkbox"/>	Subdivision Review (Preliminary, Final)	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,6,10,15,16
<input type="checkbox"/>	Annexation	FEE	S-0	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Dedication	FEE	S-0	1,2,3,4,5,6,10,14,15,16

- ☒ 1. Applicant's Name: Kelvin Bailey Phone: 318-450-2421
 Mailing Address: 294 Cheniere Station Rd. W.M. 71292
 EMAIL Address: info@teesnthings.net
 Interest in Application: Kelvin Bailey
- ☒ 2. Site: Municipal Address: 1209 + 1211 Pulane Ave.
 Location Legal Description if no municipal number:

MUST ATTACH COPY OF DEED OR MORTGAGE FOR LEGAL DESCRIPTION OF PROPERTY

Existing Zoning: R-1+B-1 Proposed Zoning: B-1 Tax R#: 41482
 Existing Use: Residential Home / Vacant Lot + 133446

- ☒ 3. REQUEST (Be specific in description):
Planning Approval to Allow Dwelling multiple family
in a B-1 (Transitional Business) District per SEC. 12-5014
(a)(2)
- ☒ 4. Use by Planning Approval. Indicate any existing deed restrictions:
 Previous Applications on File:
 Approximate cost of work involved:
- ☐ Plot Plan attached () Floor Plan and elevation attached ()
☐ Copies of Drainage plan attached () Subdivision plat attached ()
- ☒ 5. Names and mailing address of ADJACENT property owners.
ZONING OFFICE WILL SUPPLY
- ☒ 6. For Planning Approval & Parking Plans: Number of Parking Spaces Required: _____
 () Parking Layout attached Number of Parking Spaces Provided: _____
- ☐ 7. For Planning Approval: Plan of Combined Sharing of Parking Facilities
- ☐ 8. For Planned Building Group or Planned Residential Development. Provide site plans which shall include:
 () Land use of adjoining properties () Public and private easements and rights-of-ways () Location of
 existing structures on adjacent property () Location, number of stories and gross floor area of proposed
 principal buildings and accessory structures () Curb cuts () Driveways () Off-street parking area
 () Off-street loading areas () Walks () Special purpose open areas () Location and height of fences, walls
 and screen planting () Types of paving or other surfaces.
- ☐ 9. For Planned Residential Development:
 () Location of proposed commercial facilities, if any, for sole use of residents of the proposed PRD (from B-1
 and B-2 uses) () Submit subdivision application concurrent with the application for RPD if required for
 proposed development.
- ☒ 10. PLANNING COMMISSION HEARING DATE: Oct 21, 2024
 TIME: 5:00 P.M.
- ☐ 11. BOARD OF ADJUSTMENTS HEARING DATE: _____, 20_____
 TIME: 5:00 P.M.

- () 12. For Zoning Ordinance or Ordinance Map Amendments (Zone Changes), if the proposed use would require an amendment to the Zoning Ordinance or Map Indicate reasons for amendment; this ordinance including the Zoning Map is based on comprehensive planning studies and is intended to carry out the objectives of a sound, stable and desirable development. It is recognized that casual change or amendment to the ordinance would be detrimental to the achievement of that objective, and it is therefore declared to be the public policy to amend this ordinance only when one or more of the following conditions prevail:
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Indicate name and address of every person, firm or corporation represented by the applicant.

Signatures of Owners of entire land area included within proposed map amendment and Signatures of Owners of all existing structures within proposed map amendment are required.

List All encumbrances of the land structures.

- () 13. **PLAT:** If the proposed amendment would require a change in the Zoning Map, a plat showing the land area which would be affected, the present zoning classification of the area, the land area of all abutting districts and the present zoning classification thereof, public rights-of-ways and easements bounding and intersecting the designated area and the abutting districts, the locations of all existing and proposed structures with supporting open facilities, and the specific ground area to be provided and continuously maintained for the proposed structure or structures.
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ERROR: The error (if error be alleged) in this ordinance that would be corrected by the proposed amendment.

- () 14. **CITY COUNCIL PUBLIC HEARING DATE:** _____, 20____
TIME: 6:00 P.M.

- X 15. **Signature of Applicant:** Kelvin Bailey Kelvin Bailey
PRINT NAME SIGNATURE
Signature of Property Owner: Kelvin Bailey Kelvin Bailey
PRINT NAME SIGNATURE
- X 16. **REQUIRED FEE:** \$200 (MUST BE PAID PRIOR TO PROCESSING OF THIS APPLICATION)
Paid ck # 3515 @

DEADLINE DATE FOR SUBMITTING THIS APPLICATION:

NOON ON THURSDAY, Sept. 19th, 2024

**A COMPLETE WRITTEN DESCRIPTION
OF YOUR REQUEST AND A DETAILED SITE PLAN
MUST BE ATTACHED TO APPLICATION AT TIME OF
SUBMITTAL TO ZONING DEPT.**

NOTE: Applicant, Owner and/or Representative is REQUIRED to attend the meeting to answer questions regarding this application.

CITY OF WEST MONROE
OFFICE OF BUILDING & DEVELOPMENT: ZONING PROCESS APPLICATION
2305 N 7th Street, West Monroe, LA 71291 318 396-2600 318-397-6722
Jonathan Kaufman, Building & Development Director

CASE TITLE & NO.: SUB 24-55000002 DATE RECEIVED: AUG 19 2024 As

Complete Items Indicated for the following:

<input type="checkbox"/>	Planning Approval	FEE	\$200	1,2,3,4,5,6,10,15,16
<input type="checkbox"/>	Planning Approval/Special Exception	FEE	\$300	1,2,3,4,5,6,10,11,15,16
<input type="checkbox"/>	Variance	FEE	\$200	1,2,3,4,5,6,11,15,16
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<input type="checkbox"/>	Annexation	FEE	S-0-	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Dedication	FEE	S-0-	1,2,3,4,5,6,10,14,15,16

1. Applicant's Name: Kelvin Bailey Phone: 318-450-2421
Mailing Address: 294 Cheniere Station Rd W.M 71292
EMAIL Address: info@teesnthings.net
Interest in Application: Kelvin Bailey
2. Site: Municipal Address: 1209 + 1211 Twane Ave
Location Legal Description if no municipal number:

MUST ATTACH COPY OF DEED OR MORTGAGE FOR LEGAL DESCRIPTION OF PROPERTY

Existing Zoning: B-1 + R-1 Proposed Zoning: B-1 Tax R#: 41482
Existing Use: Residential Home / Vacant Lot 133446

3. REQUEST (Be specific in description):
Subdivision Review
4. Use by Planning Approval. Indicate any existing deed restrictions:
Previous Applications on File:
Approximate cost of work involved:

Plot Plan attached (☐) Floor Plan and elevation attached (☐)
Copies of Drainage plan attached (☐) Subdivision plat attached (☐)

5. Names and mailing address of ADJACENT property owners.
ZONING OFFICE WILL SUPPLY
6. For Planning Approval & Parking Plans: Number of Parking Spaces Required: _____
() Parking Layout attached Number of Parking Spaces Provided: _____
7. For Planning Approval: Plan of Combined Sharing of Parking Facilities
8. For Planned Building Group or Planned Residential Development. Provide site plans which shall include:
() Land use of adjoining properties () Public and private easements and rights-of-ways () Location of existing structures on adjacent property () Location, number of stories and gross floor area of proposed principal buildings and accessory structures () Curb cuts () Driveways () Off-street parking area () Off-street loading areas () Walks () Special purpose open areas () Location and height of fences, walls and screen planting () Types of paving or other surfaces.
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() Location of proposed commercial facilities, if any, for sole use of residents of the proposed PRD (from B-1 and B-2 uses) () Submit subdivision application concurrent with the application for RPD if required for proposed development.
10. PLANNING COMMISSION HEARING DATE: Oct. 21, 2024
TIME: 5:00 P.M.
11. BOARD OF ADJUSTMENTS HEARING DATE: _____, 20_____
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TIME: 6:00 P.M.

- X 15. **Signature of Applicant:** Kelvin Bailey Kelvin Bailey
PRINT NAME SIGNATURE
Signature of Property Owner: Kelvin Bailey Kelvin Bailey
PRINT NAME SIGNATURE

- X 16. **REQUIRED FEE:** \$200 (MUST BE PAID PRIOR TO PROCESSING OF THIS APPLICATION)
Paid OK # 35154

DEADLINE DATE FOR SUBMITTING THIS APPLICATION:

NOON ON THURSDAY, Sept. 19th, 2024

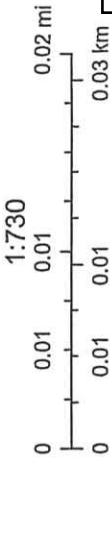
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MUST BE ATTACHED TO APPLICATION AT TIME OF
SUBMITTAL TO ZONING DEPT.**

NOTE: Applicant, Owner and/or Representative is REQUIRED to attend the meeting to answer questions regarding this application.

West Monroe Zoning



8/14/2024



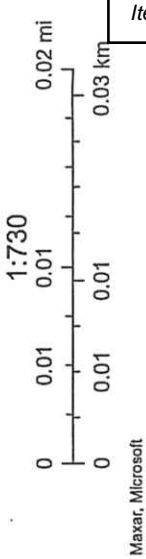
Maxar, Microsoft

Item 11)

West Monroe Zoning



8/14/2024

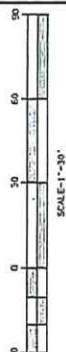
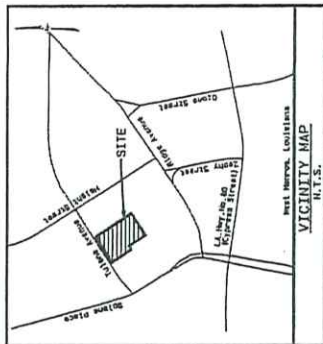


Item 11)

SECTION 39, TOWNSHIP 19 NORTH, RANGE 3 EAST
LAND DISTRICT NORTH OF RED RIVER
OUACHITA PARISH, LOUISIANA

REFERENCE PLATS:

- 1) PLAT OF THE SPALNE PLACE IN SECTIONS 39, 38, 6, 40, TOWNSHIP 19 NORTH, RANGE 3 EAST, LAND DISTRICT NORTH OF RED RIVER, LOUISIANA, AS PREPARED BY S.E. NEW, REGISTERED CIVIL ENGINEER, DATED JULY 1927, AND RECORDED IN PLAT BOOK 11, PAGE 11, RECORDS OF OUACHITA PARISH, LOUISIANA.
- 2) PLAT OF THE RESUBDIVISION OF LOT 9 AND A PORTION OF LOTS 7 & 8 OF BLOCK 8 OF THE SPALNE PLACE IN SECTIONS 39, 38, 6, 40, TOWNSHIP 19 NORTH, RANGE 3 EAST, LAND DISTRICT NORTH OF RED RIVER, LOUISIANA, AS AGREED, REGISTERED PROFESSIONAL LAND SURVEYOR WAYNE A. SEMMES, JR., DATED AUGUST 2016, AND RECORDED IN PLAT BOOK 26, PAGE 111, RECORDS OF OUACHITA PARISH, LOUISIANA.



LEGEND
FOUND MONUMENTATION
SET 5/8" REBAR
RIGHT-OF-WAY LINE
BUILDING SETBACK LINE
FENCE LINE (APPROXIMATE LOCATION)
LOT LINE
LAND HOOK-CONTIGUOUS OWNERSHIP

SURVEYOR'S NOTES:

- 1) BEARINGS SHOWN HEREON HAVE BEEN DETERMINED BY G.P.S. OBSERVATION TAKEN AT SITE BASED ON NAD 83 DATUM, LOUISIANA NORTH ZONE 1701. REFERENCE BEARINGS ALONG THE NORTH LINE OF SUBJECT TRACT.
- 2) RESEARCH FOR RIGHTS-OF-WAYS, EASEMENTS & SERVITUDES HAS BEEN CONDUCTED AND NO RIGHTS-OF-WAY, EASEMENTS & SERVITUDES THAT AFFECT THIS PARCEL ARE SHOWN ON THIS PLAT.

BOUNDARY SURVEY
CLIENT: KELVIN BAILEY
WEST MONROE, LOUISIANA

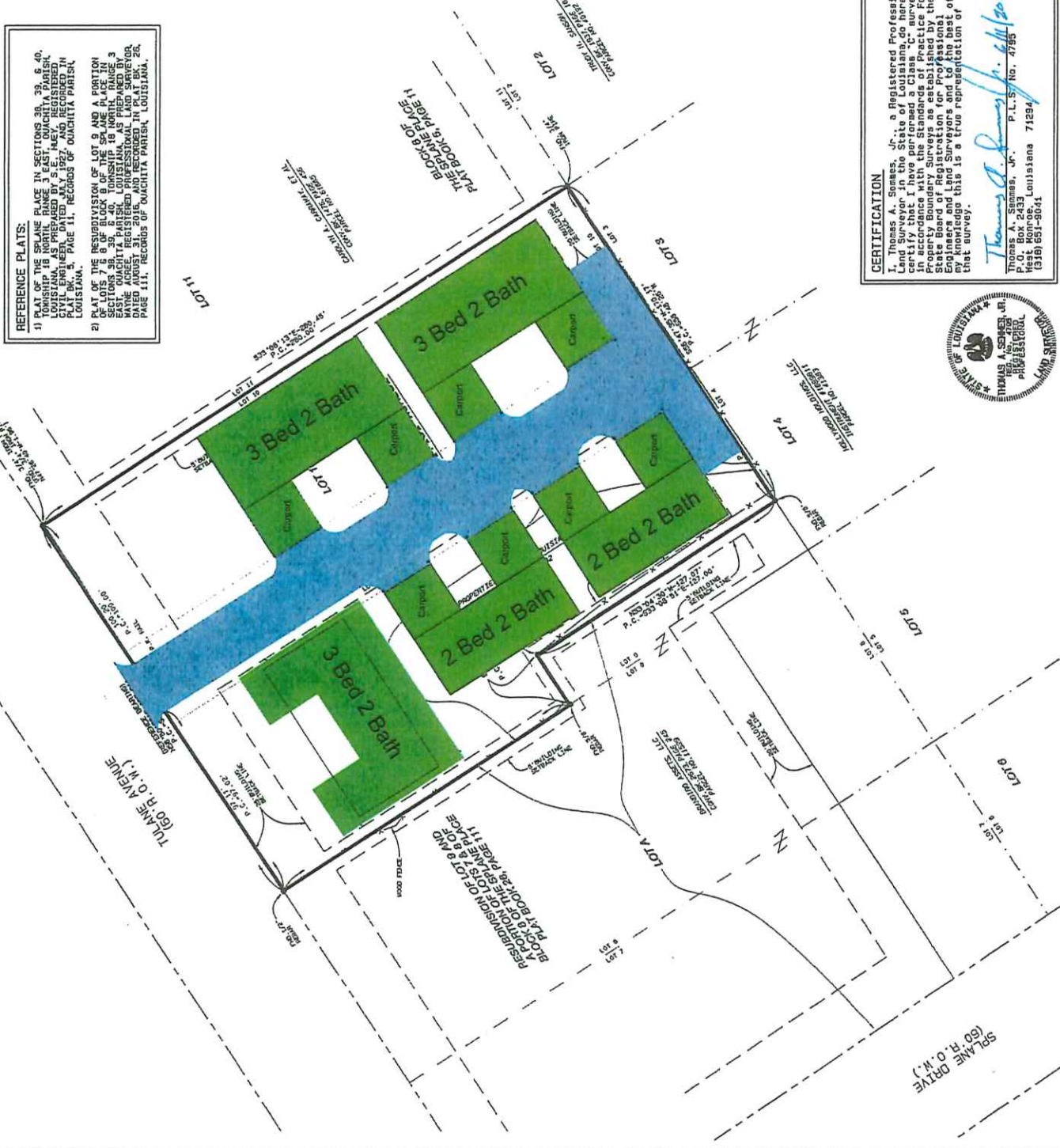
BEING
LOT 9 OF THE RESUBDIVISION OF LOT 9 AND
A PORTION OF LOTS 7 & 8 OF
BLOCK 8 OF THE SPALNE PLACE
AND
LOT 10 OF BLOCK 8 OF THE SPALNE PLACE
SITUATED IN
SECTIONS 39, 38, 6 & 40
TOWNSHIP 19 NORTH, RANGE 3 EAST
LAND DISTRICT NORTH OF RED RIVER
OUACHITA PARISH, LOUISIANA

TOMMY SEMMES, JR.
PROFESSIONAL LAND SURVEYING CO.
PARISH, LOUISIANA 71254
(504) 651-8041

Item 11)
CHECKED T.A.S. DATE 06/11/2024
JOB NO. SCALE 1" = 30'
RELVIN

CERTIFICATION
I, Thomas A. Semmes, Jr., a Registered Professional Land Surveyor in the State of Louisiana, do hereby certify that I have performed a Class "C" survey in accordance with the Standards of Practice for Registered Professional Land Surveyors of the State Board of Registration for Professional Engineers and Land Surveyors and to the best of my knowledge this is a true representation of that survey.

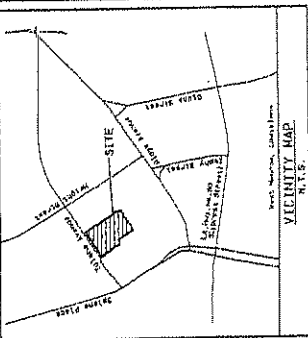
Thomas A. Semmes, Jr.
P.L.S. No. 4755
West Monroe, Louisiana 71254
(504) 651-8041



SECTION 39, TOWNSHIP 19 NORTH, RANGE 2 EAST
LAND DISTRICT NORTH OF RED RIVER
OUACHITA PARISH, LOUISIANA

REFERENCE PLATS:

1) PLAT OF THE SPUR LINE PLACE IN SECTIONS 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.



LEGEND

- FOUND MONUMENTATION
- SET 5/8" REDMAP
- RIGHT-OF-WAY LINE
- BUILDING SETBACK LINE
- FENCE LINE
- APPROXIMATE LOCATION
- LOT LINE
- LAND UNDER CONTIGUOUS OWNERSHIP

SURVEYOR'S NOTES:

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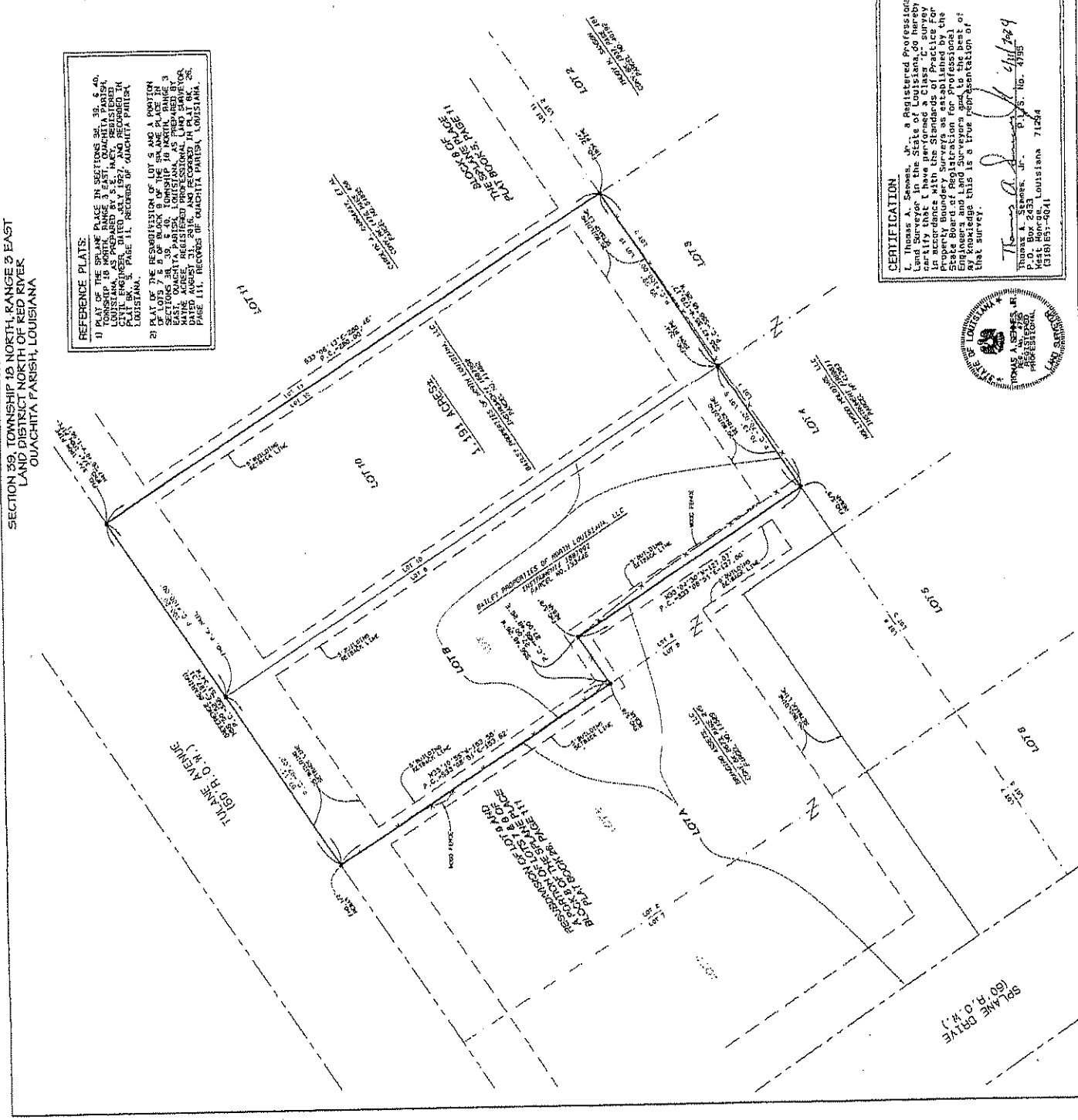
2) RESEARCH FOR RIGHTS-OF-WAY, EASEMENTS, SERVITUDES, ENCUMBRANCES, AND OTHER INTERESTS HAS BEEN CONDUCTED AND NO GUARANTEE THAT ALL RIGHTS-OF-WAY, EASEMENTS, SERVITUDES, ENCUMBRANCES, AND OTHER INTERESTS ARE SHOWN ON THIS PLAT.

BOUNDARY SURVEY
CLIENT: KELVIN BAILEY
BEING
LOT 9 OF THE RESUBDIVISION OF LOT 9 AND A PORTION OF LOTS 7 & 8 OF BLOCK 9 OF THE SPLANE PLACE
LOT 10 OF BLOCK 9 OF THE SPLANE PLACE
SITUATED IN
SECTIONS 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

CERTIFICATION

L. Thomas A. Semmes, Jr., a Registered Professional Land Surveyor in the State of Louisiana, do hereby certify that the foregoing is a true and correct representation of the land surveyed and shown on this plat in accordance with the Standards of Practice for Property Boundary Surveys as established by the State Board of Registration and to the best of my knowledge this is a true representation of that survey.

Thomas A. Semmes, Jr. P.L.S. No. 4158
P.O. Box 2433
Bossier Parish, Louisiana 71501-0433





Example







Planning Commission

TO: Mayor Staci Albritton Mitchell
Alderman Morgan Buxton
Alderman James Polk Brian
Alderman Ben Westerburg
Alderman Thomas Hamilton
Alderman Rodney Welch
Doug Caldwell, City Attorney
Lydia Holland, City Attorney
Cindy Emory, City Clerk
Andrea Pate, City Clerk
Courtney Hornsby, Chief of Staff
City Engineer

FROM: Jonathan Kaufman, Building & Development Director
318-397-6720 or 318-397-6722



DATE: Enclosed please find the packet from the August 19, 2024
Planning Commission meeting, for your review:

Case for Review to be heard by City Council on 9-3-2024:

PBG/SUB-24-55000001 by Sharon D. Russ-Joseph Russ for property located on Copley Street (Parcel 118514). Requesting Planned Building Group / Subdivision Review for Highlander West (3 lots) .456 total acres in Sec44 T18N R3E per West Monroe Code of Ordinances Section 12-2001. The Developer plans to build three single family homes at this location, each on a lot with a square footage of 6600 ft (instead of the otherwise required minimum lot size of 7200 sq ft) and will meet the minimum road width of 60 feet. This application was TABLED at the July 15, 2024, Planning Commission Meeting. Ron Haisty, RCH Co., spoke on behalf of the application. After the last meeting, Mr. Haisty provided the Copley Street Flowline Survey, Topographic Survey and Existing Drainage, Site Plan depicting the layout of the 3 homes, and the Proposed Drainage Plan. Brian Bendily stated that all documents indicate that drainage is accounted for and drains properly. Mr. Kaufman explained that the property is located within a flood zone. The runoff from the houses appears to be directed to the roadside ditch via swale ditches in between each house. There is an additional swale ditch between the eastern most house and the adjacent property owner. The flow line elevation of the ditch appears to be around 75.91 on the west end of the proposed tract. It appears to be around 75.52 in the center and 76.27 near the discharge to the east. There does appear to be a belly in the ditch in front of those houses. Mr. Kaufman will discuss with public works regarding the culvert invert to see if the City can reestablish a grade in the ditch towards the discharge. Outside of the proposed development there appears to be no change in the existing water flow off the property. Each house is provided with a single car carport accounting for one parking space. The driveway shows to be 12.7' wide there is approximately 35' from the edge of the roadway to the house. This should provide for two parking spaces with an approximately 10' buffer from the car to the edge of the roadway. The police department has the ability to write tickets if parking in the street begins to impede the flow of traffic. In the Department Reviews, all concerns were addressed. Lisa Strange provide pictures of the flooding in the area from rains in April 2024. Tom Malmay discussed the planned drainage improvements for the area. The property owners at 215 Jackson Street, Mario & Connie Spivey, expressed concern for drainage issues and access to their backyard. They were advised to contact Public Works and/or to attend a City Council Meeting regarding their culvert and driveway. Lucille Lee, 128 Copley Street, stated that she is not in favor of the application, as she prefers two homes to three on the site. Issues of concern to her, along with drainage, are high grass and possible wildlife in the area. An unknown female (age 65) wants the City to clean and maintain the ditches. The final decision on this application is made by the Planning Commission. Tom Malmay made a motion to APPROVE this application. Melody Olson seconded. All in Favor. The application is **APPROVED**.

THIS DECISION WAS APPEALED TO THE CITY COUNCIL. The West Monroe City Council will hear this case on September 3, 2024.

SUB-24-55000001 by Shawn D. Russ / Joseph Russ for property located on Copley Street (Parcel 118514). Requesting Subdivision Review for Highlander West (3 lots) .456 total acres in Section 44 T18N R3E per West Monroe Code of Ordinances Section 12-2001.

Location Map:

NOTE: Maps are printed from information provided from the Ouachita Parish Tax Assessor's Office information and its ONLY PURPOSE is to give the Commission a general idea of the location of the property. It is not intended for use as a legal description / boundary line / nor lot shape determination.



You are always welcome to visit our office to view additional documents in file, request additional information 318-397-6722, or to speak with Jonathan.

Department Review Responses:

PBG/SUB-24-55000001 by Shawn D. Russ-Joseph Russ for property located on Copley Street (Parcel 118514). Requesting Planned Building Group / Subdivision Review for Highlander West (3 lots) .456 total acres in Sec44 T18N R3E per West Monroe Code of Ordinances Section 12-2001. The Developer plans to build three single family homes at this location, each on a lot with a square footage of 6600 ft (instead of the otherwise required minimum lot size of 7200 sq ft) and will meet the minimum road width of 60 feet. This application was TABLED at the July 15, 2024, Planning Commission Meeting.

7-16-2024 9:47 am Email TO Ron Haisty and CC'd Mr. Russ:

Mr. Russ visited in office with Jonathan Kaufman just a few minutes ago. Mr. Russ plans to proceed with the 3 lot development application. This will NOT go to City Council (that was my error). If you can provide the requested information to us as soon as possible – this application will go to Planning Commission for final approval on August 19, 2024.

From my understanding this is what we need (but Mr. Russ can explain better):

- Topographic Survey only – not a DIS
- Contour elevations / estimated finished floor
- Survey plan and how drainage will be addressed
- Site plan showing setbacks

Jonathan feels the parking is easily explainable and he discussed that with Mr. Russ.

7-16-2024 10:26 am Email response FROM Ron Haisty:

Ann- sounds good. I'll get these items put together.

Sincerely,

Ronny C. Haisty, Jr., P.E., P.L.S.

7-24-2024 10:53 am Email TO Ron Haisty:

Ron – Is any of the requested information regarding Russ Development on Copley Street ready for Jonathan to review?

Department Reviews As of 7-24-2024

Project Manager, City Engineer Daryl Platt, Director of Public Works	JRK to discuss in Meeting Water & Sewer are available for the proposed development. Culverts would be required for each driveway. \$100 culvert application fee for each driveway through Public Works.
Charles Huggins, West Monroe Fire Department Jason Pleasant, Police Chief, WM Police Dept. Jeremy Ratcliff, Building & Development Atmos Energy Adam Riser, Entergy Area Design Manager Anthony Woods, OIC Postmaster, US Post Office A T & T James Green, Ouachita 911 Shannon Fletcher, Code Enforcement Public Works Complex, GIS	No issues from the WMFD No issues from the WMPD No issues from Building Official / LSUCC Review Complete No response No response No response No response No issues from Ouachita 911 No issues with Code Enforcement No issue with GIS

7-30-2024 9:27 am Email TO Ron Haisty
Ron – Is any of the requested information regarding Russ Development on Copley Street ready for Jonathan to review?

7-30-2024 9:28 am Email FROM Ron Haisty
Hi Ann- yes, we are close on it. I will have sent over by tomorrow. Thank you for checking on us.
Sincerely,
Ronny C. Haisty, Jr., P.E., P.L.S.

08-05-2024 Email FROM Ron Haisty
Received the following: Topographic Survey and Existing Drainage, Site Plan depicting the layout of the 3 homes, and Proposed Drainage Plan

08-19-2024 Email FROM Ron Haisty
Received the following: Copley Street Ditch Survey

PLANNING COMMISSION MINUTES

Monday, July 15, 2024

MEMBERS PRESENT: Tom Malmay
Judy Poole
Brian Bendily
AJ Word
Melody Olson

OTHERS PRESENT: Jeremy Ratcliff, Asst. Director, Building & Development
Doug Caldwell, West Monroe City Attorney
Ann Cottrell, Building & Development
Joseph Russ, 122 Copley Street (Applicant)
Ronny Haisty Jr (Surveyor for Russ Project)
Eugenia R. Price, 123 Copley St
Steve Cascio, 125 Copley St
Charley & Lucille Lee, 128 Copley St
Lisa Strange, 118 Copley St
J. R. Frantom, 107 Frantom Lane

The Monday, July 15, 2024, Planning Commission Meeting was called to order by Brian Bendily. The Commission approved the minutes of the Monday, June 17, 2024, Planning Commission meeting.

The cases for review were:

ZC-24-450000010 by BAH Nathan Village Ltd / Jeremy Mears for property located at 118 N Hilton Street (Parcel 101491). Requesting Zone Change from O-L (Open Land) District to R-2 (Multi-Family Residential) District per West Monroe Code of Ordinances Section 12-5013. Ann Cottrell, explained that the property was recently annexed into the West Monroe City Limits and as with all annexed properties, it came into the City zoned as Open Land. The current use of the property is an apartment complex (built & completed prior to annexation); therefore, an R-2 (Multi Family Residential) Zoning District would align with its current use. Mr. J.R. Frantom, as an adjacent property owner, asked if his property (Parcel #20423) had been annexed without his knowledge. He was assured that it had not been annexed and was not within the City Limits. He was assured that he would be notified. He had no objections to this rezoning. Melody Olson made a motion to **send this application to the City Council with a FAVORABLE Recommendation**. Judy Poole seconded. All in Favor. The West Monroe City Council will hear this case on August 6, 2024.

SUB-24-550000001 by Shawn D. Russ / Joseph Russ for property located on Copley Street (Parcel 118514). Requesting Subdivision Review for Highlander West (3 lots) .456 total acres in Sec44 T18N R3E per West Monroe Code of Ordinances Section 12-2001. Ann Cottrell explained that the application should be reviewed as a Planned Building Group due to the square footage of the lots. The minimum required square footage is 7200 per lot with each of these lots being 6600 square feet. Mr. Ronny Haisty Jr. spoke on behalf of the application as the surveyor for the project as we awaited the arrival of Mr. Joseph Russ (the applicant). Lisa Strange, Lucille Lee, and Eugenia Price spoke on behalf of the neighborhood and in opposition to the application. Reasons for concern were drainage, parking and property value decreasing. The drainage, standing water and flooding issues were a main concern. Mr. Russ arrived to discuss the project. He stated the homes would be approximately 1285 sq feet each and would meet parking requirements. This property is located within an "X" Flood Zone. Each home will be a top quality 3 bed and 3 bath home with a selling price of approximately \$200,000. Due to neighborhood concerns, AJ Word made a motion to **TABLE the application for more information to be provided from the applicant, including parking, drainage, elevation and site plan**. Judy Poole seconded. All in Favor.

In Other Business:

The Commission would like to have an open discussion regarding the Off-Street Parking Ordinances, specifically regarding new multi-family developments. The Commission requests that Mr. Kaufman provide options and/or solutions at the next regularly scheduled Planning Commission Meeting on 8-19-2024 including a proposal for changes to the parking requirements.

As there was no further business, the meeting was adjourned.

CITY OF WEST MONROE
OFFICE OF BUILDING & DEVELOPMENT: ZONING PROCESS APPLICATION
 2305 N 7th Street, West Monroe, LA 71291 318.396-2600 318.397-6722
 Jonathan Kaufman, Building & Development Director

CASE TITLE & NO.:

SUB 24-5500001

DATE RECEIVED:

JUN 05 2024

Complete Items Indicated for the following:

<input type="checkbox"/>	Planning Approval	FEE	\$200	1,2,3,4,5,6,10,15,16
<input type="checkbox"/>	Planning Approval/Special Exception	FEE	\$300	1,2,3,4,5,6,10,11,15,16
<input type="checkbox"/>	Variance	FEE	\$200	1,2,3,4,5,6,11,15,16
<input type="checkbox"/>	Planning Approval - Parking Plan	FEE	\$200	1,2,3,4,5,6,7,10,15,16
<input type="checkbox"/>	Planned Building Group Approval	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,5,6,8,9,10,15,16
<input type="checkbox"/>	Planned Unit Development	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,5,6,8,9,10,15,16
<input type="checkbox"/>	Zoning Ordinance Amendment	FEE	\$300	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Zoning Ordinance Map Amendment	FEE	\$300/1 AC+\$10/ADDL ACRE	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Revocation	FEE	\$300	1,2,3,5,10,14,15,16
<input checked="" type="checkbox"/>	Subdivision Review (Preliminary, Final)	FEE	\$200/1 AC+\$10/ADDL ACRE	1,2,3,4,6,10,15,16
<input checked="" type="checkbox"/>	Annexation	FEE	\$-0-	1,2,3,10,12,13,14,15,16
<input type="checkbox"/>	Dedication	FEE	\$-0-	1,2,3,4,5,6,10,14,15,16

1. Applicant's Name:

JOSEPH RUSS

Phone:

318/614-9047

Mailing Address:

4733 Sonny Yeldwood Rd
Bastrop LA 71220

EMAIL Address:

Interest in Application:

2. Site: Municipal Address:

COPELY STREET (122), WEST MONROE, LA

Location Legal Description if no municipal number:

MUST ATTACH COPY OF DEED OR MORTGAGE FOR LEGAL DESCRIPTION OF PROPERTY

Existing Zoning:

R-2

Proposed Zoning:

-

Tax R#:

118514

Existing Use:

3. REQUEST (Be specific in description):

SUBDIVIDE PARCEL NO. 118514 INTO
3 RESIDENTIAL LOTS

4. Use by Planning Approval. Indicate any existing deed restrictions:

None that are aware of
Previous Applications on File:

Approximate cost of work involved:

Plot Plan attached ☐Copies of Drainage plan attached ☐Floor Plan and elevation attached ☐Subdivision plat attached ☐5. Names and mailing address of ADJACENT property owners.
ZONING OFFICE WILL SUPPLY6. For Planning Approval & Parking Plans:
☐ Parking Layout attachedNumber of Parking Spaces Required: _____
Number of Parking Spaces Provided: _____

7. For Planning Approval: Plan of Combined Sharing of Parking Facilities

8. For Planned Building Group or Planned Residential Development. Provide site plans which shall include:
☐ Land use of adjoining properties ☐ Public and private easements and rights-of-ways ☐ Location of existing structures on adjacent property ☐ Location, number of stories and gross floor area of proposed principal buildings and accessory structures ☐ Curb cuts ☐ Driveways ☐ Off-street parking area ☐ Off-street loading areas ☐ Walls ☐ Special purpose open areas ☐ Location and height of fences, walls and screen planting ☐ Types of paving or other surfaces.9. For Planned Residential Development:
☐ Location of proposed commercial facilities, if any, for sole use of residents of the proposed PKD (from B-1 and B-2 uses) ☐ Submit subdivision application concurrent with the application for PKD if required for proposed development.10. PLANNING COMMISSION HEARING DATE: JULY 15, 2024
TIME: 5:00 P.M.11. BOARD OF ADJUSTMENTS HEARING DATE: _____, 20____
TIME: 5:00 P.M.

AnyScanner

- () 12. For Zoning Ordinance or Ordinance Map Amendments (Zone Changes), if the proposed use would require an amendment to the Zoning Ordinance or Map, indicate reasons for amendment; this ordinance including the Zoning Map is based on comprehensive planning studies and is intended to carry out the objectives of a sound, stable and desirable development. It is recognized that casual change or amendment to the ordinance would be detrimental to the achievement of that objective, and it is therefore declared to be the public policy to amend this ordinance only when one or more of the following conditions prevail:

- A. Error: there is a manifest error in the ordinance;
- B. Change in conditions; changed or changing conditions in a particular area or in the metropolitan area generally make a change in the ordinance necessary and desirable.
- C. Increase in need for sites for business or industry; increased or increasing needs for business or industrial sites in addition to sites that are available make it necessary and desirable to rezone an area or to extend the boundaries of an existing district;
- D. Subdivision of land; the subdivision or imminent subdivision of open land into urban building sites makes reclassification necessary and desirable.

ALL PROPERTY OWNERS WITHIN 300 FEET IN ALL DIRECTIONS (NORTH, SOUTH, EAST & WEST) FROM THE PROPOSED CHANGE WILL BE NOTIFIED OF THIS APPLICATION.

Indicate name and address of every person, firm or corporation represented by the applicant.

Signatures of Owners of entire land area included within proposed map amendment and Signatures of Owners of all existing structures within proposed map amendment are required.

List All encumbrances of the land structures.

- () 13. **PLAT:** If the proposed amendment would require a change in the Zoning Map, a plat showing the land area which would be affected, the present zoning classification of the area, the land area of all abutting districts and the present zoning classification thereof, public rights-of-ways and easements bounding and intersecting the designated area and the abutting districts, the locations of all existing and proposed structures with supporting open facilities, and the specific ground area to be provided and continuously maintained for the proposed structure or structures.
- DEVELOPMENT SCHEDULE:** The time schedule for the beginning and completing of development planned; if the development is planned in stages, the time schedule shall indicate the successive stages and the development planned for each stage.
- MARKET INFORMATION:** If the proposed amendment would require a change in the Zoning Map by rezoning an area from an existing Residential District to a free-standing Business District, would require more than double the area of an existing business district entirely surrounded by residential districts, or would enlarge the area of a written description of the market area to be served by the development, the population thereof, the effective demand for the proposed facilities and any other information describing the relationship of the proposed development to the needs of the applicable area.
- PUBLIC NEED:** The change or changing conditions in the applicable area, or in metropolitan area generally, that make the proposed amendment necessary and desirable for the promotion of the public health, safety or general welfare.
- EFFECT OF AMENDMENT:** A report giving the nature, description and effect of the proposed amendment; if the proposed amendment would require a change in the zoning map, a description of the probable effect on the surrounding land use and properties.
- ERROR:** The error (if error be alleged) in this ordinance that would be corrected by the proposed amendment.

- () 14. **CITY COUNCIL PUBLIC HEARING DATE:** _____, 20____
TIME: 6:00 P.M.

X 15. Signature of Applicant: Joseph Russ [Signature]
 PRINT NAME SIGNATURE

Signature of Property Owner: Shawn Russ [Signature]
 PRINT NAME SIGNATURE

- X 16. **REQUIRED FEE:** _____ (MUST BE PAID PRIOR TO PROCESSING OF THIS APPLICATION)

DEADLINE DATE FOR SUBMITTING THIS APPLICATION:

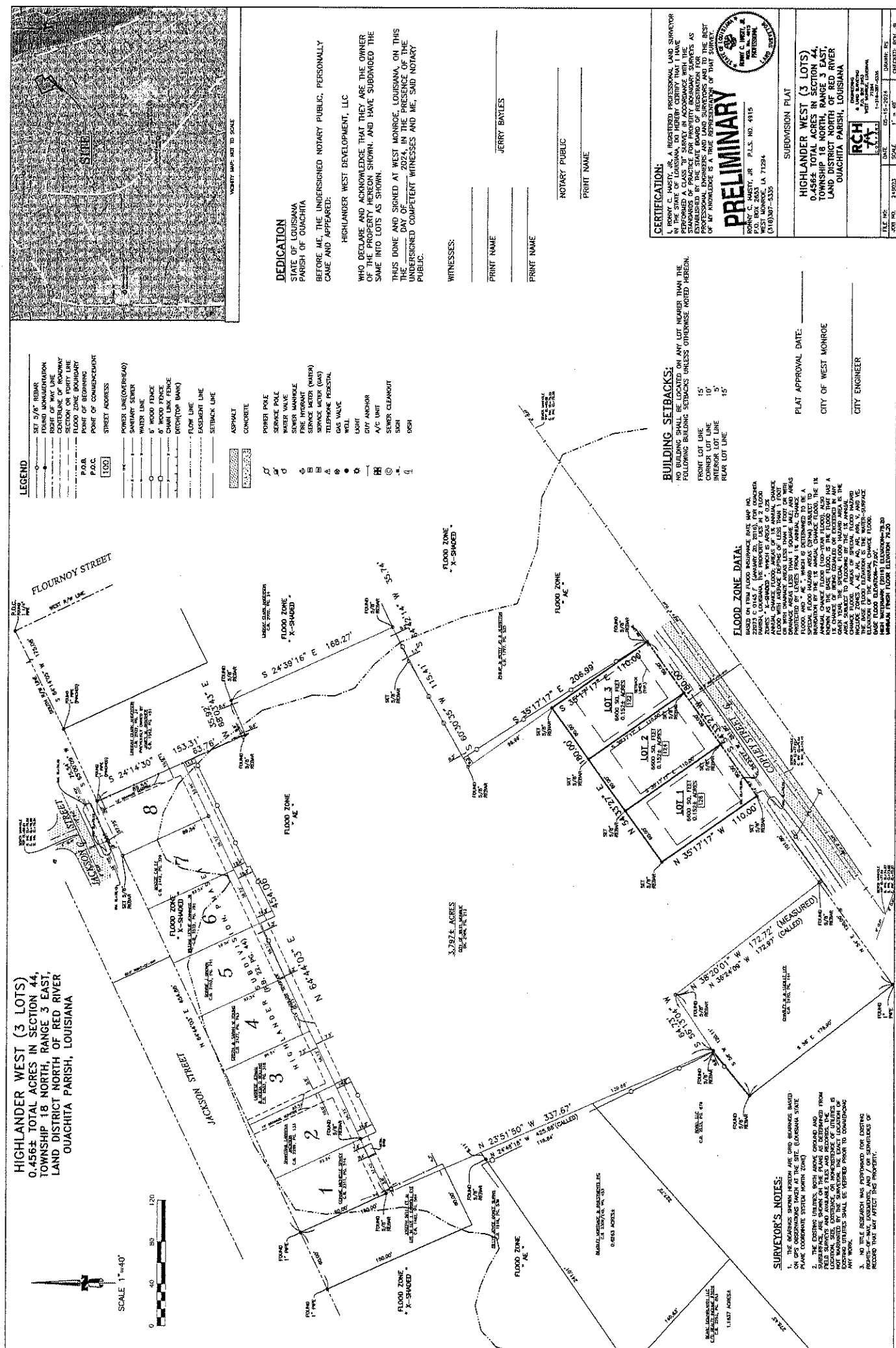
NOON ON THURSDAY, June 13, 2024

**A COMPLETE WRITTEN DESCRIPTION
 OF YOUR REQUEST AND A DETAILED SITE PLAN
 MUST BE ATTACHED TO APPLICATION AT TIME OF
 SUBMITTAL TO ZONING DEPT.**

NOTE: Applicant, Owner and/or Representative is REQUIRED to attend the meeting to answer questions regarding this application.

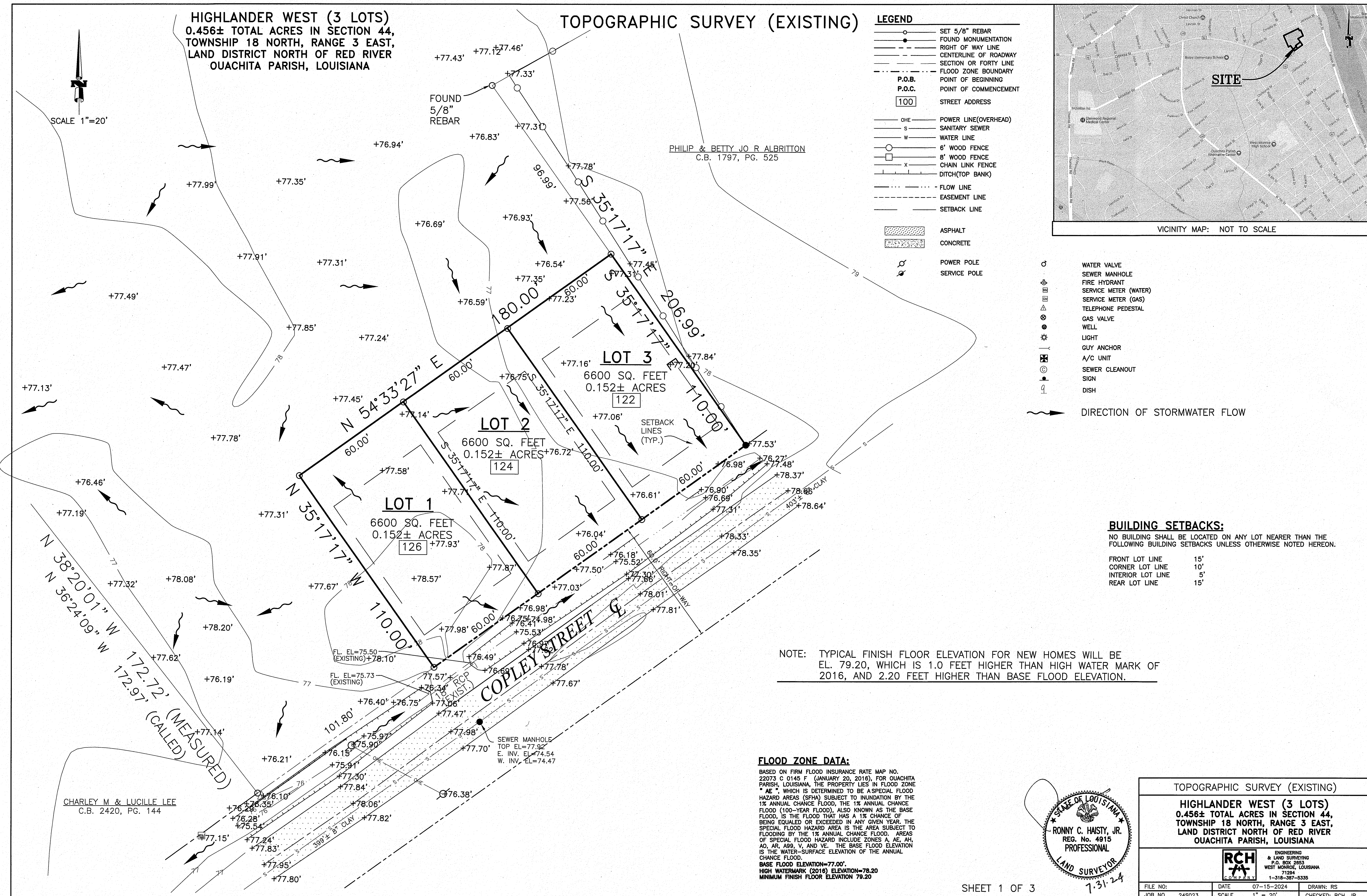


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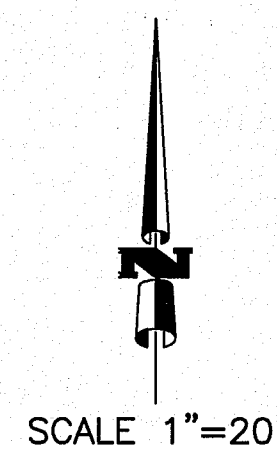


AUG 19 2024





HIGHLANDER WEST (3 LOTS)
0.456± TOTAL ACRES IN SECTION 44,
TOWNSHIP 18 NORTH, RANGE 3 EAST,
LAND DISTRICT NORTH OF RED RIVER
OUACHITA PARISH, LOUISIANA



SITE PLAN

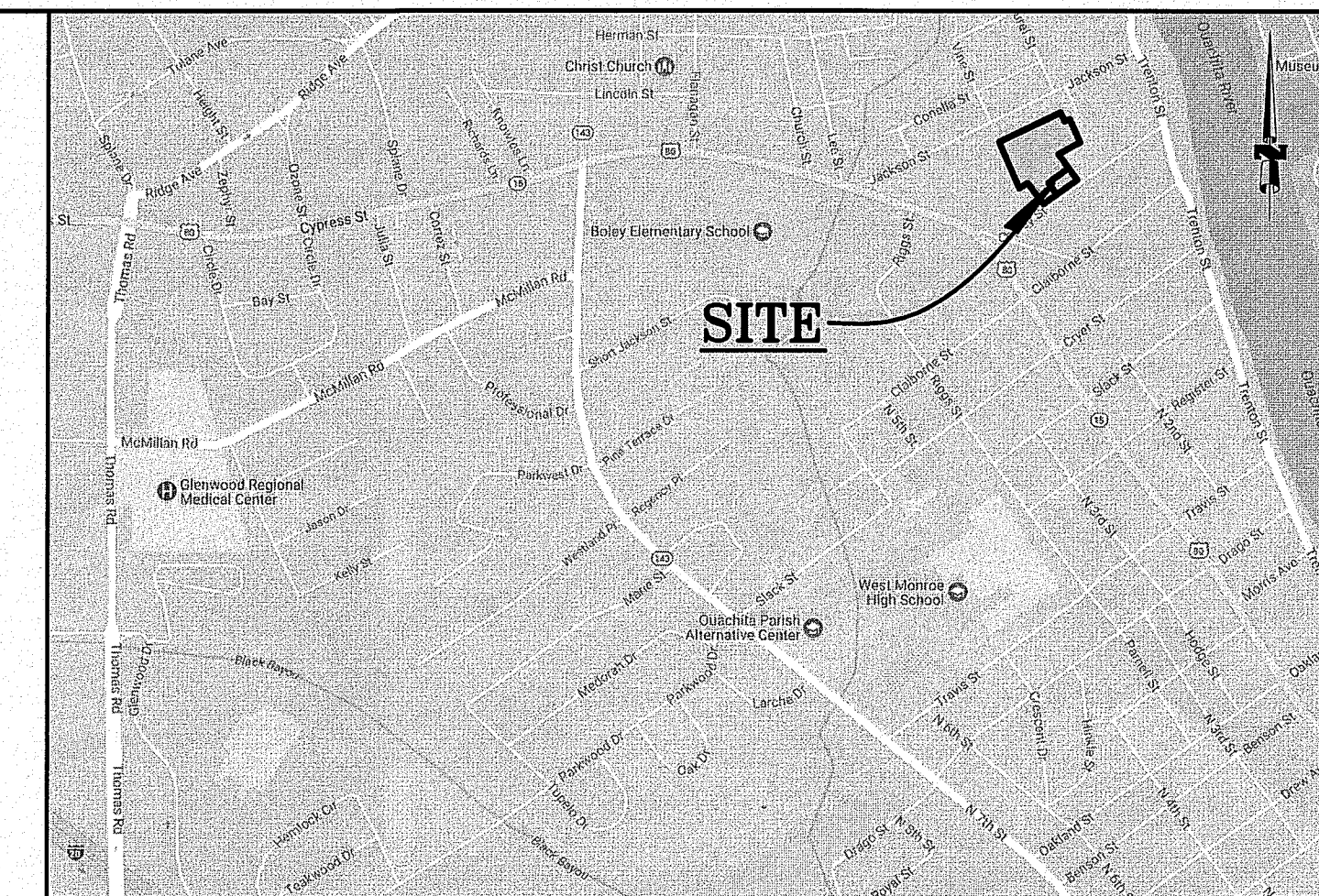
PHILIP & BETTY JO R ALBRITTON
C.B. 1797, PG. 525

LEGEND

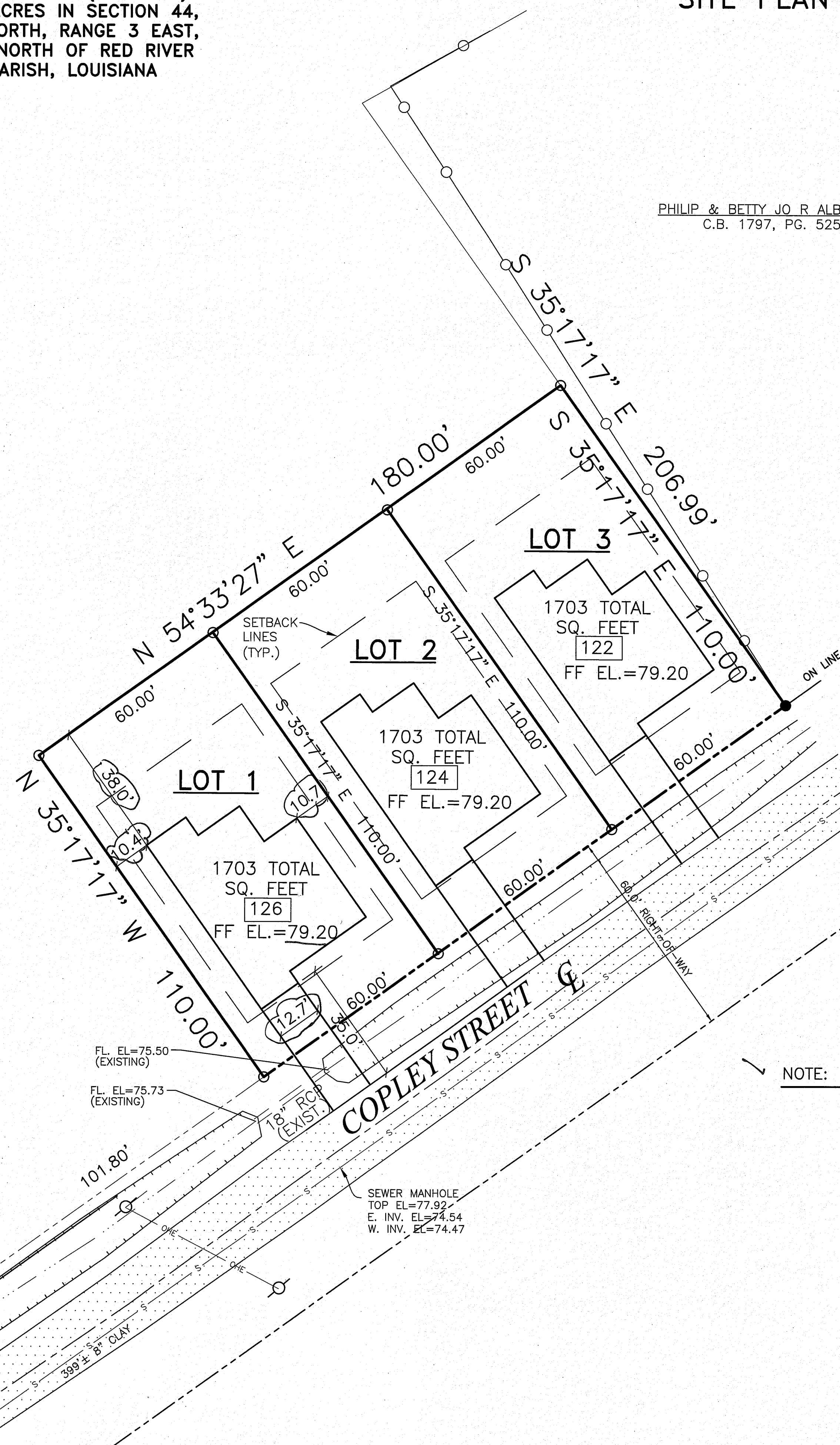
○	SET 5/8" REBAR
●	FOUND MONUMENTATION
—	RIGHT OF WAY LINE
---	CENTERLINE OF ROADWAY
- - - -	SECTION OR FORTY LINE
---	FLOOD ZONE BOUNDARY
P.O.B.	POINT OF BEGINNING
P.O.C.	POINT OF COMMENCEMENT
100	STREET ADDRESS
OHE	POWER LINE(OVERHEAD)
S	SANITARY SEWER
W	WATER LINE
○	6" WOOD FENCE
□	8" WOOD FENCE
X	CHAIN LINK FENCE
---	DITCH(TOP BANK)
---	FLOW LINE
---	EASEMENT LINE
---	SETBACK LINE

▨	ASPHALT
▩	CONCRETE

○	POWER POLE
○	SERVICE POLE
○	WATER VALVE
○	SEWER MANHOLE
○	FIRE HYDRANT
○	SERVICE METER (WATER)
○	SERVICE METER (GAS)
○	TELEPHONE PEDESTAL
○	GAS VALVE
○	WELL
○	LIGHT
○	GUY ANCHOR
○	A/C UNIT
○	SEWER CLEANOUT
○	SIGN
○	DISH



VICINITY MAP: NOT TO SCALE



BUILDING SETBACKS:

NO BUILDING SHALL BE LOCATED ON ANY LOT NEARER THAN THE FOLLOWING BUILDING SETBACKS UNLESS OTHERWISE NOTED HEREON.

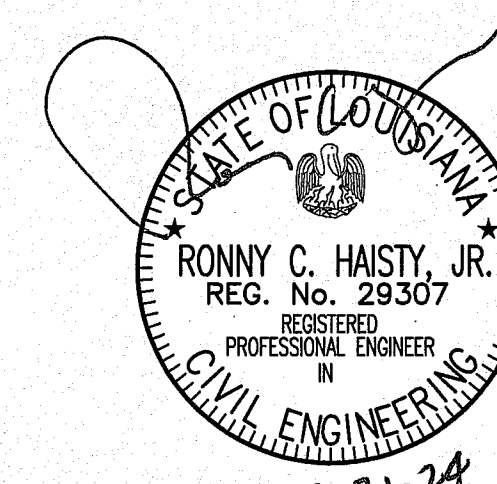
FRONT LOT LINE	15'
CORNER LOT LINE	10'
INTERIOR LOT LINE	5'
REAR LOT LINE	15'

NOTE: DIMENSIONS SHOWN FOR HOUSE POSITIONING ARE TYPICAL FOR ALL 3 LOTS.

FLOOD ZONE DATA:

BASED ON FIRM FLOOD INSURANCE RATE MAP NO. 22073 C 0145 F (JANUARY 20, 2016), FOR OUACHITA PARISH, LOUISIANA, THE PROPERTY LIES IN FLOOD ZONE "AE", WHICH IS DETERMINED TO BE A SPECIAL FLOOD HAZARD AREAS (SFHA) SUBJECT TO INUNDATION BY THE 1% ANNUAL CHANCE FLOOD, THE 1% ANNUAL CHANCE FLOOD (100-YEAR FLOOD), ALSO KNOWN AS THE BASE FLOOD, IS THE FLOOD THAT HAS A 1% CHANCE OF BEING EQUALED OR EXCEEDED IN ANY GIVEN YEAR. THE SPECIAL FLOOD HAZARD AREA IS THE AREA SUBJECT TO FLOODING BY THE 1% ANNUAL CHANCE FLOOD. AREAS OF SPECIAL FLOOD HAZARD INCLUDE ZONES A, AE, AH, AO, AR, AS9, V, AND VE. THE BASE FLOOD ELEVATION IS THE WATER-SURFACE ELEVATION OF THE ANNUAL CHANCE FLOOD.
BASE FLOOD ELEVATION=77.00'.
HIGH WATERMARK (2016) ELEVATION=78.20
MINIMUM FINISH FLOOR ELEVATION 78.20

CHARLEY M & LUCILLE LEE
C.B. 2420, PG. 144



SHEET 2 OF 3

7.31.24

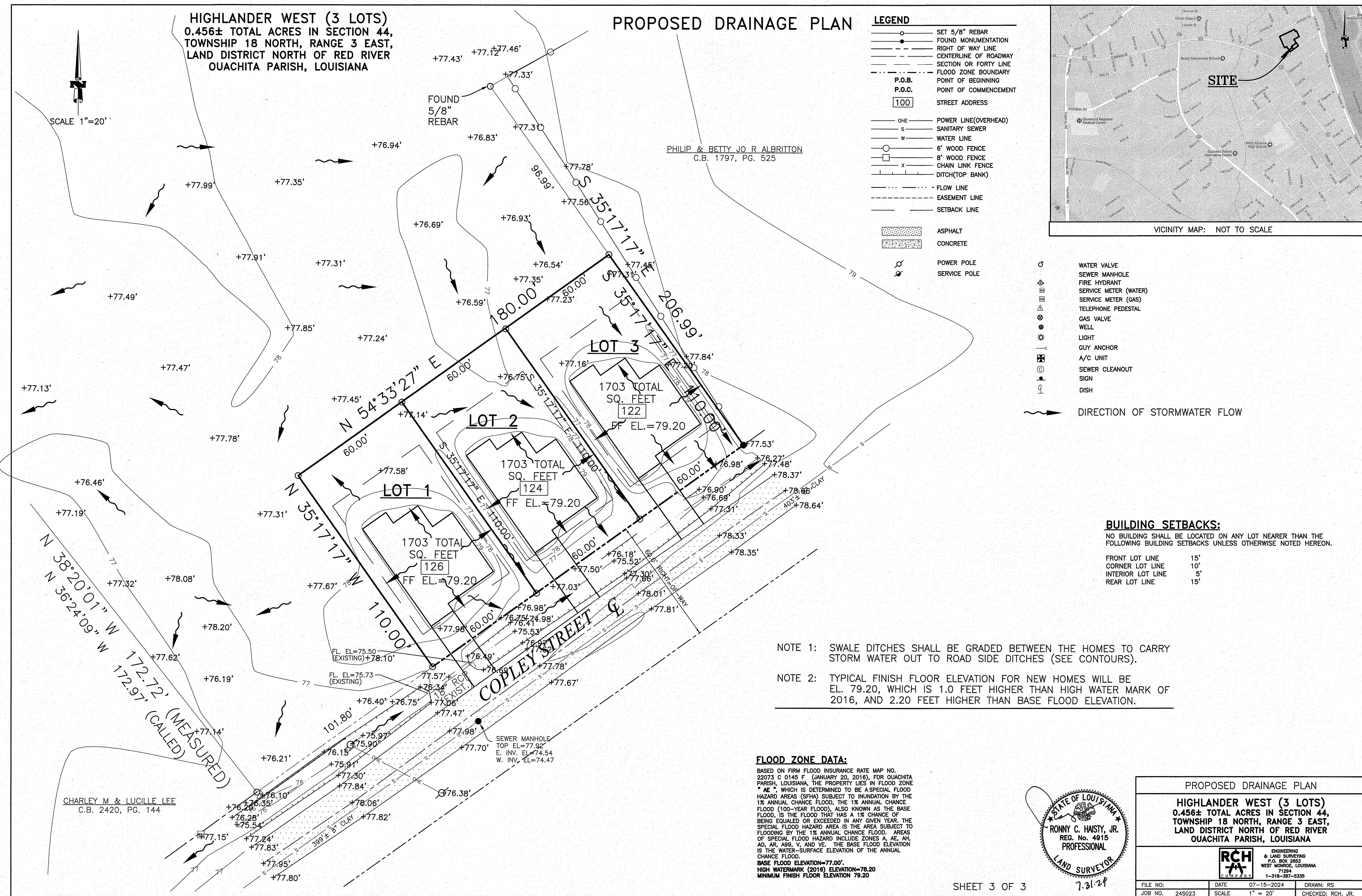
SITE PLAN

HIGHLANDER WEST (3 LOTS)
0.456± TOTAL ACRES IN SECTION 44,
TOWNSHIP 18 NORTH, RANGE 3 EAST,
LAND DISTRICT NORTH OF RED RIVER
OUACHITA PARISH, LOUISIANA



ENGINEERING
& LAND SURVEYING
P.O. BOX 2853
WEST MONROE, LOUISIANA
71294
1-318-387-5335

FILE NO:	DATE	07-15-2024	DRAWN: RS
JOB NO. 245023	SCALE	1" = 20'	CHECKED: RCH, JR.



CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE CITY OF WEST MONROE, LOUISIANA TO SELL CERTAIN DESCRIBED IMMOVABLE PROPERTY WHICH IS NOT NEEDED FOR ANY PUBLIC PURPOSE BY THE CITY OF WEST MONROE, LOUISIANA TO MICHAEL THOMAS MAYO FOR THE CASH SUM OF \$500.00; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe, Louisiana, owns certain immovable property which is no longer needed for public purposes, and

WHEREAS, the price offered, and the terms and conditions provided for the purchase of that property is fair and reasonable, and the sale of that immovable property will be beneficial to the City of West Monroe and its residents.

NOW, THEREFORE:

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the City of West Monroe, Louisiana (“CITY”) is hereby authorized to sell certain immovable property which is not needed for any public purpose by the City of West Monroe, Louisiana, which property is more particularly described as follows, to-wit:

Beginning on the North line of Haynes Street 139 feet East of the intersection of the North line of Haynes Street with the East line of Cypress Street; thence run East along the North line of Haynes Street a distance of Eleven (11) feet; thence run North between lines parallel to the East line of Cypress Street a distance of 117 feet.

Also a triangular shaped piece of land described as: Measuring from the intersection of the North line of Haynes Street with the East line of Cypress Street; run north along the East line of Cypress Street a distance of 128 Feet; thence in an easterly direction along a line parallel to Haynes Street a distance of 150 feet to a point of beginning; thence East in a line parallel to Haynes Street a distance of Fifteen (15) feet to an alley; thence north along the East line of a Twenty five (25) foot alley a distance of Fifteen (15) feet; thence in a southwesterly direction to the point of beginning.

to MICHAEL THOMAS MAYO (“BUYER”) for and in consideration of the cash sum of FIVE HUNDRED AND NO/100 (\$500.00) DOLLARS, subject to the following conditions:

- a) Subject to any and all subdivision or development restrictions of record, and all further rights-of-way and/or servitudes of record or of use;
- b) CITY reserves and excludes from this conveyance any and all right, title and interest in and to any and all oil, gas and other minerals in, on or under the property, all of such interests being expressly reserved by CITY without any warranty whatsoever from or by BUYER; provided, however, that CITY expressly waives any and all surface

rights in and to the Property resulting from this reservation; and CITY may not exercise any rights it may have in and to such oil, gas and other minerals in such a fashion that CITY’s right to the use of the surface of the property is disturbed so as to have a substantial negative impact on the operation of any business located upon the property;

- c) Any and all improvements on the property to be conveyed in “as is” condition, without any warranties, express or implied, including but not limited to warranties of valid and merchantable title, as well as warranties as to condition or fitness for a particular purpose or habitability.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute a Deed on behalf of the City of West Monroe, Louisiana, reflecting the price and terms set forth above, and to take any other action or execute any and all other documents deemed by her either necessary or appropriate in order to transfer the above described immovable property as set forth above.

The above ordinance was introduced on October 1, 2024, in regular and legal session convened; notice of this ordinance was published three times in fifteen (15) days, one week apart, as required by R.S. 33:4712; no opposition being filed, it is considered by sections, voted on by yea and nay vote, passed and adopted in regular and legal session convened this 12th day of November, 2024, with the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

36.252 Acre± Tract
Section 32, T-18-N, R-3-E
Land District North of Red River
Ouachita Parish, Louisiana
L & A, Inc. Project No. 24S047.00

LEGAL DESCRIPTION

A certain tract or parcel of land situated in Section 32, Township 18 North, Range 3 East, Land District North of Red River, Ouachita Parish, Louisiana, and being more particularly described as follows:

Commence at a found 1-1/2" iron pipe at the southwest corner of the Southwest 1/4 of the Northeast 1/4 of Section 32, Township 18 North, Range 3 East, Land District North of Red River, Ouachita Parish, Louisiana, and the **POINT OF BEGINNING**; proceed North 00°08'59" East along the west line of the Southwest 1/4 of the Northeast 1/4 of Section 32, a distance of 190.09 feet to a found 1/2" rebar at the southwest corner of Lot 3 of West Monroe Commercial Park, as per plat recorded in Plat Book 19, Page 143 of the records of Ouachita Parish, Louisiana; thence proceed North 79°59'10" East along the south line of said Lot 3, a distance of 567.53 feet to a found 1/2" rebar; thence proceed North 35°19'44" East, a distance of 608.11 feet to a set 5/8" rebar on the south line of said Lot 3; thence proceed North 89°50'09" East along the south line of said Lot 3, a distance of 126.54 feet to a set 5/8" rebar; thence proceed South 54°04'56" East, a distance of 503.91 feet to a set 5/8" rebar; thence proceed South 88°48'14" East, a distance of 220.68 feet to a set 5/8" rebar; thence proceed South 82°30'19" East, a distance of 211.32 feet to a set 5/8" rebar on the west right-of-way line of Pavilion Road (60' R.O.W.); thence proceed South 31°20'19" East along the west right-of-way line of Pavilion Road, a distance of 229.95 feet to a found 1/2" rebar at the northeast corner of Lot 15 of the aforementioned West Monroe Commercial Park; thence proceed South 59°44'26" West along the north line of said Lot 15, a distance of 200.35 feet to a set 5/8" rebar at the northwest corner of said Lot 15; thence proceed South 25°21'34" East along the west line of said Lot 15, a distance of 473.27 feet to a found 1/2" rebar at the southwest corner of said Lot 15 and the north right-of-way line of Exchange Street (60' R.O.W.); thence proceed South 69°56'06" West along the north right-of-way line of Exchange Street, a distance of 102.92 feet to a set 5/8" rebar; thence proceed South 71°23'55" West along the north right-of-way line of Exchange Street, a distance of 151.11 feet to a found 1/2" rebar; thence proceed South 66°13'26" West along the north right-of-way line of Exchange Street, a distance of 94.46 feet to a set 5/8" rebar on the north right-of-way line of Exchange Street as dedicated on the plat of the Resubdivision of Lot 14 of West Monroe Commercial Park, as per plat recorded in Plat Book ??, Page ?? of the records of Ouachita Parish, Louisiana; thence proceed in a southwesterly direction along the north right-of-way line of Exchange Street and a curve to the right, an arc distance of 144.31 feet (Radius=220.00 feet, Chord=South 85°00'55" West - 141.73 feet) to a set 5/8" rebar; thence proceed in a northwesterly direction along the north right-of-way line of Exchange Street and a curve to the left, an arc distance of 41.29 feet (Radius=280.00 feet, Chord=North 80°25'03" West - 41.25 feet) to a set 5/8" rebar at the southeast corner of Lot 14A of the aforementioned Resubdivision of Lot 14 of West Monroe Commercial Park; thence proceed North 09°44'05" West along the east line of said Lot 14A, a distance of 404.55 feet to a set 5/8" rebar at the northeast corner of said Lot 14A; thence proceed South 89°50'10" West along the north line of said Lot 14A, a distance of 115.00 feet to a set 5/8" rebar at the northwest corner of said Lot 14A; thence proceed South 00°11'21" West along the west line of said Lot 14A, a distance of 444.09 feet to a set 5/8" rebar at the southwest corner of said Lot 14A; thence proceed South 62°33'19" West, a distance of 503.74 feet to a set 5/8" rebar; thence proceed in a northwesterly direction along a curve to the right, an arc distance of 255.67 feet (Radius=170.00 feet, Chord=North 74°21'35" West - 232.25 feet) to a set 5/8" rebar; thence proceed North 31°16'29" West, a distance of 504.25 feet to a set 5/8" rebar; thence proceed North 00°09'28" East, a distance of 180.00 feet to a set 5/8" rebar on the south line of the Southwest 1/4 of the Northeast 1/4 of Section 32;

thence proceed South 89°50'10" West along the south line of the Southwest ¼ of the Northeast ¼ of Section 32, a distance of 400.00 feet to the **POINT OF BEGINNING**; containing 36.252 acres, more or less, and being subject to all easements, servitudes and rights-of-way of record and/or of use.

This description is based on the Boundary Survey and Plat prepared by Ronald J. Riffin, II, Professional Land Surveyor, dated October 29, 2024.

PRELIMINARY

This document is not to be used for construction, bidding, recordation, conveyance, sales, or as the basis for the issuance of a permit.

Prepared By: Ronald J. Riffin License No. 5119
Lazenby & Associates, Inc., Consulting Engineers & Land Surveyors
2000 North 7th Street, West Monroe, LA 71291

Date: November _____, 2024

AGREEMENT TO PURCHASE AND SELL VACANT LAND

The undersigned agree to buy and sell the Subject Property upon the terms and conditions stated below.

SUBJECT PROPERTY: That certain parcel of property containing 36.252 +/- acres.

LEGAL DESCRIPTION: See attached Exhibit “A”, Subject to any and all subdivision or development restrictions of record, zoning provisions and restrictions, and all rights-of-way and/or servitudes of record or of use.

SALE PRICE: \$270,000.00 (Two Hundred Seventy Thousand & 00/100 Dollars)

DUE DILIGENCE. The Purchaser waives all inspections related to the Subject Property and will not be entitled to a reduction of the purchase price due to property condition.

SURVEY. The City of West Monroe has provided a current survey of the property and a plat thereof.

CONDITION OF PROPERTY. Purchaser and Seller agree and stipulate that the property is being sold and purchased subject to all rights-of-way, easements and servitudes, visible or apparent or of record in an “AS-IS” condition and Purchaser waives any and all rights to Redhibition including a return of all or part of the purchase price. This waiver applies with respect to all defects, whether apparent or latent, visible or not and regardless of whether Purchaser is presently aware of such defects. Purchaser acknowledges Seller or Seller’s representatives have made no warranties as to any matter, including merchantability, quantity or quality of the property, or fitness for intended or ordinary use. Purchaser hereby waives any and all rights Purchaser may have in connection therewith. Purchaser understands the meaning and significance of this provision.

PRORATION. Purchaser shall pay the 2025 Parish Taxes.

CHANGES DURING TRANSACTION. During the pendency of this transaction, Seller agrees that no new leases or agreements will be entered into, and no substantial alterations or repairs will be made or undertaken without written consent of the Purchaser.

MINERAL RIGHTS. Seller shall reserve 100% of the mineral rights and/or royalty interest, if any, currently owned by Seller. The deed shall contain the following provision – “CITY reserves and excludes from this conveyance any and all right, title and interest in and to any and all oil, gas and other minerals in, on or under the property, all of such interests being expressly reserved by CITY without any warranty whatsoever from or by BUYER; provided, however, that CITY expressly waives any and all surface rights in and to the Property resulting from this reservation; and CITY may not exercise any rights it may have in and to such oil, gas and other minerals in such a fashion that CITY’s right to the use of the surface of the property is disturbed so as to have a substantial negative impact on the operation of any business located upon the property”

CLOSING DATE AND COSTS. The sale shall take place before Purchaser’s Closing Agent within 30 calendar days after the Ordinance approving the purchase of subject property by the Mayor of the City of West Monroe. Purchaser agrees to work diligently once the purchase agreement has been executed by both parties to procure the approval by Ordinance for the purchase of the Subject Property. Seller agrees to deliver a merchantable title free and clear of any and all liens and encumbrances.

In the event Purchaser’s title examination shall disclose defects in the title, Seller shall

have 15 (Fifteen) days from receipt of notice of said title defects to make a good faith effort to cure such defects. If said time period will expire after the closing date outlined hereinabove, said closing date shall be automatically be extended so as to allow Seller the complete said time period to cure said defects. The closing date shall also be automatically extended to fifteen (15) days after Seller cures said title defects. If such defects cannot be cured within said time period, Purchaser may, at its election, take the title as it then is or terminate this Agreement. If Purchaser chooses to terminate this Agreement due to Seller's inability to cure said title defects, Purchaser shall be entitled to return of the deposit. Purchaser shall be given occupancy upon execution of the Act of Sale unless otherwise agreed to in writing between the parties.

BREACH OF AGREEMENT BY SELLER. In the event of any default of this Agreement by Seller, Purchaser shall at Purchaser's option have the right to declare this Agreement null and void and demand and/or sue for any of the following: (1) Specific performance or (2) Termination of this Agreement, and reimbursement for any sums paid for the potential removal of flood mitigations paid by the Purchaser.

BREACH OF AGREEMENT BY PURCHASER. In the event of any default of this Agreement by Purchaser, Seller shall have at Seller's option the right to declare this Agreement null and void and demand and/or sue for any of the following: (1) Termination of this Agreement (2) Specific performance or (3) Termination of this Agreement and an amount equal to ten percent (10%) of the Sale Price as stipulated damages plus reimbursement for all fees associated with the preparation of the legal description and plat in anticipation of sale of the property to the Purchaser.

ATTORNEY'S FEES. Should either party institute legal proceedings to enforce the terms or conditions of this Agreement, the prevailing party shall be entitled to recover from the non-prevailing party all of the prevailing party's reasonable attorney's fees, court costs and other expenses reasonably and necessarily incurred.

OTHER TERMS AND CONDITIONS:

- 1) Purchaser shall be responsible for all closing costs associated with the closing and the recording costs related to the transaction; however, the Seller shall provide a deed to the Purchaser's closing agent.
- 2) During the due diligence period, the Seller shall cooperate with any endeavors undertaken by the Purchaser to remove any flood mitigation provisions from the subject property.
- 3) Purchaser will indemnify Seller for any action undertaken by Seller during the due diligence period, during the closing period, and after the transfer of the Subject Property for violations of any covenants, restrictions, or applicable laws which are violated by Purchaser.

MULTIPLE COUNTERPARTS. This Agreement may be executed in any number of counterparts by one or more parties hereto. A signed facsimile of this Agreement or counterpart with original signatures or facsimile signatures shall have the same binding legal effect as an original of this Agreement or original counterparts, which original signatures would have.

EFFECTIVE DATE. In the event this Agreement is not signed simultaneously, the effective date of this Agreement shall be the date of the last signature to this Agreement. Time is of the essence of this Agreement. Whenever the time for performance under this Agreement falls on a Saturday, Sunday or legal holiday, such time shall be deemed to be extended to the next business day.

LEGAL CAPACITY. The undersigned Seller is the legal owner of record of the subject property and/or has the legal capacity and authority to convey and transfer the subject property. The undersigned Purchaser has the legal capacity and authority to purchase the subject property.

ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties and any other agreements not incorporated herein in writing are void and of no force and effect.

NOTICES. All notices which may be required herein shall be in writing and delivered by (1) personal delivery with receipt acknowledged (2) United States Certified Mail, return receipt requested, postage prepaid (3) national overnight delivery service, with return receipt, delivery charge prepaid (4) facsimile to fax numbers listed below, or (5) emailed with delivery confirmation to the email addresses listed below:

Seller: City of West Monroe (attn: Mayor Staci Mitchell)
Phone: (318) 396-2600
Email: smitchell@westmonroe.la.gov
Address: 2305 North 7th Street, West Monroe, LA 71291

With necessary copy to: Douglas C. Caldwell, Attorney
Phone: (318) 388-100
Email: dccaldwell@gmail.com
Address: 2001 North 7th Street, West Monroe, LA 71291

Purchaser: Warhawk Enterprises, LLC
Phone: _____
Email: _____
Address: _____

ASSIGNABILITY. Purchaser shall not have the right to assign this Agreement and all of Purchaser’s rights and remedies hereunder.

EXPIRATION OF OFFER. This offer shall expire at 5:00 p.m. (time) on _____ (date) unless Purchaser’s written acceptance is delivered to Seller or Seller’s agent prior to said time and date.

Seller Signature: _____
Seller Printed Name: Staci Albritton Mitchell, Mayor
Date: _____

ACCEPTANCE. The undersigned Purchaser hereby (choose one of the following):
[] accepts the above offer as written

[] rejects the above offer as written.

Purchaser Signature: _____
Purchaser Printed Name: _____
Date: _____

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE PURCHASE OF CERTAIN IMMOVABLE PROPERTY FROM GRIVT, LLC; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the City of West Monroe, Louisiana (sometimes referred to as “CITY”), be and it is hereby authorized to purchase certain immovable property owned by GRIVT, LLC (sometimes referred to as “GRIVT”), the property to be purchased being more particularly described as follows:

From the common corner of Sections 34, 46, and 47, Township 18 North, Range 3 East, Ouachita Parish, Louisiana, run North 54 degrees East along the line between Sections 46 and 47 a distance of 2275.15 feet; thence run North 36 degrees West a distance of 237.26 feet to a point on the dividing line between Lots 1 and 2 of the Partition of the Blazier Estate to the POINT OF BEGINNING; thence from said point of beginning, continue North 36 degrees West a distance of 444.52 feet; thence run North 54 degrees East along the Southerly line of Drago Street, parallel to the Section line of said Section 46 and 47, a distance of 1662.28 feet to the center line of drainage canal; thence South 21 degrees 22.5 minutes East along the center line of said canal a distance of 459 feet, more or less to the South Line of Lot 2 of the Partition of the Blazier Estate; thence run South 54 degrees West along the South line of Lot 2 of the Partition of the Blazier Estate a distance of 1550 feet, more or less to the POINT OF BEGINNING (R20783) and any portion of the unimproved Drago Street having been revoked by ordinance filed as DR#1239827, records of Ouachita Parish, Louisiana, LESS AND EXCEPT:

Lot 1: From the corner common to Sections 34, 46, and 47, Township 18 North, Range 3 East, Ouachita Parish, Louisiana, proceed North 54 degrees East along the line dividing said Sections 46 and 47 a distance of 2275.15 feet; thence at right angles North 36 degrees West a distance of 237.36 feet to the POINT OF BEGINNING; thence measure North 36 degrees West a distance of 130 feet; then North 54 degrees East a distance of 125 feet; thence South 36 degrees East a distance of 130 feet; thence South 54 degrees West a distance of 125 feet to the Point of Beginning, containing 0.373 acres, more or less.

Lot 2: From the corner common to Sections 34, 46, and 47, Township 18 North, Range 3 East, Ouachita parish, Louisiana, proceed North 54 degrees East along the line dividing Sections 46 and 47 a distance of 2275.15 fee; thence at right angles North 36 degrees West a distance of 671.76 feet to the point 30 feet South of the North line of Lot 3 of the Partition of the Blazier Estate as recorded in Plat Book 6, Page 6, of the records of Ouachita Parish, Louisiana; thence North 54 degrees East parallel to the North line of said Lot 3 a distance of 1507.83 feet to the POINT OF BEGINNING; thence measure North 54 degrees East a distance of 60 feet; thence at right angels South 36 degrees East a distance of 60 feet; thence at right angles South 54 degrees West a distance of 60 feet; thence North 36 degrees West a distance of 60 feet to the Point of Beginning, containing 0.08 acres, more or less.

for the cash price of THIRTY-TWO THOUSAND AND NO/100 (\$32,000.00) DOLLARS, subject to the further conditions:

- a) Ad valorem property taxes for the year 2024 will be paid by CITY.
- b) The Deed shall contain the following provision: “GRIVT hereby waives, renounces and relinquishes any and all rights to which it may have or enjoy pursuant to R.S.

- c) CITY shall be responsible for all fees associated with the preparation of this deed and the recording costs of all documents.
- d) GRIVT shall provide certificates of authority for attachment and shall procure a certificate of good standing with the Louisiana Secretary of State.
- e) Those other terms and provisions of that “Agreement To Purchase and Sell Vacant Land”, a copy of which is attached as Exhibit A.
- f) The property to be free and clear of all mortgages, liens or encumbrances; the property conveyed and accepted subject to any and all valid restrictions, servitudes, encroachments, and any other matters which would be reflected on a survey of the property.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana be and she is hereby authorized to execute cash sale deed on behalf of the City of West Monroe acquiring the immovable property described above at the price and under the terms and conditions set forth above, and subject to such other terms and conditions as she determines appropriate, and to take any and all other action deemed by her either necessary or appropriate to effect execution of that purchase, or any matter ancillary or otherwise relating thereto, including but not limited to the payment of the cash consideration provided above and the payment of such other customary costs and expenses of a purchaser which are incurred in conjunction with this purchase.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea and nay vote, passed and adopted this 12th day of November, 2024, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

STATE OF LOUISIANA

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE CITY OF WEST MONROE, LOUISIANA TO ENTER INTO AN “AGREEMENT TO PURCHASE AND SELL VACANT LAND” PENDING FINAL AUTHORIZATION TO SELL CERTAIN DESCRIBED IMMOVABLE PROPERTY WHICH IS NOT NEEDED FOR ANY PUBLIC PURPOSE BY THE CITY OF WEST MONROE, LOUISIANA TO WARHAWK ENTERPRISES, LLC OR ITS AUTHORIZED SUCCESSORS OR ASSIGNS, FOR THE CASH SUM OF \$270,000.00, AND SUBJECT TO CERTAIN TERMS AND CONDITIONS; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe, Louisiana, owns certain immovable property which is not needed for public purposes, and

WHEREAS, the price offered, and the terms and conditions provided for the purchase of that property is fair and reasonable, and the sale and planned development of that immovable property will be beneficial to the City of West Monroe and its residents; and

WHEREAS, the purchaser has requested that the City enter into an “Agreement to Purchase and Sell Vacant Land” in order to evidence the City’s commitment to this project and to allow the purchaser ample time to complete plans and to make provisions for financing the portion of the project involving this purchase.

NOW, THEREFORE:

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the City of West Monroe, Louisiana (“CITY”) hereby declares its commitment to proceeding to obtain authorization to sell certain immovable property which is not needed for any public purpose by the City of West Monroe, Louisiana, which property is more particularly described as follows, to-wit:

see attached Exhibit “A”

to WARHAWK ENTERPRISES, LLC, or its approved successors or assigns (“BUYER”) for and in consideration of the cash sum of TWO HUNDRED SEVENTY THOUSAND AND NO/100 (\$270,000.00) DOLLARS, subject to various terms and conditions as more particularly set forth in that ordinance.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell,

as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to enter into an “Agreement To Purchase And Sell Vacant Land” which reflects those terms and provisions set forth above, a copy of which is attached as Exhibit “B”.

SECTION 3. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, she is hereby further authorized to take any other action or execute any and all other documents or impose any and all other terms and conditions deemed by her either necessary or appropriate on the transfer of the above described immovable property, including but not limited to terms and provisions, whether included in the deed or in an unrecorded supplemental agreement, that limits the nature of the future activities, that requires the development to be initiated within a certain time and/or pursued in a commercially reasonable manner through to completion by a certain date, together with any and all such other requirements and provisions as she deems appropriate, further including a provision that provides for a right and option in favor of the City of West Monroe to re-acquire the property at the same price if such conditions are not timely met, or to provide for liquidated damages or other consideration payable to the City of West Monroe in lieu of such reacquisition, with any such terms and provisions of all of such conditions to be as determined appropriate by the Mayor.

The above Ordinance was read and considered by sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea and nay vote, this 12th day of November, 2024, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE,
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE,
STATE OF LOUISIANA

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO EXECUTE AN AGREEMENT WITH HUNT, GUILLOT & ASSOCIATES TO PROVIDE GRANT ADMINISTRATION AND RELATED SERVICES; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, an agreement with Hunt, Guillot & Associates to provide grant administration and related services, with that agreement to provide generally as set forth in that proposal which is attached as Exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions, including the further negotiation and modification of the terms and provisions of that agreement as she determines appropriate, and to execute any and all further documents she deems either necessary or proper to carry out the activities arising out of that agreement described above according to its terms and its intent.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, this 12th day of November, 2024, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

CINDY EMORY, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

Proposal for Administrative Services: City of West Monroe MIT Design Support Program (DSP) Cypress Detention South Project

A Proposal to the City of West Monroe, LA

Hunt, Guillot and Associates

9357 Interline Ave.

Baton Rouge, LA 70809

(225) 927-6825

Federal Tax ID Number: 72-1354146

Contact Person:

Jack Hunt, Principal

Phone: (225) 927-6825

Fax: (225) 529-3778

E-mail: jhunt@hga-llc.com



9357 Interline Ave.

Baton Rouge, LA 70809

www.hga-llc.com

October 18, 2024

Proposal #P.524598.00.0

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1. INTRODUCTION

October 18, 2024

Andrea N. Pate, Deputy City Clerk
City of West Monroe
2305 N. 7th Street
West Monroe, LA 71291

Subject: Proposal for Administrative Services
MIT Design Support Program (DSP)—Cypress Detention South Project
HGA Proposal No. P.524598.00.0

Dear Ms. Pate:

This letter serves to express HGA's intent to bid on the above-referenced contract to support the City of West Monroe with administration of its MIT Design Support Program (DSP) – Cypress Detention South Project, part of the Louisiana Watershed Initiative's (LWI) Local and Regional Watershed Projects Grant Program.

HGA has the capacity to perform all work described in the Request for Proposal (RFP) Scope of Services, as we are currently assisting multiple clients with their LWI Round 2 applications and have managed HUD Community Development Block Grant (CDBG) programs since 2007. Our staff have significant experience providing federal grant administration, including CDBG–Mitigation (MIT) grants awarded through the LWI and other programs. We also have strong working relationships with the agencies that make up the LWI, such as the Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP), the Department of Transportation and Development (DOTD), and the Louisiana Office of Community Development (LOCD). HGA has worked alongside LOCD in support of its program to develop and implement its LWI Statewide Buyout Program to mitigate properties that experience repeated flooding. As Program Manager, we provided case management and other services, helping an estimated



City of West Monroe, LA
Administrative Services – MIT
Design Support Program (DSP)
Cypress Detention South Project
October 18, 2024

300 homeowners through the buyout process in several target areas of the state, including West Monroe.

HGA maintains active registration with the Louisiana Secretary of State and is in good standing to conduct business in the state. Our company has not had a record of substandard work within the past 5 years, or ever, and we have never engaged in any unethical practices.

If awarded the contract, HGA will assume full responsibility for the entire contract, including payment of any and all charges resulting from the contract.

Thank you for the opportunity to provide this proposal. If you have any questions, please contact me at (225) 927-6825.

Sincerely,

A handwritten signature in blue ink that reads 'Jack Hunt'.

Jack Hunt
HGA Principal

2. BACKGROUND AND EXPERIENCE

HGA Background

Hunt, Guillot and Associates LLC (HGA) is a Louisiana-based Limited Liability Company that was formed in 1997 in Ruston, Louisiana. In our **27 years in business**, we have grown into a top-ranked firm with nine offices across five states and operating divisions that include Government Services, Staffing, Engineering, Integrated Services, and Construction. HGA has 587 employees with 150 in the company's Government Services division, which was formed in 2007 to support disaster recovery services for state and local clients. HGA's primary owners are Trott Hunt, Jay Guillot, Trotter Hunt, and Jack Hunt. It has operated under the same name and private ownership structure since its founding, with no planned changes.

We have a proven track record of successfully **supporting over \$54 billion in disaster and pandemic recovery services**, including economic, infrastructure, and housing projects. We have a perfect record of **zero funds being recaptured** over the multiple billions of dollars under our management. Our services include comprehensive program management and grant administration services from application to program closeout.

HGA has provided program and grant management services involving multiple federal funding streams, such as HUD's **CDBG-MIT and CDBG-DR programs**; FEMA's Hazard Mitigation Assistance (HMA) and Public Assistance (PA) programs; and newer federal grant programs such as the American Rescue Plan Act (ARPA) and the Infrastructure Investment and Jobs Act (IIJA), also known as the Bipartisan Infrastructure Law. HGA has provided grant management services in all 64 parishes in Louisiana, including Ouachita Parish.

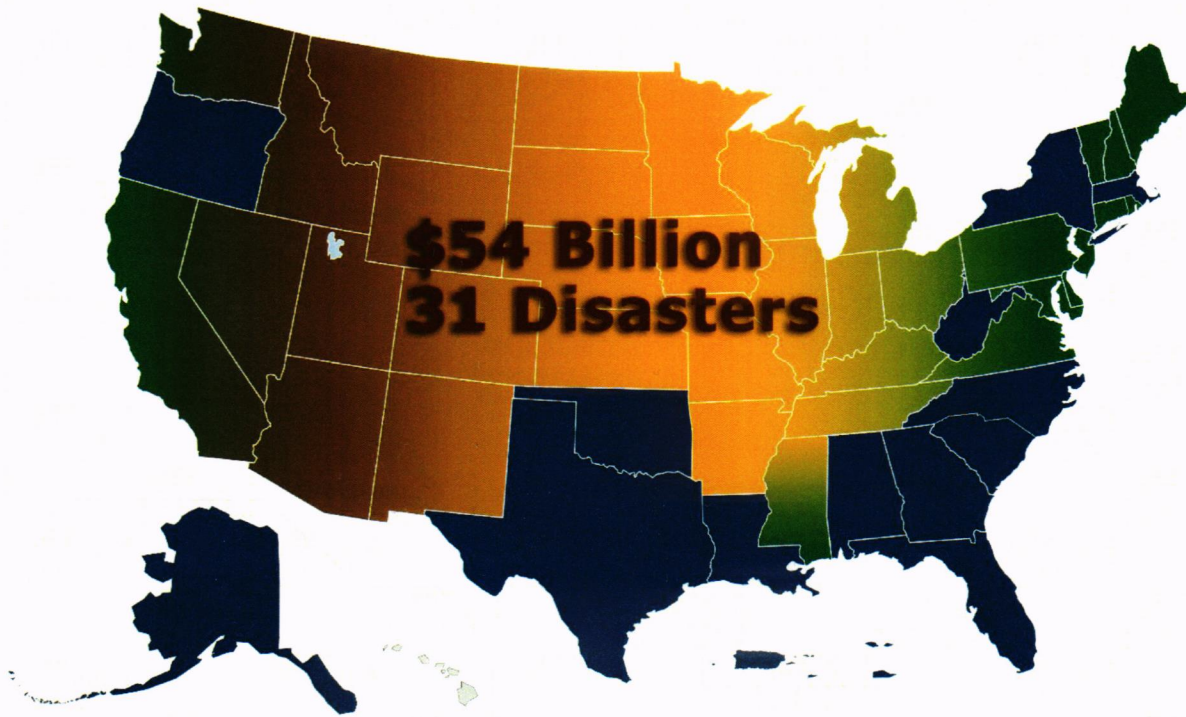


FIGURE 1: HGA EXPERIENCE WITH FEDERALLY FUNDED PROGRAMS. *These programs primarily include HUD CDBG-MIT and CDBG-DR and FEMA PA and HMA Programs, including LWI projects, with additional funding from ARPA and IIJA.*

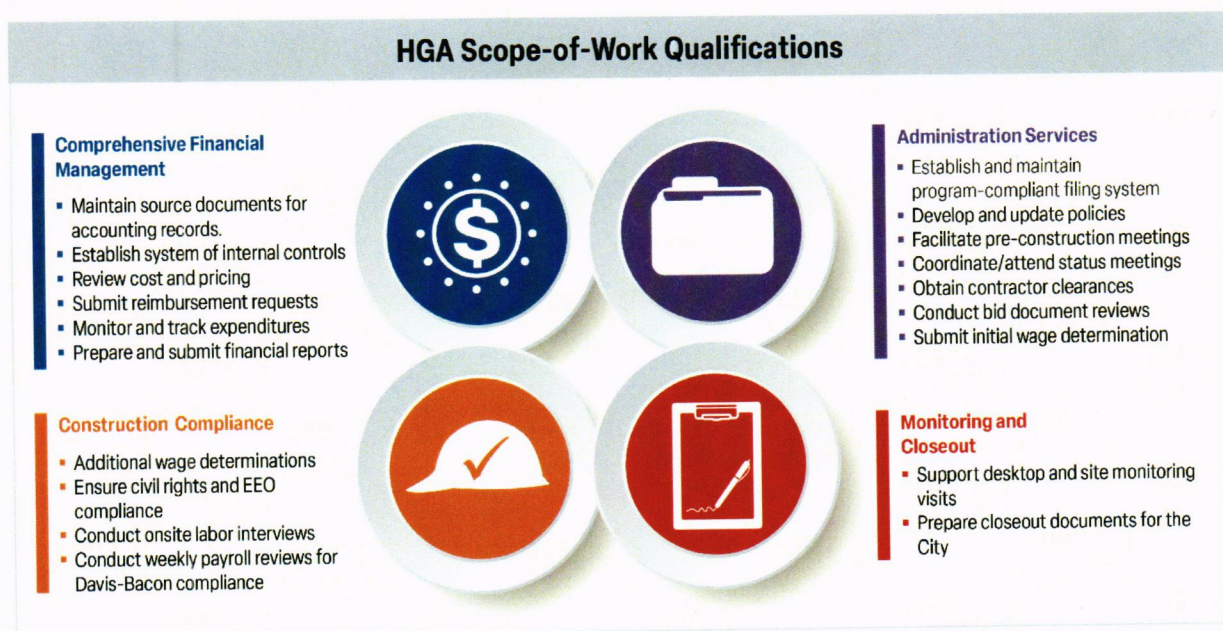
HGA has provided support for numerous infrastructure, public services, economic development, single- and multi-family housing, and public housing projects using CDBG-DR and CDBG-MIT funds, and is fully versed in the use of supporting tools such as HUD's Disaster Recovery Grant Reporting (DRGR) system, its Environmental Review Online System (HEROS), and the **IGX system used by LWI**. We ensure that all program and state requirements are met and documented in every project file. Our experience supporting both large and small CDBG-DR and CDBG-MIT programs across the United States, especially in coastal and flood-prone areas, gives us a unique perspective that allows us to **get the job done right the first time while maximizing the use of all available funding sources**.

This work includes providing grant management services for **state agencies** including the Louisiana Office of Community Development (**LOCD**), the Governor's Office of Homeland Security and Emergency Preparedness (**GOHSEP**), and the Department of Transportation and Development (**DOTD**). We have been working with OCD on disaster recovery programs for the

past 17 years. Under these state-level contracts, we have often assisted local governments with managing their shares of the State's federal grant allocations.

Experience

HGA has supported many projects under LWI, or funded directly by CDBG-MIT dollars, including drainage improvement projects, all of which have required our staff to provide the services specified in Part One of the RFP.



LWI Experience

HGA has specific experience working with the Louisiana Watershed Initiative (LWI) and are already using the IGX system through which LWI applications are submitted. Under our contract with East Baton Rouge Parish MOHSEP, we supported several projects funded by LWI grants. HGA is also managing LWI grant funds for two projects in East Feliciana Parish and supporting the City of Lake Charles with an LWI-funded drainage improvements project. We are helping Louisiana OCD to manage two buyout programs to mitigate properties that experience repeated flooding—the CDBG-DR-funded Laura/Delta/Ida/May Solution 4 for Buyout and the **HUD CDBG-MIT-funded Louisiana Watershed Initiative Statewide Buyout program**. The latter is the larger of the two programs and encompasses **approximately 200 homes** in multiple geographic areas throughout the state. As Program Manager, HGA is providing case management and other

services, helping an estimated 300 homeowners through the buyout process in several target areas of the state, including West Monroe.

TABLE 1: HGA HAS NEARLY 6 YEARS OF EXPERIENCE MANAGING LOUISIANA WATERSHED INITIATIVE PROJECTS.

Customer	Project	Type	Size	Period of Performance
Louisiana Office of Community Development – Disaster Recovery (LOCD-DR) Jeff Haley, Chief Operating Officer (225) 341-2270 Jeff.Haley@La.gov	Louisiana Watershed Initiative (LWI) CDBG-MIT Buyout Program – HGA helped LOCD-DR to develop and implement its Statewide Buyout Program to mitigate properties that experience repeated flooding. As Program Manager, we have provided case management and other services, helping an estimated 300 homeowners through the buyout process in several target areas of the state, including West Monroe.	CDBG-MIT	\$77 million	2019–present
City of Lake Charles Caitlin Smith, Engineering Construction Coordinator, City of Lake Charles (337) 491-1490 Caitlin.smith@cityoflc.us	LWI Round 2, 6th Street Drainage Improvements – HGA is providing HGA is providing CDBG-DR subject matter expertise related to CDBG disaster recovery requirements, coordinating reporting and implementation of milestones with the City and consultant partners, and reporting progress through State of Louisiana reporting software.	CDBG-DR/ MIT	\$3.15 million	August 2023–present
East Baton Rouge City-Parish Mayor's Office of Homeland Security and Emergency Preparedness (MOHSEP) Kellie A. McGaha, LEM-P MOHSEP Assistant Director (225) 389-2100 KMcGaha@brla.gov	LWI and Hazard Mitigation Assistance – HGA is managing the local Louisiana Watershed Initiative , as well as managing the City-Parish's Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Swift Current Initiative, and Stormwater Management Plan. Work involves 21 infrastructure and drainage projects and 319 residential projects that include elevations, reconstructions, and acquisitions.	FEMA HMGP, FEMA FMA, CDBG-DR CDBG-MIT	\$68.8 million FEMA HMGP \$69.3 million FEMA FMA \$67 million CDBG-DR \$31.8 million CDBG-MIT	December 2020–present
East Feliciana Parish David Amrhein, Parish Manager, East Feliciana Parish, 12064 Marston Street, Clinton, LA 70722, (225) 683-8577, parishmanager@efparish.org	LWI Round 2 – Project involves grant management for two dredging, snagging, and clearing projects; facilitating vendor coordination for submission of application to LOCD; and	CDBG-DR/ MIT	\$26.9 million	August 2024–present

Customer	Project	Type	Size	Period of Performance
	ensuring compliance from construction to closeout.			
St. Charles Parish Carla Chiasson, Grants Officer (985) 783-5165 cchiasson@stcharlesgov.net	Environmental Services for LWI – CDBG-MIT Ormond CN Railroad Culverts Project – Responsibilities involve environmental assessments for a drainage project.	CDBG-MIT	\$6 million	June 2023-present

CDBG Contracts with References

HGA has a strong Louisiana presence and commitment to the state. We have been supporting both state and local CDBG-DR grant programs in Louisiana since our support for Louisiana OCD's local Katrina/Rita recovery efforts began in 2007. HGA's Government Services Division, which would perform this work, is headquartered in Baton Rouge. We will use Louisiana employees to do the work on this contract. Should we need to add new resources in any area, we commit to hiring and training locally whenever possible.

TABLE 2: HGA CDBG COMPLETED PROJECTS. *HGA has supported many projects similar to this one, both by type of project and by funding source.*

Customer	Project	Type	Size	Period of Performance
Calcasieu Parish Jennifer H. Cobian, CPA Grants Director, Calcasieu Parish Police Jury (337) 721-3729 jcobian@calcasieu.gov	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$15 million	2009-2020
East Feliciana Parish David Amrhein, Parish Manager, East Feliciana Parish, 12064 Marston Street, Clinton, LA 70722, (225) 683-8577, parishmanager@efparish.org	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$3 million	2009-2016
East Feliciana Parish David Amrhein, Parish Manager, East Feliciana Parish, 12064 Marston Street, Clinton, LA	Labor Compliance Services for FEMA-Funded Projects with CDBG-DR Match	FEMA/CDBG-DR Match	\$10 million	2020-2021

Customer	Project	Type	Size	Period of Performance
70722, (225) 683-8577, parishmanager@efparish.org				
Jefferson Parish Stephanie Brumfield, Director, Department of Community Development, Jefferson Parish Government (504) 736-6262 sbrumfield@jeffparish.net	Program Management for CDBG-DR Infrastructure for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$27 million	2010-2023
Lafourche Parish Archie Chaisson, Parish President (985) 446-8427 chaissonap@lafourchegov.org	Grant Management for CDBG-DR Infrastructure and Housing for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$3.36 million	2009-2022
Plaquemines Parish Paula Dove, Grant Administrator (504) 934-6376 pdove@ppgov.net	Support for CDBG-DR Plaquemines Housing Assistance Program (PHAP) for Hurricane Isaac	CDBG-DR	\$16.9 million	2015-2021
St. Charles Parish Carla Chiasson, Grants Officer (985) 783-5165 cchiasson@stcharlesgov.net	Program Management for CDBG-DR Infrastructure for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$4.9 million	2009-2016
Tangipahoa Parish Melissa R. Cowart, Director of Accounting and Grants Management (985) 748-3211 mcowart@tangipahoa.org	Program Management for CDBG-DR Infrastructure for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$10 million	2010-2023
West Baton Rouge Parish Jason Manola, Chief Administration Officer, West Baton Rouge Council (225) 383-4755 Jason.Manola@wbrcouncil.org	Program Management for CDBG-DR Infrastructure for Hurricanes Gustav & Ike – Work involved program management, labor compliance, and grant management services including application development and program documentation tracking.	CDBG-DR	\$8 million	2009-2019

Customer	Project	Type	Size	Period of Performance
City of Gretna Amelia Pellegrin, Director of Planning and City Development City of Gretna 504-363-1568 apellegrin@gretnala.com	CDBG-DR Unified Development Code and Comprehensive Plan Administrative Support	CDBG-DR	\$540,000	2018-2020
City of Gretna Amelia Pellegrin, Director of Planning and City Development City of Gretna 504-363-1568 apellegrin@gretnala.com	Grant Management for CDBG-DR Downtown Drainage Project	CDBG-DR	\$1.9 million	2019-2020
Florida Department of Economic Opportunity (DEO) Ryan Butler, Director, Office of Long-Term Resiliency (850) 717-8518 ryan.butler@deo.myflorida.com	CDBG-DR Staff Augmentation Services for Hurricanes Hermine, Matthew, Irma, and Michael	CDBG-DR	\$1.9 billion	2020-2022
Louisiana Office of Community Development – Disaster Recovery (LOCD-DR) Jeff Haley, Chief Operating Officer, LA OCD (225) 341-2270 Jeff.Haley@La.gov	Program Management for Restore Louisiana Housing Assistance Program for 2016 Floods	CDBG-DR	\$1.3 billion	2019-2022
LOCD-DR Jeff Haley, Chief Operating Officer, LA OCD (225) 341-2270 Jeff.Haley@La.gov	Piggyback Housing CDBG-DR Labor Compliance	CDBG-DR	\$1.3 billion	2008-2019
LOCD-DR Jeff Haley, Chief Operating Officer, LA OCD (225) 341-2270 Jeff.Haley@La.gov	CDBG-DR Infrastructure and Housing Program Management for Hurricanes Katrina & Rita	CDBG-DR	\$1.4 billion	2007-2021
New York State Office of Resilient Homes and Communities – formerly New York Governor’s Office of Storm Recovery (GOSR) Erin Waz, Managing Director (518) 248-6147 erin.waz@stormrecovery.ny.gov	Program Management for CDBG-DR Infrastructure for Hurricanes Sandy and Irene and Tropical Storm Lee – HGA managed \$1.3 billion allocated to four programs, one of which involved CDBG-DR match funds that met FEMA HMGP eligibility criteria. Program activities included	CDBG-DR	\$1.3 billion	2014-2023

Customer	Project	Type	Size	Period of Performance
	managing subrecipients, providing them with technical assistance and maintaining their records. We performed project eligibility reviews to develop 325 projects total and assisted with procurement and environmental reviews, land acquisition, Section 3 requirements, financial management, record-keeping, labor compliance, and other federal compliance regulations.			
New York State Office of Resilient Homes and Communities – formerly NY GOSR Erin Waz, Managing Director (518) 248-6147 erin.waz@stormrecovery.ny.gov	Construction Management Support Services for CDBG-DR Housing	CDBG-DR	\$2 billion	2015-2019
Puerto Rico Department of Housing (PRDOH) Mitchelle Méndez Castañeda former CDBG-DR Director for Disaster Recovery (787) 640-5904 mitchelle_mendez@hotmail.com	Grant Management for HUD CDBG-DR and CDBG-MIT Housing and Infrastructure – Work includes grant management, CDBG-DR program design, CDBG-MIT action plan development, damage assessment and inspections, non-federal share match, and technical assistance.	CDBG-DR, CDBG-MIT	\$18 billion	2019-2021
U.S. Virgin Islands (USVI) Housing Finance Authority (VHIFA) Antoinette Fleming, CDBG-DR Director (340) 777-4432 anfleming@vihfa.gov	Technical Assistance and Planning Support for CDBG-DR Housing, Infrastructure, and Economic Development for Hurricanes Irma and María	CDBG-DR	\$1.9 billion	2018-2019









Letters of Reference

The letters of reference we have included in [Appendix B](#) of this proposal demonstrate our customers' satisfaction. These individuals, and those listed in the above table, will attest to the ability of HGA to perform all of the required services.

Other Mitigation Experience

HGA has also provided significant levels of similar projects funded by FEMA HMA. We have provided information about the level of our hazard mitigation experience across FEMA and HUD programs and various types of projects in Table 3 below.

TABLE 3: HGA MITIGATION EXPERIENCE. *HGA has supported more than \$1 billion in mitigation grants funded by HUD CDBG-DR/MIT and FEMA Hazard Mitigation Grant Program (HMGP) and Flood Mitigation Assistance (FMA).*

	28 Pump Stations \$83.8 million		21 Safe Rooms \$98.6 million
	89 Drainage Projects \$340.6 million		9 Outreach/Studies \$21.4 million
	290 Generators \$43.9 million		12 Other Projects \$69.4 million
	49 Wind Retrofits \$15.9 million		1,816 Housing \$399.3 million

Uniquely Relevant Qualifications

As mentioned earlier, HGA has supported OCD with its administration of the initial Louisiana Watershed Initiative allocation. HGA also has worked with the **City of West Monroe and Ouachita Parish** on several disaster recovery projects. Ouachita Parish procured HGA to provide program management services in the administration of its FEMA allocations for Hazard Mitigation Assistance (HMA) and Public Assistance (PA) for recovery from Hurricanes Gustav and Ike and the Great Floods of 2016. Under this contract, HGA has been working with Ouachita Parish, the City of Monroe, and the City of West Monroe to support 24 acquisition projects and 14 infrastructure projects that include canal improvements, all of which will help make the communities more resilient to future flood events. Activities have included debris removal, monitoring, emergency protective measures, permanent repair/replacement, road/bridges, and water control facilities. Ouachita Parish also requested HGA's support with PA services following a tornado.

HGA staff includes three Certified Floodplain Managers and a subject matter expert who served as the Region 3 Coordinator for the Louisiana Watershed Initiative. Also, two of our proposed staff are currently supporting City of West Monroe on the aforementioned acquisition and infrastructure projects. Our excellent working relationship with City staff and experience with the LWI program will enable HGA to effectively implement the New Black Bayou Stormwater Pumping Station project and to provide dependable management services.

Errors and Omissions Coverage

Please see following page for information on HGA's professional errors and omissions coverage.



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/YY)
12/27 Item 18)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C No, Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Hunt Guillot & Associates, LLC P.O. Box 580 (71273) 603 Reynolds Drive Ruston, LA 71270	<table border="1"><thead><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A: Valley Forge Insurance Company</td><td>20508</td></tr><tr><td>INSURER B: National Fire Insurance Company of Hartford</td><td>20478</td></tr><tr><td>INSURER C: Continental Insurance Company</td><td>35289</td></tr><tr><td>INSURER D: Transportation Insurance Company</td><td>20494</td></tr><tr><td>INSURER E: Landmark American Insurance Company</td><td>33138</td></tr><tr><td>INSURER F:</td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Valley Forge Insurance Company	20508	INSURER B: National Fire Insurance Company of Hartford	20478	INSURER C: Continental Insurance Company	35289	INSURER D: Transportation Insurance Company	20494	INSURER E: Landmark American Insurance Company	33138	INSURER F:	
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INSURER D: Transportation Insurance Company	20494														
INSURER E: Landmark American Insurance Company	33138														
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** W32115219**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		6075573315	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
		MED EXP (Any one person) \$ 15,000				
		PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
	OTHER:					PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	6075573329	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
		BODILY INJURY (Per person) \$				
		BODILY INJURY (Per accident) \$				
		PROPERTY DAMAGE (Per accident) \$				
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		6075573363	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 10,000,000
		DED <input checked="" type="checkbox"/> RETENTION \$ 10,000				AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> No	6075573332	01/01/2024	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
						E.L. EACH ACCIDENT \$ 1,000,000
						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
						E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Workers Compensation & Employers Liability - CA Per Statute		6075573346	01/01/2024	01/01/2025	Each Accident \$1,000,000
		Disease-Policy Limit \$1,000,000				
		Disease-Each Employee \$1,000,000				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE ATTACHED

CERTIFICATE HOLDER**CANCELLATION**

Proof of Insurance	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Kevin Glasgow</i>

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AGENCY CUSTOMER ID: _____

Item 18)

LOC #: _____

**ADDITIONAL REMARKS SCHEDULE**Page 2 of 2

AGENCY Willis Towers Watson Southeast, Inc.		NAMED INSURED Hunt Guillot & Associates, LLC P.O. Box 580 (71273) 603 Reynolds Drive Ruston, LA 71270	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: Landmark American Insurance Company

NAIC#: 33138

POLICY NUMBER: LHR854536 EFF DATE: 01/01/2024 EXP DATE: 01/01/2025

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Environmental Combined Liab.	Per Aggregate	\$10,000,000
Includes Professional/Pollution	Per Claim	\$10,000,000
	Ded. Indemnit	\$250,000

ADDITIONAL REMARKS:

NOTE: Pollution coverage if the pollution event was caused by a professional service only. IE an error in design. CPL covers pollution conditions arising from "your work," only. No other Pollution Coverage is included.

3. SPECIALIZED KNOWLEDGE

During its 17 years of supporting CDBG programs, HGA has worked with clients at all levels of government, assisting with every area of CDBG-DR/MIT program development, implementation, management, and closeout. We have prepared applications for municipalities, states, grantees, and homeowners; provided and supported various recordkeeping systems according to client preferences; provided full-service financial management; upheld requirements related to HUD Section 504, fair housing laws, and the Equal Employment Opportunity Act; supported HUD Section 3 by hiring local residents whenever possible; ensured compliance with applicable labor laws; supported property acquisition; performed compliance monitoring; and supported project closeout.

HGA's expert personnel have significant experience supporting local governments and entities in the state of Louisiana—and beyond—with federal disaster grant programs, including HUD CDBG-DR and CDBG-MIT and LOCD's programs. We take an analytic and innovative approach to locate all sources of eligible funds to maximize client funding.

CDBG Post-Disaster Support

Hurricanes Katrina and Rita

In the early stages of Louisiana's recovery from Hurricanes Katrina and Rita, HGA assembled and led a team from across Louisiana that blended more than 200 years of experience in CDBG-funded projects to offer a solution for Louisiana's Infrastructure Program. HGA combined its experience in program and project management, engineering, quality assurance/quality control (QA/QC), and project controls with small companies across the state with extensive CDBG programmatic experience. Working with Louisiana OCD, we **helped to develop their program policies and procedures and an implementation plan** for successful program delivery. Through this contract, HGA also provided **labor compliance monitoring services for the Katrina/Rita infrastructure projects** and the Piggyback multi-family housing complexes.

Great Floods of 2016

After our state's Great Floods of 2016, the Louisiana Office of Community Development (LOCD) contracted HGA to provide interim and final housing inspections and damage assessments for the **Restore Louisiana Homeowner Assistance Program, financed by CDBG-DR and CDBG-MIT**

funds. A team led by HGA has been providing a wide range of program management and grant administration support to the Restore Louisiana Program since 2019 and recently won a new contract supporting the Program's recovery grants for more recent disasters. HGA's total CDBG-DR work to date in Louisiana—for LOCD, parishes, and local public entities—comprises over \$4.7 billion in housing and infrastructure projects.

Hurricane Sandy

2014 – After reviewing our success in providing support to Louisiana's infrastructure program, the State of New York's Governor's Office of Storm Recovery (GOSR) entrusted our core staff to carry out their \$1.1 billion CDBG-DR Infrastructure Program, strengthened by the added capacity of locally hired, internally trained staff. We partnered with GOSR, jurisdictions throughout New York, and local firms to complete more than 350 CDBG-DR infrastructure projects to support their Hurricane Sandy recovery.

Hurricanes María and Irma

From 2019 to 2021, HGA successfully supported the Puerto Rico Department of Housing (PRDOH) Hurricane María and Irma HUD CDBG-MIT and CDBG-DR infrastructure and housing programs, providing subject matter experts (SMEs) in program design and implementation to support primarily the infrastructure programs with planning, legal, and policy development. HGA's SMEs assisted with strategies for **optimizing financial systems** to maximize reimbursements and with development of regional, multi-jurisdictional solutions in several areas including natural resiliency and **watershed management techniques**. We also helped ensure that legal documents complied with 2 CFR 200 and other federal cross-cutting requirements, including **Section 3 and Davis Bacon provisions**.

In 2023, HGA began serving PRDOH as Oversight Manager for its **CDBG-MIT Infrastructure Program**, providing a broad variety of services including program management and design, application review, construction management, and project closeout.

CDBG Administrative Consulting History

HGA has been providing CDBG administrative consulting services **for 16 years**, since its support of Louisiana OCD's Hurricanes Katrina/Rita CDBG-DR Infrastructure Program, for which we provided program management, application development, grant management, closeout services, implementation plan, labor compliance, system of record, and web-based document

storage. Then, in 2014, HGA was contracted by the New York Governor's Office of Storm Recovery (GOSR) to manage its post-Hurricane Sandy infrastructure recovery program. HGA embedded its staff across four offices in New York and developed trusted working relationships with GOSR and program subrecipients by working with them daily to provide technical assistance and training.

Drainage Improvement Projects

HGA's program management experience has taken us all over the country to increase resilience against flooding and to enhance the capacity of local waterways. Example projects include pump station improvements; levee management; debris removal from drainage laterals; dredging; building bulkheads, levees, retention basins, and canals; performing structural elevations; and supporting residential elevations and acquisitions. HGA works with our clients to implement mitigation measures to improve the resilience of their communities. Table 4 below presents some of our most relevant drainage-related projects.

TABLE 4: HGA'S RELEVANT DRAINAGE-RELATED PROJECTS. *HGA supported application development and/or administration of multiple HUD and FEMA recovery programs that involved various types of drainage improvement projects.*

Client Name	Project Name
Calcasieu Parish Theresa Champeaux Division of Engineering, Calcasieu Parish Police Jury (CPPJ) (337) 721-3650 tchampeaux@calcasieu.gov	FEMA PA Emergency Site Assessments and Environmental Permitting for Debris Removal from Parish Drainage Laterals
Calcasieu Parish Jennifer H. Cobian, CPA, Grants Director, CPPJ (337) 721-3729 jcobian@calcasieu.gov	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	901 Lakeshore Hardening Project
	Flood Alert System
Lafourche Parish Archie Chaisson, Parish President (985) 446-8427 chaissonap@lafourchegov.org	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	Dugas Canal Project
	Des Allemands/Breakwater Bulkhead
	Delta Woods Drainage Ditch
	Westside Drainage Improvement
	LA Hwy 308 Levee/Seawall Improvements
	Parr/Larose Pump Station Improvements
	Lockport/Company Canal South Bank Levee Lift

Client Name	Project Name
	District 1 of 12 and District 2 of 12 Pump Station Improvements
Plaquemines Parish Paula Dove, Grant Administrator, Plaquemines Parish Government (504) 934-6376 pdove@ppgov.net	FEMA HMA Grant Management for Main Street Drainage Improvements
	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	Parish Wide Drainage Projects
Pointe Coupée Parish Major Thibaut, Parish President New Roads, LA 70760 225.638.9556 jhendrix@pcparish.org	Project 16 - Lebeau St. Drainage
	Morganza Sewer Project
	New Roads Sewer Project
	Auxiliary Generators Water/Sewer
	Master Drainage Plan
St. Charles Parish Carla Chiasson, Grants Officer (985) 783-5165 cchiasson@stcharlesgov.net	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	Bonnet Carre Spillway Boat Launch
St. John the Baptist Parish Peter Montz, Chief Administrative Officer, St. John the Baptist Parish (985) 652-9569 p.montz@stjohn-la.gov	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	Foxwood Levee Construction
	Canal Clearing/ Repair and Drainage
	LaPlace Boat Facility (Peavine)
Tangipahoa Parish Melissa R. Cowart, Director of Accounting and Grants Management (985) 748-3211 mcowart@tangipahoa.org	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
	Port Manchac Improvements
Tensas Parish Police Jury Brandon Waggoner, Asst. Dir. (318) 323-7446 Brandon.Waggoner@la.gov	FEMA PA Embankment and Levee Repair for 2019 Floods
	CDBG-DR Infrastructure Program Management for Hurricanes Gustav & Ike
West Baton Rouge Parish Jason Manola, Chief Administration Officer, West Baton Rouge Council (225) 383-4755 Jason.Manola@wbrcouncil.org	Lyndale Sewer Project
	Lobdell Sewer Ph. 1
	Sewer Lift Station Generators
	Diversion Canal
	Rosedale Road Drainage Upgrades

4. PERSONNEL/PROFESSIONAL QUALIFICATIONS

Name	Job Classification	Functions
Jack Hunt	Executive	Principal responsible for the overall contract.
Marjorie Torres	Project Manager	Provide CDBG subject matter expertise. Manage the project through pre-construction, construction, closeout, and monitoring. Facilitate the pre-construction meeting and coordinate regular status meetings with the City, its engineer, and other vendors or stakeholders. Ensure quality of services and deliverables by all HGA project staff.
Hillary Sotello	Analyst III	Provide CDBG subject matter expertise throughout the project. Responsible for creating or updating policies regarding equal opportunity, construction compliance, and financial management. Responsible for the pulling wage determination and reviewing procurement documentation.
Catherine Sumpter	Analyst III	Assist the City during all desktop and/or on-site monitoring visits. Assist the City with all necessary written responses required from the monitoring visits. Prepare all necessary Closeout documents for the City.
Ashleigh Paille	Analyst II	Responsible for establishing project files that demonstrate compliance with all applicable state, local, and federal regulations.
Amanda Harvey	Analyst II	Responsible for reviewing weekly payrolls, obtaining additional classifications, and establishing and maintaining the labor compliance files. Responsible for conducting on-site labor interviews.

HGA proposes to assign six people to this project. Below are brief profiles of our proposed project staff, highlighting their key qualifications. Please see [Appendix A](#) for detailed resumes of these individuals, listing projects and client references.



Jack Hunt, Executive, has **14 years of experience** managing disaster recovery programs and projects including FEMA Hazard Mitigation Assistance (HMA), FEMA Public Assistance (PA), and HUD Community Development Block Grant–Disaster Recovery (CDBG-DR). He has successfully **overseen grant programs totaling over \$1 billion** and led recovery efforts for major disasters such as Hurricanes Katrina, Sandy, Harvey, Ian, and Maria, as well as the BP Oil Spill. His experience includes **management of housing and infrastructure recovery for 16 disasters** with numerous subrecipients. Mr. Hunt ensures high-quality deliverables for significant programs, including HGA's program management support for the **Lee County, Florida, \$1 billion CDBG-DR Program with FEMA HMA Match** for Hurricane Ian; the \$2+ billion Restore Louisiana Housing Program; Puerto Rico's \$2.3 billion CDBG-MIT Infrastructure Program; and North Carolina's HOPE Rental and Utility Assistance Program. His ability to leverage federal funding to provide comprehensive recovery solutions for communities, coupled with his in-depth knowledge of regulatory compliance, has led to consistently successful outcomes for clients.



Marjorie Torres, PMP, Project Manager, has managed multiple disaster recovery and grant-funded governmental projects over the last 17 years for clients at the city, parish, and state levels. To date, she has managed over \$900 million in grant-funded programs in Louisiana, including a **\$26.9 million Louisiana Watershed Initiative grant** for East Feliciana Parish. Ms. Torres is also managing **\$164 million in Louisiana Office of Community Development (LOCD) CDBG-DR/MIT grant funds** for seven local governments. Her M.S. in Emergency Management from Jacksonville State University provided the educational foundation for her work in disaster recovery project management, which includes experience managing multiple projects involving Davis-Bacon labor compliance services.



Hillary Sotello, Analyst III, has a total of 12 years of experience, six of which have been focused on disaster recovery, construction management, and grant administration, particularly **for projects funded through the CDBG-DR program**. She has led large-scale projects focused on housing, infrastructure, and community resiliency initiatives, with **budgets ranging from \$2 to \$95 million**. Ms. Sotello's expertise includes overseeing road reconstruction, wastewater systems, debris removal efforts, and multifamily housing. She has managed all aspects of these projects, from financial administration to onsite construction, working closely with government agencies, engineers, and subconsultants to ensure compliance and timely completion. Her project management work has included post-disaster recovery for Hurricane Harvey and significant flood events in Texas.



Catherine Sumpter, Analyst III, has 14 years of experience in CDBG and HMA grant programs, including five years of emergency planning and implementation. Her expertise includes the areas of grant research, writing, implementation, monitoring, and compliance regulations. Ms. Sumpter currently **leads over \$700 million in federal funding for infrastructure and housing projects** in multiple communities affected by natural disasters. She is currently **supporting Ouachita Parish, the City of Monroe, and the City of West Monroe** with grant management services on a **\$32 million hazard mitigation program supported by the Louisiana Watershed Initiative**, CDBG-DR, and other funding sources. Among her accomplishments is serving as Team Lead on 300 residential elevation projects and 250 residential acquisition projects. Ms. Sumpter has experience using systems or portals such as FEMA GO, eGrants, and IGX. Her work is focused on helping local governments navigate through grant-funded hazard mitigation programs, from application development to final closeout.



Amanda Harvey, Analyst II, has 14 years of professional experience in administration and accounting. Ms. Harvey provides grant support to clients at the city, parish, and state levels, to include performing damage assessments, developing reimbursement request forms (RRFs), and managing documentation in grants portals. **Ms. Harvey's expert labor compliance**, quality assurance, and reporting services help to prevent interruptions to work processes. She is currently providing labor compliance services to the Lincoln Parish School Board, in support of its federally funded Elementary and Secondary School Emergency Relief (ESSER) construction projects. Previously, she provided grant administrative support on the Oregon Department of Transportation FEMA PA grant program and the Lafourche Parish Hurricane Ida FEMA PA program, where she performed damage assessments, reviewed cost eligibility, and developed RRFs.



Ashleigh Paille, Analyst II, has seven years of grant management experience specializing in hazard mitigation. **Her work involves regulatory compliance reviews**; application development; project implementation including setup and maintenance of project files; budget reconciliation; and closeout for housing and infrastructure projects. She is **currently supporting Ouachita Parish, the City of Monroe, and the City of West Monroe** with monitoring and compliance services for a \$32 million infrastructure mitigation program **supported by the Louisiana Watershed Initiative**, CDBG-DR, and other funding sources. Ms. Paille also supports projects funded by FEMA's Flood Mitigation Assistance (FMA) and Building Resilient Infrastructure and Communities (BRIC) programs. She is known for her organizational skills, attention to detail, and ability to manage multiple projects simultaneously while supporting clients and government agencies.

HGA estimates assigning six persons to this project (named above).

5. APPROACH

Methodology

Addressing disasters is about more than picking up the pieces and rebuilding. It is about mitigation, with a goal of **achieving resilience**—identifying vulnerabilities, developing plans for increased self-sufficiency, and taking steps to reconstruct homes, commercial buildings, and infrastructure so they will be stronger than their pre-disaster condition. The following sections provide details on how HGA will implement and manage the City's New Black Bayou Stormwater Pumping Station project to meet grant deadlines. Our strong background in implementing CDBG-DR and CDBG-MIT infrastructure projects will inform our approach, helping to ensure the project's success.

General Program Administrative Tasks

Establish Project Files

Our dedicated staff will build and maintain **hard files for each project**, to include procurement and contract documentation, financial and budget information, project plans, property data, records of correspondence, and all other information pertaining to the project. The hard files will be turned over to the City upon completion of HGA's contract. HGA will build, maintain, and monitor all files throughout the project, and will demonstrate compliance with all applicable local, state, and federal regulations.

In addition to maintaining hard files, HGA will maintain electronic files and upload documentation into any desired reporting system or submit it to the appropriate State agency. HGA can also provide an online document repository, complete with a compliant file structure that allows for smooth project closeout and monitoring, through our collaborative SharePoint site, VistaTRAK®. Offering document storage tailored to HUD programs, **VistaTRAK® earned a Finding of Merit from HUD** for enhancing monitoring capacity and record-keeping in Louisiana's recovery from Hurricanes Katrina and Rita.

Our staff will work through closeout to ensure **completion of all project files, sound justification of project budgets, and overall compliance with federal regulations**. The City can

then use these files to ensure clean audits, if needed. HGA prides itself on the fact that its many years of CDBG-DR program management experience have not resulted in any HUD findings during monitoring visits. We owe this achievement to our **consistent use of excellent document control and project file management measures.**

Obtain Department of Labor Wage Decision

Our Analysts will ensure that all construction bid documents include the proper wage decision from SAM.gov, as well as a listing of minimum wage rates and fringe benefits for each classification of laborers or mechanics that the Department of Labor has determined as prevailing for a particular type of construction in the given area. If the contract is awarded within 90 days of the bid opening date, the wage decision must be established at least 10 days before the bid opening date in order for it to be in effect for the duration of the construction. If a revision is needed, HGA will promptly provide the updated wage decision to the City and/or Project Engineer. HGA staff will use the wage decision included in the bid documents to review payrolls, as required, to ensure compliance with federal law.

HGA staff will also help the City to ensure that it has included all other required procurement components in each advertisement and bid package. Such requirements might include regulations related to conflict of interest/access to records, Copeland Anti-Kickback Act, safety standards, architectural barriers, flood insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), OMB Circular A-102 (Attachment 0), Section 3, Section 109, Title VI, the Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.

Obtain Contractor Clearances

HGA will ensure that all contractors and subcontractors are approved or cleared by the State according to state and federal program regulations, including those for verification of contractor eligibility. This will include verifying that a contractor holds the necessary **current license**, in good standing with all applicable agencies. HGA will also verify that **contractors are insured and bonded** as required. Once a contractor has met these standards, we will submit certification and documentation to the appropriate State agency.

Civil Rights and Equal Opportunity

HGA has worked directly with municipalities on critical elements of project management such as diversity and civil rights oversight and compliance with cross-cutting requirements, including ADA, Equal Employment Opportunity (EEO), Fair Housing, M/WBE and Section 3, and URA requirements. Having assisted clients with such matters, HGA understands these federal mandates and can assure the City that, if we are awarded this contract, HGA will not discriminate in any of its employment practices and will assist the City, if requested, in enforcing EEO requirements by contractors enlisted to perform work on this project.

Financial Management

HGA will ensure that the City of West Monroe has an acceptable financial management system as it pertains to the finances of the State program. HGA staff will work hand in hand with the City's Finance Department to track reimbursements, outstanding payments, and requests for reimbursement. Our staff will work with the City to ensure accountability with program requirements and to make suggestions regarding areas that may need improvement.

If the City desires, HGA can use its VistaTRAK® system to track and monitor all funding expended on the project. It will include a breakdown of funds dedicated to the project, along with all allowable project costs. We will establish cash flows and project forecasts based on earned progress, with defined deliverable schedules. Our staff have extensive experience developing and implementing projects financed by federal funding sources. We will make every effort to ensure overall project compliance with requirements. Maintaining best practices, policies, and procedures for project implementation will show all project stakeholders that their funding is being used in the most efficient and effective manner possible. This, in turn, will promote cooperation and buy-in from all stakeholders, which are vital to project success.

Successful Reimbursement Requests

At HGA, we pride ourselves on the consistency of our reimbursement requests; **not one reimbursement request submitted by HGA has ever been found ineligible**. We know the criteria for what is eligible. We monitor and track all invoices, reimbursement requests, payments, and other financial data using our VistaTRAK® SharePoint site and declining balance spreadsheets. The combination of our expertise and the tools we have developed to apply that expertise mean that West Monroe can be confident that its projects will be reimbursed as anticipated, with no unpleasant surprises at the end.

Pre-Construction Phase

HGA will work with the project engineer to support the pre-construction phase, as well as construction management and oversight, including preparation of 2CFR 200 compliant bid documents and development of policies, processes, and procedures. Our services will extend through the full range of project execution and include conducting and attending pre-construction conferences and highlighting any unique conditions that vendors must consider when providing services, such as Section 3 and Davis-Bacon. HGA will also assist the City with the proper postings of procurement opportunities and the standards of conduct for employees engaged in the award of contracts.

Construction Phase

HGA's project team can provide a full range of contractor administrative and management services based on program requirements, to include preparing construction contracts that comply with state and federal regulations and obtaining any additional classification or wage rates as required by 29 CFR 5.5.

Labor Compliance Reviews

HGA understands how to implement 40 U.S.C. 3702, as supplemented by Department of Labor regulations (29 CFR Parts 1,3, 5, 6, and 7), because we have been providing labor compliance services to Louisiana OCD and various parishes for nearly a decade. HGA has performed **payroll review services on over \$2 billion of disaster recovery**—related building, infrastructure, and

multi-family housing projects, including more than 220,000 payrolls for 2,500 total contractors and subcontractors.

Our staff will perform weekly payroll reviews and conduct regular on-site visits during the course of the project to ensure ongoing compliance with federal, state, and local labor regulations. During these on-site visits, we will perform the required labor tasks, such as interviewing employees to verify that labor standards are being met and recording the interview on the required HUD form 11, checking for posting of Equal Employment Opportunity (EEO) signage and wage rates, taking photographs, and performing general monitoring.

HGA employs the most comprehensive method of ensuring the observance of statutory federal wage and hour requirements set forth by the U.S. Department of Labor and HUD and governed by the Davis-Bacon and Related Acts (DBRA). HGA's trained staff can process 100% of a project's certified payroll and other documentation, as well as identify and report all underpayments of regular and overtime wages to entities, project engineers, and contractors, for disposition. In such cases, we will ensure error reconciliation for payments with restitution.

Our labor compliance monitoring services will extend through the full range of project execution and include the following:

- Conducting and attending pre-construction conferences.
- Providing labor compliance guides.
- Coordinating with prime contractors.
- Conducting payroll reviews for compliance with labor standards and payment of prevailing wages.
- Archiving payroll review findings for audit preparation.
- Ensuring payment of restitutions and errors resolved.
- Preparing and submitting monthly wage compliance reports.
- Conducting on-site interviews for labor standards compliance.
- Preparing and submitting Semi-Annual Labor Standards Enforcement Report.
- Identifying Wage Determinations.

Monitoring and Closeout

HGA's staff will serve as advocates for the City of West Monroe throughout the project, from initial file setup to monitoring and closeout, ensuring that the grant management process follows appropriate state and federal guidelines and policies. Our objective is to help the City achieve its goals for the project.

Participation in State Monitoring Visits

HGA works as a vested partner with our clients and will serve as a liaison between the City of West Monroe and State agencies, including LOCD and GOHSEP. To prepare for any monitoring, HGA will ensure that City files are ready for monitoring and site visits, using our vetted and HUD-conforming checklist to ensure compliance, and we will strategize with relevant City staff to prepare for the monitoring visit. We will attend these monitoring visits to support the City and will prepare responses to any questions or concerns. To date, **HGA has been able to address and remediate any questions or concerns by the monitoring entity prior to the exit conference.**

Additionally, as needed and as directed by the City, we will provide the monitoring agency with access to our web-based System of Record to make state and federal desk and site audits go more smoothly.

Assistance Meeting State's Audit Requirements

Proper accounting starts with well-developed project budgets and is maintained by thorough tracking and quality assurance/quality control (QA/QC). We have developed tools for tracking engineer and contractor invoices, reimbursement requests, electronic fund transfers, and total project declining balances. These tracking mechanisms enable us to cross-check budgets throughout the life of the project to ensure that every dollar is accounted for.

We are also proactive in the technical assistance we provide to recipients and subrecipients. HGA has developed monitoring tools that comply with 2 CFR 200. We pride ourselves on being deeply aware of all financial and programmatic aspects of projects and programs on which we have been engaged and can seamlessly assist grantees by clarifying the questions posed and immediately implementing any suggested modifications or changes resulting from audits and monitoring compliance visits. These actions help to instill confidence among third parties, auditors, and state and federal agencies that grant-funded undertakings are being exceptionally well managed and are in compliance with regulatory requirements.

Preparation of Closeout Documents

After the project is completed, HGA will conduct a thorough closeout audit. This audit will ensure that budgets have been justified and that invoices are paid and reconciled. It will confirm the filing of all required documentation, as-built plans, mechanic's lien releases, and acquired properties and permanent easements, as well as the development of five-year operations and maintenance plans and the satisfaction of all federal and grant requirements, so the City of West Monroe may initiate a HUD closeout request. Our staff focuses heavily on complying with these requirements during project implementation to ensure that the project moves swiftly and easily through the closeout process. Our goal is to make sure that while the project is ongoing, all participants follow the regulations closely, collect the required documentation, and justify the budgets, so that closeout audits will be quick and free of issues. If federal auditors need additional information, HGA will coordinate with the City and with subrecipients, if applicable, to obtain the requested information and provide it in a timely manner.

Once the project has been closed out, HGA will guide the City through a similar process for closing out the grant. We will ensure that the project is complete, budgets have been justified, all required documentation has been compiled, and all federal cross-cutting statutes and programmatic requirements have been met. Because HGA focuses on preparing for audits and closeout from the very beginning, the grant closeout process should run smoothly. In the event some elements require further attention to bring the grant to closeout, HGA will provide the City with all needed support to address these issues promptly and completely.

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6. PROPOSED COMPENSATION

Please see following page for completed Cost Reasonableness Form.

Cost Reasonableness Determination Form

City of West Monroe
City of West Monroe – MIT Design Support Program (DSP)
Cypress Detention South Project
Administrative Consultant Services

Proposer:	Hunt, Guillot & Associate, LLC	
Date:	October 18	, 2024

Direct Labor Rate:	\$43.00
Overhead Multiplier:	2.50
Profit:	\$11.00
Total Hourly Rate (w/o Profit):	\$107.50

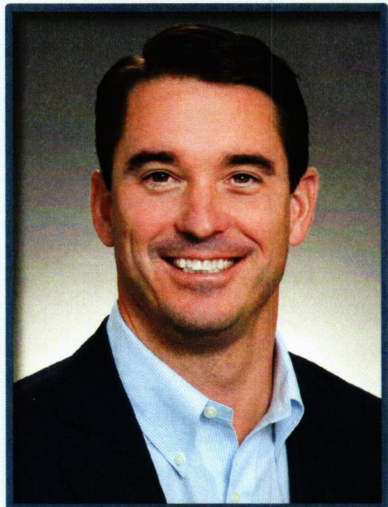
Description	Manhours per Task	Hourly Rate w/out Profit	Total Cost per Task
Establish and maintain program files	70	\$107.50	\$7,525.00
Civil Rights and Equal Opportunity	35	\$107.50	\$3,762.50
Financial Management	70	\$107.50	\$7,525.00
Pre-Construction Phase	70	\$107.50	\$7,525.00
Construction Phase: Obtain Additional Classification	20	\$107.50	\$2,150.00
Construction Phase: Review of weekly payrolls (Monthly Task)	70	\$107.50	\$7,525.00
Construction Phase: Conduct On-site labor interviews	65	\$107.50	\$6,987.50
Monitoring & Closeout	65	\$107.50	\$6,987.50

APPENDIX A: RÉSUMÉS

See below for résumés for the following proposed staff:

- Jack Hunt, Executive
- Marjorie Torres, Project Manager
- Hillary Sotello, Analyst III
- Catherine Sumpter, Analyst III
- Amanda Harvey, Analyst II
- Ashleigh Paille, Analyst II

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14 Years of Experience

AREAS OF EXPERTISE

- Program/Project Management
- Disaster Recovery
- FEMA Hazard Mitigation Assistance (HMA)
- FEMA Public Assistance (PA)
- HUD Community Development Block Grant–Disaster Recovery (CDBG-DR)
- U.S. Department of the Treasury COVID-19 Relief Programs
- Construction Management
- Infrastructure
- Reporting

EDUCATION

- M.B.A., Finance and Energy, Tulane University Freeman School of Business, 2010
- B.S., Chemistry, Louisiana State University, Baton Rouge, LA, 2005

HIGHLIGHTS

- ✓ **Understands the regulations surrounding federal grant programs** and other funding sources; has the experience needed to leverage this funding to provide a comprehensive recovery solution for communities.
- ✓ **Has led response and recovery efforts following the costliest disasters in U.S. history**, including Hurricanes Katrina, Sandy, Harvey, Ian, and Maria and the BP Oil Spill.
- ✓ **Managed housing and infrastructure recovery programs for 16 disasters**, comprising hundreds of subrecipients.

RELEVANT PROJECT EXPERIENCE

Executive Sponsor, Lee County, FL Program Management & Implementation Staff Augmentation Hurricane Ian – HGA, Baton Rouge, LA October 2023-present

Reference: Glen Sayler, Assistant County Manager, Lee County, (239) 850-1080, gsayler@leegov.com

- Serves as the Executive Sponsor for program management services provided to Lee County for affordable housing, planning, infrastructure and compliance & monitoring programs.

Executive Sponsor, Louisiana Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP), Program Management Assistance Hazard Mitigation Grant Program—HGA, Baton Rouge, LA, October 2021-present

Reference: Sandra Dugas Gaspard, Assistant Director, Hazard Mitigation Assistance, GOHSEP, 7667 Independence Blvd., Baton Rouge, LA, 70806, (985) 969-0410, Sandra.dugas@la.gov

- Serves as the Executive Sponsor for program management services provided to GOHSEP for the Hazard Mitigation Grant Program, overseeing the contract and ensuring that all deliverables meet the highest standards of quality.

Executive Sponsor, Louisiana Office of Community Development – Disaster Recovery (LOCD-DR), Restore Louisiana Homeowner Assistance Program 2016 Floods and 2020-2021 Disasters—HGA, Baton Rouge, LA, November 2019–present

Reference: Jeff Haley, Chief Operating Officer, LOCD-DR, (225) 341-2270, Jeff.Haley@la.gov

- Serves as the Executive Sponsor for program management services provided to LA OCD for the Restore Louisiana Housing Program, overseeing the contract and ensuring that all deliverables meet the highest standards of quality.

PROFESSIONAL AFFILIATIONS

- Louisiana Association of Business and Industry (LABI), Young Leaders Council Member

EMPLOYMENT HISTORY

- HGA, April 2013–present
- The Shaw Group, May 2010–April 2013

Executive Sponsor/Project Manager, Puerto Rico Department of Housing (PRDOH), Oversight Management Services for HUD CDBG-MIT Infrastructure Program—HGA, San Juan, PR, 2022–present

Reference: Shirley Birriel Osorio, Director of Disaster Recovery, Infrastructure Division, CDBG-DR/CDBG-MIT Program, PRDOH, (787) 274-2527 ext. 6623, sbirriel@vivienda.pr.gov

- Serves as the Executive Sponsor for a CDBG-MIT Infrastructure Mitigation Program—including Competitive, Strategic, and Healthcare Set-Aside projects—with a combined budget of over \$16.4 billion.
- Responsible for ensuring that all contractual deliverables met the highest standards of quality.

Executive Sponsor/Project Manager, North Carolina Office of Recovery and Resiliency (NCORR), HOPE Rental and Utility Assistance Program—HGA, Raleigh, NC, November 2020–2023

Reference: Ryan Flynn, Chief of Staff, NCORR, (919) 302-2279, Ryan.Flynn@ncdps.gov

- Serves as the HGA Executive Sponsor for this CDBG-CV, COVID-19 Relief Fund (CRF), and American Rescue Plan Act (ARPA)-funded rental and utility assistance program, overseeing the contract and ensuring that all deliverables meet the highest standards of quality.

Executive Sponsor/Project Manager, North Carolina Office of Recovery and Resiliency (NCORR), Staff Augmentation Services—HGA, Raleigh, NC, May 2019–present

Reference: Ryan Flynn, Chief of Staff, NCORR, (919) 302-2279, Ryan.Flynn@ncdps.gov

- Serves as the HGA Executive Sponsor/Project Manager for staff augmentation services to NCORR.
- Responsible for providing staff augmentation personnel including CDGB-DR Subject Matter Experts, Environmental Specialists, Disaster Recovery Grant Reporting (DRGR) System Specialists, QA/QC Specialists, Uniform Relocation Act (URA)/Temporary Relocation Assistance (TRA) Experts, Infrastructure Experts and Buyouts/Acquisition Experts.
- Responsible for ensuring that all contractual deliverables are met with the highest standards of quality.

Engagement Partner/Program Manager, NYS Governor's Office of Storm Recovery (GOSR), CDBG-DR Recovery Programs—HGA, New York, NY, May 2014–May 2023

Reference: Natalie Wright, Former Deputy Executive Director for Community Reconstruction, Infrastructure, and Small Business, NY GOSR, (612) 868-4186, wright.2.natalie@gmail.com

- Serves as the HGA Program Manager for the NYS GOSR Community Reconstruction (CR) and Infrastructure Recovery Program and the Construction Management Support Services (CMSS) contract for the Housing Recovery Program.
- The CR and Infrastructure Recovery Program consists of \$1.2 billion in CDBG-DR funding, with more than 300 infrastructure projects across 50 local NY governments.
- The Infrastructure Recovery Program includes multiple FEMA HMGP Global Match projects, a FEMA PA Match program, and Rebuild by Design projects.
- The CMSS for the Housing Recovery Program provides housing inspections and change order/clarifications, with well over 6,000 inspections and change orders/clarifications performed to date.

Project Manager, Plaquemines, St. Bernard, and St. Tammany Parishes, Hazard Mitigation Grant Program—HGA, Baton Rouge, LA, April 2013–April 2014

Reference: Paula Dove, Grant Administrator, Plaquemines Parish Government, 333 F Edward Hebert Blvd., Bldg. 100, Room 135, Belle Chasse, LA, 70037, (504) 934-6376, pdove@ppgov.net

- Managed over \$150 million in HMGP and HMA funding for several Louisiana parishes, with total project costs of \$200 million. Projects included housing programs for more than 400 elevations/repairs and 24 infrastructure improvements.

Project Controls Manager, New York City Rapid Repairs Program—The Shaw Group, New York, NY, November 2012–April 2013

Reference: Kathryn Mallon, Deputy Commissioner/Rapid Repairs Program Director, NYC Rapid Repairs, Department of Environmental Protection, (347) 533-3778, kmallon2@bloomberg.net

- Managed all databases, reporting, and scheduling for the New York City Rapid Repairs Program—a first-of-its-kind \$600 million program to provide sheltering-in-place for homeowners affected by Hurricane Sandy.
- Managed more than 50 people from four different contractors to accomplish program reporting goals.
- Delivered all program reporting, including daily reports for New York City Mayor.
- Integrated schedules from 11 general contractors to develop the program master schedule.

Project Control Manager, LA OCD, HMGP—The Shaw Group, Baton Rouge, LA, May 2011–February 2012

Reference: Mike Tecza, Vice President, McKinsey & Company, (713) 751-4639, mrtecza@gmail.com

- Provided business management, change control, cost management, and reporting for a \$750 million mitigation grant program for individual homeowners.

Project Controls Manager, LA Coastal Protection and Restoration Authority, Barrier Berm Restoration—The Shaw Group, New Orleans, LA, May 2010–April 2011

Reference: Mike Tecza, Vice President, McKinsey & Company, (713) 751-4639, mrtecza@gmail.com

- Provided reporting, scheduling, change control, and financial analysis for this \$260 million project to protect Louisiana's coast by rebuilding barrier islands (in response to the BP Deepwater Horizon oil spill). It included the largest dredging fleet on a single project in U.S. history, which built more than 15 miles of berm in less than nine months.

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21 Years of Experience

AREAS OF EXPERTISE

- Project Management
- Grant Management
- HUD Community Development Block Grant – Disaster Recovery (CDBG-DR) Program
- HUD Community Development Block Grant – Mitigation (CDBG-MIT) Program
- HUD Entitlement
- Treasury Emergency Rental Assistance (ERA)
- Disaster Planning, Response, & Recovery

EDUCATION

- M.S., Emergency Management, Jacksonville State University, Jacksonville, AL, 2009
- B.A., English and French, Louisiana State University, Baton Rouge, LA, 2001

HIGHLIGHTS

- ✓ **Currently managing \$164 million in Louisiana Office of Community Development (LOCD) CDBG-DR/MIT grant funds** for seven local governments, maintaining productive relationships with LOCD staff.
- ✓ **Has managed over \$900 million in grant-funded programs.**
- ✓ **Serves as Project Manager** over a range of grant-funded infrastructure and housing programs, ensuring compliance with federal regulations such as Davis Bacon.
- ✓ **Experience using multiple grant portals** such as IGX, DRGR, and the Treasury CARES Hub.
- ✓ **Oversees training and technical assistance efforts** for grantees and subgrantees on federally funded programs.

RELEVANT PROJECT EXPERIENCE

Project Manager, East Feliciana Parish, CDBG-MIT Louisiana Watershed Initiative (LWI)—HGA, Baton Rouge, LA, August 2024–present

Reference: David Amrhein, Parish Manager, East Feliciana Parish, 12064 Marston Street, Clinton, LA 70722, (225) 683-8577, parishmanager@efparish.org

- Leading the grant management efforts for two dredging, snagging, and clearing projects totaling nearly \$27 million.
- Facilitating coordination between the engineering firm and the environmental consultant to complete the application to LOCD.
- Will lead grant compliance throughout construction to closeout.

Project Manager, Various Clients, CDBG-DR LOCD Resilient Communities Infrastructure Program (RCIP)—HGA, Baton Rouge, LA, April 2023–present

Example Reference: Kristi M. Lumpkin, Grants & Economic Development Director, Lafourche Parish Government, P.O. Drawer 5548, Thibodaux, LA 70302, (985) 493-6681, lumpkinkm@lafourchegov.org

- Subrecipient clients include the City of Lake Charles, Plaquemines Parish, Calcasieu Parish, Lafourche Parish, Calcasieu Parish, and Washington Parish, totaling \$137 million in CDBG-DR funding.
- Leads the public participation process; development of the recovery proposals and project applications; environmental reviews; and technical assistance.

CERTIFICATIONS

- Project Management Professional (PMP), Project Management Institute (PMI)
- Homeland Security Exercise and Evaluation Program (HSEEP) Training
- Professional Development Series Certification, FEMA Emergency Management Institute (EMI)
- Incident Command System (ICS) 300 and 400 Training Certification
- Certificate, Grant Writing, Grant Writing, USA

PROFESSIONAL AFFILIATIONS

- Baton Rouge PMI Chapter, Member, 2012–present
- Emerging Leaders Council for Louisiana Association of Business and Industry (LABI), Member, 2016–2018
- Leadership North hosted by the Zachary Chamber of Commerce, Class of 2021
- Executive Leadership Academy, Business Report, 2022

VOLUNTEER EXPERIENCE

- Capital Area Court-Appointed Special Advocate (CASA) Volunteer
- Zachary Charity League Member

EMPLOYMENT HISTORY

- HGA, 2012–present
- IEM, 2003–2012

- Provides project management from pre-construction through closeout.

Project Manager, City of Lake Charles, CDBG-DR Direct HUD Allocation Technical Assistance—HGA, Baton Rouge, LA, October 2022–present

Reference: Emily McDaniel, Director of Finance, City of Lake Charles, (337) 491-1251, emily.mcdaniel@cityoflc.us

- Led the development of the City's Action Plan for its \$17.8 million direct allocation from HUD to include multiple public outreach events to gather feedback from the community on unmet needs.
- Worked with the City to vet projects for eligibility and provides technical assistance to the developers and subrecipients.
- Currently leading the development of policies and procedures for the affordable housing program projects and the economic and community revitalization program projects.

Project Manager, Lincoln Parish School Board, ESSER Compliance Services—HGA, Baton Rouge, LA, February 2023–present

Reference: Sheila S. Nugent, Ed.D., Federal Programs Facilitator, Lincoln Parish School Board, (318) 255-1430, snugent@lincolnschools.org

- Manages a team of labor compliance specialists in the review of payrolls, Davis-Bacon reporting, and on-site employee interviews for 12 construction projects at schools across the Parish.
- Oversaw environmental and historical preservation reviews.

Project Manager, Georgia Department of Community Affairs, 2018 CDBG-DR Homeowner Rehabilitation and Reconstruction Program—HGA, Baton Rouge, LA, June 2022–present

Reference: Joshua Norris, Project Manager, Workforce Group, 225-475-3360, 9544 Fenway Ave, Baton Rouge, LA, jnorris@wfgpr.org

- Manages a team of environmental review specialists providing Tier 1 and Tier 2 reviews and Section 106 coordination.

Project Manager, East Baton Rouge City-Parish OCD, Emergency Rental Assistance Program (ERAP)—HGA, Baton Rouge, LA, March 2021–present

Reference: Marlee Pitman, Director, Mayor-President's Office of Community Development, City of Baton Rouge, (225) 389-3100 x 3035, mpittman@brla.gov

- Responsible for operations of over \$80 million emergency rental assistance program with 22,000 applicants.

- Coordinates with Community Partners on the case management process and Southeast Legal Services on eviction prevention; oversees the Call Center and the QA/QC Team.
- Tracks and reports program metrics for the client, State, and Treasury.
- Led creation of an emergency solutions website for the City-Parish; it serves as a resource for applicant-based programs—a one-stop-shop for all programs to support the community.
- Leads constituent services and public outreach.
- Led development of policies and procedures to include a homeless focused initiative and housing stability program.

Project Manager, East Baton Rouge City-Parish Office of Community Development (OCD), HUD Program Technical Assistance—HGA, Baton Rouge, LA, 2018–present

Reference: Marlee Pitman, Director, Mayor-President's Office of Community Development, City of Baton Rouge, (225) 389-3100 x 3035, mpittman@brla.gov

- Manages the project staff and technical assistance process for HUD entitlement programs, to include Annual Action Plan development and public outreach.
- Led the issuing of the Notices of Funding Availability (NOFAs); application database development; development and maintenance of a website containing resources for applicants; and the application review and scoring process for the Baton Rouge Rebuilds Developer Program, which was focused on repairing damaged property and eliminating blight by creating affordable rental properties.
- Leads inspection services for the Roof and Rehabilitation Programs.
- Oversees environmental reviews for various housing and infrastructure projects.

Project Manager, Lafayette Parish School System, Davis-Bacon Services for Truman Early Learning Center—HGA, Baton Rouge, LA, September 2022–May 2024

Reference: Robert Gautreaux, M.Ed., Director of Construction, Facilities, and Maintenance, Lafayette Parish School System, (337) 521-7413 rjgautreaux@lpssonline.com

- Managed a team of labor compliance specialists in the review of payrolls, Davis-Bacon reporting, and on-site employee interviews for wage verification for a \$30 million construction project.

Project Manager, Louisiana Housing Corporation (LHC), Low Income Home Energy Assistance Program (LIHEAP)—HGA, Baton Rouge, LA, September 2020–June 2022

Reference: Lauren Holmes, Housing Deputy Administrator, Louisiana Housing Corporation (LHC), (225) 754-1452, lhartley@lhc.la.gov

- Provided fiscal and administrative assessments and training for the 40 subgrantees in the LHC LIHEAP.
- Scope included developing a subgrantee assessment tool to evaluate subgrantees' capabilities and assess risks in their operations.
- Oversaw the development of customized training modules for the subgrantees that were presented in virtual and in-person trainings across the State.
- Identified best practices among the subgrantees and made recommendations for improvements to LHC based on the outcomes of the assessments and trainings.

Project Manager, Various Clients, CARES Act Application Submissions—HGA, Baton Rouge, LA, August 2020–December 2020

Example Reference: *Mellissa Corley, City Clerk, Town of Oak Grove, (318) 428-3276, mellissa@townofoakgrove.com*

- Supported the Parishes of Richland and Grant, Sheriff's Offices of Catahoula and East Carroll Parishes, and the Towns of Abita Springs and Oak Grove with their CARES Act applications to the State for reimbursement for COVID-19 expenses.

Project Manager, Build Baton Rouge, Grant Management and Environmental Reviews—HGA, Baton Rouge, LA, 2018–2021

Reference: *Marlee Pitman, Director, Mayor-President's Office of Community Development, City of Baton Rouge, (225) 389-3100 x 3035, mpittman@brla.gov*

- Managed Phase I and II environmental reviews for HUD entitlement-funded housing and infrastructure projects.
- Provided stakeholder/community outreach and reporting support.

Project Manager, Corning, Inc., Project Controls—HGA, Baton Rouge, LA, 2018–August 2020

Reference: *Kate Bellor, Project Controls Manager, Corning, (607) 542-6037, bellorke@corning.com*

- Managed a \$2 million project controls effort with a team of project controls specialists at multiple manufacturing project sites in China and stateside.
- Participated in evacuation decisions for HGA staff located in Wuhan, China, at the beginning of the COVID-19 pandemic and supported the transition to providing services remotely.

Project Manager, Nine Parishes, Hurricanes Gustav/Ike CDBG-DR Recovery Program—HGA, Baton Rouge, LA, 2017–2022

Reference: *Carla Chiasson, Grants Officer, St. Charles Parish, (985) 783-5000, cchiasson@stcharlesgov.net*

- Served as Project Manager for the \$123 million parish-implemented Hurricane Gustav/Ike recovery program covering nine parishes. Program included providing technical assistance to the grantees and subgrantees on federal grant program requirements.
- The 80 projects under the program included implementing a housing affordable rental program, performing mitigation tasks, purchasing and installing generators, making building and hardening upgrades, purchasing fire trucks, building a flood alert system, supporting housing projects, making drainage upgrades, rebuilding levees, making communication upgrades, upgrading sewer systems, building a community center, renovating a boat launch, rebuilding a canal, making sewer lift station improvements, building a detention basin, making road improvements, renovating a water tower, and rebuilding rail spurs.

Project Manager, City of Gretna, Multiple Projects—HGA, Baton Rouge, LA, 2016–December 2020

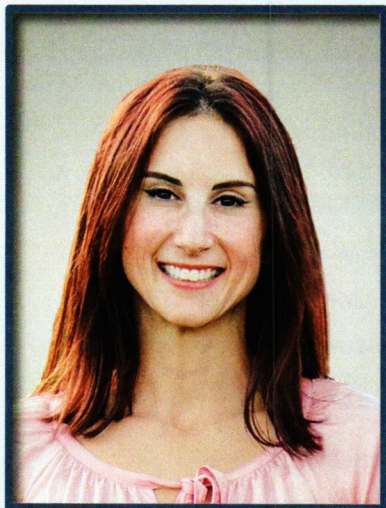
Reference: *Betsy Morgan, Accountant, Finance Department, City of Gretna, (504) 363-1566, bmorgan@gretnala.com*

- Provided technical assistance on federal grant requirements.
- Oversaw a FEMA Pre-Disaster Mitigation (PDM) application; provided HUD CDBG-DR compliance services for the City's development code rewrite; and led grant management and labor compliance services for Downtown Drainage project.

Emergency Management Specialist, IEM, Baton Rouge, LA, 2003–2012

- Led the collaborative writing of the FEMA “A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action.” Led multiple stakeholder reviews with FEMA’s emergency management partners, including local, state, tribal, territorial, and federal representatives; the academic sector; the private sector; non-profits; faith-based organizations; the disability community; and the public. Reviewed and adjudicated feedback.
- Wrote a county catastrophic planning template for the State of Tennessee to help local governments prepare for response to a catastrophic earthquake event that would overburden their capabilities and resources.
- Wrote a comprehensive professional development plan for the FEMA Federal Coordinating Officer (FCO) cadre; the plan included credentialing requirements, executive leadership and management guidance, and mentoring components.
- Deployed to the field for multiple declared disasters
 - Hurricanes Katrina & Rita Response/Recovery, Operations Section, Baton Rouge, LA Field Office
 - Hurricanes Katrina & Rita Response/Recovery, Planning Section, Austin, TX Field Office
 - Nor’easter Declared Disaster, Special Assistant to FCO, Albany, NY Field Office
 - Hurricanes Gustav & Ike, LA Department of Transportation and Development Emergency Operations Center (EOC)
- Disaster exercise support included the following:
 - Controller in SIMCELL at the 2008 National Level Exercise
 - Evaluator for several full-scale Chemical Stockpile Emergency Preparedness Program (CSEPP) exercises

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12 Years of Experience

AREAS OF EXPERTISE

- Disaster Recovery
- Community Development Block Grant – Disaster Recovery (CDBG-DR)
- Project Management
- Grant Administration
- Construction Management
- Application Development

EDUCATION

- B.A., Geography, University of Texas at Austin, Austin, TX, 2016

TRAINING

- CDBG Certified Administrator, State of Texas

HIGHLIGHTS

- ✓ **Over 6 years of experience managing CDBG-DR-funded projects** focused on post-disaster recovery.
- ✓ **Managed grant-funded projects ranging from \$2 to \$90 million**, including housing, infrastructure, and community resiliency projects.
- ✓ **Experience supporting drainage projects** and multiple types of infrastructure projects, such as wastewater treatment, debris removal, and road reconstruction.
- ✓ **Expertise in construction management**, including plan reviews, schedule compliance, and coordination with government agencies, engineers, and sub-consultants.
- ✓ **Proficient in drafting bidding documents** and other types of grant documents, such as contracts and preliminary site plans.
- ✓ **Skilled in financial management** of grant-funded projects.

RELEVANT PROJECT EXPERIENCE

Senior Grant Manager, East Feliciana Parish, CDBG-MIT Louisiana Watershed Initiative (LWI)—HGA, Baton Rouge, LA, September 2024–present

Reference: David Amrhein, Parish Manager, East Feliciana Parish, 12064 Marston Street, Clinton, LA 70722, (225) 683-8577, parishmanager@efparish.org

- Supporting the grant management efforts for two dredging, snagging, and clearing projects totaling nearly \$27 million.
- Assisting with the application process.

Senior Grant Manager, Various Clients, CDBG-DR LOCD Resilient Communities Infrastructure Program (RCIP)—HGA, Baton Rouge, LA, August 2024–present

Example Reference: Kristi M. Lumpkin, Grants & Economic Development Director, Lafourche Parish Government, P.O. Drawer 5548, Thibodaux, LA 70302, (985) 493-6681, lumpkinkm@lafourchegov.org

- Subrecipient clients include the City of Lake Charles, Plaquemines Parish, Calcasieu Parish, Lafourche Parish, Calcasieu Parish, and Washington Parish, totaling \$137 million in CDBG-DR funding.
- Supports the development of recovery proposals and project applications, as well as the environmental review process.

EMPLOYMENT HISTORY

- HGA, 2024–present
- GrantWorks, 2018–2024
- Solutions General Contractor, 2017–2018
- Rand Construction, 2015–2017
- The Burt Group, 2012–2017

- Provides grant management services through closeout.

Senior CD-DR Housing & Infrastructure Project Manager, Texas General Land Office (GLO), CDBG-DR Hurricane Harvey Disaster Recovery—GrantWorks, Inc., Austin, TX, September 2020–July 2024

Reference: Daphne Lemelle, Director of Community Development, Brazoria County Government, 1524 E Mulberry St, Angleton, TX 77515, (979) 864-1860, DaphneL@brazoriacountytx.gov

- Ensured state and federal compliance at all stages.
- Managed environmental review process for all projects.
- Managed a team of labor compliance specialists in review of payrolls, Davis-Bacon reporting, and on-site interviews for wage verification.
- Met regularly with engineering teams and contractors to discuss project progress and problem solve.
- Performed URA acquisition activities on behalf of clients.
- Successfully led clients through multiple monitorings.
- Managed grant budget as the principal financial manager.

Senior CD-DR Housing & Infrastructure Project Manager, Texas General Land Office (GLO), CDBG-DR 2016 Floods-Infrastructure Projects—GrantWorks, Inc., Austin, TX, September 2020–July 2024

Reference: Debbie Gosnell, City Administrator, City of Cross Plains, Texas, P. O. Box 129, 201 S. E. Main Street, Cross Plains, Texas, 76443, (254) 725-6114, deb@crossplains.org

- Managed a range of infrastructure projects, including street reconstruction, drainage projects, water line replacement, sewer line replacement, creek debris removal (de-snagging), water meter replacement, and sewer and water treatment plant rehabilitation.
- Ensured state and federal compliance at all stages.
- Managed environmental review process for all projects.
- Managed labor compliance team in review of payrolls, Davis-Bacon reporting, and onsite interviews for wage verification.
- Met regularly with engineering teams and contractors to discuss project progress and address any issues.
- Performed URA acquisition activities on behalf of clients.
- Successfully led clients through multiple monitorings.
- Drafted memorandums of agreement; drafted and managed several state contract amendment requests; and performed a county method of distribution amendment to reallocate \$17 million in funds from housing programs to infrastructure programs for a client.

- Served as principal financial manager, overseeing the grant budget.
- Procured and managed archaeologists to perform archaeological reviews required by the state.

Senior CD-DR Housing & Infrastructure Project Manager, Texas General Land Office (GLO), CDBG-DR 2015 and 2016 Floods – Single-Family and Multi-Family Housing—GrantWorks, Inc., Austin, TX, July 2020–September 2024

Reference: Gwyneth Teves, Director of Planning & Development, City of Wharton Government, 120 East Caney Street, Wharton, Texas 77488, (979) 532-2491, gteves@cityofwharton.com

- Ensured state and federal compliance at all stages, drafted state contract amendments, and managed the labor compliance review team.
- Managed the environmental review process for all projects, including multiple Phase I and Phase II reviews and site-specific reviews.
- Developed property rental documentation on behalf of housing authorities, including rental applications, tenant policies, forms, flyers, and advertisements.
- Assisted in site planning per local zoning and residential building codes and developed land use restriction agreements on behalf of clients and housing authorities.
- Successfully led clients through multiple monitorings.
- Drafted scopes of work, bid forms, and bidding documents; and led multiple bidding processes, bid openings, and awards.
- Arranged pre-construction meetings for all projects.
- Oversaw construction of single-family and multi-family projects, including scheduling and oversight of inspections at all stages.
- Served as principal financial manager, overseeing the grant budget.
- Managed single-family housing assistance process from intake events to application review, approval, and handover of new homes to applicants.
- Supervised the case management team overseeing the applicant review process.

Senior CD-DR Housing & Infrastructure Project Manager, Texas General Land Office (GLO), CDBG-DR Hurricanes Ike and Dolly—GrantWorks, Inc., Austin, TX, July 2020 - September 2024

Reference: Deyna Sims, Director of Real Estate and Development, Galveston Housing Authority, 4700 Broadway, Galveston, Texas 77551, (409) 765-1900, dre@ghatx.org

- Managed several teams of labor compliance specialists in the review of payrolls, Davis-Bacon reporting, and onsite employee interviews for wage verification for a \$90 million construction project.
- Managed the environmental review process, including Phase I reports and site-specific reviews.
- Drafted policies for and guided the process of tenant relocation.
- Managed a project management team overseeing day-to-day operations.
- Managed the environmental review process.
- Arranged, set, and led both recurring meetings and one-off meetings, as appropriate, between contractors, developer, housing authority, state and federal agencies, and other vendors.
- Ensured state and federal compliance at all stages.

- Successfully led clients through multiple monitorings.
- Scheduled on-site inspections during and after construction.
- Managed grant budget as the principal financial manager.

Senior CD-DR Housing & Infrastructure Project Manager, Texas General Land Office (GLO), Texas Department of Housing and Community Development (TDHCA), CARES Act Community Resiliency Projects (CRP)—GrantWorks, Inc., Austin, TX, July 2022 – September 2024

Reference: Adrienne Feild. Administrative Services/ Airport Manager, City of Burnet, Texas, afeild@cityofburnet.com, (512)715-3214

- Managed the environmental review process for all projects, including multiple Phase I and Phase II reviews.
- Ensured state and federal compliance at all stages.
- Managed a team of labor compliance specialists in review of payrolls, Davis-Bacon reporting, and onsite interviews for wage verification.
- Drafted land use restriction agreements, short-term leases, and memorandums of agreement and understanding.
- Led several state contract amendments.
- Managed grant budget as the principal financial manager.
- Held regular meetings with state agency, client, third-party subrecipients, and vendors.
- Successfully led clients through several monitorings.

Community Development Disaster Recovery (CD-DR) Housing Manager, GrantWorks, Inc., Austin, TX, September 2019–October 2020

- Performed grant administration consulting and project management of public construction projects (both housing and infrastructure) funded by federal and state grants.
- Coordinated and expedited the projects per the state contract schedule, working directly with the local government entity contacts, the State agency staff members, project engineers, architects, and other sub-consultants.
- Performed construction management, contract reviews, and plan reviews.
- Supervised application management personnel who were responsible for gathering and qualifying applicants for single-family home rehabilitation and/or reconstruction.

Community Development (CD) Project Manager, GrantWorks, Inc., Austin, TX, September 2018–September 2019

- Coordinated public infrastructure projects, such as water and wastewater systems and road drainage, funded by federal and state grants primarily from CDBG-DR funding allocated by the Texas Department of Agriculture and Texas General Land Office.
- Coordinated and expedited projects, working directly with the local government contacts, State agency staff members, project engineers, and sub-consultants.
- Provided administration and construction management services.

Project Manager, Solutions General Contractor, Austin, TX, June 2017–September 2018

- Collaborated with engineers, architects, clients and other team members to determine the specifications of the project and provide guidance in the planning phase.
- Negotiated contracts with external vendors to reach profitable agreements.
- Managed construction schedules and scheduled tasks for multiple simultaneous projects.
- Oversaw work on site in a superintendent capacity.
- Managed daily administrative paperwork, including material tracking, scheduling deliveries, contracts, lien waivers, and pay apps.
- Helped create, manage, and maintain project budgets and helped adhere to project timelines.
- Consulted with and gathered information from architects, technicians, engineers, and contractors.
- Maintained positive vendor and client relationships.
- Guided construction plans through the permitting process with various city entities.

Assistant Project Manager, Rand Construction, Austin, TX, July 2015–June 2017

- Participated in the strategic planning of upcoming projects.
- Assisted the project manager in the execution of the management plan for assigned projects.
- Helped coordinate and manage projects from inception to completion.
- Reviewed project designs and contributed ideas for cutting costs.
- Carried out daily operational tasks in an effective and timely manner.
- Facilitated communications between office, field staff, subcontractors, clients and other team members.
- Tracked and directly reported project status updates to project manager.
- Organized, filed, and maintained all current project documents.
- Entered information into and managed the digital project databases, including ProLog, ProCore, and tracking spreadsheets.
- Assisted in ensuring compliance with necessary specifications.
- Assisted in creating, managing, and maintaining project budgets and schedules.
- Consulted with and gathered information from technicians, engineers, and contractors.
- Provided weekly reports with photos, updates, and two-week forecasts.

Development Services Coordinator, The Burt Group, Austin, TX, January 2012–July 2015

- Reviewed incoming RFPs for all requirements and prepared project bid proposal packages.
- Created and provided deadlines to various departments for their bid proposal deliverables.
- Communicated project requirements with preconstruction and construction teams.
- Identified and helped mediate any community challenges regarding construction and development challenges.

- Identified and managed City of Austin requirements and other municipality project requirements that included permitting, right-of-way consulting, zoning clarifications, license agreements, traffic control plans, staging plans, and site plans.
- Prepared presentations for various meetings, held internal educational workshops for project teams relating to project site staging.
- Supported the marketing department, as needed, for content writing, editing, and graphic design.
- Led company's rebranding with third-party marketing and graphic design team.



14 Years of Experience

AREAS OF EXPERTISE

- HUD Community Development Block Grant–Disaster Recovery (CDBG-DR) Program
- FEMA Hazard Mitigation Assistance (HMA) Program Disaster and Non-Disaster Grants
- FEMA Public Assistance (PA) Program Grants
- CDBG Entitlement Programs
- Compliance Monitoring

EDUCATION

- B.A., History, Minor in Philosophy and Professional Writing, Spring Hill College, Mobile, AL, 2009

TRAINING

- FEMA BCA Toolkit Version 6.0 Training
- FEMA Mitigation Courses (IS212.b, 276, 321, 393.b)
- FEMA E212: Developing Quality Application Elements

HIGHLIGHTS

- ✓ More than 14 years of experience managing grant programs.
- ✓ Currently supporting Ouachita Parish, City of Monroe, and City of West Monroe with grant management services on infrastructure and housing mitigation projects.
- ✓ Leads over \$700 million total in grant funding for infrastructure and housing projects in multiple communities affected by natural disasters.
- ✓ Experience managing multiple funding sources, including Louisiana Watershed Initiative, and the use of portals, such as GOHSEP Grants, FEMA Go, eGrants, IGX, and LOCD-DR's Geospatial.
- ✓ Supports project managers in oversight of all residential elevation, reconstruction, and acquisition projects, as well as infrastructure projects.
- ✓ Works directly with grant homeowners and vendors on a daily basis, providing support and ensuring compliance with federal regulations.
- ✓ Served as Team Lead on 300 residential elevation and 250 residential acquisition projects funded by FEMA HMA grants.

RELEVANT EXPERIENCE

Senior Grant Manager, Ouachita Parish/City of Monroe and City of West Monroe, HMGP Housing Acquisitions and Infrastructure—HGA, Monroe and West Monroe, LA, 2019–present

Reference: Brad Cammack, Treasurer, Ouachita Parish Police Jury, P.O. Box 3007, Monroe, LA, 71210, (318) 327-1340, bcammack@oppj.org

- Monitors all aspects of hazard mitigation assistance for a \$4.7 million housing mitigation program funded by HMA and LA DOTD Statewide Flood Control grants and for a \$32 million infrastructure mitigation program funded by a combination of HMA, CDBG-DR, Louisiana Watershed Initiative, Capital Outlay, and local funds.
- Supporting 29 home acquisitions projects to date, from inception to closeout, and 6 infrastructure projects.
- Assist with procurement by reviewing RFQ and RFP documents for A&E and construction services, ensure compliance with State and funding regulations, review submissions.

TRAINING (CONT.)

- FEMA IS-30.a: Mitigation eGrants for Subgrant Applicants
- Integrated Disbursement & Information Systems Training for CDBG Grantees, HUD
- Federal Labor Compliance Standard Course
- Environmental Review Course, HUD
- CDBG Basics; Training for Practitioners, HUD

EMPLOYMENT HISTORY

- HGA, November 2014–present
- St. Tammany Parish Government Department of Health & Human Services, 2009–2014
- Grant Writer and Research Assistant, Spring Hill College, Mobile, AL, 2007–2009

- Coordinate the submission and review of project deliverables, coordinating with Parish and City staff and project engineers, troubleshoot and provide oversight and guidance as needed to ensure project continues to move forward.
- Review A&E and Construction invoices, ensure invoices fall within approved scope of work and project budget, coordinate approval of change orders and project amendments.
- Coordinate the submission of deliverables, review and approval project amendments, monitor amendment or Phase II review process, track and respond to RFIs as needed.
- Monitor timelines and track project progress, provide status updates to Parish, City Officials, and State reporting agencies.
- Review financial and file audits, ensure all funds are accounted for, approve project for closeout.

Senior Grant Manager, Louisiana Governor's Office of Emergency Preparedness (GOHSEP), Program Management Assistance for Stafford Act – HMGP for Subrecipients—HGA, Baton Rouge, LA, 2020–present

Reference: Sandra Dugas Gaspard, Assistant Director, Hazard Mitigation Assistance, GOHSEP, 7667 Independence Blvd., Baton Rouge, LA, 70806, (985) 969-0410, Sandra.dugas@la.gov

- Provides grant management for a \$462 million mitigation program funded by FEMA HMGP grants.
- Performs outreach and application development: reaching out to the parishes to inform them of the availability of services under our contract with GOSHEP; participating in meetings and/or calls to discuss funding and potential projects.
- Keeps track of the status of the development, working on data collection; also created several tools being used for data collection with the parishes and developed a paper template of the digital application for input of data as it becomes available.
- Develops scopes of work and coordinates the signing of all required forms and documents.
- After data is gathered, inputs application narrative and attachments into the State's LAHM system for submission.
- Assist with procurement by reviewing RFQ and RFP documents for A&E and construction services, ensure compliance with State and funding regulations, review submissions
- Conduct project kick-off meetings; ensure all parties including Parish, municipalities, and procured engineers have understanding of project scope, deliverables, reimbursements, and timelines.

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- Coordinate the submission and review of project deliverables, coordinating with Parish and City staff and project engineers; troubleshoot and provide oversight and guidance, as needed, to ensure project continues to move forward.
- Review A&E and construction invoices; ensure invoices fall within approved scope of work and project budget; coordinate approval of change orders and project amendments.
- Coordinate the submission of deliverables, review and approve project amendments, monitor amendment or Phase II review process, track and respond to RFIs, as needed.
- Monitor timelines and track project progress; provide status updates to Parish, City Officials, and State reporting agencies.
- Review financial and file audits; ensure all funds are accounted for; approve project for closeout.

Senior Grant Manager, Cameron Parish, FEMA HMGP Housing and Infrastructure for Hurricane Laura—HGA, Cameron, LA, 2020–present

Reference: Katie Armentor, Cameron Parish Administrator, Cameron Parish Police Jury, 148 Smith Circle, Cameron, LA 70631, (337) 540-8617, karmentor@cameronpj.org

- Monitors all aspects of hazard mitigation assistance for housing elevation and mitigation reconstruction projects funded by \$8.1 million in HMGP grants and for a \$1 million infrastructure mitigation program funded by a HMGP.
- Supporting 25 home elevations projects to date, from inception to closeout, as well as closeout for 5 reconstruction projects.
- Oversee the coordination of housing project activities; assist grant manager with homeowner and contractor questions or issues; review quotes and contracts for grant compliance; review budgets, reimbursement requests, amendments, etc.
- Assist with procurement by reviewing RFQ and RFP documents for A&E and construction services; ensure compliance with State and funding regulations; review submissions.
- Coordinate the submission and review of project deliverables, coordinating with Parish and City staff and project engineers; troubleshoot and provide oversight and guidance, as needed, to ensure project continues to move forward.
- Review A&E and construction invoices; ensure invoices fall within approved scope of work and project budget; coordinate approval of change orders and project amendments.
- Coordinate the submission of deliverables' review and approve project amendments; monitor amendment or Phase II review process; track and respond to RFIs, as needed.
- Monitor timelines and track project progress; provide status updates to Parish, City Officials, and State reporting agencies.
- Review financial and file audits; ensure all funds are accounted for; approve project for closeout.

Senior Grant Manager, Lafayette Consolidated Government, HMA Residential Housing Acquisition, and Elevation Projects—HGA, New Orleans, LA, 2018–2022

Reference: Shane B. Rougeau, Grant Manager, Lafayette Consolidated Government, P.O. Box 4017C, Lafayette, LA 70502, (337) 291-8435, srougeau@lafayettela.gov

- Revitalized stagnant project, reinstating workflows and ending work backlog.
- Built trust with client due to increased work efficiency.

- Shepherded two new opportunities for HMGP fund reallocation and non-disaster fund allocation.
- Monitors all aspects of hazard mitigation assistance for \$12.8 million HMA-funded housing program.
- Supporting 35 home acquisitions and 27 home elevations to date by coordinating with homeowners, contractors, engineers, architects, and local, state, and federal staff to carry out individual acquisition and elevation projects from inception to closeout.

Senior Grant Manager, Plaquemines Parish, HMA Elevation and Reconstruction Projects and Infrastructure—HGA, Plaquemines Parish, LA, 2014–present

Reference: Paula Dove, Grant Administrator, Plaquemines Parish Government, 333 F Edward Hebert Blvd., Bldg. 100, Room 135, Belle Chasse, LA, 70037, (504) 934-6376, pdove@ppgov.net

- Supporting 211 home elevation projects and 12 home reconstruction projects to date, from inception to closeout, and six infrastructure projects from application development through closeout.
- Conducted reviews of historic buildings and sites, requiring significant additional review and compliance according to Section 106 of the National Historic Preservation Act of 1966.
- Monitors all aspects of hazard mitigation assistance for a \$64.9 million housing mitigation program funded by HMA grants. Maintains budgets, reviews documents, conducts inspections, and processes and tracks invoices.
- Monitors all aspects of hazard mitigation assistance for a \$22.8 million infrastructure mitigation program funded by HMA grants. Monitors project compliance, develops applications, ensures contract procurement and execution, reviews invoices and reimbursement requests.
- Prepares and submits quarterly reports to the State agency, and to client as needed.
- Attends meetings as necessary to provide project updates and resolve issues.

Senior Grant Manager, St. Bernard Parish, HMA Acquisition and Elevation Projects and Infrastructure—HGA, St. Bernard Parish, LA, 2014–present

Reference: Donald Bourgeois, Jr., Capitol Projects Supervisor, St. Bernard Parish, 1125 East St. Bernard Hwy., Chalmette, LA, 70043, (504) 962-9103, dbourgeois@sbsp.net

- Monitors all aspects of hazard mitigation assistance for a \$31.6 million housing mitigation program and for a \$61.7 million infrastructure mitigation program, both funded by HMA grants.
- Supporting 46 home elevation projects and 186 home acquisitions projects to date, from inception to closeout, and supports 11 infrastructure projects from application development through closeout

CDBG Coordinator, St. Tammany Parish Government Department of Health & Human Services, Covington, LA, 2010–2014

- Monitored all aspects of CDBG projects.
- Drafted agreements, annual plans, and amendments for CDBG programs and projects.
- Drafted the Davis-Bacon Handbook for Parish use.
- Completed Integrated Disbursement and Information System (IDIS) training.
- Researched, drafted, and implemented new program policies to ensure federal compliance.
- Obtained and reviewed monthly status reports from grant subrecipients.

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- Conducted monitoring visits at project sites for program management and compliance.
- Tracked program data for federal reporting. Prepared and submitted reports to federal government as required.
- Worked closely with community leaders and served as department liaison.
- Coordinated community service information in an effort to keep public informed. Worked with Community Development Specialist on public outreach efforts. Updated community resources lists, databases, and website for public information. Published monthly newsletter and brochures featuring community events and services.
- Collaborated on the creation and annual updating of the Department's Emergency Management and Special Needs Shelter Plans.
- Coordinated and carried out all logistics of the Department's Emergency and Special Needs Shelter Plans during activation for Hurricane Isaac.
- Served as essential personnel and manager at special needs shelter during activation. Oversaw all shelter activity during shift to ensure the safety and well-being of essential personal and patients sheltered at the facility.
- Coordinated post-disaster clean-up, breakdown, and reporting to Parish government and FEMA.
- Assisted Community Development Specialist with CDBG monitoring and reporting.

Community Action Outreach Worker, St. Tammany Parish Government, Department of Health & Human Services, Covington, LA, 2009–2010

- Received applicants, performed intake, and processed grant applications on all available programs.
- Maintained all grant documents. Prepared and filed Community Service Block Grant quarterly report.

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13 Years of Experience

AREAS OF EXPERTISE

- FEMA Public Assistance (PA) Program
- Labor Compliance
- Davis-Bacon & Related Acts
- Quality Assurance/Quality Control (QA/QC)
- Compliance and Monitoring
- Reporting
- Project Worksheets (PWs)

EDUCATION

- Cosmetology License, Denham Springs Beauty College, Denham Springs, LA, 2004

EMPLOYMENT HISTORY

- HGA, November 2021–present
- Material Resources, Inc., October 2013–October 2021

HIGHLIGHTS

- ✓ 13 years of professional experience in administration and accounting.
- ✓ Reviews payrolls for federally funded grant programs and provides technical assistance to contractors on Davis Bacon compliance.
- ✓ Performs cost eligibility verification and processes reimbursement requests.
- ✓ Trained in FEMA PA Program Regulations.
- ✓ Provides arbitration to resolve problems between vendors and clients, using excellent customer service skills to satisfy all stakeholders.

RELEVANT PROJECT EXPERIENCE

TRA Coordinator, ReBuild NC Homeowner Recovery Program, North Carolina Office of Recovery and Resiliency (NCORR)—HGA, Baton Rouge, LA, August 2023–present

Reference: Jeffrey G. Royal, PhD, NCORR, Director of Production and Mitigation, P.O. Box 110465, Durham NC 27709, (919) 397-9619, jeffrey.royal@ncdps.gov

- Reviews invoices for people who had to relocate to hotels or stay with friends or family, due to Hurricane Florence.
- Orders PODs for displaced applicants' personal effects.

Labor Compliance Specialist, Lincoln Parish School Board, Federally Funded Construction Projects—HGA, Baton Rouge, LA, March 2023–present

Reference: Sheila S. Nugent, Ed.D., Federal Programs Facilitator, Lincoln Parish School Board, (318) 255-1430, snugent@lincolnschools.org

- Reviews payrolls of contractors and subcontractors for compliance with Davis-Bacon Act for construction projects at Lincoln Parish schools, including Ruston High School (RHS), gym bathrooms and dressing rooms; Choudrant High School, new roof; Simsboro High School, 10 rooftop HVAC units; Ruston Junior High School (RJHS), roof; Choudrant Elementary, office space and classroom upgrades; Ruston High School, chillers; and intercom system upgrade at RJHS and RHS.

Public Assistance Specialist, Oregon Department of Transportation, FEMA PA Services—HGA, Baton Rouge, LA, October 2022–present

Reference: Lucas Pagan, Disaster Recovery Senior Advisor, AC Disaster Consulting, 2805 Lakeshore Dr., Arlington, TX 76013, (940) 367-8094, lpagan@acdisaster.com

- Reviews invoices for reimbursements and alerts supervisor to potential issues.

Public Assistance Specialist, Lafourche Parish, FEMA PA Support for Hurricane Ida—HGA, Baton Rouge, LA, November 2021–October 2024

Reference: Mitch Orgeron, Parish Administrator, Lafourche Parish Government, 402 Green Street, Thibodaux, LA 70301, (985) 446-8427, orgeronma@lafourchegov.org

- Performed damage assessments of damaged buildings and houses.
- Reviewed costs to verify eligibility for reimbursement.
- Helped to develop and submit Reimbursement Request Forms (RRFs) for category A and E projects.
- Reviewed and developed FEMA documentation for projects subject to force account documentation.
- Reviewed pay policy to verify reimbursement eligibility.

Public Assistance Specialist, City of Lake Charles, FEMA PA Program Management—HGA, Baton Rouge, LA, November 2021–June 2022

Reference: Emily K. McDaniel, Director of Finance, City of Lake Charles, 326 Pujo St., Lake Charles, LA 70601, (337) 491-1251, emily.mcdaniel@cityoflc.us

- Worked with the client on gathering and submitting documentation of force account labor and force account equipment.
- Performed damage assessments of damaged buildings and houses.
- Reviewed contracts and procurement documentation associated with client PWs.

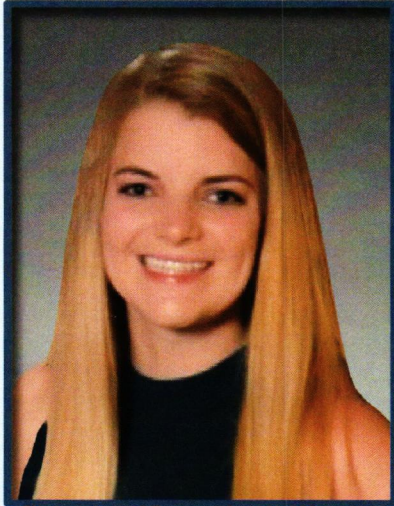
Executive Assistant/Office Manager, Material Resources, Inc., Port Allen, LA, October 2013–October 2021

Reference: Ryan Casto, Project Manager, Material Resources, Inc., 1382 Safe Energy Rd., Port Allen, LA 70767, 225-267-6464, materialresources.org

- Directed and delegated tasks to an administrative team of five, providing direct support to three senior administrators.
- Oversaw accounts payable and accounts receivable duties and interactions with vendors and clients.
- Delegated and provided oversight for administrative tasks while ensuring a streamlined requisition process for both clients and vendors.
- Responsible for all facets of arbitration on issues involving company personnel, vendors, and clients.
- Oversaw all aspects of office management, including HR functions such as employee payroll, file management, and office inventory.
- Responsible for all primary correspondence between clients and management, acting as primary liaison.
- Incorporated a standardized process for day-to-day office duties and document management.
- Balanced daily deposits and safe counts as required and prepared bank deposits.
- Provided quality assurance reviews of daily reports, identifying and resolving any discrepancies.
- Mentored new employees, ensuring alignment with company policies and procedures.
- Managed smooth and accurate supply restocking to support efficient business operations.
- Evaluated customer issues and complaints and developed acceptable solutions.

- Translated management directives into actionable policies and enforced compliance with staff at all levels.
- Maintained compliance with company policies and procedures in processing transactions with customers.

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7 Years of Experience

AREAS OF EXPERTISE

- Disaster Recovery
- FEMA Hazard Mitigation Assistance (HMA) Programs, including Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), and Building Resilient Infrastructures and Communities (BRIC)
- Contractor Invoice Tracking
- Declining Balance Budget Tracking
- Reimbursement Requests
- Budget Reconciliation
- Task Management
- Record Keeping

EDUCATION

- B.S., Construction Engineering, Southeastern Louisiana University, Hammond, LA, 2016

TRAINING

- IS-100.c: Introduction to Incident Command System
- IS-200.c: Basic Incident Command System for Initial Response

HIGHLIGHTS

- ✓ **Seven years of professional experience** that includes hazard mitigation, engineering, and construction management, with three of those years working on FEMA HMA projects.
- ✓ **Skilled in Hazard Mitigation Assistance (HMA) grant** application development, project implementation, construction tracking, financial and project reporting, budget auditing and reconciliation, and project closeout.
- ✓ **Supports FEMA HMGP, FMA, and BRIC projects.**
- ✓ **Capable of managing multiple projects;** excels in financial management and budget tracking.

RELEVANT EXPERIENCE

Grant Manager, Ouachita Parish/City of Monroe and City of West Monroe, HMGP Housing Acquisitions and Infrastructure – HGA, Baton Rouge, LA, 2021 – Present

Reference: Brad Cammack, Treasurer, Ouachita Parish Police Jury, P.O. Box 3007, Monroe, LA 71210, (318) 327-1340, bcammack@oppi.orf

- Assists with the monitoring and compliance of hazard mitigation assistance for \$4.7 million housing mitigation program funded by FEMA HMGP and LA DOTD Statewide Flood Control and for a \$32 million infrastructure mitigation program funded by a combination of HMA, CDBG-DR, Louisiana Watershed Initiative, Capital Outlay, and local funds.
- Supports 29 home acquisition projects to date, from inception to closeout, and 6 infrastructure projects.
- Assists the Senior Grant Manager on project procurement and deliverables by drafting documents, coordinating advertisements, downloading and uploading documents, maintaining project files, and assisting with follow-up and coordination, as needed.
- Updates budget workbook with approved invoices and project expenses, prepares and submits reimbursement requests, tracks requests through State system, provides documentation as needed, monitors payments, coordinates the submission of cancelled checks.
- Prepares and drafts amendment requests, quarterly reports, and time extension requests; uploads, tracks, and monitors once approved by Senior Grant Manager and client.

TRAINING

- IS-00212.b: Introduction to Unified Hazard Mitigation Assistance (HMA)
- IS-00253.a: Overview of FEMA Environmental and Historic Preservation Review
- IS-00273: How to Read a Flood Insurance Rate Map (FIRM)
- IS-00274: How to Use a Flood Insurance Study (FIS)
- IS-00321: Hurricane Mitigation Basics for Mitigation Staff
- IS-00322: Flood Mitigation Basics for Mitigation Staff
- IS-00393.b: Introduction to Hazard Mitigation
- IS-700.b: Introduction to National Incident Management System
- IS-800.d: Introduction to National Response Framework
- IS-01100.a: Increased Cost of Compliance
- IS-01117: Severe Repetitive Loss for Agents
- Hazard Mitigation Assistance: Developing Quality Applications Elements
- Hazard Mitigation Assistance: Application Review and Evaluation
- Hazard Mitigation Assistance: Project Implementation and Programmatic Closeout

EMPLOYMENT HISTORY

- HGA, November 2021–present
- Gulf South Engineering & Testing, July 2016–October 2021

- Conducts file and budget audits for closeout; coordinates closeout review with Senior Grant Manager; drafts closeout documents.

Grant Manager, Cameron Parish Police Jury, HMGP Elevations and Reconstructions—HGA, Baton Rouge, LA, November 2023–present

Reference: Katie Armentor, Parish Administrator, Cameron Parish Police Jury, 148 Smith Circle, Cameron, LA 70631, 337-775-2608, karmorontor@cameronpj.org

- Assists with monitoring all aspects of hazard mitigation assistance for housing elevation and mitigation reconstruction projects funded by \$8.1 million in HMGP grants and for an infrastructure mitigation program funded by a \$1 million HMGP grant.
- Supports 25 home elevations projects to date, from inception to closeout, as well as closeout for 5 reconstruction projects.
- Responsible for daily activities related to the elevation and reconstruction of 30 residential homes, entailing coordination and correspondence with Parish, homeowners, and contractors including the review of quotes/bids, elevation certificates, design plans, the preparation and execution of grant documents, and construction inspections.
- Assists the Senior Grant Manager on project procurement and deliverables by drafting documents, coordinating advertisements, downloading and uploading documents, maintaining project files, and assisting with follow-up and coordination, as needed.
- Updates budget workbook with approved invoices and project expenses; prepares and submits reimbursement requests; tracks requests through State system; provides documentation, as needed; monitors payments; and coordinates the submission of cancelled checks.
- Prepares and drafts amendment requests, quarterly reports, and time extension requests; uploads, tracks, and monitors once approved by Senior Grant Manager and client.
- Conducts file and budget audit for closeout; coordinates closeout review with Senior Grant Manager; drafts closeout documents.

Grant Manager, Louisiana Governor's Office of Emergency Preparedness (GOHSEP), Program Management Assistance for Stafford Act – HMGP for Subrecipients—HGA, Baton Rouge, LA, November 2021–present

Reference: Sandra Dugas Gaspard, Assistant Director, Hazard Mitigation Assistance, GOHSEP, 7667 Independence Blvd., Baton Rouge, LA, 70806, (985) 969-0410, Sandra.dugas@la.gov

Ashleigh Paille 2

- Monitors all aspects of Hazard Mitigation Assistance (HMA) projects, to include work under the HMGP grant.
- Coordinates with contractors, engineers, architects, and local, state, and federal agencies to effectively and efficiently secure and carry out a wide range of infrastructure improvement projects from inception to closeout.
- Maintains detailed and accurate budgets for individual projects and overall grant funds to ensure the timely and accurate expenditure of grant funding.
- Reviews project bid documents to ensure cost reasonableness; completes cost analyses; prepares procurement packets and uploads them to GOHSEPGGrants (formerly LAHM), the State's web-based hazard mitigation portal.
- Logs contractor invoices into budget tracking databases; completes reimbursement packets; obtains necessary approvals and signatures; uploads reimbursements and all supporting documentation; tracks projects through the review process; uploads cancelled checks; and logs and records reimbursements.
- Tracks project change orders and prepares budget modifications or amendment requests as necessary. Once approved, uploads amendment requests and supporting documentation to GOHSEPGGrants.
- Prepares quarterly reports comprised of project status narratives and financial standings, then submits the reports in GOHSEPGGrants.
- Tracks project timelines and prepares Period of Performance extensions requests, as needed.
- Completes the full budget audit, confirming that all invoices and funding expenditures have been accounted for and that all reimbursements have been submitted and processed.
- Troubleshoots the budget audit with partners at the State to ensure that all expenditures are recorded and accounted for prior to closeout.
- Conducts digital and hard-file audits to ensure that all documentation required for closeout is included and clearly and correctly labeled for accessibility. Initiates closeout in LAHM and provides any additional information to the State, if requested.
- Assists other Grant Managers as necessary.

Project Manager, Gulf South Engineering & Testing, Gonzales, LA, July 2016–October 2021

Reference: Chad Poche, Vice-President, Gulf South Engineering & Testing, 15 Veterans Memorial Blvd, Kenner, LA 70062, 504-460-5239

- Managed the process of approximately 50 projects of various sizes and type including residential soil fill pads, multi-lot residential subdivisions, and roadway construction.
- Tracked project and contract timelines ranging from one day up to 12 months.
- Reviewed daily Construction Materials Testing (CMT) field reports on all projects from over 10 technicians across two offices, ensure all data is accurate and correct.
- Ensured all work was complete in compliance with project plans and specifications.
- Managed daily log for active projects; prepare and sent daily log and CMT field reports to clients including engineers, contractors, and Parish officials.
- Prepared and reviewed responses to Requests for Proposals.

- Fielded all client correspondence via phone and email, provided accurate information, addressed issues or concerns, maintained professional interactions and client satisfaction.
- Prepared monthly invoices and ensured timely billing to clients.
- Input and tracked laboratory data through Microsoft Excel.
- Used Excel, Word, Outlook, and Atser CMT reporting software.

APPENDIX B: LETTERS OF REFERENCE

Please see the following pages for letters of reference from three HGA clients.

This page intentionally left blank.

**CITY OF LAKE CHARLES**

NICHOLAS E. HUNTER
MAYOR

326 Pujo Street • P.O. Box 900
Lake Charles, LA 70602-0900
(337) 491-1201 • FAX (337) 491-1206

**MAYOR'S ARMED
FORCES COMMISSION**

May 17, 2023

HGA is supporting the City of Lake Charles with recovery from Hurricanes Laura and Delta and the May 2021 flood event. In total, HGA is managing \$261 million in FEMA Public Assistance (PA) funding; \$8.95 million through the FEMA Hazard Mitigation Grant Program (HMGP); and \$64 million in HUD Community Development Block Grant Disaster Recovery (CDBG-DR) funds.

HGA conducted preliminary damage assessments (PDAs) to document damage from the hurricanes, collected and processed high-resolution aerial imagery, and developed project worksheets for the identified repairs. The team is also administering a Private Property Debris Removal (PPDR) and Private Property Demolition Program and helping the City of Lake Charles residents with compliance requirements for substantial damage determinations and flood protection mitigation measures.

HGA recently led the public comment period and development of the City's CDBG-DR Action Plan for the HUD direct allocations to Lake Charles. HGA will also provide technical assistance to the City of Lake Charles for the CDBG-DR allocations it is receiving from the Louisiana Office of Community Development (OCD) for infrastructure and economic revitalization projects.

HGA has helped the City of Lake Charles maximize our FEMA and HUD awards. There is no way that the City of Lake Charles would be as far along and successful in our recovery process without HGA. Their team exudes professionalism, experience, and determination. They have been absolutely pivotal and I could not be happier with their performance.

Respectfully Yours,

NICHOLAS E. HUNTER
Mayor
City of Lake Charles



East Feliciana Parish Police Jury

12064 Marston Street | P. O. Box 427 | Clinton, LA 70722
(225) 683-8577 phone | (225) 683-3100 fax

Louis Kent
President
District 7

January 17, 2023

Chrissie O'Quin
Vice President
District 1-A

To Whom It May Concern:

Chris Hall
Finance Chairman
District 1-B

It is with great pleasure that I write this letter of recommendation for HGA. HGA has been providing labor compliance, grant administration, and program management services to East Feliciana Parish since 2009. Their services have covered HUD Community Development Block Grant Disaster Recovery (CDBG-DR), FEMA Public Assistance (PA), FEMA Hazard Mitigation Assistance (HMA), and American Rescue Plan Act (ARPA) funded projects following disaster events such as Hurricanes Gustav and Ike, the Great Floods of 2016, and the COVID-19 pandemic.

Ronald Johnson
District 2

Jason McCray
Public Works &
Equipment Chairman
District 3

HGA has been a valuable asset to East Feliciana Parish. They are always available to provide technical assistance on complex federal program requirements and work to find new funding opportunities for the Parish. For example, HGA assisted the Parish with its successful application for the Granting Unserved Municipalities Broadband Opportunities (GUMBO) Program, funded by the American Rescue Plan Act (ARPA), to expand high-speed internet access across unserved areas.

Keith Mills
District 4-A

Richard Oliveaux
Buildings & Properties
Chairman
District 4-B

Their team has developed excellent relationships with our staff and remain flexible and responsive. If I can provide you with additional information, please do not hesitate to contact me.

Michael Cheatham
Personnel Chairman
District 5

Sincerely,

Kyle Fleniken
District 6

Yamesha Harris
Parish Secretary/Assistant Parish Manager
East Feliciana Parish

Jody Moreau
Parish Manager

Yamesha Harris
Parish Secretary
Assistant Parish
Manager



Plaquemines Parish Government

Item 18)

Parish President

Kirk M. Lepine

GRANTS ADMINISTRATION

Hilda Lott
333 F Edward Hebert Blvd.
Building 100, Suite 135
Belle Chasse, Louisiana 70037
(504) 934-6376
Fax (504) 934-6379
hlott@ppgov.net

Council Members

District 1 - John L. Barthelemy Jr.
District 2 - William "Beau" Black
District 3 - Corey Arbourgh
District 4 - Dr. Stuart J Guey Jr.
District 5 - Benedict "Benny" Rousselle
District 6 - Trudy Newberry
District 7 - Carlton M LaFrance Sr.
District 8 - Richie Blink
District 9 - Mark "Hobbo" Cognevich

Reference: Hunt, Guillot & Associates, LLC (HGA)

To Whom It May Concern:

I appreciate the opportunity to write this letter of recommendation for Hunt, Guillot & Associates, LLC (HGA). HGA has been providing program management, grant management, and technical assistance services to Plaquemines Parish since 2008. Their support to the Parish for housing and infrastructure recovery programs encompasses multiple disasters and various funding sources to include FEMA HMGP and SRL, as well as HUD CDBG-DR. HGA consistently meets or exceeds contract performance measures and provides comprehensive project expertise- from inception to closeout. HGA exhibits a superior caliber of professional capabilities and experience in all aspects of its work with the Parish. They understand the needs of our community and are very adept at communicating with and providing hands-on assistance to our residents.

Through the course of administering our FEMA and HUD funded housing programs, HGA staff have created, maintained, and completed hundreds of beneficiary files that tell the complete story of each applicant's path to qualifying for and receiving financial and housing assistance. They have provided technical assistance to the Parish and all parties involved in the grant award process, whether they be homeowners, contractors, or other program partners. HGA staff have never hesitated to travel to the most remote and rural parts of the Parish to assist a homeowner or troubleshoot issues with a contractor.

Please advise if you require additional information concerning HGA's standard of performance. I can be reached at hilda.lott@gmail.com or 504-909-7473.

Sincerely,



Hilda Lott
Former Grants Administrator

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH S.E. HUEY CO. FOR CERTAIN ENGINEERING SERVICES IN CONNECTION WITH THE PROJECT KNOWN AS “EXCHANGE STREET DRAINAGE IMPROVEMENTS”, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, a Contract For Engineering Services with S.E. Huey Co. for certain engineering services on the project known as “Exchange Street Drainage Improvements”, a copy of which contract is attached as Exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions and to execute any and all further documents she deems either necessary or proper to negotiate, prepare, execute and carry out the activities arising out of the contract described above according to its terms and intent, including but not limited to such negotiations and modifications as she determines appropriate regarding the terms and conditions of the employment, the nature of the services performed and the manner of calculation of compensation for those services.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, this 12th day of November, 2024, the final vote being as follows:

YEA: _____
NAY: _____
NOT VOTING: _____
ABSENT: _____
ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

CONTRACT FOR ENGINEERING SERVICES EXCHANGE STREET DRAINAGE IMPROVEMENTS

THIS CONTRACT FOR ENGINEERING SERVICES (hereinafter simply referred to as this "Contract"), by and between City of West Monroe, hereinafter referred to as "OWNER" and S. E. Huey Co., Monroe, Louisiana, hereinafter referred to as "ENGINEERS".

WHEREAS, OWNER proposes to undertake a project known as the "EXCHANGE STREET DRAINAGE IMPROVEMENTS" (hereinafter referred to as the "PROJECT"); and

WHEREAS, OWNER desires to engage ENGINEERS to make surveys, design improvements, prepare final construction plans and specifications, provide contract administration, and provide on-site construction observation/inspection as necessary or appropriate for proper review of construction activities by contractor for the PROJECT; and

WHEREAS, ENGINEERS are agreeable to undertaking the engineering, surveying and related services under conditions and for fees set forth in this Contract.

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained, OWNER and ENGINEER hereto agree as follows:

OWNER hereby employs and retains ENGINEERS, and ENGINEERS agree to provide all requested engineering and surveying services necessary for the performance of the items of WORK for the PROJECT, including contract administration and on-site construction observation, as more fully provided in SCOPE OF SERVICES.

SCOPE OF PROJECT

The PROJECT for which services will be provided for under this Contract consists of design and construction services for the installation of drainage pipe and catch basins, and pavement widening near the intersection of Exchange Street and Downing Pines Road.

SCOPE OF SERVICES ("WORK")

The services to be performed by ENGINEERS are as follows:

- 1) Obtain topographic data as required for completion of the final plans.
- 2) Prepare construction plans and bid package in conformance with applicable regulatory requirements.
- 3) Administer advertisement, letting, and award of contract.
- 4) Provide construction observation and contract administration throughout the construction phase.
- 5) ENGINEER specifically acknowledges the requirements of R.S. 38:2317, and agrees its provisions apply to all maps, plans, surveys, plats, property descriptions, and other work product generated or obtained in connection with PROJECT. ENGINEER will provide OWNER with all documents to which OWNER is entitled under R.S. 38:2317 and provide OWNER with "as built" plans, all in such common or usual formats as are requested by OWNER. ENGINEER will also provide OWNER with copies of all other documents requested which are produced or utilized by ENGINEERS in connection with the PROJECT, all in such common or usual formats as are requested by OWNER. ENGINEER shall be entitled to reimbursement for all direct additional costs incurred in supplying these requested documents, maps, plans, surveys, plats, property descriptions, and similar items (e.g., copying charges or charges incurred for format changes).

EXCLUSIONS

This Contract does NOT include services related to wetland permitting or mitigation (which are NOT anticipated to be required).

This Contract does NOT include property/right-of-way surveys or services related to acquisition thereof.

This Contract does NOT include traffic engineering or studies.

This Contract does NOT include engineering services for relocation or reconfiguration of utilities.

This Contract does NOT include contract administration or construction inspection services beyond those described in the SCOPE OF SERVICES except to any extent necessary to ensure that the work being done by the Contractor complies with the plans and construction specifications of the PROJECT.

ENGINEER does NOT guarantee the performance of any Constructor nor assume responsibility for any Constructor's failure to furnish and perform work in accordance with the Construction Contract Documents, except that this shall not diminish the obligations provided for Construction Observation services in this Contract.

CONTRACT TIME

WORK shall begin immediately, and progress in a timely manner. Unless otherwise terminated in accordance with the provisions of this Contract, this Contract shall remain in effect until the construction project is accepted by OWNER, and all documentation required by OWNER and any funding agency has been submitted and approved.

COMPENSATION

OWNER shall pay, and ENGINEERS agree to accept, in full payment for the services to be performed under this Contract, compensation as outlined below.

- A. ENGINEERING SERVICES: The fee for Basic Engineering Services, including planning, preliminary and final design, production of plans and specifications, cost estimating, and contract administration shall be \$7,800.
- B. CONSTRUCTION OBSERVATION: The fee for construction observation and reporting shall be \$4,000.
- C. TOPOGRAPHIC SURVEYING: Surveying Services related to the collection of topographic data for use in design and plan preparation is \$750.
- D. ADDITIONAL SERVICES: All additional services required and specifically authorized by OWNER shall be billed hourly per the "S. E. Huey Co. Schedule of Invoicing Rates" effective at the time WORK is performed. Current rates are included in Exhibit "A". Advance approval of OWNER shall be required for all services to be performed at any increase of rates above current rates.

All specialized consultant or laboratory fees recommended by ENGINEERS and specifically authorized by OWNER will be either billed directly to OWNER, or fully reimbursed under this Contract. These include third-party legal, consulting, and testing services.

PAYMENT SCHEDULE

The foregoing fees shall be paid to ENGINEERS per invoice. Invoices will be prepared not more frequently than once per month, based on the percentage of the fee expended for the engineering services completed to that billing date. A billing schedule is attached as "Exhibit B", which provides for the maximum percentage of fees ENGINEERS may bill prior to completion of the corresponding milestones. The maximum cumulative billing amounts shall not be exceeded except by the approval of OWNER of additional work, as provided for in COMPENSATION. Engineers shall not bill for Construction Observation fees beyond the maximum percentage allowed during construction until the completion of all PROJECT requirements, at which time the final (100%) invoice may be rendered.

Specialized consultant or laboratory fees will be invoiced immediately based on consultants' invoice to ENGINEERS.

An invoice will be rendered monthly and shall be due and payable within 30 days following the date rendered.

DELAYS AND EXTENSIONS

ENGINEERS will be given credit and extension of time for delays beyond their control or for those caused by tardy approvals of WORK in progress by reviewing agencies.

TERMINATION OR SUSPENSION

The terms of this Contract shall be binding upon OWNER and ENGINEERS until all WORK has been completed and accepted by OWNER, and all payments required to be made to ENGINEERS have been made; but this Contract may be terminated under any or all of the following conditions:

- 1) By mutual agreement and consent of the parties hereto.
- 2) By OWNER, as a consequence of the failure of ENGINEERS to comply with the terms of this Contract, or the quality or timeliness of work on this or other PROJECTs not being in a manner satisfactory to OWNER, all as determined in the discretion of OWNER, with proper allowance being made for circumstances beyond the control of ENGINEERS; or if for any other reason OWNER shall determine it does not wish to continue with the PROJECT under this Contract.
- 3) By either ENGINEERS or OWNER upon failure of the other to fulfill its obligations as set forth in this Contract.
- 4) By satisfactory completion of all services and obligations described herein.

In addition to the above, at any time OWNER determines it is appropriate and in the best interest of OWNER, OWNER may then suspend or terminate all or any portion of a category of services otherwise to be provided.

In the event of termination or suspension, payment shall be made to ENGINEERS for all services provided prior to termination or suspension, and ENGINEERS will correspondingly deliver all work in progress for which OWNER has made payment.

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement ENGINEERS shall comply with the applicable provisions of the Civil Rights Act, as amended, and with other applicable laws, regulations or orders issued by a Governmental Agency exercising jurisdiction over the ENGINEERS' employment practices, or which are otherwise applicable to services rendered in conjunction with this project.

SUCCESSORS AND ASSIGNS

This Contract shall be binding upon the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the respective dates indicated below.

WITNESSES:

S. E. HUEY CO.

BY: _____
Robert L. George, IV, P.E.

DATE: _____

WITNESSES:

CITY OF WEST MONROE

BY: _____
Mayor Staci Albritton Mitchell

DATE: _____

EXHIBIT “A”

SCHEDULE OF INVOICING RATES

January 2024

CLASSIFICATION	INVOICING RATE PER MAN HOUR
1. Engineering Services	
A. Senior Engineer	\$160.00
B. Design Engineer/Technician	\$110.00
C. Engineering Intern	\$ 95.00
D. Inspectors	\$ 85.00
2. Designer Services	
A. Senior Designer/Drafter	\$100.00
B. Drafter	\$ 85.00
3. Clerical	\$ 75.00
4. Survey Services	
A. Registered Land Surveyor	\$150.00
B. Survey Technician	\$105.00
C. 1-Man Survey Crew	\$150.00
D. 2-Man Survey Crew	\$165.00
5. Other Costs	

Any authorized sub-consultant costs will be billed at 100% of invoiced cost to ENGINEER. Travel, living, and out-of-pocket expenses for authorized out-of-town trips will be billed at actual cost.

EXCHANGE STREET AT
DOWNING PINES ROAD

EXHIBIT “B”

BILLING SCHEDULE

		Cumulative Maximum	Cumulative Maximum
<u>Phase (Fee)</u>	<u>Milestone Description</u>	<u>Billing %</u>	<u>Billing Amt¹</u>

Engineering (\$7,800)

Allocated as appropriate		95%	\$7,410
	100% Final Plan Submittal	100%	\$7,800

Topographic
Surveying (\$750)

	Upon completion of survey services	100%	\$750
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Construction
Observation (\$4,000)

Construction	Invoiced monthly, per progression of construction	85%	\$3,400
Closeout	All required documentation submitted to OWNER and OWNER acknowledges that “close-out” of project is appropriate	100%	\$4,000

¹ Maximum amount shall not be exceeded except by the approval of OWNER of additional work, as provided for in the COMPENSATION section of the Contract.

Joshua Hays

From: Joshua Hays
Sent: Tuesday, April 16, 2024 8:59 PM
To: Courtney Hornsby; Staci Albritton Mitchell
Cc: Kevin Crosby; Joshua Hays
Subject: RE: 2024 Louisiana State Appropriations Request
Attachments: 2024 Louisiana State Appropriations Request.pdf; LA State Appropriations Request - Downtown Utilities Hardening 2024.docx

All:

Please see the attached PDF for the revised State Appropriations Request. I edited the language of the word document incorporating the City's comments we reviewed today. I also attached a word doc for use of needed.

Thanks,

Joshua D. Hays, P.E., M.S.C.E.

Lazenby & Associates, Inc.

2000 North 7th Street

West Monroe, LA 71291

Phone: (318) 387-2710

Cell: (318) 237-1217

Email: jhays@lazenbyengr.com

From: Joshua Hays <JHays@LAZENBYENGR.COM>
Sent: Wednesday, April 10, 2024 6:52 PM
To: Courtney Hornsby <chornsby@westmonroe.la.gov>; Staci Albritton Mitchell <smitchell@westmonroe.la.gov>
Cc: Kevin Crosby <KCrosby@LAZENBYENGR.COM>; Joshua Hays <JHays@LAZENBYENGR.COM>
Subject: 2024 Louisiana State Appropriations Request

Ladies:

Please see the attached PDF for the State Appropriations Request. We believe we have gotten this clear enough & summarized enough to achieve the following:

- Complete subsurface utility exploration of the downtown area along the corridors of Trenton Street, Cotton Street, and Commerce Street with segments of Pine Street & Wood Street (see attached corridor map as well)
- Complete topographic survey of the downtown area along the corridors of Trenton Street, Cotton Street, and Commerce Street with segments of Pine Street & Wood Street with utilities tied in reference to boundary information & right of way.
- Preliminary Civil & Electrical Engineering in order to perform:
 - preliminary sketches of utility corridors
 - grade checks on sewer infrastructure, determine where sewer is & where it needs to be
 - grade checks on drainage infrastructure, determine where drainage is & where it needs to be
 - identify obvious conflicts up front from a plan view, profile view & grade view
 - propose size & placement of electrical transformers for undergrounding electrical primary service & secondary service

- coordination/planning with Entergy for their long term plan for underground electrical service. Item 20)
important to know how & process in which Entergy can enter the area underground & still serve outside areas with overhead service
- provide deliverables (sketches) that will allow the City to apply for grant funding with a better understanding of long term plans & vision of undergrounding utilities with a corresponding accurate construction cost estimate

Kevin & I both thought it to be a good idea to be clear up front & honest that the engineering described in the appropriation request WILL NOT provide the City with final plans to go to construction or go out for bid. However, we do believe this project is a good step in the right direction for ultimately achieving that and for use as an informative tool in applying for grant funding in the future whether that be for sections of the downtown area or encompassing all of the corridors listed.

Please let us know if any changes are necessary.

Thanks,

Joshua D. Hays, P.E., M.S.C.E.

Lazenby & Associates, Inc.

2000 North 7th Street

West Monroe, LA 71291

Phone: (318) 387-2710

Cell: (318) 237-1217

Email: jhays@lazenbyengr.com

2024 Louisiana State Appropriations Request



Downtown Utilities Hardening & Improvements – Surveying & Engineering

Project Outcome:

The proposed project will allow the City of West Monroe to complete utility exploration, surveying & mapping of underground and overhead utilities in the downtown area as part of a larger project to place utilities underground to make infrastructure more resilient, upgrade water & sewer capacity to meet increased demand, and improve urban planning, and enhance economic development.

Project Description:

The City of West Monroe celebrated 140 years in 2023. The age of the downtown area creates a challenge in lacking knowledge of the location and size of all utilities in this area. This can hinder effective urban planning, infrastructure maintenance, and future development initiatives. To address this issue, the City proposes conducting a comprehensive survey of all utilities in the downtown area along the corridors of Trenton Street, Cotton Street, and Commerce Street. In addition, preliminary Civil & Electrical Engineering will include preliminary sketches of utility corridors, grade checks on sewer infrastructure, grade checks on drainage infrastructure, propose size & placement of electrical transformers, coordination/planning with Entergy for their long term plan for underground electrical service, and provide deliverables that will allow the City to apply for grant funding with a better understanding of long term plans & vision of undergrounding utilities with a corresponding accurate construction cost estimate. Benefits of the project include enabling departments such as Public Works, GIS (Geographic Information Systems), and Engineering to update their records and develop maintenance & capacity plans including the larger overall plan to relocate underground utilities in their respective corridor and relocate overhead utilities underground. These benefits will greatly assist Public Works in achieving the lead pipe reduction rule for water systems mandated by the EPA. The overall utility relocation project will transform the downtown area by enhancing the aesthetic quality of the streetscape, promote economic growth, improving service to residents & businesses, improve safety between vehicles & pedestrians, and ensure sustainable urban development.

Cost Estimates:

Sub-Surface Utility Exploration	\$80,000
Topographic Survey	\$65,000
Preliminary Engineering	\$105,000
Total	\$250,000

Total Appropriations Request \$250,000



Exhibit 1



Google Earth

Image © 2024 Airbus

500 ft

200

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH LAZENBY & ASSOCIATES, INC. FOR CERTAIN TOPOGRAPHIC SURVEYING & PRELIMINARY ENGINEERING SERVICES IN CONNECTION WITH THE PROJECT KNOWN AS “DOWNTOWN UTILITIES HARDENING & IMPROVEMENTS”; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, a Professional Services Contract with Lazenby & Associates, Inc. for certain topographic surveying and preliminary engineering services on the project known as “Downtown Utilities Hardening & Improvements”, a copy of which contract is attached as Exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions and to execute any and all further documents she deems either necessary or proper to negotiate, prepare, execute and carry out the activities arising out of the contract described above according to its terms and intent, including but not limited to such negotiations and modifications as she determines appropriate regarding the terms and conditions of the employment, the nature of the services performed and the manner of calculation of compensation for those services.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, this 12th day of November, 2024, the final vote being as follows:

YEA: _____
NAY: _____
NOT VOTING: _____
ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA



LAZENBY
& ASSOCIATES, INC.
CONSULTING ENGINEERS & LAND SURVEYORS

2000 NORTH 7TH STREET
WEST MONROE, LA 71291
TEL. 318/387-2710

EX
Item 20)
A

November 11, 2024

Mayor Staci Albritton Mitchell
City of West Monroe
2305 North 7th Street
West Monroe, Louisiana 71291

RE: Surveying & Preliminary Engineering for
Downtown Utility Locate & Survey
City of West Monroe
West Monroe, Louisiana

Dear Mayor:

Lazenby & Associates, Inc. is pleased to submit this lump sum proposal in the amount of **\$94,352.00** to provide professional engineering & surveying services as required to survey utilities within the corridors shown on the attached map for the referenced project. Our proposal includes the following tasks:

- Topographic Survey of the downtown area along the corridors of North 2nd Street, Wood Street, Cotton Street, Trenton Street, Commerce Street, and Pine Street as shown on the attached map. Survey will be tied in reference to boundary information & Right-of-Way
- Preliminary Civil Engineering in order to perform the following:
 - Preliminary sketches of utility corridors
 - Grade checks on sewer infrastructure
 - Grade checks on drainage infrastructure
 - Identify utility conflicts and prepare a plan & profile view
 - Provide sketches for proposed utility relocation within underground corridors as exhibits to funding applications
 - Prepare a construction cost estimate for proposed utility relocation
- This proposal does not include deliverables of final plans for the City of West Monroe to use for construction, utility relocation, or bidding.

This proposal does not include subsurface utility exploration or electrical design services. Proposals for these services have been provided by other professional design firms.

Should you be in agreement with our proposal, please acknowledge acceptance by signing in the space provided below and return this letter to our office to serve as our authorization to proceed. We can begin immediately, and I estimate that our firm can have the survey prepared within 120 days after the Notice to Proceed.

JERRY G. LAZENBY, P.E., P.L.S. • PAUL D. FRYER, P.E., P.L.S. • JASON T. THONRHILL, P.E. • KEVIN E. CROSBY, P.E., P.L.S.
J. RYAN SPILLERS, P.E. • RANDY C. HAMMONS, P.E. • JOSHUA D. HAYS, P.E. • RONALD J. RIGGIN, P.E., P.L.S.
JAMES S. ELLINGBURG, P.E. • HAGAN H. LAWRENCE, P.E.

Mayor Staci Albritton Mitchell

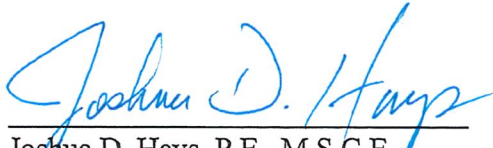
November 11, 2024

Page 2

Please contact me should you have any questions concerning our proposal or if you wish to discuss the scope of this project in greater detail. Thank you for considering our firm for professional engineering services required on this project.

Sincerely,

LAZENBY & ASSOCIATES, INC.


Joshua D. Hays, P.E., M.S.C.E.

PROPOSAL ACCEPTED BY:

Mayor
Staci Albritton Mitchell

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH T. BAKER SMITH, LLC FOR CERTAIN SUBSURFACE UTILITY EXPLORATION ENGINEERING SERVICES IN CONNECTION WITH THE PROJECT KNOWN AS “DOWNTOWN UTILITIES HARDENING & IMPROVEMENTS”; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, a Professional Services Contract with T. Baker Smith, LLC for certain subsurface utility exploration engineering services on the project known as “Downtown Utilities Hardening & Improvements”, a copy of which contract is attached as Exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions and to execute any and all further documents she deems either necessary or proper to negotiate, prepare, execute and carry out the activities arising out of the contract described above according to its terms and intent, including but not limited to such negotiations and modifications as she determines appropriate regarding the terms and conditions of the employment, the nature of the services performed and the manner of calculation of compensation for those services.

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ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA



180 Greenbrier Blvd.
Covington, LA 70433

985.302.0730
866.357.1050

Item 22)

tbsmith.com

November 12, 2024

Downtown West Monroe Economic Corridor_SUE

EXHIBIT
A

TO: Mayor Staci Albritton Mitchell
City of West Monroe
2350 North 7th St.
West Monroe, LA 71291

FROM: Perry Smith
SUE Project Manager
Perry.Smith@tbsmith.com

Dear Ms. Mitchell,

T. Baker Smith, LLC (TBS) is an integrated, professional consulting firm committed to delivering successful project outcomes for our clients. TBS' disciplined professionals serve as trusted advisors by engaging clients' challenges, framing innovative solutions, and providing responsive service during all phases of project delivery.

Please regard this correspondence as a formal proposal from TBS to provide professional services for the above referenced project.

Thank you for the opportunity to submit this proposal. If you have any questions, comments, or need additional information, please do not hesitate to contact us.

Sincerely,

T. BAKER SMITH, LLC

Perry Smith
SUE Project Manager
225.744.2100 | Direct
225.678.7475 | Mobile
Perry.Smith@Tbsmith.com



T. Baker Smith

SCOPE OF WORK

With the intent of achieving Quality Level B depiction of all subsurface utilities within the project limits, TBS will perform the work required for this project in general accordance with the recommended practices and procedures described in American Society of Civil Engineers (ASCE) Publication *CI/ASCE 38-02, Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data*.

For this project, TBS will provide the following services within the project limits outlined in red shown on the attached Exhibit 1.

Quality Level D Services - Utility Information Research

TBS will conduct a utility records research of the project limits. In addition to records received from the CLIENT, TBS will gather, and review information collected from one or more of the following sources. The data acquired through this effort will be taken into consideration when analyzing field data and preparing the project deliverables.

- One Call Notification Center
- Internet-Based Databases
- Aerial Imagery
- Utility Owners
 - Record Drawings
 - Previous Construction Plans
 - Database Information/Maps
- Parish/County Clerk Office
- State Department of Transportation
- Oral Histories

TBS will make available to the CLIENT copies of all information gathered from utility owners, provided that this transmittal does not violate the agreement set forth by the utility owner upon the request for records.

Quality Level C Services - On-Site Visual Inspection

Inclusive of Quality Level D services. TBS will identify utility surface features, ensure they are properly surveyed, correlate the applicable utility records to the identified features, and resolve any discrepancies.

Quality Level B Services - Utility Designation

Inclusive of Quality Level C services. TBS will utilize an appropriate suite of geophysical equipment to designate and mark underground utilities within the project limits which are then tied down by survey.

- Unless an alternate marking procedure is specified by the CLIENT, TBS will mark underground utilities at a maximum of 50-foot intervals and at all changes in direction.
- TBS may designate plastic water lines, force mains, and other non-metallic utility lines through the use of ground penetrating radar (GPR) or an acoustic locator. When these methods are not effective, these facilities will be depicted at Quality Level D or Quality Level C depending on the available information.

**T. Baker Smith**

- TBS may designate other non-metallic utility lines by temporarily introducing metallic material such as fish tape, rodder, or a sonde, and then tracing them.
- An inductive search in a grid pattern will be performed at the end of the designating process to search for undocumented, abandoned, and inactive lines.

Despite TBS's due diligence to identify buried utilities within the project limits, the possibility still exists, that some utilities are not identified. Utilities that are not identified through the Utility Information Research and On-Site Visual Inspection efforts will be referred to as "unknown" utilities.

It is important to note that the ability of GPR to achieve desired penetration depths in the soil is based on the antenna frequency and electrical conductivity of the soil. Electrical conductivity of soils increases with increasing water and soluble salt content and soils with high electrical conductivity rapidly attenuate radar energy, restricting penetration depths and limiting the effectiveness of GPR.

Utility Survey

The Survey of all utility markings and above ground utility features will be performed by the Client or the Client's representative.

Traffic Control

TBS will develop and follow simple traffic control plans based on standard TBS safety procedures. Site specific Management of Traffic plans are excluded, though lane closures are not anticipated.

Deliverables

TBS will prepare and submit the following deliverables to the CLIENT.

- CAD File:
 - TBS will review the topographic survey file depicting the type and horizontal location of the surveyed utilities and ensure the utility locations depicted are in accordance with ASCE 38-02.
 - TBS will utilize the line style and symbology provided by CLIENT. If the CLIENT does not provide this information, TBS will utilize its standard line styles and symbology.
- Plan Set:
 - TBS will deliver a plan set, signed and sealed by a state licensed professional engineer. The plan set will be engineering drawings shown in plan view with aerial imagery background.
- Report:
 - TBS will deliver a signed and sealed SUE report that contains information about the utility investigation, analyses, and conclusions that might otherwise not be conveyed in the plans and/or CAD file.

Schedule

TBS can generally commence work within two (2) weeks of receiving an executed contract, a notice to proceed (NTP), and other applicable permits and permissions, including right of entry and right of way permits.

Subject to conditions listed in assumptions, TBS can complete the aforementioned services within forty-five (45) business days from written notice to proceed. This schedule is subject to uncontrollable impacts, such as weather and access disruptions.



T. Baker Smith

Exclusions

- Collection of data from utility poles and overhead wires, open channels and irrigation ditches, and underground irrigation systems is excluded.
- Utility Designation for gravity-fed sanitary and storm sewer lines is excluded.

Assumptions

- Utilities may exist which are not locatable.
- TBS utilizes industry standard methodologies to designate and locate underground utility facilities. These standard methodologies were developed to prevent damage to existing utilities. This includes opening of above ground and underground utility structures including hand holes, manholes, valve boxes, junction boxes, etc. This may also include inserting a traceable rod into conduit to detect non-metallic utilities. TBS is not responsible for previously damaged utilities discovered during our investigation.
- For designated utilities, the size and material type of all utilities will be provided if the information is indicated on available record drawings, through in-field visual inspection, or available through test hole investigation.
- TBS will work with the CLIENT and applicable jurisdictional entities to obtain the necessary permits or permissions to complete the field tasks.
- TBS' performance of SUE services does not relieve SUE data users from following applicable damage prevention and State One Call laws. TBS is not responsible for damage to utilities caused by others.

COMPENSATION

Work will be performed on a Lump Sum Contract basis for a fee of **\$55,648.00**. We invoice monthly for services provided, and payment is due within 30 days upon receipt of our invoice.

LABOR/EQUIPMENT/TASK	UNIT PRICE	UNIT	QUANTITY	TOTAL
Quality Level B Designating	\$3,200.00	Day	16	\$51,200.00
Per Diem	\$139.00	Person/Day	32	\$4,448.00
TOTAL				\$55,648.00

CLIENT'S RESPONSIBILITY

1. Provide TBS with criteria and information regarding project requirements including all project objectives and known constraints.
2. Arrange safe access and make necessary provisions for TBS to enter public and private property required to perform the professional services.
3. Provide formally documented review and approvals of the professional services provided.
4. Provide any known PPE requirements and any known safety training requirements.

SAFETY, ENVIRONMENTAL AND SECURITY

TBS is committed to establishing a safe work environment where our associates practice safe work habits with positive attitudes. The TBS Safety Best Practices and Guidelines comply with state and federal regulations pertaining to worker occupational health, safety, and environment. TBS participates in contractor safety evaluation programs and observes contractor safety standards and requirements. TBS prepares daily Job Safety Analysis forms and document

**T. Baker Smith**

meetings. Individuals working near DOT-regulated pipeline facilities will have completed an operator qualification (OQ) program and will be OQ-qualified to perform the tasks in the scope of this project. TBS provides associates with appropriate personal protective equipment (PPE). Any use of a utility-terrain vehicle (UTV) includes the use of seatbelts, general PPE and operators will have completed an operator safety course on the proper use of the vehicle. Other safety, environmental, and security requirements not specifically listed here will be followed according to contractor guidelines.

STANDARD OF PERFORMANCE

The standard of care for all professional services performed or furnished by TBS under this agreement will be that degree of care and skill ordinarily used by members of the same profession practicing under similar circumstances at the same time and in the same locality.

TBS represents that to the best of its knowledge, ability, and professional judgment all work will be performed safely and in a good and workmanlike manner; that TBS has adequate equipment in good working order and fully trained personnel capable of efficiently and safely operating such equipment and performing services for CLIENT.

If you have any questions, comments, or need additional information, please feel free to contact us.

Perry Smith
SUE Project Manager
225.744.2100 | Direct
225.678.7475 | Mobile
Perry.Smith@Tbsmith.com

Agreed to this date: _____

Agreed to this date: _____

By: City of West Monroe

By: T. Baker Smith, LLC

City of West Monroe Representative (SIGN)_____
T. Baker Smith, LLC Representative (SIGN)_____
City of West Monroe Representative (PRINT)_____
T. Baker Smith, LLC Representative (PRINT)



T. Baker Smith

TERMS AND CONDITIONS

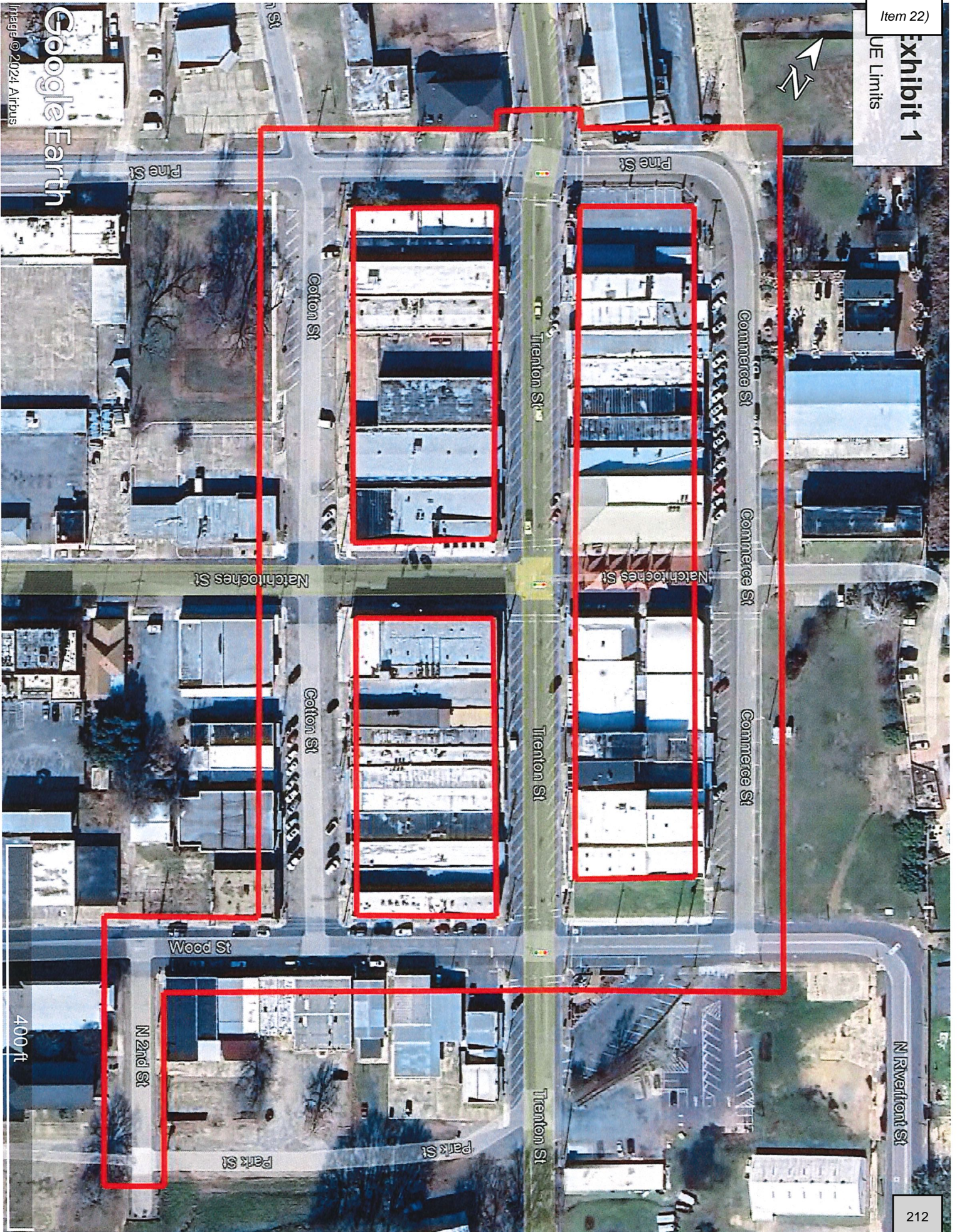
1. **Applicability to Services:** These Terms and Conditions ("Conditions") will exclusively govern all services rendered by or on behalf of T BAKER SMITH, LLC and/or any of its affiliated entities ("Consultant") for the Client specified in the order, including all additional services, modifications to such services, or change orders for services subsequently agreed upon by the parties (collectively, "Services"). No terms and conditions other than these Conditions shall be binding upon Consultant, and all terms and conditions contained in any prior oral or written communication (including without limitation Client's purchase order and terms and conditions thereof) which are different from or in addition to these Conditions are hereby expressly rejected by Consultant and shall not be binding on Consultant. All prior proposals, negotiations, representations or terms and conditions communicated, if any, are merged herein and superseded by these Conditions, and Client is deemed to have consented to the exclusive application of these Conditions upon signature or acceptance of the Consultant's Letter Agreement, Client's submittal of a Purchase Order or agreement for Consultant to provide Services to Client, and/or by Client's allowance of Services to be rendered to or for the benefit of Client. For avoidance of doubt, Consultant offers and/or counteroffers to provide the Services solely and exclusively in strict accordance with these Conditions, expressly rejecting any and all offers, counteroffers, terms and conditions of Client which are inconsistent or in addition to the terms hereof. No additional or differing terms and conditions shall be binding upon Consultant unless expressly consented to in writing by an authorized officer of Consultant.
2. **Charges and Payment:** Client shall pay Consultant the agreed upon price or compensation for all Services and for all agreed upon expenses and costs related thereto. Invoices are due and payable upon receipt. Invoices not paid within thirty (30) days of Client's receipt of Consultant's invoice will be assessed a finance charge of one percent per month, or fraction thereof, for each month beyond 30 days past due. Invoices not paid within sixty (60) days of receipt will result in the discontinuation of services until such invoices are paid in full. Invoices not paid within ninety (90) days of receipt will be referred for collection. Client will be responsible for all expenses incurred in the collection of any unpaid invoice, including all reasonable attorneys' fees.
3. **Limited Warranty/Liability:** Consultant's sole and exclusive warranties are contained in the "Standard of Performance" provision of the Letter Agreement and ALL OTHER WARRANTIES NOT EXPRESSLY SET FORTH HEREIN ARE HEREBY EXPRESSLY DISCLAIMED. Client's sole and exclusive remedy for any breach of warranty shall be as follows: at Consultant's sole option and election within Consultant's sole discretion, Consultant shall either (i) re-perform non-conforming Services within a reasonable time without additional charge, provided Client may terminate Services agreement for failure of Consultant to commence such reperformance of non-conforming services within a reasonable time, or (ii) reimburse or not charge Client for the compensation for non-conforming Services. Notwithstanding any other provision herein, Client waives any and all other remedies and claims which it may have or damages incurred arising from breach of warranty, including but not limited to any claims for incidental, consequential, punitive, or other economic damages or loss.
4. **Force Majeure.** In no event shall Consultant be liable for any damages, delays in performance or failure to perform arising out of any Force Majeure event, including but not limited to Acts of God, hurricanes, tropical storms, inclement weather, power or utility outages or shortages, actions of others, and/or any other cause, event or condition beyond the control of Consultant.



T. Baker Smith

5. **INDEMNIFICATION.** The following indemnification and release of liability will apply to all work performed under this contract. In the event one party must bring legal action in order to enforce an indemnification, all such legal costs shall be included as part of the indemnification.
- a. **CONSULTANT'S INDEMNIFICATION OF CLIENT:** Consultant shall release Client of any liability for, and shall protect, defend, indemnify, and save Client, its officers, directors, employees and joint owners harmless from and against all claims, demands and causes of action of every kind and character (including Punitive Damages) for bodily injury, death, and property damage arising out of the performance of Consultant's duties under this Contract to the extent caused by the negligence or willful misconduct of Consultant, its subcontractors or their employees.
 - b. **CLIENT'S INDEMNIFICATION OF CONSULTANT:** Client shall release Consultant of any liability for, and shall protect, defend, indemnify, and save Consultant, its officers, directors, employees and joint owners harmless from and against all claims, demands and causes of action of every kind and character (including Punitive Damages) for bodily injury, death, and property damage to the extent caused by the negligence or willful misconduct of Client or its employees or agents.
 - c. **CONSEQUENTIAL DAMAGES:** Neither party shall be liable to the other for special, indirect or consequential damages resulting from or arising out of this Contract, including, without limitation, loss of profit or business interruptions, however same may be caused, and regardless of whether caused by the negligence, breach of warranty or other legal duty, or other legal fault of either party.
6. **Compliance with Law:** Client shall at its expense comply with State, Federal and Local laws and regulations affecting all Services hereunder and Client shall pay all taxes imposed upon it by virtue of the Services rendered.
7. **Default:** In case of default or breach of this Agreement by Client, or if Consultant for any reason deems itself insecure, Consultant may stop work and terminate this Agreement without prejudice to any remedies or claims which Consultant might otherwise have.
8. **Jurisdiction and Venue:** The Client and Consultant hereby irrevocably (i) submit to and agree to litigate any dispute, suit, or action arising out of or relating to this Agreement or any of transactions contemplated by this Agreement in the exclusive jurisdiction and venue of the U.S. District Court for the State of Louisiana, Western District, Lafayette Division or any court in Lafayette Parish, Louisiana, and (ii) waive any and all objections to such jurisdiction or venue Client may have.
9. **Louisiana Statutory Employer.** The parties acknowledge and agree that (i) all work and services performed by Consultant are an integral part of and essential to the ability of Client to generate its goods, products, and services, (ii) that Client is and shall be deemed a statutory employer of Consultant's employees for purposes of La. R.S. 23:1061(A)(3), as the same may be amended from time to time.
10. **Miscellaneous:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. No right of Consultant under this Agreement may be waived except in written signed by a duly authorized representative of Consultant. This instrument expresses the entire Agreement between the parties as to the content and matters addressed herein.

Exhibit 1
UE Limits



Google Earth
Image © 2024 Airbus

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH ADG ENGINEERING FOR CERTAIN PRELIMINARY ELECTRICAL ENGINEERING SERVICES IN CONNECTION WITH THE PROJECT KNOWN AS “DOWNTOWN UTILITIES HARDENING & IMPROVEMENTS”; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, a Professional Services Contract with ADG Engineering for certain preliminary electrical engineering services on the project known as “Downtown Utilities Hardening & Improvements”, a copy of which contract is attached as Exhibit “A”.

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YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH ADG ENGINEERING FOR CERTAIN PRELIMINARY ELECTRICAL ENGINEERING SERVICES IN CONNECTION WITH THE PROJECT KNOWN AS “DOWNTOWN UTILITIES HARDENING & IMPROVEMENTS”; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

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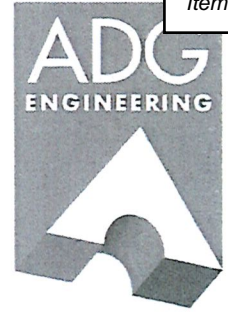
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APPROVED THIS 12TH DAY OF
NOVEMBER, 2024

ANDREA PATE, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

**Alexandria Office**

301 Jackson Street, Suite 204

Alexandria, LA 71301

P: 318.445.8870

adginc.org | adginc@adginc.org

November 11, 2024

Mayor Staci Albritton
City of West Monroe
c/o Joshua Hays of
Lazenby & Associates

Re: West Monroe Downtown Utilities Hardening
Electrical Fee Proposal
West Monroe, LA

Dear Mayor Albritton:

Thank you for the opportunity of providing you with a proposal for professional engineering services for the above referenced project. ADG Engineering proposes to provide the following scope of work for your consideration:

It is our understanding that the project consists of documenting the existing electrical utilities along the corridors of Commerce Street, Trenton Street, Cotton Street, Pine Street, Wood Street, and N. 2nd Street. (approximately 8 ½ blocks) and then proposing a plan to harden these utilities by placing them underground, along with a preliminary cost estimate for this work.

Specifically, **"Included"** in our basic proposal are the following services:

- A. Sketch out existing overhead primary power lines, secondary service lines, holiday lighting lines, telephone cables, holiday music lines, traffic signal lines, and CATV cables. Sketch out underground and overhead street lighting lines.
- B. Prepare sketches of proposed plan to clean up this visual clutter with underground lines, vaults and service pedestals, as well as mast arm type traffic signals
- C. Coordinate with other utility designers to assign corridors for these various utilities while maintaining service to existing customers and allowing for service to future customers.
- D. Prepare rough budget costs for the proposed improvements, along with conceptual drawings.
- E. The scope of work includes one preliminary meeting with all parties involved, Government agencies, utility companies, engineering designers, etc., followed by multiple individual meetings with utility companies.

**Member Companies
Engineering Personnel**

Herbert "Trey" Alexander, III, P.E.

Mark A. Aymond, P.E.

Paulette Benoit

Lawrence W. Blanchette, P.E.

John Boulet

Eric Brignac, P.E.

Craig Campbell, P.E.

Rob Campbell, E.I.

Logan Chaney

Spencer Comeaux, E.I.

Joey Cradeur

Sonya Degetaire

R.J. Dunn, P.E.

Artemio Enriquez

Melody Heggins

Shane Hernandez, P.E.

Grant Hollier, LC

Rick LeBlanc

Roland LeLeux, A.E., HFDP

Drew Nevers

James McGough, P.E.

Connor Martin, E.I.

Elise Mire, E.I.

Paul Montgomery

Mark Neely

Jennifer Patin, P.E.

Patrick Pierrotte

Dale Primeaux

Andrew Rodriguez

David B. Stelly, P.E.

Kyle Suire, E.I.

Spence Suire

Ben Tauzin, E.I.

Eric Thompson

Ethan Trahan

Thomas P. VanDeventer

Matthew Viator, P.E.

Tucker Wann, E.I.

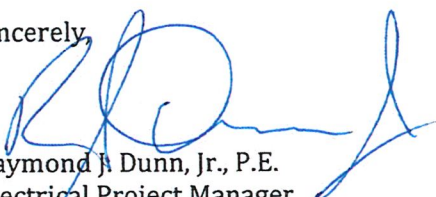
Robert Wiese

- F. The scope of work includes ONE 50% submittal with plans of existing utilities and proposed improvements, to be followed by a coordination meeting between all designers, and one 95% submittal of proposed plans and cost estimates for owner review and comment. Once final review comments are received, we shall provide one final submission of stamped preliminary plans and costs estimates.
- G. It is not intended that this final product be a complete set of construction documents, but rather a concept plan to be utilized to secure grant funding to further develop this concept.

As per your request, we are proposing a fixed fee for the engineering services described above. We agree to perform the scope of work listed above for a Fixed Fee equal to \$100,000.00.

Once again, we would like to thank you for the opportunity of providing you this proposal for these Professional Engineering services. Should you have any questions or concerns regarding this proposal, please let us know prior to commencement of work. Thank you for your consideration of our firm and we look forward to working as a team with your firm on this project.

Sincerely,



Raymond J. Dunn, Jr., P.E.
Electrical Project Manager
ADG Engineering

CHANGE ORDERNo. 2Dated: November 12, 2024OWNER'S Contract No.: _____ ENGINEER'S Project No.: 245734Project: **MANE STREET REHABILITATION PHASE 2**CONTRACTOR: DIAMOND B CONSTRUCTION COMPANY, L.L.C.Contract For: Roadway Construction Contract Date: March 21, 2024To: DIAMOND B CONSTRUCTION COMPANY, L.L.C.
Contractor

You are directed to make the changes noted below in the subject Contract:

City of West Monroe

Owner

By: Staci Albritton Mitchell - Mayor
Dated: November 12, 2024Nature of Changes: As-built adjustments to actual quantities used.
Additional traffic barricades during Ark-La-Miss FairEnclosures: Change Order #2 Detail

These changes result in the following adjustments to the Contract Price and Contract Time:

Contract Price Prior to This Change Order: \$ 1,887,113.06Net (Increase) Resulting from this Change Order: \$ 27,520.13Current Contract Price Including this Change Order: \$ 1,914,633.19

Contract Time Prior to This Change Order: 65 Days

Net (Add) Resulting from This Change Order: 0 Days

Current Contract Time Including This Change Order: 65 Days

The Above Changes Are Recommended:

S. E. HUEY CO.

Project Engineer

By:

Brad Anzalone, P.E.

Date:

The above Changes Are Approved As Recommended:

City of West Monroe

Owner

By:

Staci Albritton Mitchell - Mayor

Date:

The above Changes Are Accepted:

Diamond B Construction Co., L.L.C.

Contractor

By:

Phillip Bossier - CEO

Date:

SMGR0005

Louisiana Department of Transportation and Development Change Order Report		NO.	002
		Date:	11/05/2024
S.P. NO.	H.013392.6	F.A.P. NO.	H013392
Name:	MANE STREET REHABILITATION PHASE 2	Primary Parish:	Ouachita
		Category 2 / 2J	
This change order requires an LADOTD authorizer			
This change order requires an LADOTD Area Engineer authorizer			

CO 002 - As-built Quantity Adjustments
Reason Code - 2J - Site Conditions - Other

Original Bid Value: \$1,779,689.55
Original Time: 60 Working Days
Contractor: Diamond B Construction Company, LLC
Delivery Method: DBB (Design, Bid, Build)
District/Parish: 05/Ouachita

Route: Mane Street (Local Road C.S. 000-37) (NON-NHS ROUTE)

Spec Year: 2016
PM: Richard, Ryan

Assembly Period: 30 days
Original Bid: Time Began 6/7/24, 60 Working Days

Let Date: 2/14/24
Award Date: 3/1/24
NOCE (Notice of Contract Execution) Date: 3/21/24
NTP (Notice to Proceed) Date: 5/6/24
First Charged Day: 6/7/24

City of West Monroe (LPA) holds the contract.

State PM has been made aware of these changes.

Project Description:
The scope of this project includes clearing & grubbing, grading, milling asphalt concrete, lime treatment, in-place cement treated base course, asphalt concrete pavement, concrete walks, and related work.

Explanation:
The purpose of this change order is to adjust the quantities to as-built installed quantities.

Quantities used on this project were not the same as the original amounts in the contract. Adjustments were made during construction to successfully complete the project. This change order will adjust these quantities and add one additional item for added traffic control requested by the Entity.

Time Request:
No additional time is being added by this change order.

Budget:
There is one funding category. It is split between two funding source codes:
S50200 STP BETWEEN 50K and 200K 80%
LOCAL City/Parish-level Entity Funding 20%

Funding Category 0001

Costs:
Total cost for this change order is \$27,520.13. Prices on these items are extensions of bid pricing. The project manager has been made aware of this change order and its cost.

Specifications:
No specification changes are required for the processing of this change order.

Attachments:

CWS

Additional Traffic Control Breakdown

Project Number H.013392.6

203-01-00100 Line Item 0004 = 203-01-00100 General Excavation

Funding Category 0001:

Increase by 145 CUYD or 31.02%.

JUSTIFICATION: Quantity used was a result of poor subsurface conditions and was greater than original plan quantity.

706-01-00100 Line Item 0016 = 706-01-00100 Concrete Walk (4" Thick)

Funding Category 0001:

Increase by 17.92 SQYD or 0.58%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

706-04-00110 Line Item 0017 = 706-04-00110 Curb Ramps Type 8

Funding Category 0001:

Increase by 8.1 SQYD or 5.23%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

707-01-00100 Line Item 0018 = 707-01-00100 Concrete Curb

Funding Category 0001:

Decrease by 70.1 LNFT or -56.95%.

JUSTIFICATION: Actual field measurement of quantity used was less than estimated plan quantity.

731-02-00100 Line Item 0024 = 731-02-00100 Reflectorized Raised Pavement Markers

Funding Category 0001:

Increase by 20 EACH or 10.00%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

732-01-02080 Line Item 0025 = 732-01-02080 Plastic Pavement Striping (24" Width) (Thermoplastic 125 mil

Funding Category 0001:

Increase by 379 LNFT or 189.50%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

732-01-05000 Line Item 0026 = 732-01-05000 Plastic Pavement Striping (Dotted Line)(4" W)(2' L)(Thermo 1

Funding Category 0001:

Decrease by 137 LNFT or -73.26%.

JUSTIFICATION: Actual field measurement of quantity used was less than estimated plan quantity.

732-02-02000 Line Item 0027 = 732-02-02000 Plastic Pavement Striping (Solid Line) (4" Width) (Thermopla

Funding Category 0001:

Increase by 0.236 MILE or 10.09%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

732-02-02040 Line Item 0028 = 732-02-02040 Plastic Pavement Striping (Solid Line) (8" Width) (Thermopla

Funding Category 0001:

Decrease by 0.014 MILE or -60.87%.

JUSTIFICATION: Actual field measurement of quantity used was less than estimated plan quantity.

732-04-01080 Line Item 0029 = 732-04-01080 Plastic Pavement Legends and Symbols (Arrow - Left Turn)

Funding Category 0001:

Increase by 4 EACH or 22.22%.

JUSTIFICATION: Actual field measurement of quantity used exceeded estimated plan quantity.

CI-000-20GEN Line Item 0900 = CI-000-20GEN General

Funding Category 0001:

Create item for 1 LS or 100%.

JUSTIFICATION: Additional signage and barricades were requested throughout the project by the Entity during the time in which the Ark-La-Miss Fair was taking place in the project area.

The Project Engineer, verified by his approval of this change order, has confirmed and documented either in the project files or within this change order, that the pricing of items are priced per specification section 109.04, and any extension of contract time meets the

Item 25)

requirements of specifications section 108.07. It is mutually agreed by the parties represented to perform and accept the above revisions in accordance with the original contract and applicable specification, and that this change order represents final adjustments for any and all compensation and time due to the Contractor for changes to the project's work referred to herein.

Item No.	Item	Major Item	Price per Unit	Change		Current Quantity	Revised Quantity	% Change
Proj. / Line Item No.		% of Cont.		Quantity	Amount			
203-01-00100	General Excavation	No	\$100.00	145.000	\$14,500.00	467.410	612.410	31.02%
H.013392.6 / 0004		3.44%	CUYD					
706-01-00100	Concrete Walk (4" Thick)	Yes	\$100.00	17.920	\$1,792.00	3093.080	3111.000	0.58%
H.013392.6 / 0016		17.48%	SQYD					
706-04-00110	Curb Ramps Type 8	No	\$350.00	8.100	\$2,835.00	155.000	163.100	5.23%
H.013392.6 / 0017		3.21%	SQYD					
707-01-00100	Concrete Curb	No	\$100.00	-70.100	-\$7,010.00	123.100	53.000	-56.95%
H.013392.6 / 0018		0.30%	LNFT					
731-02-00100	Reflectorized Raised Pavement Markers	No	\$9.00	20.000	\$180.00	200.000	220.000	10.00%
H.013392.6 / 0024		0.11%	EACH					
732-01-02080	Plastic Pavement Striping (24" Width) (Thermoplastic 125 mil	No	\$22.00	379.000	\$8,338.00	200.000	579.000	189.50%
H.013392.6 / 0025		0.72%	LNFT					
732-01-05000	Plastic Pavement Striping (Dotted Line)(4" W)(2' L) (Thermo 1	No	\$2.20	-137.000	-\$301.40	187.000	50.000	-73.26%
H.013392.6 / 0026		0.01%	LNFT					
732-02-02000	Plastic Pavement Striping (Solid Line) (4" Width) (Thermopla	No	\$6500.00	0.236	\$1,534.00	2.340	2.576	10.09%
H.013392.6 / 0027		0.94%	MILE					
732-02-02040	Plastic Pavement Striping (Solid Line) (8" Width) (Thermopla	No	\$25000.00	-0.014	-\$350.00	0.023	0.009	-60.87%
H.013392.6 / 0028		0.01%	MILE					
732-04-01080	Plastic Pavement Legends and Symbols (Arrow - Left Turn)	No	\$465.00	4.000	\$1,860.00	18.000	22.000	22.22%
H.013392.6 / 0029		0.57%	EACH					
CI-000-20GEN	General	No	\$4142.53	1.000	\$4,142.53	0.000	1.000	New
H.013392.6 / 0900		0.23%	LS					
Additional Contract Days Requested None		Change in Amount of Contract: \$27,520.13						

Requested By:

Recommended By:

Date: _____

Date: _____

Anzalone, Brad
Resident Engineer

District Administrator

Accepted By:

CITY OF WEST MONROE
Contractor

Date: _____

Date: _____

DOTD Chief Const. Engineer

By: _____

Approved:

Date: _____

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Chief Engineer

State Project No. H.013392.6

Plan Change #002

Draft

Original Contract Cost: \$1,779,689.55

Total Approved Change Order to date: \$107,423.51

% of Total Approved Cost: 6.036%

CERTIFICATE OF SUBSTANTIAL COMPLETION

OWNER'S Project No. #000143

State Project No. H.013392

Project : **Mane Street Rehabilitation Phase 2**

CONTRACTOR: **Diamond B Construction Company, LLC**

Current Contract For: **\$1,887,113.06**

Contract Date: **March 21, 2024**

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof:

None specified.

To City of West Monroe
OWNER

And To Diamond B Construction Company, LLC
CONTRACTOR

The Work to which this Certificate applies has been inspected by authorized representatives of **OWNER, CONTRACTOR** and **ENGINEER**, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

October 9, 2024
Date of Substantial Completion

A tentative list of items to be completed or corrected ("Punch List") may be attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of **CONTRACTOR** to complete all the Work in accordance with the Contract Documents. When this Certificate applies to a specified part of the Work the items in the tentative list shall be completed or corrected by **CONTRACTOR** within 45 days of the execution date of Substantial Completion.

The date of Substantial Completion is the date upon which all guarantees, and warranties begin, except as follows:

None

The responsibilities between **OWNER** and **CONTRACTOR** shall be as follows:

RESPONSIBILITIES:

OWNER: Normal operation and maintenance

CONTRACTOR: Provide a 1-year warranty of materials and workmanship.

The following documents are attached to and made a part of this Certificate:

N/A

ACCEPTED BY OWNER : City of West Monroe

By: _____
Staci Albritton Mitchell, Mayor

Date: _____

EXECUTED BY CONSULTANT: S. E. Huey Co.

BY: _____
Brad Anzalone, Project Engineer

Date: _____

The **CONTRACTOR** accepts this Certificate of Substantial Completion on _____, 20__

Diamond B Construction Company, LLC
CONTRACTOR

BY: _____

MANE STREET REHABILITATION PHASE 2

DIAMOND B CONSTRUCTION CO., L.L.C.

Final Inspection Punch List 10-9-2024

Attending this inspection were Brad Anzalone (S.E. Huey Co.), Jacob Cloud (S.E. Huey Co.), Vic Munoz (S.E. Huey Co.), Paul Johnston (S.E. Huey Co.), Jonathan Kaufman (City of West Monroe), Jeff Pontier (Diamond B) and Chris Holmes (Diamond B). Dean Wilkerson (DOTD) inspected separately and had no comments.

All new roadway and sidewalks were in place and ready to be turned over. The following list was compiled to document items remaining to be addressed as part of the contract.

1. Roadway signs at approximate Stations 32+75, 35+35, 36+25, 44+80, 45+50, 48+75, 59+00, and 60+00 need to be put relocated just outside of the sidewalk. The sign at Station 35+35 has a large pad and foundation still attached. Ground will be excavated and the pad and foundation will be reused if possible.
2. Grind asphalt/concrete lip at gutterline of h/c ramp at approximate Station 36+25.
3. Manhole frame and lid at approximate Station 37+25 needs to be adjusted flush with sidewalk.
4. Fix short segment of curb at catchbasin at approximate Station 39+50.
5. Grout around catchbasin at approximate Station 46+50.
6. Install concrete curb in front of vault and box from approximate Station 50+50 to 50+70. Dress to the back of the curb.
7. Dress washed areas behind sidewalks throughout project.
8. Clean silt and rock off sidewalk throughout project.
9. Establish grass throughout project.
10. Stripe edge line through radius at Pavilion Road.
11. Stripe both entrances in front of Ike Expo Center (approximate Station 36+17 to 41+65) with edge line radius striping, arrows, and stop bar like it was prior to construction.
12. The yellow dashed striping on both sides of the traffic circle (approx. Station 61+22 to 61+61 and 62+26 to 62+53) needs to be removed and replaced with white dashed striping.

Respectfully submitted,

S. E. HUEY CO.

Brad Anzalone, P. E.

CERTIFICATE OF SUBSTANTIAL COMPLETION

OWNER'S Project No.

ENGINEER'S Project No. #225339

Project:

**City of West Monroe
Montgomery Avenue Lift Station and Force Main**

CONTRACTOR: **McLemore Service Contractors, LLC.**

Current Contract for: **\$229,760.50**

Contract Date: **May 10, 2024**

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof:

None specified.

To City of West Monroe
OWNER

And To McLemore Service Contractors, LLC.
CONTRACTOR

The Work to which this Certificate applies has been inspected by authorized representatives of **OWNER, CONTRACTOR, and ENGINEER**; and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

October 29, 2024
Date of Substantial Completion

A tentative list of items to be completed or corrected ("Final Inspection Punch List") is attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of **CONTRACTOR** to complete all the Work in accordance with the Contract Documents. When this Certificate applies to a specified part of the Work, the items in the tentative list shall be completed or corrected by **CONTRACTOR** within **45** days of the above date of Substantial Completion.

The date of Substantial Completion is the date upon which all guarantees and warranties begin, except as follows:

All work, no exceptions.

The responsibilities between **OWNER** and **CONTRACTOR** shall be as follows:

RESPONSIBILITIES:

OWNER: Normal operation and maintenance.

CONTRACTOR: Provide a 1-year warranty as per contract. Complete all items on Final Inspection Punch List.

The following documents are attached to and made a part of this Certificate:

Final Inspection Punch List

EXECUTED BY ENGINEER: S. E. Huey Co.

By: _____
Robert George, III, P.E.

Date: _____

ACCEPTED BY OWNER: City of West Monroe

By: _____
Staci Albritton Mitchell, Mayor

Date: _____

The **CONTRACTOR** accepts this Certificate of Substantial Completion on _____, 2024.

McLemore Service Contractors, LLC.
CONTRACTOR

By: _____
Charles W. McLemore, Jr., President

CHANGE ORDERNo. 1Dated: 11/12/2024OWNER'S Contract No.: _____ ENGINEER'S Project No.: 245815Project: **HIGHLAND ELEMENTARY SCHOOL AREA SIDEWALKS**CONTRACTOR: AMETHYST CONSTRUCTION, INC.Contract For: Sidewalk Construction Contract Date: August 9, 2024To: AMETHYST CONSTRUCTION, INC.
Contractor

You are directed to make the changes noted below in the subject Contract:

City of West Monroe

Owner

By: Staci Albritton Mitchell - Mayor
Dated: November 12, 2024

Nature of Changes: Adding joint of pipe to two new catchbasins. Pouring collar around the pipe and catchbasin. This is being done to prevent future erosion and eliminate safety concern with drop-off near radius of turning vehicles.
Adding item for removal of concrete curb that was necessary during construction.

Enclosures: Change Order #1 Detail

These changes result in the following adjustments to the Contract Price and Contract Time:

Contract Price Prior to This Change Order: \$ 486,550.50Net (Increase) Resulting from this Change Order: \$ 9,906.39Current Contract Price Including this Change Order: \$ 496,456.89

Contract Time Prior to This Change Order: 120 Days

Net (Add) Resulting from This Change Order: 3 Days

Current Contract Time Including This Change Order: 123 Days

The Above Changes Are Recommended:

S. E. HUEY CO.

Project Engineer

By:

Brad Anzalone, P.E.

Date:

The above Changes Are Approved As Recommended:

City of West Monroe

Owner

By:

Staci Albritton Mitchell - Mayor

Date:

The above Changes Are Accepted:

Amethyst Construction, Inc.

Contractor

By:

Date:

SMGR0005

Louisiana Department of Transportation and Development Change Order Report		NO.	001
		Date:	11/05/2024
S.P. NO.	H.015216.6	F.A.P. NO.	H015216
Name:	HIGHLAND SCHOOL AREA SIDEWALKS	Primary Parish:	Ouachita
		Category 3 / 2J	
This change order requires an LADOTD authorizer			

CO 001 - Added Pipe & Collars
Reason Code - 2J - Site Conditions - Other

Original Bid Value: \$486,550.50
Original Time: 120 Calendar Days
Contractor: Amethyst Construction, Inc.
Delivery Method: DBB (Design, Bid, Build)
District/Parish: 05/Ouachita

Route: Local Roads (NON-NHS ROUTES)

Spec Year: 2016
PM: Richard, Ryan

Assembly Period: 30 days
Original Bid: Time Began 8/28/24, 120 Calendar Days

Let Date: 6/26/24
Award Date: 7/11/24
NOCE (Notice of Contract Execution) Date: 7/29/24
NTP (Notice to Proceed) Date: 8/28/24
First Charged Day: 9/16/24

City of West Monroe (LPA) holds the contract.

State PM has been made aware of these changes.

Project Description:
The scope of this project includes clearing & grubbing, drainage structures, concrete walks, and related work.

Explanation:
The purpose of this change order is to increase the quantity of one bid item and add two new items.

Two drainage structures (113 and 115) are CB-01's located on the eastern corners of Arlene and Willis. Because of there close proximity to the turning radiuses of roadway and the steep grading around these boxes, the eastern wall of each of these boxes will be chipped out and a joint of pipe extended out of these boxes. A collar will be poured around the boxes and new pipe. This will eliminate the sharp dropoff which will provide more safety and less chance of future erosion.

This change order also adds an item for the removal of concrete curb. No item for this existed however it has become necessary during construction.

Time Request:
There will be three additional days added as a result of this Change Order.

Budget:
There is one funding category. It is split between two funding source codes:
S50200 STP BETWEEN 50K and 200K 80%
LOCAL City/Parish-level Entity Funding 20%

Funding Category 0001

Costs:
Total cost for this change order is \$9,906.39. Prices for one these items is an extension of bid pricing. The pricing for the two new items were provided by the contractor and were based upon negotiated prices which were comparable to the weighted statewide averages for these items. The project manager has been made aware of this change order and its cost.

Specifications:

No specification changes are required for the processing of this change order.

Attachments:

CWS

Additional Days and Pricing Request

Project Number H.015216.6**701-03-01022 Line Item 0009 = 701-03-01022 Storm Drain Pipe (18" RCP/RPVCP)****Funding Category 0001:**

Increase by 16 LNFT or 21.05%.

JUSTIFICATION: An additional joint of pipe is needed at drainage structures 113 and 115. This will allow for the grading around these structures to prevent a sharp dropoff at these locations which are located near vehicle turning radiuses.

701-15-00100 Line Item 0900 = 701-15-00100 Concrete Collar**Funding Category 0001:**

Create item for 2 EACH or 100%.

JUSTIFICATION: A concrete collar is required around the newly added pipe and catchbasin walls at drainage structures 113 and 115.

202-02-06140 Line Item 0901 = 202-02-06140 Removal of Curbs (Concrete)**Funding Category 0001:**

Create item for 67 LNFT or 100%.

JUSTIFICATION: No item for concrete curb removal exists in this project. During construction this item has become necessary to complete the work.

Time Adjustment: 3 day(s) The contractor has been requested to do the work within this change order. The additional time required to do this work, per the contractor is three (3) days.

The Project Engineer, verified by his approval of this change order, has confirmed and documented either in the project files or within this change order, that the pricing of items are priced per specification section 109.04, and any extension of contract time meets the requirements of specifications section 108.07. It is mutually agreed by the parties represented to perform and accept the above revisions in accordance with the original contract and applicable specification, and that this change order represents final adjustments for any and all compensation and time due to the Contractor for changes to the project's work referred to herein.

Item No.	Item	Major Item	Price per Unit	Change		Current Quantity	Revised Quantity	% Change
Proj. / Line Item No.		% of Cont.		Quantity	Amount			
701-03-01022	Storm Drain Pipe (18" RCP/RPVCP)	No	\$200.00	16.000	\$3,200.00	76.000	92.000	21.05%
H.015216.6 / 0009		3.78%	LNFT					
701-15-00100	Concrete Collar	No	\$2922.05	2.000	\$5,844.10	0.000	2.000	New
H.015216.6 / 0900		1.20%	EACH					
202-02-06140	Removal of Curbs (Concrete)	No	\$12.87	67.000	\$862.29	0.000	67.000	New
H.015216.6 / 0901		0.18%	LNFT					
Additional Contract Days Requested 3		Change in Amount of Contract: \$9,906.39						

Requested By:

Recommended By:

Date: _____

Date: _____

Anzalone, Brad

District Administrator

Resident Engineer

Accepted By:

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CITY OF WEST MONROE

Date: _____

Contractor

DOTD Chief Const. Engineer

Date: _____

By: _____

Approved:

Chief Engineer

Date: _____

State Project No. H.015216.6

Plan Change #001

Draft

Original Contract Cost: \$486,550.50

Total Approved Change Order to date: \$0.00

% of Total Approved Cost: 0.000%

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MUTUAL WRITTEN CONSENT TO EXTEND THE DEADLINE FOR AWARD

Date: **November 12, 2024**
Project: **City of West Monroe**
New Drago Street Sanitary Sewer Lift Station
Bid Opening: **October 10, 2024**
Bid Amount: **\$ 5,737,581.00**

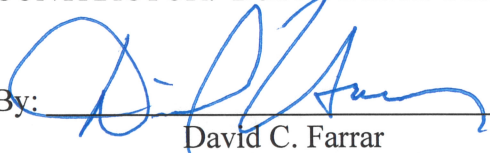
The City of West Monroe (OWNER) and Don M. Barron, Inc. (CONTRACTOR), as lowest responsible and responsive bidder on the referenced PROJECT, agree to extend the deadline for award of the contract by thirty (30) calendar days. The OWNER will therefore act to award this contract or reject all bids on or before **December 24, 2024** unless further extended pursuant to law.

Dated this 12th day of November 2024.

OWNER: City of West Monroe

By: _____
Staci Albritton Mitchell, Mayor

CONTRACTOR: Don M. Barron Contractor, Inc.

By:  _____
David C. Farrar
Executive Vice President/Secretary



INFRASTRUCTURE PROJECT UPDATE

November 12, 2024

UNDER CONSTRUCTION

Project	Description	Funding	Status
Mane Street Rehabilitation Phase 2 (Urban Systems)	Mill & Overlay Mane Street from Downing Pines Rd to Interchange.	Urban Systems (80/20)	Construction complete. Punchlist items remain.
Flanagan Street Water Main Replacement	Replacement of existing 4" W.M. along Flanagan with a 6" W.M.	CWEF/City	Construction complete. Punchlist items remain.
Phillips Street Water Main FY22-23 CWEF	Replacement of an aging 6" AC W.M. along Phillips between Cherry Street to the east side of Ned Street.	CWEF/City	Construction complete. Punchlist items remain.
Montgomery Ave. Lift Station and Force Main Improvements	Replacement of pumps at the Montgomery Lift Station, and installation of a new force main from the lift station to Mont/Reagan intersection.	City	Construction complete. Project close out in process.
Drago Sanitary Sewer Force Main (South 11th Street)	Replacement of an aging 16" AC F.M. along S. 11th Street from Coleman Ave. to the Austin Street Lift Station.	LGAP/City	All work completed. Project is ready to be closed out.
McMillan Rd. Lift Station Rehabilitation	Replacement of pumps and piping at the McMillan Rd. sanitary sewer lift station.	LGAP/City	Contractor installing bypass pumps & starting work this month.
Highland School Area Sidewalks	Construction of sidewalks along Arlene Street to provide a safe pedestrian route to school.	LaDOTD/City	Under construction.
Arkansas Rd. Utility Relocation	Relocation of water and sewer lines ahead of street rehabilitation project.	City	Contract Documents executed. Work to begin this week.

Project Classifications

Transportation
Drainage
Water System
Sewer System
Quality-of-Life/Economic/Safety

Prepared by Robert L. George, IV, P.E.



S. E. Huey Co.
Engineering • Surveying
Established 1928

IN DESIGN			
Project	Description	Funding	Status
New Drago Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Drago LS. Funding from Capital Outlay and La Water Sector Program.	WSP/LaFPC/ City	Bids received 10/10/24. Value engineering evaluation underway. Extending award period.
North 7th Street Bicycle/Pedestrian Path (Arkansas Rd to Otis St)	Construction of 10' wide concrete path along the east side of North 7th Street.	FHWA Rec Trails Prog/City	Plans sent to Rec Trails for review.
McMillan Rd. Sidewalks (LaDOTD Safe Routes to Public Places Program)	New sidewalks along the south side of McMillan Road, from Hilton Street to the library.	LaDOTD/City	95% Plans Submitted. Waiting on DOTD review of Clear Zone.
2023 DOTDTAP: N 6th Street Sidewalks	Construction of sidewalks along N 6th Street, from WMHS to Clayton Street.	LaDOTD/City	95% preliminary design.
Crosley Street Rehabilitation	Mill & Overlay with sidewalk replacement, from Trenton St. to N. 7th Street.	Urban Systems (80/20)	Design Phase.
Arkansas Road Improvements	Widen and Rehabilitate Arkansas Road, From N. 7th to Otis St.	Urban Systems (80/20)	Design Phase.
Black Bayou Canal Improvements (HMGP)	Improvements including cleaning, widening, and armoring portions of the Black Bayou Canal south of I-20.	FEMA/City	FEMA EHP has requested a Cultural Resource Survey. USACE 404 Permit submitted.
Kiroli Sidewalk Project	Install new sidewalks along Kiroli Road from Post Oak Apartments to Arkansas Road. Install pedestrian crossing at Kiroli Elementary.	DOTD TAP (80/20)	Revised contract pending.
New Austin Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Austin LS.	EDA/City	Design and permitting phase. USACE permit underway.
Mid-City Drainage (Fed Approp/FEMA-PDM)	Drainage improvements between Trenton Street and Black Bayou Canal. (\$2.4m Award)	FEMA/City	60% Preliminary Plans submitted to FEMA.
Cypress - Slack Drainage (LWI)	Drainage improvements at Golf Course Creek crossings of Cypress and Slack Streets.	LWI/City	H&H Study in progress.
Trenton Corridor Bike/Ped and Utilities (Fed Approp/LaDOTD)	Bury utilities and construct bike/ped path along Trenton St, from Otis St to Bridge St. (\$5.0m Award)	FEMA/City	Updating topographic survey and preliminary layout.
Black Bayou Canal - Thomas Rd. Area (EDA)	Repair concrete canal near Assembly and Wal Mart.	EDA/FEMA/ City	Design Phase.
Crosley Sanitary Sewer Improvements	Sanitary sewer rehabilitation along Crosley, from Trenton to N. 7th.	City	Design Phase.
S. Riverfront Water Main Improvements (CWEF FY22-23)	Replacement of water lines along South Riverfront St.	CWEF/City	Design Phase
S. 8th Street Drainage Improvements (LGAP FY22-23)	Conflict box and drainage pipe replacement at the S. 8th/Linderman intersection.	LGAP/City	Design Phase.

Project Classifications

Transportation
Drainage
Water System
Sewer System
Quality-of-Life/Economic/Safety

Prepared by Robert L. George, IV, P.E.



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CITY OF WEST MONROE
FY25-26 CAPITAL OUTLAY REQUESTS

Item 30)

City Priority	Agency ID	New or Reauth.	Name	Description	Proposed New Funding			
					Total	State	City	Match %
1	575338	R	Mid-City Drainage Improvements*	Drainage Study, Land Acquisition, Drainage Improvements from Cypress St to Black Bayou Canal.	\$6,975,000	\$5,231,250	\$1,743,750	25%
6	575339	R	North Trenton Corridor Utilities Hardening & Improvements	Drainage Study, Land Acquisition, Drainage Improvements, and Undergrounding Electric and Communication lines along Trenton Street.	\$6,658,651	\$4,993,989	\$1,664,662	25%
7	575335	R	West Monroe Greenway, Phase 1	Development of Greenway for flood relief, wetlands preservation, and recreation.	\$2,114,000	\$1,585,500	\$528,500	25%
11	575337	R	New Drago Street Sanitary Sewer Lift Station*	Construction of new sanitary sewer lift station to replace old facility.	\$6,363,616	\$4,072,731	\$2,290,885	36%
12	575336	R	Black Bayou Stormwater Pump Station Improvements	Construction of new pump housing and power generator at the Black Bayou Pump Station.	\$3,910,800	\$2,933,100	\$977,700	25%
* - Project has partial funding allocated in previous year.					\$26,022,067	\$18,816,570	\$7,205,497	28%

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10/30/2024

**NOVEMBER 12, 2024
WEST MONROE CITY COUNCIL MEETING
ENGINEERING UPDATE
L&A, INC. PROJECT NO. 24E038.00**

Kiroli Walk Trail Improvements – City Project No. C22002

- Benchmark Construction Group of LA has started construction

Sunshine Heights Drainage Improvements – City Project No. C22024

- Finalizing plans, reviewing video footage of drainage pipe near the project & downstream

North 3rd Street Improvements – City Project No. C23013

- Bentz Construction Group has started construction, drainage work & new curb & gutter construction near completion, milling & overlaying will begin soon

City Street Evaluation & Report

- Continuing traffic counts

West Monroe Sports Complex Additional Parking

- Project has been surveyed & under design

Capital Outlay Requests FY 2025-2026

- Twelve (12) funding application requests submitted to the State for consideration