



**Notice of:**

**BOARD OF ALDERMEN SPECIAL MEETING**

**Thursday, March 21, 2024 at 12:00 PM**

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

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**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**

Call meeting to order, verify receipt of proper Notices of Service on or Waivers of Service by the Mayor and a majority of the Board, and the presence of a quorum.

**Motion to Approve Minutes**

- [1\)](#) Motion to approve the minutes of the March 5, 2024 Regular Council Meeting.

**Recognitions/Presentations**

**Mayor's Review**

**Community Announcements**

**ADMINISTRATION/FINANCE**

**BUILDING AND DEVELOPMENT**

**CODE ENFORCEMENT**

**LEGAL**

**PUBLIC WORKS**

**COMMUNITY SERVICES**

**PARKS AND RECREATION**

**POLICE/FIRE**

**WMFD**

**WMPD**

- [2\)](#) Ordinance to declare certain property as surplus (police transit van, formerly used by WOPT), and to be sold by public internet auction, and to authorize Mayor to determine whether it is beneficial to the City to enter into an agreement with a qualified vehicle auction company to conduct the auction.

**ENGINEERING/CONSTRUCTION PROJECTS**

- [3\)](#) Montgomery Street Lift Station Renovation & Force Main - City Project #CP0083

Review submitted bids and engineer's recommendations, and if project is awarded, approve ordinance to accept that bid, and to authorize execution of a contract for project construction with that bidder.

[4\)](#) 2024 Modifications to Wastewater Treatment Plant - City Project #000302

Ordinance to authorize execution of a contract with S.E. Huey Co. for Engineering Services.

5) Well 10 GAC Replacement - City Project #000230

Authorize advertisement for bids for Granular Activated Carbon (GAC) for Water Well #10.

[6\)](#) Trenton Street Bicycle/Pedestrian Path - Phase 2 - City Project #000199

Ordinance to submit appropriations request to U.S. Representative Julia Letlow (\$5 million with \$1.25 million City match).

[7\)](#) Stella Mill Street Gravity Sewer Main - City Project #000231

Review submitted bids and engineer's recommendations, and if project is awarded, approve ordinance to accept that bid, and to authorize execution of a contract for project construction with that bidder.

8) Natchitoches Street Cross Drain Replacement - City Project #C23007

Authorize invitation to contractors to submit letter bids for the project.

9) Stella Street Sewer Rehabilitation (710 Stella Street) - City Project #000303

Authorize invitation to contractors to submit letter bids for the project.

[10\)](#) Project Updates

S.E. Huey Co.

Lazenby & Associates, Inc.

**PUBLIC COMMENTS/OTHER BUSINESS**

[11\)](#) General Fund and Utility Fund Monthly Budget Reports.

**ADJOURN**

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



## BOARD OF ALDERMEN REGULAR MEETING

Tuesday, March 05, 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

Thom Hamilton

Rodney Welch

Ben Westerburg

##### ABSENT

Morgan Buxton

The meeting was opened with prayer by Church of the Redeemer Pastor Steve Wilkins. The Pledge of Allegiance was led by Girl Scout Daisy Troop 1058.

##### Motion to Approve Minutes

Motion to approve the minutes of the February 20, 2024 Regular Council Meeting.

Motion made by Hamilton, Seconded by Brian.

Voting Yea: Brian, Hamilton, Welch, Westerburg

##### Recognitions/Presentations

A Proclamation declaring the week of March 10 - March 16 as **AMERICORPS WEEK** in the City of West Monroe, and a Resolution proclaiming March 19 as **MAIN STREET DAY** in the City of West Monroe.

Caroline Joslin was recognized as West Monroe High School's Student of the Year.

Celine Flores-Robinson with North Delta Regional Planning and Development District provided the Council with an update on the Safe Streets 4 All safety action plan.

##### ADMINISTRATION/FINANCE

Ordinance 5289: Ordinance to authorize agreement with Will Source Staffing and Recruiting.

Motion made by Hamilton, Seconded by Westerburg.

Voting Yea: Brian, Hamilton, Welch, Westerburg

Ordinance 5290: Ordinance to authorize the purchase of certain immovable property located at 117 N. Riverfront Street from Ouachita Group, LLC for \$302,000, and to authorize a Cooperative Endeavor Agreement with Ouachita Group, LLC regarding construction of certain public parking.

Motion made by Welch, Seconded by Brian.

Voting Yea: Brian, Hamilton, Welch, Westerburg

Ordinance 5291: Ordinance to authorize the purchase of certain immovable property located at 1117 North 8th Street from MISC Properties, LLC for \$9,934.27.

Motion made by Westerburg, Seconded by Welch.

Voting Yea: Brian, Hamilton, Welch, Westerburg

## BUILDING AND DEVELOPMENT

Ordinance 5292: Ordinance to annex property located at 103 Frantom Lane, West Monroe (Parcels #41217 and #130181), James A. McIntosh, applicant. Received a **favorable** review from the Planning Commission.

Motion made by Westerburg, Seconded by Hamilton.

Voting Yea: Brian, Hamilton, Welch, Westerburg

## PUBLIC WORKS

Ordinance 5293: Ordinance to authorize execution of a Vegetation Management Agreement with EDKO, LLC.

Motion made by Welch, Seconded by Brian.

Voting Yea: Brian, Hamilton, Welch, Westerburg

Ordinance 5294: Introduce Ordinance to declare certain movable property surplus, and to be sold to Plunk's Wrecker Service (salvage WMPD vehicle).

Motion made by Hamilton, Seconded by Welch.

Ordinance 5295: Introduce Ordinance to enter into an exchange agreement with Louisiana K-9, and to exchange a canine officer vehicle no longer utilized by the West Monroe Police Department for a trained police canine acceptable to the West Monroe Police Department together with receipt of appropriate training of the canine and assigned canine officer.

Motion made by Brian, Seconded by Hamilton.

## ENGINEERING/CONSTRUCTION PROJECTS

Stella Mill Street Gravity Sewer Main - City Project #000231

Authorize solicitation of letter bids for emergency sewer repairs at the Stella Mill Street gravity sewer main.

Motion made by Westerburg, Seconded by Hamilton.

Voting Yea: Brian, Hamilton, Welch, Westerburg

Constitution Dr. - Short Constitution Rehab - State Project #H.014689 - City Project #000169

Authorize Change Order No. 3 (- \$18,363.38; + 0 days) with Amethyst Construction, Inc.

Motion made by Westerburg, Seconded by Welch.

Voting Yea: Brian, Hamilton, Welch, Westerburg

Constitution Dr. - Short Constitution Rehab - State Project #H.014689 - City Project #000169

Authorize Certificate of Substantial Completion with Amethyst Construction, Inc.

Motion made by Hamilton, Seconded by Welch.

Voting Yea: Brian, Hamilton, Welch, Westerburg

New Drago Sanitary Sewer Force Main (South 11th Street) - City Project #000200

Authorize City Clerk to advertise for bids.

Motion made by Westerburg, Seconded by Welch.

Voting Yea: Brian, Hamilton, Welch, Westerburg



FY23 Mid-City Drainage Improvements, Phase 1 - City Project #C22019

Ordinance 5296: Ordinance to authorize execution of a contract with S.E. Huey Co. for Engineering Services.

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

Cypress Detention South - City Project #000209

Ordinance 5297: Ordinance to authorize execution of a contract with S.E. Huey Co. for Engineering Services.

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

New Kiroli Road Bridge Over North Tupawek Bayou, Planning & Construction - City Project #000175

Ordinance 5298: Ordinance to authorize execution of a contract with Neel Schaffer Engineers for certain traffic engineering services.

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

Black Bayou Canal Improvements (Thomas Road Area) - EDA - City Project #000221

Ordinance 5299: Ordinance to authorize acceptance of award.

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

ATTEST:

  
CINDY EMORY  
CITY CLERK

APPROVED:

  
STACI ALBRITTON MITCHELL  
MAYOR

STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_

MOTION BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

AN ORDINANCE TO AUTHORIZE THE CITY OF WEST MONROE, LOUISIANA TO SELL CERTAIN DESCRIBED 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; AND IF DETERMINED TO BE IN THE BEST INTEREST OF THE CITY, TO ENTER INTO AN AUCTION SERVICES AGREEMENT WITH A QUALIFIED AND PROPERLY LICENSED LOUISIANA-BASED VEHICLE AUCTION COMPANY TO CONDUCT THIS AUCTION AND TRANSFER TITLE TO A SUCCESSFUL PURCHASER, AND TO OTHERWISE PROVIDE THE TERMS OF ENGAGEMENT; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the City of West Monroe, Louisiana, owns certain tangible non-consumable movable property formerly utilized in conjunction with the West Monroe Senior Center/West Monroe Public Transit and thereafter by the West Monroe Police Department, and 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 movable property more particularly described as follows:

2013 FORD BU, VIN: 1FDFE4FS7DDB28953, titled in the name “City of West Monroe” 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.

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 as 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 the movable property from the auction sale prior to its being offered, and/or sold, all with or without a minimum price, 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, WHERE IS, WITH ALL FAULTS” 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 if determined by her to be in the best interest of the City of West Monroe, Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to enter into a standard auction services agreement similar to those previously utilized (an example copy is attached as an exhibit) with a qualified and properly licensed Louisiana-based vehicle auction company in order that they administer and manage the intended auction of the surplus item including transfer of title on behalf of the City of West Monroe at the conclusion of successful auction, all as more fully set forth in that exhibit;

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 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.

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 21<sup>st</sup> day of March, 2024, the final vote being as follows:

YEA: \_\_\_\_\_

NAY: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED THIS 21ST DAY OF  
MARCH, 2024

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

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



**LETTER OF RECOMMENDATION  
TO  
CITY OF WEST MONROE**

Bid Date: **March 19, 2024**  
Project: **Montgomery Avenue Lift Station Renovation and Force Main**

Dear Mayor Mitchell,

The following bids were received for the above referenced project.

Base Bid (Engineer's Estimate: \$310,000)		
No.	Contractor	Amount of Base Bid
1	McLemore Service Contractors, LLC	\$229,760.50
2	CDE Construction, LLC	\$254,604.00
3	Ashton Construction	\$274,180.00
4	JABAR Construction	\$303,820.80

After evaluation of these bids, **I hereby recommend award in the amount of \$229,760.50 to the lowest responsive and responsible bidder, McLemore Service Contractors, LLC.**

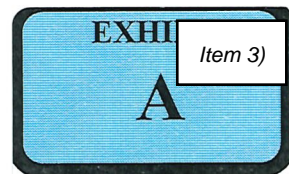
Should you have any questions regarding this recommendation, please contact me at 318-325-1791.

Respectfully,

S. E. HUEY CO.

Robert L. George, IV, P.E.





## AGREEMENT

THIS AGREEMENT, made this \_\_\_\_\_ day of March, 2024, by and between **City of West Monroe**, hereinafter called "OWNER" and McLemore Service Contractors, LLC, doing business as a corporation, hereinafter called "CONTRACTOR."

WITNESSETH: That for and in consideration of the payments and agreements hereinafter mentioned:

1. The CONTRACTOR will commence and complete the construction of:

**CITY OF WEST MONROE**  
**MONTGOMERY AVENUE LIFT STATION**  
**AND FORCE MAIN PROJECT**

2. The CONTRACTOR will furnish all material (in addition to Owner furnished items), supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.

3. The CONTRACTOR will commence the work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will complete with same within 120 calendar days thereafter unless the period for completion is extended otherwise by the CONTRACT DOCUMENTS.

4. It is agreed and understood that the furnishing and delivery of the above enumerated work by the Contractor shall be completed and ready for use as stated above. In default thereof, the Contractor shall be liable for liquidated damages in the amount of Two Hundred and no/100 Dollars (\$200) per calendar day of delinquency.

5. The CONTRACTOR agrees to perform all of the WORK described in the CONTRACT DOCUMENTS and comply with the terms therein for the total sum of

\_\_\_\_\_, (\$ \_\_\_\_\_), based on the unit prices and quantities of work as shown in the BID schedule.

6. The term "CONTRACT DOCUMENTS" means and includes the following:

- (A) BID
- (B) Agreement
- (C) General Conditions
- (D) Special Conditions
- (E) Performance BOND
- (F) Payment BOND
- (J) DRAWINGS prepared by S. E. Huey Co., numbered 225339-C1  
through 225339-E1 dated February 10, 2024
- (K) SPECIFICATIONS prepared by S. E. Huey Co. dated February 10, 2024.
- (L) ADDENDA:  
No. \_\_\_\_\_, dated \_\_\_\_\_, 20\_\_\_\_

7. The OWNER will pay to the CONTRACTOR in the manner and at such times as set forth in the General Conditions such amounts as required by the CONTRACT DOCUMENTS.

8. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrator, successors, and assigns.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in ( 4 ) each of which shall be  
(No. of Copies)  
deemed an original on date first above written.

[SIGNATURES ON FOLLOWING PAGE]

OWNER:

**City of West Monroe**

BY \_\_\_\_\_

Name Staci Albritton Mitchell

Title Mayor

WITNESS:

\_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

Title \_\_\_\_\_

WITNESS:

\_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

Title \_\_\_\_\_

CONTRACTOR:

BY \_\_\_\_\_

Name: McLemore Service Contractors, LLC

WITNESS:

\_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

Title \_\_\_\_\_

WITNESS:

\_\_\_\_\_

Name \_\_\_\_\_

(Please Print)

Title \_\_\_\_\_


**S. E. Huey Co.**

 Engineering • Surveying  
 Established 1928

**BID SUMMARY**

Montgomery Avenue Lift Station and Force Main

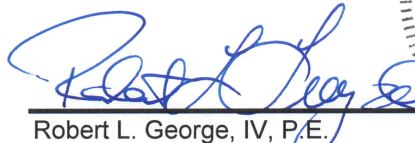
Engineer: Robert L. George, III, P.E.

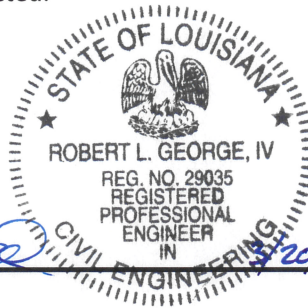
Bid Date: 3/19/2024

Contractor:	Amount of Base Bid:
McLemore Service Contractors, LLC	\$229,760.50
CDE Construction, L.L.C.	\$254,604.00
Ashton Construction, LLC	\$274,180.00
Jabar Corporation	\$303,820.80

\*Jabar Corporation's Total Base Bid increased from \$299,280.80 to \$303,820.80 due to a calculation error on their submitted Unit Price Form for Item No. 1102. Total Price and Total Base Bid have been corrected.

CERTIFIED BY:

  
 Robert L. George, IV, P.E.  
 LA License No. 29035  
 S. E. Huey Co.



Date





**S. E. Huey Co.**  
Engineering • Surveying  
Established 1928

**BID TABULATION**  
Montgomery Avenue Lift Station Renovation and Force Main  
Engineer: Robert L. George, III, P.E.  
Bid Date: 3-19-2024

NO.	ITEM	QTY	UNIT	McLemore Service Contractors, LLC License No. 68248		CDE Construction, LLC License No. 72172		Ashton Construction License No. 71825		Jabar Corporation License No. 18427	
				PRICE	TOTAL PRICE	PRICE	TOTAL PRICE	PRICE	TOTAL PRICE	PRICE	TOTAL PRICE
101	Mobilization	1	LS	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00	\$20,000.00	\$20,000.00	\$4,500.00	\$4,500.00
102	Performance	1	LS	\$7,700.00	\$7,700.00	\$13,670.00	\$13,670.00	\$15,000.00	\$15,000.00	\$5,840.00	\$5,840.00
201	Seeding	1	ACRE	\$2,800.00	\$2,800.00	\$2,500.00	\$2,500.00	\$3,000.00	\$3,000.00	\$2,008.50	\$2,008.50
202	Disconnect and Remove Existing Electrical Components as shown on Plans	1	LS	\$4,000.00	\$4,000.00	\$3,000.00	\$3,000.00	\$10,000.00	\$10,000.00	\$4,500.00	\$4,500.00
203	Disconnect and Remove Existing Piping & Fittings on Discharge Assembly & Suction Piping	2	EA	\$3,000.00	\$6,000.00	\$2,500.00	\$5,000.00	\$12,500.00	\$25,000.00	\$4,500.00	\$9,000.00
205	Furnish and Install New Piping, Fittings, Valves & Misc. Components	2	EA	\$3,000.00	\$6,000.00	\$2,500.00	\$5,000.00	\$15,000.00	\$30,000.00	\$4,713.80	\$9,427.60
206	Erosion Control	1	LS	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$4,713.80	\$4,713.80
701	Furnish, Install Pump, Motor, Frame	2	EA	\$39,188.00	\$78,376.00	\$46,028.00	\$92,056.00	\$25,000.00	\$50,000.00	\$67,751.70	\$135,503.40
702	Furnish and Install discharge Assembly, Include, Piping, Fittings, Valves, Flow Matter	2	EA	\$11,300.00	\$22,600.00	\$13,100.00	\$26,200.00	\$10,000.00	\$20,000.00	\$9,349.70	\$18,699.40
703	Furnish and Install D.J. Suction Piping and Fittings	2	EA	\$8,900.00	\$17,800.00	\$3,000.00	\$6,000.00	\$7,500.00	\$15,000.00	\$13,857.60	\$27,715.20
1101	4" HDPE-Open Cut	485	LF	\$20.00	\$9,700.00	\$71.00	\$34,435.00	\$20.00	\$9,700.00	\$45.40	\$22,019.00
1102	4" Force Main - J&B / HDD	533	LF	\$46.50	\$24,784.50	\$71.00	\$37,843.00	\$60.00	\$31,980.00	\$45.40	\$24,198.20
1103	The New F. M. to existing F.M. at LS, insert /seal nw F.M to MH #23-0210inc traffic control/Pyvmt.	1	LS	\$5,000.00	\$5,000.00	\$6,500.00	\$6,500.00	\$10,000.00	\$10,000.00	\$5,058.20	\$5,058.20
1601	Lighting, receptacles, general	1	LS	\$22,000.00	\$22,000.00	\$900.00	\$900.00	\$2,500.00	\$2,500.00	\$112.50	\$112.50
1602	Manual Tranfer Switch, includ., Appleton receptacle mounted on outside	1	LS	\$2,000.00	\$2,000.00	\$3,000.00	\$3,000.00	\$5,000.00	\$5,000.00	\$3,750.00	\$3,750.00
1603	Variable Frequency Drives including electrical conduit & conductor from VDF to Motors	3	EA	\$2,000.00	\$6,000.00	\$500.00	\$1,500.00	\$5,000.00	\$15,000.00	\$6,000.00	\$18,000.00
1604	Control systems including VDF, Transducer, control wiring from transducer to VDF	2		\$1,500.00	\$3,000.00	\$5,000.00	\$10,000.00	\$5,000.00	\$10,000.00	\$4,387.50	\$8,775.00
Total Base Bid:				\$229,760.50		\$254,604.00		\$274,180.00		\$303,820.80*	

\* Jabar Corporation's Total Base Bid increased from \$299,280.80 to \$303,820.80 due to a calculation error on their submitted Unit Price Form for Item No. 1102. Total Price and Total Base Bid have been corrected.

CERTIFIED BY:

Robert L. George, IV, P.E.  
LA License No. 29035  
S.E. Huey Co.



3/20/24  
Date

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 “2024 MODIFICATIONS TO WASTEWATER TREATMENT PLANT”, 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 Contract For Engineering Services with S.E. Huey Co. for certain engineering services on the project known as “2024 Modifications to Wastewater Treatment Plant”, 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.

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 21st day of March, 2024, the final vote being as follows:

YEA: \_\_\_\_\_

NAY: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED THIS 21ST DAY OF  
MARCH, 2024

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

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



**CONTRACT FOR ENGINEERING SERVICES  
2024 MODIFICATIONS TO WASTEWATER TREATMENT PLANT**

THIS CONTRACT, made and entered into this \_\_\_ day of \_\_\_\_\_, 2024, 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 "2024 MODIFICATIONS TO WASTEWATER TREATMENT PLANT"; and

WHEREAS, OWNER is under a Compliance Order (Enforcement Tracking No. WE-C-23-00152) from the Louisiana Department of Environmental Quality (LDEQ); and

WHEREAS, OWNER has been ordered under this Compliance Order, specifically Item IV., to cease discharge of wastewater from its Wastewater Treatment Plant that is not within limits as spelled out in the Louisiana Pollutant Discharge Elimination System (LPDES) Permit No. LA0043982 issued by the LDEQ with an effective date of October 1, 2019 and in force for a period of five years; and

WHEREAS, OWNER desires to engage ENGINEERS to make studies, surveys, design, and prepare final constructions plans and specifications that will correct the cited issue; and

WHEREAS, ENGINEERS are agreeable to undertaking the engineering study and design, 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, the parties hereto agree as follows:

The OWNER hereby employs and retains the ENGINEERS, and ENGINEERS agree to provide all 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 below.

**SCOPE OF PROJECT**

The project consists of performing initial studies to determine the best method of modifying the existing treatment works to achieve a compliant discharge; this will be issued as a Preliminary Engineering Report (PER). Based on this report and with the concurrence of the OWNER, designs will be performed, and construction documents prepared for the construction of new facilities or modifications to existing facilities to achieve a compliant discharge.

**SCOPE OF SERVICES**

The services to be performed by ENGINEERS are as follows:

- 1) Prepare a Preliminary Engineering Report (PER) resulting from studies of the alternative modifications that propose a method to bring the wastewater treatment plant into compliance. This report shall include an estimate of cost for the required work.
- 2) Provide topographic surveying services or field measurement of existing facilities as required for design.
- 3) Provide engineering services required for the completion of the design, construction plans, specifications, cost estimates, and bid documents, as required.
- 4) Submit plans and specifications to the reviewing agency, Louisiana Department of Health (LDH) as required for project approval.



- 5) Attend any required meetings. (Additional fees will apply for meetings requiring travel outside of Ouachita Parish.)
- 6) Assist OWNER with advertisement, bidding, and award of the construction contract.
- 7) Provide construction observation and construction engineering services, including interpretation of plans, documentation of daily activities, and regular reporting of progress, as required by OWNER.
- 8) Provide “as-built” drawings documenting changes made to the project during construction.
- 9) Assist OWNER with final closeout of the project.

## EXCLUSIONS

This contract does not include work associated with utility relocations or right-of-way acquisition, other than ENGINEERS shall promptly inform OWNER of needed utility relocations and right-of-way acquisitions as soon as identified, providing OWNER with all information necessary for OWNER to then arrange for that utility relocation and for the needed right-of-way acquisition (such as appropriate legal description), together with all funding source or other applicable requirements which are understood by ENGINEERS as affecting that acquisition (such as Uniform Relocation Assistance and Real Property Acquisition policies) which may require OWNER to obtain additional professional assistance. This contract also does not include work associated with environmental review and clearance, if required.

If OWNER requires assistance from ENGINEERS in preparing application(s) for funding of this project, additional fees will apply. Work performed by ENGINEERS to satisfy the requirements of the funding agency, before or during construction, will be considered “additional services”.

Fees for services required to perform additional work will be negotiated at that time or billed using the attached Schedule of Invoicing Rates found in Exhibit “A”.

## CONTRACT TIME

Work shall begin immediately upon approval of this Contract and progress in accordance with the schedule below. Unless suspended or terminated, this contract shall remain in effect until the construction project is accepted by the OWNER and all associated documentation is complete.

It is recognized that timing of completion is critical to the OWNER and all efforts will be made to meet the following project schedule:

1. Completion of the PER (Scope Item 1) within three weeks of Contract approval.
2. Completion of funding and design (Scope Items 2 thru 4) within five weeks after accepted PER.
3. Obtain approval from LDH and put project out for bids (Scope Items 5 and 6) within four weeks after completion of plans.
4. Award construction contract and monitor construction to completion (Scope Items 7 thru 9) within 16 weeks after award OWNER.

## COMPENSATION

OWNER shall pay, and ENGINEERS agree to accept in full, compensation for the services to be performed under this contract, as follows:

- A. BASIC ENGINEERING SERVICES: The fee for Basic Engineering Services, including the PER, field work, final design, production of plans and specifications, cost estimating, and coordination with the OWNER through award of construction contract shall be \$24,000.

- B. CONSTRUCTION OBSERVATION: The fee for Construction Observation services, including required documentation and close-out assistance, shall be \$8,000.
- C. ADDITIONAL SERVICES: All additional services required and authorized by OWNER shall be billed hourly per the rates included in Exhibit "A", attached.
- D. THIRD-PARTY SERVICES: All sub-consultant or laboratory fees required shall be 100% reimbursable and paid directly by OWNER. These include third-party legal, consulting, and testing services.

#### PAYMENT SCHEDULE

The foregoing fees shall be paid to ENGINEERS following receipt of invoice by OWNER. Invoices will be prepared not more frequently than once per month, based on the percentage of the fee expended for the services completed to that billing date.

Specialized consultant or laboratory fees will be forwarded to the OWNER for direct payment, and will be subject to the terms and conditions of Agreements pertaining to those services made or approved by OWNER.

Invoices shall be due and payable within 30 days following the receipt of invoice.

#### 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 the parties hereto until the work has been completed and accepted by OWNER and all payments required to be made to ENGINEERS have been made. This contract may be suspended or 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, progress, or quality of work in a satisfactory manner, as determined in the discretion of OWNER, proper allowance being made for circumstances beyond the control of ENGINEERS.
- 3) By OWNER, if for any reason OWNER shall determine it does not wish to further continue with the project at that time.
- 4) By either party upon failure of the other party to fulfill its obligations as set forth in this contract.
- 5) By satisfactory completion of all services and obligations described herein.

In the event of termination or suspension, payment shall be made to ENGINEERS for services provided prior to termination or suspension.

#### 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 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

Effective for calendar year 2024

CLASSIFICATION	RATE
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 cost will be billed at 100% of the invoiced cost to Engineer. Travel, living and out-of-pocket expenses for authorized out-of-town trips will be billed at actual cost.	



STATE OF LOUISIANA  
CITY OF WEST MONROE

ORDINANCE NO. \_\_\_\_\_ MOTION BY: \_\_\_\_\_  
SECONDED BY: \_\_\_\_\_

AN ORDINANCE TO AUTHORIZE AND SUPPORT THE SUBMISSION OF THE PROJECT “TRENTON STREET BICYCLE/PEDESTRIAN PATH - PHASE 2" TO U.S. REPRESENTATIVE JULIA LETLOW AS A FEDERAL APPROPRIATIONS REQUEST FOR A FEDERAL CONTRIBUTION OF \$5,000,000, WITH A MATCHING CONTRIBUTION OF \$1,250,000 BY THE CITY; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and the Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that they do hereby authorize, support and endorse the submission of a Federal Appropriations request to U.S. Representative Julia Letlow for the following project, to-wit:

“TRENTON STREET BICYCLE/PEDESTRIAN PATH - PHASE 2" as a Federal appropriations request for a Federal contribution of \$5,000,000, with a matching contribution of \$1,250,000 by the City of West Monroe, with the Mayor authorized to certify that match in any manner needed or appropriate.

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 on this 21st day of March, 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 21ST DAY OF  
MARCH, 2024

\_\_\_\_\_  
CINDY EMORY, 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 ACCEPT THE LOW BID SUBMITTED WHICH MEETS THE PLANS AND SPECIFICATIONS AND IS WITHIN THE ESTIMATED COST OF CONSTRUCTION, BEING THE BID OF JABAR CORPORATION FOR \$116,618.04; AND THEREAFTER TO ENTER INTO A CONSTRUCTION CONTRACT WITH JABAR CORPORATION, FOR CERTAIN CONSTRUCTION SERVICES IN CONNECTION WITH THE PROJECT KNOWN AS “STELLA MILL STREET GRAVITY SEWER MAIN”; 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 the City of West Monroe accepts the low bid which met the plans and specifications for that work described as the “Stella Mill Street Gravity Sewer Main” project, being the bid of Jabar Corporation in the amount of \$116,618.04.

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, on behalf of the City of West Monroe, Louisiana, be and she is hereby authorized to enter into a construction contract with Jabar Corporation, for certain construction services in connection with the “Stella Mill Street Gravity Sewer Main” project, generally described as pipe-bursting the 8 inch gravity flow sewer main, performing sewer manhole rehabilitation, and providing all appropriate traffic control which is not otherwise provided by LA DOTD, all according to the terms, conditions and provisions set forth in the copy of that contract attached as Exhibit “A”.

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, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to further negotiate and modify any further provisions of the referenced contract as she determines necessary or appropriate, and thereafter to execute such contract, together with executing any and all further documents determined to be either necessary or appropriate in conjunction with the contract authorized above, and to take any and all other actions either necessary or appropriate in order to comply the terms of that executed contract.

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 the 21st day of March, 2024, the final vote being as follows:

YEA: \_\_\_\_\_

NAY: \_\_\_\_\_

NOT VOTING: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ATTEST:

APPROVED THIS 21ST DAY OF  
MARCH, 2024

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

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

SECTION 00 52 43

AGREEMENT FORM – UNIT PRICE

**THIS AGREEMENT** is by and between City of West Monroe  
(hereinafter called OWNER) and Jabar Corporation  
(hereinafter called CONTRACTOR).

OWNER and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

**ARTICLE 1 - WORK**

1.01 CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

Pipe bursting gravity sewer main, manhole rehabilitation, reconnect sewer services, and asphalt patching.

**ARTICLE 2 - THE PROJECT**

2.01 The Project for which the Work under the Contract Documents may be the whole or only a part is generally described as follows:

Emergency Sewer Repairs  
Stella Mill Street  
West Monroe, Louisiana

**ARTICLE 3 - ENGINEER**

3.01 The Project has been designed by:

Lazenby & Associates, Inc.  
2000 North 7<sup>th</sup> Street  
West Monroe, LA 71291

who is hereinafter called ENGINEER and who is to act as OWNER's representative, assume all duties and responsibilities, and have the rights and authority assigned to ENGINEER in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

## ARTICLE 4 - CONTRACT TIMES

### 4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

### 4.02 *Days to Achieve Substantial Completion and Final Payment*

A. The Work will be substantially completed within 20 days after the date when the Contract Times commence to run as provided in paragraph 2.03 of the General Conditions, and completed and ready for final payment in accordance with paragraph 14.07 of the General Conditions within 30 days after the date when the Contract Times commence to run.

### 4.03 *Liquidated Damages*

A. CONTRACTOR and OWNER recognize that time is of the essence of this Agreement and that OWNER will suffer financial loss if the Work is not completed within the times specified in paragraph 4.02 above, plus any extensions thereof allowed in accordance with Article 12 of the General Conditions. The parties also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by OWNER if the Work is not completed on time. Accordingly, instead of requiring any such proof, OWNER and CONTRACTOR agree that as liquidated damages for delay (but not as a penalty), CONTRACTOR shall pay OWNER \$240.00 for each day that expires after the time specified in paragraph 4.02 for Substantial Completion until the Work is substantially complete. After Substantial Completion, if CONTRACTOR shall neglect, refuse, or fail to complete the remaining Work within the Contract Time or any proper extension thereof granted by OWNER, CONTRACTOR shall pay OWNER \$240.00 for each day that expires after the time specified in paragraph 4.02 for completion and readiness for final payment until the Work is completed and ready for final payment.

## ARTICLE 5 - CONTRACT PRICE

5.01 OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents an amount in current funds equal to the sum of the amounts determined pursuant to paragraph 5.01.A below:

A. For all Work, at the prices stated in CONTRACTOR's Bid, attached hereto as an exhibit.

## ARTICLE 6 - PAYMENT PROCEDURES

### 6.01 *Submittal and Processing of Payments*

A. CONTRACTOR shall submit Applications for Payment in accordance with Article 14 of the General Conditions. Applications for Payment will be processed by ENGINEER as provided in the General Conditions.

### 6.02 *Progress Payments; Retainage*

A. OWNER shall make progress payments on account of the Contract Price on the basis of CONTRACTOR's Applications for Payment on or about the 10<sup>th</sup> day of each month during performance of the Work as provided in paragraphs 6.02.A.1 and 6.02.A.2 below. All such payments will be measured by the schedule of values established in paragraph 2.07.A of the General Conditions (and in the case of Unit

Price Work based on the number of units completed) or, in the event there is no schedule of values, as provided in the General Requirements:

1. Prior to Substantial Completion, progress payments will be made in an amount equal to the work completed, less the aggregate of payments previously made, less retainage as shown below, and less such amounts as ENGINEER may determine or OWNER may withhold, in accordance with paragraph 14.02 of the General Conditions:

- a. Retainage withheld shall be ten percent (10%) for contract amounts of less than five-hundred thousand dollars (\$500,000.00).
- b. Retainage withheld shall be five percent (5%) for contract amounts of five-hundred thousand dollars (\$500,000.00) or more.

2. Upon Substantial Completion, OWNER shall pay an amount sufficient to increase total payments to CONTRACTOR to 100 % of the Work completed, less retainage, and less such amounts as ENGINEER shall determine in accordance with paragraph 14.02.B.5 of the General Conditions and less 100 % of ENGINEER's estimate of the value of Work to be completed or corrected as shown on the tentative list of items to be completed or corrected attached to the certificate of Substantial Completion

#### 6.03 *Final Payment*

A. Upon final completion and acceptance of the Work in accordance with paragraph 14.07 of the General Conditions, OWNER shall pay the remainder of the Contract Price as recommended by ENGINEER as provided in said paragraph 14.07.

### **ARTICLE 7 - CONTRACTOR'S REPRESENTATIONS**

7.01 In order to induce OWNER to enter into this Agreement CONTRACTOR makes the following representations:

A. CONTRACTOR has examined and carefully studied the Contract Documents and the other related data identified in the Bidding Documents.

B. CONTRACTOR has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.

C. CONTRACTOR is familiar with and is satisfied as to all federal, state, and local Laws and Regulations that may affect cost, progress, and performance of the Work.

D. CONTRACTOR has obtained and carefully studied (or assumes responsibility for having done so) all examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface, and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by CONTRACTOR, including applying the specific means, methods, techniques, sequences, and procedures of construction, if any, expressly required by the Contract Documents to be employed by CONTRACTOR, and safety precautions and programs incident thereto

E. CONTRACTOR does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract Documents.



F. CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Contract Documents.

G. CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents, and all additional examinations, investigations, explorations, tests, studies, and data with the Contract Documents.

H. CONTRACTOR has given ENGINEER written notice of all conflicts, errors, ambiguities, or discrepancies that CONTRACTOR has discovered in the Contract Documents, and the written resolution thereof by ENGINEER is acceptable to CONTRACTOR.

I. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.

## **ARTICLE 8 - CONTRACT DOCUMENTS**

### **8.01 *Contents***

A. The Contract Documents consist of the following:

1. This Agreement (pages 1 to 7, inclusive);
2. Performance Bond (pages 1 to 4, inclusive);
3. Payment Bond (pages 1 to 4, inclusive);
4. General Conditions (pages 1 to 42, inclusive);
5. Supplementary Conditions (pages 1 to 11, inclusive);
6. Specifications as listed in the table of contents of the Project Manual;
7. Drawings consisting of a cover sheet and plan sheets, inclusive, with each sheet bearing the following general title: Emergency Sewer Repairs Stella Mill Street
8. Addenda (numbers \_\_\_\_\_ to \_\_\_\_\_, inclusive);
9. Exhibits to this Agreement (enumerated as follows):
  - a. Notice to Proceed (1 page);
  - b. CONTRACTOR's Bid (pages 1 to 4, inclusive);
10. The following which may be delivered or issued on or after the Effective Date of the Agreement and are not attached hereto:
  - a. Written Amendments;
  - b. Work Change Directives;

c. Change Order(s).

B. The documents listed in paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).

C. There are no Contract Documents other than those listed above in this Article 9.

D. The Contract Documents may only be amended, modified, or supplemented as provided in paragraph 3.05 of the General Conditions.

## ARTICLE 9 - MISCELLANEOUS

### 9.01 *Terms*

A. Terms used in this Agreement will have the meanings indicated in the General Conditions.

### 9.02 *Assignment of Contract*

A. No assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, moneys that may become due and moneys that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

### 9.03 *Successors and Assigns*

A. OWNER and CONTRACTOR each binds itself, its partners, successors, assigns, and legal representatives to the other party hereto, its partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

### 9.04 *Severability*

A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

IN WITNESS WHEREOF, OWNER and CONTRACTOR have signed this Agreement in duplicate. One counterpart each has been delivered to OWNER and CONTRACTOR. All portions of the Contract Documents have been signed or identified by OWNER and CONTRACTOR or on their behalf.

This Agreement will be effective on \_\_\_\_\_, 2024 (which is the Effective Date of the Agreement).

OWNER:

City of West Monroe

By: \_\_\_\_\_  
Staci Albritton Mitchell, Mayor

[CORPORATE SEAL]

Attest \_\_\_\_\_

Address for giving notices:

2305 North 7<sup>th</sup> Street

West Monroe, Louisiana 71291

\_\_\_\_\_

(If OWNER is a corporation, attach evidence of authority to sign. If OWNER is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of OWNER-CONTRACTOR Agreement.)

Designated Representative:

Name: Staci Albritton Mitchell

Title: Mayor

Address: 2305 North 7<sup>th</sup> Street

West Monroe, Louisiana 71291

Phone: (318) 396-2600

Facsimile: \_\_\_\_\_

CONTRACTOR:

Jabar Corporation

By: \_\_\_\_\_

[CORPORATE SEAL]

Attest \_\_\_\_\_

Address for giving notices:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

License No. \_\_\_\_\_  
(Where applicable)

Agent for service of process: \_\_\_\_\_

(If CONTRACTOR is a corporation or a partnership, attach evidence of authority to sign.)

Designated Representative:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

END OF DOCUMENT



## INFRASTRUCTURE PROJECT UPDATE

March 21, 2024

Item 10)

### UNDER CONSTRUCTION

Project	Description	Funding	Status
Otis Street (Urban Systems)	Mill & Overlay, add bike/ped path.	Urban Systems (80/20)	Punchlist item and final change order remain.
DRA: Cypress/Slack Sanitary Sewer Improvements	Replacement of sanitary sewer lines in the vicinity of Cypress Street.	DRA/City	Contractor is to perform additional investigation of final punch list item.
New Kiroli Road Bridge (North)	Replacement of bridge on Kiroli Road with box culverts.	Capital Outlay	Roadwork repairs completed last week. Remaining work (sidewalks, etc) to be done this week.
Flanagan Street Water Main Replacement	Replacement of existing 4" W.M. along Flanagan with a 6" W.M.	CWEF/City	Construction beginning on 3/18.
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	Received bids on 3/19/24. Award of contract pending.
Industrial Park Drainage Improvements (EDA)	Drainage improvements including cross drains, piping, and ditches.	EDA/City	All cross drains and roadway repairs completed. Brent Road 54" storm drain relief completed. Minor work and dress up remain.

#### 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
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)	Pursuing additional funding from DOTDTAP.
Black Bayou Canal - 2016 Flood Damage Repairs	Repair concrete canal near Assembly and Wal Mart.	EDA/FEMA/ City	EDA awarding \$1.7 million.
Black Bayou Canal Improvements (HMGP)	Improvements including cleaning, widening, and armoring portions of the Black Bayou Canal south of I-20.	FEMA/City	Awaiting FEMA Phase I approval. USACE permitting underway.
Crosley Street Rehabilitation	Mill & Overlay with sidewalk replacement, from Trenton St. to N. 7th Street.	Urban Systems (80/20)	Design Phase.
Highland School Area Sidewalks	Construction of sidewalks along Arlene Street to provide a safe pedestrian route to school.	LaDOTD/City	98% Final plans have been submitted.
Mane Street Rehabilitation Phase 2 (Urban Systems)	Mill & Overlay Mane Street from Downing Pines Rd to Interchange.	Urban Systems (80/20)	Bids received 2/14/24. DOTD preparing contract.
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	Plans are complete. Property acquisition underway. Rate study underway.
New Austin Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Austin LS.	EDA/City	Design Phase.
Arkansas Rd. Utility Relocation	Relocation of water and sewer lines ahead of street rehabilitation project.	City	DOTD permit approved. Awaiting DHH permit.
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	Design 90%. Final plan with City review underway. Irrigation changes to be incorporated.
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% Preliminary complete, pending retaining wall revision.
Downtown - Trenton/Wood Sewer	Sewer line improvements.	City	Plans complete. Prices to be solicited during April/May with construction to occur during June.
Mid-City Drainage (Fed Approp/FEMA-PDM)	Drainage improvements between Trenton Street and Black Bayou Canal. (\$2.4m Award)	FEMA/City	FEMA consultant performing Environmental Assessment. Engineering contract approved 3/12/24.
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	CEA executed. Engineering contract is being prepared.
2023 DOTDTAP: N 6th Street Sidewalks	Construction of sidewalks along N 6th Street, from WMHS to Clayton Street.	LaDOTD/City	Design kickoff meeting was held 3/14/24. Engineering contract is being prepared.
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	Advertising for bids. Bid opening set for 4/11/24.
McMillan Rd. Lift Station Rehabilitation	Replacement of pumps and piping at the McMillan Rd. sanitary sewer lift station.	LGAP/City	LGAP agreement received. Funding reallocation approved by LGAP. Preparing LDH submittal.
Phillips Street Water Main FY22-23 CWF	Replacement of an aging 6" AC W.M. along Phillips between Cherry Street to the east side of Ned Street.	CWF/City	Permits approved. Awaiting CWF contract to solicit prices.
Black Bayou Pump Station - Pump Replacement	Replacement of pumps.	FEMA/City	\$5M application has been endorsed by GOHSEP (State) and forwarded to FEMA for consideration.
Black Bayou Pump Station Improvements	New pumps, housing, and generator. (\$10 million)	LWI/City	City has received conditional letter of award for \$10M. Grant kickoff mtg held 3/19/24.

**Project Classifications**

Transportation
Drainage
Water System
Sewer System
Quality-of-Life/Economic/Safety

Prepared by Robert L. George, IV, P.E.



**MARCH 21, 2024  
WEST MONROE CITY COUNCIL MEETING  
ENGINEERING UPDATE  
L&A, INC. PROJECT NO. 24E038.00**

**Kiroli Walk Trail Improvements – City Project No. C22002**

- Preparing Construction Plans, will set wooden stakes for alignment stationing next week
- Tennis Court plans have been transmitted to the

**Sunshine Heights Drainage Improvements – City Project No. C22024**

- Topographic Survey 95% complete
- Finish topo & continue preparing construction plan set

**Natchitoches Street Cross Drain Replacement – City Project No. C23007**

- Anticipate opening letter bids March 28, inviting six bidders
- Estimated construction cost is \$135,000

**North 3<sup>rd</sup> Street Improvements – City Project No. C23013**

- Project is currently advertised for bids
- Bid opening is March 28

**Stella Mill Street Gravity Sewer Main Rehabilitation (1 Mill Street, Thrift Store)**

- Opened letter bids March 20, Jabar was low bidder in amount of \$116,618.04, just under our construction estimate
- Three bidders invited & one bid received, recommend award to low bidder Jabar
- We are continuing to coordinate with LDOTD for road closure, possibly Monday, April 1 with an approximate ten-day duration

**Stella Street Gravity Sewer Main Rehabilitation (710 Stella Street, near J Russell)**

- Anticipate opening letter bids March 28, inviting three bidders
- Estimated construction cost is \$127,000

**Wood Street Sidewalk Repairs**

- Review with Mayor's office to establish project limits & designing to be in accordance with the City's ADA transition plan.

**Gulpha Drive Ditch Stabilization**

- Topo surveying ditch area in order to determine options available for stabilization & estimate costs for those options

**Downing Pines Roadside Ditch Stabilization**

- Topo surveying ditch area in order to determine options available for stabilization & estimate costs for those options

**Various Appropriations Requests for funding**

- Working with the Mayor's office for various funding requests
- Federal Programs – DRA, Representative Julia Letlow Office
- State Programs – Capital Outlay & Direct Funding from surplus



PREPARED 03/19/2024, 9:20:33  
PROGRAM: GM257U  
City of West Monroe

2024 TRIAL BALANCE  
AS OF 02/28/2024

PA Item 11)  
ACCOUNTING PERIOD 08/2024

FUND 001 General Fund		DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION	BALANCE	BALANCE
101 01 00	Cash / Operating Cash	10,873,223.89	
101 20 00	Cash / Investment in LAMP	1,566,256.09	
102 20 10	Petty Cash / Cash Boxes	17,438.25	
115 00 00	Current Assets / Accounts Receivable	102,327.53	
115 10 10	Utility Billing / Utility	66,026.83	
115 12 00	Accounts Receivable / Billed Services	12,155.84	
115 20 10	Code Enforcement / Code Enforcement	53,182.31	
115 25 10	Building Permits / Building Permits	4,000.00	
115 30 10	Parks & Recreation / KIROLI Park	1,002.00	
115 35 10	Cultural & Recreation / Convention Center	11,738.62	
115 40 10	Due From Employees / Insurance Premiums	5,185.22	
115 40 15	Due From Employees / Payroll Levy	663.49	
115 40 20	Due From Employees / Travel Advances		23,511.60
115 45 10	Special Details / Police Details	47,423.05	
115 50 10	NSF Checks / NSF	1,107.00	
115 80 11	Due from Other Entities / Cable Franchise Fee		4,867.89
115 80 12	Due from Other Entities / Due from Art Council		53.24
115 80 13	Due from Other Entities / WPS Building Lease Receiv	81,315.00	
115 80 16	Due from Other Entities / WM City Court	8,623.74	
115 80 17	Due from Other Entities / WOPT		18,880.00
115 80 30	Due from Other Entities / ATMOS Gas		5,191.33
115 80 35	Due from Other Entities / Entergy		31,666.52
126 10 00	Due From DEQ / State		.02
126 14 10	City of Monroe / Sales Tax	3,265,837.92	
130 60 19	Due From Other Funds / Capital Fund	326,713.00	
130 60 21	Due From Other Funds / Sec 8 Housing Fund	493,558.77	

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City of West Monroe

2024 TRIAL BALANCE  
AS OF 02/28/2024

ACCOUNTING PERIOD 06/2024

Item 11)

FUND 001 General Fund		DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION	BALANCE	BALANCE
141 15 00	Inventories / Parts	28,455.52	
202 00 00	Current Liabilities / Vouchers/Accounts Payable		851,536.00
207 10 40	Sales Tax Payable / Convention Center		1,935.55
207 30 10	Due to Other Agencies / Cost of Court Distributn		91,760.77
208 17 00	Due to Other Funds / Due to Capital Fund		135,541.00
217 10 20	Taxes Payable / Federal Taxes	52.67	
217 20 10	Pensions Payable / MERS	2,560.93	
217 20 20	Pensions Payable / Police	1,979.34	
217 20 40	Pensions Payable / Judge	2,075.80	
217 40 05	Insurances Payable / Voluntary Life AD&D		305.97
217 40 15	Insurances Payable / Critical Illness	1,001.97	
217 40 16	Insurances Payable / Group Life Insurance		2,571.91
217 40 17	Insurances Payable / Long Term Disability		412.66
217 40 18	Insurances Payable / Short Term Disability		677.06
217 40 20	Insurances Payable / Accident Insurance	696.66	
217 40 25	Insurances Payable / Gap Insurance	44.84	
217 40 40	Insurances Payable / Vision	122.33	
217 40 50	Insurances Payable / Dental		1,392.34
217 40 57	Insurances Payable / AFLAC	1,037.13	
217 40 59	Insurances Payable / Met Life Insurance		8,114.01
217 60 20	Other Deductions / Fitness Mem Payable	1,408.41	
217 70 10	Union Dues / Fire Union	604.50	
217 70 30	Union Dues / MPOA/LPOA Relief		.03
223 10 00	Deferred Revenue / Overpayments		34,294.35
228 20 10	Building Inspection / Contractor's Deposits		37,472.00
228 30 20	EVIDENCE DEPOSIT / Convention Center		6,812.49

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City of West Monroe

2024 TRIAL BALANCE  
AS OF 02/28/2024

PA Item 11)  
ACCOUNTING PERIOD 08/2024

FUND 001 General Fund		DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION	BALANCE	BALANCE
228 30 25	EVIDENCE DEPOSIT / Expo Center		17,650.00
242 10 00	Fund Equity / Revenue Control Account		17,590,770.93
242 20 00	Fund Equity / Expenditure Cntrl Summary	15,531,579.77	
243 00 00	Fund Equity / Encumbrance Control	72,783.11	
244 00 00	Fund Equity / Reserve for Encumbrances		72,783.11
250 00 00	Fund Equity / Pr Yr Res for Encumbrance		197,660.93
253 10 00	Fund Balance / Unreserved Fund Balance		13,446,319.82
	FUND TOTALS	32,582,181.53	32,582,181.53
	FUND IS IN BALANCE		

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PROGRAM: GM259L

City of West Monroe  
REVENUE REPORT  
67% OF YEAR LAPSED

PA Item 11)

ACCOUNTING PERIOD 08/2024

City of West Monroe

FUND 001 General Fund		ACCOUNT	DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
310			Taxes								
311	10 00		Property Tax	100,000	546,549.08	547	800,000	1,116,586.33	140	1,200,000	83,413.67
			Real Property								
311	**		Property Tax	100,000	546,549.08	547	800,000	1,116,586.33	140	1,200,000	83,413.67
313	00 00		Sales & Use Tax	1,666,667	378,299.46	23	13,333,336	11,788,715.94	88	20,000,000	8,211,284.06
	10 00		Sales & Use Tax	1,500	1,803.28	120	12,000	15,346.64	128	18,000	2,653.36
			Auto Rental Tax								
313	**		Sales & Use Tax	1,668,167	380,102.74	23	13,345,336	11,804,062.58	89	20,018,000	8,213,937.42
316	10 61		Gross Receipts Business								
			Insurance Premiun Tax	43,000	76,906.67	179	344,000	96,496.67	28	516,000	419,503.33
316	**		Gross Receipts Business	43,000	76,906.67	179	344,000	96,496.67	28	516,000	419,503.33
318	20 10		Other Taxes								
	20 15		CATV	12,583	33,661.93	268	100,664	67,839.41	67	151,000	83,160.59
	20 20		ATMOS Gas	8,333	.00		66,664	51,559.45	77	100,000	48,440.55
	20 20		Entergy	75,000	98,736.35	132	600,000	374,117.92	62	900,000	525,882.08
	20 *		Franchise Tax	95,916	132,398.28	138	767,328	493,516.78	64	1,151,000	657,483.22
318	**		Other Taxes	95,916	132,398.28	138	767,328	493,516.78	64	1,151,000	657,483.22
319	10 10		Penalties and Interest								
	10 60		Property Tax	50	747.60	1495	400	1,371.34	343	600	771.34-
	10 61		Occupational License	458	75.00-	16	3,664	825.35	23	5,500	4,674.65
			Insurance	13	.00		104	.00		150	150.00
	10 *		Taxes	521	672.60	129	4,168	2,196.69	53	6,250	4,053.31
319	**		Penalties and Interest	521	672.60	129	4,168	2,196.69	53	6,250	4,053.31
310	***		Taxes	1,907,604	1,136,629.37		15,260,832	13,512,859.05		22,891,250	9,378,390.95
320			Licenses and Permits								
321	10 10		Business Licenses								
	10 60		Alcoholic Beverages	2,208	.00		17,664	24,550.25	139	26,500	1,949.75
			Occupational	75,000	375,199.14	500	600,000	712,596.90	119	900,000	187,403.10
	10 *		Business Licenses	77,208	375,199.14	486	617,664	737,147.15	119	926,500	189,352.85
	20 10		Contractor Certificate	1,417	1,575.00	111	11,336	13,650.00	120	17,000	3,350.00
321	**		Business Licenses	78,625	376,774.14	479	629,000	750,797.15	119	943,500	192,702.85

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City of West Monroe  
REVENUE REPORT  
67% OF YEAR LAPSED

PA Item 11)

ACCOUNTING PERIOD 08/2024

City of West Monroe

FUND 001	General Fund	ACCOUNT	*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE	
322	Nonbusiness									
10 10	Building	6,417	829.00	13	51,336	64,317.88	125	77,000	12,682.12	
10 20	Electrical	1,333	934.00	70	10,664	13,058.00	122	16,000	2,942.00	
10 25	Plumbing	3,750	26,831.79	716	30,000	110,357.31	368	45,000	65,357.31-	
10 35	Heat & Air	583	195.00	33	4,664	6,399.00	137	7,000	601.00	
10 40	Mobile Home	13	.00		104	100.00	96	150	50.00	
10 *	Inspection Permits	12,096	28,789.79	238	96,768	194,232.19	201	145,150	49,082.19-	
20 20	ROW Usage	292	.00		2,336	3,250.00	139	3,500	250.00	
20 *	Special Permits	292	.00		2,336	3,250.00	139	3,500	250.00	
322	** Nonbusiness	12,388	28,789.79	232	99,104	197,482.19	199	148,650	48,832.19-	
320	*** Licenses and Permits	91,013	405,563.93		728,104	948,279.34		1,092,150	143,870.66	
330	Intergovernmental Revenue									
331	Federal Grants									
18 00	Section 8	18,750	.00		150,000	.00		225,000	225,000.00	
331	** Federal Grants	18,750	.00		150,000	.00		225,000	225,000.00	
332	Ouachita Parish									
10 00	Court Support	1,917	1,916.67	100	15,336	19,459.86	127	23,000	3,540.14	
332	** Ouachita Parish	1,917	1,916.67	100	15,336	19,459.86	127	23,000	3,540.14	
334	State Revenue									
14 00	LA Hwy Safety Commission	7,250	.00		58,000	68,411.08	118	87,000	18,588.92	
29 00	DOTD	896	.00		7,168	5,375.00	75	10,750	5,375.00	
90 10	State Signal Light	1,867	.00		14,936	11,200.00	75	22,400	11,200.00	
90 12	Misc Rev	417	.00		3,336	.00		5,000	5,000.00	
90 15	State Street Maint	1,542	.00		12,336	9,152.50	74	18,500	9,347.50	
90 *	Other State Rev	3,826	.00		30,608	20,352.50	67	45,900	25,547.50	
334	** State Revenue	11,972	.00		95,776	94,138.58	98	143,650	49,511.42	
335	State Shared Revenues									
10 70	Beer Tax	1,667	.00		13,336	6,135.47	46	20,000	13,864.53	
10 90	Fire Insurance 2%	8,333	.00		66,664	85,585.70	128	100,000	14,414.30	
10 *	Taxes	10,000	.00		80,000	91,721.17	115	120,000	28,278.83	
335	** State Shared Revenues	10,000	.00		80,000	91,721.17	115	120,000	28,278.83	
330	*** Intergovernmental Revenue	42,639	1,916.67		341,112	205,319.61		511,650	306,330.39	

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City of West Monroe

FUND 001 General Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
340	Charges for Services								
341	General Government								
10 15	City Attorney Work Rev	1	.00		8	.00		13	13.00
10 *	Court	1	.00		8	.00		13	13.00
30 10	Zoning Fee	417	150.00	36	3,336	2,850.00	85	5,000	2,150.00
30 *	Zoning	417	150.00	36	3,336	2,850.00	85	5,000	2,150.00
50 *	Community Development	0	.00		0	.00		0	.00
341 **	General Government	418	150.00	36	3,344	2,850.00	85	5,013	2,163.00
342	Public Safety								
10 *	Jail Revenue	0	.00		0	.00		0	.00
15 10	Police Fees	608	217.50	36	4,864	1,829.50	38	7,300	5,470.50
15 12	Bonds & Surety	1,250	2,065.00	165	10,000	9,700.00	97	15,000	5,300.00
15 13	Metro Reimbursement	2,917	5,825.95	200	23,336	19,799.99	85	35,000	15,200.01
15 15	Miscellaneous Rev	333	997.50	300	2,664	5,840.00	219	4,000	1,840.00-
15 19	Drug Forfeiture Rev	500	.00		4,000	18,179.89	455	6,000	12,179.89-
15 *	Police	5,608	9,105.95	162	44,864	55,349.38	123	67,300	11,950.62
20 10	Service Charge	417	.00		3,336	1,935.00	58	5,000	3,065.00
342 **	Public Safety	6,025	9,105.95	151	48,200	57,284.38	119	72,300	15,015.62
343	Charges for Services								
10 00	Grass Cut	1,667	.00		13,336	18,520.00	139	20,000	1,480.00
12 00	Demolition	1,250	4,250.00	340	10,000	22,631.00	226	15,000	7,631.00-
13 00	Electricity charging sale	0	.77		0	65.46		0	65.46-
14 05	CE Trash Removal	42	250.00	595	336	325.00	97	500	175.00
14 10	Express Trash Service	17	25.00	147	136	25.00	18	200	175.00
14 *	Trash Removeal	59	275.00	466	472	350.00	74	700	350.00
15 00	CE Structure Security	67	2,575.00	3843	536	4,775.00	891	800	3,975.00-
16 00	Administration Fee	833	2,614.95	314	6,664	12,864.95	193	10,000	2,864.95-
343 **	Charges for Services	3,876	9,715.72	251	31,008	59,206.41	191	46,500	12,706.41-
344	Sanitation								
10 30	Garbage	80,417	80,032.28	100	643,336	641,446.32	100	965,000	323,553.68
10 35	Excess Trash Rev	6,250	6,773.00	108	50,000	51,483.00	103	75,000	23,517.00
10 *	Utilities	86,667	86,805.28	100	693,336	692,929.32	100	1,040,000	347,070.68
344 **	Sanitation	86,667	86,805.28	100	693,336	692,929.32	100	1,040,000	347,070.68

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City of West Monroe

FUND 001 General Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
345	Health & Safety								
345 **	Health & Safety	0	.00		0	.00		0	.00
346	Community Development								
10 10	Activity Revenue	292	850.00	291	2,336	6,460.00	277	3,500	2,960.00-
10 12	Misc Revenue	83	243.00	293	664	257.00	39	1,000	743.00
10 14	Program Revenue	8	.00		64	49.00	77	100	51.00
10 *	Community Center	383	1,093.00	285	3,064	6,766.00	221	4,600	2,166.00-
346 **	Community Development	383	1,093.00	285	3,064	6,766.00	221	4,600	2,166.00-
347	Culture & Recreation								
10 02	Entrance Fees	6,667	11,895.00	178	53,336	37,281.50	70	80,000	42,718.50
10 03	Season Pass	1,125	2,101.00	187	9,000	9,571.00	106	13,500	3,929.00
10 06	Shelter Rent Fees	1,917	7,480.00	390	15,336	15,165.00	99	23,000	7,835.00
10 08	Other Facility Rent Fees	250	.00		2,000	150.00	8	3,000	2,850.00
10 10	Concessions	142	.00		1,136	1,078.69	95	1,700	621.31
10 90	Miscellaneous Revenue	267	600.50	225	2,136	2,661.42	125	3,200	538.58
10 *	Kiroli Park	10,368	22,076.50	213	82,944	65,907.61	80	124,400	58,492.39
13 *	Restoration Park	0	.00		0	.00		0	.00
15 *	Lazarre Park	0	.00		0	.00		0	.00
20 10	Facility Rent	583	250.00	43	4,664	6,610.00	142	7,000	390.00
20 11	Memberships	1,667	621.00	37	13,336	11,590.79	87	20,000	8,409.21
20 12	Concessions	758	1,842.98	243	6,064	4,571.60	75	9,100	4,528.40
20 15	Program Revenue	5,000	300.00	6	40,000	37,764.25	94	60,000	22,235.75
20 *	Recreation Center	8,008	3,013.98	38	64,064	60,536.64	95	96,100	35,563.36
30 15	Booth Rental	833	.00		6,664	5,725.00	86	10,000	4,275.00
30 20	Pea Sheller	333	.00		2,664	3,811.00	143	4,000	189.00
30 21	Pecan Sheller	375	.00		3,000	9,902.00	330	4,500	5,402.00-
30 25	Freezer Rental	375	.00		3,000	4,914.00	164	4,500	414.00-
30 30	Misc Revenue	42	.00		336	229.00	68	500	271.00
30 *	Farmer's Market	1,958	.00		15,664	24,581.00	157	23,500	1,081.00-
40 11	Equipment Rental	2,917	9,858.58	338	23,336	18,247.25	78	35,000	16,752.75
40 12	Concessions	667	2,846.21	427	5,336	13,614.79	255	8,000	5,614.79-
40 13	Deposit Forfieture	417	.00		3,336	500.00	15	5,000	4,500.00
40 14	Catering	833	2,286.80	275	6,664	11,009.05	165	10,000	1,009.05-



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City of West Monroe

FUND 001 General Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
40 15	Interagency Promotion	125	.00		1,000	1,451.11	145	1,500	48.89
40 16	Outside Caterer Fee	2,500	3,867.00	155	20,000	19,953.71	100	30,000	10,046.29
40 18	Room Rental	7,083	9,390.00	133	56,664	70,615.00	125	85,000	14,385.00
40 19	Special Events	50	707.00	1414	400	3,277.75	819	600	2,677.75-
40 20	Beverage Revenue	1,083	7,303.62	674	8,664	18,726.51	216	13,000	5,726.51-
40 *	Convention Center	15,675	36,259.21	231	125,400	157,395.17	126	188,100	30,704.83
45 10	Equine Event Rental	11,667	.00		93,336	78,200.00	84	140,000	61,800.00
45 11	Rental Forfeiture	50	.00		400	.00		600	600.00
45 12	Stall Rentals	15,833	.00		126,664	86,075.00	68	190,000	103,925.00
45 13	Shavings Sales	17,500	4,640.50	27	140,000	75,610.50	54	210,000	134,389.50
45 14	Other Event Rental	8,333	19,550.00	235	66,664	42,700.00	64	100,000	57,300.00
45 16	RV Space Rental	10,417	300.00	3	83,336	35,450.00	43	125,000	89,550.00
45 17	Concessions	12,500	36,907.90	295	100,000	105,262.64	105	150,000	44,737.36
45 18	Equipment Rental	4,500	2,484.00	55	36,000	24,149.13	67	54,000	29,850.87
45 19	Interagency Promotion	125	.00		1,000	.00		1,500	1,500.00
45 22	Security	1,083	1,280.00	118	8,664	2,480.00	29	13,000	10,520.00
45 25	Beverage Sales	167	3,835.00	2296	1,336	13,477.00	1009	2,000	11,477.00-
45 *	Ike Hamilton Expo Center	82,175	68,997.40	84	657,400	463,404.27	71	986,100	522,695.73
347 **	Culture & Recreation	118,184	130,347.09	110	945,472	771,824.69	82	1,418,200	646,375.31
348 20 10	Public Works Street Cuts	50	.00		400	350.00	88	600	250.00
348 **	Public Works	50	.00		400	350.00	88	600	250.00
340 ***	Charges for Services	215,603	237,217.04		1,724,824	1,591,210.80		2,587,213	996,002.20
350	Fines								
351	Court Fines								
10 10	City Court Fines	19,167	17,280.97	90	153,336	121,327.20	79	230,000	108,672.80
10 12	General Court Costs	2,500	4,542.00	182	20,000	30,714.00	154	30,000	714.00-
10 18	DWI Fines	2,533	1,075.08	42	20,264	25,738.48	127	30,400	4,661.52
10 20	DWI Special Cost	292	100.00	34	2,336	3,248.00	139	3,500	252.00
10 *	Court	24,492	22,998.05	94	195,936	181,027.68	92	293,900	112,872.32
351 **	Court Fines	24,492	22,998.05	94	195,936	181,027.68	92	293,900	112,872.32
352	Fees								
352 **	Fees	0	.00		0	.00		0	.00
350 ***	Fines	24,492	22,998.05		195,936	181,027.68		293,900	112,872.32

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City of West Monroe  
REVENUE REPORT  
67% OF YEAR LAPSED

PA Item 11)

ACCOUNTING PERIOD 08/2024

City of West Monroe

FUND 001 General Fund		ACCOUNT	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
		DESCRIPTION								
360		Invstmnts,Rents,Contribut								
361		Investment Earnings								
	10 00	Interest Revenue	1,667	25,081.83	1505	13,336	161,282.41	1209	20,000	141,282.41-
	10 10	General Govt	0	.00		0	21,690.70		0	21,690.70-
	10 *	Interest Revenue	1,667	25,081.83	1505	13,336	182,973.11	1372	20,000	162,973.11-
			1,667	25,081.83	1505	13,336	182,973.11	1372	20,000	162,973.11-
361	**	Investment Earnings	1,667	25,081.83	1505	13,336	182,973.11	1372	20,000	162,973.11-
362		Rents and Royalties								
	10 00	Rent of Office Space	283	250.00	88	2,264	2,000.00	88	3,400	1,400.00
	20 10	Energy Lease Royalties	1,667	940.70	56	13,336	5,475.67	41	20,000	14,524.33
	30 15	ATM	33	235.00	712	264	1,537.00	582	400	1,137.00-
	30 *	Leases	33	235.00	712	264	1,537.00	582	400	1,137.00-
			1,983	1,425.70	72	15,864	9,012.67	57	23,800	14,787.33
362	**	Rents and Royalties	1,983	1,425.70	72	15,864	9,012.67	57	23,800	14,787.33
363		Escheats								
	10 00	Sales of Recyclables	1,100	1,982.23	180	8,800	5,473.07	62	13,200	7,726.93
			1,100	1,982.23	180	8,800	5,473.07	62	13,200	7,726.93
363	**	Escheats	1,100	1,982.23	180	8,800	5,473.07	62	13,200	7,726.93
364		Contributions / Donations								
	12 00	Expo Center Contributions	0	.00		0	29.00		0	29.00-
	30 00	Private Contributions	250	2,388.27	955	2,000	103,387.50	5169	3,000	100,387.50-
			250	2,388.27	955	2,000	103,416.50	5171	3,000	100,416.50-
364	**	Contributions / Donations	250	2,388.27	955	2,000	103,416.50	5171	3,000	100,416.50-
360	***	Invstmnts,Rents,Contribut	5,000	30,878.03		40,000	300,875.35		60,000	240,875.35-
390		Other Financing Sources								
391		Interfund Transfers In								
			0	.00		0	.00		0	.00
391	**	Interfund Transfers In	0	.00		0	.00		0	.00
392		Proceeds from Asset Disp								
	10 00	Sale of Assets	41,667	.00		333,336	789,601.12	237	500,000	289,601.12-
	20 00	Comp on Loss of Cap Asset	0	.00		0	97.49		0	97.49-
			41,667	.00		333,336	789,698.61	237	500,000	289,698.61-
392	**	Proceeds from Asset Disp	41,667	.00		333,336	789,698.61	237	500,000	289,698.61-
393		Gen Long Term Debt Issued								
	10 00	General Obligation Bonds	0	.00		0	14.98-		0	14.98
			0	.00		0	14.98-		0	14.98
393	**	Gen Long Term Debt Issued	0	.00		0	14.98-		0	14.98

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City of West Monroe  
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ACCOUNTING PERIOD 08/2024

City of West Monroe

FUND 001 General Fund		***** CURRENT *****			***** YEAR-TO-DATE *****			ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
394	Miscellaneous Revenue								
10 00	Other Misc Revenue	16,667	5,189.51	31	133,336	58,107.50	44	200,000	141,892.50
10 05	Unknown	167	.00		1,336	479.83	36	2,000	1,520.17
10 06	Credit Card Fee	0	404.58		0	2,928.14		0	2,928.14-
10 *	Other Misc Revenue	16,834	5,594.09	33	134,672	61,515.47	46	202,000	140,484.53
394	** Miscellaneous Revenue	16,834	5,594.09	33	134,672	61,515.47	46	202,000	140,484.53
390	*** Other Financing Sources	58,501	5,594.09		468,008	851,199.10		702,000	149,199.10-
FUND TOTAL General Fund		2,344,852	1,840,797.18		18,758,816	17,590,770.93		28,138,163	10,547,392.07
GRAND TOTAL		2,344,852	1,840,797.18		18,758,816	17,590,770.93		28,138,163	10,547,392.07

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City of West Monroe

2024 TRIAL BALANCE  
AS OF 02/28/2024

PA Item 11)  
ACCOUNTING PERIOD 08/2024

FUND 901 Utility Enterprise Fund		DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION	BALANCE	BALANCE
101 01 00	Cash / Operating Cash	386,854.71	
115 10 10	Utility Billing / Utility	1,632,090.95	
115 12 00	Accounts Receivable / Billed Services	10,917.00	
115 40 20	Due From Employees / Travel Advances		4,870.63
115 70 20	Due From Other Entities / Riverwood	12,125.00	
116 10 00	Allowance for Uncollectab / Utility Billing		770,911.31
126 12 10	Ouachita Parish / Sewer Dist #5	110,106.92	
149 10 00	Deferred Charges / Net Pension Liability	1,537,845.56	
161 00 00	Fixed Assets / Land	74,150.00	
162 00 00	Fixed Assets / Infrastructure	54,724,684.00	
162 10 00	Infrastructure / Accumulated Depreciation		31,682,986.94
163 00 00	Fixed Assets / Building	73,435.92	
163 10 00	Building / Accumulated Depreciation		73,434.75
165 00 00	Fixed Assets / Machinery & Equipment	2,058,506.28	
165 10 00	Machinery & Equipment / Accumulated Depreciation		1,842,390.26
202 00 00	Current Liabilities / Vouchers/Accounts Payable	85,611.18	
207 10 35	Sales Tax Payable / Water		34,848.32
208 25 00	Due to Other Funds / 2010 DEQ SRB Cap Add & Cn		591,000.00
218 03 00	Payroll Liabilities / Accrued VAC/SIC		209,917.68
223 10 00	Deferred Revenue / Overpayments		873,528.96
228 10 10	Utilities / Water		221,824.83
238 10 00	Net Pension Obligation / MERS		4,339,878.02
242 10 00	Fund Equitiy / Revenue Control Account		4,552,436.84
242 20 00	Fund Equitiy / Expenditure Cntrl Summary	4,156,378.62	
243 00 00	Fund Equity / Encumbrance Control	41,476.43	
244 00 00	Fund Equity / Reserve for Encumbrances		41,476.43

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2024 TRIAL BALANCE  
AS OF 02/28/2024

PA Item 11)  
ACCOUNTING PERIOD 08/2024

FUND 901 Utility Enterprise Fund		DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION	BALANCE	BALANCE
250 00 00	Fund Equity / Pr Yr Res for Encumbrance		42,545.87
254 10 00	Retained Earnings / Unreserved Retnd Earnings	32,466,522.07	
261 10 00	Invested in Capital Assts / Contributed Capital		52,088,653.80
	FUND TOTALS	97,370,704.64	97,370,704.64
	FUND IS IN BALANCE		

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City of West Monroe  
REVENUE REPORT  
67% OF YEAR LAPSED

PA Item 11)

ACCOUNTING PERIOD 08/2024

City of West Monroe

FUND 901 Utility Enterprise Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	ACCOUNT DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
340	Charges for Services								
344	Sanitation								
10 15	Sewer	90,860	91,118.49	100	726,880	732,096.52	101	1,090,320	358,223.48
10 *	Utilities	90,860	91,118.49	100	726,880	732,096.52	101	1,090,320	358,223.48
15 10	Sewer Dist 5	111,060	113,794.75	103	888,480	1,030,977.50	116	1,332,725	301,747.50
344 **	Sanitation	201,920	204,913.24	102	1,615,360	1,763,074.02	109	2,423,045	659,970.98
348	Public Works								
10 10	Water	192,150	214,676.43	112	1,537,200	1,566,730.77	102	2,305,800	739,069.23
10 20	Treatment Plant	147,008	168,689.23	115	1,176,064	1,132,054.49	96	1,764,100	632,045.51
10 25	Penalty	14,500	8,360.40	58	116,000	87,427.56	75	174,000	86,572.44
10 *	Utilities	353,658	391,726.06	111	2,829,264	2,786,212.82	99	4,243,900	1,457,687.18
348 **	Public Works	353,658	391,726.06	111	2,829,264	2,786,212.82	99	4,243,900	1,457,687.18
340 ***	Charges for Services	555,578	596,639.30		4,444,624	4,549,286.84		6,666,945	2,117,658.16
350	Fines								
352	Fees								
352 **	Fees	0	.00		0	.00		0	.00
350 ***	Fines	0	.00		0	.00		0	.00
360	Invstmnts,Rents,Contribut								
361	Investment Earnings								
361 **	Investment Earnings	0	.00		0	.00		0	.00
360 ***	Invstmnts,Rents,Contribut	0	.00		0	.00		0	.00
390	Other Financing Sources								
391	Interfund Transfers In								
391 **	Interfund Transfers In	0	.00		0	.00		0	.00
392	Proceeds from Asset Disp								
392 **	Proceeds from Asset Disp	0	.00		0	.00		0	.00
393	Gen Long Term Debt Issued								
393 **	Gen Long Term Debt Issued	0	.00		0	.00		0	.00



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ACCOUNTING PERIOD 08/2024

City of West Monroe

FUND 901 Utility Enterprise Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
394	Miscellaneous Revenue								
10 00	Other Misc Revenue	167	600.00	359	1,336	3,150.00	236	2,000	1,150.00-
394	** Miscellaneous Revenue	167	600.00	359	1,336	3,150.00	236	2,000	1,150.00-
390	*** Other Financing Sources	167	600.00		1,336	3,150.00		2,000	1,150.00-
FUND TOTAL Utility Enterprise Fund		555,745	597,239.30		4,445,960	4,552,436.84		6,668,945	2,116,508.16
GRAND TOTAL		555,745	597,239.30		4,445,960	4,552,436.84		6,668,945	2,116,508.16