



Notice of:

BOARD OF ALDERMEN SPECIAL MEETING

Thursday, January 18, 2024 at 5:30 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 January 2, 2024 Regular Council Meeting.

Recognitions/Presentations

- 2) City of West Monroe Employee Recognitions.

Mayor's Review

Community Announcements

ADMINISTRATION/FINANCE

BUILDING AND DEVELOPMENT

CODE ENFORCEMENT

LEGAL

- [3\)](#) Ordinance to repeal Sec. 11-4010.1, which was a partial duplication of state law dealing with Possession of or dealing in firearms with obliterated number or mark.

PUBLIC WORKS

COMMUNITY SERVICES

PARKS AND RECREATION

POLICE/FIRE

WMFD

WMPD

- [4\)](#) Ordinance to declare certain movable property surplus (police dog "Darko"), and to be transferred to Sgt. Christopher Daniel Freeland. **Introduced at the December 19, 2023 City Council meeting.**

ENGINEERING/CONSTRUCTION PROJECTS

5) West Monroe Sports Complex - Project #000179

Authorize Certificate of Substantial Completion with Lincoln Builders of Ruston, Inc.

6) FY2023 LCDBG Clearance Grant

Ordinance to authorize a contract for professional consulting services with Robert N. Waxman/Waxmans, III.

7) Otis Street Rehabilitation - State Project #H.013518 - City Project #000145

Authorize Certificate of Substantial Completion with Amethyst Construction, Inc.

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

Authorize Change Order No. 1 (+ \$22,915.90; + 2 days) with Amethyst Construction, Inc.

9) Project Updates

Gary Eldridge, City of West Monroe Engineer

PUBLIC COMMENTS/OTHER BUSINESS

10) General Fund and Utility Fund Monthly Budget Reports.

11) West Monroe Fire Department December Fire Report.

ADJOURN

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

STACI ALBRITTON MITCHELL, MAYOR



BOARD OF ALDERMEN REGULAR MEETING

Tuesday, January 02, 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 First West Calhoun Pastor Jason McGuffie. The Pledge of Allegiance was led by Kiroli Student of the Year 5th grader Claire Grubbs.

Motion to Approve Minutes

Motion to approve the minutes of the December 19, 2023 Regular Council Meeting.

Motion made by Hamilton, Seconded by Buxton.

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

ADMINISTRATION/FINANCE

Resolution 835: 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.

Motion made by Welch, Seconded by Hamilton.

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

Ordinance 5275: Ordinance to authorize a renewal addendum #22 to the Worker's Compensation Claims Administration Agreement with Louisiana Agricultural Corporation, LLC (dba LAC Claims) - \$21,000.00 annual cost.

Motion made by Buxton, Seconded by Westerburg.

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

ADD-ON: INTRODUCE Ordinance to declare immovable property as surplus, and to be sold to Mark Alan Terral - property located at 309 McClendon Street.

Motion made by Hamilton, Seconded by Welch.

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

Ordinance 5276: INTRODUCE Ordinance to declare certain immovable property as surplus, and to be sold to Mark Alan Terral - property located at 309 McClendon Street.

Motion made by Westerburg, Seconded by Hamilton.

ENGINEERING/CONSTRUCTION PROJECTS

North 7th Street (Hwy. 143) Restriping (5-Lane) - Project #000188

Authorize Certificate of Substantial Completion with Highway Graphics, LLC.

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

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

Authorize Change Order No. 1 (+ \$52,185.00; 0 days) with Merrick, LLC.

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

West Monroe Sports Complex - Project #000179

Authorize Change Order No. 006 (+ \$4,414.00; + 0 days) with Lincoln Builders of Ruston, Inc.

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

New Black Bayou Stormwater Pumping Station Project

Ordinance 5277: Ordinance to authorize acceptance of the conditional award of funding, subject to all terms and provisions outlined in the Conditional Award Letter, and to the execution of the Cooperative Endeavor Agreement and compliance with its associated requirements.

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, water and other.

ADJOURN

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

ATTEST:

APPROVED:

CINDY EMORY
CITY CLERK

STACI ALBRITTON MITCHELL
MAYOR

STATE OF LOUISIANA
CITY OF WEST MONROE

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

AN ORDINANCE TO REPEAL SECTION 11-4010.1 OF THE CODE OF ORDINANCES, CITY OF WEST MONROE, LOUISIANA, WHICH HAD ESTABLISHED THE CRIME OF “POSSESSION OF OR DEALING IN FIREARMS WITH OBLITERATED NUMBER OR MARK”; 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 Section 11-4010.1 of the Code of Ordinances, City of West Monroe, Louisiana, which had established the crime of “Possession of or dealing in firearms with obliterated number or mark”, is hereby repealed;

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, passed and adopted the 18th day of January, 2024, the final vote being as follows:

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

APPROVED THIS 18TH DAY OF
JANUARY, 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 SELL CERTAIN DESCRIBED MOVABLE PROPERTY WHICH IS NOT NEEDED FOR ANY FURTHER PUBLIC PURPOSE BY THE CITY OF WEST MONROE, LOUISIANA, THE POLICE DOG “DARKO”, TO SGT. CHRISTOPHER DANIEL FREELAND FOR THE OBLIGATION AND RESPONSIBILITY FOR ALL FUTURE COSTS AND EXPENSES RELATING TO THAT MOVEABLE PROPERTY, ALL PURSUANT TO R.S. 33:4712H; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, R.S. 33:4712H, adopted by Acts 2021, No. 149, provides the governing authority of a municipality may, by ordinance, establish any procedure it deems appropriate for the private sale of a police dog that is no longer needed for police work to a police officer who trained or worked with the dog in exchange for consideration proportionate to the value of the dog; and

WHEREAS, the City of West Monroe, Louisiana, owns certain movable property, the canine known as “Darko” which is no longer able to be utilized because of his age (9 years old) and physical infirmities (hip and joint issues, among others); and

WHEREAS, while the canine “Darko” is no longer able to serve the West Monroe Police Department, he has provided many years of service and should be retired to enjoy the rest of his years as a family dog and pet; and

WHEREAS, the fair market cash value of the canine Darko is negligible, especially when his future potential medical expenses and care are considered, and Sgt. Christopher Daniel Freeland, who has been his handler for the years he has been owned by the City, is the appropriate person to provide that care to the canine “Darko” for the remainder of Darko’s lifetime. Additionally, transferring the canine Darko, an attack trained police dog, to a trained and experienced person who is already well familiar with that canine, is a wise and necessary step to insure the proper handling and use of Darko in the future.

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 pursuant to R.S. 33:4712H, the City of West Monroe, Louisiana is hereby authorized to transfer certain movable property, that canine known as “Darko”, which is no longer needed for any public purpose by the City of West Monroe,

Louisiana to Sgt. Christopher Daniel Freeland for and in cause and consideration of Sgt. Christopher Daniel Freeland assuming all obligation and responsibility for all future liability, costs and expenses which in any way arise from or relating to that certain moveable property, the canine “Darko”, which transfer shall be “as is” and without warranty of any type or nature, and with any further transfer of the canine “Darko” to be only with the prior express written consent of the City and in its sole discretion, except that Sgt. Christopher Daniel Freeland may gratuitously transfer “Darko” to any qualified training or certification agency or to any law enforcement agency without prior express written consent of the City.

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 a Bill of Sale on behalf of the City of West Monroe, Louisiana, reflecting the terms and provisions 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 canine “Darko” as set forth above.

SECTION 3. The above ordinance was introduced on December 19, 2023, 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 special legal session convened this 18th day of January, 2024, with the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 18TH DAY OF
JANUARY, 2024

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

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



AIA® Document G704® – 2017

Certificate of Substantial Completion

PROJECT: <i>(name and address)</i> West Monroe Indoor Sports Complex	CONTRACT INFORMATION: Contract For: General Construction Date: September 27, 2021	CERTIFICATE INFORMATION: Certificate Number: 001 Date: January 4, 2024
OWNER: <i>(name and address)</i> City of West Monroe 2305 North 7th West Monroe, LA 71291	ARCHITECT: <i>(name and address)</i> Timothy M. Brandon, Architect A.P.C. 103 Cypress Street West Monroe, LA 71291	CONTRACTOR: <i>(name and address)</i> Lincoln Builders of Ruston, Inc. P.O. Box 400, Ruston, LA, 71273-0400

The Work identified below has been reviewed and found, to the Architect's best knowledge, information, and belief, to be substantially complete. Substantial Completion is the stage in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date established by this Certificate.

(Identify the Work, or portion thereof, that is substantially complete.)

Entire project

Timothy M. Brandon,
Architect A.P.C.

ARCHITECT *(Firm Name)*


SIGNATURE

Timothy M. Brandon,
CEO

PRINTED NAME AND TITLE

1-5-24

DATE OF SUBSTANTIAL COMPLETION

WARRANTIES

The date of Substantial Completion of the Project or portion designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

(Identify warranties that do not commence on the date of Substantial Completion, if any, and indicate their date of commencement.)

January 4, 2024

WORK TO BE COMPLETED OR CORRECTED

A list of items to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

(Identify the list of Work to be completed or corrected.)

See attached punch list.

The failure to include any items on such list does not alter the responsibility of the Contractor to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor will complete or correct the Work on the list of items attached hereto within forty-five (45) days from the above date of Substantial Completion.

Cost estimate of Work to be completed or corrected: \$133,720.00

The responsibilities of the Owner and Contractor for security, maintenance, heat, utilities, damage to the Work, insurance, and other items identified below shall be as follows:

(Note: Owner's and Contractor's legal and insurance counsel should review insurance requirements and coverage.)

Owner to assume the above responsibilities at 12:00 AM on January 4, 2024.

The Owner and Contractor hereby accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Lincoln Builders of Ruston,
Inc.

CONTRACTOR *(Firm Name)*


SIGNATURE

Jerry Brasher, Vice
President

PRINTED NAME AND TITLE

1-5-2024
DATE

City of West Monroe

OWNER *(Firm Name)*

SIGNATURE

Staci Mitchell Albritton,
Mayor

PRINTED NAME AND TITLE

DATE

Remaining Punch List Items as of 1/3/24

Item 5)

12/13/2023 West Monroe Sports Complex - Architectural Punch List						
Item #	Title	Description	Responsibility	LBR Response (if applicable)	Cost Impact	Complete
12	Building signage / metal panels	Complete building signage installation and metal panel installation	JB Drywall	To be complete 1/5/24	\$100,000.00	
13	Parapet cap	Complete parapet cap installation	Terry's Roofing	To be complete 1/10/24	\$1,000.00	
15	Exterior concrete	All exterior concrete shall be clean and have no silt / dirt on i	LBR	Powerwashing beginning 1/8/24	\$250.00	
23	Concrete	All concrete shall be cleaned	LBR	Powerwashing beginning 1/8/24	\$250.00	
30	Caulk	All sealant on concrete shall be removed unless intended for the joint as designed. There shall be no sealant on concrete	GDA	To be complete 1/5/24	\$250.00	
42	Mullions	Clean all mullions. All mullions and brake metal shall be free from any dirt.	Superior Cleaning		\$500.00	
47	Brick	Clean brick	DRP		\$250.00	
48	Concrete	Clean exterior concrete	DRP	Powerwashing beginning 1/8/24	\$100.00	
57	Exterior stairs	Remove all stickers from stairs, and all wires from handrails	LBR		\$250.00	
58	Metal panel trim	Install metal panel trim on all metal panels. Typical.	JB Drywall		\$1,000.00	
62	Exterior concrete	All exterior concrete shall be cleaned	LBR	Powerwashing beginning 1/8/24	\$250.00	
63	Sealant around columns	Provide sealant around all exterior columns	GDA	to be completed 1/5/24	\$250.00	
65	Exterior metal panels	Complete the installation of exterior metal panel trim	JB Drywall	to be complete 1/5/24	\$500.00	
68	Landscaping	Install grass	Hydroseed		\$750.00	
71	Exterior downspout	Extend exterior downspout. Downspout appears to be cut off short.	Terry's Roofing		\$400.00	
76	Paint lintel	Paint lintel	Ruston Glass	Metal Trim as discussed	\$200.00	
82	Concrete around exterior columns	All concrete shall be cleaned	LBR	Powerwashing beginning 1/8/24	\$500.00	
83	Stain concrete to match adjacent	Stain concrete to match adjacent	Louisiana Concrete		\$100.00	
93	Clean/repair door		LBR		\$250.00	
103	Gypboard	Screws in gypsum board shall not be visible	Insight		\$250.00	
120	Fixed seating	Install fixed seating as shown on drawings	LBR	to be installed 1/4/24	\$10,000.00	
124	Exterior concrete wall	Clean exterior concrete wall	LBR	Powerwashing beginning 1/8/24	\$500.00	
131	Room locked. Unable to access.					
136	Clean door		Superior Cleaning		\$25.00	
140	Install backsplash/clean millwork		Insight		\$200.00	
146	Door hardware	Door hardware is damaged. Replace if it cannot be restored as new.	LBR		\$400.00	
156	Sink?		Byrnes	to be complete 1/4/24	\$250.00	
192	Ada bench	Provide missing ADA bench	LBR		\$500.00	
193	Part	Parts appear to be damaged. Replace.	Byrnes		\$150.00	
200	Ada bench	Provide missing ADA bench	LBR		\$750.00	
209	Floor	Material on surface of concrete. Flooring is stained and not consistent	Louisiana Concrete		\$350.00	
221	Sealant	Sealant doesn't have consistent texture	GDA		\$75.00	
226	Corner	Complete corner. Corner appears unfinished.	JB Drywall/BB Paint		\$250.00	
229	Caulk joint at CMU		GDA		\$50.00	
235	Remove markings from tilt wall panels - typical				\$100.00	
241	Urinal screens	Confirm if ceiling mount urinal screens are to be removed. I believe this was removed via change order	Beene	Floor mounted installed prior to change order. If removed will reveal markings @ floor	TBD	
242	Joint	Joint isn't consistent	Louisiana Concrete			
258	Chalk line	Remove chalk line from concrete wall			\$350.00	
265	Repair damaged p. lam door		LBR		\$250.00	
269	Door	PLAM chipped. Repair or replace door as needed	LBR		\$200.00	
277	Door closure	Door closure not working properly. Ensure this works as designed	Beene		\$50.00	
283	Remove chalk line from tilt wall panel				\$200.00	
290	Cap	Complete installation of cap. Coordinate color with architect. No exposed screws shall be seen from any face on cap	JB Flooring		\$100.00	
293	Hole	Patch holes in walls	LBR		\$150.00	
321	Install Joint Sealant	Install Joint Sealant	GDA		\$500.00	
323		clean and apply cold galvanizing product on steel stairs	LBR		\$1500.00	
324		install sealant around column bases	GDA	duplicate	\$200.00	
326		Score and fill crack with joint filler	Louisiana Concrete		\$1500.00	
331		Provide engraved nameplates securely fastened to all exterior mechanical equipment	Byrnes		\$300.00	
335		Provide Test & Balance report per Specification 230593	Byrnes		\$500.00	
351		Install shower curtain rod	Byrnes		\$50.00	

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 ROBERT N. WAXMAN/WAXMANS, III FOR CERTAIN CONSULTING SERVICES IN CONNECTION WITH THE PROJECT KNOWN AS “FY 2023 LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT (LCDBG) PROGRAM - CLEARANCE”; 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 Professional Services with Robert N. Waxman/Waxmans, III regarding applicable federal and state compliance on the project known as “FY 2023 Louisiana Community Development Block Grant (LCDBG) Program - Clearance”, 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.

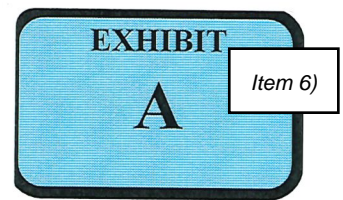
The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea or nay vote, this 18th day of January, 2024, the final vote being as follows:

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

APPROVED THIS 18TH DAY OF
JANUARY, 2024

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

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



(Waxmans, III - Local Fund Contract)

CONTRACT FOR PROFESSIONAL SERVICES

THE CITY OF WEST MONROE FY 2023 LCDBG - Clearance

Louisiana Community Development Block Grant Program

PART I - AGREEMENT

This Agreement for professional services is by and between the City of West Monroe, State of Louisiana (hereinafter called the "City"), acting herein by Staci Albritton Mitchell, Mayor, hereunto duly authorized, and WAXMANS, III, a Partnership organized under the laws of the State of Louisiana (hereinafter called the "CONSULTANT"), acting herein by Robert N. Waxman, Managing General Partner, hereunto duly authorized;

WITNESSETH THAT:

WHEREAS, the City intends to apply for and hopefully receive funding under the FY 2023 Louisiana Community Development Block Grant (LCDBG) Program pursuant to Title I of the Housing and Community Development Act of 1974, as amended; and

WHEREAS, the City desires to engage the CONSULTANT to render certain technical assistance services in connection with its Community Development Program:

NOW, THEREFORE, the parties do mutually agree as follows:

1. Employment of CONSULTANT

The City hereby agrees to engage the CONSULTANT on a contingency basis, and the CONSULTANT hereby agrees to perform the Scope of Services set forth herein under the terms and conditions of this Agreement.

2. Scope of Services

The CONSULTANT shall, in a satisfactory and proper manner, perform the following services:

- a. With the assistance of the community, help conduct public hearings. This includes, but is not limited to, such things as assisting in public hearings, preparing public notices, et cetera.
- b. Prepare the FY 2023 LCDBG Application.
- c. Prepare the Environmental Review Record.
- d. Prepare the Requests for Payment to ensure consistency with the procedures established for the LCDBG Program.
- e. Ensure that the community has an acceptable financial management system as it pertains to finances of the LCDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal, cash control register, property register, and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- f. Establish project files in local government office. These files must demonstrate compliance with all applicable State, local, and Federal regulations. Monitor project files throughout the program to ensure they are complete and that all necessary documentation is being retained in the community's files.
- g. If applicable to the program, assist grant recipients in complying with regulations governing land acquisition (real property, easements, rights of way, donation of property, et cetera).
- h. Assist the City Staff in the preparation of all bid documents and supervise the bidding process consistent with State and Federal regulations.
- i. Secure the Secretary of Labor's wage decision from the State and include it in the bid documents (N/A).
- j. Assist the engineer in preparing construction contracts which comply with State and Federal regulations.

Examples of the regulations include, but are not limited to, Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood

Insurance, Clean Air and Water Act (if contract over \$100,000), HUD Handbook (6500.3), OMB Circular A-102 (Attachment O), Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (if contract over \$10,000), Section 503, et cetera.

- k. Obtain contractor and subcontractor clearance from the State.
- l. Check weekly payrolls to ensure compliance with wage decisions. Conduct on-site interviews and compare the results with appropriate payrolls (N/A).
- m. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- n. Make progress inspections and prepare partial payment request to D.O.A.
- o. Attend and assist the City during the State's monitoring visit(s). Prepare the City's response to any monitoring findings.
- p. Assist the City in meeting the State's audit requirements.
- q. The City will make a final inspection and issue a final certificate of payment.
- r. Prepare close-out documents.

Services in each of the work areas shall be performed under and at the direction of the ELECTED OFFICIAL TITLE, or his designated representative.

3. Time of Performance

The services of the CONSULTANT shall commence on August 1, 2023 and be provided on a per-day basis as requested by the Mayor or his designated representative. Such services shall be continued in such sequence as to assure their relevance to the purposes of this Agreement. The CONSULTANT must take whatever steps are necessary to assure that the City contract conditions are cleared within six months of the date of the City's "Authorization to Incur Costs" letter. In any event, all of the services required and performed hereunder shall not be completed until the City has received notification of final close-out from the State.

4. Access to Information

It is agreed that all information, data, reports, records, and maps as are existing, available, and necessary for the carrying out of the work outlined above, shall be furnished to the CONSULTANT by the City. No charge will be made to the CONSULTANT for such information, and the City will cooperate with the CONSULTANT in every way possible to facilitate the performance of the work described in this contract.

5. Compensation and Method of Payment

Payment under this contract is contingent upon the City receiving approval from the State for funds under the FY 2023 CDBG program. CONSULTANT shall only be paid for services rendered under this Agreement from Local funds for administrative costs under the provisions of the grant awarded to the City. CONSULTANT will not be entitled to any reimbursement for program administration either from the City or the State, if the City does not receive a grant award and an authorization to incur costs from the State's Office of Community Development.

Upon the City's receipt of an award of a grant and an authorization to incur costs letter from the State's Office of Community Development, the amount of compensation and reimbursement to be paid CONSULTANT under this contract for program administration shall not exceed Fifty-five Thousand Dollars (\$55,000.00).

The City shall retain ten percent (5%) of CONSULTANT'S Administrative reimbursement until the City close-out documents are sent to the State, whereupon this retainage shall be paid to CONSULTANT.

CONSULTANT will be compensated for travel in accordance with Policy and Procedure Memorandum Number 49 (State Travel Regulations - LAC 4:V.1501 et seq.).

The CONSULTANT shall submit invoices to the City for payment. See Attachment "A" for billing procedure.

6. Ownership Documents

All documents, including original drawings, estimates, specifications, field notes, and data are the property of the City. The CONSULTANT may retain reproducible copies of drawings and other documents.

7. Professional Liability

The CONSULTANT shall be responsible for the use of reasonable skills and care benefitting the profession in the preparation of particular drawings, plans, specifications, studies, and reports and in the designation of particular materials for the project covered by this Contract.

8. Indemnification

The CONSULTANT shall comply with the requirements of all applicable laws, rules and regulations in connection with the services of the CONSULTANT, and shall exonerate, indemnify, and hold harmless the City, its officers, agents, and all employees from and against them, and local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and Income Tax Laws. Further, the CONSULTANT shall exonerate, indemnify, and hold harmless the City with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this contract by the CONSULTANT. This shall not be construed as a limitation of the CONSULTANT'S liability under this Agreement or as otherwise provided by law.

9. Terms and Conditions

This Agreement is subject to the provisions titled, "Part II, Terms and Conditions" consisting of five (5) pages, attached hereto and incorporated by reference herein. In case of a conflict, the Terms and Conditions shall govern.

10. Address of Notices and Communications

Staci Albritton Mitchell
Mayor
City of West Monroe
2305 North 7th Street
West Monroe, LA 71291

Robert N. Waxman
 Managing General Partner
 WAXMANS, III
 P. O. Box 14364
 Monroe, LA 71207-4364

11. Captions

Each paragraph of this Contract has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any paragraph or in any way determine its interpretation or application.

12. Authorization

This Agreement is authorized by the City Resolution, adopted June 6th, 2023, copies of which are attached hereto and made a part hereof.

CITY OF WEST MONROE

ATTEST:

By: _____

Staci Albritton Mitchell, Mayor

Date:

WAXMANS, III

By: _____

Robert N. Waxman

Managing General Partner

ATTACHMENT "A"
PAYMENT SCHEDULE
PROFESSIONAL MANAGEMENT SERVICES

The City of West Monroe, LOUISIANA shall reimburse WAXMANS, III for management services provided for completion of the following project milestones per the following percentages of the maximum contract amount and based on the percentage of completion of each milestone.

1)	Establishment of Recordkeeping System	25%
2)	Completion of Environmental/Special Conditions Clearance	30%
3)	Acquisition Activities	0%
4)	Completion of the Bid/Contract Award Process- Completion of Construction	40%
5)	Filing of all Required Close-Out Information	5%

TOTAL LUMP SUM	\$55,000.00
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PART II -- TERMS AND CONDITIONS

A. TERMINATION OF CONTRACT FOR CAUSE.

If, through any cause, the CONSULTANT shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the CONSULTANT shall violate any of the covenants, agreements, or stipulations of this Contract, the (City/Parish) shall thereupon have the right to terminate this Contract by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the CONSULTANT under this Contract shall, at the option of the (City/Parish), become its property and the CONSULTANT shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the CONSULTANT shall not be relieved of liability to the (City/Parish) for damages sustained by the (City/Parish) by virtue of any breach of the Contract by the CONSULTANT, and the (City/Parish) may withhold any payments to the CONSULTANT for the purpose of set-off until such time as the exact amount of damages due the (City/Parish) from the CONSULTANT is determined.

This contract for overall program administration will be automatically terminated if the application(s) is not funded by the OCD. CONSULTANT will not be entitled to any reimbursement for program administration either from the (City/Parish) or the OCD.

B. TERMINATION FOR CONVENIENCE OF THE (CITY/PARISH)

The (City/Parish) may terminate this contract at any time by giving at least 10 days notice in writing to the CONSULTANT. If the Contract is terminated by the (City/Parish) as provided herein, the CONSULTANT will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the CONSULTANT, paragraph 1 hereof relative to termination shall apply.

This contract for overall program administration will be automatically terminated if the application(s) is not funded by the OCD. CONSULTANT will not be entitled to any reimbursement for program administration either from the (City/Parish) or the OCD.

C. CHANGES

Such changes which are mutually agreed upon by and between the (City/Parish) and the CONSULTANT, shall be incorporated in written amendments to this Contract. No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

D. PERSONNEL

- a) The CONSULTANT represents that he has, or will secure at his own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the (City/Parish).
- b) All of the services required hereunder will be performed by the CONSULTANT or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

- c) None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the (City/Parish) . Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

E. ASSIGNABILITY

The CONSULTANT shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the (City/Parish) thereto. Provided, however, that claims for money by the CONSULTANT from the (City/Parish) under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the (City/Parish).

F. REPORTS AND INFORMATION

The CONSULTANT, at such times and in such forms as the (City/Parish) may require, shall furnish the (City/Parish) such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

G. RECORDS AND AUDITS

The CONSULTANT shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the (City/Parish) to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit or other financial reporting purposes to the (City/Parish) or any authorized representative, and will be retained for four years after the OCD has officially closed-out the CDBG Program unless permission to destroy them is granted by the (City/Parish).

H. FINDINGS CONFIDENTIAL

All of the reports, information, data, et cetera, prepared or assembled by the CONSULTANT under this Contract are confidential and the CONSULTANT agrees that they shall not be made available to any individual or organization without the prior written approval of the (City/Parish).

I. COPYRIGHT

No materials, to include but not limited to reports, maps, or documents produced as a result of this contract, in whole or in part, shall be available to CONSULTANT for copyright purposes. Any such materials produced as a result of this contract that might be subject to copyright shall be the property of the (City/Parish) and all such rights shall belong to the (City/Parish), and the (City/Parish) shall be sole and exclusive entity who may exercise such rights.

J. COMPLIANCE WITH LOCAL LAWS

The CONSULTANT shall comply with all applicable laws, ordinances and codes of the state and local government, and the CONSULTANT shall hold the (City/Parish) harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Contract.

K. EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Contract, the CONSULTANT agrees as follows:

- a) The CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, or handicap. The CONSULTANT will take affirmative steps to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, sex, color, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms or compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the (City/Parish) setting forth the provisions of this non-discrimination clause.
- b) The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT; state that all qualified applicants will receive consideration for employment without regard to race, color, sex, national origin, or handicap.
- c) The CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- d) The CONSULTANT will comply with all provisions of Presidential Executive Order 11246 (Executive Order 11246) of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- e) The CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the (City/Parish) and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- f) In the event of the CONSULTANT's non-compliance with the equal opportunity clauses of this Agreement or with any such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and the CONSULTANT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided by Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- g) The CONSULTANT will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the (City/Parish) may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the (City/Parish), the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

L. "SECTION 3" COMPLIANCE IN THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES

The full and complete amounts under this contract are less than the dollar thresholds for contract coverage as specified in 24 CFR 135.3(a)(3)(ii)(B) *Contractor and subcontractor thresholds*. The work to be

performed under this contract will not be subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3).

M. INTEREST OF MEMBERS OF THE (CITY/PARISH)

No member of the governing body of the (City/Parish) and no other officer, employee, or agent of the (City/Parish) who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

N. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

O. INTEREST OF CONSULTANT AND EMPLOYEES

The CONSULTANT covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The CONSULTANT further covenants that in the performance of this Contract, no person having any such interest shall be employed.

P. ACCESS TO RECORDS

The OCD grantor agency, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this specific contract for the purpose of audits, examinations, and making excerpts and transcriptions.

All records connected with this contract will be maintained in a central location by the unit of local government and will be maintained for a period of 4 years from the official date of close out of the grant by the OCD.

Q. CONTRACT EXPENDITURES NOT PERMITTED

The total sum of this contract, including any amendments, shall not exceed the amount of \$100,000. No expenditures for services under this contract shall be made for any type of construction or repair work, or for the employment of any mechanics or laborers, or for the purchase of any recoverable materials, or for the performance of any experimental, developmental, or research work as these terms and events are provided for in 2 CFR Part 200, Appendix II.

R. APPLICABLE LAW

This contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this contract shall be in the Nineteenth Judicial District Court, (City/Parish) of East Baton Rouge, State of Louisiana.

S. CODE OF ETHICS

The contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this contract. The contractor agrees to immediately notify the state if potential violations of the Code of Governmental Ethics arise at any time during the term of this contract.

T. SEVERABILITY

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

U. COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

V. ENTIRE AGREEMENT & ORDER OF PRECEDENCE

This contract together with the RFP and contractor's proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the Contractor's Proposal.

A. W. DEBARMENT, SUSPENSION, AND INELIGIBILITY (APPENDIX II PART 200)

The CONSULTANT represents and warrants that it and its subcontractors are not debarred, suspended, or placed in ineligibility status under the provisions of 24 CFR 24 (government debarment and suspension regulations). The CONSULTANT shall not enter into any subcontract with any sub-contractor who has been debarred, suspended, declared ineligible, or voluntarily excluded from participating in contacting programs by any agency of the United States Government or the State of Louisiana.

X. INSURANCE

CONSULTANT agree to carry and at all times keep in force adequate Commercial General, Automobile and Professional Liability insurance.

Y. PROCUREMENT OF RECOVERED MATERIALS

CONSULTANT does not anticipate purchasing and products or items listed in 40 CFR Part 247 Subpart B with funds provided by this contract.

Subject: FY 2023LCDBG Clearance Grant - Waxmans, III Contract

From: "Robbie Waxman" <rwaxman@bayou.com>

Date: 1/8/2024, 9:20 AM

To: <dccaldwell@gmail.com>

CC: "Staci Mitchell" <smitchell@westmonroe.la.gov>

Item 6)

Doug,

The above grant has been funded. I have attached my contract for your review.

Let me know if you have any questions.

Thanks.

Robbie Waxman

— Attachments: —

Waxmans, III Contract.pdf

557 KB

CERTIFICATE OF SUBSTANTIAL COMPLETION

OWNER'S Project No. # 000145

State Project No. H.013518

Project : **Otis Street Rehabilitation**

CONTRACTOR: **Amethyst Construction, Inc.**

Current Contract For: **\$1,624,090.84**

Contract Date: **December 20, 2021**

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 **Amethyst Construction, Inc.**
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

December 18, 2023
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__

Amethyst Construction, Inc.
CONTRACTOR

BY: _____

OTIS STREET REHABILITATION
AMETHYST CONSTRUCTION, INC.

Final Inspection Punch List
12-18-2023

Attending this inspection were Brad Anzalone (S.E. Huey Co.), Vic Munoz (S.E. Huey Co.), Gary Eldridge (City of West Monroe), Stephen Perkins (Amethyst Construction), Jeremy Ratcliff (DOTD), Bridget Skinner (DOTD), Kandy Yacher (DOTD).

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. Sandblast and paint all new catchbasin tops.
2. Remove plastic protection caps at joints throughout project.
3. Clean all remaining construction debris out of ditch.
4. Fill core holes flush with roadway.
5. Extend broken-line striping to approximate Station 4+50.
6. And embankment to area on west side of foot bridge so there is not a vertical drop off from sidewalk.
7. Area on east side of foot bridge needs dressing and grass established.
8. Contractor to dress shoulder material at Station 11+80 rt. as best as he can to prevent erosion and create an acceptable radius of return. It was noted that this area was outside of the contractor's scope of work and no remedy to the existing condition was called for in the plans. The project engineer will discuss with DOTD and the City as to what fix they want.
9. Undermining at sidewalk edge around culvert at Station 22+40 needs to be remedied. Project Engineer to provide contractor with solution after further investigation.
10. Taper curb and gutter down from box at Station 7+00 to eliminate sharp edge.
11. Dress ditch between box at approximate Station 7+00 and pipe at Station 11+00. Install matting.
12. Dress and seed washed areas behind curb section.
13. Clean new pipe and catchbasins.
14. Pour inverts in catchbasins.
15. Clean and grout around water valves at approximate Station 7+00.
16. It was noted that the driveway at approximate Station 32+00 was installed after construction by another contractor and was outside the scope of this job.

Respectfully submitted,

S. E. HUEY CO.

Brad Anzalone, P. E.

CHANGE ORDERNo. 1Dated: 1/16/2024OWNER'S Contract No.: _____ ENGINEER'S Project No.: 235576Project: **CONSTITUTION DR. - SHORT CONSTITUTION REHAB**CONTRACTOR: AMETHYST CONSTRUCTION, INC.Contract For: Roadway Rehabilitation Contract Date: April 19, 2023To: 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: January 16, 2024Nature of Changes: Asphalt patching of base failures and existing concrete patch that has shifted 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: \$ 935,675.10Net (Increase) Resulting from this Change Order: \$ 22,915.90Current Contract Price Including this Change Order: \$ 958,591.00

Contract Time Prior to This Change Order: 30 Days

Net (Add) Resulting from This Change Order: 2 Days

Current Contract Time Including This Change Order: 32 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:	12/15/2023
S.P. NO.	H.014689.6	F.A.P. NO.	H014689
Name:	CONSTITUTION DR-SHORT CONSTITUTION REHAB	Primary Parish:	Ouachita
		Category 2 / 2J	
This change order requires an LADOTD authorizer			
This change order requires an LADOTD Area Engineer authorizer			

PURPOSE: The purpose of this change order is add a new item not included in original contract.

SCOPE: SPN H.014689.6 Constitution Dr. - Short Constitution Rehab in Ouachita Parish. The scope of the project is to resurface 0.700 miles of Constitution/Short Constitution in West Monroe. The project includes grading, milling asphaltic concrete, pavement patching, in-place cement treated base course, asphalt concrete overlay, and related work.

EXPLANATION: During the pavement operation, an existing concrete patch began to move and break apart. Also, two small areas of the new soil cement showed signs of failure. The concrete patch and these two areas will be removed and replaced with a full depth asphalt patch.

ATTACHMENTS:

CWS

Price and days request.

COST: Increase of \$22,915.90. The pricing for the new item was provided by the contractor and was based on a negotiated price which was comparable to the weighted statewide average for this item.

SPECIFICATIONS: This Change Order does not alter any Specifications.

TIME: There will be two additional days added as a result of this Change Order.

FUNDING: Approved by City Council. The project manager, as listed in the contract proposal, has been made aware of the item additions within this change order and the anticipated cost.

Project Number H.014689.6

510-01-00200 Line Item 0900 = 510-01-00200 Pavement Patching (12" Minimum TH)

Funding Category 0001:

Create item for 120.61 SQYD or 100%.

JUSTIFICATION: Asphalt patching necessary to replace failing base. Payment will be based upon actual field measurement upon completion.

Time Adjustment: 2 day(s) Time added for completion of additional work.

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 two (2) days.

A review of the approved project schedule has been done by the project engineer and verified that this additional work will impact the contractor's project schedule by 2 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.

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Item 8)

Item No.	Item	Major Item	Price per Unit	Change		Current Quantity	Revised Quantity	% Change
Proj. / Line Item No.		% of Cont.		Quantity	Amount			
510-01-00200	Pavement Patching (12" Minimum TH)	No	\$190.00	120.610	\$22,915.90	0.000	120.610	New
H.014689.6 / 0900		2.45%	SQYD					
Additional Contract Days Requested 2		Change in Amount of Contract: \$22,915.90						

Requested By:

Recommended By:

Date: _____

Date: _____

Anzalone, Brad
Resident Engineer

District Administrator

Accepted By:

CITY OF WEST MONROE

Date: _____

Date: _____

Contractor

DOTD Chief Const. Engineer

By: _____

Approved:

Date: _____

Chief Engineer

State Project No. H.014689.6

Plan Change #001

Draft

Original Contract Cost: \$935,675.10

Total Approved Change Order to date: \$0.00

% of Total Approved Cost: 0.000%



INFRASTRUCTURE PROJECT UPDATE

January 18, 2024

UNDER CONSTRUCTION

Project	Description	Funding	Status
Otis Street (Urban Systems)	Mill & Overlay, add bike/ped path.	Urban Systems (80/20)	Walkthrough held 12/18/23. All punchlist items with the exception of 2 have been performed. Substantial Completion to be approved.
Natchitoches Street (Urban Systems)	Mill & Overlay, improve drainage, add bike lane.	Urban Systems (80/20)	Final punchlist items completed. Final change order will be on February agenda.
Highland Park Commercial Subdivision	Development of the east end of the golf course land to sell as commercial property.	DRA/City	Complete.
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	Pavement settlement being monitored. Geotechnical engineer engaged.
Constitution & Short Const. Dr. (Urban Systems)	Pulverize and rebuild road base and pavement.	Urban Systems (80/20)	Under construction. Final lift of asphalt paving to be completed as weather allows.
Industrial Park Drainage Improvements (EDA)	Drainage improvements including cross drains, piping, and ditches.	EDA/City	Under construction. Brent Rd. delay due to gas line conflict. Downing Pines conflicts resolved; cross drain construction resumed.

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. Awaiting agreement.
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.
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	95% Final Plans submitted to DOTD. According to DOTD, should receive final comments this month.
Mane Street Rehabilitation Phase 2 (Urban Systems)	Mill & Overlay Mane Street from Downing Pines Rd to Interchange.	Urban Systems (80/20)	DOTD updating STIP. Bid opening 2/14/24.
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 and utility negotiations underway. Rate study underway.
New Austin Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Austin LS.	EDA/City	Design and environmental phase.
Arkansas Rd. Utility Relocation	Relocation of water and sewer lines ahead of street rehabilitation project.	City	Design phase.
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%. Electrical design received. Final plan with City review underway.
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	Processing 60% comments. Awaiting retaining wall field data from geotech engr.
Downtown - Trenton/Wood Sewer	Sewer line improvements.	City	Plans complete. Work to be done after downtown Mari Gras events.
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 will conduct site visit Jan. 23-24.
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	Preparing engineering contract for r/w and design. City awaiting CEA from LADOTD.
2023 DOTDTAP: N 6th Street Sidewalks	Construction of sidewalks along N 6th Street, from WMHS to Clayton Street.	LaDOTD/City	Received award letter (\$600,000). Awaiting LaDOTD agreement.
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	Project out for permitting. LGAP agreement received. Requesting reallocation of funding to McMillan LS. Submitting new app for FY23-24 funding.
McMillan Rd. Lift Station Rehabilitation	Replacement of pumps and piping at the McMillan Rd. sanitary sewer lift station.	LGAP/City	Design phase. LGAP agreement received. Requesting funding reallocation.
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	Plans complete. LDH permit received. Awaiting authorization to bid.
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	Permits approved. Awaiting CWEF contract to solicit prices.
Flanagan Street Water Main Replacement	Replacement of existing 4" W.M. along Flanagan with a 6" W.M.	CWEF/City	Bid opening scheduled for February 6, 2024.
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.	LWI/City	City has received conditional letter of award for \$10M. Staff attending program training on 1/30/24.

Project Classifications

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

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



**JANUARY 18, 2024
WEST MONROE CITY COUNCIL MEETING
ENGINEERING UPDATE
L&A, INC. PROJECT NO. 24E038.00**

Kiroli Walk Trail Improvements – City Project No. C22002

- Continuing Topo Survey
- Tennis Court orientation & footprint revision approved by Office of State Parks & SHPO
- Preparing plan sheets & specifications on the Walking Trails portion

Sunshine Heights Drainage Improvements – City Project No. C22024

- Attempting to get status of project funding & professional contract(s) review

Natchitoches Street Cross Drain Replacement – City Project No. C23007

- Reviewing with utility companies for discovery & plans for any utility conflicts

North 3rd Street Improvements – City Project No. C23013

- Finalizing plans & reviewing with utility companies

Class Street Cross Drain Replacement– City Project No. CP103

- Substantially Complete, within lien period, inspecting punch list items

City of West Monroe
REVENUE REPORT
50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2024

City of West Monroe

FUND 001 General Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
310	Taxes								
311	Property Tax								
10 00	Real Property	100,000	45,869.65	46	600,000	46,165.05	8	1,200,000	1,153,834.95
311	**	100,000	45,869.65	46	600,000	46,165.05	8	1,200,000	1,153,834.95
313	Sales & Use Tax								
00 00	Sales & Use Tax	1,666,667	1,572,036.51	94	10,000,002	9,864,150.87	99	20,000,000	10,135,849.13
10 00	Auto Rental Tax	1,500	3,763.18	251	9,000	13,543.36	151	18,000	4,456.64
313	**	1,668,167	1,575,799.69	95	10,009,002	9,877,694.23	99	20,018,000	10,140,305.77
316	Gross Receipts Business								
10 61	Insurance Premium Tax	43,000	.00		258,000	1,980.00	1	516,000	514,020.00
316	**	43,000	.00		258,000	1,980.00	1	516,000	514,020.00
318	Other Taxes								
20 10	CATV	12,583	.00		75,498	34,177.48	45	151,000	116,822.52
20 15	ATMOS Gas	8,333	.00		49,998	28,737.90	58	100,000	71,262.10
20 20	Entergy	75,000	.00		450,000	226,013.39	50	900,000	673,986.61
20 *	Franchise Tax	95,916	.00		575,496	288,928.77	50	1,151,000	862,071.23
318	**	95,916	.00		575,496	288,928.77	50	1,151,000	862,071.23
319	Penalties and Interest								
10 10	Property Tax	50	16.13	32	300	63.22	21	600	536.78
10 60	Occupational License	458	.00		2,748	900.35	33	5,500	4,599.65
10 61	Insurance	13	.00		78	.00		150	150.00
10 *	Taxes	521	16.13	3	3,126	963.57	31	6,250	5,286.43
319	**	521	16.13	3	3,126	963.57	31	6,250	5,286.43
310	***	1,907,604	1,621,685.47		11,445,624	10,215,731.62		22,891,250	12,675,518.38
320	Licenses and Permits								
321	Business Licenses								
10 10	Alcoholic Beverages	2,208	9,855.25	446	13,248	24,055.25	182	26,500	2,444.75
10 60	Occupational	75,000	101,261.13	135	450,000	160,727.40	36	900,000	739,272.60
10 *	Business Licenses	77,208	111,116.38	144	463,248	184,782.65	40	926,500	741,717.35
20 10	Contractor Certificate	1,417	2,700.00	191	8,502	7,275.00	86	17,000	9,725.00
321	**	78,625	113,816.38	145	471,750	192,057.65	41	943,500	751,442.35

City of West Monroe
REVENUE REPORT
50% OF YEAR LAPSED

PA Item 10)

ACCOUNTING PERIOD 06/2024

City of West Monroe

FUND 001 General Fund		*****	CURRENT	*****	*****	YEAR-TO-DATE	*****	ANNUAL	UNREALIZED
ACCOUNT	DESCRIPTION	ESTIMATED	ACTUAL	%REV	ESTIMATED	ACTUAL	%REV	ESTIMATE	BALANCE
322	Nonbusiness								
10 10	Building	6,417	1,869.61	29	38,502	39,336.55	102	77,000	37,663.45
10 20	Electrical	1,333	405.00	30	7,998	9,137.00	114	16,000	6,863.00
10 25	Plumbing	3,750	30,720.00	819	22,500	82,250.52	366	45,000	37,250.52
10 35	Heat & Air	583	45.00	8	3,498	5,685.00	163	7,000	1,315.00
10 40	Mobile Home	13	.00		78	75.00	96	150	75.00
10 *	Inspection Permits	12,096	33,039.61	273	72,576	136,484.07	188	145,150	8,665.93
20 20	ROW Usage	292	500.00	171	1,752	1,750.00	100	3,500	1,750.00
20 *	Special Permits	292	500.00	171	1,752	1,750.00	100	3,500	1,750.00
322 **	Nonbusiness	12,388	33,539.61	271	74,328	138,234.07	186	148,650	10,415.93
320 ***	Licenses and Permits	91,013	147,355.99		546,078	330,291.72		1,092,150	761,858.28
330	Intergovernmental Revenue								
331 18 00	Federal Grants Section 8	18,750	.00		112,500	.00		225,000	225,000.00
331 **	Federal Grants	18,750	.00		112,500	.00		225,000	225,000.00
332 10 00	Ouachita Parish Court Support	1,917	1,916.67	100	11,502	15,626.52	136	23,000	7,373.48
332 **	Ouachita Parish	1,917	1,916.67	100	11,502	15,626.52	136	23,000	7,373.48
334	State Revenue								
14 00	LA Hwy Safety Commission	7,250	8,213.74	113	43,500	58,298.42	134	87,000	28,701.58
29 00	DOTD	896	5,375.00	600	5,376	5,375.00	100	10,750	5,375.00
90 10	State Signal Light	1,867	11,200.00	600	11,202	11,200.00	100	22,400	11,200.00
90 12	Misc Rev	417	.00		2,502	.00		5,000	5,000.00
90 15	State Street Maint	1,542	9,152.50	594	9,252	9,152.50	99	18,500	9,347.50
90 *	Other State Rev	3,826	20,352.50	532	22,956	20,352.50	89	45,900	25,547.50
334 **	State Revenue	11,972	33,941.24	284	71,832	84,025.92	117	143,650	59,624.08
335	State Shared Revenues								
10 70	Beer Tax	1,667	.00		10,002	6,135.47	61	20,000	13,864.53
10 90	Fire Insurance 2%	8,333	.00		49,998	85,585.70	171	100,000	14,414.30
10 *	Taxes	10,000	.00		60,000	91,721.17	153	120,000	28,278.83
335 **	State Shared Revenues	10,000	.00		60,000	91,721.17	153	120,000	28,278.83
330 ***	Intergovernmental Revenue	42,639	35,857.91		255,834	191,373.61		511,650	320,276.39

City of West Monroe
REVENUE REPORT
50% OF YEAR LAPSED

PA Item 10)

ACCOUNTING PERIOD 06/2024

City of West Monroe

FUND 001	General Fund	ACCOUNT DESCRIPTION	***** ESTIMATED	CURRENT ACTUAL	***** %REV	***** ESTIMATED	YEAR-TO-DATE ACTUAL	***** %REV	ANNUAL ESTIMATE	UNREALIZED BALANCE
340		Charges for Services								
341		General Government								
	10 15	City Attorney Work Rev	1	.00		6	.00		13	13.00
	10 *	Court	1	.00		6	.00		13	13.00
	30 10	Zoning Fee	417	125.00	30	2,502	2,050.00	82	5,000	2,950.00
	30 *	Zoning	417	125.00	30	2,502	2,050.00	82	5,000	2,950.00
	50 *	Community Development	0	.00		0	.00		0	.00
341	**	General Government	418	125.00	30	2,508	2,050.00	82	5,013	2,963.00
342		Public Safety								
	10 *	Jail Revenue	0	.00		0	.00		0	.00
	15 10	Police Fees	608	180.00	30	3,648	1,372.00	38	7,300	5,928.00
	15 12	Bonds & Surety	1,250	1,165.00	93	7,500	6,770.00	90	15,000	8,230.00
	15 13	Metro Reimbursement	2,917	.00		17,502	13,974.04	80	35,000	21,025.96
	15 15	Miscellaneous Rev	333	.00		1,998	3,920.00	196	4,000	80.00
	15 19	Drug Forfeiture Rev	500	.00		3,000	18,179.89	606	6,000	12,179.89-
	15 *	Police	5,608	1,345.00	24	33,648	44,215.93	131	67,300	23,084.07
	20 10	Service Charge	417	.00		2,502	1,935.00	77	5,000	3,065.00
342	**	Public Safety	6,025	1,345.00	22	36,150	46,150.93	128	72,300	26,149.07
343		Charges for Services								
	10 00	Grass Cut	1,667	15,475.00	928	10,002	18,435.00	184	20,000	1,565.00
	12 00	Demolition	1,250	.00		7,500	18,381.00	245	15,000	3,381.00-
	13 00	Electricity charging sale	0	.00		0	64.69		0	64.69-
	14 05	CE Trash Removal	42	.00		252	.00		500	500.00
	14 10	Express Trash Service	17	.00		102	.00		200	200.00
	14 *	Trash Removeal	59	.00		354	.00		700	700.00
	15 00	CE Structure Security	67	2,200.00	3284	402	2,200.00	547	800	1,400.00-
	16 00	Administration Fee	833	5,040.00	605	4,998	9,460.00	189	10,000	540.00
343	**	Charges for Services	3,876	22,715.00	586	23,256	48,540.69	209	46,500	2,040.69-
344		Sanitation								
	10 30	Garbage	80,417	82,120.46	102	482,502	482,877.15	100	965,000	482,122.85
	10 35	Excess Trash Rev	6,250	5,874.00	94	37,500	38,682.00	103	75,000	36,318.00
	10 *	Utilities	86,667	87,994.46	102	520,002	521,559.15	100	1,040,000	518,440.85
344	**	Sanitation	86,667	87,994.46	102	520,002	521,559.15	100	1,040,000	518,440.85

City of West Monroe
REVENUE REPORT
50% OF YEAR LAPSED

PA Item 10)

ACCOUNTING PERIOD 06/2024

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	1,245.00	426	1,752	5,535.00	316	3,500	2,035.00-
10 12	Misc Revenue	83	.00		498	.00		1,000	1,000.00
10 14	Program Revenue	8	.00		48	49.00	102	100	51.00
10 *	Community Center	383	1,245.00	325	2,298	5,584.00	243	4,600	984.00-
346 **	Community Development	383	1,245.00	325	2,298	5,584.00	243	4,600	984.00-
347	Culture & Recreation								
10 02	Entrance Fees	6,667	9,386.00	141	40,002	19,236.50	48	80,000	60,763.50
10 03	Season Pass	1,125	2,100.00	187	6,750	5,970.00	88	13,500	7,530.00
10 06	Shelter Rent Fees	1,917	2,260.00	118	11,502	4,300.00	37	23,000	18,700.00
10 08	Other Facility Rent Fees	250	.00		1,500	150.00	10	3,000	2,850.00
10 10	Concessions	142	112.16	79	852	1,078.69	127	1,700	621.31
10 90	Miscellaneous Revenue	267	532.99	200	1,602	1,688.92	105	3,200	1,511.08
10 *	Kiroli Park	10,368	14,391.15	139	62,208	32,424.11	52	124,400	91,975.89
13 *	Restoration Park	0	.00		0	.00		0	.00
15 *	Lazarre Park	0	.00		0	.00		0	.00
20 10	Facility Rent	583	1,345.00	231	3,498	6,005.00	172	7,000	995.00
20 11	Memberships	1,667	1,553.60	93	10,002	10,129.54	101	20,000	9,870.46
20 12	Concessions	758	61.83	8	4,548	7,712.45	16	9,100	8,387.55
20 15	Program Revenue	5,000	2,850.00	57	30,000	37,314.25	124	60,000	22,685.75
20 *	Recreation Center	8,008	5,810.43	73	48,048	54,161.24	113	96,100	41,938.76
30 15	Booth Rental	833	.00		4,998	5,725.00	115	10,000	4,275.00
30 20	Pea Sheller	333	.00		1,998	3,811.00	191	4,000	189.00
30 21	Pecan Sheller	375	4,673.00	1246	2,250	7,281.00	324	4,500	2,781.00-
30 25	Freezer Rental	375	.00		2,250	4,914.00	218	4,500	414.00-
30 30	Misc Revenue	42	.00		252	229.00	91	500	271.00
30 *	Farmer's Market	1,958	4,673.00	239	11,748	21,960.00	187	23,500	1,540.00
40 11	Equipment Rental	2,917	3,673.33-	126	17,502	5,758.67	33	35,000	29,241.33
40 12	Concessions	667	1,187.11	178	4,002	10,301.08	257	8,000	2,301.08-
40 13	Deposit Forfeiture	417	.00		2,502	387.50	16	5,000	4,612.50
40 14	Catering	833	74.75	9	4,998	7,653.70	153	10,000	2,346.30

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
40 15	Interagency Promotion	125	.00		750	1,451.11	194	1,500	48.89
40 16	Outside Caterer Fee	2,500	2,227.50	89	15,000	14,455.46	96	30,000	15,544.54
40 18	Room Rental	7,083	6,600.00	93	42,498	54,750.00	129	85,000	30,250.00
40 19	Special Events	50	238.00	476	300	2,470.75	824	600	1,870.75-
40 20	Beverage Revenue	1,083	5,667.36	523	6,498	7,528.42	116	13,000	5,471.58
40 *	Convention Center	15,675	12,321.39	79	94,050	104,756.69	111	188,100	83,343.31
45 10	Equine Event Rental	11,667	.00		70,002	69,200.00	99	140,000	70,800.00
45 11	Rental Forfeiture	50	.00		300	.00		600	600.00
45 12	Stall Rentals	15,833	.00		94,998	53,825.00	57	190,000	136,175.00
45 13	Shavings Sales	17,500	.00		105,000	59,340.00	57	210,000	150,660.00
45 14	Other Event Rental	8,333	3,000.00	36	49,998	22,950.00	46	100,000	77,050.00
45 16	RV Space Rental	10,417	.00		62,502	23,950.00	38	125,000	101,050.00
45 17	Concessions	12,500	6,227.50	50	75,000	49,064.24	65	150,000	100,935.76
45 18	Equipment Rental	4,500	1,629.70	36	27,000	18,516.63	69	54,000	35,483.37
45 19	Interagency Promotion	125	.00		750	.00		1,500	1,500.00
45 22	Security	1,083	200.00	19	6,498	200.00	3	13,000	12,800.00
45 25	Beverage Sales	167	36.00	22	1,002	1,898.00	189	2,000	102.00
45 *	Ike Hamilton Expo Center	82,175	11,093.20	14	493,050	298,943.87	61	986,100	687,156.13
347 **	Culture & Recreation	118,184	48,289.17	41	709,104	512,245.91	72	1,418,200	905,954.09
348 20 10	Public Works Street Cuts	50	.00		300	300.00	100	600	300.00
348 **	Public Works	50	.00		300	300.00	100	600	300.00
340 ***	Charges for Services	215,603	161,713.63		1,293,618	1,136,430.68		2,587,213	1,450,782.32
350	Fines								
351	Court Fines								
10 10	City Court Fines	19,167	.00		115,002	88,405.42	77	230,000	141,594.58
10 12	General Court Costs	2,500	.00		15,000	24,099.00	161	30,000	5,901.00
10 18	DWI Fines	2,533	.00		15,198	23,263.36	153	30,400	7,136.64
10 20	DWI Special Cost	292	.00		1,752	3,098.00	177	3,500	402.00
10 *	Court	24,492	.00		146,952	138,865.78	95	293,900	155,034.22
351 **	Court Fines	24,492	.00		146,952	138,865.78	95	293,900	155,034.22
352	Fees								
352 **	Fees	0	.00		0	.00		0	.00
350 ***	Fines	24,492	.00		146,952	138,865.78		293,900	155,034.22

City of West Monroe
REVENUE REPORT
50% OF YEAR LAPSED

PA Item 10)

ACCOUNTING PERIOD 06/2024

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
360	Invstmnts,Rents,Contribut								
361	Investment Earnings								
10 00	Interest Revenue	1,667	26,390.39	1583	10,002	112,020.56	1120	20,000	92,020.56-
10 10	General Govt	0	.00		0	21,690.70		0	21,690.70-
10 *	Interest Revenue	1,667	26,390.39	1583	10,002	133,711.26	1337	20,000	113,711.26-
361	** Investment Earnings	1,667	26,390.39	1583	10,002	133,711.26	1337	20,000	113,711.26-
362	Rents and Royalties								
10 00	Rent of Office Space	283	400.00	141	1,698	1,650.00	97	3,400	1,750.00
20 10	Energy Lease Royalties	1,667	724.13	43	10,002	4,027.40	40	20,000	15,972.60
30 15	ATM	33	211.25	640	198	1,165.00	588	400	765.00-
30 *	Leases	33	211.25	640	198	1,165.00	588	400	765.00-
362	** Rents and Royalties	1,983	1,335.38	67	11,898	6,842.40	58	23,800	16,957.60
363	Escheats								
10 00	Sales of Recyclables	1,100	480.95	44	6,600	3,017.93	46	13,200	10,182.07
363	** Escheats	1,100	480.95	44	6,600	3,017.93	46	13,200	10,182.07
364	Contributions / Donations								
12 00	Expo Center Contributions	0	.00		0	29.00		0	29.00-
30 00	Private Contributions	250	.00		1,500	100,918.65	6728	3,000	97,918.65-
364	** Contributions / Donations	250	.00		1,500	100,947.65	6730	3,000	97,947.65-
360	*** Invstmnts,Rents,Contribut	5,000	28,206.72		30,000	244,519.24		60,000	184,519.24-
390	Other Financing Sources								
391	Interfund Transfers In								
391	** Interfund Transfers In	0	.00		0	.00		0	.00
392	Proceeds from Asset Disp								
10 00	Sale of Assets	41,667	.00		250,002	789,601.12	316	500,000	289,601.12-
20 00	Comp on Loss of Cap Asset	0	97.49		0	97.49		0	97.49-
392	** Proceeds from Asset Disp	41,667	97.49		250,002	789,698.61	316	500,000	289,698.61-
393	Gen Long Term Debt Issued								
10 00	General Obligation Bonds	0	.00		0	14.98-		0	14.98
393	** Gen Long Term Debt Issued	0	.00		0	14.98-		0	14.98

PREPARED 01/18/2024, 11:02:50
PROGRAM: GM259L

City of West Monroe
REVENUE REPORT
50% OF YEAR LAPSED

PA Item 10)

ACCOUNTING PERIOD 06/2024

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	4,965.28	30	100,002	37,614.81	38	200,000	162,385.19
10 05	Unknown	167	.00		1,002	365.70	37	2,000	1,634.30
10 06	Credit Card Fee	0	170.56		0	2,112.10		0	2,112.10-
10 *	Other Misc Revenue	16,834	5,135.84	31	101,004	40,092.61	40	202,000	161,907.39
394	** Miscellaneous Revenue	16,834	5,135.84	31	101,004	40,092.61	40	202,000	161,907.39
390	*** Other Financing Sources	58,501	5,233.33		351,006	829,776.24		702,000	127,776.24-
FUND TOTAL General Fund		2,344,852	2,000,053.05		14,069,112	13,086,988.89		28,138,163	15,051,174.11
GRAND TOTAL		2,344,852	2,000,053.05		14,069,112	13,086,988.89		28,138,163	15,051,174.11

PREPARED 01/18/2024, 11:02:24
PROGRAM: GM257U
City of West Monroe

2024 TRIAL BALANCE
AS OF 12/31/2023

ACCOUNTING PERIOD

PA Item 10)

FUND	001	General Fund	ACCOUNT DESCRIPTION	DEBIT BALANCE	CREDIT BALANCE	
	101	01	00	Cash / Operating Cash	13,030,419.62	
	101	20	00	Cash / Investment in LAMP	2,484,158.50	
	102	20	10	Petty Cash / Cash Boxes	26,705.00	
	115	00	00	Current Assets / Accounts Receivable	139,542.46	
	115	10	10	Utility Billing / Utility	69,554.99	
	115	12	00	Accounts Receivable / Billed Services	6,155.84	
	115	20	10	Code Enforcement / Code Enforcement	64,772.97	
	115	25	10	Building Permits / Building Permits	2,546.00	
	115	30	10	Parks & Recreation / KIROLI Park	1,002.00	
	115	35	10	Cultural & Recreation / Convention Center	2,525.33	
	115	40	10	Due From Employees / Insurance Premiums	3,176.83	
	115	40	20	Due From Employees / Travel Advances	8,338.12	
	115	45	10	Special Details / Police Details	41,000.48	
	115	50	10	NSF Checks / NSF	1,107.00	
	115	80	11	Due from Other Entities / Cable Franchise Fee		36,095.04
	115	80	13	Due from Other Entities / WPS Building Lease Receiv	106,335.00	
	115	80	16	Due from Other Entities / WM City Court	8,623.74	
	115	80	17	Due from Other Entities / WOPT	240.00	
	126	10	00	Due From DEQ / State	25,727.50	
	126	14	10	City of Monroe / Sales Tax	1,632,918.96	
	130	60	19	Due From Other Funds / Capital Fund	326,713.00	
	130	60	21	Due From Other Funds / Sec 8 Housing Fund	265,384.53	
	141	10	00	Inventories / Office Supplies	368.03	
	141	15	00	Inventories / Parts	44,779.22	
	202	00	00	Current Liabilities / Vouchers/Accounts Payable		1,041,684.04
	207	10	40	Sales Tax Payable / Convention Center		3,124.92

PREPARED 01/18/2024, 11:02:24
PROGRAM: GM257U
City of West Monroe

2024 TRIAL BALANCE
AS OF 12/31/2023

ACCOUNTING PERIOD PA Item 10)

FUND 001 General Fund		DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION	BALANCE	BALANCE
207 30 10	Due to Other Agencies / Cost of Court Distributn		68,024.56
208 17 00	Due to Other Funds / Due to Capital Fund		135,541.00
217 20 10	Pensions Payable / MERS	3,311.16	
217 20 20	Pensions Payable / Police	1,056.71	
217 20 40	Pensions Payable / Judge	39.21	
217 40 05	Insurances Payable / Voluntary Life AD&D		533.10
217 40 10	Insurances Payable / Health	105,832.44	
217 40 15	Insurances Payable / Critical Illness	8.87	
217 40 16	Insurances Payable / Group Life Insurance		1,291.00
217 40 17	Insurances Payable / Long Term Disability		2,121.93
217 40 18	Insurances Payable / Short Term Disability		772.04
217 40 20	Insurances Payable / Accident Insurance		76.32
217 40 40	Insurances Payable / Vision	461.97	
217 40 50	Insurances Payable / Dental	6,708.24	
217 40 57	Insurances Payable / AFLAC	28.17	
217 40 59	Insurances Payable / Met Life Insurance		6,249.86
217 60 10	Other Deductions / Bankruptcy	46.15	
217 60 15	Other Deductions / Judgements	3,210.58	
217 60 20	Other Deductions / Fitness Mem Payable	1,198.67	
217 60 50	Other Deductions / Credit Union	26,995.30	
217 70 10	Union Dues / Fire Union	800.00	
217 70 20	Union Dues / Police Association	488.00	
217 70 25	Union Dues / Police Union	220.00	
217 70 30	Union Dues / MPOA/LPOA Relief	373.72	
223 10 00	Deferred Revenue / Overpayments		149,667.39
228 20 10	Building Inspection / Contractor's Deposits		37,472.00

PREPARED 01/18/2024, 11:02:24
PROGRAM: GM257U
City of West Monroe

2024 TRIAL BALANCE
AS OF 12/31/2023

ACCOUNTING PERIOD PA Item 10)

FUND 001 General Fund			DEBIT	CREDIT
ACCOUNT	ACCOUNT	DESCRIPTION	BALANCE	BALANCE
228 30 20		EVIDENCE DEPOSIT / Convention Center		7,002.76
228 30 25		EVIDENCE DEPOSIT / Expo Center		12,200.00
242 10 00		Fund Equity / Revenue Control Account		13,086,988.89
242 20 00		Fund Equity / Expenditure Cntrl Summary	11,663,596.49	
243 00 00		Fund Equity / Encumbrance Control	32,988.15	
244 00 00		Fund Equity / Reserve for Encumbrances		32,988.15
250 00 00		Fund Equity / Pr Yr Res for Encumbrance		197,660.93
253 10 00		Fund Balance / Unreserved Fund Balance		15,319,965.02
		FUND TOTALS	30,139,458.95	30,139,458.95
		FUND IS IN BALANCE		

City of West Monroe
REVENUE REPORT
50% OF YEAR LAPSED

ACCOUNTING PERIOD 06/2024

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	94,668.04	104	545,160	553,833.61	102	1,090,320	536,486.39
	10 *	Utilities	90,860	94,668.04	104	545,160	553,833.61	102	1,090,320	536,486.39
	15 10	Sewer Dist 5	111,060	204,655.53	184	666,360	804,357.07	121	1,332,725	528,367.93
344	**	Sanitation	201,920	299,323.57	148	1,211,520	1,358,190.68	112	2,423,045	1,064,854.32
348		Public Works								
	10 10	Water	192,150	186,040.73	97	1,152,900	1,203,717.99	104	2,305,800	1,102,082.01
	10 20	Treatment Plant	147,008	139,922.76	95	882,048	866,099.82	98	1,764,100	898,000.18
	10 25	Penalty	14,500	12,009.83	83	87,000	71,537.66	82	174,000	102,462.34
	10 *	Utilities	353,658	337,973.32	96	2,121,948	2,141,355.47	101	4,243,900	2,102,544.53
348	**	Public Works	353,658	337,973.32	96	2,121,948	2,141,355.47	101	4,243,900	2,102,544.53
340	***	Charges for Services	555,578	637,296.89		3,333,468	3,499,546.15		6,666,945	3,167,398.85
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

PREPARED 01/18/2024, 11:03:01
PROGRAM: GM259L

City of West Monroe
REVENUE REPORT
50% OF YEAR LAPSED

PA Item 10)

ACCOUNTING PERIOD 06/2024

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
394	10 00	Miscellaneous Revenue	167	300.00	180	1,002	1,950.00	195	2,000	50.00
		Other Misc Revenue								
394	**	Miscellaneous Revenue	167	300.00	180	1,002	1,950.00	195	2,000	50.00
390	***	Other Financing Sources	167	300.00		1,002	1,950.00		2,000	50.00
FUND TOTAL Utility Enterprise Fund			555,745	637,596.89		3,334,470	3,501,496.15		6,668,945	3,167,448.85
GRAND TOTAL			555,745	637,596.89		3,334,470	3,501,496.15		6,668,945	3,167,448.85

PREPARED 01/18/2024, 11:02:37
PROGRAM: GM257U
City of West Monroe

2024 TRIAL BALANCE
AS OF 12/31/2023

ACCOUNTING PERIOD PA Item 10)

FUND 901 Utility Enterprise Fund		DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION	BALANCE	BALANCE
101 01 00	Cash / Operating Cash		184,277.56
115 10 10	Utility Billing / Utility	1,604,172.17	
115 12 00	Accounts Receivable / Billed Services	10,367.00	
115 40 20	Due From Employees / Travel Advances	111.00	
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	97,330.00	
149 10 00	Deferred Charges / Net Pension Liability	756,572.79	
161 00 00	Fixed Assets / Land	74,150.00	
162 00 00	Fixed Assets / Infrastructure	52,683,255.00	
162 10 00	Infrastructure / Accumulated Depreciation		29,606,046.94
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	2,003,006.28	
165 10 00	Machinery & Equipment / Accumulated Depreciation		1,800,461.26
202 00 00	Current Liabilities / Vouchers/Accounts Payable		5,330.44
207 10 35	Sales Tax Payable / Water		31,334.32
208 25 00	Due to Other Funds / 2010 DEQ SRB Cap Add & Cn		654,000.00
218 03 00	Payroll Liabilities / Accrued VAC/SIC		193,253.68
223 10 00	Deferred Revenue / Overpayments		1,100.00
223 11 00	Deferred Revenue / Net Pension Liability		1,640,158.79
228 10 10	Utilities / Water		227,886.39
238 10 00	Net Pension Obligation / MERS		2,747,544.12
242 10 00	Fund Equitiy / Revenue Control Account		3,501,496.15
242 20 00	Fund Equitiy / Expenditure Cntrl Summary	3,153,091.44	
243 00 00	Fund Equity / Encumbrance Control	42,352.89	

PREPARED 01/18/2024, 11:02:37
PROGRAM: GM257U
City of West Monroe

2024 TRIAL BALANCE
AS OF 12/31/2023

ACCOUNTING PERIOD 01/01/2024 - 12/31/2024
PA Item 10)

FUND 901 Utility Enterprise Fund		DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION	BALANCE	BALANCE
244 00 00	Fund Equity / Reserve for Encumbrances		42,352.89
250 00 00	Fund Equity / Pr Yr Res for Encumbrance		42,545.87
254 10 00	Retained Earnings / Unreserved Retnd Earnings	31,003,889.78	
261 10 00	Invested in Capital Assts / Contributed Capital		49,991,724.80
FUND TOTALS		91,513,859.27	91,513,859.27
FUND IS IN BALANCE			



Fire Incident Summary Report



Item 11)

Print Date/Time: 01/18/2024 13:07
Login ID: clong
Station:
Incident Type(s): All

From Date: 12/01/2023
To Date: 12/31/2023
Location: All

West Monroe Fire Department
FDID Number: 37020

General Information

Total Number of Calls	Fire:	5	EMS:	165	Unknown:	0	All:	267
Average Calls per Day	Fire:	0.17	EMS:	5.50	All:	8.90		
Total Number of Arson Calls	All:	2						
Estimated Dollar Loss	Fire:	\$28,000.00	Other:	\$0.00	All:	\$28,000.00	Arson:	\$0.00
Estimated Value	Fire:	\$28,000.00	Other:	\$0.00	All:	\$28,000.00	Arson:	\$0.00
Percentage Saved	Fire:	0.00%	Other:	0.00%	All:	0.00%	Arson:	0.00%
Total Injuries	Fire Service:	0	Civilian Fire:	0	EMS:	0	Arson:	0
Total Fatalities	Fire Service:	0	Civilian Fire:	0	Arson:	0		
Total Apparatus Responses	All:	670						
Average Responses per Day	All:	8.90						
Average Apparatus per Call	Fire:	2.80	EMS:	2.27	All:	2.51		
Average Turnout Time	All:	00:00:54						
Average Response Time	All:	00:04:32						
Average Contain Time	All:	00:10:02						
Average Total Time	All:	00:12:41						
Average Personnel per Call	Fire:	4.60	EMS:	3.49	All:	4.14		
Total Aid Given Calls	All:	0						
Total Aid Received Calls	All:	0						