

AGENDA  
City of Monroe

LEGAL & REGULAR SESSION – MARCH 9, 2021, 6:00PM  
CITY COUNCIL CHAMBERS CITY HALL

I: ROLL CALL AND DECLARE QUORUM:

II: INVOCATION & PLEDGE OF ALLEGIANCE – MRS. DAWSON:

III: COMMUNICATIONS & SPECIAL ANNOUNCEMENTS:

1. Mr. Harvey
2. Mrs. Ezernack
3. Ms. Woods
4. Mr. Marshall
5. Mrs. Dawson
6. Mayor Ellis

IV: APPROVE MINUTES OF THE LEGAL AND REGULAR SESSION OF FEBRUARY 23, 2021  
AND THE LEGAL AND SPECIAL SESSION OF THE BUDGET MEETING OF FEBRUARY 22, 2021:  
(Public Comment)

V: PRESENTATION:

NONE.

VI: PUBLIC HEARINGS:

NONE.

PROPOSED CONDEMNATIONS:

Public Comment:

1. 115 Egan Street (D4) (Owners - Charles Smith, Jr.) (OPPJ - non-curator)
2. 211 Mays Drive (D5) (Owners Ray D & Claudette Jones)
3. 2707 Lee Avenue (D4) (Owner - Kenneth Blankenship)

VII: ACCEPTANCE OR REJECTION OF BIDS:

(Public Comment)

None.

VIII: RESOLUTIONS AND MINUTE ENTRIES:

1. Council:

Public Comment:

- (a) Adopt a Resolution nominating Ivan Thomas to the Downtown Economic Development District Board and further providing with respect thereto. (Woods)
- (b) Adopt a Resolution approving the appointment of Donald Johnson to the Board of Directors of the I-20 Economic Development Commission, and further providing with respect thereto. (Harvey)

(c) Adopt a Resolution appointing William Krutzer to the Monroe Capital Infrastructure Commission, and further providing with respect thereto. (Harvey)

2. Department of Administration:

Public Comment:

(a) Adopt Resolution authorizing the City of Monroe, Parish of Ouachita, State of Louisiana to incur debt and to issue not to exceed Twelve Million Dollars (\$12,000,000) aggregate principal amount of taxable or tax-exempt Sales Tax Revenue Refunding Bonds, in one or more series; making application to the State Bond Commission; and otherwise providing with respect thereto.

3. Department of Planning & Urban Development:

Public Comment:

(a) Consider request from Credell Scott for a Major Conditional Use Permit authorizing the use of the location at (910 S. 4<sup>th</sup> Street) to operate as Transitional Housing. The Comprehensive Zoning Ordinance allows Transitional Housing as a Major Conditional Use in the R-4, High Density Multi-Family District. Major Conditional Uses are those uses that require another level of approval; therefore, this request comes before the City Council for their approval in addition to that of the Planning Commission.

4. Legal Department:

Public Comment:

(a) Adopt a Resolution Rescinding Resolution Number 7896 and stating the City of Monroe's endorsement of Miller Roy Development, LLC and their Project #20200312-RTA to participate in the benefits of the Louisiana Restoration Tax Abatement Program.

(b) Adopt a Resolution approving the appointment of \_\_\_\_\_ to the board for the Downtown Economic Development District (DEDD) and further providing with respect thereto. (Chamber Appointment)

5. Mayor's Office:

Public Comment:

(a) Adopt a Resolution authorizing Stacey Rowell to enter into a Cooperative Endeavor Agreement with Ouachita Green and further providing with respect thereto.

(b) Adopt a Resolution authorizing Stacey Rowell to sign and accept a \$61,500 Grant from the Convention and Visitors Bureau for Christmas at the Civic Center and further providing with respect thereto.

(c) Adopt a Resolution authorizing Stacey Rowell to sign and accept a \$403,000 Grant from the Convention and Visitors Bureau for Phase 1 of Louisiana Purchase Garden and Zoo Master-Plan and further providing with respect thereto.

(d) Adopt a Resolution authorizing the City of Monroe to enter into an Agreement with Plugged In Creative for Professional Services and further providing with respect thereto.

6. Department of Public Works:

Public Comment:

(a) Adopt a Resolution authorizing Stacey Rowell to enter into and execute Work Authorization #11 between the City of Monroe and Garver, L.L.C., related to the Airport Drainage Project at the Monroe Regional Airport and further providing with respect thereto.

(b) Adopt a Resolution authorizing Change Order No. 2 in connection with the work on the administration office at the WPCC by Benchmark Construction Group of La, LLC, for a sixty-nine day increase in the contract time and further providing with respect thereto.

(c) Consider request from the WPCC, a Division of the Public Works Department, for Council approval to advertise for bids for repairs to the Secondary Clarifier #1 located at WPCC. Funds for these repairs will come from Repairs and Maintenance Account, which has a balance of \$595,021.

7. Department of Community Affairs:

Public Comment:

None.

8. Police Department:

Public Comment:

None.

9. Fire Department:

Public Comment:

None.

10. Engineering Services:

Public Comment:

(a) Adopt a Resolution accepting as substantially complete work done by and between the City of Monroe and Alpha Service and Products, Inc., for the Guardrail Replacement Project, and further providing with respect thereto.

(b) Adopt a Resolution authorizing an authorized city representative to advertise for bids on the WTP Expansion & Renovations Project. The estimated cost of this project is \$47,778,000.00. The DBE Goal is \_\_\_\_\_ % and source of funds Water Capital Funds and Capital Infrastructure Sales Tax Revenue Funds.

(c) Adopt a Resolution authorizing an authorized city representative, to execute Change Order No. Two (2) to the Water Distribution System Improvements Contract, between the City of Monroe and Jabar Corporation, for an increase in the contract time of 58 days and further providing with respect thereto.

(d) Adopt a Resolution authorizing an authorized city representative, to execute Change Order No. Two (2) to the US 165 Turn Lanes at Venable and Venable Lane Reconstruction Contract, between the City of Monroe and Amethyst Construction, Inc., for an increase in the contract time of 22 days and further providing with respect thereto.

(e) Adopt a Resolution authorizing an authorized city representative, to execute Change Order No. Two (2) to the Texas Sewer Lift Station Bar Screen Replacement contract, between the City of Monroe and Dixie Overland Construction, LLC, for a decrease in the construction cost of \$ \_\_\_\_\_ and further providing with respect thereto.

(f) Adopt a Resolution authorizing an authorized city representative, to execute Change Order No. one (1) to the Guardrail Replacement Contract, between the City of Monroe and Alpha Service & Products, Inc., for a decrease in the contract amount of \$12,275.00 and further providing with respect thereto.

(g) Adopt a Resolution authorizing Friday Ellis, Mayor, to enter into and execute a Professional Services Agreement with RCH Company, Inc., to provide Engineering Services for the Enhancement Project on Desiard Street S.P.N. – H.009752 and further providing with respect thereto.

(h) Adopt a Resolution authorizing an authorized city representative, to enter into and execute a contract with New Edge Services, LLC, to provide support GIS Services and further providing

with respect thereto.

- (i) Adopt a Resolution authorizing Friday Ellis, Mayor, or authorized representative of the City of Monroe to sign and execute documents relating to the Louisiana Watershed Initiative Round 1 Grants and further providing with respect thereto.

BREAK IF NEEDED:

IX: INTRODUCTION OF RESOLUTIONS & ORDINANCES:

Public Comment:

- (a) Introduce an Ordinance adopting a Budget of Revenues and providing for an estimate of items and expenditures for the fiscal year 2021-2022. (Admin.)
- (b) Introduce an Ordinance adopting a Capital Improvements Program for the City of Monroe and providing for a detailed statement of the contents for a Five (5) year period from May 1, 2021 to April 30, 2026. (Admin.)

X: RESOLUTIONS AND ORDINANCES FOR SECOND READING AND FINAL ADOPTION AND SUBJECT TO PUBLIC HEARING:

Open Public Hearing/Public Comment/Close Hearing:

- (a) Ordinance amending Section 15-16 Section (a) and deleting Sub Sections (1) and (2), of Chapter 15 Entitled “Fire Prevention and Protection”, of the City of Monroe Code and further providing with respect thereto. (Fire Dept.)

XI: CITIZENS PARTICIPATION:

XII: ADJOURN.

Monroe City Council Legal and Regular Session  
February 23, 2021

6:00 p.m.

City Council Chambers-City Hall  
MINUTES

There was a legal and regular session of the City Council of the City of Monroe, Louisiana held this date, February 23, 2021 at the Council's regular meeting place, 400 Lea Joyner Memorial Expressway, City Council Chambers/City Hall Building, Monroe, Louisiana.

The Honorable Douglas Harvey, Chairman, called the meeting to order.

The roll call was done by Ms. Carolus Riley, Council Clerk.

Council members present for roll call: Mr. Douglas Harvey, Mrs. Gretchen Ezernack, Ms. Juanita Woods, Mr. Carday Marshall Sr., Mrs. Kema Dawson.

Council member (s) absent: NONE.

Chairman Harvey declared a quorum.

The Invocation was done by Mr. Marshall's designee, Minister Ortadius Brass, Rayville La., and the Pledge of Allegiance by Mr. Marshall.

COMMUNICATIONS & SPECIAL ANNOUNCEMENTS:

1. Mrs. Ezernack welcomed and thanked all for attending; she recognized the loss of zoo elephant, Shirley who was a member of La. Purchase Garden's and Zoo.
2. Ms. Woods welcomed and thanked everyone for attending and thankful for everyone coming through the snowstorm weather.
3. Mr. Marshall welcomed each one present; he thanked the Monroe Fire Department for all of their work during the snowstorm.
4. Mrs. Dawson thanked everyone for their attendance; she thanked the first responders and Public works for their work during and after the snowstorm; she announced a neighborhood cleanup scheduled for March 6, 2021 from 9am-11am, at the Masonic Hall in King Oaks. She asked that constituents with any concerns or issues would reach out to her on her cell, home phone or call the Council's office at 329-2261.
5. Mayor Ellis thanked the team including the water department, fire, police, and public works for their work during the snowstorm; the police department for taking medical personnel to their jobs. He thanked Chief Williams and DJ for their assistance. He thanked Community affairs for housing stranded Grey Hound bus passengers at the overnight shelter; He thanked Dr. Vidrine and the staff at Carroll Jr. High for preparing food for the individuals. He asked that the citizens thank the employees for their dedication and hard work, and he thanked everyone for making his seven months easier.

Chairman Harvey thanked everyone for all of their work and volunteerism during the snowstorm; there have been a lot of citizens downloading the water app, and it allows them to see their water usage in real time, it is a great tool.

Upon a motion of Mrs. Ezernack and a second by Ms. Woods, the minutes of the Legal and Regular session of February 9, 2021 were unanimously approved. (There were no public comments).

PRESENTATION: NONE.

PUBLIC HEARINGS: NONE

PROPOSED CONDEMNATIONS: Public Comment:

1. 4103 Harvey Street (D3) (Owners - Joseph Milton #1 Est, Eliza Milton (both curatorships) OPPJ (non-curator) Upon a motion by Ms. Woods, second by Mr. Marshall and unanimously approved for property owner to be given 30 days or March 24, 2021, in which to bring the structure into compliance with the code or demolish the structure and clean the lot. (There were no public comments).

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Comments: Pictorial evidence of the current state of the property and discussion on the property's condition were presented by PUD Director, Ellen Hill. Mrs. Hill reported that the property owner talked about demolishing the property but have not done it, and have talked about the deficiencies of the property.

2. 511 Wilson Street (D5) (Owner - Angela Jenson Murphy) (Curator) Upon a motion by Mrs. Dawson, second by Mr. Marshall and unanimously approved for property owner to be given 30 days or March 24, 2021, in which to bring the structure into compliance with the code or demolish the structure and clean the lot. (There were no public comments).

Comments: Pictorial evidence of the current state of the property and discussion on the property's condition were presented by PUD Director, Ellen Hill. The property has been through environmental court over a year ago and property owner has been made aware of the option of doing something with the property or tearing it down; the owner doesn't have the funds to demolish the property.

3. 1611 South 3<sup>rd</sup> Street (D4) (Owners - Lawrence & Claudia Robertson) (Curator) Upon a motion by Mr. Marshall, second by Ms. Woods and unanimously approved for property owner to be given 30 days or March 24, 2021, in which to bring the structure into compliance with the code or demolish the structure and clean the lot. (There were no public comments).

Comments: Pictorial evidence of the current state of the property and discussion on the property's condition were presented by Ellen Hill, Director of PUD; the Code Enforcement officer has worked with the property owner, it has been through environmental court, declared blighted, and the owners were given the opportunity to develop a plan for the property or demolish; contacts were made in January 2020 advising property owner about the condition of the structure.

ACCEPTANCE OR REJECTION OF BIDS: Public Comment

(a) Upon a motion by Mrs. Ezernack, second by Mrs. Dawson and unanimously approved to Accept the bids of Fastenal Company, Fuqua Paper Supply and Parker Wholesale for a six-month contract for Janitorial Supplies Ref#2021-00000025 as recommended by the Director of Administration for meeting the specifications of the bid. The Bidder responses meet the specifications of this bid. The funds will be derived from the Inventory Account and billed to the divisions accordingly. The Tax and Revenue Division has confirmed that these bidders are tax complaint. (There were no public comments).

RESOLUTIONS AND MINUTE ENTRIES:

Council: Public Comment: NONE.

ADD-ON: Upon a motion by Mr. Marshall second by Mrs. Ezernack, and unanimously approved to not add item to agenda, A Resolution nominating Tyrone Goodin to the Downtown Economic Development District Board and further providing with respect thereto. (There were no public comments).

Comments: Ms. Woods asked Chairman Harvey which position on DEDD Board would Mr. Goodin be replacing. Mr. Harvey said there were two Council appointments; Mr. Harvey asked Council Clerk Ms. Riley and Mr. Marshall, as they had talked about it earlier. Mrs. Riley said there were only two; Mr. Marshall said it was Clydell Jones; Mr. Harvey commented that Rico Jones replaced one of the nominees about one month ago and Mr. Goodin would be replacing the second one. Previously they had Earl Davis and Clydell Jones serving. Ms. Woods commented that Clydell Jones was her appointment, as she was the appointment prior to her and she allowed her to stay on and have not had an opportunity to speak with her, but don't have a problem with it; she said she would like to speak with Ms. Jones to let her know that she is being removed before bringing someone else on and would hate for her to hear about it. Mr. Harvey said they would remove item from the agenda and table it.

Department of Administration: Public Comment: NONE

Department of Planning & Urban Development: Public Comment: NONE

Legal Department: Public Comment: NONE

Mayor's Office: Public Comment:

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6:00 p.m.  
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MINUTES

(a) Upon a motion by Mrs. Dawson, second by Mr. Marshall and unanimously approved to Adopt Resolution No. 7908, authorizing Mayor Friday Ellis to sign and accept a \$100,000 Grant from Entergy and further providing with respect thereto. (There were no public comments).

Department of Public Works: Public Comment:

(a) Upon a motion by Ms. Woods, second by Mrs. Ezernack and unanimously approved to Consider request from the Street Department, a division of the Public Works Department for Council approval to advertise for bids to purchase one (1) Ford F-750 Dump Truck. The estimated cost of this item is \$93,936.00. The funds for this purchase will be derived from the Streets Capital Account, which has a balance of \$105,000.00. (There were no public comments).

Department of Community Affairs: Public Comment: NONE.

Police Department: Public Comment: NONE.

Fire Department: Public Comment: NONE

Engineering Services: Public Comment:

(a) Upon a motion by Mrs. Ezernack, second by Ms. Woods and unanimously approved to remove from the agenda to Adopt a Resolution authorizing an authorized city representative, to execute Change Order No. One (1) to the Fulton Drive Water & Sewer Improvements Contract, between the City of Monroe and Don M. Barron Contractor, Inc., for an increase in the contract amount of \$\_\_\_\_\_ and an increase in the contract time of \_\_\_\_\_ days and further providing with respect thereto. (There were no public comments).

(b) Upon a motion by Mrs. Ezernack, second by Ms. Woods and unanimously approved to remove from the agenda to Adopt a Resolution authorizing an authorized city representative, to execute Change Order No. one (1) to the Guardrail Replacement Contract, between the City of Monroe and Alpha Service & Products, Inc., for a decrease in the contract amount of \$12,775.00 and an increase in the contract time of 21 days and further providing with respect thereto. (There were no public comments).

(c) Upon a motion by Mrs. Ezernack, second by Ms. Woods and unanimously approved to Adopt Resolution No. 7909, authorizing Stacey Rowell, Director of Administration, to execute a Railroad Engineering Agreement with Kansas City Southern Railway Company to provide necessary railroad engineering for the grade crossing and/or design services for the Kansas Lane-Garrett Road Connector I-20 Improvements State Project No. H.007300 Project, and further providing with respect thereto. (There were no public comments).

(d) Upon a motion by Mrs. Ezernack, second by Ms. Woods and unanimously approved to remove from the agenda to Adopt a Resolution authorizing Friday Ellis, Mayor, or authorized representative of the City of Monroe to sign and execute documents relating to the Louisiana Watershed Initiative Round 1 Grants and further providing with respect thereto. (There were no public comments).

BREAK IF NEEDED:

INTRODUCTION OF RESOLUTIONS & ORDINANCES: Public Comment: NONE.

RESOLUTIONS AND ORDINANCES FOR SECOND READING AND FINAL ADOPTION AND SUBJECT TO PUBLIC HEARING: Open Public Hearing/Public Comment/Close Hearing:

Chairman Harvey opened the public hearing and seeing no one come forward, the hearing was closed.

(a) Upon a motion by Mr. Marshall, second by Mrs. Ezernack and unanimously approved to Finally adopt Ordinance No. 12,041, adopting and amending the Zoning Map for the City of Monroe, Louisiana to zone a ±1.2-acre tract of land located in Ouachita Parish from I-1, Commercial/Industrial Business Park District to R-4, High Density Multi-Family Residential District in order for the applicant to be able to develop duplexes at this location. **And otherwise known as 2000 Grammont Street – APPLICANT - Blaze Thomas - (P&Z)** (There were no public comments).

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6:00 p.m.  
City Council Chambers-City Hall  
MINUTES

(b) ADD-ON: Upon a motion by Mrs. Ezernack, second by Ms. Woods and unanimously approved to add to the agenda to Adopt an Emergency Ordinance declaring the repair of two grit pumps, check valves, isolation valves and two sludge pumps at the water pollution control center (WPCC) an emergency and necessitating immediate repair and/or replacement and further providing with respect thereto. (There were no public comments).

Upon a motion by Mrs. Ezernack, second by Ms. Woods and unanimously approved to Adopt Emergency Ordinance No. 12,042, declaring the repair of two grit pumps, check valves, isolation valves and two sludge pumps at the water pollution control center (WPCC) an emergency and necessitating immediate repair and/or replacement and further providing with respect thereto. (There were no public comments).

Citizens Participation: There were no public comments.

There being no further business to come before the Council, the meeting was adjourned at 6:23 p.m., upon a motion of Ms. Woods and seconded by Mrs. Ezernack. (There were no public comments).

Mr. Douglas Harvey  
Council Chairman

Ms. Carolus S. Riley  
Council Clerk

Ms. Jacqueline Benjamin  
Council Secretary

**\*For extended details on the Council meeting please call the Council Clerk, Monday-Friday at 329-2252; also, a recording of the minutes can be sent via email to you.**



City Hall, Monroe, Louisiana

City of Monroe

February 22, 2021  
5:15 p.m.

There was a legal special session of the City Council of the City of Monroe, Louisiana held this date at the Council's regular meeting place, the Council Chamber, City Hall Building, Monroe, Louisiana.

The Honorable Douglas Harvey, Chairman, called the meeting to order. He then asked the Clerk to call the roll.

There were present: Council members Harvey, Ezernack, Woods, Marshall and Dawson

There was absent: None.

The Honorable Douglas Harvey, presiding officer, declared a quorum was present and asked Mr. Tom Janway, Public Works Director to lead the invocation and pledge.

The Honorable Douglas Harvey, presiding officer, then stated the object of the meeting; that being to consider:  
(1) The 2021/22 fiscal year budget submitted by the Administration for review by the Council in Budget Hearing #1.

Mr. Danny Richards, Budget Officer, gave the opening statement/summary of the proposed budget for the fiscal year 2021/2022 and thanked the budget team for helping put together this budget as well as the City Departments and Division Heads, the Monroe City Marshal's Office and the Monroe City Court for their input and assistance. This is a citywide budget and it takes a citywide effort and he thanked everyone involved.

For the General Fund, the Administration proposed a \$60.55 million operating budget and it is structurally balanced and it's fiscally responsible. Structurally balanced just means that we are utilizing recurring revenue to fund our recurring expenditures, so there is no plan to use any of the 14.2 million fund balance to fund the fiscal year 2022 expenditures. If you look at the fund balance of 14.2 million, and you take out the non-spendable that gives you 13.8 million. The ratio of the unassigned fund balance to our operating expenses is 22.8%, so best practices recommend at a minimum of 17%, which is 2 months of operating expenses. The external auditors indicated that we had almost 3 months of fund balance, so that's pretty good and the reason you want to have a little bit more; first is exposure to natural disasters and other events and someone mentioned the flood of 2016, now we got the pandemic, hurricanes and tornadoes, so 3 months of operating expenses is pretty good.

For the Revenue Fund, Mr. Richards noted that he starts the budgeting process with forecasting revenues and fiscal year 2022 is a little bit difficult due to the pandemic and the uncertainty of where revenues are going to fall. The revenue estimate is \$60.55 million, a decrease of \$512,000 or 0.8% and he thinks this is a conservative estimate and as new information comes in, they will revise it accordingly. There are several revenue sources and the largest is Sales Tax and that is at 62% of all the general fund revenue and also the most volatile. For the current year and he has projected we will have over \$38 million maybe \$38.5 million and compared to last year it was \$35 million so you have about a \$3 million swing there. He thinks this is largely driven by disaster recovery spending, federal stimulus and extended employment benefit. For the current year he has estimated Sales Tax at \$37.4 million which is basically the same estimate he had for the current year prior to the pandemic, so he is basically estimating being flat. The second source is a distance second which is Property Tax at 13% and that estimate is \$7.9 million and that is based off the parish assessor's assessed valued property of \$440.3 million.

For Fees, Charges and Commissions at 10% and the estimate is \$6.3 million and your largest source in there is Sanitation Fees at \$3 million, Entergy Services Settlement approximately \$929 thousand and Sale Tax Handling Fees at \$755 thousand.

For the Expenditures budgeted at \$60.55 million, a decrease of 512 thousand or 0.8% and incorporated into each department's budget is a group insurance increase of 3% and a pension increase for the Municipal employees at 6.3%.

For Personnel they cut 9 full-time positions, 8 Part-time positions for a total 17 positions and these were all vacant positions that they are not funding for that year, so that's a decrease of 2.1%.

The Budget by Departments: The percent changed from last year are different rates because we took a more strategic approach on where they wanted to allocate money to the individual departments.

For the City Expenses, there is an overall decrease of \$420 thousand and they anticipate substantial savings in the Street Lighting cost. There was some loan cost for the air conditioning unit that will be paid in full by March 2021, so that will be reduced city expense.

The Pension Costs, which represent 32% of all general fund expenditures just behind salaries and wages at almost 44%, so all those combined about 76% of all general fund expenditures are related to personnel. As mentioned, the Municipal Employees' Retirement System (MERS) that rate is increasing from 27.75% to 29.5% so that increase is the

6.3% that was mentioned; MERS is all employees except fire, police and judges. Normally, notice of increase comes in late January or early February after the budget is created, the budget would be amended within the first quarter. For this year, it was not done because of the pandemic, cutting the budget and the furloughs, so the increase is based on the adopted budget. The good news is that rate is not going to increase until June of 2022, so they are going to keep it at the 29.5% rate and going into next year for the first couple of months we will have this rate. The Firefighters Retirement System (FRS) rate is going up from 32.25% to 33.75% and it is already factored into the fire department's budget. We received a notice from the Municipal Police Employees' Retirement System (MPERS) a couple of weeks ago that they are decreasing their rate from 33.75% to 29.75 effective July 1, 2021, but they are making changes to their Drop Program. We don't have a financial impact of what those changes are at this time, it could be a wash, or it could increase or decrease. Normally, they don't pay into the system when the employee enters into the Drop but now, they are going to pay into it, so there may be an offset between the reduce rate and the city paying into the plan.

The Enterprise Funds, there are 6 the Airport, Transit, Civic Center, Zoo, Water and Sewer all combined total revenues are \$26.5 million and you got your operating expenses at \$44 million, which include \$11.6 million in depreciation. Your net operating revenue of \$5.8 million and a net capital contribution and transfers of \$11 million for a decrease of net positions for all the funds combined of \$659 thousand.

There are 27 Special Revenue Funds used to account for the proceeds of specific revenue sources other than capital projects. They are legally restricted expenditures for specified purposes. There are descriptions of all the funds in the budget book and they are also in the financial report. All the funds are separate except for the Capital Infrastructure Funds and they are combined for reporting purposes. All combined total revenue for all the special revenue funds is \$27.8 million and total Expenditures of \$15.3 million with a total transfer out of \$11.9 million, so that leaves a total net change in fund balance for all combined of \$654 thousand and that concludes the budget summary.

The Chairman asked if there were any questions for Mr. Richard, there were none.

Mr. Richard noted that he included on the council members agenda the tabs in red are references to the line item details within the budget book.

The Budgets discussed were as follows:

## **HEARING SCHEDULE:**

### **1.) Revenues:**

Chairman Harvey asked if there were any expected revenue forth coming relative to federal reimbursements, CARES or anything like that we anticipate or reflected in any of these numbers.

Mr. Richard, Budget Supervisor, explained that the budget does not include any grant related revenues, FEMA, CARES or the new stimulus etc. and he's not factoring that in, but they do receive that money and it is just some extra money we can use to spend.

Chairman Harvey noted as we mentioned the word unprecedented and all the different disasters, we have had over the last 12 months, there are expenses we have incurred that we will expect to get reimbursement at some time in the future. He wanted to know if there is any running number of what it is expected to be at any stage and like accrual, are we able to use it at some stage.

Mrs. Stacey Rowell, Director of Administration, explained that we have outstanding FEMA Projects and they can't accrual it until it reaches a certain point with FEMA. A lot that's left right now will be reimbursed back to Capital Infrastructure because we ran those projects through there and they came in after the flood they are still pending. A lot is that reimbursement, most of what comes in was due to the general fund and most has been some pieces that they are still working through. Other than that, we have some that we are working on from Hurricane Laura and we are still in the development stage as far as where our numbers would be on that.

Mayor Ellis wanted to know when the last reimbursement was from Hurricane Katrina.

Mrs. Rowell noted that they haven't closed the project out and as far as getting any money from it no they're not really getting anything from it, they just haven't closed it and that was 2005.

Mayor Ellis noted that he was trying to get the idea in his head as to when those dollars actually flow down to the City, and that it takes a minute.

## 2.) Council

Chairman Harvey noted that there is an increase of \$10,000 which is mostly around the group insurance premium increase. There is a pay increase related to the certification of the internal auditor position and everything else is pretty close in line with where we were last year.

## 3.) Court

Judge Jeff Joyce  
Sarita Smith – Finance Officer

Mrs. Ezernack asked if there were any differences this year as opposed to last year or anything you want to share.

Ms. Smith noted the only difference was an increase for employees for salaries.

Mrs. Rowell, Administrator, noted that she believes that is actually going to be reimbursed to the City and that those are expenses that the court is going to pick up she believe is the way that's scheduled to be.

Ms. Smith said she believe so.

Mrs. Rowell noted that is not an increase to the General Fund and that they do a reimbursement whenever they do. They have funds that have certain expense that they actually reimburse us for and some of those are salary increases. Through the years those accumulate and then they get a bill from us for those and we track them, that is how those will be worked out. They will not be an increase to the General Fund.

Mr. Richard noted this is that part of the salary reimbursement where you see those negatives numbers in their expense column under payroll tax, pension reimbursement and salary.

Chairman Harvey noted we are budgeting the same reimbursement amount, but we won't see an increase there is that correct.

Mr. Richard noted that there are slight changes in their group coverage.

Chairman Harvey noted so the reimbursement doesn't move or doesn't move from 2021 to 2022 it just stays flat.

Mr. Richard said no, there is a worksheet.

Chairman Harvey wanted to know if this is something that is going to move with the dollar amount when it is relative to actual.

Mr. Richard noted that he would have to double check and make sure. It is based on the number of employees they have and there are different raises that have occurred over the years that is also part of that number.

Chairman Harvey asked if there were any other highlights for City Court.

Judge Joyce said no, the going thing is that some of the revenue is going to be down with just the number of tickets that were down. There has been a push to not execute warrants on outstanding tickets or anything you have not wanting to put people in jail. They are not arresting as near as many people and issuing summons instead. If you got a warrant out because you didn't come to court, you probably not going to come to court because you got to issue the summons and they are not going to arrest because of the pandemic.

Chairman Harvey wanted to know who he is referencing when he says "they".

Judge Joyce noted they to be the Sheriff's Department, Monroe Police and OCC say they are not going to take certain people, so you can have an outstanding warrant with us and that would be a potential to get money and when you get pulled over, they run your name and you got a warrant and you need to go to court again because we can't take you to OCC. We don't have any control over it.

Ms. Woods asked if that was because of COVID that they are not taking prisoners.

Judge Joyce said yes.

Mr. Marshall asked if they have considered a payment plan in lieu of.

Judge Joyce said every person he has is on a payment plan and if you keep paying it, he is going to keep giving you time to pay. He doesn't know the other judges' protocol, but he does accept payment and he would rather them pay than spend a night in jail.

Chairman Harvey wanted to know if we knew the number of warrants that have increased or decreased over this period.

Judge Joyce noted that there is probably more of a decrease than anything and many less tickets issues and less arrests made since March than any.

**Marshal**

Marshal Robert Cherry

Chief Deputy Marshal Brad Smith

Chairman Harvey asked if the Marshal had any highlights as far as expenditures etc., that they want to highlight.

Marshal Cherry said no, they looked at the budget from last year and it is basically the same.

Mr. Richards noted that they just have some minor changes in pay from people retiring, new marshal and such.

Chairman Harvey asked if Marshal Cherry had any comment on the question, he asked Judge Joyce concerning where we are relative to warrants, if we have seen those stay flat or increase/decrease.

Marshal Cherry noted that they don't have any answer for that, whatever the judge tells them to do they are there to do it.

**4.) Mayor**

Mayor Ellis

Mrs. Ezernack wanted to know the big difference in this budget for the mayor as opposed to last year.

Mr. Richard noted that with the new administration there were changes in personnel one decrease in executive and trying to fund economic development division. Right now, you have the liaison position, grant writer and economic development officer position that they are working on filling. There is the public relations position that had 3 people and now there is only 1 person. Change in overall budget is about \$68,000.

Chairman Harvey asked if they were changing the grant writer from PUD.

Mr. Richard noted that they unfunded it under PUD and using some of those funds in executive.

Mrs. Rowell noted that is a different type of grant writer position they are still leaving that function in PUD. At this point they wanted to gear it more toward economic development and the mayor asked for a grant writer in addition to be put in his department.

Ms. Woods had a question about summer workers and noted that this is where this typically come from.

Mr. Richard noted that the Green Team funded was under beautification, some under Community Affairs and money under CDBG for summer programs and this budget doesn't have any funding in it for any type of summer program.

Ms. Woods wanted to know if that was typically monies from a grant or what did that money come from for those programs for summer workers?

Mr. Richard noted that the ones funded through CDBG was about \$50,000 and the ones in the General Fund was just funded through General Fund Revenue.

Mrs. Rowell noted that sometimes there were some through the Administrative Economic Development Fund.

Ms. Woods asked so there is no money in this budget at all for summer workers this summer.

Mr. Richard said not in the General Fund Budget.

Mrs. Rowell noted that they put that on hold until they could decide with the pandemic what was safe, and we suspended it last year until we see a little more vaccination programs going on.

Ms. Woods noted that we didn't work any of the summer working last year, right?

Mrs. Rowell said, right and young people are going to be the last ones to get it and we don't know if we will be able to have any type of programs this year or not. If we do, we will seek out funds.

Mayor Ellis noted that you are also seeing this on the school level of parents not sending their kids to school and learning virally, so this year is an interesting year to operate around.

#### 5.) Legal

Angie Sturdivant, City Attorney, noted that the most significant change in the Legal Department budget is addition of a full assistant city attorney, in the Civil Division. We have an increased case load, personnel matters, public records request etc. Mrs. Sturdivant noted that she has mentioned the need for this for several years.

Ms. Woods asked how many attorneys do they have?

Mrs. Sturdivant noted there are 2 in her office and in prosecuting there is 1 full-time prosecutor and 1 part-time prosecutor.

Ms. Woods asked, and you are going to hire another full-time attorney.

Mrs. Sturdivant said yes.

Mr. Marshall asked if she was seeking that position currently?

Mrs. Sturdivant said once this is approved.

All other funds under the direction of the Legal Dept.

Chairman Harvey asked if there were any funds under the direction of the Legal Department namely special revenue funds that we have to covered there.

Mrs. Sturdivant said yes, they have bond forfeiture funds, which are collected when people don't show up for court. That is on hold because it was in the Governor Emergency Orders. We couldn't collect on that and she didn't know if that has been reinstated, it would be very low for this year. There is the Pre-trial Diversion Funds for the Pre-trial Diversion Program for first time defenders with misdemeanor charges if it is not serious and truly their first time. We have a Pre-trial Diversion Program for those individual and those are the funds that support that program.

Chairman Harvey noted so there are no real expenses that come out of that fund.

Mrs. Sturdivant said that right, yes.

#### 6.) Police

Chief Victor Zortan, MPD, noted that pretty much everything remained the same. There were a few little changes in different categories, but for the most part it was the same as last year. We're trying to do a little something to give some of the officer back, if it gets approved through union contracts, some benefits that were taken away from them about 8 or 9 years ago, the longevity pay and first responder pay. It's about \$250 dollars a month and right now you have officer that were hired after 2011 that don't get that and those before do. That was one of the things we tried to get in the budget to help the people and help hiring new people that want to come here. A lot of the same agencies have these same funds for help for their base salary.

Mr. Richard noted their major change was the 2% cost of living raise basically 2021 budget plus cost of living pay.

Mrs. Rowell noted that is mandated for fire and police.

Mr. Marshall asked if those incentive mentioned by Chief Zortan was already included?

Chief Zortan said, yes and they know they have enough to cover it and they were budget.

Ms. Woods wanted to know how many officers are going to be impacted by getting this raise and she thinks it's a great idea.

Chief Zortan noted they have 127 officers right now, so about 70 or 80.

Ms. Woods wanted to now where this money is coming from to make the difference up?

Chief Zortan noted that they played with some of the budget numbers and they are understaffed at 135, they are at 127 and they have some leeway to give this money back to the ones that didn't get it in 2011.

Chairman Harvey asked about the jump in supplies he see like \$40,000 and he was trying to see what account it's hitting.

Mr. Richard noted that he didn't know what account that was originally in, it reverted back to the 2021 budget plus the increase and he don't know where that's budgeted for next year.

Chairman Harvey noted that he sees the increase and he was just curious as to what account it hit. He thought it was \$40,000 difference in just basic supplies, so he didn't know if that was where they were putting it.

Mr. Richard noted if he factored it in on his personnel worksheet then it is part of the salary number and he is not sure where the detail is on that.

All other funds under the direction of the Police Dept.

#### 7.) Public Works

##### a) 6000 Airport Fund

Tom Janway, Director of Public Works, noted that they have a new Airport Director that will be here shortly, and he expect him to take a deep dive into the budget and look at the operations. Mr. Janway was notified Friday about receiving \$1.4 million that can be used for airport operations and debt service etc.

Chairman Harvey asked if it could be used for just about any airport expense or is it tied to a certain use.

Mr. Richard noted that it is not incomed and they haven't accepted it yet.

Mr. Janway said he was just notified that they can apply for it, there is actually 2 grants one is \$24,000 and the other is \$1.4 million. As far as the CARES ACT they received \$2 million last year. The Feds are going to fund the remaining drainage work out at the airport to the tune of \$8.5 million and he has the draft of proposed funding from DOTD for 2021/22 which is \$3.5 million which is going to be the match on the \$8.5 million. They also had about \$900,000 for the primary runway and \$1.6 million for LED work. As we perform those projects, we receive the grants from the FFA and DOTD on that, so he is expecting a big year. Mr. Janway is expecting to finish this current budget year out, but right now both of the projects are shut down because of the weather. We have a \$12 million runway project that they are currently doing and a 3.5 million drainage project and on top of that another \$12 million worth of work at the airport. We got a good program manager at the F.A.A and our consultant has been doing a great job. Overall, for projecting revenues we showed a slight decrease in projections for the up coming budget year. We shut down the airport bar and restaurant, those are not money makers and the number of passengers going through the airport prior to the freeze we were running between 40 and 45 percent and we expect that to increase significantly throughout 2021. That account for rental car fees and passenger facility fees etc., it does impact the revenue at the airport so it's good to see we are going to be getting some additional funds.

On Expenditures Mr. Janway noted that the fire department has a part of that, and it basically increased a little bit and that is for our ARF Station. The salaries and wages and what we got right now the overall total won't change but that may be a fluid number when the new Director gets. Right now, we have no permanent employees on the outside of the airport. He has hired a new maintenance supervisor and he will get with the new Director as to what he needs as far as getting the work done. Mr. Janway doesn't expect any changes in that area.

Mr. Richard noted that he wanted to add that Mr. Janway noted decreasing in revenues and if you notice there is \$8.1 million that is including \$2.5 million in Capital contribution and we normally don't budget for that and it really shouldn't be in there. If you take that out that figure drops to \$5.6 million verse the \$6 million and that is where he is referencing the decrease in airport revenue.

Chairman Harvey noted that was his question the biggest thing stood out and he didn't know if that was going to be and usually when you see something like that you are expecting to see some kind of project that's going to pull it down.

Mr. Richard noted that Capital contributions is a result of capitalizing projects and it creates an entry after the year and just hits that account.

Mr. Janway noted that is he expecting that number if we have some good weather to go up substantially and based on what Dan said that's fine and that's what happens when you combine capital and operating funds. Everything else is pretty much routine on the budget.

Ms. Woods inquired about the part on the Art Gallery.

Mr. Janway noted that the person that initiated that is no longer there and that expense was primarily for insurance for the art.

Ms. Woods wanted to know what they are going to do with the art that's there now.

Mr. Janway noted that as long the artist want's the art displayed, they are happy to do it.

Chairman Harvey asked about the construction and project cost we have there in 20/21 he saw 1.83 and it is down to 400 this year. He wanted to know if this just floats up as projects come in.

Mr. Janway noted that is Engineering Services and at the next council meeting he will be putting forth another task order for the final design on all that drainage and that will change that number substantially.

Mrs. Rowell noted it's going to flow with the construction projects.

b) 6001 Transit Fund

Marc Keenan, Transit Director, noted that they are presenting a \$6.9 million budget off of transit and of that \$847,000.67 is depreciation. The budget will be pretty much the same as last year's budget, the only changes are \$1.5 million to purchase 3 heavy duty buses, \$1.1 million to begin replacement of the new terminal. Other than, that the budget is like last years.

Mrs. Ezernack noted that on the revenue side of it she knows they didn't collect any revenue for the bus riders during a specific time, but we are collecting that now is that correct.

Mr. Keenan said that is correct and that from mid-March to late September fair collection did stop and it ended up being a 67% decrease in fairs for the year. We did get CARES ACT money to counter act the decrease in revenue, we are back to where we were.

Chairman Harvey noted that 2020 actual is \$441,000 and we are budgeting for \$500,000 in fare revenue, so are we expecting the ridership to increase at that level or what.

Mr. Keenan, noted that is what the expectation was but since the Coronavirus things have changed, ridership has decreased by 40% and we continue to provide the same type of service. It's just during the coronavirus time ridership has decreased.

Mrs. Rowell noted that there is some increase in revenue at this point.

Mr. Keenan, noted that fair rates went up about 20%

Mrs. Ezernack asked if those fares would have been back before 2020.

Mrs. Rowell noted that the 2020 actuals has some of the decrease when we had stop collecting around March and April decline and compared to the 390 of 2020 actual then 500 could be a reasonable number.

Chairman Harvey noted that he would assume the expenses would stay the same in that scenario, so that would become a plug from the General Fund if we didn't capture that revenue.

Mr. Richard noted that they have some additional if you look at federal grant 2.5 to 3.2 and you are going to see some increases again in group insurance, pension is going to increase.

Mrs. Ezernack wanted to know if they are expecting to see some additional in that CARES money.

Mr. Keenan noted that he knows that they are voting next Friday or Tuesday on some CARES funding and he is not sure if that will come to transportation or how much. They did have an allocation about a month ago and the only agency in Louisiana that received anything was in New Orleans. Transit didn't get any of that, so maybe the second time around they may receive some, not sure.

Mr. Richard noted there is an increase in the general fund of about \$100,000 transfer in number.

Chairman Harvey noted that we are doing that with almost another \$800,000 or so in federal funding.

Mr. Keenan said yes and more than likely that's to match the work done on the terminal.

Ms. Woods asked if they were still limited to the number of people that can ride the bus at one time.

Mr. Keenan said that is correct and that their number is 16, based on the Governor's latest order.

Mr. Marshall asked if they are still anticipating the advertising and promotion to be consistent with what it has been.

Mr. Keenan said that is correct, they do have a plan in place.

Mayor Ellis noted that the benches look great and Mr. Keenan said that the program is going great and no complaints from the citizens.

Public Works Director's Budget:

Mr. Janway noted that the change is in the pump station maintenance and everything else is the same.

Mrs. Ezernack wanted to know why we would be reducing.

Mr. Janway noted that what they generally do is budget \$100,000 and then when we have to make repairs if substantial he would normally take it to CIC and get them to pay for larger repairs and pay for the smaller repairs out of this budget.

Chairman Harvey noted that we are still looking at about \$300,000 each year in that account and that was one of our challenges last year, \$310,000 was still realized in that account and here we are again at \$100,000 and he is not sure where we are looking at landing this year.

Mr. Janway noted that we are at about \$170,000 and what he will do is periodically get back through those numbers and look for anything larger than about \$25,000 and get with Ms. Golden and Stacey to see if we can get CIC to pay for this.

Mrs. Rowell noted that conversation is being held like they have generator redundancy plan in place with CIC and they have had discussions that we need to look at the pump station replacement plan and start trying to see if we can find that funding in CIC to replace some older things.

Mayor Ellis noted that we have specialize products, contractors and you find yourself in these emergency situations, so he tasked Ms. Golden to look for a lift station redundancy plan and backup power like that to take a systematic approach to finding backup pump generators, the main ones. Same way with the hurricane that came through, we had to go out for generators so what we are doing is taking a systematic approach to this to say where are our biggest offenders. What you will start to see once you start making 3 or 4 repairs to one of these old redundant generators you are going to see you could have probably replaced it. That is what we are in the process of doing right now to have Ms. Golden take a look at all the ones that are repeat offenders.

Mrs. Roshonda Gospel, Sanitation Division, noted the most significant change in the sanitation budget is the 16 full-time employees in garbage and trash that were hired and other than that the budget is identical.



Mayor Ellis commented Mrs. Gospel and others for pulling their weight during this ice storm.

Mrs. Ezernack noted as far as head count and so forth some of the full-time truck drivers etc. were out.

Mrs. Gospel said those were vacant positions and had been on the books for a long time.

c) 6006 Water Fund

Mr. Sean Benton, Water Superintendent.

Mr. Janway noted that they did an outstand job on controlling our water supply during the snow and ice event, we didn't have to go on a boil notice, we didn't cut anybody off, everybody had the same pressure and we didn't run out of water.

Ms. Woods wanted to commend public works water distribution department for doing an outstanding job. She prides herself when she talks about the City of Monroe that we have good water, were consistent with good water and that she had never known us to have a boil advisory. In the mist of everything that went on last week, we never got to that point, so thank you for all the work you do for this city.

Mrs. Ezernack agrees and appreciate him taking her calls and helping out during this time to explain what was going on and she is sure the citizen appreciated it too.

Mr. Benton noted that this process really gets us in the position of what we just came through, the annual budgets we do every year and also bring stuff before the city council as a whole. This process every year coming to you all with an idea of what we are going to put in place as far as back up generators at remote stations and had we lost power we would have had an opportunity to fire up our generators in which that project was completed two year ago. Our water fund balance gives us an opportunity to stagger projects at the same time to be able to sustain any damages coming through. The proposed budget we have today mirrors our current as we move forward and the only thing different is in the distribution area, we added in the communication area a \$150,000 which has to do with the current water meters. This storm gave us an opportunity to showcase stuff we already invested in as a whole, like the water meters and we notice that we were able to respond faster to leaks to cut down on the demand for water itself, so the system works and is reading properly, etc. We did a leak report and it showed that we had 1900 meters leaking at one time and because the system was working and with the new Ion Water APP out their currently giving the people an opportunity to see what they are using. We only had 100 people sign up, now we have 500 and a number of requests pending, so the budget is the same and it gives us an opportunity to continue doing what we been doing. On the water treatment side, we didn't do anything different because we are also looking at the plant expansion project that will come before council shortly. Moving forward on the distribution side we did identify some projects we can always address through water capital to run itself, so it wasn't an impact on our operating budget.

Chairman Harvey noted that the revenue change year over year and 15.4 was budgeted in 2021 and we are at 13.7 this year, but this up coming year is closer to the 2020 and he was trying to understand the increase year over year.

Mr. Richard noted that in 2021, he did the revenue estimate and found that his numbers were overstated.

Mrs. Ezernack wanted to know if this reflect any difference in what the contract looks like with Greater Ouachita and how that's going to play out.

Mr. Benton noted by looking on this budget sheet you are looking at sales outside bulk water uses the current adopted budget is at \$5 million and moving forward we are looking at \$2.9 million. He is estimating a \$2 million hit they will take by losing Greater Ouachita, so they have been looking at other creative way to move forward in the future on how to pick that revenue back up. We will take a hit once they get off our system as far as in delivery and in operation cost he thinks we are going to gain, so it is a little hard to see right now but we will see it later down the line.

Mrs. Ezernack noted the \$5 million number you had in there that you said was maybe incorrect, that was an overstatement.

Mr. Benton said yes and maybe it's better than that and that's what we are hoping.

d) 6008 Sewer Fund

Charles Westrom, Sewer Manager, noted that our Pre-Treatment Department has been doing an excellent job and they have increased the revenue for tie in fees under revenue that is conservatively estimated to be \$35,000 that we didn't have before. The downside of this is our revenues are based on water usage and in general from the 2020 year forward our usage has been down so our revenues are down. Overall, we are down close to \$225,000 where we were in 2019, so there are no real changes other than that. There is depreciation in there which affects \$4,800,000 worth of deprecation showing up there. At the plant, supplies in chemical budget has gone up, chemicals that we disinfect the waste water with simply cost more, also our landfill operation going to the dump with sludge has gone up, it is \$40,000 a year at present and these are the changes from last year's budget.

Chairman Harvey noted that they are seeing a \$.5 million hit to the fund balance for this and is this something we expect to continue to run those kinds of numbers.

Mrs. Rowell noted that this is why your revenues are down if usage is down, his revenue is down, so some of that is going to be because of revenue being decreased, but fortunately they have a fund balance that can sustain a little bit of a hit as long as it is not long term.

Chairman Harvey noted what we are seeing here is exclusive to revenue and he wanted to know if all that is driven by just usage.

Mr. Westrom noted that you have to keep in mind how much depreciation is because that money is not really being put back toward use like normal depreciation would be, it is just being taken out of the fund balance.

e) 7002 Central Shop

Mr. Janway, Public Works Director, noted that this is the internal service fund which is the central maintenance operation where they repair anything from weed eaters, to heavy trucks, track holes and tractors etc., it is just a flow through account. It is subsidized from the general fund to the tune of \$300 to \$400,000 a year and this current year it was about 300 plus thousand. At some point we might want to readjust our shop rates, these rates are \$55.00 an hour and if you go to any shop around town you are going to pay \$125.00 an hour. This would save the general fund a little money because the Enterprise Fund would be paying more of it.

Mrs. Ezernack wanted to know have we studied a plan like that for the future of what he is talking about.

Mrs. Rowell noted we are just moving into this Enterprise Agreement and she would like to see how that is going to affect our repairs and see what affect that is on the shop. At that point the shop will serve, because we will still a shop have services to maintain the large garbage and trash fleet as well as equipment. As we move through this agreement they will start being under warranty and go back to shops servicing warranty. How that will affect the shop and its expenses overall is what remains to be seen, and at what level we will have to maintain certain things at the shop.

All other funds under the direction of Public Works

8.) Fire

Chief Terry Williams, Fire Chief, noted that they have 192 employees and the budget is pretty much the same. They have had some challenges this year with a number of employees with COVID this year around 35 or 37 and struggling with their overtime line because of so many employees off and having to cover these employees. We have a recruit academy going right now with 15 recruits, we have tried to seek as much relief with Ms. Doretha Bennett at Workforce Development. She did a great job helping us out and she saved us around \$150,000, so that will be reflected in our current budget. We have upgraded a lot of equipment and purchased new trucks and one new truck is still in production, a latter truck and council approved a command/rehab being built in Wisconsin at this time and we expect to receive that truck around May. We have a substantial completion date of the 25<sup>th</sup> of February and because of the weather they didn't get a chance to do any work, hopefully by the end of next month it will be done, it is a good project but it is moving slow. This is pretty much all that is going on and trying to be good team players.

Mayor Ellis noted that these are men and women who run toward problems and put their lives on the line, and he appreciate them all and their efforts in working, so hats off to you and your crew.

Chief Williams noted he has to give the mayor his props too because like he said it's teamwork and he has to thank the council as well and it is about all of us coming together and making it happen.

All other funds under the direction of the Fire Dept.

9.) Engineering  
Arthur Hollands, Project Manager

Mrs. Ezernack wanted to know what's different and what's new.

Mr. Hollands noted that looking over the budget he sees one change, we have one cut in the GIS, CAD Support Position and that is about it in engineering. We are trying to keep our budget the same and we have been doing that continuously for the last several years.

Chairman Harvey noted that you guys are another one that didn't move much from year to year.

Mr. Holland noted that they try to work with what they have, but they get a lot done.

Ms. Woods asked if that one cut was just a position on the books and you took it off.

Mr. Holland said no, they had several other positions they removed as well, but that is one they are just cutting back to stay within their budget.

Ms. Woods asked so no one lost a job.

Mr. Hollands noted that they double up on things when they need to get things done.

Mrs. Rowell noted that no one lost their job.

a) 2021 Capital Infrastructure  
All other funds under the direction of the Engineering Dept.

10.) Community Affairs

Doug Seegers, Community Affairs Director, noted that they have cut numerous positions.

Mrs. Ezernack wanted to know if these were place holder type positions.

Mr. Richard said yes, they are all vacant. They changed some description and added some other positions.

Mr. Seegers noted that they did a little reorganization of Community Affairs and the most significant was in Parks and Recreation with the new Parks and Beautification Director and Community Center Programming Director. We separated that roll into two and made some adjustments in operations there that will be a little more efficient. It will also allow us to increase our programs and do a lot more for the community also along that line we added a position that hasn't been filled yet, we are still looking for the correct person or the right person and that's the horticultural position to work hard on some more beautification efforts.

Mayor Ellis noted that he commends Mr. Seegers on this and from him just driving around you have done more with less. He further noted that he looks forward to seeing what you guys have coming.

Mr. Seegers noted that's part of the team that has been out there with Ray Wright and his group and getting that group going with Patience Talley and the community centers. The golf courses are looking a lot better, if you ride around and see everything looking better that's Don Walters taking care of that. The museum as you know has been closed, but we are getting there and next week we are getting ready for the Jury Competition out at the African American Museum, partnering with them and we are thrill about that and we will also have a display.

Mr. Marshall noted that he has seen the work on the baseball fields as well.

Mr. Seegers noted that Mr. Wright and his team really have a lot of work going on and there are some improvements that need to be done and some investments on those fields to get them back up to par.

Mayor noted that Carroll and Wossman now have lights on their fields.

Mr. Seegers said Carroll almost, but we are getting there. Carroll has not had lights on their field, and we will have lights on their field by the time they have their first home opener.

Mrs. Dawson noted that she thinks the reorganization was one of the best ideas you have had since you started outside of what I need you to do for district 5, but you can really tell the difference in things getting done quickly than what it was in the past.

Mr. Seegers noted about the Zoo that they just got the grant from the CVB and they are excited about that and the improvements that will be coming to the Zoo.

Ms. Woods noted that we are looking forward to some great things in district 3 and we had talked about a lot and I know you just need time and with the fact that you are doing something with the golf course and making the greens look better etc., that's a good thing. Ms. Woods noted that she is excited and thanked Mr. Seegers for the partnership with the African American Museum. She further noted that she would love to see how the city could incorporate mowing the lawn out there at the museum, because it's out there in Chennault and she know they have had talks concerning restrictions.

Mr. Seegers noted that they have some restrictions and he would love to help, and maybe they can work their way towards there, he is not sure.

Ms. Woods noted that she would love to see them help with that because this museum struggles and it is such a great museum and in a great location. Ms. Woods noted that she is open to try to make that happen.

Mrs. Ezernack noted that she wanted to know about the work they are going to do with the ball field because she has some funding, and she would like to use it toward it and Mr. Wright said he will let her know.

Mr. Seegers noted that last week put them behind and some of the field may not be quite ready.

Mayor Ellis asked not to forget about the strength of this community and putting out there what you need, just got gloves, balls and bats for Carroll and Wossman from ULM and all you had to do was ask, people are willing and ready.

Mr. Seegers noted that we have a great partnership with Monroe Youth Baseball, and he thinks that will continue to grow in the future.

Mayor Ellis commended Ms. Patience Talley and her crew for what they did.

Ms. Woods wanted to thank Mr. Seegers for all of his efforts with the cleanup and beautifying of Monroe, because we have definitely seen an increase in those and the participation from people in the community. She also noted to Ms. Talley that she is looking forward to working with her as well.

a.) 6002 Civic Center Fund

Dr. Cannon, Civic Center Director, noted that it has been a challenging year, they were pleased that the auditors believed that we did do a good job of managing the resources that we had. What I am most proud about is when I look at the number of events that were cancelled this year and looking at the number today it was \$590,000 we don't count those we never saw or didn't come because we were closed. We would have had a better year our staff has been really busy and we have been booking people and canceling and booking and canceling and our goal is when we finally take off again we won't have an empty slate we will have future events coming up, so that will reduce the amount of time it will take for us to get up to full steam again. That is where we are, and we have several projects on the drawing board.

b.) 6003 Purchase Garden & Zoo Fund

Mr. Tom Pearson, Zoo Director, noted that they have so much going on definitely a team effort, so much involvement from the community. I have been a volunteer at the Zoo for over a decade and now in a paid position for just a few months. It is incredible how many businesses and individuals just keep coming to me saying they want to give and as the mayor said earlier the influx of the public and how they want to help and get involved. The Parakeets is going to be a new exhibit we haven't had it before, pretty inexpensive to build and we already have all the donation, it didn't cost the Zoo or the City a penny even the birds were donated. We have gotten over \$5,000 sponsorship on birds and it has really been amazing. We're working on replacing all the benches and we have people sponsored 16 so far, so the support of the community has been great. We now have a master plan and the CVB saw that we were going to make some changes and so we have a master plan that covers 10 years in four phases. Phase 1 is a two-year plan that redoes the LA Purchase Exhibit fully funded for year one and year 2 may be a little difficult, we want to do a lot more animal encounters we will sell popsicles sticks with seeds on them and will cost us one penny to make and we plan on selling them

for about \$1.50 and conservatively we plan to make about \$150,000 a year feeding birds. We also want to get the Giraffes back and feed them and he is working on trying to get some sloths and maybe feeding the alligators, a farm yard to feed the goats and every time you feed them that is more revenue for the Zoo. My goal as Director is to break even and we really believe we can get that back to black.

Mr. Marshall wanted to applaud Mr. Pearson's on his vision and listening to everything lets him further know that the Zoo is headed in the right direction. He noted that he appreciates everything that Mr. Pearson and his staff is doing.

Mayor Ellis noted that as a business owner you are going to put effort in the people walking through our doors, we got to figure that out, how do we market them and how do we make it a draw like it is and that goes back to knowing you business, driving revenue and people will fill that and that's one of our jobs as a city to not only put people in place but put people in place with a passion that Mr. Pearson has and this team that we have assembled along with the team that's sitting out in front of you today, we got good people.

Mr. Pearson noted that from what he can tell attendance is up at the Zoo.

Mrs. Dawson noted that she is thankful and peacock proud about the Zoo attendance on Halloween because from her understanding that was the biggest crowd the Zoo has had.

Mr. Pearson noted that he has never seen anything like it.

Mrs. Dawson noted that she is looking forward to more big events like that.

Mrs. Ezernack noted that the enthusiasm your team has for what they are doing shines out and that will bring us the success we need, so continue what you are doing to draw the attention there and we can only benefit from that as a community.

Ms. Woods thanked Mr. Pearson and noted that his energy is out the roof and that she is excited.

#### All other funds under the direction of Community Affairs

11.) Planning & Urban Development (PUD)  
Ellen Hill, PUD Director, noted that they didn't have anything new and as a department they are still focusing on professional development and working toward as many staff members earning professional certification, so you would see that there is money budgeted in every division for training, travel although limited because of COVID, but that allow for more training online.

Mrs. Ezernack wanted to know if they are able to fill more positions in the inspection division and where are we with that.

Mr. Hill noted that she is happy to introduce to you Jack, the full-time chief building official, he is also an architect by profession and working toward earning that CBO. He came to us as an architect he could immediately go out and do inspections and signoff. He has been working hard, he has interviewed someone for the electrical position, right now we don't have a specific electrical inspector. Based on what I see other cities doing best practices you really don't hire a single inspector; you really look for a combination of inspectors or another CBO. We have been talking about how we get to that and maximizing our dollars and allow us to do more things. We are also working on the transition of the new software MyGov where we will get to that one stop at least online for now and by the end of summer we will be ready to pilot it.

Mayor Ellis noted that you have done a good job with talks with the City of Ruston who has this implemented and we are getting great feed back with contractors and people there. Also talking about the ease and speed of doing business and Ruston has opened their doors to us to learn. He also believes that MyGov will be a tool to help the consumer to pay things online and gives a check list of contractors and what to expect and whose hands it's in and where it is in the process.

#### a) 2001 Community Development Block Grant

Jawaun Downs, CDBG, noted that they don't have any new major changes other than adding a full-time position which they haven't filled for a Neighborhood Revitalization Coordinator as well as making our Compliance Research Coordinator from part-time to full-time due to the additional funds received from COVID. Those are new rules and guidelines that we have to adhere to and make sure that we are on top of those things.

Mrs. Dawson wanted to know if that new position is posted already?

Mrs. Downs said it was posted in September.

Mrs. Ezernack thanked them for the great job they have been doing and those you have really reached with the programs you put forth and with the monies, it has been fantastic.

Mrs. Downs noted that they are about to start round 5 for rental assistance and mortgage assistance, they will be making that announcement pretty soon.

Ms. Woods echoed Mrs. Ezernack's comments because they have done a great job and it's really making a difference in the community and she appreciate that when you start talking about home ownership. It really is home ownership verses what she calls rental with all these other companies going to these developments and you are paying rent for 20 years before you can even start to look at going toward the mortgage. You all are doing something that make people homeowners from the beginning, so thank you.

Mrs. Downs noted that is what the Neighborhood Revitalization Coordinator's position will be responsible for, which is the Home in Monroe Program.

All other funds under the direction of PUD

BREAK:

12.) Administration

Mrs. Stacey Rowell, Director of Administration  
Mr. Dan Richard, Budget Supervisor

Mrs. Ezernack wanted to know the synopsis on this.

Mrs. Rowell explained that they have some IT expense increased cost built in there.

Mr. Richard noted that IT is cutting out an intern position, accounting is cutting one of their part-time accounting position, Tax and Revenue, Property Tax Specialist, they have off loaded the property tax responsibility to Ouachita Parish, that position was really not needed and it has been phased out. So, other than the increase in IT cost the other divisions are pretty much consistent with their last year's budget.

All other funds under the direction of the Admin Dept.

13.) City Expense

Mrs. Stacey Rowell, Director of Administration

Mr. Dan Richard, Budget Supervisor, noted as he mentioned in the summary, they anticipate some reductions in street lighting.

Mrs. Ezernack wanted to know what is that?

Mrs. Rowell explained that they are looking at trying to get some grants from the Public Service Commission to replace some lighting LED Light.

Mayor Ellis noted if you have noticed the difference on the interstate and a lot of our main corridors every one of those lights are burning right now minus the ones that have to have a structural change to them.

Mrs. Rowell noted that hopefully we can replace those and reduce our cost plus just going back through some accounts and making sure that the lights that we are paying for are only on city property.

Ms. Woods noted that she gets confused with this because on Hwy 165 north, those light along that corridor of 165 is that city's property or parish?

Mr. DJ Fortenberry explained that the city owns about 450 lights up and down I-20 and 165 and then here in front of Lea Joyner overpass in front of the Civic Center. The lights that are 165 south to the new lights that

was just installed last year and then everything north of that all the way to Century Link the City of Monroe Owns.

Ms. Woods noted so from 165 to Desiard Street does the city own those?

Mr. Fortenberry said yes.

Ms. Woods noted that those lights are that soft pink, so we are looking at replacing those with the LED.

Mr. Fortenberry explained that there are two kinds of lights on the interstate and if you are coming from I-20 east into the city and the light in the median those lights are high pressure sodium and once you get to 165 west on the exterior part that is a different light one burns orange and one burns blue. The blue is what we are supposed to switch to. The LED is what we are switching to due to cost. The estimated cost to change out all those lights is \$250,000 for the 450 lights up and down which will be a cost saving of about a 1/3 of what we are paying on those 450 lights.

Ms. Woods wanted to know when we are doing this?

Mrs. Rowell noted that we are trying to get the grant.

Mayor Ellis noted that we spend a lot of time looking for efficiencies as a City that we can go through because lighting was one of the things from our constituent on how can we get more lighting and better lighting through the districts.

Mrs. Rowell noted that the City of Monroe has more lights per square mile than most cities and they are streetlights not security lights.

A Public Hearing & final adoption of the budget must occur no later than the April 13, 2021 Council Meeting. (City Charter, Article V, Sec. 5-01)

There being no further business to come before the council, the meeting was adjourned at 7:24 p.m. upon motion of Mrs. Dawson and seconded by Ms. Woods.

Douglas Harvey  
Chairman

Carolus S. Riley  
Council Clerk

For extended details on the council meeting please call the Council Clerk Monday-Friday at 318-329-2252 to schedule an appointment to listen to the minutes.



**CITY OF MONROE, LOUISIANA**

LEGAL DEPARTMENT  
CIVIL DIVISION

TEL (318)329-2240 FAX (318)329-3427  
400 Lea Joyner Memorial Expressway

P.O. Box 123

Monroe, Louisiana 71210-0123

ANGIE D. BALDWIN  
City Attorney

BRANDON W. CREEKBAUM  
Assistant City Attorney

**MEMO**

**DATE:** March 1, 2021

**TO:** CARLOS RILEY

**FROM:** BROWNIE BARBO

**RE:** CONDEMNATIONS FOR CITY COUNCIL ON MARCH 9, 2021

Please place the following condemnations on the agenda for the City Council on March 9, 2021. (All are curatorships except where noted)

1. 115 Egan Street (D4)(Owners - Charles Smith, Jr.) (OPPJ - non-curator)
2. 211 Mays Drive (D5) (Owners Ray D & Claudette Jones )
3. 2707 Lee Avenue (D4) (Owner - Kenneth Blankenship )

**c:** Ellen Hill  
Catherine Robinson  
Hubert Murphy  
Stacy Newbill  
Jimmie Bryant



# RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was introduced by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_.

**A RESOLUTION NOMINATING IVAN THOMAS TO THE DOWNTOWN ECONOMIC DEVELOPMENT DISTRICT BOARD AND FURTHER PROVIDING WITH RESPECT THERETO:**

---

WHEREAS, a position on the Downtown Economic Development District Board presently has expired; and

WHEREAS, the Ordinance establishing the Downtown Economic Development District Board provides that upon expiration of a term of office a successor shall be appointed; and

WHEREAS, Ivan Thomas expressed an interest in economic development in downtown Monroe and is agreeable to assuming the vacant seat.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONROE, LOUISIANA IN LEGAL SESSION CONVENED:**

That Ivan Thomas is hereby nominated as a board member of the Downtown Economic Development District.

This Resolution having been submitted in writing, and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared ADOPTED on the \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CITY CLERK

# RESOLUTION

STATE OF LOUISIANA  
CITY OF MONROE

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

The following Resolution was introduced by Mr. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. \_\_\_\_\_:

A RESOLUTION APPROVING THE APPOINTMENT OF DONALD JOHNSON TO THE BOARD OF DIRECTORS OF THE I-20 ECONOMIC DEVELOPMENT COMMISSION, AND FURTHER PROVIDING WITH RESPECT THERETO.

WHEREAS, members of the Board of Directors of the I-20 Economic Development Commission are appointed by the Monroe City Council and serve terms concurrent with the Mayor, and

WHEREAS, One Director shall be the Mayor of the City of Monroe and one Director shall be a member of the Monroe City Council as amended by the board on March 14, 2005, and

WHEREAS, Johnny Bryant has resigned as a Director from the I-20 Corporation, and

BE IT FURTHER RESOLVED, that Donald Johnson has been appointed to the Board of Directors of the I-20 Economic Development Commission to replace Johnny Bryant for the term ending June 30, 2021.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Monroe, Louisiana, in legal and regular session convened, that we do hereby approve and confirm the appointment of Donald Johnson to the Board of Directors of the I-20 Economic Development Commission for the term ending June 30, 2021.

This resolution having been submitted in writing, and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

ABSTAIN:

And the Resolution was declared ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CHAIRMAN

# RESOLUTION

STATE OF LOUISIANA  
CITY OF MONROE

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

The following Resolution was introduced by Mr. \_\_\_\_\_ who moved  
for its adoption and was seconded by Mr. \_\_\_\_\_:

**A RESOLUTION APPOINTING WILLIAM KRUTZER TO THE MONROE  
CAPITAL INFRASTRUCTURE COMMISSION, AND FURTHER  
PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, the current terms of the members of the Monroe Capital Infrastructure  
Commission expire on August 1, 2022, and

**WHEREAS**, the City Council appoints three (3) members to serve on the  
Commission, one of whom shall be a Council member, and

**WHEREAS**, Stewart Gentry term has expired, and

**WHEREAS**, the City Council desires to appoint William Krutzer to serve on the  
Monroe Capital Infrastructure Commission pursuant to the rules established therefor.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of  
Monroe, Louisiana, in legal and regular session convened, that the Council do hereby  
acknowledge and confirm the appointment of William Krutzer by the City Council to serve on  
the Monroe Capital Infrastructure Commission until the expiration of the unexpired term in  
2022.

This Resolution having been submitted in writing, and was then submitted to a vote as a  
whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

**And the Resolution was declared ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.**

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CITY CLERK**

The following Resolution was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**RESOLUTION NO. OF 2021**

**RESOLUTION AUTHORIZING THE CITY OF MONROE, PARISH OF OUACHITA, STATE OF LOUISIANA TO INCUR DEBT AND TO ISSUE NOT TO EXCEED TWELVE MILLION DOLLARS (\$12,000,000) AGGREGATE PRINCIPAL AMOUNT OF TAXABLE OR TAX-EXEMPT SALES TAX REVENUE REFUNDING BONDS, IN ONE OR MORE SERIES; MAKING APPLICATION TO THE STATE BOND COMMISSION; AND OTHERWISE PROVIDING WITH RESPECT THERETO.**

**WHEREAS**, the City of Monroe, Parish of Ouachita (the "Issuer" or "City") is a political subdivision of the State of Louisiana (the "State") created and existing pursuant to the Constitution and laws of the State; and

**WHEREAS**, the Issuer has levied its one percent (1%) sales and use tax upon the sale at retail, the use, the lease or rental, the consumption or storage for use or consumption of tangible personal property and on sales of services in the Issuer (the "1994 Tax"), originally approved by a majority of the qualified electors voting at an election held on November 8, 1994 as follows:

**CITY OF MONROE SALES TAX PROPOSITION**

**SUMMARY: TO AUTHORIZE A 1% SALES TAX FOR 10 YEARS FOR THE PURPOSE OF CONSTRUCTING, PAVING AND IMPROVING PUBLIC STREETS IN THE CITY, INCLUDING UTILITIES RELOCATION AND INCIDENTAL SEWER AND DRAINAGE WORK REQUIRED THEREBY, WITH THE SELECTION AND PRIORITY OF SPECIFIC PROJECTS TO BE DETERMINED IN ACCORDANCE WITH THE PAVING MANAGEMENT PROGRAM APPROVED BY THE CITY ON SEPTEMBER 16,1994, INCLUDING THE FUNDING OF THE SALES TAX INTO BONDS FOR SUCH PURPOSE, WITH THE AUTHORIZATION OF THE SALES TAX TO ABATE THE LEVY OF A 2.33 MILLS TAX FOR STREETS.**

Shall the City of Monroe, State of Louisiana (the "City"), under the provisions of Article VI, Section 29 of the Constitution of the State of Louisiana of 1974, and other constitutional and statutory authority, be authorized to levy and collect a tax of one percent (1%) (the "Tax") upon the sale at retail the use, the lease or rental,

the consumption, and storage for use or consumption, of tangible personal property and on sales of services in the City, all as defined in La. R.S. 47:301 through La. R.S. 47:317, for a period of ten (10) years from the date of the first levy of the Tax, with the proceeds of the Tax (after paying the reasonable and necessary costs and expenses of collecting and administering the Tax), to be deposited in the City's general fund as required by law and dedicated and used solely for the purpose of constructing, paving and improving public streets in the City, including utilities relocation and incidental sewer and drainage work required thereby, with the selection and priority of specific projects to be determined in accordance with the Paving Management Program approved by the City on September 16, 1994, and shall the City be authorized to fund the proceeds of the Tax into bonds or other indebtedness from time to time for such purpose, to the extent and in the manner permitted by the laws of the State of Louisiana, including particularly Sub-Part F, Part III, Chapter 4, Title 39 of the Louisiana Revised Statutes of 1950, and other authority supplemental thereto, with the authorization of the Tax to abate the levy of the 2.33 mills tax for streets approved by the voters on April 30, 1994, for the year 1995 and thereafter?

**WHEREAS**, the Tax was renewed, extended, and rededicated by the Voters for an additional twenty-five (25) years at an election held by the Issuer, on Saturday, May 5, 2001 (the "2001 Tax" together with the 1994 Tax the "Tax"), and the proposition which was submitted at said election and duly approved by a majority of the qualified electors voting at said election was as follows:

CITY OF MONROE PROPOSITION  
(1% SALES TAX CONTINUATION AND REDEDICATION)

SUMMARY: 1% SALES TAX CONTINUATION FOR 25 YEARS AND REDEDICATION OF THE PROCEEDS FOR REIMBURSING LOANS FROM THE GENERAL FUND TO THE SEWER FUND AND CONSTRUCTING, ACQUIRING, EXTENDING, IMPROVING AND MAINTAINING (i) SEWERS AND SEWERAGE DISPOSAL WORKS, (ii) WATERWORKS IMPROVEMENTS AND FACILITIES, (iii) STREETS AND BRIDGES, (iv) DRAINS AND DRAINAGE FACILITIES, (v) POLICE STATIONS, (vi) FIRE STATIONS, TRUCKS AND APPARATUS AND (vii) PUBLIC BUILDINGS AND FACILITIES.

Shall the City of Monroe, State of Louisiana (the 'City') be authorized to continue to levy and collect a tax of one percent (1%) (the "Tax"), previously authorized at an election held on November 8, 1994, for an additional period of twenty-five (25) years commencing January 1, 2005, upon the sale at retail, the use, the lease or rental, the consumption, and storage for use or consumption, of tangible personal property and on sales of services in the City, all as defined in La. R.S. 47:301 through La. R.S. 47:317, inclusive, with the proceeds of the Tax

heretofore or hereafter collected (after paying the reasonable and necessary costs and expenses of collecting and administering the Tax), to be rededicated and used for the purposes of reimbursing loans from the general fund to the sewer fund and constructing, acquiring, extending, improving and maintaining (i) sewers and sewerage disposal works, (ii) waterworks improvements and facilities, (iii) streets and bridges, (iv) drains and drainage facilities, (v) police stations (vi) fire stations, trucks and apparatus and (vii) public buildings and facilities (including acquiring all necessary land, equipment and furnishings for any of said public works, improvements and facilities, and utilities relocation related thereto), and shall the City be further authorized to fund the proceeds of the Tax into bonds from time to time for any of said capital improvements, to the extent and in the manner permitted by the laws of Louisiana, including Sub-Part F, Part III, Chapter 4, Title 39 of the Louisiana Revised Statutes of 1950?; and

**WHEREAS**, the Issuer previously issued its (i) Sales Tax Revenue Bonds, Series 2006, in the original principal amount of \$3,000,000 (the "**Series 2006 Bonds**"); and (ii) Sales Tax Refunding Bonds, Series 2012, issued in the original principal amount of \$16,860,000 (the "**Series 2012 Bonds**" and together with the Series 2006 Bonds, the "**Prior Bonds**"). The Prior Bonds are secured by and payable from a pledge and assignment of the net avails or proceeds of the Tax, after the reasonable and necessary costs and expenses of the collection and administration thereof have been paid therefrom (the "**Net Revenues**"); and

**WHEREAS**, in order to provide debt service reduction and/or cash flow savings to the Issuer, the City Council, acting as the governing authority (the "**Governing Authority**") of the Issuer, desires to refund the Series 2006 Bonds and all or part of the Series 2012 Bonds (collectively, the "**Refunded Bonds**") pursuant to the provisions of Chapter 39, Section 501, et seq of the Louisiana Revised Statutes of 1950 (The Consolidated Local Government Public Finance Act), including provisions related to the refunding of bonds under Section 531 thereof (La. R.S. 39:531) as amended (together the "**Refunding Act**") and other constitutional and statutory authority; and

**WHEREAS**, pursuant to the Refunding Act and subject to the approval of the Louisiana State Bond Commission (the "**Bond Commission**") the Governing Authority of the Issuer, desires to issue not exceeding Twelve Million Dollars (\$12,000,000) Taxable or Tax-Exempt Sales Tax Revenue Refunding Bonds, in one or more series (the "**Bonds**"), in the manner authorized and provided for by the Refunding Act for the purposes of: (i) providing for a current

refunding of all or a portion of the outstanding maturities of the Refunded Bonds; (ii) funding a debt service reserve fund, via purchasing a reserve fund surety, if necessary; and (iii) paying the costs of issuance of the Bonds, including the costs of purchasing a bond insurance policy, if necessary (collectively, the "**Refunding**"); and

**WHEREAS**, the Issuer previously issued its: (i) Sales Tax Revenue Bonds, Series 2009, in the original principal amount of \$14,000,000 (the "**Series 2009 Bonds**"); (ii) Sales Tax Refunding Bonds, Series 2011, in the original principal amount of \$9,580,000 (the "**Series 2011 Bonds**"); (iii) Sales Tax Refunding Bonds, Series 2011A, in the original principal amount of \$14,690,000 (the "**Series 2011A Bonds**"); (iv) Taxable Sales Tax Revenue Bonds, Series 2013, in the original principal amount of \$11,700,000 (the "**Series 2013 Bonds**"); and (v) Sales Tax Revenue and Refunding Bonds, Series 2017 (the "**Series 2017 Bonds**" and together with the Series 2009 Bonds, the Series 2011 Bonds, the Series 2011A Bonds, and the Series 2013 Bonds, and any Series 2006 Bonds or Series 2012 Bonds not refunded with the Bonds, the "**Outstanding Parity Bonds**"), which are secured by and payable from the Net Revenues. Additionally, the Issuer has issued its Sales Tax Refunding Bonds, Series 2012A, in the original principal amount of \$32,000,000 (the "**Series 2012A**"), which are secured by and payable from the Net Revenues on a subordinate basis; and

**WHEREAS**, the Bonds will be special and limited revenue obligations of the Issuer secured by and payable from a pledge and assignment of the Net Revenues on a parity with the Outstanding Parity Bonds, and any future obligations issued on a *pari passu* basis and secured by a pledge of the Tax; and

**WHEREAS**, the Governing Authority now desires to make formal application to Bond Commission for approval of the Bonds and further to employ bond counsel and other financing professional in connection therewith.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Authority of the Issuer, that:

**SECTION 1. Preliminary Approval.** Preliminary approval is given to the issuance of the Bonds in the name of the Issuer pursuant to the Refunding Act, for the purpose of the Refunding.

The Bonds shall bear interest at a rate or rates not to exceed five percent (5.00%) per annum, maturing no later than July 1, 2027. The Bonds shall be issued under the authority of the Refunding Act and other constitutional and statutory authority supplemental thereto. The provisions providing for the details of the Bonds, including the issuance, sale and delivery thereof, shall be established by an ordinance to be adopted by this Governing Authority.

**SECTION 2. Limited Obligations.** The Bonds and Outstanding Parity Bonds are special and limited obligations of the Issuer payable solely from and secured by an irrevocable pledge and dedication of the Net Revenues derived from the Tax.

**SECTION 3. Bond Counsel.** It is recognized, found and determined that a real necessity exists for the employment of Bond Counsel in connection with the issuance of the Bonds; accordingly, Boles Shafto, LLC, Monroe, Louisiana, is hereby employed as bond counsel ("**Bond Counsel**") to perform comprehensive, legal and coordinate professional work with respect to the issuance and sale of the Bonds. Bond Counsel shall (i) prepare and submit to the Issuer for adoption all of the proceedings incidental to the authorization, issuance, sale and delivery of the Bonds; (ii) counsel and advise the Issuer with respect to the issuance and sale of the Bonds; and (iii) furnish their opinion covering the legality of the issuance thereof. The fee to be paid Bond Counsel shall be an amount in accordance with the Attorney General's then current Bond Counsel Fee Schedule and other guidelines for comprehensive, legal and coordinate professional work in the issuance of revenue bonds applied to the actual aggregate principal amount issued, sold, delivered and paid for at the time the Bonds are delivered, together with reimbursement of out-of-pocket expenses incurred and advanced in connection with the issuance of the Bonds, said fee to be payable out of Bond proceeds or other funds provided by the Issuer subject to the Attorney General's written approval of said employment and fee.



**SECTION 4. Municipal Advisor.** The Issuer hereby retains Government Consultants, Inc., Baton Rouge, Louisiana, Registered Municipal Advisors, to act as its Independent Registered Municipal Advisor ("**IRMA**") pursuant to the provisions of the Dodd-Frank Wall Street Reform and Consumer Protection Act and the Final Rule adopted by the Securities and Exchange Commissioners on September 20, 2013 and the adopted final release (the "**Release**") for the purpose of providing advice on structure, timing, terms and other matters relating to the Bonds, upon which the Issuer may rely. The fee for such services shall be payable solely from the proceeds of the Bonds and the amount thereof shall be subject to approval by the Issuer and subject to the approval of the State Bond Commission. The Issuer or the Municipal Advisor may terminate this retention at any time upon written notification to the other party.

**SECTION 5. Underwriter/Placement.** Crews & Associates, Little Rock, Arkansas and is hereby appointed as Underwriter/Placement Agent (the "**Underwriter**") in connection with the Bonds. Any compensation to the Underwriter is to be subsequently approved by the Governing Authority and to be paid from the proceeds of the Bonds and contingent upon the issuance of the Bonds; provided that no compensation shall be due to said Underwriter unless the Bonds are sold and delivered, and all costs must be reasonable and approved by the Governing Authority.

**SECTION 6. Paying Agent/Registrar.** The Issuer finds and determines that a real necessity exists for a Paying Agent/Registrar with respect to the proposed issuance of the Bonds and accordingly, Regions Bank, Baton Rouge, Louisiana, is hereby appointed and employed to act as paying agent (the "**Paying Agent**"), in paying to the registered owners of the Bonds the principal of, premium, if any, and interest on the Bonds and to act as registrar of the Bond on the bond register, all of which will be in accordance with the terms of the Bonds; provided that no compensation shall be due to said Paying Agent unless the Bonds are sold and delivered and all costs must be reasonable and approved by the Governing Authority

**SECTION 7. Authorization.** The Mayor, Chairman of the Council, Clerk and/or any such other officials ("**Authorized Officer**") of the Issuer, either individually and/or collectively are hereby authorized to do all things necessary, on the advice of Bond Counsel, to effectuate and implement this Resolution.

**SECTION 8. Other Professionals.** Should it be necessary to engage other professionals, the Authorized Officers shall be entitled to engage such professionals provided that any contracts employing such professionals shall be promptly submitted to the Governing Authority for formal approval thereof.

**SECTION 9. Bond Purchase Agreement.** The Mayor or any other Authorized Officer of the Issuer is authorized to execute and deliver to the Underwriter, or such other purchaser of the Bonds as the case may be, a bond purchase agreement, commitment letter, term sheet, or such other document evidencing the intent to purchase the Bonds as the case may be within the parameters set forth in this Resolution if deemed necessary upon advice of Bond Counsel.

**SECTION 10. Professionals to Proceed.** Bond Counsel, the Municipal Advisor, the Underwriter, and other professionals are hereby authorized and directed to proceed with the issuance of the Bonds, and Bond Counsel is authorized and directed to prepare necessary documents appertaining thereto and to present them for further action by this Governing Authority.

**SECTION 11. State Bond Commission.** Application is hereby formally made by the Issuer to the State Bond Commission for consent and authority to issue, sell and deliver the Bonds.

**SECTION 12. SBC Swap Policy.** By virtue of Issuer's application for, acceptance and utilization of the benefits of the Louisiana State Bond Commission's approval(s) resolved and set forth herein, it resolves that it understands and agrees that such approval(s) are expressly conditioned upon, and it further resolves that it understands, agrees and binds itself, its successors and assigns to, full and continuing compliance with the "State Bond Commission Policy on Approval of Proposed Use of Swaps, or other forms of Derivative Products Hedges, Etc.", adopted by the Commission on July 20, 2006, as to the borrowing(s) and other matter(s) subject to the approval(s), including subsequent application and approval under said Policy of the implementation or use of any swap(s) or other product(s) or enhancement(s) covered thereby.

**SECTION 13. Effective Date.** This Resolution shall become effective immediately upon adoption hereof.

The foregoing resolution having been submitted to a vote, the vote resulted as follows:

YEAS:

NAYS:

ABSTAIN:

ABSENT:

There being a favorable vote on the Resolution of at least a majority of the authorized members of the Governing Authority, the Resolution was declared adopted, on this, the 9<sup>th</sup> day of March, 2021.

Carolus S. Riley, Clerk

Douglas Harvey, Chairman

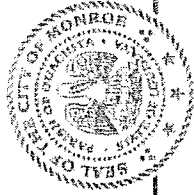
STATE OF LOUISIANA  
PARISH OF OUACHITA

I, the undersigned Clerk of the Governing Authority of the Issuer, do hereby certify that the foregoing pages constitute a true and correct copy of:

RESOLUTION AUTHORIZING THE CITY OF MONROE, PARISH OF OUACHITA, STATE OF LOUISIANA TO INCUR DEBT AND TO ISSUE NOT TO EXCEED TWELVE MILLION DOLLARS (\$12,000,000) AGGREGATE PRINCIPAL AMOUNT OF TAXABLE OR TAX-EXEMPT SALES TAX REVENUE REFUNDING BONDS, IN ONE OR MORE SERIES; MAKING APPLICATION TO THE STATE BOND COMMISSION; AND OTHERWISE PROVIDING WITH RESPECT THERETO.

IN FAITH WHEREOF, witness my official signature on this, the 9<sup>th</sup> day of March, 2021.

Carolus S. Riley, Clerk



# PLANNING AND URBAN DEVELOPMENT DEPARTMENT

P. O. Box 123  
Monroe, Louisiana 71210-0123

Planning and Zoning

Division

## MEMORANDUM

**TO:** Councilman Doug Harvey, Chairman  
**FROM:** Joanne C. Poret, AICP, Planning and Zoning Director  
**DATE:** March 3, 2021  
**RE:** Conditional Use Permit

### TRANSITIONAL HOUSING:

#### **CREDELL SCOTT – 910 S. 4<sup>TH</sup> STREET**

This major conditional use permit authorizes the use of the location (910 S. 4<sup>th</sup> Street) to operate as transitional housing. The Comprehensive Zoning Ordinance allows transitional housing as a Major Conditional Use in the R-4, High Density Multi-Family District. Major Conditional Uses are those uses that require another level of approval, therefore this request comes before the City Council for their approval in addition to that of the Planning Commission.

“**Transitional housing** is a type of supportive housing designed to facilitate the movement of homeless individuals and families to permanent housing. Shelter is provided for the homeless for an extended period of time, often as long as twenty-four (24) months, and is generally integrated with other social services and counseling programs to assist in the transition to self-sufficiency through the acquisition of stable income and permanent housing.”

Planning Commission recommends approval with a 6-0-1 vote.

### **REVIEW CRITERIA:**

The Planning Commission and the City Council **shall consider** the following criteria in approving or denying a major or minor conditional use permit:

- a. The proposed major or minor conditional use permit is consistent with **the pertinent elements of the City of Monroe Comprehensive Plan** and any other adopted plans.

- Medium Density Residential: Areas where the predominate land development will consist of a mix of housing types including two-family houses, doubles, townhouses, and apartment complexes.

- b. The proposed development meets the requirements of this Ordinance.
- c. The proposed development will reinforce the existing or planned character of the neighborhood and the City.
- d. The major or minor conditional use permit complies with any specific use standards or limitations in Section VI (Supplementary Use Standards) of this Ordinance.
- e. Any adverse impacts on adjacent properties attributable to the major or minor conditional use have been minimized or mitigated.

*Effect of Denial*

The final denial of a major or minor conditional use permit application shall ban the subsequent application for the same or similar use at the same location for a period of twelve (12) months.

*Appeal*

A final decision by the City Council on a major conditional use permit may be appealed to the 4th Judicial District Court within thirty (30) days of the City Council's decision (See Section 37-130.B.4 Appeals).



**City of Monroe  
Planning Commission**

**CASE NO.:** CUP 100-21  
**NAME OF APPLICANT:** CREDELL SCOTT (Everyday Matters Transitional Home)  
**ADDRESS OF PROPERTY:** 910 South 4<sup>th</sup> Street  
**COUNCIL DISTRICT:** 4

---

**REQUEST:** A request for a MAJOR conditional use permit to operate a transitional home at this location.

**SIZE OF PROPERTY:** ±.30acres

**PRESENT ZONING:** R-4, High Density, Multi-Family District

**PRESENT USE:** Single family house.

**MOST NEARLY BOUNDED BY (STREETS):** North of Peach Street; south of Orange Street; east of S. 3<sup>rd</sup> Street; and west of and fronting upon S. 4<sup>th</sup> Street.

**SURROUNDING LAND USES:** The surrounding land use consists of residential in all directions.

**ADVERSE INFLUENCES:** A transitional housing use in a residential area.

**POSITIVE INFLUENCES:** Providing a service to the community.

**COMPREHENSIVE PLAN:** The **Future Land Use Classification** for this area is **Medium Density Residential**. These are areas where the predominate land development will consist of a mix of housing types including two-family houses, doubles, townhouses, and apartment complexes.

**COMMENTS/  
RECOMMENDATIONS:**

The applicant, Credell Scott, would like to use the property located at 910 South 4<sup>th</sup> Street for “**transitional housing**.” **“Transitional housing** is a type of supportive housing designed to facilitate the movement of homeless individuals and families to permanent housing. Shelter is provided for the homeless for an extended period of time, often as long as twenty-four (24) months, and is generally integrated with other social services and counseling programs to assist in the transition to self-sufficiency through the acquisition of stable income and permanent housing.”



**REVIEW CRITERIA:**

The Planning Commission and the City Council **shall consider** the following criteria in approving or denying a major or minor conditional use permit:

- a. The proposed major or minor conditional use permit is **consistent with the pertinent elements of the City of Monroe Comprehensive Plan** and any other adopted plans.  
- *Medium Density Residential*
- b. The proposed development meets the requirements of this Ordinance.
- c. The proposed development will **reinforce the existing or planned character of the neighborhood and the City.**
- d. The major or minor conditional use permit complies with any specific use standards or limitations in Section VI (Supplementary Use Standards) of this Ordinance.
- e. Any adverse impacts on adjacent properties attributable to the major or minor conditional use have been minimized or mitigated.

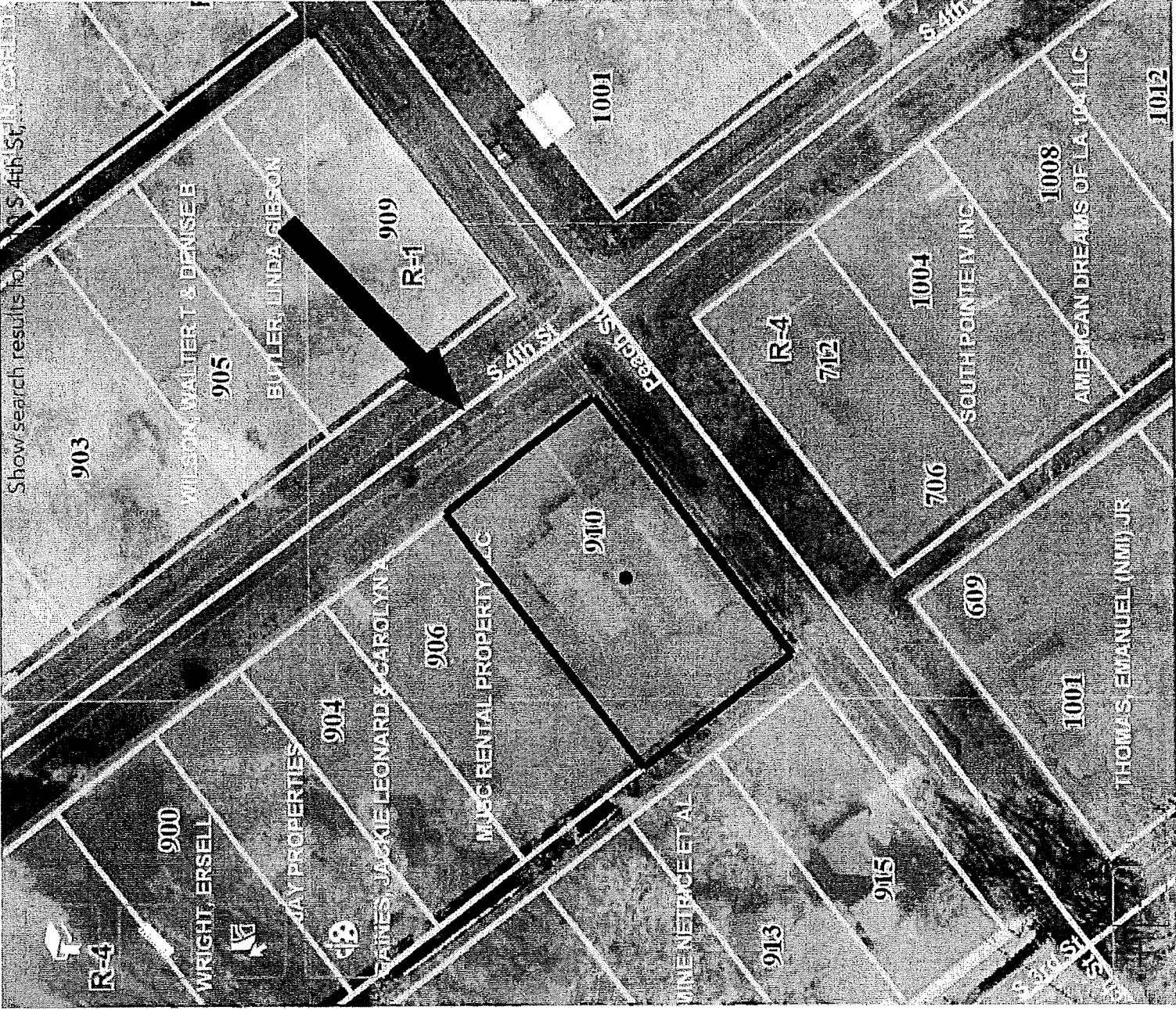
**OPTIONS:** Approve the applicants' request as presented.

Approve the applicants' request with conditions.

Deny the applicant's request as presented.

# Planning and Zoning

910 S 4th St, Monroe, LA, 71202 X



100ft

3,403,053.262 724,603.382 Feet

**RESOLUTION**

STATE OF LOUISIANA  
CITY OF MONROE

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

The following Resolution was offered by \_\_\_\_\_ who  
moved for its adoption and was seconded by \_\_\_\_\_:

**A RESOLUTION RESCINDING RESOLUTION NUMBER 7896 AND STATING  
THE CITY OF MONROE'S ENDORSEMENT OF MILLER ROY  
DEVELOPMENT, LLC AND THEIR PROJECT #20200312-RTA TO  
PARTICIPATE IN THE BENEFITS OF THE LOUISIANA RESTORATION  
TAX ABATEMENT PROGRAM.**

**WHEREAS**, on February 9, 2021, the Monroe City Council approved Resolution #7896, endorsing Miller Roy Properties LLC to participate in the Louisiana Restoration Tax Abatement Program; however, the correct entity name should be Miller Roy Development, LLC;

**WHEREAS**, the Restoration Tax Abatement Program has been created by the electors of the State of Louisiana as an Act 445 of 1983, and amended in Act 783 of 1984, Article VII, Part II, Section 21(H) of the Louisiana Constitution and Louisiana R.S. 47:4311-4319, to authorize the Board of Commerce and Industry, with the approval of the Governor and the local governing authority and in accordance with procedures and conditions provided by law, to enter into a contract granting property owners who propose the expansion, restoration, improvement or development of an existing structure or structures in a downtown development district, historic district, or economic development district, established in accordance with law, the right to pay ad valorem taxes based upon the assessed valuation of the property prior to the commencement of the expansion, restoration, improvement or development; and

**WHEREAS**, the Monroe City Council desires to promote economic activity, create and retain job opportunities, and improve the tax base throughout the City for the benefit of all citizens; and

**WHEREAS**, it is the desire of the Monroe City Council to foster the continued growth and development (and redevelopment) of the City for the continued prosperity and welfare of the City; and

**WHEREAS**, this project is located in the City of Monroe's Downtown Economic Development District; and

**WHEREAS**, this project is a commercial property.

**NOW, THEREFORE,**

**Section 1. BE IT RESOLVED** by the Monroe City Council, in regular and legal session convened, that MILLER ROY Development, LLC and its Project #20200312-RTA is endorsed to participate in the Louisiana Restoration Tax Abatement Program.

**Section 2. BE IT FURTHER RESOLVED** by the Monroe City Council, in regular and legal session convened, that if any provision or item of this resolution of the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications of this resolution which can be given effect without the invalid provisions, items or applications and to this end the provisions of this resolution are hereby declared severable.

**BE IT FURTHER RESOLVED** that all resolutions or parts thereof in conflict herewith are hereby repealed.

**BE IT FURTHER RESOLVED** that if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or application of this resolution which can be given affect, without the invalid provisions, items or applications and to this end the provisions of this resolution are hereby declared severable.

**BE IT FURTHER RESOLVED** that all resolutions or part thereof in conflict herewith are hereby repealed.

This resolution having been submitted in writing, was then submitted to a vote as a whole, the vote thereon being as follows:

YEA \_\_\_\_\_

NAY \_\_\_\_\_

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

ABSENT \_\_\_\_\_

ATTEST \_\_\_\_\_

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2021.

\_\_\_\_\_  
CAROLUS S. RILEY, CITY CLERK  
CITY OF MONROE  
STATE OF LOUISIANA

\_\_\_\_\_  
DOUGLAS "DOUG" HARVEY, CHAIRMAN  
CITY OF MONROE  
STATE OF LOUISIANA

RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was introduced by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_.

**A RESOLUTION APPROVING THE APPOINTMENT OF \_\_\_\_\_ TO THE BOARD FOR THE DOWNTOWN ECONOMIC DEVELOPMENT DISTRICT (DEDD) AND FURTHER PROVIDING WITH RESPECT THERETO:**

**WHEREAS**, a position on the Board of the DEDD which was held by Steve Taylor, is now vacant; and

**WHEREAS**, \_\_\_\_\_, has been recommended for a board seat by the Monroe Chamber of Commerce.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Monroe, Louisiana in legal session convened:

That \_\_\_\_\_ is hereby appointed as a board member of the DEDD.

This Resolution having been submitted in writing, introduced and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of March 2021.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CITY CLERK**

---

**Angie Sturdivant**

**From:** Sue Nicholson <SNicholson@monroe.org>  
**Sent:** Monday, October 5, 2020 2:15 PM  
**To:** Angie Sturdivant  
**Subject:** Nomination for DEDD

Good Afternoon, Angie-

I received a letter from Steve Taylor resigning from the Board of DEDD. He is the Chamber's representative on the Board. How do I go about nominating Aimee Kane for Steve's seat? Aimee works at St. Francis hospital and would be an excellent board member.

Let me know if I need to provide you with additional information. I believe her nomination must be approved by the City Council.

Sue Nicholson  
President & CEO  
Monroe Chamber of Commerce  
1811 Auburn Ave.  
Monroe, LA 71201  
Monroe.org  
318-807-4015 (O)  
318-614-2833 (M)  
318-812-7594 (F)

\*\*\*\*\*

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March 1, 2021

The Honorable Friday Ellis  
Mayor  
The City of Monroe  
PO Box 123  
Monroe, LA 71201

Dear Mayor Ellis,

On behalf of the Monroe Chamber of Commerce, I nominate Sue Nicholson to serve on the Downtown Economic Development District (DEDD) board of directors.

Ms. Nicholson works with the Monroe Chamber of Commerce which has supported business growth and economic development for over 120 years. Her work and knowledge will be incredibly valuable to the DEDD.

Sincerely,

A handwritten signature in cursive script that reads "Sue Nicholson".

Susan Nicholson  
President & CEO

---

1811 Auburn, Suite 1 • Monroe, LA 71201 • phone: 318-323-3461 • fax: 318-812-7594

STATE OF LOUISIANA  
CITY OF MONROE

RESOLUTION

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

The following Ordinance was introduced by Mr. \_\_\_\_\_ who  
moved for its adoption and was seconded by Mr. \_\_\_\_\_ :

**A RESOLUTION AUTHORIZING STACEY ROWELL TO ENTER INTO A  
COOPERATIVE ENDEAVOR AGREEMENT WITH OUACHITA GREEN AND  
FURTHER PROVIDING WITH RESPECT THERETO.**

---

**WHEREAS**, Ouachita Green is a nonprofit organization comprised of members of Keep Monroe, Keep West Monroe and Keep Ouachita Parish Beautiful who are working together to assist in the coordination of beautification, litter abatement, environmental education and fundraising efforts; and

**WHEREAS**, economic growth and development within the City of Monroe and northeast Louisiana depends on the presence of future development and the areas addressed by Ouachita Green are areas that have been noted by developers who are looking for locations for proposed businesses; and

**WHEREAS**, there are funds available through the Administrative Economic Development funds for the purposes described herein.

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Monroe, Louisiana, in legal session convened, that we do hereby authorize Stacey Rowell, Director of Administration, to enter into a cooperative endeavor agreement between Ouachita Green and the City of Monroe pursuant to the terms and conditions of the proposed cooperative agreement, a copy of which is attached hereto and made a part hereof.

This Resolution having been submitted in writing, introduced and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of March 2021.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CHAIRMAN



**COOPERATIVE ENDEAVOR AGREEMENT  
BETWEEN  
THE CITY OF MONROE  
AND  
OUACHITA GREEN**

This Cooperative Endeavor Agreement (the "Agreement"), is made, entered into and effective as of the \_\_\_ day of March, 2021, by and between the City of Monroe (the "City"), a municipality existing under the laws of the State of Louisiana, and Ouachita Green, a nonprofit organization comprised of members of Keep Monroe, Keep West Monroe and Keep Ouachita Parish Beautiful ("Green").

**WITNESSETH:**

**WHEREAS**, Article VII, Section 14c of the Constitution of the State of Louisiana provides that "For a public purpose, the state and its political subdivisions or political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

**WHEREAS**, the City has a legal obligation and right to promote economic development and growth within the corporate limits of the City of Monroe, as well as, throughout Northeast Louisiana; and

**WHEREAS**, litter abatement, environmental education and beautification are areas which have been identified by prospective developers as a critical need for effective economic development in the City of Monroe, LA; and

**WHEREAS**, the City of Monroe is participating in a collaborative effort to address this critical need through regional cooperation with future developers, Keep Monroe, Keep West Monroe and Keep Ouachita Parish Beautiful which will help address this initiative.

**WHEREAS**, it is the mission of Ouachita Green to promote and encourage litter control, beautification project, recycling, waste minimization and proper disposal of hazardous waste, assist with soliciting grants, enlist public and private support and developing ongoing programs focusing on changing personal attitudes; and

**WHEREAS**, the City of Monroe as the regional commercial hub and population center for Northeast Louisiana supports this collaborative effort and as a leader has demonstrated its investment in the project with a designation of funds for the programs and missions stated herein.

**NOW, THEREFORE**, for and in consideration of the mutual covenants and agreements herein contained, the City and GREEN do hereby covenant and agree as follows:

1. Throughout the term of this cooperative endeavor agreement, GREEN will operate as a conduit with the other partners noted herein in reasonable accord with the underlying principles of this agreement;

2. GREEN shall use the funds provided by the City of Monroe in the amount of \$20,000, matching or in-kind funds from the other participants and such additional funds that will be raised to obtain the services of staff to coordinate the activities set forth herein.

3. GREEN shall fully document the expenditure of the funds provided by the City of Monroe. The requirement for documentation may be satisfied by an independent audit and unqualified opinion of the program by a licensed CPA and shall be submitted quarterly to the City of Monroe.

4. The Term of this cooperative endeavor agreement shall be for one (1) year from the effective date of March \_\_\_\_, 2021.

5. GREEN shall provide quarterly reports to the City identifying the services obtained, the source and availability of matching funds, the programs in process and the training and support being provided with the funds used pursuant to this cooperative endeavor agreement.

**IN WITNESS** whereof, the parties have executed this Agreement as of the date first set forth above.

**WITNESSES:**

\_\_\_\_\_

**OUACHITA GREEN**

\_\_\_\_\_

BY:

\_\_\_\_\_   
Aundi Brown, Director

**WITNESSES:**

\_\_\_\_\_

**CITY OF MONROE**

\_\_\_\_\_

BY:

\_\_\_\_\_   
Stacey Rowell, Director of Administration

RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was introduced by \_\_\_\_\_ who moved  
for its adoption and was seconded by \_\_\_\_\_.

**A RESOLUTION AUTHORIZING STACEY ROWELL TO SIGN AND ACCEPT A  
\$61,500 GRANT FROM THE CONVENTION AND VISITORS BUREAU FOR  
CHRISTMAS AT THE CIVIC CENTER AND FURTHER PROVIDING WITH  
RESPECT THERETO:**

**WHEREAS, Convention and Visitors Bureau awards grants each year for The  
Tourism Development Program;**

**WHEREAS, the Convention and Visitors Bureau's Tourism Development Program  
Grant for \$61,500 is being awarded to the City of Monroe to be used for Christmas at the  
Civic Center Christmas Lights.**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE  
CITY OF MONROE, LOUISIANA:**

**That Stacey Rowell, Director of Administration is hereby authorized to  
sign and accept a grant in the amount of \$61,500 from the Convention and  
Visitor Bureau for the purposes outlined above.**

**This Resolution having been submitted in writing, introduced and was then submitted  
to a vote as a whole, the vote thereon being as follows:**

**AYES:**

**NAYS:**

**ABSENT:**

**And the Resolution was declared ADOPTED on the \_\_\_\_\_ day of March 2021.**

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CHAIRMAN

Date of Agreement:	January 20, 2021
Grantee:	City of Monroe- Christmas
Purpose of Grant:	Christmas at Civic Center
Total Amount of Grant Approved:	\$61,500.00 for Christmas Lights
Type of Project:	Capital
Payment Schedule:	(\$46,125.00) upon signed grant agreement and proof of lighting contract commitment. (\$15,375.00) when all paperwork is finalized including documentation of attendances and tourism information. (See payment schedule attached)

**The grant is awarded by The Tourism Development Program subject to the following terms and conditions:**

Grantee confirms that it is City of Monroe, and it is an organization that is currently recognized by the Internal Revenue Service (IRS) as a non-profit or public charity of the Internal Revenue Code (the "Code") and Grantee will inform The Monroe-West Monroe Convention and Visitors Bureau immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.

This grant may be used only for the Grantee's approved installation as listed in the grant application. The approved activities from this grant are to pay for the walk-through displays and lights of \$61,500.00.

This grant must be used for the project(s) identified above, as described in the Grantee's application and related correspondence, and may not be expended for any other purposes without the Tourism Development Program's prior written approval. Grantee accepts responsibility for complying with this agreement's terms and conditions and the Tourism Development Program will exercise full control over the expenditure and accountability of granted funds. The Tourism Development Program may request that Grantee return any unexpended grant funds remaining at the end of the project period if the grantee does not provide the appropriate documentation.

Grantee will provide to the Tourism Development Program promptly any additional information, reports and documents requested. Grantee and its representatives will provide reasonable access during regular business hours to files, records, accounts, or personnel that are associated with this grant, for the purpose of making financial review, verifications or program evaluations as may be deemed necessary by the Tourism Development Program.

By accepting this grant, you agree to:

1. Recognize the Convention and Visitors Bureau and include our logo and website on any marketing materials. You must use the name "Discover Monroe-West Monroe" in all verbal and visual marketing materials with no abbreviations. Please submit your recognition ideas and timeline to our Operations Administrator, Krystle Ivey at [kivey@monroe-westmonroe.org](mailto:kivey@monroe-westmonroe.org) for review and approval.
2. Collect and share visitor data with the Convention and Visitors Bureau to include:  
City, State  
Did they stay in a RV, Hotel or with family?  
How many nights did they stay?  
How or where did they hear about the Christmas at Monroe Civic Center?
3. Advertising on social media should result in a tag of Discover Monroe-West Monroe at a minimum of 1 time per month.
4. Eight (8) individual / Two (2) car tickets or passes to attend the Christmas walk-thru at Civic Center to give to public for promotional items by Discover Monroe- West Monroe. The tickets should be delivered to the CVB office by October 1, 2021.
5. Must support other Christmas light events by handing literature to visitors about other locations and Christmas on the River events supported by Discover Monroe-West Monroe.
6. Any revenue collected must be dedicated to the following year for City of Monroe Christmas Walk- Thru at the Civic Center.
7. Provide Labor assistance for the CVB light installation and take down for 4 days and 1 day of assistance for take down. Dates are to be agreed upon by August 1, 2021
8. Christmas lights must be operational and displayed starting November 26, 2021- December 25, 2021 from dark until 10pm.
9. The CVB will provide out of area Marketing for the event as well as locally supporting the event by digital billboards and school flyers.

To signify your acceptance of the Tourism Development Program Grant Agreement, please sign and return to our office by mail or email [kivey@monroe-westmonroe.org](mailto:kivey@monroe-westmonroe.org) to Krystle Ivey. Should you have any questions, contact Krystle Ivey or me at 318-387-5691.

Sincerely,



Alana Cooper  
President/CEO

I hereby acknowledge and accept the terms of the Tourism Development Program Grant Agreement for this project and signify the acceptance with the following signature.

---

Signature of City of Monroe Christmas Walk- Thru at the Civic Center Representative Date

---

Printed Name City of Monroe Christmas Walk- Thru at the Civic Center Representative

RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was introduced by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_.

**A RESOLUTION AUTHORIZING STACEY ROWELL TO SIGN AND ACCEPT A \$403,000 GRANT FROM THE CONVENTION AND VISITORS BUREAU FOR PHASE 1 OF LOUISIANA PURCHASE GARDEN AND ZOO MASTER-PLAN AND FURTHER PROVIDING WITH RESPECT THERETO:**

WHEREAS, the Convention and Visitors Bureau awards grants each year for The Tourism Development Program; and

WHEREAS, the Convention and Visitors Bureau's Tourism Development Program Grant for \$403,000 is being awarded to the City of Monroe to be used for the Louisiana Purchase Garden and Zoo – Phase 1 of the Zoo Master-plan.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MONROE, LOUISIANA:**

That Stacey Rowell, Director of Administration is hereby authorized to sign and accept a grant in the amount of \$403,000 from the Convention and Visitors Bureau for the purposes outlined above.

This Resolution having been submitted in writing, introduced and was then submitted to a vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Resolution was declared ADOPTED on the \_\_\_\_\_ day of March 2021.

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
CHAIRMAN

Date of Agreement:	January 20, 2021
Grantee:	City of Monroe- Louisiana Purchase Garden & Zoo
Purpose of Grant:	Phase 1 of Zoo Masterplan
Total Amount of Grant Approved:	\$403,000.00
Type of Project:	Capital Outlay
Payment Schedule:	According to Cooperative Endeavor agreement to be signed.

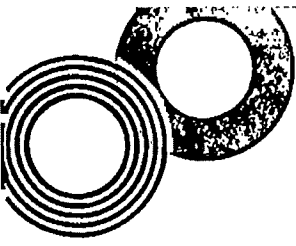
**The grant is awarded by The Tourism Development Program subject to the following terms and conditions:**

Grantee confirms that it is City of Monroe, and it is an organization that is currently recognized by the Internal Revenue Service (IRS) as a non-profit or public charity of the Internal Revenue Code (the "Code") and Grantee will inform The Monroe-West Monroe Convention and Visitors Bureau immediately of any change in, or IRS proposed or actual revocation (whether or not appealed) of its tax status described above.

This grant may be used only for the Grantee's approved activities as listed in the application and Cooperative Endeavor Agreement (CEA). The approved activities from this grant are to pay for construction in Phase 1 of the master plan for \$403,000.00. The Committee wants the Capital Outlay grant to serve as a catalyst for the Zoo Master plan as improvement. For future for any grant requests for funds, the board requests that the Zoo have matching funds.

This grant must be used for the project(s) identified above, as described in the Grantee's application and related correspondence, and may not be expended for any other purposes without the Tourism Development Program's prior written approval. Grantee accepts responsibility for complying with this agreement's terms and conditions and the Tourism Development Program will exercise full control over the expenditure and accountability of granted funds. The Tourism Development Program may request that Grantee return any unexpended grant funds remaining at the end of the project period if the grantee does not provide the appropriate documentation.

Grantee will provide to the Tourism Development Program promptly any additional information, reports and documents requested. Grantee and its representatives will provide reasonable access during regular business hours to files, records, accounts, or personnel that are associated with this grant, for the purpose of making financial review, verifications or program evaluations as may be deemed necessary by the Tourism Development Program.



By accepting this grant, you will agree to:

1. Recognize the Convention and Visitors Bureau and include our logo and website on any marketing materials. You must use the name "Discover Monroe-West Monroe" in all verbal and visual marketing materials with no abbreviations. Please submit your recognition ideas and timeline to our Operations Administrator, Krystle Ivey at [kivey@monroe-westmonroe.org](mailto:kivey@monroe-westmonroe.org) for review and approval.
2. Collect and share registration data with the Convention and Visitors Bureau to include:  
City, State  
Did they stay in a RV, Hotel or with family?  
How many nights did they stay?  
How or where did they hear about the zoo?
3. Advertising on social media should result in a tag of Discover Monroe-West Monroe at a minimum of 1 time a month.
4. Eight (8) tickets or passes to attend the ZOO to give to public for promotional items by Discover Monroe-West Monroe. The tickets should be delivered to the CVB office by 1<sup>st</sup> of each month.
5. Temporary signage of Discover Monroe-West Monroe's support while construction is in progress, should be at the Entrance and Exit of the Zoo. When construction is finished a large permanent Discover Monroe-West Monroe sign should be displayed. The content and design of this signage can be collaborated upon by Discover Monroe-West Monroe and the grantee and final approval of the artwork must be approved by Discover Monroe-West Monroe.
6. Every quarter allow the CVB employees to enter without admission fee to photo/video for updates. Must have constant cooperation and communication of Zoo activities.
7. Discover Monroe-West Monroe logo must appear on perimeter fencing.

A Cooperative Endeavor Agreement will be developed for signature to accept the grant and terms.

Sincerely,



Alana Cooper  
President/CEO



**RESOLUTION**

**STATE OF LOUISIANA**

**NO.** \_\_\_\_\_

**CITY OF MONROE**

The following Resolution was introduced by Mr./Ms. \_\_\_\_\_  
who moved for its adoption and was seconded by Mr./Ms. \_\_\_\_\_:

**A RESOLUTION AUTHORIZING THE CITY OF MONROE TO ENTER INTO AN AGREEMENT WITH PLUGGED IN CREATIVE FOR PROFESSIONAL SERVICES AND FURTHER PROVIDING WITH RESPECT THERETO.**

---

**WHEREAS**, the City desires to enter into the attached Agreement with Plugged in Creative for the services outlined therein;

**WHEREAS**, due to the ongoing Covid-19 pandemic, the annual State of the City will be a virtual event;

**WHEREAS**, the virtual State of the City event will be broadcast on local television station(s) with sponsorships available for local businesses, which will assist in the cost of production;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Monroe, Louisiana, in legal session convened, that we do hereby authorize the Director of Administration, Stacey Rowell, to enter into a professional services agreement with Plugged in Creative pursuant to the terms and conditions of the attached agreement.

This Resolution having been submitted in writing, introduced and was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_ day of March 2021.

\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**CHAIRMAN**

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
THE CITY OF MONROE  
AND  
PLUGGED IN CREATIVE**

**THIS AGREEMENT** made on this \_\_\_\_ day of March 2021, by and between the **City of Monroe**, hereinafter referred to as **City**, and **Plugged in Creative**, hereinafter referred to as **Consultant** and represented by **Andy Chason**.

- I. Consultant** agrees to perform the following professional services for the City:
- Objective of Consultant**
- Create a thirty-minute virtual State of the City broadcast in order to inform citizens of the state of the city as well as roll out the rebrand for the City.
- II. City** agrees to pay **Consultant** \$28,500 for services related to this agreement.
- III. Consultant** will submit invoices for all services performed hereunder on a monthly basis, and promptly answer questions as to the services rendered or to be rendered.
- IV.** The primary responsibilities of the **Consultant** will be:
- Script, storyboard, shoot, edit and create CG renderings for an introduction
  - Film a direct address with the Mayor to introduce each section
  - Film each City Council member talking about the positive things happening in their districts
  - Film key community leaders who have created opportunities for themselves and others
  - Film Michael Jordan revealing the rebrand and provide supporting data
  - Shoot B-Roll supporting each segment
  - Secure licensed music for each segment
  - Edit each segment together into a single storyline
  - Deliver finished product to stations and City for simulcast.
- V. City and Consultant** intend that **Consultant** shall be an independent contractor in the performance of these services.
- VI.** The term of this agreement is March 9, 2021 through April 4, 2021.
- VII.** This agreement shall be terminable at any time upon the will of either **City or Consultant**.

**CITY OF MONROE**

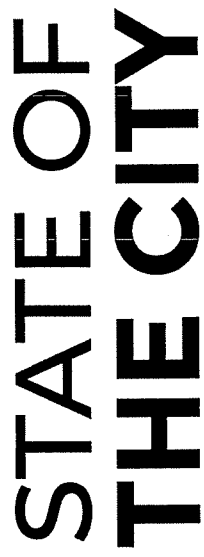
**CONSULTANT**

**BY:** \_\_\_\_\_

**Stacey Rowell,  
Director of Administration**

**BY:** \_\_\_\_\_

**Andy Chason**



TUNE IN **APRIL 4TH:**  
**KNOE8 @ 7:30 AM & 5:30 PM and KTVE10 @ 10:30 PM**

The year 2020 will go down in history as a year of many first and unique situations that both challenged us to change the way we operate, but also change the way we interact with one another. While the world collectively shuttered thanks to a fast-moving and far-reaching pandemic, the City of Monroe and its surrounding neighbors dealt with a tornado, two hurricanes, and the impact of a global pandemic. Thanks to the indomitable spirit of Monroe's residents and business owners, we have made it over every hurdle and can see the light at the end of a very long, often dark tunnel.

The City of Monroe is gearing up to host its annual State of the City address, but also the inaugural televised broadcast of this event and we need your assistance to make it happen. Traditionally, it is an in-person lunch time event that usually host around 500 people in attendance and most of our hard working citizens from all around the city don't actually get to see what exactly is changing in the city of Monroe. COVID-19 restrictions are still in place; therefore, we will not be doing the catered portion of the event this year. For that reason, to do our part in continuing to mitigate the spread of COVID-19, the City of Monroe is taking the 2021 State of the City to a television near you.

On Easter Sunday, April 4, 2021, while everyone is home after their family get togethers, Mayor Friday Ellis, the Monroe City Council, and other city employees will bring the State of the City to your tv screens. KNOE will air the Monroe State of the City at 5:30 p.m. Meantime, KTVE/KARD will air the Monroe State of the City at 6:00 p.m.

## PARTNERSHIP FORM

SUBMISSION DEADLINE: MARCH 19, 2021

Name of Business: \_\_\_\_\_

Partner Name (as you would like it to appear): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Sponsorship Level: \_\_\_\_\_



**SEND LOGOS TO: DJ.Fortenberry@ci.Monroe.la.us**  
**MAKE CHECKS PAYABLE TO: The City of Monroe**  
**SEND PAYMENT TO: XXX**

CITY OF  
**MONROE**  
LOUISIANA

STATE OF  
**THE CITY**

#oneroe

TUNE IN APRIL 4TH:

**KNOE8 @ 7:30 AM & 5:30 PM and KTVE10 @ 10:30 PM**

### TITLE SPONSOR

**\$10,000**

- SOC Video Introduction
- SOC Video Credit at End
- Radio Interview Mentions
- TV Interview Mentions
- 4 Social Media Mentions
- Emails with Logo
- Website Slider with Logo
- Facebook Event Banner
- Logo Printed Materials
- Press Releases
- Preview Party Invite

### STATE OF THE CITY PARTNER \$2,500

- 4 Social Media Mentions
- Emails with Logo
- Logo on Website
- Logo Printed Materials
- Name listed in Press Releases
- Preview Party

### SEGMENT SPONSOR (6)

**\$5,000**

- SOC Video Segment
- SOC Video Credit at End
- Radio Interview Mentions
- TV Interview Mentions
- 2 Social Media Mentions
- Emails with Logo
- Logo on Website
- Facebook Event Listed as Partner
- Logo Printed Materials
- Name listed in Press Releases
- Preview Party Invite

### PROMO PARTNERS \$1,000

- 2 Social Media Mentions
- Emails with name
- Logo on Website
- Name listed in Press Releases
- Preview Party

RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was offered by Mr./Mrs. \_\_\_\_\_, who moved for its adoption and was seconded by Mr./Mrs. \_\_\_\_\_:

**A RESOLUTION AUTHORIZING STACEY ROWELL TO ENTER INTO AND EXECUTE WORK AUTHORIZATION #11 BETWEEN THE CITY OF MONROE AND GARVER, L.L.C.; RELATED TO THE AIRPORT DRAINAGE PROJECT AT THE MONROE REGIONAL AIRPORT AND FURTHER PROVIDING WITH RESPECT THERETO.**

---

**BE IT RESOLVED**, by the City Council of the City of Monroe, Louisiana, in legal and regular session convened, that Stacey Rowell, Director of Administration, is hereby authorized to enter into and execute Work Authorization #11 between the City of Monroe and Garver L.L.C. for services related to the Drainage Improvement Project at the Monroe Regional Airport as outlined in the attached Work Authorization.

This Resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CITY CLERK**

**WORK AUTHORIZATION NO. 11**

*The Project/Task, Scope of Work and Compensation set forth in this Work Authorization is a part of that certain Agreement dated February 20, 2017 between the City of Monroe, Louisiana, and - Garver, L.L.C. Unless otherwise specifically set forth herein, all other terms shall be as set forth in the Agreement.*

1. **Project/Task:** Drainage Improvements – Phase 2
2. **Scope of Work:** See Attached Appendix A – Scope of Services
3. **Compensation:** \$569,979 - See Attached Appendix B – Fee Summary

Dated as of \_\_\_\_\_, 2021.

**CITY OF MONROE, LOUISIANA**

By: \_\_\_\_\_  
Friday Ellis

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

**Garver, LLC.**

By: \_\_\_\_\_  
Michael J. Griffin

Title: \_\_\_\_\_  
Sr. Vice President



**EXHIBIT A  
DRAINAGE IMPROVEMENTS – PHASE 2  
SCOPE OF SERVICES**

Generally, the Scope of Services includes the following professional services for improvements to the Monroe Regional Airport. The project will consist primarily of drainage improvements as described in the attached scoping meeting minutes.

- Preliminary Services
- Surveying Services
- Final Design Services
  - 90% Final Design
  - 100% Issued for Bid
- Bidding Services

**A.1 Preliminary Services**

The Engineer will serve as the Owner's representative during the project and furnish consultation and advice to the Owner during the performance of this service. The following administrative items will be performed:

- Development of scope of work, fee proposal, and subcontracts.
- The Engineer will submit preliminary project design schedules to the Owner for review.
- Miscellaneous owner coordination and correspondence throughout the project.
- Preliminary agency coordination and exhibit and estimate preparation.

**A.1.1 Site Investigations**

The Engineer will perform site investigations to determine the limits and scope of improvements necessary for this project.

- Civil Site Investigation
  - The civil site investigation will include a visual inspection of the existing project areas.
  - The investigation will also include an inventory of pipes that were not inspected during the previous drainage study.

**A.2 Surveying Services**

**A.2.1 Design Surveys**

Garver will subcontract with Lazenby & Associates to provide field survey data from field work for designing the project, and this survey will be tied to the Owner's control network. Survey team members will complete badge training at the Airport prior to conducting survey.

Garver will assemble data obtained during the performance of the field surveys in an AutoCAD Civil3D base map drawing to be utilized for design of the project.



### A.3 Final Design Services

#### A.3.1 General

Garver will prepare detailed construction drawings, specifications, instructions to bidders, and general provisions and special provisions, all based on guides furnished to Garver by the Owner and FAA, or internally developed by Garver. Contract Documents (Plans, Specifications, and Estimates) will be prepared for award of one (1) construction contract. These designs shall conform to the standards of practice ordinarily used by members of GARVER's profession practicing under similar conditions and shall be submitted to the FAA and DOTD offices from which approval must be obtained.

#### A.3.2 Owner / Agency Coordination

Garver's project manager and/or design team will coordinate with the Owner as necessary to coordinate design decisions, site visits, document procurement, or other design needs.

#### A.3.3 Quality Control

Garver will develop a project specific quality control plan. The quality control plan will include the project background and scope, stakeholder contact information, project team and roles, design criteria, project schedule, and quality control procedures.

Garver will complete a quality control review prior to any design submission to Owner and/or FAA. QC reviews will be completed by a senior construction observer and project manager. Weekly internal progress meetings will be held during all design phases to ensure adequate quality control throughout the design phases.

#### A.3.4 Environmental Coordination

Garver will develop a Stormwater Pollution Prevention Plan (SWPPP), including erosion control plans and details. Upon Owner review, the SWPPP and NOI shall be submitted to the Louisiana Department of Environmental Quality for review. Garver will incorporate comments from the review agency.

#### A.3.5 Airspace Analysis

Garver will prepare and submit the project to the FAA for permanent airspace clearance on the Obstruction Evaluation and Airport Airspace Analysis (OE/AAA) website and coordinate with FAA representatives.

#### A.3.6 Construction Safety and Phasing Plan

Garver will develop a construction safety and phasing plan (CSPP) for the project. During development of the CSPP, Garver will hold a meeting with Airport staff and other stakeholders at the Airport's request to obtain feedback regarding operations during each proposed phase of construction.

After receiving comments from the meeting, Garver will develop a preliminary CSPP for the Owner's review prior to submission to the FAA. After incorporating Owner comments, the CSPP will be submitted to FAA for review through the OE/AAA website.

Exhibit A – Scope of Services  
Drainage Improvements – Phase 2

Garver Project No. 21A24600





**A.3.7 Existing Conditions Review**

**A.3.7.1 Record Document Review**

Garver will review record document data from the vicinity of the construction site to evaluate existing conditions. Record document data may include record drawings, record surveys, utility maps, GIS data, and previous design reports.

**A.3.7.2 Site Visits**

Garver's civil engineers will perform up to two (2) site visits to the project site to review existing conditions and evaluate survey and record document data.

**A.3.8 Grading and Drainage**

Grading and drainage design shall be completed in accordance with FAA AC 150/5300-13 (Airport Design), FAA AC 150-5320-5 (Airport Drainage Design), and applicable local drainage codes.

Garver will furnish plans to all known utility owners potentially affected by the project at each stage of development. Garver shall conduct coordination meetings among all known affected utility owners to enable them to coordinate efforts for any necessary utility relocations. Garver will include the surveyed locations of the observable and marked utilities in the construction plans. Garver will also include proposed and/or relocated utility information in the construction plans as provided by the utility companies.

**A.3.9 Plan Set Development**

The following matrix details the plan drawings to be included in each design submittal.

Plan Set	Design Phase	
	90% Final	100% Issued for Bid
Cover Sheet	X	X
Sheet Index	X	X
Summary of Quantities	X	X
Survey Control Plan	X	X
Project Layout Plan	X	X
Construction Safety and Phasing Plans	X	X
Construction Safety and Phasing Plan Notes	X	X
Construction Safety and Phasing Details	X	X
Existing Conditions Plans	X	X
Demolition Plans	X	X
Demolition Details	X	X
Drainage Plan and Profiles – Task 2	X	X
Drainage Plan and Profiles – Task 3	X	X
Drainage Plan and Profiles – Task 4	X	X
Drainage Plan and Profiles – Task 5	X	X

Exhibit A – Scope of Services  
Drainage Improvements – Phase 2

Garver Project No. 21A24600



Drainage Plan and Profiles – Task 6	X	X
Drainage Details	X	X
Typical Sections	X	X
Pavement Repair Details	X	X
Grading Plans – Task 1	X	X
Grading Plans – Task 2	X	X
Grading Plans – Task 3	X	X
Grading Plans – Task 5	X	X
Grading Plans – Task 6	X	X
Grading Details	X	X
Stormwater Pollution Prevention Plans (SWPPP)	X	X
Stormwater Pollution Prevention Details (SWPPP)	X	X
Fencing Plans	X	X
Fencing Details	X	X
Cross Sections – Task 1	X	X
Cross Sections – Task 2	X	X
Cross Sections – Task 3	X	X
Cross Sections – Task 5	X	X
Cross Sections – Task 6	X	X
LADOTD Standard Details	X	X

**A.3.10 Specifications and Contract Documents**

**A.3.10.1 Technical Specifications**

Detailed specifications shall be developed using FAA "Standards for Specifying Construction for Airports" AC 150/5370-10 (latest edition) or other appropriate standards approved for use by the FAA. Additional supplementary specifications will be developed for project requirements not covered by FAA AC150/5370-10 or when state or local standards are approved by the FAA.

**A.3.10.2 Construction Contract Documents**

Garver will develop construction contract documents based on EJCDC standards and Owner provided documents. A specimen copy of the General Provisions and applicable prevailing wage rates will be obtained by Garver from the FAA and/or Department of Labor as appropriate for incorporation into the specifications for the proposed project. Final construction contract documents will be submitted to the Owner for final review and approval.

**A.3.11 Quantities and Engineer's Opinion of Probable Cost.**

Garver will develop detailed quantities in PDF format for use in construction cost estimating for each design phase. Quantities will be completed by pay item. Upon the completion of quantity development, Garver will review previous cost data and market conditions and complete an Engineer's Opinion of Probable Cost.

Exhibit A – Scope of Services  
Drainage Improvements – Phase 2

Garver Project No. 21A24600



#### **A.3.12 Design Services Submission and Meeting Summary**

The following design submittal phases shall be included in the fee summary. A summary of each design phase and the associated review meetings is included below.

##### **A.3.12.1 *90% Final Design***

Garver will develop 90% final design plans and specifications, and submit these to the Owner for review. It is anticipated that the Owner will review the design submission within two weeks.

At the completion of the Owner review period, Garver will meet with the Owner, FAA, and LADOTD to review the 90% final design plans and specifications and to receive Owner comments and direction. Garver will prepare minutes for this meeting and a response for the comments received during the review period.

##### **A.3.12.2 *100% Issued for Bid (IFB)***

Garver will develop 100% IFB plans and specifications and submit these to the Owner for review. It is anticipated that the Owner will review the IFB submission within two weeks.

#### **A.4 Bidding Services**

Garver will assist the Owner in advertising for and obtaining bids or negotiating proposals for one prime contract for construction, materials, equipment and services; and, where applicable, maintain a record of prospective bidders to whom Bidding Documents have been issued, and attend a pre-bid conference. The Owner will pay advertising costs outside of this contract. Garver will assist the Owner as needed with the online bidding setup.

Garver will issue addenda as appropriate to interpret, clarify or expand the Bidding Documents. Garver will consult with and advise the Owner as to the acceptability of subcontractors, suppliers and other persons and organizations proposed by the prime contractor(s) (herein called "Contractor(s)") for those portions of the work as to which such acceptability is required by the Bidding Documents. Garver will consult with the Owner concerning and determine the acceptability of substitute materials and equipment proposed by Contractor(s) when substitution prior to the award of contracts is allowed by the Bidding Documents.

Garver will attend the bid opening, prepare a bid tabulation, and assist the Owner in evaluating bids or proposals and in assembling and awarding contracts for construction, materials, equipment, and services. Garver will assist the Owner in the execution of all contract documents and furnish a sufficient number of executed documents for the Owner, Contractor, LADOTD, and FAA.

#### **A.5 Project Deliverables**

The following deliverables will be submitted to the parties identified below. Unless otherwise noted below, all deliverables shall be electronic.

1. 90% Final Design Plans and Specifications to the Owner, LADOTD, and FAA.
  - a. 2 hard copies of the 90% half sized plans and specifications for the Owner.
2. 100% Issued for Bid Plans, Specifications to the Owner, LADOTD, and FAA.
  - a. 2 hard copies of the Issued for Bid half size plans and specifications for the Owner.
3. Issued for Construction Plans and Specifications to the Owner, LADOTD, FAA, and Contractor.
  - a. 1 full size hard copy of the IFC plans for the Contractor, 6 half size copies of the IFC plans for the Owner, 1 half size copy of the IFC plans for the Contractor, 4 hard copies

Exhibit A – Scope of Services  
Drainage Improvements – Phase 2

Garver Project No. 21A24600



of the IFC specifications for the Owner, and 1 hard copy of the IFC specifications for the Contractor.

4. Other electronic files as requested.

#### **A.6 Additional Services**

The following items are not included under this agreement but will be considered as additional services to be added under Amendment if requested by the Owner.

1. Redesign for the Owner's convenience or due to changed conditions after previous alternate direction and/or approval.
2. Deliverables beyond those listed herein.
3. Design of any utility relocation.
4. Preliminary design engineering report.
5. Engineering, architectural, or other professional services beyond those listed herein.
6. Retaining walls or other significant structural design
7. Construction Administration Services, On-Site Construction Observation, and/or Construction Materials Testing.
8. Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
9. Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
10. Services after construction, such as warranty follow-up, operations support, and Part 139 inspection support.

#### **A.7 Schedule**

Garver shall begin work under this Agreement upon execution of this Agreement and shall complete the work within a mutually agreeable schedule with the Owner.



4701 Northshore Drive  
North Little Rock, AR 72118

TEL 501.376.3633  
FAX 501.372.8042

[www.GarverUSA.com](http://www.GarverUSA.com)

## MEMORANDUM

Date: January 6, 2021  
To: Federal Aviation Administration  
Attn: Rich Tollefson  
From: Tom Janway  
Interim Airport Director  
Monroe Regional Airport  
RE: Drainage Improvements – Phase 2  
Monroe Regional Airport  
Project Scoping Information  
Copies To: Brad Kutchins, Kutchins & Groh; Mary Fair and Blake Roberson, Garver

Rich,

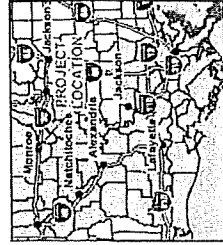
See below for the scoping information requested for the Drainage Improvements – Phase 2 project at the Monroe Regional Airport. An exhibit showing the proposed tasks to be completed is also included in this package. Please contact our design teams if you have any questions.

1. What is the problem statement? What is the intent of the project?
  - *The Monroe Regional Airport has experienced drainage problems and flooding issues in recent years. Existing insufficient drainage on Airport property creates hazards for operations, including safety concerns from stormwater ponding and overtopping airfield pavement. Insufficient drainage also causes Airport infrastructure, including airfield pavement and lighting, to degrade more rapidly than at optimal conditions.*
2. Who are the stakeholders? How will the project benefit them?
  - *The stakeholders are all Airport tenants and users. The proposed project will decrease safety hazards across the airfield due to stormwater ponding. The Airport has also been forced to close runways and/or taxiways as a result of excessive ponding, which significantly disrupts Airport operations.*
3. When does the project need to be complete? What are the impacts if delays are encountered?
  - *This project needs to be completed as soon as funding is available. Not only do these issues impose serious safety concerns to Airport users and disrupt Airport operations, but if water continues to pond on top of and adjacent to airfield pavement and lighting, it will degrade more rapidly.*

4. Validate that items 1 through 3 above are in line with the NEPA determination. If not, discuss how to proceed.
  - *The airfield has had several environmental SOPs prepared and CATExes issued for new development projects encompassing nearly the entire airfield including:*
    - *Taxiway D project (State-funded design project with construction to follow)*
    - *Runway 14/32 extension program (AIP Grants 36, 37, 38, & 40)*
    - *Runway 4/22 RSA Drainage project (AIP Grant 32)*
    - *Grading and Drainage to the north and east of Runways 4/22 and 14/32 (bid with AIP Grant 38 but not awarded due to shortage of funding)*
    - *The southern portion of the airfield drainage program (AIP Grants 34 & 39)*
    - *Perimeter Road enabling projects establishing ROW and roadbed preparation (no hard surface constructed as yet) (AIP Grants 32 & 33)*

*As a result of this level of documentation, we believe that this element of the drainage program will yield similar results and be in compliance with the environmental requirements and approvals.*
5. Project Cost and Funding:
  - *The engineer's estimate of probably cost is \$8,000,000. The cost breakdown, including soft costs, is below. The project is expected to be funded with 90% federal funds and 10% local and/or state funds.*
    - *Task 1 - \$735,800*
    - *Task 2 - \$2,568,371*
    - *Task 3 – \$913,003*
    - *Task 4 - \$650,364*
    - *Task 5 - \$1,729,754*
    - *Task 6 - \$1,402,708*
6. What is the method to be followed to discover the potential problem solutions? PER or otherwise...
  - *A Drainage Analysis Engineering Report was prepared in 2019-2020. The proposed projects were presented to the Airport, City, and FAA on November 22, 2019.*
7. After approval of PER, what are the follow on engineering submittals (i.e. 30/50/90% or otherwise)? When can they be expected? Anticipated costs to reach final design?
  - *30% and 90% design submittals are anticipated; however, different submittals can be submitted if needed. The project scheduled will meet the FAA FY2021 grant requirements, with documents ready to bid in May 2021.*
8. Risks and Potential Delays:
  - *The proposed project would have impacts to active runways and taxiways due to work within the safety and object free areas, however, the project will be phased to minimize these impacts. There may also be minimal impacts during task 4 subsurface pipe rehabilitation.*
9. Logistical Requirements:
  - *There are no expected impacts to FAA NAVAIDS or reimbursable agreements. Temporary airspacing will be required and will be submitted before the 90% design submittal. New topographic surveys will be needed. No change to the ALP, instrument approach procedures, Airport Diagram are expected. Neither flight inspections nor modifications to standards are expected.*

# AIRPORT TASKS 1-6



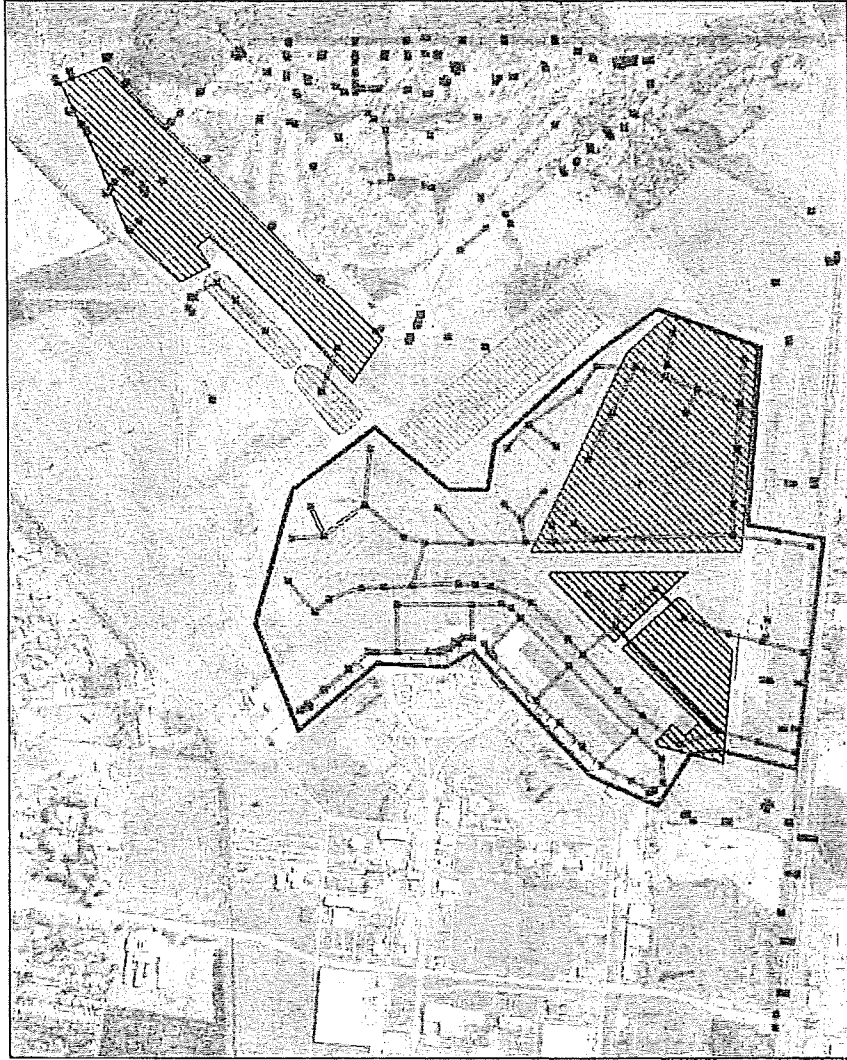
## LOCATION MAP

- EXISTING INLETS/OUTLETS
- EXISTING DRAINAGE PIPES
- TASK 1 - SITE GRADING
- TASK 2 - SITE & DITCH GRADING, CONSTRUCT CONCRETE SWALES
- TASK 3 - SITE GRADING, UPRISE PIPES, CONSTRUCT CONCRETE SWALES
- TASK 4 - SUBSURFACE PIPE REHABILITATION
- TASK 5 - SITE GRADING, EXPAND DRAINAGE PIPE NETWORK
- TASK 6 - SITE GRADING, CONSTRUCT CONCRETE SWALES, REMOVE/ABANDON SUBSURFACE NETWORK
- TASK 5 - ADDITIONAL DRAINAGE PIPES



0 1,000 2,000 Feet

NAD83 State Plane Louisiana North



**APPENDIX B**

**MONROE REGIONAL AIRPORT  
DRAINAGE IMPROVEMENTS - PHASE 2**

**FEE SUMMARY**

<b>Title I Services</b>	<b>Estimated Fees</b>	<b>Lump Sum</b>
Preliminary Services	\$44,150.00	Lump Sum
Surveying Services	\$65,160.00	Lump Sum
Final Design Services	\$442,963.00	Lump Sum
Bidding Services	\$17,706.00	Lump Sum
<b>Subtotal for Title I Services</b>	<b>\$569,979.00</b>	



## Airport Construction and Development Priority Program 2021-2022

Air Carrier Capital Outlay		Project Description			Federal Funds			Total Funds		
Item	Airport				Funds	State Match	Local Other	Total Funds		
1	BATON ROUGE METROPOLITAN AIRPORT	Runway 13-31 Runway Safety Area and Protection Zone Improvements - Phase IV (Perimeter Road and Roadway Construction)			\$4,000,000	\$3,144,444	\$20,000	\$7,164,444		
2	LAFAYETTE REGIONAL AIRPORT	Construct Terminal - Phase V (Construction)			\$2,000,000	\$3,222,222	\$0	\$5,222,222		
3	LAKE CHARLES REGIONAL AIRPORT	Runway 5-23 Rehabilitation - Phase II (Construction)			\$2,070,000	\$230,000	\$0	\$2,300,000		
4	SHREVEPORT REGIONAL AIRPORT	Rehabilitate Taxiway B & General Aviation Taxiways - Phase II (Construction)			\$2,880,000	\$320,000	\$0	\$3,200,000		
5	NEW ORLEANS LOUIS ARMSTRONG INTERNATIONAL AIRPORT	Taxiway G/B West Extension - Phase III			\$6,373,867	\$949,849	\$1,274,775	\$8,498,489		
6	ALEXANDRIA INTERNATIONAL AIRPORT	Wildlife Mitigation and Fencing - North - Phase II (Design and Construction)			\$0	\$2,673,000	\$0	\$2,673,000		
7	ALEXANDRIA INTERNATIONAL AIRPORT	Runway 18 Extension - Construction Phase I			\$4,650,000	\$516,667	\$0	\$5,166,667		
8	LAKE CHARLES REGIONAL AIRPORT	Obstruction Removal - Transitional (Design & Construction)			\$0	\$600,000	\$0	\$600,000		
9	ALEXANDRIA INTERNATIONAL AIRPORT	Part 150 Noise Mitigation Program			\$3,000,000	\$333,333	\$0	\$3,333,333		
10	SHREVEPORT REGIONAL AIRPORT	Taxiway Fillet Improvements (Design)			\$0	\$200,000	\$0	\$200,000		
11	MONROE REGIONAL AIRPORT	Airfield Drainage Rehabilitation - South Infield Phase II (Construction) Multi-Year			\$896,293	\$99,585	\$0	\$995,848		
12	MONROE REGIONAL AIRPORT	Airfield Drainage Rehabilitation - Phase II (Design and Construction - Runway Safety Area Tasks 1 - 6)			\$6,548,697	\$949,855	\$0	\$9,498,552		
13	LAKE CHARLES REGIONAL AIRPORT	Air Traffic Control Tower - Phase I (Study)			\$0	\$200,000	\$0	\$200,000		
14	MONROE REGIONAL AIRPORT	Airfield Lighting Rehabilitation - Phase II (Construction)			\$0	\$1,600,000	\$20,000	\$1,620,000		
15	NEW ORLEANS LOUIS ARMSTRONG INTERNATIONAL AIRPORT	Southside Redevelopment - Phase I			\$0	\$1,468,000	\$0	\$1,468,000		

**RESOLUTION**

**STATE OF LOUISIANA**

**CITY OF MONROE**

**NO.** \_\_\_\_\_

The following Resolution was introduced by Mr./Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr./Ms. \_\_\_\_\_:

**A RESOLUTION AUTHORIZING CHANGE ORDER NO. 2 IN CONNECTION WITH THE WORK ON THE ADMINISTRATION OFFICE AT THE WPCC BY BENCHMARK CONSTRUCTION GROUP OF LA, LLC, FOR A SIXTY-NINE DAY INCREASE IN THE CONTRACT TIME AND FURTHER PROVIDING WITH RESPECT THERETO:**

**WHEREAS**, an agreement was previously entered into between the City of Monroe and Benchmark Construction Group of LA, LLC (Approved by Council on 7/29/20) for expansion of the Administration Office at WPCC; and

**BE IT RESOLVED**, by the City Council, in legal and regular session convened, that a designated City representative is hereby authorized to execute Change Order No. Two (2) for the Proposed Expansion to Administration Office at WPCC, between the City of Monroe and Benchmark Construction Group of LA, LLC for a sixty-nine day increase in the contract time and further providing with respect thereto.

**BE IT FURTHER RESOLVED** that said Change Order is attached hereto and made a part hereof.

This Resolution having been submitted in writing, was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of March 2021.

\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**CHAIRMAN**

**CHANGE ORDER**

Order No. 2  
 Date: January 21, 2021  
 Agreement Date: September 3, 2020

**NAME OF PROJECT:** Proposed Expansion to Administration Office at WPCC  
 DE Project No. 19-10-05

**OWNER:** City of Monroe

**CONTRACTOR:** Benchmark Construction Group of LA, LLC

**The following changes are hereby made to the CONTRACT DOCUMENTS:**

Owner requested changes. Remove and replace all brick on front wall of building. Salvage some existing brick to construct new front porch column. Extend contract time due to weather conditions and material delays.

**JUSTIFICATION:** See Above

**CHANGE TO CONTRACT PRICE:**

Original **CONTRACT PRICE**    \$139,625.00.

Current **CONTRACT PRICE** adjusted by previous **CHANGE ORDER** \$ 139,625.00.

The **CONTRACT PRICE** due to this **CHANGE ORDER** will be unchanged by \$ 0.00.

The new **CONTRACT PRICE** including this **CHANGE ORDER** will be \$ 139,625.00.

**CHANGE TO CONTRACT TIME:**

The **CONTRACT TIME** will be increased by 69 calendar days.

The date for completion of all work will be March 31, 2021.

**APPROVED BY:**

**RECOMMENDED BY:** Chris W. Altruck

Chris W. Patrick, P.E.  
 Denmon Engineering

Date

2/22/2021

**ORDERED BY:**

Authorized City Representative  
 City of Monroe

Date

**ACCEPTED BY:**

Zach Brister  
 Zach Brister, Owner

Benchmark Construction Group of LA, LLC

Date

2/23/21

**CITY OF MONROE  
PROPOSED EXPANSION TO ADMINISTRATION OFFICE AT WPCC**

DE PROJECT NO. 19-10-05

ATTACHMENT FOR CHANGE ORDER NO. 2

ITEM NO.	DESCRIPTION OF ITEM	QUANTITY	UNIT	UNIT PRICE	DECREASE AMOUNT	INCREASE AMOUNT
2.	Decrease Construction Allowance (Original Bid Amount of \$10,000.00) (Revised Amount due to Change Order #1 was \$6,075.00) (Revised Amount due to this Change Order #2: \$6,075.00 less \$5,980.00 = \$95.00)	JOB	L.S.	\$10,000.00	(\$5,980.00)	
S-003	Remove and Replace all brick on front wall of building. Salvage some existing brick to construct new front porch column.	JOB	L.S.	\$4,000.00		\$4,000.00
S-004	Change all new wood doors from hollow core to solid core	JOB	L.S.	\$480.00		\$480.00
S-005	Remove and Replace all ceiling tiles in both front offices AND Remove and Replace all broken or damaged ceiling tiles throughout remainder of building	JOB	L.S.	\$1,500.00		\$1,500.00
<b>TOTAL CHANGE ORDER AMOUNTS</b>					(\$5,980.00)	\$5,980.00

**THIS CHANGE ORDER RESULTS IN NO INCREASE/DECREASE TO THE CONTRACT AMOUNT OF**

**\$0.00**

**Brian Harrell**

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**From:** admin benchmarkconstructiongroup.com <admin@benchmarkconstructiongroup.com>  
**Sent:** Thursday, February 11, 2021 9:22 AM  
**To:** Brian Harrell  
**Subject:** Update

Good Morning. As you know for you walked through this process with us, we have ran into several delays.

Rain delays of about 20 days from September until now.

We waited for about six weeks for a decision on the windows and then there was lead time.

Then we waited on a decision on the brick.

The weather has permitted brickwork.

We hope to be finished the 2nd week of March with this project. I hope this helps.

If you still need week-to-week progress let me know and we will get that to you.

Barry Brister



Benchmark Construction Group of Louisiana, LLC  
Owner Zach Brister (cell 318-282-9749)  
382 Guthrie Road  
Sterlington, LA 71280  
Office: 318-340-6377  
Cell: 318-282-5104

**TO:** Mayor Friday Ellis  
Stacey Rowell  
Director of Administration

Carolus Riley  
City Clerk

**FROM:** Joshua Laneaux - WPCC

**DATE:** March 1, 2021

**Re:** Request approval to advertise for bids for the repairs of the Secondary Clarifier #1 located at WPCC. Attached is a list of the Scope of work needed to repair the Secondary Clarifier #1.

**Mayor Ellis:**

WPCC, a Division of the Public Works Department, is requesting Council approval to advertise for bids for repairs to the Secondary Clarifier #1 located at WPCC. Funds for these repairs will come from Repairs and Maintenance Account, 6008-4000-3076-6430.001, which has a balance of \$595,021.

## City of Monroe – WPCC

### Scope of Work for repair Secondary Clarifier #1

Furnish all labor, material, equipment, and insurance necessary to return Secondary Clarifier #1 to factory OEM condition including but not limited to the following:

1. Contractor responsible for location and shut-off of all necessary valves for isolation of secondary clarifier before removal, to prevent any process upsets.
2. Contractor to coordinate with City of Monroe as to proper order of removal and installation of the clarifier to facilitate maximum possible operation of the WPCC at all times.
3. Contractor responsible for all wiring, unwiring, and lockouts/tagouts of motors.
4. Remove existing feedwell assembly
5. Disassemble and remove sweeps and sweep support tree
6. Repair/ replace all support beams as necessary
7. Repair or make new scum box wiper arm and install
8. Make and install new 304 stainless steel column and hardware necessary to support new scum box wiper arm
9. Replace new base plate on sweep frame to support new support column for scum box wiper arm
10. Repair or replace sweep frame and basin sweeps as needed using 304 stainless steel
11. Attach sweep frame to sweep support tree and align for proper adjustment
12. Replace sweep support tree as needed using 304 stainless steel
13. All repair materials must be attached to structurally sound material or will be replaced with new structurally sound material that meets or exceeds OEM specifications.
14. Make any necessary repairs to main support column
15. Reinstall sweeps and sweep support tree assuring proper alignment to existing drive unit
16. Rebalance sweep arms after new skimmer arm install
17. Adjust scum box dump arm as needed to ensure proper function and approved by owner
18. Contractor to insure all sweeps and dump trip arm function properly
19. Contractor to supply all necessary labor, hardware, materials, and equipment necessary to facilitate repairs and additions as outlined in scope of work
20. Contractor is responsible for locating and avoiding any underground utility lines, water lines, powerlines, drainage lines, or any process lines, public or private, beneath the construction site.
21. Contractor is responsible for any damages that may occur to City of Monroe property as a result of contractor's or any agents or subcontractors used during project.
22. Contractor responsible for removal of any scrap or debris resulting from repairs of clarifier
23. Certificate of Insurance shall be provided for the minimum of \$1,000,000.00 with City of Monroe as additional insured.
24. City of Monroe is to inspect and approve all work prior to payment.
25. A performance bond must be provided if the contractors quote is equal to or greater than \$25,000.
26. All workmanship shall be warranted for no less than (1) years from date of acceptance of repairs and modification performed to #1 intermediate clarifier.

RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_  
Who moved for its adoption and was seconded by Mr./Ms. \_\_\_\_\_ :

**A RESOLUTION ACCEPTING AS SUBSTANTIALLY COMPLETE WORK DONE BY AND BETWEEN THE CITY OF MONROE AND ALPHA SERVICE AND PRODUCTS, INC., FOR THE GUARDRAIL REPLACEMENT PROJECT, AND FURTHER PROVIDING WITH RESPECT THERETO.**

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**BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that work done by and between the City of Monroe and Alpha Service and Products, Inc., for the Guardrail Replacement Project, be and at the same time is hereby accepted as substantially complete.

**BE IT FURTHER RESOLVED** that a Certificate of Substantial Completion is attached hereto and made a part hereof.

**BE IT FURTHER RESOLVED** that a City of Monroe authorized representative, be and is authorized and empowered to execute a certificate of substantial completion with Alpha Service and Products, Inc., on behalf of the City of Monroe for said work.

This resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CITY CLERK**



RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

A RESOLUTION AUTHORIZING AN AUTHORIZED CITY REPRESENTATIVE TO ADVERTISE FOR BIDS ON THE WTP EXPANSION & RENOVATIONS PROJECT. THE ESTIMATED COST OF THIS PROJECT IS \$47,778,000.00. THE DBE GOAL IS \_\_\_\_\_% AND SOURCE OF FUNDS WATER CAPITAL FUNDS AND CAPITAL INFRASTRUCTURE SALES TAX REVENUE FUNDS.

**BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that an authorized City representative, be and is hereby authorized to advertise for bids on the WTP Expansion & Renovations Project, for an estimated cost of \$47,778,000.00.

**BE IT FURTHER RESOLVED** that the City of Monroe shall make the designations in accordance with state law for sales tax exempt purchases on this project.

**BE IT FURTHER RESOLVED** that said Preliminary Cost Estimate is attached hereto and made a part hereof.

This resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CITY CLERK**

Monroe Water Treatment Plant Improvements and Expansion - Opinion of Probable Cost Summary  
 Rebid - Spring 2021

Item	Spring 2021 Rebid Cost Opinion	Including Bid Alt No. 01	Including Bid Alt No. 01 & 02	Including Bid Alt No. 01, 02 & 03
<b>Site Civil</b>				
General Contractor	\$ 603,000			
Stormwater Improvements	\$ 337,000			
Access Road and Parking Lot	\$ 934,000			
Fencing	\$ 313,000			
Yard Structures	\$ 39,000			
Water Line Reroute	\$ 125,000			
Old Sed Basin Demolition and Empo Parking Lot	\$ 397,000			
<b>Subtotal</b>	<b>\$ 2,746,000</b>			
<b>Raw Water Piping Improvements</b>				
Raw Water Pipeline Replacement	\$ 957,000			
Raw Water Site Piping	\$ 258,000			
Bayou Raw Water Improvements	\$ 115,000			
<b>Subtotal</b>	<b>\$ 1,328,000</b>			
<b>Treatment Plant Process</b>				
Train 1 and 2 Improvements	\$ 1,047,000			
Stainless Steel Aerators (Trains 1 and 2)	\$ 299,000			
Channel Mixers (Trains 1 and 2)	\$ 128,000			
Misc. Piping	\$ 171,000			
Replace Backwash Troughs (Trains 1 and 2)	\$ 275,000			
Weir Modifications (Trains 1 and 2)	\$ 173,000			
Existing Backwash Piping Improvements (pump piping)	\$ 350,000			
Backwash / Filter Valve Improvements (Trains 1 and 2)	\$ 567,000			
Clean and Repair Clearwell (Allowance)	\$ 131,000			
New Train 3	\$ 3,650,000			
Filter Piping (Train 3) (including coatings)	\$ 399,000			
Aeration	\$ 149,000			
Mixers and Flocculators	\$ 718,000			
Flow Control Elements (baffle, sluice gate)	\$ 209,000			
New Filter	\$ 1,872,000			
Air Scour Piping	\$ 75,000			
Online Analytical Equipment	\$ 141,000			
Weir for Train 3 (400 LF)	\$ 87,000			
Backwash System (Train 3)	\$ 706,000			
Finished Water Transfer System (Train 3)	\$ 784,000			
Sludge Removal System (Train 3)	\$ 515,000			
<b>Subtotal</b>	<b>\$ 7,750,000</b>			
<b>Treatment Plant Structure</b>				
Aeration through Sedimentation	\$ 4,005,000			
Filter/Admin Building New and Renovations	\$ 6,056,000			
Existing Facility Demolition	\$ 35,000			
<b>Subtotal</b>	<b>\$ 10,096,000</b>			
<b>Chemical Building</b>				
Chemical Building	\$ 2,956,000			
Carrier/Dilution Water Systems	\$ 63,000			
Potassium Permanganate Equipment	\$ 240,000			
Aluminum Sulfate Equipment	\$ 217,000			
Chlorine Gas Equipment	\$ 599,000			
Caustic Soda Equipment	\$ 493,000			
Ammonia Equipment	\$ 344,000			
Zinc Phosphate	\$ 89,000			
PAC System	\$ 1,342,000			
<b>Subtotal</b>	<b>\$ 6,343,000</b>			
<b>Electrical and Controls</b>				
Filter Building	\$ 2,582,000			
Chemical Building	\$ 447,000			
Site	\$ 855,000			
Plant Control System and Integration	\$ 1,143,000			
<b>Subtotal</b>	<b>\$ 5,027,000</b>			
<b>Base Bid Subtotal</b>	<b>\$ 35,292,000</b>			
<i>General Conditions (Bonds, Mobilization, Etc.)</i>	11%	\$ 3,663,000	\$ 3,663,000	\$ 3,663,000
<i>Overhead</i>	6%	\$ 1,998,000	\$ 1,921,000	\$ 1,921,000
<i>Profit</i>	8%	\$ 2,664,000	\$ 5,584,000	\$ 6,161,000
<b>Total Base Bid with GCs, OH &amp; P</b>		<b>\$ 41,617,000</b>		
<b>Alternate Bid Items</b>				
Bid Alt. 01 - Plate Settlers (3 Trains)		\$ 3,663,000	\$ 3,663,000	\$ 3,663,000
Bid Alt. 02 - River Pump Station Improvements			\$ 1,921,000	\$ 1,921,000
Bid Alt. 03 - Emergency Generator (Equip & Install Only)			\$ 3,663,000	\$ 5,584,000
<b>Subtotal</b>			<b>\$ 5,584,000</b>	<b>\$ 6,161,000</b>
<b>Opinion of Probable Construction Cost</b>				
	\$	\$ 41,617,000	\$ 45,280,000	\$ 47,201,000
				\$ 47,778,000



Mar 3 2021 2:24 PM

RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION AUTHORIZING AN AUTHORIZED CITY REPRESENTATIVE, TO EXECUTE CHANGE ORDER NO. TWO (2) TO THE WATER DISTRIBUTION SYSTEM IMPROVEMENTS CONTRACT, BETWEEN THE CITY OF MONROE AND JABAR CORPORATION, FOR AN INCREASE IN THE CONTRACT TIME OF 58 DAYS AND FURTHER PROVIDING WITH RESPECT THERETO.**

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**BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that an authorized City representative, be and is hereby authorized to execute Change Order No. Two (2) between the City of Monroe and Jabar Corporation, for an increase in the contract time of 58 days.

**BE IT FURTHER RESOLVED** that said Change Order is attached hereto and made a part hereof.

This resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CITY CLERK**

**CHANGE ORDER**

Order No. 2  
Date: February 24, 2021  
Agreement Date: May 28, 2020

**NAME OF PROJECT:** Water Distribution System Improvements  
DE Project No. 19-10-07

**OWNER:** City of Monroe

**CONTRACTOR:** JABAR Corporation

**The following changes are hereby made to the CONTRACT DOCUMENTS:**

Adjustment for time due to inclement weather including the severe winter storm. Also an adjustment for time for material deliveries and the additional work on Shady Lane.

**JUSTIFICATION:** See Above

**CHANGE TO CONTRACT PRICE:**

Original **CONTRACT PRICE** \$552,548.70.

Current **CONTRACT PRICE** adjusted by previous **CHANGE ORDER** \$ 552,548.70.

The **CONTRACT PRICE** due to this **CHANGE ORDER** will be unchanged by \$ 0.00.

The new **CONTRACT PRICE** including this **CHANGE ORDER** will be \$ 552,548.70.

**CHANGE TO CONTRACT TIME:**

The **CONTRACT TIME** will be increased by 58 calendar days.

The date for completion of all work will be April 27, 2021.

**APPROVED BY:**

**RECOMMENDED BY:** Chris W. Patrick Date 2/24/2021  
Chris W. Patrick, P.E.  
Denmon Engineering

**ORDERED BY:**

Stacey Rowell, Director of Administration Date \_\_\_\_\_  
City of Monroe

**ACCEPTED BY:**

John P. Quinnam, President Date 2/25/21  
JABAR Corporation

**Ronald E. White**

---

**To:** Chris Patrick  
**Subject:** FW: Bad Weather Days - City of Monroe - Water Distribution System Improvements  
Denmon 19-10-07 (Jabar)

Chris, From the end of the original contract (January 5, 2021) to February 24, 2021, I think the contractor should be given consideration for the following:

January 6<sup>th</sup> thru January 31, 2021  
10 rain days + 8 wet days = 18 days

February 1<sup>st</sup> thru February 24, 2021  
5 rain days + 8 snow days + 5 wet days = 18 days

Total of 36 Bad Weather days in this period + Material delivery delays of 15 days + Shady Lane 7 days = 58 total extra days

Thanks, Ron White

Explanation of the Preliminary Monthly Climate Data (F6) Product

These data are preliminary and have not undergone final quality control by the National Climatic Data Center (NCDC). Therefore, these data are subject to revision. Final and certified climate data can be accessed at the NCDC - <http://www.ncdc.noaa.gov>.

WFO Monthly/Daily Climate Data

000  
CXUSS4 KSHV 011400  
CF6MLU

PRELIMINARY LOCAL CLIMATOLOGICAL DATA (WS FORM: F-6)

STATION: MONROE  
MONTH: JANUARY  
YEAR: 2021  
LATITUDE: 32 30 N  
LONGITUDE: 92 2 W

Jan 01 thru Jan 31

10 Rain days  
8 Wet days  
18 days RW

TEMPERATURE IN F: :PCPN: SNOW: WIND :SUNSHINE: SKY :PK WIND

1 2 3 4 5 6A 6B 7 8 9 10 11 12 13 14 15 16 17 18

12Z AVG MX 2MIN

DY MAX MIN AVG DEP HDD CDD MTR SNW DPTH SPD DIR MIN PSBL S-S WX SPD DR

ind of 1	59	44	52	6	13	0	0.01	0.0	0	13.1	25	220	M	M	9	33	200	
original 2	45	35	40	-6	25	0	0.00	0.0	0	6.3	16	250	M	M	8	19	260	
corrected 3	59	30	45	-1	20	0	0.00	0.0	0	4.7	13	140	M	M	0	1	20	130
4	67	42	55	9	10	0	0.00	0.0	0	4.9	14	260	M	M	0	8	16	260
5	61	35	48	2	17	0	0.00	0.0	0	4.2	14	60	M	M	0	0	18	50
6	60	37	49	3	16	0	0.22	0.0	0	6.9	13	130	M	M	3	1	20	150
7	50	42	46	0	19	0	0.30	0.0	0	11.3	20	350	M	M	10	1	24	330
8	45	39	42	-4	23	0	0.00	0.0	0	9.8	16	350	M	M	10	0	22	330
9	49	30	40	-6	25	0	0.00	0.0	0	6.0	17	10	M	M	1	1	21	10
10	39	31	35	-11	30	0	0.22	2.1	0	6.8	14	40	M	M	7	1	17	40
11	37	28	33	-13	32	0	0.20	1.9	4	6.6	14	10	M	M	8	1	18	10
12	50	25	38	-8	27	0	0.00	0.0	0	0.1	6	300	M	M	3	12	8	100
13	58	32	45	-1	20	0	0.00	0.0	0	6.0	16	230	M	M	2	19	230	
14	66	36	51	5	14	0	0.00	0.0	0	10.8	24	230	M	M	0	30	250	
15	54	37	46	0	19	0	0.00	0.0	0	12.3	28	290	M	M	1	34	270	
16	54	32	43	-3	22	0	0.00	0.0	0	7.3	15	270	M	M	0	21	260	
17	58	35	47	1	18	0	0.00	0.0	0	8.0	21	330	M	M	2	25	320	
18	65	27	46	0	19	0	0.00	0.0	0	4.0	15	210	M	M	2	17	200	
19	57	50	54	8	11	0	0.10	0.0	0	5.6	14	60	M	M	9	18	200	
20	53	47	50	4	15	0	0.00	0.0	0	2.7	14	60	M	M	10	17	50	
21	60	52	56	10	9	0	0.30	0.0	0	4.7	13	10	M	M	10	12	15	20
22	54	48	51	4	14	0	0.04	0.0	0	6.7	16	50	M	M	10	1	20	40
23	49	44	47	0	18	0	0.09	0.0	0	8.0	15	50	M	M	10	1	18	50
24	63	49	56	9	9	0	0.26	0.0	0	2.5	10	60	M	M	10	12	12	50
25	75	59	67	20	0	2	0.08	0.0	0	9.8	21	200	M	M	9	1	30	180
26	70	45	58	11	7	0	0.00	0.0	0	3.5	10	40	M	M	6	12	12	60
27	61	43	52	5	13	0	0.00	0.0	0	11.8	22	330	M	M	6	27	350	
28	48	35	42	-5	23	0	0.00	0.0	0	9.6	18	40	M	M	4	24	40	
29	58	30	44	-3	21	0	0.00	0.0	0	3.0	9	100	M	M	1	1	12	160
30	67	45	56	8	9	0	0.05	0.0	0	9.2	24	210	M	M	6	1	32	190
31	64	45	55	7	10	0	0.00	0.0	0	13.2	24	320	M	M	8	12	29	280

SM 1755 1209 528 2 1.92 4.0 219.4 M 165

AV 56.6 39.0

7.1 FASTST M M 5 MAX(MPH)

## NOTES:

# LAST OF SEVERAL OCCURRENCES

COLUMN 17 PEAK WIND IN M.P.H.

PRELIMINARY LOCAL CLIMATOLOGICAL DATA (WS FORM: F-6) , PAGE 2

STATION: MONROE  
 MONTH: JANUARY  
 YEAR: 2021  
 LATITUDE: 32 30 N  
 LONGITUDE: 92 2 W

[TEMPERATURE DATA] [PRECIPITATION DATA] SYMBOLS USED IN COLUMN 16

AVERAGE MONTHLY: 47.8 TOTAL FOR MONTH: 1.92 1 = FOG OR MIST  
 DPTR FM NORMAL: 1.3 DPTR FM NORMAL: -3.09 2 = FOG REDUCING VISIBILITY  
 HIGHEST: 75 ON 25 GRTST 24HR 3.15 ON 6- 7 TO 1/4 MILE OR LESS  
 LOWEST: 25 ON 12 3 = THUNDER

SNOW, ICE PELLETS, HAIL 4 = ICE PELLETS  
 TOTAL MONTH: 4.0 INCHES 5 = HAIL  
 GRTST 24HR 2.1 ON 10-10 6 = FREEZING RAIN OR DRIZZLE  
 GRTST DEPTH: 4 ON 11 7 = DUSTSTORM OR SANDSTORM:  
 VSBY 1/2 MILE OR LESS

[NO. OF DAYS WITH] [WEATHER - DAYS WITH] 8 = SMOKE OR HAZE  
 9 = BLOWING SNOW  
 X = TORNADO

MAX 32 OR BELOW: 0 0.01 INCH OR MORE: 12  
 MAX 90 OR ABOVE: 0 0.10 INCH OR MORE: 7  
 MIN 32 OR BELOW: 9 0.50 INCH OR MORE: 0  
 MIN 0 OR BELOW: 0 1.00 INCH OR MORE: 0

[HDD (BASE 65) ]  
 TOTAL THIS MO. 528 CLEAR (SCALE 0-3) 13  
 DPTR FM NORMAL -51 PTCLDY (SCALE 4-7) 8  
 TOTAL FM JUL 1 1269 CLOUDY (SCALE 8-10) 10  
 DPTR FM NORMAL -213

[CDD (BASE 65) ]  
 TOTAL THIS MO. 2  
 DPTR FM NORMAL -2 [PRESSURE DATA]  
 TOTAL FM JAN 1 2 HIGHEST SLP 30.66 ON 28  
 DPTR FM NORMAL -2 LOWEST SLP 29.63 ON 25

[REMARKS]  
 #FINAL-01-21#

Explanation of the Preliminary Monthly Climate Data (F6) Product

These data are preliminary and have not undergone final quality control by the National Climatic Data Center (NCDC). Therefore, these data are subject to revision. Final and certified climate data can be accessed at the NCDC - <http://www.ncdc.noaa.gov>.

WFO Monthly/Daily Climate Data

000  
CXUSS4 KSHV 251506  
CF6MLU

PRELIMINARY LOCAL CLIMATOLOGICAL DATA (WS FORM: F-6)

STATION: MONROE  
MONTH: FEBRUARY  
YEAR: 2021  
LATITUDE: 32 30 N  
LONGITUDE: 92 2 W

Feb 1st thru Feb 29th  
5 Rain days  
8 Too wet days  
5 Snow days  
18 days Rur

TEMPERATURE IN F: :PCPN: SNOW: WIND :SUNSHINE: SKY :PK WIND

1 2 3 4 5 6A 6B 7 8 9 10 11 12 13 14 15 16 17 18

12Z AVG MX 2MIN

DY MAX MIN AVG DEP HDD CDD WTR SNM DPTH SPD DIR MIN PSBL S-S MX SPD DR

1	54	34	44	-4	21	0	0.00	0.0	0	8.4	21	340	M	2	29	330	
2	54	30	42	-6	23	0	0.00	0.0	0	3.9	12	360	M	0	1	15	330
3	58	28	43	-5	22	0	0.00	0.0	0	2.5	8	160	M	0	1	13	170
4	70	47	59	11	6	0	0.44	0.0	0	11.4	24	360	M	6	13	31	360
5	53	35	44	-4	21	0	0.00	0.0	0	3.7	12	30	M	1	1	16	40
6	51	38	45	-4	20	0	0.00	0.0	0	5.9	18	320	M	10	18	23	320
7	47	36	42	-7	23	0	0.00	0.0	0	6.6	17	360	M	8	1	23	20
8	64	36	50	1	15	0	0.00	0.0	0	6.4	13	210	M	5	1	17	210
9	74	47	61	12	4	0	0.00	0.0	0	4.3	14	40	M	7	12	16	50
10	64	40	52	3	13	0	0.00	0.0	0	7.8	16	360	M	9	138	20	10
11	40	32	36	-14	29	0	0.00	0.0	0	11.1	18	20	M	10	1	22	20
12	33	30	32	-18	33	0	0.00	0.0	0	13.3	20	360	M	10	1	25	20
13	36	28	32	-18	33	0	0.00	0.0	0	13.7	20	360	M	10	10	24	360
14	29	21	25	-25	40	0	0.00	0.0	0	13.7	21	30	M	10	148	28	40
15	22	17	20	-30	45	0	0.77	0.0	0	13.1	23	340	M	10	12	30	350
16	28	16	22	-29	43	0	0.00	0.0	0	5.8	13	50	M	6	6	16	290
17	32	22	27	-24	37	0	0.00	0.0	0	2.10.1	21	40	M	10	16	25	40
18	31	24	28	-23	38	0	0.00	0.0	0	11.1	18	330	M	9	16	23	10
19	33	21	27	-24	38	0	0.00	0.0	0	5.2	13	10	M	5	1	16	10
20	45	26	36	-16	29	0	0.00	0.0	0	2.6	7	100	M	5	1	10	170
21	62	27	45	-7	20	0	0.00	0.0	0	4.7	13	150	M	7	1	19	150
22	66	40	53	1	12	0	0.00	0.0	0	5.0	15	300	M	2	2	19	300
23	75	36	56	4	9	0	0.00	0.0	0	5.9	15	230	M	0	0	18	190
24	76	45	61	8	4	0	0.00	0.0	0	5.7	18	210	M	4	1	24	220

SM 1197 756 578 0 2.47 3.5 181.9 M 146

AV 49.9 31.5 MISC ----> 24 360 7.6 FASTST M M 6 MAX(MPH) 31 360

NOTES:  
# LAST OF SEVERAL OCCURRENCES

COLUMN 17 PEAK WIND IN M.P.H.



## PRELIMINARY LOCAL CLIMATOLOGICAL DATA (WS FORM: F-6) , PAGE 2

STATION: MONROE  
 MONTH: FEBRUARY  
 YEAR: 2021  
 LATITUDE: 32 30 N  
 LONGITUDE: 92 2 W

[TEMPERATURE DATA] [PRECIPITATION DATA] SYMBOLS USED IN COLUMN 16

AVERAGE MONTHLY: 40.7 TOTAL FOR MONTH: 2.47 1 = FOG OR MIST  
 DPTR FM NORMAL: -9.3 DPTR FM NORMAL: -1.50 2 = FOG REDUCING VISIBILITY  
 HIGHEST: 76 ON 24 GRTST 24HR 1.07 ON 17-17 TO 1/4 MILE OR LESS  
 LOWEST: 16 ON 16 3 = THUNDER  
 SNOW, ICE PELLETS, HAIL 4 = ICE PELLETS  
 TOTAL MONTH: 3.5 INCHES 5 = HAIL  
 GRTST 24HR 2.2 ON 15-15 6 = FREEZING RAIN OR DRIZZLE  
 GRTST DEPTH: 2 ON 19,18 7 = DUSTSTORM OR SANDSTORM:  
 VSBY 1/2 MILE OR LESS

[NO. OF DAYS WITH] [WEATHER - DAYS WITH] 8 = SMOKE OR HAZE  
 9 = BLOWING SNOW  
 X = TORNADO

MAX 32 OR BELOW: 5 0.01 INCH OR MORE: 8  
 MAX 90 OR ABOVE: 0 0.10 INCH OR MORE: 3  
 MIN 32 OR BELOW: 13 0.50 INCH OR MORE: 2  
 MIN 0 OR BELOW: 0 1.00 INCH OR MORE: 1

[HDD (BASE 65) ]  
 TOTAL THIS MO. 578 CLEAR (SCALE 0-3) 6  
 DPTR FM NORMAL 214 PTCLDY (SCALE 4-7) 9  
 TOTAL FM JUL 1 1847 CLOUDY (SCALE 8-10) 9  
 DPTR FM NORMAL 2

[CDD (BASE 65) ]  
 TOTAL THIS MO. 0  
 DPTR FM NORMAL 0 [PRESSURE DATA]  
 TOTAL FM JAN 1 2 HIGHEST SLP M ON M  
 DPTR FM NORMAL -2 LOWEST SLP 29.71 ON 4

[REMARKS]

RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

A RESOLUTION AUTHORIZING AN AUTHORIZED CITY REPRESENTATIVE, TO EXECUTE CHANGE ORDER NO. TWO (2) TO THE US 165 TURN LANES AT VENABLE AND VENABLE LANE RECONSTRUCTION CONTRACT, BETWEEN THE CITY OF MONROE AND AMETHYST CONSTRUCTION, INC., FOR AN INCREASE IN THE CONTRACT TIME OF 22 DAYS AND FURTHER PROVIDING WITH RESPECT THERETO.

---

**BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that an authorized City representative, be and is hereby authorized to execute Change Order No. Two (2) between the City of Monroe and Amethyst Construction, Inc., for an increase in the contract time of 22 days.

**BE IT FURTHER RESOLVED** that said Change Order is attached hereto and made a part hereof.

This resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CITY CLERK**

**CHANGE ORDER**

**Order No.** 2  
**Date:** February 26, 2021  
**Agreement Date:** August 29, 2019

**NAME OF PROJECT:** US 165 Turn Lanes at Venable and Venable Lane Reconstruction  
EDA Project No. 08-79-05161  
DE Project No. 17-03-03

**OWNER:** City of Monroe  
**CONTRACTOR:** Amethyst Construction, Inc.

**The following changes are hereby made to the CONTRACT DOCUMENTS:**

Adjustment of time due to inclement winter weather.

**JUSTIFICATION:** See Above

**CHANGE TO CONTRACT PRICE:**

Original **CONTRACT PRICE** \$ 2,296,847.66.

Current **CONTRACT PRICE** adjusted by previous **CHANGE ORDER** \$ 0.00.

The **CONTRACT PRICE** due to this **CHANGE ORDER** will be unchanged by \$ 0.00.

The new **CONTRACT PRICE** including this **CHANGE ORDER** will be \$ 2,296,847.66.

**CHANGE TO CONTRACT TIME:**

The **CONTRACT TIME** will be increased by 22 calendar days.

The date for completion of all work will be March 20, 2021.

**APPROVED BY:**

**RECOMMENDED BY:** Chris W. Patrick  
Chris W. Patrick, P.E.  
Denmon Engineering

2/26/2021  
Date

**ORDERED BY:**

Stacey Rowell, Director of Administration  
City of Monroe

\_\_\_\_\_  
Date

**ACCEPTED BY:**

W.E.H.  
William E. Holdman, President  
Amethyst Construction, Inc.

2-26-2021  
Date

Explanation of the Preliminary Monthly Climate Data (F6) Product

These data are preliminary and have not undergone final quality control by the National Climatic Data Center (NCDC). Therefore, these data are subject to revision. Final and certified climate data can be accessed at the NCDC - <http://www.ncdc.noaa.gov>.

WFO Monthly/Daily Climate Data

*Rain/Too Wet = 11  
and Snow*

000  
CXUS54 KSHV 011400  
CF6MLU  
PRELIMINARY LOCAL CLIMATOLOGICAL DATA (WS FORM: F-6)

STATION: MONROE  
MONTH: JANUARY  
YEAR: 2021  
LATITUDE: 32 30 N  
LONGITUDE: 92 2 W

TEMPERATURE IN F:		:PCPN:		:SNOW:		:WIND:		:SUNSHINE:		:SKY		:PK WND						
1	2	3	4	5	6A	6B	7	8	9	10	11	12	13	14	15	16	17	18
12Z AVG MK 2MIN																		
DY	MAX	MIN	AVG	DEP	HDD	CDD	WTR	SNW	DPTH	SPD	DIR	MIN	PSBL	S-S	WX	SPD	DR	
1	59	44	52	6	13	0	0.01	0.0	0	13.1	25	220	M	M	9		33	200
2	45	35	40	-6	25	0	0.00	0.0	0	6.3	16	250	M	M	8		19	260
3	59	30	45	-1	20	0	0.00	0.0	0	4.7	13	140	M	M	0	1	20	130
4	67	42	55	9	10	0	0.00	0.0	0	4.9	14	260	M	M	0	8	16	260
5	61	35	48	2	17	0	0.00	0.0	0	4.2	14	60	M	M	0		18	50
6	60	37	49	3	16	0	0.22	0.0	0	6.9	13	130	M	M	3	1	20	150
7	50	42	46	0	19	0	0.30	0.0	0	11.3	20	350	M	M	10	1	24	330
8	45	39	42	-4	23	0	0.00	0.0	0	9.8	16	350	M	M	10		22	330
9	49	30	40	-6	25	0	0.00	0.0	0	6.0	17	10	M	M	1	1	21	10
10	39	31	35	-11	30	0	0.22	2.1	0	6.8	14	40	M	M	7	1	17	40
11	37	28	33	-13	32	0	0.20	1.9	4	6.6	14	10	M	M	8	1	18	10
12	50	25	38	-8	27	0	0.00	0.0	T	0.1	6	300	M	M	3	12	8	180
13	58	32	45	-1	20	0	0.00	0.0	0	6.0	16	230	M	M	2		19	230
14	66	36	51	5	14	0	0.00	0.0	0	10.8	24	230	M	M	0		30	250
15	54	37	46	0	19	0	0.00	0.0	0	12.3	28	290	M	M	1		34	270
16	54	32	43	-3	22	0	0.00	0.0	0	7.3	15	270	M	M	0		21	260
17	58	35	47	1	18	0	0.00	0.0	0	8.0	21	330	M	M	2		25	320
18	65	27	46	0	19	0	0.00	0.0	0	4.0	15	210	M	M	2		17	200
19	57	50	54	8	11	0	0.11	0.0	0	5.6	14	60	M	M	9	1	18	200
20	53	47	50	4	15	0	0.11	0.0	0	2.7	14	60	M	M	10		17	50
21	60	52	56	10	9	0	0.34	0.0	0	4.7	13	10	M	M	10	12	15	20
22	54	48	51	4	14	0	0.04	0.0	0	6.7	16	50	M	M	10	1	20	40
23	49	44	47	0	18	0	0.09	0.0	0	8.0	15	50	M	M	10	1	18	50
24	63	49	56	9	9	0	0.26	0.0	0	2.5	10	60	M	M	10	12	12	50
25	75	59	67	20	0	2	0.08	0.0	0	9.8	21	200	M	M	9	1	30	180
26	70	45	58	11	7	0	0.00	0.0	0	3.5	10	40	M	M	6	12	12	60
27	61	43	52	5	13	0	0.00	0.0	0	11.8	22	330	M	M	6		27	350
28	48	35	42	-5	23	0	0.00	0.0	0	9.6	18	40	M	M	4		24	40
29	58	30	44	-3	21	0	0.00	0.0	0	3.0	9	160	M	M	1	1	12	160
30	67	45	56	8	9	0	0.05	0.0	0	9.2	24	210	M	M	6	1	32	190
31	64	45	55	7	10	0	0.00	0.0	0	13.2	24	320	M	M	8	12	29	280
SM	1755	1209		528	2	1.92	4.0			219.4			M				165	
AV	56.6	39.0								7.1	FASTST		M		5		MAX (MPH)	

MISC -----> 28 290 34 270  
 =====

NOTES:  
 # LAST OF SEVERAL OCCURRENCES

COLUMN 17 PEAK WIND IN M.P.H.

PRELIMINARY LOCAL CLIMATOLOGICAL DATA (WS FORM: F-6) , PAGE 2

STATION: MONROE  
 MONTH: JANUARY  
 YEAR: 2021  
 LATITUDE: 32 30 N  
 LONGITUDE: 92 2 W

[TEMPERATURE DATA] [PRECIPITATION DATA] SYMBOLS USED IN COLUMN 16

AVERAGE MONTHLY: 47.8 TOTAL FOR MONTH: 1.92 1 = FOG OR MIST  
 DPTR FM NORMAL: 1.3 DPTR FM NORMAL: -3.09 2 = FOG REDUCING VISIBILITY  
 HIGHEST: 75 ON 25 GRST 24HR 3.15 ON 6- 7 TO 1/4 MILE OR LESS  
 LOWEST: 25 ON 12 3 = THUNDER  
 SNOW, ICE PELLETS, HAIL 4 = ICE PELLETS  
 TOTAL MONTH: 4.0 INCHES 5 = HAIL  
 GRST 24HR 2.1 ON 10-10 6 = FREEZING RAIN OR DRIZZLE  
 GRST DEPTH: 4 ON 11 7 = DUSTSTORM OR SANDSTORM:  
 VSBY 1/2 MILE OR LESS  
 8 = SMOKE OR HAZE  
 9 = BLOWING SNOW  
 X = TORNADO

[NO. OF DAYS WITH] [WEATHER - DAYS WITH]

MAX 32 OR BELOW: 0 0.01 INCH OR MORE: 12  
 MAX 90 OR ABOVE: 0 0.10 INCH OR MORE: 7  
 MIN 32 OR BELOW: 9 0.50 INCH OR MORE: 0  
 MIN 0 OR BELOW: 0 1.00 INCH OR MORE: 0

[HDD (BASE 65) ]  
 TOTAL THIS MO. 528 CLEAR (SCALE 0-3) 13  
 DPTR FM NORMAL -51 PTCLDY (SCALE 4-7) 8  
 TOTAL FM JUL 1 1269 CLOUDY (SCALE 8-10) 10  
 DPTR FM NORMAL -213

[CDD (BASE 65) ]  
 TOTAL THIS MO. 2  
 DPTR FM NORMAL -2 [PRESSURE DATA]  
 TOTAL FM JAN 1 2 HIGHEST SLP 30.66 ON 28  
 DPTR FM NORMAL -2 LOWEST SLP 29.63 ON 25

[REMARKS]  
 #FINAL-01-21#

Explanation of the Preliminary Monthly Climate Data (K6) Product

These data are preliminary and have not undergone final quality control by the National Climatic Data Center (NCDC). Therefore, these data are subject to revision. Final and certified climate data can be accessed at the NCDC - <http://www.ncdc.noaa.gov>.

WFO Monthly/Daily Climate Data

*Rain/Too Wet = 11  
and Snow*

000  
CXUS54 KSHV 261400  
CF6MLU

PRELIMINARY LOCAL CLIMATOLOGICAL DATA (WS FORM: F-6)

STATION: MONROE  
MONTH: FEBRUARY  
YEAR: 2021  
LATITUDE: 32 30 N  
LONGITUDE: 92 2 W

TEMPERATURE IN F: :PCPN: SNOW: WIND :SUNSHINE: SKY :PK WND  
1 2 3 4 5 6A 6B 7 8 9 10 11 12 13 14 15 16 17 18

12Z AVG MK 2MIN

DY MAX MIN AVG DEP HDD CDD WTR SNW DPTH SPD DIR MIN PSEL S-S WX SPD DR

1	54	34	44	-4	21	0	0.00	0.0	0	8.4	21	340	M	M	2	29	330	
2	54	30	42	-6	23	0	0.00	0.0	0	3.9	12	360	M	M	0	1	15	330
3	58	28	43	-5	22	0	0.00	0.0	0	2.5	8	160	M	M	0	1	13	170
4	70	47	59	11	6	0	0.44	0.0	0	11.4	24	360	M	M	6	13	31	360
5	53	35	44	-4	21	0	0.00	0.0	0	3.7	12	30	M	M	1	1	16	40
6	51	38	45	-4	20	0	0.07	0.0	0	5.9	18	320	M	M	10	18	23	320
7	47	36	42	-7	23	0	T	0.0	0	6.6	17	360	M	M	8	1	23	20
8	64	36	50	1	15	0	0.00	0.0	0	6.4	13	210	M	M	5	5	17	210
9	74	47	61	12	4	0	0.00	0.0	0	4.3	14	40	M	M	7	12	16	50
10	64	40	52	3	13	0	0.05	0.0	0	7.8	16	360	M	M	9	138	20	10
11	40	32	36	-14	29	0	0.02	T	0	11.1	18	20	M	M	10	1	22	20
12	33	30	32	-18	33	0	T	0.0	0	13.3	20	20	M	M	10	18	25	20
13	36	28	32	-18	33	0	0.00	0.0	0	13.7	20	360	M	M	10	10	24	360
14	29	21	25	-25	40	0	0.04	0.1	0	13.7	21	30	M	M	10	148	28	40
15	22	17	20	-30	45	0	0.77	2.2	2	13.1	23	340	M	M	10	12	30	350
16	28	16	22	-29	43	0	0.01	0.2	2	5.8	13	50	M	M	6	6	16	290
17	32	22	27	-24	38	0	1.07	1.0	2	10.1	21	40	M	M	10	16	25	40
18	31	24	28	-23	37	0	T	T	2	11.1	18	330	M	M	9	16	23	10
19	33	21	27	-24	38	0	0.00	0.0	2	5.2	13	10	M	M	5	1	16	10
20	45	26	36	-16	29	0	0.00	0.0	1	2.6	7	100	M	M	5	1	10	170
21	62	27	45	-7	20	0	0.00	0.0	T	4.7	13	160	M	M	7	1	19	150
22	66	40	53	1	12	0	T	0.0	0	5.0	15	300	M	M	2	2	19	300
23	75	36	56	4	9	0	0.00	0.0	0	5.9	15	230	M	M	0	0	18	190
24	76	45	61	8	4	0	0.00	0.0	0	5.7	18	210	M	M	4	1	24	220
25	66	50	58	5	7	0	0.02	0.0	0	8.6	21	50	M	M	10	1	26	60

SM 1263 806 585 0 2.49 3.5 190.5 M 156

AV 50.5 32.2 7.6 FASTST M M 6 MAX (MPH) 31 360  
MISC ----> 24 360

NOTES:  
# LAST OF SEVERAL OCCURRENCES

COLUMN 17 PEAK WIND IN M.P.H.

PRELIMINARY LOCAL CLIMATOLOGICAL DATA (WS FORM: F-6) , PAGE 2

STATION: MONROE  
 MONTH: FEBRUARY  
 YEAR: 2021  
 LATITUDE: 32 30 N  
 LONGITUDE: 92 2 W

## [TEMPERATURE DATA]

SYMBOLS USED IN COLUMN 16

AVERAGE MONTHLY: 41.4  
 DPTR FM NORMAL: -8.7  
 HIGHEST: 76 ON 24  
 LOWEST: 16 ON 16

TOTAL FOR MONTH: 2.49 1 = FOG OR MIST  
 DPTR FM NORMAL: -1.64 2 = FOG REDUCING VISIBILITY  
 GRIST 24HR 1.07 ON 17-17 TO 1/4 MILE OR LESS  
 3 = THUNDER  
 SNOW, ICE PELLETS, HAIL 4 = ICE PELLETS  
 TOTAL MONTH: 3.5 INCHES 5 = HAIL  
 GRIST 24HR 2.2 ON 15-15 6 = FREEZING RAIN OR DRIZZLE  
 GRIST DEPTH: 2 ON 19,18 7 = DUSTSTORM OR SANDSTORM:  
 VSBY 1/2 MILE OR LESS

[NO. OF DAYS WITH] [WEATHER - DAYS WITH]

8 = SMOKE OR HAZE  
 9 = BLOWING SNOW  
 X = TORNADO

MAX 32 OR BELOW: 5 0.01 INCH OR MORE: 9  
 MAX 90 OR ABOVE: 0 0.10 INCH OR MORE: 3  
 MIN 32 OR BELOW: 13 0.50 INCH OR MORE: 2  
 MIN 0 OR BELOW: 0 1.00 INCH OR MORE: 1

[HDD (BASE 65) ]

TOTAL THIS MO. 585 CLEAR (SCALE 0-3) 6  
 DPTR FM NORMAL 209 PTCLDY (SCALE 4-7) 9  
 TOTAL FM JUL 1 1854 CLOUDY (SCALE 8-10) 10  
 DPTR FM NORMAL -3

[CDD (BASE 65) ]

TOTAL THIS MO. 0  
 DPTR FM NORMAL 0 [PRESSURE DATA]  
 TOTAL FM JAN 1 2 HIGHEST SLP M ON M  
 DPTR FM NORMAL -2 LOWEST SLP 29.71 ON 4

[REMARKS]

RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

A RESOLUTION AUTHORIZING AN AUTHORIZED CITY REPRESENTATIVE, TO EXECUTE CHANGE ORDER NO. TWO (2) TO THE TEXAS SEWER LIFT STATION BAR SCREEN REPLACEMENT CONTRACT, BETWEEN THE CITY OF MONROE AND DIXIE OVERLAND CONSTRUCTION, LLC, FOR A DECREASE IN THE CONSTRUCTION COST OF \$ \_\_\_\_\_ AND FURTHER PROVIDING WITH RESPECT THERETO.

---

**BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that an authorized City representative, be and is hereby authorized to execute Change Order No. Two (2) between the City of Monroe and Dixie Overland Construction, LLC, for a decrease in the construction cost of \$ \_\_\_\_\_.

**BE IT FURTHER RESOLVED** that said Change Order is attached hereto and made a part hereof.

This resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CITY CLERK**



RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was offered by Mr. /Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION AUTHORIZING AN AUTHORIZED CITY REPRESENTATIVE, TO EXECUTE CHANGE ORDER NO. ONE (1) TO THE GUARDRAIL REPLACEMENT CONTRACT, BETWEEN THE CITY OF MONROE AND ALPHA SERVICE & PRODUCTS, INC., FOR A DECREASE IN THE CONTRACT AMOUNT OF \$12,275.00 AND FURTHER PROVIDING WITH RESPECT THERETO.**

---

**BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that an authorized City representative, be and is hereby authorized to execute Change Order No. One (1) between the City of Monroe and Alpha Service & Products, Inc., for a decrease in the contract amount of \$12,275.00.

**BE IT FURTHER RESOLVED** that said Change Order is attached hereto and made a part hereof.

This resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CITY CLERK**

**CHANGE ORDER**

PROJECT: Guard Rail Replacement No. 1  
 (Loop Rd., Pecanland Mall, and Plum St.) DATE OF ISSUANCE: March 9, 2021

OWNER: City of Monroe  
 (Name, P.O. Box 123  
 Address) Monroe, LA 71210

CONTRACTOR: Alpha Service and Products, Inc.  
 (Name, 6925 Hwy 175  
 Address) Frierson, LA 71207

OWNERS Project No. N/A  
 ENGINEER: Lazenby & Associates, Inc.  
 2000 North 7th Street  
 West Monroe, LA 71291

CONTRACT FOR: Guard Rail Replacement ENGINEER'S Project No. 16E057.48

**You are directed to make the following changes in the Contract Documents.**

Description: Adjust Contract Quantities to account for installed quantities.

Purpose of Change Order: Adjust contract quantities to match installed quantities. At a site visit with the contractor, it was determined that the damaged end treatments at Plum Street could be repaired rather than replaced, at a significant cost savings. Also, added item to repair damaged, newly installed, end treatment to guardrail at Pecanland Mall.

Attachments: Revised items, quantities, and cost.

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$49,627.20	Original Contract Time: (days or date) 30 days
Previous Change Orders No. ___ to No. ___ \$0.00	Net change from previous Change Orders: None
Contract Price prior to this Change Order: \$49,627.20	Contract Time prior to this Change Order: (days or date) 30 days
Net Increase (Decrease) of this Change Order: (\$12,275.00)	Net Increase (Decrease) of this Change Order: (days) 0 days
Contract Price with all approved Change Orders \$37,352.20	Contract Time with all approved Change Orders 30 days

RECOMMENDED BY: J. RYAN SPILLERS, P.E. APPROVED BY: ALPHA SERVICE AND PRODUCTS, INC.  
 LAZENBY & ASSOCIATES, INC. CITY OF MONROE

BY: J. RYAN SPILLERS, P.E. BY: STACEY ROWELL  
 ENGINEER OWNER CONTRACTOR  
JANET LILLEY

GUARD RAIL REPLACEMENT (LOOP RD., PECANLAND MALL, & PLUM ST.)

CHANGE ORDER NO. 1

L&A, INC. PROJECT NO. 16E057.48

March 9, 2021

Item No.	Item Description	Unit Price	Units	Original Quantity	Revised Quantity	Amount Over/Under
202-02-14500	Removal of Guard Rail	\$10.00	Linear Feet	487.5	487.5	\$0.00
704-03-00200	Blocked Out Guard Rail - 31", (6'-3" Post Spacing)	\$22.00	Linear Feet	450.1	437.6	(\$275.00)
704-05-00100	Guard Rail Anchor Sections (Trailing End)	\$130.00	Linear Feet	25.0	25.0	\$0.00
704-10-00205	Guard Rail End Treatment, MASH (TL-3 Tangent)	\$3,500.00	Each	2	2	\$0.00
704-10-00305	Guard Rail End Treatment, MASH (TL-3 Bi-Directional)	\$8,000.00	Each	2	0	(\$16,000.00)
727-01-00100	Mobilization	\$8,000.00	Lump Sum	1	1	\$0.00
729-16-00300	Object Marker Assembly (Type 3)	\$100.00	Each	6	6	\$0.00
S-001	Guard Rail End Treatment Repair	\$1,750.00	Each	0	2	\$3,500.00
S-001	Repair Damaged End Treatment at Pecanland Mall	\$500.00	Each	0	1	\$500.00

(\$12,275.00)

ORIGINAL CONTRACT AMOUNT: \$49,627.20  
 TOTAL OF PREVIOUS CHANGE ORDERS: \$0.00  
 NET INCREASE (DECREASE) THIS CHANGE ORDER: (\$12,275.00)  
 REVISED CONTRACT AMOUNT: \$37,352.20

RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was offered by Mr./Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION AUTHORIZING FRIDAY ELLIS, MAYOR, TO ENTER INTO AND EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH RCH COMPANY, INC., TO PROVIDE ENGINEERING SERVICES FOR THE ENHANCEMENT PROJECT ON DESIARD STREET S.P.N. – H.009752 AND FURTHER PROVIDING WITH RESPECT THERETO.**

---

**BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that Friday Ellis, Mayor, be and he is hereby authorized to enter into and execute a professional services agreement with RCH Company, Inc., to provide engineering services for the Enhancement Project on Desiard Street S.P.N. – H.009752.

**BE IT FURTHER RESOLVED** that said proposal is attached hereto and made a part hereof.

This resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CITY CLERK**

RESOLUTION

STATE OF LOUISIANA

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

CITY OF MONROE

The following Resolution was offered by Mr./Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr. /Ms. \_\_\_\_\_.

**A RESOLUTION AUTHORIZING AN AUTHORIZED CITY REPRESENTATIVE, TO ENTER INTO AND EXECUTE A CONTRACT WITH NEW EDGE SERVICES, LLC, TO PROVIDE SUPPORT GIS SERVICES AND FURTHER PROVIDING WITH RESPECT THERETO.**

---

**BE IT RESOLVED** by the City Council of the City of Monroe, in legal and regular session convened, that an authorized City Representative, be and is hereby authorized to enter into and execute a contract with New Edge Services, LLC.

**BE IT FURTHER RESOLVED** that said proposal is attached hereto and made a part hereof.

This resolution having been submitted in writing was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

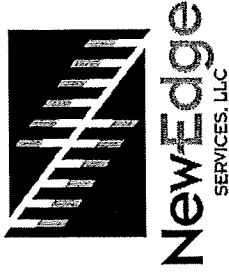
**NAYS:**

**ABSENT:**

And the Resolution was declared **ADOPTED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CHAIRMAN**

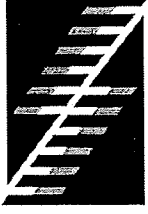
\_\_\_\_\_  
**CITY CLERK**



**Date:** February 12, 2021  
**Customer:** City of Monroe  
 3901 Jackson St  
 Monroe, LA 71202  
**Attention:** Kim Golden  
 kim.golden@ci.monroe.la.us  
**Quoted By:** Brad Daugherty  
 469-766-3732  
 bdaugherty@newedgeservices.com

Item	Description	Total Fee
1.0	<p><b>ArcGIS Enterprise Configuration</b>            NewEdge Services, LLC (NewEdge) will install and configure ArcGIS Enterprise components (ArcGIS Server, enterprise Geodatabase, and Portal) on the NewEdge Cloud. The configuration will include:</p> <ul style="list-style-type: none"> <li>• Database Population – NewEdge will create a GIS database on a dedicated SQL database server in the NewEdge Cloud. The database schema will match the existing schema in use at the City of Monroe. Once the database has been created, it will be populated with data from the existing geodatabase. User access and permissions will be established, and database maintenance plans will be established. No data editing will be done during this task.</li> <li>• ArcGIS Enterprise Configuration – NewEdge will configure ArcGIS Enterprise components to be ready for publishing. This includes confirming the connection to the Enterprise Geodatabase and to ArcGIS Online and/or Portal.</li> <li>• NewEdge will republish services and reconnect web applications and maps to the newly created environment.</li> </ul>	\$8,000.00
1.0	<p><b>Cloud Hosting</b>            NewEdge will host the City of Monroe's ArcGIS Enterprise on multiple cloud servers and provide all administration, including: hardware, software (Esri, SQL Server), and database administration. The City will continue to maintain their own GIS data but will NOT be responsible for administering any aspect of ArcGIS Enterprise, except as desired by City staff. The existing database replication with Ouachita Parish will also continue as scheduled.</p> <p>The Hosted solution for Monroe includes:</p> <ul style="list-style-type: none"> <li>• ArcGIS Server               <ul style="list-style-type: none"> <li>○ 250 GB</li> <li>○ Dedicated ArcGIS Server machine with main data drive and shared folders</li> </ul> </li> <li>• Database Server               <ul style="list-style-type: none"> <li>○ 30 GB database size</li> <li>○ Hosts the Esri Geodatabase</li> <li>○ SQL Server included</li> </ul> </li> <li>• Portal Server               <ul style="list-style-type: none"> <li>○ 250 GB database size</li> <li>○ Hosts portal</li> </ul> </li> <li>• Datastore Server               <ul style="list-style-type: none"> <li>○ 250 GB database size</li> <li>○ Hosts datastore</li> </ul> </li> <li>• 1 major software upgrade annually for ArcGIS, performed outside office hours. Upgrades will only be performed with client approval and scheduled accordingly with the client to best meet the client's needs.</li> <li>• Minor software upgrades/patches for ArcGIS will be applied at client's discretion, performed outside office hours.</li> <li>• All servers are fully backed up nightly, including operating system and data drives, and</li> </ul>	\$27,500.00

*The fees quoted are good for 60 days from the date listed. The information contained within this quotation is confidential and proprietary and shall not be released to a third party without the consent of NewEdge Services, LLC.*  
 9191 Kyser Way, Suite 103 | Ftisaco, TX 75033 | v. 469.888.5044 | f. 214.705.1573 | www.newedgeservices.com



	<p>backups are retained for 8 days.</p> <ul style="list-style-type: none"><li>• Operating system patches and updates will be made during maintenance windows on the 1<sup>st</sup> Saturday of the month @ 8:00 UTC. Patches and updates will be tested prior to installation on production.</li><li>• All GIS support outside of system administration (ex. data editing, application development, etc.) will be billed through a separate hourly support contract.</li></ul> <p><b><u>City Responsibilities</u></b></p> <ul style="list-style-type: none"><li>• The above cloud environment will utilize the City's Esri licensing. Maintenance for the GIS software would still be paid by the City of Monroe to Esri.</li><li>• City is responsible for any local hardware (desktops, laptops, servers, mobile devices, etc.) and internet connectivity.</li></ul> <p><b><u>Special Terms and Conditions</u></b></p> <p>Amazon Web Services, Inc. Client acknowledges that hosting services originate with Amazon Web Services, Inc. ("AWS") and that both NewEdge and Client are bound by the terms that govern AWS products and services. Client expressly acknowledges that Materials and Services provided by NewEdge to Client can be no more robust than those provided by AWS to NewEdge and agrees to comply with the terms and conditions that govern AWS products and services and that govern the relationship between NewEdge and AWS as they may be amended from time to time. Client may access such terms as may be relevant to the Materials and Services provided by NewEdge to Client at the following web links:</p> <ol style="list-style-type: none"><li>a. AWS Customer Agreement applicable to all AWS offerings provided by NewEdge. <a href="https://aws.amazon.com/agreement/">https://aws.amazon.com/agreement/</a></li><li>b. Amazon EC2 Service Level Agreement applicable to Amazon Elastic Compute Cloud ("Amazon EC2") and Amazon Elastic Block Store ("Amazon EBS") offerings. <a href="https://aws.amazon.com/ec2/sla/">https://aws.amazon.com/ec2/sla/</a></li><li>c. Amazon Relational Database Service ("Amazon RDS") <a href="https://aws.amazon.com/rds/sla/">https://aws.amazon.com/rds/sla/</a></li></ol> <p><b><u>Environmental Systems Research Institute, Inc. (Esri)</u></b> Client acknowledges that hosting services utilize licensed products from Environmental Systems Research Institute, Inc. (Esri) and that both NewEdge and Client are bound by the terms that govern Esri products and services. Client expressly acknowledges that Materials and Services provided by NewEdge to Client can be no more robust than those provided by Esri to NewEdge and agrees to comply with the terms and conditions that govern Esri products and services and that govern the relationship between NewEdge and Esri as they may be amended from time to time. Client may access such terms as may be relevant to the Materials and Services provided by NewEdge to Client at the following web links:</p> <ol style="list-style-type: none"><li>a. Esri Master Agreement <a href="http://www.esri.com/~media/Files/Pdfs/legal/pdfs/mla_e204_e300/english.pdf">http://www.esri.com/~media/Files/Pdfs/legal/pdfs/mla_e204_e300/english.pdf</a></li><li>b. Esri Legal Information <a href="http://www.esri.com/legal/software-license">http://www.esri.com/legal/software-license</a></li></ol>
--	--

*The fees quoted are good for 60 days from the date listed. The information contained within this quotation is confidential and proprietary and shall not be released to a third party without the consent of NewEdge Services, LLC.*

9191 Kyser Way, Suite 103 | Frisco, TX 75033 | v. 449.888.5044 | f. 214.705.1573 | [www.newedgeservices.com](http://www.newedgeservices.com)

**RESOLUTION**

**STATE OF LOUISIANA**

**CITY OF MONROE**

No: \_\_\_\_\_

The following Resolution was introduced by Mr./Ms. \_\_\_\_\_ who moved for its adoption and was seconded by Mr./Ms. \_\_\_\_\_

**A RESOLUTION AUTHORIZING FRIDAY ELLIS, MAYOR, OR AUTHORIZED REPRESENTATIVE OF THE CITY OF MONROE TO SIGN AND EXECUTE DOCUMENTS RELATING TO THE LOUISIANA WATERSHED INITIATIVE ROUND 1 GRANTS AND FURTHER PROVIDING WITH RESPECT THERETO.**

**WHEREAS,** The City of Monroe submitted nine (9) pre-applications to the Louisiana Watershed Initiative which were accepted and approved for the filing of full applications for CDBG-MIT grant funding.

**WHEREAS,** The nine (9) qualifying projects are as follows:

Project Name	Project Description	Total Budget	CDBG-MIT Funds Requested	Use of requested grant funds
1 Youngs Bayou Detention Ponds	Construct 80 acres of new detention in two locations on Youngs Bayou	\$9,669,670	\$1,980,050	ROW and SWFC match.
2 Georgia St Pump Station	Construct new pump station with detention basin, auxiliary pump and generator	\$9,032,048	\$2,506,898	Construction
3 Oregon Trail Floodwall and flap gates	Construct floodwall east of Nutland Rd to protect subdivision from backwater flooding	\$1,706,593	\$ 500,000	Non-federal match & grant management
4 West Parkview Drainage Improvements	Construct 4100 ft of concrete storm drain to drain West Parkview area into Youngs Bayou	\$3,022,847	\$2,750,000	Construction
5 Repair and Improve Drainage near Swayze /Hadley - add detention pond	Add new detention ponds south of Dilling to Swayze School and restore/enhance existing concrete ditches and cross drains.	\$2,700,000	\$2,500,000	Flood mitigation - Construction
6 Calypso Pump Station - Rehab or Relocate	Upgrade the existing pump station by rehab or relocate	\$6,927,361	\$4,177,361	Engineering and Construction
7 Monroe Regional Airport - Offsite Drainage Improvements	Improve multiple outfall canals south, north and east of MLU on city owned property	\$5,346,000	\$4,846,000	Flood mitigation and Construction
8 I20 South Frontage Rd	Construct new drainage outfall canal	\$7,700,000	\$6,500,000	Flood mitigation - construction



Drainage Improvements	to Bennet Bayou and improve existing cross drains			and engineering
9 Elevate Midway Dam - Add floodwall	Install floodwall along roadway on existing structure	\$2,100,000	\$2,000,000	Flood mitigation - construction and engineering
		\$48,204,519	\$27,760,309	

**WHEREAS** all of the projects have been coordinated and included in the Ouachita Strong Resiliency Strategy.

**WHEREAS**, the full application deadline is February 26, 2021, and

**WHEREAS**, funds for the local match and other project costs are available in the Capital Infrastructure Sales Tax Revenue Fund or other coordinated grants or other identified sources,

**NOW, THEREFORE:**

**BE IT RESOLVED** that in accordance with the applications the City of Monroe does hereby certify and accept responsibility for these projects as follows:

- 1) For local match, design engineering, construction administration and testing.
- 2) For constructing, managing and maintaining the projects.
- 3) For legal liabilities incurred as a result of the projects.

**BE IT FURTHER RESOLVED** that Mayor Friday Ellis and/or other authorized City Representative is hereby authorized to sign all documents related to the grant applications and to submit same to the State of Louisiana Watershed Initiative.

This Resolution having been submitted in writing, and was then submitted to a vote as a whole, the vote thereon being as follows:

Ayes:

Nays:

Absent:

And the resolution was declared ADOPTED on the \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CITY CLERK

ORDINANCE

STATE OF LOUISIANA

CITY OF MONROE

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

The following Ordinance was offered by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_.

AN ORDINANCE ADOPTING A BUDGET OF REVENUES AND PROVIDING FOR AN ESTIMATE OF ITEMS AND EXPENDITURES FOR THE FISCAL YEAR 2021-2022.

---

SECTION I. BE IT ORDAINED by the City Council of the City of Monroe, Louisiana, in legal session convened, that the estimate of the items of revenues and expenditures for the general fund and each of the special revenue and enterprise funds for the fiscal year beginning May 1, 2021 and ending April 30, 2022, a copy of which is attached hereto and made a part hereof, be adopted.

SECTION II. BE IT FURTHER ORDAINED, ETC., that by the adoption of the estimate of expenditures for the general fund and each of the special revenue and enterprise funds, or herein set forth, each item for each of the purposes therein stated, and the Director of Administration of the City of Monroe shall pay by preference and priority the appropriations herein made.

SECTION III. BE IT FURTHER ORDAINED, ETC., that this Ordinance shall take effect as the law directs.

This Ordinance was INTRODUCED on the \_\_\_\_ day of \_\_\_\_\_ 2021.

NOTICE PUBLISHED on the \_\_\_\_ day of \_\_\_\_\_, 2021.

This Ordinance having been submitted in writing, introduced, and published attached hereto and made a part hereof.

AYES:

NAYS:

ABSENT:

And the Ordinance was declared ADOPTED on the \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR'S APPROVAL

\_\_\_\_\_  
MAYOR'S VETO

CITY OF MONROE  
ANNUAL OPERATING BUDGET

GENERAL FUND  
SUMMARY OF REVENUE, EXPENDITURES AND CHANGES  
IN FUND BALANCE - BUDGET FOR THE YEAR ENDED APRIL  
30, 2022

	Proposed Budget *
REVENUES	
Total Revenues	\$ 59,541,884
EXPENDITURES	
Total Expenditures	57,315,430
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	2,226,454
OTHER FINANCING SOURCES (USES)	
Transfer In	1,008,869
Transfer Out	(3,235,323)
Total Other Financing Sources (Uses)	(2,226,454)
NET CHANGES IN FUND BALANCES	-
FUND BALANCES - BEGINNING	14,189,118
FUND BALANCES - ENDING	\$ 14,189,118

\* Details of the above totals are available in the Clerk of Council's office or the complete proposed budget can be downloaded at [www.monroela.us/government/departments-divisions/administration](http://www.monroela.us/government/departments-divisions/administration)

ORDINANCE

STATE OF LOUISIANA

CITY OF MONROE

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

The following Ordinance was offered by \_\_\_\_\_  
who moved for its adoption and was seconded by \_\_\_\_\_.

AN ORDINANCE ADOPTING A CAPITAL IMPROVEMENTS PROGRAM FOR THE CITY OF MONROE AND PROVIDING FOR A DETAILED STATEMENT OF THE CONTENTS FOR A FIVE (5) YEAR PERIOD FROM MAY 1, 2021 TO APRIL 30, 2026.

SECTION 1. BE IT ORDAINED, by the City Council of the City of Monroe, Louisiana, in legal session convened, that after public hearing, the Capital Improvements as detailed in the attached document, which I made a part hereof, be and the same is hereby adopted as the City of Monroe Capital Improvements Program for May 1, 2021 to April 30, 2026.

SECTION 2. BE IT FURTHER ORDAINED, that the first year of the program shall be the Capital Budget for the City of Monroe for the year May 1, 2021 to April 30, 2022.

This Ordinance was INTRODUCED on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

NOTICE PUBLISHED on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

This ordinance having been submitted in writing, introduced, and published was then submitted to a final vote as a whole, the vote thereon being as follows:

AYES:

NAYS:

ABSENT:

And the Ordinance was declared ADOPTED on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
CHAIRMAN

\_\_\_\_\_  
CITY CLERK

\_\_\_\_\_  
MAYOR'S APPROVAL

\_\_\_\_\_  
MAYOR'S VETO

FIVE YEAR CAPITAL IMPROVEMENT PLAN  
 FOR THE FIVE YEARS ENDED APRIL 30, 2026  
 PREPARED FOR BUDGET YEAR 2022

PROJECT NAME	TOTAL COST	FOR THE YEAR ENDED APRIL 30, FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Street Improvements						
Maintenance	On going	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Hwy. 165 Connector - Phase I	\$ 3,580,000	\$ 1,300,000				
Bridge Replace/Rehab/Repair - Multiple Sites	5,600,000	1,300,000				
Various overlay project	4,300,000	1,000,000	2,000,000	1,000,000		
N 18th - Louisville to Washington	750,000	650,000				
Subtotal	14,230,000	4,450,000	3,500,000	2,500,000	3,500,000	3,000,000
Sewer Improvements						
Citywide I&I study	200,000	50,000				
Close Oxidation Pond at MLU	1,000,000	200,000	800,000			
Rehab trunk lines to reduce I&I	2,000,000	100,000	900,000	1,000,000		
Equalization Basin Rehab	4,000,000	500,000	2,000,000	1,500,000		
Subtotal	7,200,000	850,000	3,700,000	2,500,000	-	-
Drainage Improvements						
Georgia St. PS/Parker Ditch - Statewide Flood Prc	5,430,000	200,000	2,700,000	2,230,000		
Calypso PS	2,900,000	50,000	150,000	300,000		
Oregon Trail protection levee	1,500,000	450,000	1,000,000			
Youngs Bayou Retention	6,867,000	200,000	600,000	2,000,000		
Subtotal	16,697,000	900,000	4,450,000	4,530,000		
Water Improvements						
Hwy 165 Tank & Main	4,370,000					
Treatment Plant Expansion & Renovation	36,000,000	20,000,000	20,000,000	5,000,000		
Water Distribution System Improvements	26,000,000	750,000	750,000	750,000		
Subtotal	66,370,000	20,750,000	20,750,000	5,750,000		
Water Improvements						
Hwy 165 Tank & Main	4,370,000					
Treatment Plant Expansion & Renovation	36,000,000	20,000,000	20,000,000	5,000,000		
Water Distribution System Improvements	26,000,000	750,000	750,000	750,000		
Subtotal	66,370,000	20,750,000	20,750,000	5,750,000		

FIVE YEAR CAPITAL IMPROVEMENT PLAN  
 FOR THE FIVE YEARS ENDED APRIL 30, 2026  
 PREPARED FOR BUDGET YEAR 2022

PROJECT NAME	TOTAL COST	FOR THE YEAR ENDED APRIL 30, FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
Fire Improvements	1,830,000	150,000	1,225,000	1,225,000	-	-
Fire Station No. 5	1,830,000	150,000	1,225,000	1,225,000	-	-
5 new pumper trucks	2,600,000	150,000	1,225,000	1,225,000	-	-
Subtotal	4,430,000	150,000	1,225,000	1,225,000	-	-
Sidewalk & lighting projects	343,000	343,000	698,000	500,000	500,000	-
Enhance Gr - DeStard	343,000	343,000	698,000	500,000	500,000	-
Enhance Gr - Ph 2 Louisville	1,698,000	1,022,200	698,000	500,000	500,000	-
Enhance Gr - Jackson St	1,022,200	1,022,200	698,000	500,000	500,000	-
Enhance Gr - Winsboro Rd	1,022,200	522,200	500,000	500,000	500,000	-
Subtotal	4,085,400	1,544,400	1,541,000	500,000	500,000	-
Airport Projects	8,000,000	1,600,000	1,600,000	1,600,000	1,200,000	2,000,000
Runway Extension	8,000,000	1,600,000	1,600,000	1,600,000	1,200,000	2,000,000
Taxiway Realignment	12,000,000	2,400,000	2,400,000	2,400,000	2,400,000	2,000,000
Subtotal	20,000,000	4,000,000	4,000,000	4,000,000	3,600,000	2,000,000
I-20	35,000,000	1,500,000	3,500,000	10,000,000	10,000,000	9,000,000
I-20/Garrett - Kansas Connector	35,000,000	1,500,000	3,500,000	10,000,000	10,000,000	9,000,000
Kansas Lane Connector	30,000,000	6,000,000	10,000,000	8,000,000	800,000	-
Frontage Road Projects	13,500,000	3,000,000	3,000,000	2,000,000	1,260,000	-
Subtotal	78,500,000	10,500,000	16,500,000	20,000,000	12,060,000	9,000,000
Grand Total	\$211,512,400	\$43,144,400	\$55,666,000	\$41,005,000	\$23,810,000	\$17,750,000

FIVE YEAR CAPITAL IMPROVEMENT PLAN  
FOR THE FIVE YEARS ENDED APRIL 30, 2026  
PREPARED FOR BUDGET YEAR 2022

PROJECT NAME	TOTAL COST	FOR THE YEAR ENDED APRIL 30, FY 2022	FY 2023	FY 2024	FY 2025	FY 2026
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**ORDINANCE**

STATE OF LOUISIANA

CITY OF MONROE

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

The following Ordinance was introduced by \_\_\_\_\_ who moved for its adoption and was seconded by \_\_\_\_\_:

**AN ORDINANCE AMENDING SECTION 15-16 SECTION (A) AND DELETING SUB SECTIONS (1) AND (2), OF CHAPTER 15 ENTITLED "FIRE PREVENTION AND PROTECTION", OF THE CITY OF MONROE CODE AND FURTHER PROVIDING WITH RESPECT THERETO.**

**NOW, THEREFORE BE IT ORDAINED** by the City Council of the City of Monroe, LA, in legal and regular session convened, that section 15-16 (A) of Chapter 15, entitled "Fire Prevention and Protection", of the City of Monroe Code, be and is hereby amended to read the following and delete subsections (1) and (2):

**"Sec. 15-16 Adopted.**

\*\*\*\*\*

(a) There is hereby adopted for the purposes of prescribing regulations governing conditions hazardous to life and property from fire or explosion, the most current edition of that certain code known as the National Fire Protection Association's Fire Prevention Code and all referenced codes, except such portions as are hereinafter deleted, modified or amended by this chapter, and the same is hereby adopted and incorporated as fully as if set out at length herein, and from the date on which this section takes effect the provisions thereof shall be controlling within the limits of the city.

~~(1) The NFPA 1—Fire Prevention Code, 2018 Edition~~

~~(2) The NFPA 101—Life Safety Code, 2018 Edition~~

\*\*\*\*\*

**BE IT FURTHER ORDAINED**, that this amendment shall become effective immediately upon adoption.

**ORDINANCE INTRODUCED** on the \_\_\_\_ day of \_\_\_\_\_ 2021.

**NOTICE PUBLISHED** on the \_\_\_\_ day of \_\_\_\_\_ 2021.

This Ordinance, having been submitted in writing, introduced, and published, was then submitted to a vote as a whole, the vote thereon being as follows:

**AYES:**

**NAYS:**

**ABSENT:**

And the Ordinance was declared adopted on the \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**CITY CLERK**

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**MAYOR'S APPROVAL**

\_\_\_\_\_  
**MAYOR'S VETO**





**Terry L. Williams**  
Fire Chief

**Deputy Fire Chiefs**

Chief David Anthony  
Chief Kenny Mennyweather  
Chief Perry Jesslink  
(318) 329-2491

**Communication**

Chief Ocie Jones  
(318) 329-2514

**Training**

Chief Edward Chisley  
(318) 329-2635

**Investigations**

Chief Tommy James  
(318) 329-2650

**Prevention**

Chief Terrance Taylor  
(318) 329-3424

**Maintenance**

Chief Clifton Corbin  
(318) 329-2473

**Administrative**

**Assistant to the**

**Fire Chief**

Chief Bronson Moss  
(318) 329-2481

**Budget**

**Administrator**

Monica Brown  
(318) 812-3165

**Secretary to the**

**Fire Chief**

Becky Bailey  
(318) 329-2474

**MONROE FIRE DEPARTMENT**  
1810 Martin Luther King Jr. Blvd.  
Monroe, LA 71202  
(318) 329-2474 Office (318) 329-4189 Fax



**Friday Ellis**  
Mayor

**To:** Carolus Riley,  
City Council Clerk

**From:** Terry L. Williams  
Monroe Fire Chief

**Date:** February 3, 2021

**Re:** Ordinance amending a section of Fire Prevention and Protection of the City of Monroe Code

Please place onto the next regularly scheduled council agenda an ordinance amending section 15-16 and deleting subsections (1) and (2) of chapter 15 entitled "Fire Prevention and Protection" of the City of Monroe Code.

This change will allow for adoption of the most current National Fire Protection Association's Code.

Thank you for your assistance.

**Cc:** Friday Ellis, Mayor  
Douglas Harvey, Council Chairman  
Stacey Rowell, Director of Administration  
Angie Snurdivant, City Attorney