

JEDCO Executive Committee Meeting

September 25, 2014

8:35 A.M.

Agenda

I. Call to Order – Chairman Greg Jordan

- Approval of Board Absences
- Approval of JEDCO Minutes for August 28, 2014 (Pg. 2)

II. Unfinished and New Business – Chairman Greg Jordan

- Approval of Three Year Janitorial Service Agreement – Scott Rojas (Pg. 5)
- Approval of the Extension of the Grass Cutting/Landscaping Service Contract – Scott Rojas (Pg. 18)

III. Monthly Financial Report – Cynthia Grows (Pg. 21)

IV. Executive Director Report – Jerry Bologna

V. Public / Other Comments

VI. Adjournment

The meeting begins at 8:35 a.m. and will be held at JEDCO, 700 Churchill Parkway, Avondale, LA 70094

In accordance with provisions of the Americans with disabilities Act Amendments Act of 2008, as amended, JEDCO shall not discriminate against individuals with disabilities on the basis of disability in its services, programs or activities. If you require auxiliary aids or devices, or other reasonable accommodation under the ADA Amendments Act, please submit your request to the ADA Coordinator at least forty-eight (48) hours in advance or as soon as practical. A seventy-two (72) hour advanced notice is required to request Certified ASL interpreters. **ADA Coordinator for JEDCO** – Scott Rojas, Director of Facilities and IT, 700 Churchill Parkway, Avondale, LA 70094 Telephone – (504)875-3908 Email – srojas@jedco.org

JEDCO Board of Commissioners Meeting

August 28, 2014

8:40 A.M.

MINUTES

- Call to Order** 8:40 a.m.
- Attendance:** Jimmy Baum, Mario Bazile, David Colvin, Bruce Dantin, Joe Ewell, Steve LaChute, Bruce Layburn, Joe Liss, Mark Madderra, Dr. Vinicio Madrigal, Lynda Nugent-Smith, Paul Rivera, Mike Rongey, Stan Salathe, Patrice Williams-Smith
- Staff:** Jerry Bologna, Cynthia Grows, Alberto Queral, Scott Rojas, Kelsey Scram, Penny Weeks
- Absences:** Tina Dandry-Mayes, Jim Garvey, Roy Gattuso, Greg Jordan, Bill Peperone, Mayra Pineda
- Attorney:** Linda Hewlett, Jefferson Parish Attorney's Office
- Guests:** None

I. Call to Order – Vice Chairman, Paul Rivera

- **Approval of Board Absences** – Lynda Nugent Smith motioned to excuse the above named absences; seconded by Joe Liss. The motion passed unanimously.
- **Approval of JEDCO Executive Committee Minutes for June 26, 2014** – Dr. Vinicio Madrigal motioned to approve the minutes; seconded by Stan Salathe. The motion passed unanimously.

II. Unfinished and New Business – Vice Chairman, Paul Rivera

- **Dedication of Funds for JEDCO Building Debt Service – Cynthia Grows**
Cynthia presented the background for Forward Jefferson's seven-year loan agreement with Capital One Bank and the agreement between JEDCO and FORJ regarding the JEDCO building. In order to reflect more accurately JEDCO's fiduciary responsibilities and to assist with ensuring sufficient funds for the increase in debt service payments for 2015, the Board was asked to dedicate \$400,000 from the JEDCO 2014 fund balance, and \$37,901.58 previously held in the Capital One Bank holding account, to be used for the JEDCO building debt service. Dr. Vinicio Madrigal motioned to approve; seconded by David Colvin. The motion passed unanimously.

- **Approval authorizing JEDCO to enter into Tri-Party Agreement with Capital One, Bank of New York Mellon and custodians for collateralization purpose – Cynthia Grows**

Capital One is changing its primary custodian for collateral used to secure government and municipal deposits. Currently, accounts administered by JEDCO and held by Capital One are those governed by the federal programs and FORJ related. To activate this change, a signed Tri-Party agreement between JEDCO, Capital One and BNY Mellon is required. Dr. Vinicio Madrigal motioned to approve the Tri-Party Agreement; seconded by Lynda Nugent Smith. The motion passed unanimously.

- **Approval of JEDCO 2015 Proposed Budget – Cynthia Grows**

Dr. Vinicio Madrigal motioned to approve the 2015 Proposed Budget; seconded by Bruce Dantin. The motion passed unanimously.

III. Monthly Financial Reports– Cynthia Grows

- **June 2014 and July 2014 Monthly Financial Reports**

Dr. Vinicio Madrigal motioned to approve June 2014 and July 2014 Financial Reports; seconded by Mike Rongey. The motion passed unanimously.

IV. Executive Director Report – Jerry Bologna

- **Business Relationship Affidavit** – Jerry announced that Ruth Walker from the Parish Attorney’s Office would be available after the meeting to notarize affidavits for Commissioners who still need to submit the affidavit to the Parish Clerk’s Office.
- **The Jefferson EDGE Investor Luncheon** – The Jefferson EDGE Investor luncheon was held August 26th for current investors and 20 potential investors. Dwight Norton, with GCR Inc., presented an update to the 2009 Jefferson EDGE Return on Investment Report. The presentation included: Jefferson Parish by the Numbers, Leveraged Funding, The Jefferson EDGE Successes and JEDCO Accomplishments. This report is available on the JEDCO website.
- **JEDCO Funding** – Jerry has scheduled another meeting with Parish Administration to discuss other options for permanent funding to help offset the cost of ownership of the new building.
- **Export-Import Bank** – The Ex-Im’s Charter expires on September 30th if Congress does not act. The Ex-Im provides loans, loan guarantees and export credit insurance to help cover financing gaps for American exporters. On behalf of the JEDCO Board, Jerry signed on with GNO, Inc. in support of reauthorization of the Export-Import Bank.
- **Deputy Director Position** – Four applicants were interviewed for the position; planning to name the new director within the next week.

- **Commissioner Resignation** – Jerry informed the Board that Patrice Williams-Smith, representing the Greater New Orleans Black Chamber of Commerce, submitted her resignation effective August 28, 2014, stating she will no longer be domiciled in Jefferson Parish. Jerry thanked Patrice for her dedication and service to JEDCO.

V. Public / Other Comments

None

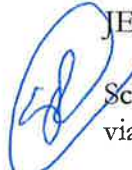
VI. Adjournment – Dr. Vinicio Madrigal motioned to adjourn; seconded by Stan Salathe. The motion passed unanimously.

Bruce Layburn
JEDCO Secretary

MEMORANDUM

Date: September 25, 2014

To: JEDCO Board of Commissioners

From:  Scott Rojas, Director of Facilities and Information Technologies
via Jerry Bologna, Executive Director

Subject: Approval of three year service agreement with R.B. Services of Louisiana

Purpose:

The purpose of this memorandum is to request that the JEDCO Board of Commissioners approve a three year service agreement with R. B. Services of Louisiana from October 1, 2014 to September 30, 2017. This agreement requires R.B. Services of Louisiana to furnish all necessary labor, supervision, materials and equipment to satisfactorily perform janitorial maintenance and services to maintain JEDCO's Administrative Offices, Business Innovation Center and the JEDCO Conference Center.

Background:

R.B. Services of Louisiana has provided janitorial services for JEDCO's Administrative Offices, Finance Building and the Business Innovation Center since August 1, 2011. R.B. Services of Louisiana was initially secured through a competitive bid process where the firm was identified by a JEDCO committee as the lowest overall bidder for the requested services and has performed all contracted services to JEDCO's expectations. On August 13th, JEDCO issued a Request for Proposal according to Louisiana State Uniform Purchasing Guidelines where R.B. Services of Louisiana was the only responsive firm.

Request:

It is requested that the JEDCO Board of Commissioners approve the three year services agreement between JEDCO and R.B. Services of Louisiana to perform janitorial maintenance and services to maintain JEDCO's Administrative Offices, Business Innovation Center and the JEDCO Conference Center.

SERVICES AGREEMENT

THIS AGREEMENT, made and entered into on this 25th day of September, 2014, by and between the Jefferson Parish Economic Development and Port District herein represented by its Executive Director, Jerry Bologna, (hereinafter referred to as "JEDCO"), and R.B. Services of LA L.L.C., a Louisiana business corporation, represented herein by Pamela LaBiche, its duly authorized President (hereinafter referred to as the FIRM). JEDCO and FIRM may be referred to herein as "Party", individually, and "Parties", collectively.

I. Administration of Contract

All work shall be under the direction of JEDCO's Executive Director, hereinafter called the DIRECTOR, and all related activities and materials shall be submitted to JEDCO's Director of Facilities and Information Technologies, and all approvals and administration of this Agreement shall be through said Director.

II. Scope of Services/Deliverables

The selected FIRM will be required to furnish all necessary labor, supervision, materials, equipment and supplies to satisfactorily perform janitorial services at JEDCO's Administrative Office and Business Innovation Center. During the term of this agreement, FIRM shall provide services as documented in Exhibit A attached hereto and made a part hereof.

If JEDCO desires to divide the Project into various parts, a Notice to Proceed shall be issued for each part, and JEDCO and the FIRM shall mutually agree upon the period of time within which services for each part of the Project shall be performed. The FIRM will be given time extensions for delays beyond their control or for those caused by tardy approvals of work by JEDCO, but no additional compensation shall be allowed for such delays.

III. Records, Accounts and Reports

3.1 **Books and Records.** FIRM shall maintain adequate books of account with respect to its services, in accordance with generally accepted accounting principles in a form and method acceptable to JEDCO. FIRM shall permit JEDCO and JEDCO's agents from time-to-time to inspect copy and audit during FIRM'S normal business office hours the books and records pertaining to the services provided under this agreement. Any audit or inspection shall be by written notice from JEDCO to FIRM. JEDCO's right to audit, inspect, and make copies of FIRM's records shall be at the sole expense of JEDCO.

3.2 **Periodic and/or Annual Reports.** At any time, JEDCO may request that the FIRM, with the minimum of ten (10) days written notice, prepare and/or produce a report of the results of operations, as it pertains to this agreement, in the previous fiscal year prepared in accordance with generally accepted accounting principles. The report must be prepared and certified by an independent certified public accounting firm. (For purposes of this agreement, each "fiscal year" begins on January 1 and ends on December 31 of the same year.)

IV. Personnel

4.1 **Employees.** FIRM shall employ and supervise personnel with appropriate qualifications and experience and in sufficient numbers to provide all services required under this agreement. All persons engaged by FIRM shall be the sole and exclusive employees of FIRM and shall be paid by FIRM. FIRM shall pay all applicable social security, unemployment, workers' compensation and other employment taxes.

4.2 **Appropriate Personnel.** FIRM shall provide only trained personnel. FIRM'S employees shall conduct themselves at all times in a proper and respectful manner in accordance with JEDCO's employee policy. If JEDCO determines that any employee of the FIRM is unsatisfactory in any material respect, JEDCO may request FIRM to exclude the employee or employees from work under this contract.

4.3 **Non-Discrimination.** FIRM shall not discriminate against any employee or applicant for employment because of age, race, creed, sex, color or national origin.

V. Assignment

Neither JEDCO nor the FIRM shall assign, sell, transfer or otherwise convey any interest in this agreement, including any monies due or to become due to the FIRM under the contract, without the prior written consent of the other, nor without the consent of the surety unless the surety has waived its right to notice of assignment. Unless specifically stated to the contrary in any written consent, no assignment, sale, transfer, or conveyance will act as a release or discharge of a party from any duty or responsibility under this agreement.

VI. Use of Subcontractors

If the Firm intends to use the services of a subcontractor to provide expertise in economic development assessment/marketing, research and polling, etc. to meet the goals, objectives and strategies for each deliverable, the Firm shall:

- (a.) Not engage the services of any additional subcontractor without the prior written approval of JEDCO.
- (b.) Furthermore, the FIRM shall not substitute any subcontractor(s) without the written approval of JEDCO.

VII. Termination or Suspension

JEDCO may terminate this contract for cause based upon the failure of the FIRM to comply with the terms and/or conditions of the contract; provided that JEDCO shall give the FIRM written notice specifying the FIRM's failure. If within ten (10) days after receipt of such notice, the FIRM shall not have either corrected such failure and thereafter proceeded diligently to complete such correction, then JEDCO may, at its option, place the FIRM in default and the contract shall terminate on the date specified in such notice. The FIRM may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of JEDCO to comply with the terms and conditions of this contract; provided that the FIRM shall give JEDCO written notice specifying JEDCO's failure.

JEDCO may terminate this contract at any time by giving thirty (30) days written notice to the FIRM. After notice is given, the FIRM is entitled to payment for the deliverables in progress only up to the date notice is given.

VIII. Notice

Any communications to be given hereunder concerning this Service Agreement by either Party to the other shall be deemed to be duly given if set forth in writing and personally delivered or sent by mail, registered or certified, postage prepaid with return receipt requested, as follows:

Pamela LaBiche
President
R.B. Services of LA. L.L.C.
P.O. Box 796
Marrero, LA 70073-5122

Jerry Bologna
Executive Director
JEDCO
700 Churchill Parkway
Avondale, LA 70094

Written notices hereunder delivered personally shall be deemed communicated as of actual receipt; mailed notices shall be deemed communicated five (5) days after deposit in the mail, post prepaid, certified, in accordance with this Paragraph.

IX. Independent Contractor

While in the performance of services or carrying out the obligations under this agreement, FIRM shall be acting in the capacity of independent contractor and not as employee of JEDCO, and not as partner of, or joint venturer of JEDCO. JEDCO shall not be obliged to any person, firm or corporation for any obligations of FIRM arising from the performance of their services under this agreement.

The parties hereto acknowledge and agree that JEDCO shall not:

- (a) withhold federal or state income taxes;
- (b) withhold federal social security tax (FICA);
- (c) pay federal or state unemployment taxes for the account of FIRM; or
- (d) pay workman's compensation insurance premiums for coverage for FIRM.

FIRM agrees to be responsible for and to pay all applicable federal income taxes, federal social security tax (or self-employment tax in lieu thereof) and any other applicable federal or state unemployment taxes.

FIRM agrees to indemnify and hold JEDCO harmless from any and all federal and/or state income tax liability, including taxes, interest and penalties, resulting from JEDCO'S treatment of FIRM as an independent contractor. FIRM further agrees to reimburse JEDCO for any and all costs it incurs, including, but not limited to, accounting fees and legal fees, in defending itself against any such liability.

X. Insurance

FIRM shall secure and maintain at its expense such insurance that will protect it, JEDCO and the PARISH, from claims under the Workmen's Compensation Acts and from claims for bodily injury, death or property damage which may arise from the performance of services under this agreement. All certificates of insurance shall be furnished to JEDCO and shall provide that insurance shall not be canceled without thirty (30) days prior notice of cancellation given to JEDCO, in writing, on all of the required coverage provided to JEDCO. JEDCO may examine the policies at any time and without notice.

A. ALL POLICIES AND CERTIFICATES OF INSURANCE OF THE FIRM SHALL CONTAIN THE FOLLOWING CLAUSES:

1. FIRM insurers will have no right of recovery or subrogation against JEDCO, it being the intention of the parties that the insurance policy so affected shall protect both parties and be the primary coverage for any and all losses covered by the below described insurance.
2. JEDCO shall be named as additional insured as regards to general liability with respect to negligence by FIRM.
3. The insurance company(ies) issuing the policy or policies shall have no recourse against JEDCO for payment of any premiums or for assessments under any form of policy.
4. Any and all deductible in the below described insurance policies shall be assumed by and be at the sole risk of FIRM.

B. Prior to the execution of this agreement FIRM, shall provide at its own expense, proof of the following insurance coverage required by the contract to JEDCO by insurance companies authorized to do business in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best Rating of no less than A:VI.

1. Commercial General Liability Insurance with a Combined Single Limit of at least \$1,000,000.00 per occurrence for bodily injury and property damage. This insurance shall include coverage for bodily injury and property damage.

All policies of insurance shall meet the requirements of JEDCO prior to the commencing of any work. JEDCO has the right but not the duty to approve all insurance policies prior to commencing of any work. If at any time any of the said policies shall be or becomes unsatisfactory to JEDCO as to form or substance; or if a company issuing any such policy shall be or become unsatisfactory to JEDCO, FIRM shall promptly obtain a new policy, submit the same to JEDCO for approval and submit a certificate thereof as provided above.

Upon failure FIRM to furnish, to deliver and maintain such insurance as above provided, this contract, at the election of JEDCO, may be forthwith declared suspended, discontinued or terminated. Failure of FIRM to take out and/or to maintain insurance shall not relieve FIRM from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligation of FIRM concerning indemnification.

XI. General

FIRM shall indemnify and hold harmless JEDCO against any and all claims, demands, suits, costs, liabilities or judgments for sums of money, and fines or penalties asserted by any party, firm or organization for loss of life or injury or damages to person or property, growing out of, resulting from, or by reason of any negligent acts, errors, and/or omissions by FIRM, its agents, servants or employees, while engaged upon or in connection with the services required to be performed by FIRM under this AGREEMENT.

Further, FIRM hereby agrees to indemnify JEDCO for all reasonable expenses and attorney's fees incurred by or imposed upon JEDCO in connection therewith for any loss, damage, injury or other casualty pursuant to this section. FIRM further agrees to pay all reasonable expenses and attorney's fees incurred by JEDCO in establishing the right to indemnity pursuant to the provisions of this section.

FIRM warrants that it has not employed or retained any company or person, other than a bona-fide employee working solely for the FIRM, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona-fide employees working solely for the FIRM, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this contract. For breach or violation of this warranty, JEDCO shall have the right to annul this contract without liability.

FIRM agrees to exercise its best judgment in the preparation and placing of all advertising and publicity for JEDCO with a view to avoiding any claims, proceedings or suits being made or instituted against you or ourselves. It is agreed, however, that JEDCO will indemnify the FIRM against any loss we may incur as the result of any claim, suit or proceeding made or brought against the Firm based upon any advertising or publicity which FIRM prepared for JEDCO based upon:

1. Assertions made for any of JEDCO's products or services, or any of the products or services of any of JEDCO's competitors in any advertising or publicity which FIRM prepares for JEDCO based on information JEDCO provides FIRM and which JEDCO approves in writing before its publication or broadcast unless due to FIRM's negligence; and/or
2. Any advertising element which is furnished by JEDCO to FIRM and which allegedly violates the personal or property rights of anyone.

This agreement shall be binding upon the successors and assigns for the parties hereto. This agreement being for the personal services of FIRM, shall not be assigned or subcontracted in whole or in part by FIRM as to the services to be performed hereunder without the written consent of JEDCO, which shall not be unreasonably withheld, conditioned, or delayed.

This agreement shall be deemed to be a contract made under the laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. The FIRM hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The parties hereto agree that the sole and exclusive venue for any suit or proceeding brought pursuant to this contract shall be the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

This agreement represents the entire Agreement between JEDCO and FIRM. This Agreement may only be amended in writing by authority of JEDCO and must be signed by both JEDCO and FIRM. Should there be any conflict among contract documents, the RFP and the FIRM'S proposal, the following order of precedence shall govern the resolution of the conflict:

- 1) the contract document;
- 2) Firm's written proposal

This agreement is executed in 4 originals. IN TESTIMONY WHEREOF, they have executed this agreement, the day and year first above written.

WITNESSES:

JEDCO

BY: _____
Jerry Bologna
Executive Director

WITNESSES:

FIRM

BY: _____
Pam LaBiche
President

PROFESSIONAL SERVICES AGREEMENT - EXHIBIT A

GENERAL JANITORIAL SERVICES SPECIFICATIONS

PART II - SCOPE OF WORK/SERVICES

The Jefferson Parish Economic Development Commission (JEDCO) will finish a log book for the purposes of relaying concerns received throughout the day to the selected contractor. This log book will be kept at the reception desk and be available to the contractor's review prior to each cleaning.

JEDCO Complex – Core Service

JEDCO's Administrative Offices, Finance Building and Business Innovation Center common areas are to be serviced Monday, Wednesday and Friday and should include all of the following at each cleaning:

1. All exterior building entrances and plaza shall be cleaned and swept as needed.
2. All interior and exterior trash receptacles shall be emptied and trash removed to the dumpster located in the south of the employee parking area. Install new trash liners provided by the contractor.
3. All floor mats and floors under mats cleaned.
4. Clean water fountains with a germicidal detergent and polished after cleaning.
5. Clean and polish stainless steel in and around elevators. Clean all floors, walls, etc. inside elevators.
6. All entrance doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
7. All other interior glass windows shall be spot cleaned as necessary.
8. All tile and hard surfaces floors must be swept, dust mopped with treated mop, and damp mopped.
9. Vacuum all carpet nightly and spot clean stains as needed.
10. All exterior building entrances and plaza shall be cleaned and swept as needed.
11. Paper and trash removed from all hallways and public spaces.
12. Kitchens (two kitchen areas and one coffee bar):
 - a) Damp wipe tables tops, countertops and seats in all kitchen areas.
 - b) Empty trash receptacles and install new trash liners provided by the contractor. Wipe with germicidal disinfectant cleaner, if needed.
 - c) Scour and disinfect all basins, bowls and fixtures.
13. Restrooms (three sets of restrooms):
 - a) Restroom receptacles shall be filled in all bathrooms with soap, paper towels and toilet paper provided by the contractor.
 - b) Empty trash receptacles and install new trash liners provided by the contractor. Wipe with germicidal disinfectant cleaner, if needed.
 - c) Clean and polish mirrors.
 - d) Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
 - e) Toilet seats shall be cleaned and disinfected on both sides.
 - f) Wet mop and rinse restroom floors with disinfectant.
 - g) All walls and partitions shall be cleaned to remove spots and splashes.
 - h) Scour and disinfect all basins, bowls and fixtures.
 - i) Empty sanitary napkin receptacles and damp wipe with disinfectant, install paper liners provided by the contractor.

Additionally, contractor should be equipped with a beeper or cellular phone and be available in the event of an emergency for callouts (if chargeable - priced per call).

Weekly Services:

1. Dust all surfaces of desks, file cabinets, furniture, chairs, tables pictures (and frames), window sills and ledges with a damp cloth.

Monthly Services:

1. Dust above hand height, including but not limited to vents, fixtures, cabinets, vending machines, door frames, shelves, pictures (and frames), etc.
2. Remove finger prints and marks from lights switches, door frames and areas around door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and baseboards shall be cleaned as needed.
5. Interior and exterior trash receptacles shall be washed as needed.
6. All interior windows and glass doors shall be totally cleaned with a soft, clean, lint-free cloth, with glass cleaner.
7. Exterior stairways shall be swept and dusted for cob webs.
8. Exterior handrails shall be cleaned as needed.

Quarterly Services:

1. All A/C vents, ductwork, diffusers (supply, exhaust and return) and light fixtures shall be cleaned (dusted and free of bugs) every quarter.

Additional JEDCO Complex Services Requested:

Optional Service #1

Limited Tuesday and Thursday services for JEDCO's Administrative Offices, Finance Building and Business Innovation Center common areas to include only the following :

1. All interior and exterior trash receptacles shall be emptied and trash removed to the dumpster located in the south of the employee parking area. Install new trash liners provided by the contractor.
2. Restrooms (three sets of restrooms):
 - a. Restroom receptacles shall be filled in all bathrooms with soap, paper towels and toilet paper provided by the contractor.
 - b. Empty trash receptacles and install new trash liner provided by the contractor. Wipe with germicidal disinfectant cleaner, if needed.
 - c. Clean and polish mirrors.
 - d. Empty sanitary napkin receptacles and damp wipe with disinfectant, install paper liners provided by the contractor.
3. All trash receptacles shall be emptied and trash removed to the dumpster located in the south of the employee parking area. Install new trash liners provided by the contractor.

Optional Service #2:

Wash all interior and exterior windows of the JEDCO Complex to remove dirt and residue for glass and window frames.

Optional Service #3:

Pressure wash all exterior surfaces of the JEDCO Complex to remove dirt, residue, insects, etc.

Additional JEDCO Conference Center Services Requested:

Optional Service #4:

JEDCO Conference Center common areas are to be serviced by request and priced per cleaning as use of this facility is irregular. JEDCO will supply all trash liners and paper products for the conference center. Service should include all of the following at each cleaning:

1. All exterior building entrances shall be cleaned and swept as needed.
2. All interior and exterior trash receptacles shall be emptied and trash removed to the dumpster located in the service entrance. Install new trash liners provided by the contractor.
3. All floor mats and floors under mats cleaned.
4. Clean water fountains with a germicidal detergent and polished after cleaning.
5. All entrance doors and windows shall be totally cleaned inside and outside with a soft, clean, lint-free cloth, with glass cleaner.
6. All other interior glass windows shall be spot cleaned as necessary.
7. All tile and hard surfaces floors must be swept, dust mopped with treated mop, and damp mopped.
8. Vacuum all carpet and spot clean stains as needed.
9. Paper and trash removed from all hallways and public spaces.
10. Kitchen:
 - a) Damp wipe tables tops, countertops and seats in all kitchen areas.
 - b) Empty trash receptacles and install new trash liners provided by the contractor. Wipe with germicidal disinfectant cleaner, if needed.
 - c) Scour and disinfect all basins and fixtures.
11. Restrooms (three sets of restrooms):
 - a) Restroom receptacles shall be filled in all bathrooms with soap, paper towels and toilet paper provided by JEDCO.
 - b) Empty trash receptacles and install new trash liners provided by the contractor. Wipe with germicidal disinfectant cleaner, if needed.
 - c) Clean and polish mirrors.
 - d) Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
 - e) Toilet seats shall be cleaned and disinfected on both sides.
 - f) Wet mop and rinse restroom floors with disinfectant.
 - g) All walls and partitions shall be cleaned to remove spots and splashes.
 - h) Scour and disinfect all basins, bowls and fixtures.
 - i) Empty sanitary napkin receptacles and damp wipe with disinfectant, install paper liners provided by the JEDCO.

Additionally, contractor should be equipped with a beeper or cellular phone and be available in the event of an emergency for callouts.

Optional Service #5:

Clean all interior and exterior windows of the JEDCO Conference Center to remove dirt and residue for glass and window frames.

Optional Service #6:

Pressure washing all exterior surfaces of the JEDCO Conference Center to remove dirt, residue, insects, etc.

Optional Service #7:

Provide janitorial staff as needed to clean and maintain the JEDCO Conference Center for events under direction of the JEDCO staff on an hourly basis.

Period of Agreement

The term of any contract resulting from this solicitation shall begin on (or about) October 1, 2014 and shall terminate on September 30, 2017.

Price Schedule

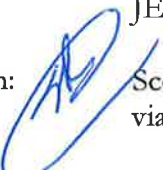
Firm's price schedule for all requested items is as follows and is not to exceed \$145,000.00 for the contract period. Prices submitted shall be firm for the term of the contract.

Item Number	Quantity	U/M	Description of Article	Unit Price Quoted	Total
01	12	MO	0010 JEDCO Complex – Core Services Location: JEDCO Complex (Price Monthly)	\$1,950	\$23,400
02	12	MO	0020 Optional Service #1 – Limited Tuesday/Thursday Service Location: JEDCO Complex (Price Monthly)	\$400	\$4,800
03	1	EACH	0030 Optional Service #2 – Window Cleaning Location: JEDCO Complex (Price Per Cleaning)	\$450	\$450
04	1	EACH	0040 Optional Service #3 – Pressure Washing Location: JEDCO Complex (Price Per Cleaning)	\$800	\$800
05	1	EACH	0050 Optional Service #4 – General Cleaning Location: JEDCO Conference Center (Price Per Cleaning)	\$125	\$125
06	1	EACH	0060 Optional Service #5 – Window Cleaning Location: JEDCO Conference Center (Price Per Cleaning)	\$450	\$450
07	1	EACH	0070 Optional Service #6 – Pressure Washing Location: JEDCO Conference Center (Price Per Cleaning)	\$600	\$600
08	1	HOUR	0080 Optional Service #7 – Janitorial Staffing Location: JEDCO Conference Center (Price Per Hour)	\$60	\$60

MEMORANDUM

Date: September 25, 2014

To: JEDCO Board of Commissioners

From:  Scott Rojas, Director of Facilities and Information Technologies
via Jerry Bologna, Executive Director

Subject: Amendment to Salgado Gardening's existing Professional Services Agreement

Purpose:

The purpose of this memorandum is to request that the JEDCO Board of Commissioners extend the termination date of Salgado Gardening's Professional Service Agreement from September 30, 2014 to December 31, 2014. This extension is required to allow JEDCO adequate time to bid a new service contract securing a contractor within JEDCO's budget.

Background:

Salgado Gardening has provided grass cutting and landscaping for JEDCO's administrative offices, finance building and the Business Innovation Center since August 1, 2011. Additionally, the contractor has provided similar services under JEDCO's agreement to the Patrick F. Taylor Science & Technology Academy whereas all expectations have been fulfilled. Salgado Gardening was secured through a competitive bid process where the firm was identified by a JEDCO committee as the lowest overall bidder for the requested services.

On August 13, 2014, JEDCO issued a new request for proposal seeking contractors for grass cutting and landscaping services. At that time, JEDCO received one proposal from a new contractor in which their proposal exceeded JEDCO's budgeted amount. A new request of proposal will be issued in October, however JEDCO is requesting to extend Salgado Gardening's existing agreement for an additional 90 days since they have performed all contracted services to JEDCO's expectations.

Request:

It is requested that the JEDCO Board of Commissioners approve Amendment No. 1 to Professional Services Agreement among JEDCO and Salgado Gardening extending the termination date from September 30, 2014 to December 31, 2014.

**AMENDMENT NO. 1
TO PROFESSIONAL SERVICE AGREEMENT AMONG
THE JEFFERSON PARISH ECONOMIC DEVELOPMENT AND PORT DISTRICT
AND
SALGADO GARDENING**

This Amendment No. 1 made and entered into on this 25th day of September, 2014, by and between the Jefferson Parish Economic Development and Port District, hereinafter called "JEDCO," represented herein by Executive Director Jerry Bologna and Salgado Gardening, represented herein by Jorge Salgado.

WITNESS THAT:

WHEREAS, JEDCO entered into a Professional Service Agreement with Salgado Gardening dated October 1, 2013 to furnish all necessary labor, supervision, materials, equipment and supplies to satisfactorily perform grass cutting and landscaping services at JEDCO's Administrative Offices, JEDCO Conference Center, Churchill Technology & Business Park and Patrick F. Taylor Science & Technology Academy; and

WHEREAS, JEDCO finds it necessary to extend the termination date of Salgado Gardening's professional service agreement from September 30, 2014 to December 31, 2014, allowing JEDCO adequate time to bid the new service contract, securing a contractor within JEDCO's budget;

NOW, THEREFORE, it is hereby agreed between the parties that the agreement dated October 1, 2013 be amended as follows:

The terms of this agreement shall extend the termination date of this professional service agreement from September 30, 2014 to December 31, 2014. All other provisions of the dated October 1, 2013 agreement as amended are to remain unchanged.

IN TESTIMONY WHEREOF, this Amendment No. 1 is executed in four (4) originals on the day and year first above written.

**Jefferson Parish Economic Development & Port
District**

Witness

Jerry Bologna, Executive Director

Witness

Date_____

Salgado Gardening

Witness

Jorge Salgado

Witness

Date_____

September 25, 2014

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**JEDCO BUDGET SUMMARY STATEMENT
AUGUST 2014**

	AMENDED	YTD			MONTHLY		DEPARTMENTAL ANALYSIS										
	2014	BUDGET	ACTUAL	VAR.	BUDGET	ACTUAL	BIC	FINANCE	EDS	MARKET	ADMIN.	KENNER	BLDG.	EX T.P.	BLDG.	CONF. CTR.	OTHERS
REVENUES:																	
Occupational License	\$1,626,826	1,084,551	\$1,626,826	\$542,275	\$135,569	\$0											
Business Innovation Ctr.	6,600	4,400	4,250	(150)	550	0	\$0										
EDA Revenues	30,000	20,000	4,674	(15,326)	2,500	496		496									
SBA Closing Fees	72,848	48,565	58,747	10,182	6,071	0											
HUD Service Fees	4,500	3,000	1,016	(1,984)	375	145											
Colson Svc. (Monthly)	35,000	23,333	33,484	10,151	2,917	5,051		5,051									
Colson Svc. (Interest)	0	0	0	0	0	0											
La. Revolving Capital Fund	80,000	53,333	54,304	971	6,667	8,748		8,748									
Incentive Fees	2,200	1,467	1,479	12	183	145				145							
Kenner CEA	75,000	50,000	75,000	25,000	6,250	0											
Interest, Misc.	2,000	1,333	35,917	34,584	167	65					65						
FORJ (Lease Payments)	12,000	6,000	12,000	4,000	1,000	0											
Brownfield Fees	800	533	374	(159)	67	0											
Gretna Revenues	25,000	16,667	25,000	8,333	2,083	0											
LBIA Grant	0	0	0	0	0	0											
Program/Event Revenues	16,000	10,667	0	(10,667)	1,333	0											
Pilot Administration Fees	186,000	124,000	16,000	(108,000)	15,500	10,000			10,000								
ILTAP Fees	10,000	6,667	2,202	(4,465)	833	222		222									
Conference Center Revenues	65,000	43,333	300	(43,033)	5,417	0											
Tech Parks Revenues	5,500	3,667	0	(3,667)	458	0											
CDBG Incubator Revenues	6,256	4,171	0	(4,171)	521	0											
IGA Revenues	300,000	200,000	0	(200,000)	25,000	0											
TOTAL REVENUES	\$2,561,530	\$1,707,687	\$1,951,573	\$243,886	\$213,461	\$24,872	\$0	\$14,662	\$10,145	\$0	\$65	\$0	\$0	\$0	\$0	\$0	\$0
EXPENDITURES:																	
Salaries	\$987,000	\$658,000	\$668,032	(\$10,032)	\$82,250	\$75,770	\$0	\$13,711	\$17,342	\$3,675	\$26,457	\$3,750	8,635				\$0
Health Benefits/Taxes	143,900	95,933	89,240	6,693	11,992	9,145	643	890	1,793	373	4,092	326	1,026				
SEPIRA-Retirement	123,250	82,167	79,613	2,554	10,271	8,740		1,673	2,116	448	3,425		1,078				
Communication	38,600	25,733	18,851	6,882	3,217	2,502		498	563	498	604		339				
Equipment Rental/Main.	14,200	9,467	4,817	4,650	1,183	563	68	109	109	109	168						
Advertising/Newsletter	56,700	37,800	22,644	15,156	4,725	9,254				9,254							
Office Supplies	15,700	10,467	4,729	5,738	1,308	340		76	88	45	131						
Postage	8,750	5,833	7,690	(1,857)	729	116		29	29	29	29						
Dues & Subscriptions	19,200	12,800	10,519	2,281	1,600	1,142	8	643	21		470						
Travel/Mileage	13,600	9,067	4,493	4,574	1,133	504		86	240								
Insurance	36,000	24,000	33,965	(9,965)	3,000	2,936					775	178	2,142			19	
Data Base Analysis	3,100	2,067	187	1,880	258	0											
Committee Meetings	10,000	6,667	5,807	660	833	926					926						
Seminars/Conventions	2,500	1,667	1,500	167	208	0											
Accounting/Audit	35,000	23,333	28,560	(5,227)	2,917	0											
Business Development	5,000	3,333	820	2,513	417	0											
Staff Development	14,000	9,333	2,655	6,678	1,167	1,336											
Special Projects	1,600	1,067	493	574	133	0			806								
Program Costs	9,000	6,000	220	5,780	750	75				75							
Project Expenses	2,000	1,333	70	1,263	167	10											
Administrative Fees	13,000	8,667	5,521	3,146	1,093	623					623						
Web-Site Update	8,000	5,333	630	4,703	667	0											
Computer/Svc./Equip.	82,000	54,667	37,114	17,553	5,833	25,156					25,156						
Program Events	24,000	16,000	0	16,000	2,000	0											
Contract Services	25,250	16,833	2,209	14,624	2,104	233											
Attorney Fees	15,000	10,000	775	9,225	1,250	275		275									233
Bldg. Insurance	53,000	35,333	0	35,333	4,417	0											
Emergency Expenses	3,000	2,000	0	2,000	250	0											
Landscaping	12,000	8,000	4,190	3,810	1,000	0											
Repairs and Maintenance	30,000	20,000	11,012	8,988	2,500	807							714			93	
Grass Cutting/Clearing	225,000	150,000	154,729	(4,729)	18,750	63,719											
Janitorial Services	38,000	25,333	21,190	4,143	3,167	2,401							2,401				63,719
Utilities	86,400	57,600	50,811	6,789	7,200	4,503											
Security	1,800	1,200	144	1,056	150	0											
JEDCO Bldg. Lease Expenses	213,453	142,302	81,730	60,572	17,788	0											
Video Equipment Expenses	1,500	1,000	0	1,000	125	0											
Building Supplies	4,500	3,000	3,294	(294)	375	0											
Garbage Collection	1,400	933	930	3	117	106											106
Gretna Expenses	25,000	16,667	0	16,667	2,083	0											
Water	2,400	1,600	181	1,419	200	0											
Lawn Maintenance	13,200	8,800	10,100	(1,300)	1,100	0											
Generator Fuel Expense	3,500	2,333	0	2,333	292	0											
Liability Insurance	12,000	8,000	1,689	6,311	1,050	1,689											
Personnel Expenses	2,000	1,333	2,615	(1,282)	167	0								1,689			
Elevator Repair & Maintenance	5,400	3,600	0	3,600	450	0											
Sales & Marketing	15,000	10,000	0	10,000	1,250	0											
HVAC Maintenance	6,400	4,267	8,775	(4,508)	533	0											
Professional Development	3,000	2,000	2,697	(697)	250	0											
Entrepreneur Challenge	24,100	16,067	22,513	(6,446)	2,008	0											
Signage	1,200	800	967	(167)	100	967				967							
Supplies	10,000	6,667	7,066	(399)	833	210											210
CDBG Incubator Expenses	6,256	4,171	0	4,171	521	0											
AEDO Accreditation	3,275	2,183	0	2,183	273	0											
Door Mat	1,600	1,067	0	1,067	133	0											
Pest Control	1,200	800	560	220	100	0											
Generator Fuel	2,500	1,667	0	1,667	208	0											
Kitchen Equipment	40,000	26,667	34,669	(8,002)	3,333	0											
Access Road Expenses	50,000	33,333	2,975	30,358	4,167	0											
TOTAL EXPENDITURES	2,604,434	1,736,289	1,454,011	282,278	217,036	214,048	719	17,990	23,107	15,473	64,856	4,796	19,761	65,408	1,938	0	0
TOTAL DIFFERENCE	(\$42,904)	(\$28,603)	\$497,562	\$526,165	(\$3,575)	(189,176)	(\$719)	(\$3,328)	(\$12,962)	(\$15,473)	(\$64,791)	(\$4,796)	(\$19,761)	(\$65,408)	(\$1,938)	\$0	\$0
Forfeited Financing Charges		6,933			125,000												
Bldg. Fuel Shortage		0															

JEDCO'S INVESTMENT REPORT

9/16/2014

ACTIVE DATE	INSTITUTIONS	OPENING BALANCE	CURRENT BALANCE	INTEREST	TERMS	MATURITY DATE	CURRENT STATUS
12/04/03	JEDCO LAMP	\$350,000	\$2,169,767		0.03% DAILY		OPEN
	TOTAL	<u>\$350,000</u>	<u>\$2,169,767</u>				

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2014

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
PROGRAMS REVENUES:					
Occupational Licenses	\$0	\$135,569	\$1,626,826	\$1,084,551	1,626,826
Business Innovation Ctr. (Sch. A)	0	550	4,250	4,400	6,600
Financing Activities (Sch. B)	14,662	19,429	154,802	155,432	233,148
Economic Develop. Fees (Sch. C)	10,145	17,767	42,478	142,133	213,200
Marketing-P/R (Sch. D)	0	1,333	0	10,667	16,000
Interest, Misc.	65	167	35,917	1,333	2,000
Kenner Program (Sch.F)	0	6,250	75,000	50,000	75,000
Tech Park Revenues	0	458	0	3,667	5,500
CDBG Incubator Grant	0	521	0	4,171	6,256
FORJ (Ground Lease Payment)	0	1,000	12,000	8,000	12,000
Conference Center (Sch. I)	0	5,417	300	43,333	65,000
IGA Revenues	0	25,000	0	200,000	300,000 (A)
Total Revenues	\$24,872	\$213,461	\$1,951,573	\$1,707,687	\$2,561,530
PROGRAMS EXPENDITURES:					
Business Innovation Ctr. (Sch. A)	719	3,900	38,877	31,200	46,800 (B)
Financing (Sch. B)	17,990	19,333	142,695	154,667	232,000
Econ. Dev. Svcs. (Sch. C)	23,107	25,708	163,502	205,667	308,500 (B)
Marketing-P/R (Sch. D)	15,473	15,775	89,003	126,200	189,300 (B)
Admin. Exp. (Sch. E)	64,856	62,023	471,229	496,183	744,275
Kenner Program (Sch. F)	4,796	6,250	33,796	50,000	75,000
JEDCO Bldg. Expenses (Sch. G)	19,761	45,871	284,024	366,969	550,453 (B)
Tech. Park Expenses (Sch. H)	65,408	25,617	164,003	204,933	307,400
CDBG Incubator Grant	0	521	0	4,171	6,256
Conference Center (Sch. I)	1,938	12,038	66,882	96,300	144,450
Total Expenditures	\$214,048	\$217,036	\$1,454,011	\$1,736,289	\$2,604,434
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	0	(550)	0	(4,400)	(6,600)
Transfer from other funds	125,000	10,417	125,000	83,333	125,000
Total other financing sources (uses)	125,000	9,867	125,000	78,933	118,400
OPERATING SURPLUS/DEFICIT	(\$64,176)	\$6,291	\$622,562	\$50,331	\$75,496
Building Fund Account Shortage	0	0	0	0	0
FORJ Account Overage	0	0	0	0	0
NET OPERATING SURPLUS	(\$64,176)	\$6,291	\$622,562	\$50,331	\$75,496
AUDITED FUND BAL @12/31/13					\$1,893,424
PROJ. FUND BAL @12/31/14					\$1,968,920

(A) Intergovernmental Agreement (IGA) Rev.-BIC(\$39,500),EDS(\$107,067), Mrkt.(\$54,400), Bldg.(1/3=\$99,033)
 (B) Intergovernmental Agreement (IGA) Exp.-BIC(\$39,500),EDS(\$107,067), Mrkt.(\$54,400), Bldg.(1/3=\$99,033)

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2014

BUSINESS INNOVATION CENTER

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Incubator Tenants	\$0	\$550	\$4,250	\$4,400	\$6,600
LBIA Grant	0	0	0	0	0
IGA Revenues	0	3,292	0	26,333	39,500 (A)
Total Revenues	\$0	\$3,842	\$4,250	\$30,733	\$46,100
PROGAM EXPENDITURES:					
Staff Salaries	\$0	\$2,208	\$25,997	\$17,667	\$26,500 (B)
Health Benefits & Taxes	643	817	7,602	6,533	9,800 (B)
SEP/IRA-Retirement	0	267	3,173	2,133	3,200 (B)
Communications	0	42	0	333	500
Equipment Rental/Maintenance	68	250	599	2,000	3,000
PR/Advertising	0	167	0	1,333	2,000
Office Supplies	0	17	153	133	200
Dues & Subscriptions	8	58	328	467	700
Postage	0	17	160	133	200
Travel / Mileage	0	50	802	400	600
Staff Development	0	0	0	0	0
Miscellaneous	0	0	0	0	0
Special Projects	0	8	63	67	100
Sub-Total	719	3,900	38,877	31,200	46,800
OTHER FINANCING SOURCES (USES):					
Transfer to other funds (Bldg. Fund)	0	(550)	0	(4,400)	(6,600)
Total other financing sources (uses)	0	(550)	0	(4,400)	(6,600)
NET PROGRAM DEFICIT	(\$719)	(\$608)	(\$34,627)	(\$4,867)	(\$7,300)

(A) Intergovernmental Agreement (IGA) Revenues=\$39,500

(B) Intergovernmental Agreement (IGA) Expenses=\$39,500

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2014

FINANCING

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Financing Income	\$5,914	\$12,762	\$100,497	\$102,099	\$153,148
BRGL & LRCF Fees	8,748	6,667	54,305	53,333	80,000
EDA Reimbursement-Cotton	0	0	0	0	0
Total Revenues	\$14,662	\$19,429	\$154,802	\$155,432	\$233,148
EXPENDITURES:					
Staff Salaries	\$13,711	\$13,708	\$108,078	\$109,667	\$164,500
Health Benefits & Taxes	890	1,250	8,133	10,000	15,000
SEP/IRA-Retirement	1,673	1,767	13,186	14,133	21,200
Communications	498	417	3,861	3,333	5,000
Program Costs	0	83	0	667	1,000
Equipment Rental/Maintenance	109	208	872	1,667	2,500
PR / Advertising	0	25	0	200	300
Office Supplies	76	208	1,034	1,667	2,500
Postage & Copying	29	208	1,242	1,667	2,500
Travel / Mileage	86	125	588	1,000	1,500
Staff Development	0	333	498	2,667	4,000
Dues & Subscriptions	643	583	4,873	4,667	7,000
Attorney Fees	275	417	330	3,333	5,000
EDA Property Expenses	0	0	0	0	0
Total Expenditures	\$17,990	\$19,333	\$142,695	\$154,667	\$232,000
NET PROG.SURPLUS/ DEFICIT	(\$3,328)	\$96	\$12,107	\$765	\$1,148

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2014

ECONOMIC DEVELOPMENT SERVICES

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Incentive Fees	\$145	\$183	\$1,478	\$1,467	\$2,200
Gretna Revenues	0	2,083	25,000	16,667	25,000
Pilot Administration Fees	10,000	15,500	16,000	124,000	186,000
IGA Revenues	0	8,922	0	71,378	107,067 (A)
Total Revenues	\$10,145	\$26,689	\$42,478	\$213,511	\$320,267
EXPENDITURES:					
Staff Salaries	\$17,342	\$15,750	\$116,441	\$126,000	\$189,000 (B-p)
Health Benefits & Taxes	1,793	2,167	15,574	17,333	26,000 (B-p)
SEP/IRA-Retirement	2,116	2,000	14,120	16,000	24,000 (B-p)
Communications	563	750	4,381	6,000	9,000
Program Costs	0	667	70	5,333	8,000
Equipment Rental/Maintenance	109	183	874	1,467	2,200
Office Supplies	88	208	1,030	1,667	2,500
Dues & Subscriptions	21	750	5,822	6,000	9,000
Postage	29	192	1,365	1,533	2,300
Data Base Analysis	0	208	187	1,667	2,500
Training / Mileage	240	250	1,581	2,000	3,000
Staff Development	806	375	1,627	3,000	4,500
Special Projects	0	125	430	1,000	1,500
Gretna Expenses	0	2,083	0	16,667	25,000
Total Expenditures	\$23,107	\$25,708	\$163,502	\$205,667	\$308,500
NET PROG.SURPLUS/ DEFICIT	(\$12,962)	\$981	(\$121,024)	\$7,845	\$11,767

(A) Intergovernmental Agreement (IGA) Revenues=\$107,067

(B) Intergovernmental Agreement (IGA) Expenses=\$107,067

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2014

MARKETING-P/R

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Program/Event Revenues	0	1,333	0	10,667	16,000
Entrepreneur Challenge	0	1,667	0	13,333	20,000
IGA Revenues	0	4,533	0	36,267	54,400 (A)
Total Revenues	\$0	\$7,533	\$0	\$60,267	\$90,400
EXPENDITURES:					
Salaries	\$3,675	\$3,583	\$28,613	\$28,667	\$43,000
Health Benefits & Taxes	373	958	3,623	7,667	11,500
SEP/IRA-Retirement	448	446	3,490	3,567	5,350
Communications	498	583	3,861	4,667	7,000
Equipment Rental/Maintenance	109	208	873	1,667	2,500
PR/Advertising	9,254	4,533	22,643	36,267	54,400 (B)
Office Supplies	45	250	631	2,000	3,000
Dues / Subscriptions	0	42	(30)	333	500
Postage	29	63	1,039	500	750
Travel / Mileage	0	42	0	333	500
Staff Development	0	167	0	1,333	2,000
Web-Site Update	75	667	780	5,333	8,000
Programs/Events	0	2,000	0	16,000	24,000
Video Equipment Expenses	0	125	0	1,000	1,500
Entrepreneur Challenge	0	2,008	22,513	16,067	24,100
Signage	967	100	967	800	1,200
Total Expenditures	15,473	15,775	89,003	126,200	189,300
NET PROG.SURPLUS/ DEFICIT	(\$15,473)	(\$8,242)	(\$89,003)	(\$65,933)	(\$98,900)

(A) Intergovernmental Agreement (IGA) Revenues=\$54,400

(B) Intergovernmental Agreement (IGA) Expenses=\$54,400

JEDCO MONTHLY BUDGET CONFORMANCE REPORT

CASH BASIS

AUGUST 2014

ADMINISTRATIVE EXPENSES

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES:					
Staff Salaries	\$28,457	\$34,417	\$293,367	\$275,333	\$413,000
Health Benefits & Taxes	4,092	4,042	37,985	32,333	48,500
SEP/IRA-Retirement	3,425	4,250	35,360	34,000	51,000
Communications	604	917	5,431	7,333	11,000
Equipment Rental/Maintenance	168	333	1,595	2,667	4,000
Office Supplies	131	500	1,860	4,000	6,000
Dues / Subscriptions	470	125	2,110	1,000	1,500
Postage	29	250	1,262	2,000	3,000
Committee Meetings	926	833	5,807	6,667	10,000
Seminars / Conventions	0	167	1,500	1,333	2,000
Accounting/Audit	0	2,917	28,560	23,333	35,000
Insurance	775	3,000	8,992	24,000	36,000
Business Development	0	417	821	3,333	5,000
Travel / Mileage	0	417	884	3,333	5,000
Staff Development	0	167	0	1,333	2,000
Administrative Fees	623	1,083	5,521	8,667	13,000
Computer/Equip./Svc.	25,156	6,667	37,114	53,333	80,000
AEDO Accreditation	0	273	0	2,183	3,275
Personnel Expenses	0	167	2,615	1,333	2,000
Emergency Expenses	0	250	0	2,000	3,000
Attorney Expenses	0	833	445	6,667	10,000
	<u>\$64,856</u>	<u>\$62,023</u>	<u>\$471,229</u>	<u>\$496,183</u>	<u>\$744,275</u>

KENNER PROGRAM

CASH BASIS

AUGUST 2014

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
City of Kenner	\$0	\$6,250	\$75,000	\$50,000	\$75,000
Total Revenues	\$0	\$6,250	\$75,000	\$50,000	\$75,000
EXPENDITURES:					
Staff Salaries	\$3,750	\$3,500	\$24,869	\$28,000	\$42,000
Health Benefits & Taxes	328	1,508	5,968	12,067	18,100
SEP/IRA-Retirement	0	433	1,660	3,467	5,200
Communications	0	8	0	67	100
Office & Equipment Rental	0	0	0	0	0
Office Supplies	0	125	60	1,000	1,500
Seminar	0	42	0	333	500
Travel Expenses	178	125	639	1,000	1,500
Project Expenses	10	167	70	1,333	2,000
Staff Development	530	125	530	1,000	1,500
Computer Expenses	0	167	0	1,333	2,000
Data Base Analysis	0	50	0	400	600
Total Expenditures	\$4,796	\$6,250	\$33,796	\$50,000	\$75,000
NET PROG. SURP./DEFICIT	(\$4,796)	\$0	\$41,204	\$0	\$0

JEDCO BUILDING EXPENSES

CASH BASIS

AUGUST 2014

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
IGA Revenues	\$0	\$8,253	\$0	\$66,022	\$99,033 (A)
Total Revenues	\$0	\$8,253	\$0	\$66,022	\$99,033
EXPENDITURES:					
Staff Salaries	\$8,835	\$9,083	\$70,676	\$72,667	\$109,000 (B-p)
Health Benefits & Taxes	1,026	1,250	10,351	10,000	15,000 (B-p)
SEP/IRA-Retirement	1,078	1,108	8,624	8,867	13,300 (B-p)
Communications	339	500	1,319	4,000	6,000
Travel/Mileage	0	125	0	1,000	1,500
Repairs and Maintenance	714	1,000	9,663	8,000	12,000 (B)
Janitorial Services	2,401	3,167	21,190	25,333	38,000 (B)
Utilities	3,120	4,000	28,953	32,000	48,000 (B)
Security	0	50	144	400	600
Insurance	2,142	4,000	24,820	32,000	48,000 (B)
JEDCO Bldg. Lease Expenses	0	17,788	81,730	142,302	213,453
Lawn Maintenance	0	1,100	10,100	8,800	13,200 (B)
Garbage Collection	106	117	930	933	1,400 (B)
Generator Fuel Expense	0	292	0	2,333	3,500 (B)
Bldg. Supplies	0	375	3,294	3,000	4,500 (B)
Water	0	200	178	1,600	2,400 (B)
Dues & Subscriptions	0	42	0	333	500
HVAC Maintenance	0	533	8,775	4,267	6,400
Elevator Repairs and Maintenance	0	450	0	3,600	5,400 (B)
Professional Development	0	250	2,697	2,000	3,000 (B)
Gutter Expenses	0	0	0	0	0
Door Mat Expenses	0	133	0	1,067	1,600
Pest Control	0	100	580	800	1,200
Generator Fuel	0	208	0	1,667	2,500
Supplies	0	0	0	0	0
Total Expenditures	\$19,761	\$45,871	\$284,024	\$366,969	\$550,453
OTHER FINANCING SOURCES (USES):					
Transfer from other funds (FORJ)	0	1,290	15,480	10,320	15,480
Total other financing sources (uses)	0	1,290	15,480	10,320	15,480
NET PROG. SURP./DEFICIT	(\$19,761)	(\$36,328)	(\$268,544)	(\$290,627)	(\$435,940)

(A) Intergovernmental Agreement (IGA) Revenues=\$99,033

(B) Intergovernmental Agreement (IGA) Expenses=\$99,033 (identified expenses)

TECH PARK EXPENSES

CASH BASIS

AUGUST 2014

	AUGUST		YEAR TO DATE		FINAL ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Comm. Area Main. Revenues	\$0	\$458	\$0	\$3,667	\$5,500
J.P. School Landscaping Reimb.	0	0	0	\$0	0
Total Revenues	0	458	0	3,667	5,500
EXPENDITURES:					
Landscaping	\$0	\$1,000	\$4,189	\$8,000	\$12,000
Grass cutting/Clearing	63,719	18,750	154,729	150,000	225,000
Utilities	0	33	41	267	400
Repairs and Maintenance	0	667	380	5,333	8,000
Liability Insurance	1,689	1,000	1,689	8,000	12,000
Access Road Expenses	0	4,167	2,975	33,333	50,000
Total Expenditures	\$65,408	\$25,617	\$164,003	\$204,933	\$307,400
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	0	0	0	0	0
Transfer from other funds (Jeff. EDG)	0	10,417	125,000	83,333	125,000
Total other financing sources (uses)	0	10,417	125,000	83,333	125,000
NET OPERATING SURPLUS	(\$65,408)	(\$14,742)	(\$39,003)	(\$117,933)	(\$176,900)

CONFERENCE CENTER EXPENSES

CASH BASIS

AUGUST 2014

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Building Rent	\$0	\$1,875	\$300	\$15,000	\$22,500
Food & Beverage Revenues	0	0	0	0	0
Audio & Visual	0	208	0	1,667	2,500
JPPSS Kitchen Rqulp. Reimb.	0	3,333	0	26,667	40,000
Total Revenues	\$0	\$5,417	\$300	\$43,333	\$65,000
EXPENDITURES:					
Repairs and Maintenance	\$93	\$833	\$967	\$6,667	\$10,000
Utilities	1,383	3,167	21,820	25,333	38,000
Contract Services	233	2,104	2,209	16,833	25,250
Insurance	19	417	152	3,333	5,000
Sales and Marketing	0	1,250	0	10,000	15,000
Supplies	210	833	7,065	6,667	10,000
Security	0	100	0	800	1,200
Kitchen Equipment	0	3,333	34,669	26,667	40,000
Total Expenditures	\$1,938	\$12,038	\$66,882	\$96,300	\$144,450
NET PROG. SURP./DEFICIT	(\$1,938)	(\$6,621)	(\$66,582)	(\$52,967)	(\$79,450)

JEFFERSON EDGE

CASH BASIS

AUGUST 2014

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
JEFF. EDGE REVENUES:					
Private Funds	\$0	\$22,917	\$127,250	\$183,333	\$275,000
Parish Funds	0	0	0	0	0
Investment Income	21	58	147	467	700
Total Revenues	\$21	\$22,975	\$127,397	\$183,800	\$275,700
JEFF. EDGE EXPENDITURES:					
Marketing/PR Activities:					
Local Market/PR Campaign	\$0	\$42	\$0	\$333	\$500
Special Events/Promotions	0	1,000	7,725	8,000	12,000
Contingency	0	0	0	0	0
Sub-Total	0	1,042	7,725	8,333	12,500
Technology Development:					
Tech. Park Implementation	0	4,167	0	33,333	50,000
Site Selection Initiative	0	2,083	0	16,667	25,000
Tech. Park Marketing	75	6,250	28,592	50,000	75,000
Infra-Structure Expenses	0	6,667	0	53,333	80,000
Sub-Total	75	19,167	28,592	153,333	230,000
Administrative:					
Misc. Project Fund	0	3,283	3,389	26,267	39,400
Fundraising	1,281	2,875	9,902	23,000	34,500
Investor Relations Staff Support	0	417	16	3,333	5,000
Meetings/Meals	0	417	0	3,333	5,000
Sub-Total	1,281	6,992	13,307	55,933	83,900
EDGE 2020 Quality of Life					
Meetings/Meals	0	0	0	0	0
Printing/Postage	0	0	0	0	0
Sub-Total	0	0	0	0	0
Total Expenditures	1,356	27,200	49,624	217,600	326,400
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	(125,000)	(10,417)	(125,000)	(83,333)	(125,000)
Transfer from other funds	0	0	0	0	0
Total other financing sources (uses)	(125,000)	(10,417)	(125,000)	(83,333)	(125,000)
NET PROG.SURPLUS/DEFICIT	(126,335)	(14,642)	(47,227)	(117,133)	(175,700)
AUDITED FUND BALANCE @ 12/31/12					820,698
PROJ. FUND BALANCE @ 12/31/13					644,998

JEDCO BUILDING FUNDS

CASH BASIS

AUGUST 2014

	AUGUST		YTD		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Year End Balance-'09	\$0	\$0	\$0	\$0	\$0
Estimate Interest Earned	7	0	137	0	0
Dedicated C.D.s	0	0	0	0	0
CDBG Grant(only for Incubator)	0	0	0	0	0
State New market Tax Credits	0	0	0	0	0
LBIA Grant (Incubator)	0	0	0	0	0
Overflow from FORJ	0	0	0	0	0
Total Revenues	\$7	\$0	\$137	\$0	\$0
EXPENDITURES:					
JEDCO Relocation Cost	\$0	\$0	\$0	\$0	\$0
FF&E	0	0	0	0	0
Other Bldg. Expenses	10	0	20	0	0
Incubator Construction (via FORJ/ WWCCI Contract)	0	0	0	0	0
Add'l Architectural Fees	0	0	0	0	0
Fund transfer to FORJ expenses	0	0	0	0	0
Total Expenditures	\$10	\$0	\$20	\$0	\$0
OTHER FINANCING SOURCES (USES):					
Transfer to other funds	0	0	0	0	0
Transfer from other funds	0	0	0	0	0
Total other financing sources (uses)	0	0	0	0	0
PROGRAM SURPLUS/DEFICIT	(\$3)	\$0	\$117	\$0	\$0
PREVIOUS YEAR BALANCE					\$0
NET SURPLUS/DEFICIT					\$0

*Offsetting entry inclusive in total of Other Financing Sources (Uses):front page
 **Offsetting entry on Schedule A

BRGL DEDICATED FUNDS

CASH BASIS

AUGUST 2014

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
EXPENDITURES:					
Staff Salaries	\$4,122	\$4,292	\$32,940	\$34,333	\$51,500
Health Benefits & Taxes	420	683	3,911	5,467	8,200
SEP/IRA-Retirement	503	508	4,019	4,067	6,100
Communication	0	0	0	0	0
Equipment Rental/Maintenance	0	0	0	0	0
Office Supplies	0	0	0	0	0
Postage	0	0	0	0	0
Travel/Mileage	0	0	0	0	0
Staff Development	0	0	0	0	0
	<u>\$5,045</u>	<u>\$5,483</u>	<u>\$40,870</u>	<u>\$43,867</u>	<u>\$65,800</u>

CASH BASIS

AUGUST 2014

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Drawdown on JEDCO Equity/Cap.	\$0	\$0	\$0	\$0	\$0
State New Market Tax Credits (NMT)	0	0	0	0	0
JEDCO Bldg. Lease Income	0	17,788	81,730	142,302	213,453
Interest on Construction Acct.	0	0	0	0	0
CDBG Incubator Revenues	0	6,504	78,042	52,028	78,042
Settlement Revenues-WWCCI	0	9,623	100,000	76,987	115,480
JEDCO Revenues (HVAC)	0	630	15,480	5,037	7,555
Total Revenues	\$0	\$34,544	\$275,252	\$276,353	\$414,530
EXPENDITURES:					
Interest on Capital One Loan	\$0	\$5,000	\$29,759	\$40,000	\$60,000
Add'l Architectural Fees	0	0	0	0	0
Monthly Lease Payments	0	1,000	12,000	8,000	12,000
Insurance	319	333	2,457	2,667	4,000
Inspector Fees	0	0	0	0	0
Other Fees	0	833	4,308	6,667	10,000
CDBG Incubator Expenses	0	6,504	78,042	52,028	78,042
Settlement Revenues-WWCCI	0	15,487	185,843	123,895	185,843
JEDCO Revenues (HVAC)	0	630	0	5,037	7,555
Total Expenditures	\$319	\$29,787	\$312,409	\$238,293	\$357,440
OTHER FINANCING SOURCES (USES):					
Transfer to other funds (JEDCO)	0	(1,290)	(15,480)	(10,320)	(15,480)
Transf. from other funds (Capital On	0	15,487	185,843	123,895	185,843
Total other financing sources (uses)	0	14,197	170,363	113,575	170,363
NET PROG. SURP./DEFICIT	(\$319)	\$18,954	\$133,206	\$151,635	\$227,453

LRCF

CASH BASIS

AUGUST 2014

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Interest Earned from Payment	\$11,468	\$11,250	\$94,254	\$90,000	\$135,000
Interest Earned from Investment	410	125	3,593	1,000	1,500
Total Revenues	<u>\$11,878</u>	<u>\$11,375</u>	<u>\$97,847</u>	<u>\$91,000</u>	<u>\$136,500</u>
EXPENDITURES:					
Administration Expenses	\$6,748	\$8,875	\$70,060	\$71,000	\$106,500
Total Expenditures	<u>\$6,748</u>	<u>\$8,875</u>	<u>\$70,060</u>	<u>\$71,000</u>	<u>\$106,500</u>
NET PROG. SURP./DEFICIT	\$5,130	\$2,500	\$27,787	\$20,000	\$30,000

CASH BASIS

AUGUST 2014

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Interest Earned from Payment	\$1,882	\$2,667	\$18,630	\$21,333	\$32,000
Interest Earned from Investment	96	54	720	433	650
Net Sale Proceeds-Cotton	0	0	0	0	0
Total Revenues	\$1,978	\$2,721	\$19,350	\$21,767	\$32,650
EXPENDITURES:					
Administration Expenses	\$496	\$1,667	\$4,674	\$13,333	\$20,000
Total Expenditures	\$496	\$1,667	\$4,674	\$13,333	\$20,000
NET PROG. SURP./DEFICIT	\$1,482	\$1,054	\$14,676	\$8,433	\$12,650

	AUGUST		YEAR TO DATE		ADOPTED 2014
	ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET
REVENUES:					
Interest Earned from Payment	\$1,952	\$667	\$10,531	\$5,333	\$8,000
Interest Earned from Investment	39	7	238	53	80
Total Revenues	<u>\$1,991</u>	<u>\$673</u>	<u>\$10,769</u>	<u>\$5,387</u>	<u>\$8,080</u>
EXPENDITURES:					
Administration Expenses	0	2,083	1,526	16,667	25,000
Total Expenditures	<u>0</u>	<u>2,083</u>	<u>1,526</u>	<u>16,667</u>	<u>25,000</u>
NET PROG. SURP./DEFICIT	\$1,991	(\$1,410)	\$9,243	(\$11,280)	(\$16,920)

MONTHLY CASH REPORT

ACCOUNTS:	@12/31/13	REVENUES	EXPENSES	OTHERS	BALANCE
JEDCO Checking	\$120,820.79				
January '14		\$23,491.05	\$182,270.69	\$200,005.34	\$162,046.49
February '14		26,459.02	149,330.00	152,389.48	191,564.99
March '14		70,466.49	248,240.09	601,203.60	614,994.99
April '14		104,773.56	266,181.58	(204,800.46)	248,786.51
May '14		104,808.09	178,349.50	(71,970.21)	103,274.89
June '14		63,566.01	234,113.70	201,175.44	133,902.64
July '14		14,951.28	137,163.61	101,289.12	112,979.43
August '14		26,309.05	213,698.97	376,118.16	301,707.67
Jefferson EDGE Checking	\$223,623.08				
January '14		\$7,500.00	\$4,585.00	\$9.41	\$226,547.49
February '14		25,000.00	1,900.83	(2,375.10)	247,271.56
March '14		1,000.00	4,075.00	(1,181.51)	243,015.05
April '14		5,000.00	11,647.00	4,808.68	241,176.73
May '14		0.00	6,110.00	(1,187.21)	233,879.52
June '14		45,500.00	14,739.75	(1,186.09)	263,453.68
July '14		25,000.00	900.00	(1,279.78)	286,273.90
August '14		12,250.00	0.00	(126,278.34)	172,245.56
BRGL (I & II) Revenues	\$266,133.35				
January '14		\$0.00	\$4,964.35	\$0.00	\$261,169.00
February '14		0.00	4,758.38	0.00	256,410.62
March '14		0.00	5,048.59	0.00	251,362.03
April '14		0.00	5,049.92	0.00	246,312.11
May '14		0.00	5,045.08	0.00	241,267.03
June '14		0.00	5,045.10	0.00	236,221.93
July '14		0.00	5,045.10	0.00	231,176.83
August '14		0.00	5,045.09	0.00	226,131.74
INVESTMENTS:					
JEDCO Lamp	\$1,769,490.41				
January '14		\$22.50	\$0.00	(\$200,000.00)	\$1,569,512.91
February '14		25.02	0.00	(150,000.00)	1,419,537.93
March '14		24.59	0.00	0.00	1,419,562.52
April '14		24.74	0.00	400,000.00	1,819,587.26
May '14		24.74	0.00	900,000.00	2,719,612.00
June '14		62.73	0.00	(200,000.00)	2,519,674.73
July '14		33.85	0.00	(100,000.00)	2,419,708.58
August '14		58.12	0.00	(250,000.00)	2,169,766.70
Jefferson EDGE Lamp	\$600,921.62				
January '14		\$7.85	\$0.00	\$0.00	\$600,929.47
February '14		9.70	0.00	0.00	600,939.17
March '14		10.39	0.00	0.00	600,949.56
April '14		8.12	0.00	0.00	600,957.68
May '14		3.32	0.00	0.00	600,961.00
June '14		14.63	0.00	0.00	600,975.63

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July '14
August '14

11.47	0.00	0.00	600,987.10
14.60	0.00	0.00	601,001.70

* The JEDCO West Proceeds Checking Account was closed on 5/25/05 using the balance of the account to purchase C.D.s at Capital One (previously Hibernia Bank) totaling in excess of \$427,000.00. Add'l C.D.s purchased in 12/08 totaling \$500,000.00

Capitol One-Money Market			\$432,664.02
Chase-Money Market	91,984.17		91,995.64
Whitney-C.D-Closed 2/26/10		11.47	150,679.51
1st Bank&trust-C.D.-Closed 3/22/10			151,892.91
New Market Tax Credit			266,093.75
LBIA Grant			50,000.00
Overage transfer from FORJ per loan agreement			117,003.07
			<hr/>
Sub-Total			\$1,260,328.90
Less 125% Escrow Reserve (Mar., June, Sept., Dec. '10, Mar. , June, Sept., Dec. '11, Mar. June, Sept., Dec '12) (Mar. June '13)			(489,920.57)
Less purchase of Phone System			(27,852.45)
Less purchase of Computers, Software, Furniture			(498,576.64)
Transfer from Chase Acct.			110,000.00
Transfer out of Capitol One-Money Market			(\$100,000.00)
Transfer to JEDCO (Bldg. Expenses Reimbursement '12)			(\$105,577.81)
Transfer to JEDCO (Bldg. Expenses Reimbursement '13)			(\$148,413.31)
Interest Earned			\$11.88
Balance of \$15,691.27 @ 9/24/13 used toward 2013 3rd Quarter payment to Capital One of \$41,788.08. The difference of \$26,096.81 paid by JEDCO. Balance @ 9/30/2013			\$0.00