

# OFFICE OF INSPECTOR GENERAL JEFFERSON PARISH



## PUBLIC INVESTIGATION REPORT

LAFRENIERE PARK FINANCIAL CONTROLS/LOST  
REVENUE

**2018-0020**

INVESTIGATION  
ISSUED 6/11/2020



OFFICE OF INSPECTOR GENERAL  
JEFFERSON PARISH

DAVID N. MCCLINTOCK  
INSPECTOR GENERAL



Date: 06/11/2020

To: The Citizens of Jefferson Parish

From: David McClintock, Inspector General

Re: JPOIG Investigation 2018-0020, Lafreniere Park Financial Controls/Lost Revenue

Please find attached the Jefferson Parish Office of Inspector General's (JPOIG) Investigation Report # 2018-0020, Lafreniere Park Financial Controls/Lost Revenue. The objectives of the report were to assess the Parish's fuel management within Lafreniere Park, assess cash management practices, assess revenue generating operations, and determine whether funds have been properly managed with adequate controls.

The investigation found that:

- Approximately \$13,730 of fuel was unaccounted for in 2017 and 2018;
- as much as \$94,912.40 in token machine revenue was not accounted for over a three year period;
- approximately \$139,050 in facility rental fees were waived without authority in 2017 and 2018;
- the Assistant Park Manager had accessed sexually explicit material on his Parish computer; and,
- the Assistant Park Manager directed employees to clock him out.

A Confidential Draft Report was issued on 03/16/2020 to the Parish Administration and the Parish Council. The Administration requested and was granted a 30-day extension to respond to the draft report. A redacted Confidential Draft Report was issued to the Personnel Department to afford the department an opportunity to respond to sections relevant to a certain employee's conduct. The JPOIG received a response from Council District 4, the Personnel Department, and the Administration.

Where appropriate, matters have been referred to the Jefferson Parish Sheriff's Office, the Louisiana Legislative Auditor, the Louisiana Board of Ethics, and the Jefferson Parish Ethics and Compliance Commission for consideration.

The report contains seven specific findings and makes related recommendations regarding cash handling and lack of effective controls at Lafreniere Park. The findings, recommendations, and responses to the report are summarized below.

## Findings

The report contains findings as summarized below:

1. Lack of controls over the management, collection, and deposit of cash from Lafreniere Park token machines.
2. Lack of effective controls governing the establishment of fees and waiver criteria for all Lafreniere facility types.
3. Lack of effective controls over the management, collection, and deposit of revenue from Lafreniere Park facility rentals.
4. The Park's cash handling was not in compliance with the Accounting Department's Funds Handling Policies & Procedures.
5. Lack of effective controls over the use of the Parish network.
6. Lack of effective controls over the Park's time clock.
7. Parish employees giving Parish employees discounted rates on use of Parish facilities without authority.

### **Recommendations**

The JPOIG made four (4) recommendations to the Department of Parks and Recreation to implement a cash-free system regarding Lafreniere Park token machines and facility rental fees, review and revise the fees charged for facility rentals, and the improvement and adherence to established policies.

The JPOIG made one (1) recommendation to the Department of Parks and Recreation and the Parish Council for the Department of Parks and Recreation to establish facility rental fees via policy and procedure and/or coordinate with the Parish Council to update Resolution No. 11105, where applicable.

The JPOIG made three (3) recommendations to the Administration to enable the biometric function on all Parish time clocks, to direct the Electronic Information Systems Department to issue monthly reports on employee internet usage to department directors, and that that the Parish issue guidance all Parish employees reminding employees that Parish employees may not unilaterally decide to give away access to Parish facilities or discount access to Parish facilities.

### **Council District 4's Response**

Council District 4 responded to the report on 04/08/2020. In the response, Councilman Impastato's Office agreed with the findings, provided a corrective action plan (CAP), assigned an individual responsible for the corrective action, and provided a time frame for the corrective action to be implemented, where applicable. The response to the findings are listed below.

1. "We agree that the Parish as an entity should become a cash-free entity. In line with previous reports issued by Internal Audit, we agree that Lafreniere Park can become a cash-free entity. For any facility within the Park that required a token, we propose to install a cashless payment vending terminal with mobile and bar code scanning capabilities.
2. We recognize the need to revise the fee and waiver structure as appropriate and to the extent that the law allows. Due to market variables, we propose a flexible structure in defined cases that allows discretion to the Park Director; however, internal checks and balances should be set into place. Lastly, this policy should be codified.

3. Parks and Recreation currently offers online registration for various programming at parish wide playgrounds. We suggest incorporating Lafreniere Park rentals into this software and avail it to the public via [www.jprrd.org](http://www.jprrd.org). Additionally, we agree that all payments for rentals should be taken through this portal.
4. We agree that the Parish as an entity should become a cash-free entity. In line with previous reports issued by Internal Audit, we agree that Lafreniere Park can become a cash-free entity. To the extent that it is necessary to keep petty cash, we agree that procedures should be followed as set forth by the Accounting Department.
5. We acknowledge the policy noted in the Parish's Administrative Manual and agree with any and all steps that the Administration sets forth to ensure compliance.
6. According to the Electronic Information System Department (EIS), the Parish was well into implementing parish wide biometric clocks. Only 18 clocks remain as non-biometric, including Lafreniere Park. While purchased last year, EIS will prioritize installation as soon as possible.
7. We acknowledge the discount or waive of fees for any Parish employee as a prohibitive donation. We support any and all efforts to ensure that such discounts or waivers are not given. We additionally request that the Parish Director of Governmental & Ethics Compliance include periodic reminders for employees not to accept such discounts or waivers of fees in likening to Christmas gifts.”

### **Personnel Department’s Response**

The Personnel Department responded to the report on 04/27/2020. In its response, the Personnel Department agreed with finding #7, e.g. it is not appropriate for Parish employees to give Parish employees discounted rates on use of Parish facilities without authority.

### **Administration’s Response**

The Administration responded to the report on 05/28/2020. In its response, the Administration agreed with all findings and laid out the corrective actions that are to be taken, some of which are already in place. In addition, the Administration indicated that it has begun disciplinary action against the individuals identified in the Draft Report. The response to the findings are listed below.

1. “The Administration agrees with the finding regarding the lack of controls with respect to token machines at the Park. Recreation has ordered credit/debit card machines and will install same by the end of this summer. Until these measures are completed, Recreation will coordinate with Accounting to ensure compliance with the Parish's Funds Handling Policies & Procedures. After the credit/debit devices are installed, Recreation will disable the cash option. Additionally, Accounting and Recreation have established a protocol for management and collection for the token machines.
2. The Administration agrees with this finding and will review rental rates for all Park facilities and amenities to determine if, and to what extent rates should be adjusted and will formulate Departmental policies and procedures regarding rate adjustment and fee waivers. The Administration is committed to working with the Council in order to review Council Resolution 11105 to determine if updates or revisions are warranted.

3. The Administration agrees with these findings and is currently obtaining equipment to allow credit/debit card payments for facility and amenity rentals in order to eliminate use of cash. Recreation has ceased accepting cash and currently accepts check or money order for rental payment. Recreation, in coordination with Accounting, has implemented safeguards to ensure compliance with the Parish's Funds Handling Policies & Procedures and a protocol for funds deposit management.
4. The Administration agrees with this finding. Please refer to the Administration's response to Findings 1 and 3 regarding corrective measure implemented at the Park.
5. The Administrative Policy Manual prohibits employees from using Parish technology/network to send, receive or access sexually explicit material. EIS has taken corrective action and deployed new updated content filtering which further restricts access to inappropriate material through the network. When a user attempts to access a website that has been determined to be in violation of Parish policy, the software flags the entry. When the software captures excessive unauthorized activity, EIS alerts the appropriate Department Director, their CAA and Human Resources.
6. The Park has updated the time clock to include biometric features and is working with EIS to implement these features for all relevant Park employees in an effort to more effectively and efficiently record employee time.
7. The Administration agrees that there is no authority to either provide discounts to Parish employees or for employees to receive anything of value, such as a discount, according to State ethics laws. Parish employees are required to perform ethics training each year and the Administration will work with the applicable Human Resources Manager to emphasize application of the rules to these situations and provide additional training for adherence to the Administrative Policy Manual.”

The JPOIG appreciates the support rendered during the course of this multi-part investigation and for the responses received. Additionally, the Citizens of the Parish should know that the actions taken by the Administration, as well as, those that are underway represent significant reforms and enhanced fiscal controls.

Sincerely,



David McClintock  
Inspector General

# LAFRENIERE PARK FINANCIAL CONTROLS/LOST REVENUE 2018-0020

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OFFICE OF INSPECTOR GENERAL  
JEFFERSON PARISH

DAVID N. McCLINTOCK  
INSPECTOR GENERAL



<b>Date of Report:</b> 06/11/2020	<b>PUBLIC INVESTIGATION REPORT</b>	<b>Case:</b> 2018-0020
<b>Timeframe:</b> 01/01/2017 – 12/11/2019	<b>Investigation By:</b> JPOIG Staff	<b>Status:</b> Public
<b><u>Subject of Investigation</u></b>		
<ul style="list-style-type: none"> <li>• Lafreniere Park Management</li> </ul>		

**INTRODUCTION**

Pursuant to JPCO §2-155.10(11)(a), the Jefferson Parish Office of Inspector General (“JPOIG”) initiated an investigation into allegations of theft and mismanagement at Lafreniere Park (“Park”). The investigation was initiated based upon external information.

This investigation was conducted in accordance with the Association of Inspectors General Standards for Investigations.

**OBJECTIVES**

The JPOIG’s objectives for this investigation were to:

1. Assess Jefferson Parish’s (“Parish”) fuel management within Park operations;
2. Assess cash management practices within the Park operations;
3. Assess revenue generating elements of Park operations, to include token machines and facility reservations;
4. Determine if funds have been inadequately managed or have been subject of theft;
5. Assess the department’s adherence to established Parish policies and procedures;

**SCOPE & METHODOLOGY**

To accomplish the objectives, the following actions were undertaken:

- Reviewed information contained in the Jefferson Parish finance system, including reports and deposits;
- Reviewed and monitored fuel consumption;
- Conducted surveillance;
- Reviewed the Park surveillance video;
- Conducted interviews;
- Reviewed reservations booked in 2017 and 2018;
- Reviewed Parish policies;
- Reviewed files stored on Parish computers assigned to the Park; and
- Reviewed automated timekeeping data.

Acronyms

**JPOIG** Jefferson Parish Office of Inspector General    **APM**    Administrative Policy Manual  
**JPCO**    Jefferson Parish Code of Ordinances                    **Park**    Lafreniere Park  
**Fleet**    Jefferson Parish Fleet Management Dept.            **Parish**    Jefferson Parish  
**EIS**        Jefferson Parish Electronic Information  
                  Systems Department

**BACKGROUND**

Lafreniere Park is a 155-acre park located at 3000 Downs Boulevard in Metairie.<sup>1</sup> The Park is open daily from 5:00 am to 9:45 pm. The Park falls under the direction of the Jefferson Parish Parks and Recreation Department. The Park is directly overseen by a “Park Manager” who is responsible for the operation of the Park.

From 2009 through 2019, the Park has been managed, at various times, by [REDACTED] and [REDACTED]. See table below for a timeline of positions held.

Table 1		Lafreniere Park Management Timeline
03/07/2009	[REDACTED]	Lafreniere Park Manager
04/09/2011	[REDACTED]	East Bank Recreation Administrator
09/03/2011	[REDACTED]	Lafreniere Park Manager
03/06/2014	[REDACTED]	Lafreniere Park Assistant Manager
03/06/2014	[REDACTED]	Lafreniere Park Manager
05/11/2019	[REDACTED]	Park Manager - Parc Des Familles

Lafreniere Park contains many public amenities including multi-use fields, a carousel, the Foundation Center venue, an open meadow area with a permanent stage, a disc golf course, a spray park, a jogging track, numerous shelters, and a dog park. Some of these amenities are open at no charge to the public, but may be reserved for a fee. Others, such as the spray park and carousel, are fee based.

The Park management, office staff, and maintenance staff work out of an onsite office/maintenance facility. The office/maintenance facility has two fuel tanks: one gasoline, one diesel. These tanks are to refuel the vehicles and equipment used to operate and maintain the park. The fuel tanks are serviced by the Parish’s Fleet Management Department (“Fleet”).

The Park operates a series of eight shelters spread throughout the Park which may be rented per day at a cost of \$110 to \$300.

The Park’s Foundation Center includes a meeting/reception room and rents for \$200 per hour.

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<sup>1</sup> Land for the Park was purchased by the Parish from the owners of the former Jefferson Downs Race Track in 1973, and was dedicated in 1982.



The Park installed a carousel in or about the year 2000. The carousel is open to the public. The carousel may be rented for parties for a fee of \$200 per two hours. Otherwise, the carousel is open to the public for a fee of \$1.00 per person per ride. An operator takes tokens for rides. The token machines exchange \$1.00 for one token. There are three token machines around the carousel.

Similarly, the Park installed a spray park in 2012. The spray park is open daily from May 25<sup>th</sup> through August 9<sup>th</sup> and on weekends only from August 16<sup>th</sup> through September 28<sup>th</sup>.<sup>2</sup> The spray park charges \$5.00 per person for 90 minutes of use. Like the carousel, the park attendant at the spray park does not take cash. Tokens are required to enter the spray park. The Park has two token machines at the entrance to the spray park which dispenses one token for every \$1.00 inserted into the token machine.

Reservations for any of the facilities must be made at the Park's office and payment is due at the time the reservation is placed, and may only be made by cash, check, or money order.

The five token machines which distribute tokens for admission to the spray park or carousel only accept cash. Servicing the token machines to remove the cash has been the function of the park manager for the period of investigation.

## **DATA REVIEW & ANALYSIS**

During this investigation, the JPOIG conducted surveillance and collected data from park equipment without the knowledge of Parish employees. Before this investigation was complete, the JPOIG communicated specific concerns to the Director of the Parks and Recreation Department and his supervising Chief Administrative Assistant. The JPOIG received their cooperation and support. The Administration took corrective action to mitigate future loss while the investigation was ongoing. The JPOIG considered several Park functions. Each presented its own unique set of circumstances. Thus, each will be addressed separately.

### **A. Fuel**

The maintenance yard at Lafreniere Park contains two fuel tanks: one gasoline and one diesel. There are no written policies or procedures directing the use of the fuel pumps. However, each pump's nozzle is padlocked in place when not in use.

The unwritten practice is that a supervisor or manager must unlock the pump. When fuel is dispensed, the amount pumped is manually recorded on a paper log, which is kept by the office manager. The levels of fuel stored in the tanks are monitored by Park management and notifications are made to Fleet when the tanks need to be replenished. Once notified, Fleet contacts the Parish's fuel contractor to deliver fuel to the Park.

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<sup>2</sup> <http://lafrenierepark.org/activities/default.asp>

The JPOIG reviewed the daily fuel logs and compared them to the fuel that was ordered from Fleet. Upon review of the Park’s fuel logs, it was noted that the Park consistently used significantly less diesel fuel and gasoline than was ordered from Fleet.<sup>3</sup> See Table 2.

Table 2		
2018		
	Diesel	Gasoline
<b>Gallons Ordered</b>	1,979	8,786
<b>Gallons Dispensed</b>	1,496	5,724
<b>Difference</b>	<b>483</b>	<b>3,062</b>
2017		
	Diesel	Gasoline
<b>Gallons Ordered</b>	2,723	9,067
<b>Gallons Dispensed</b>	2,243	6,422
<b>Difference</b>	<b>480</b>	<b>2,645</b>

In assessing diesel fuel the JPOIG found that there was a discrepancy between the fuel used and that which was accounted for in the fuel logs. Considering both 2017 and 2018, the JPOIG determined there were 963 gallons of diesel that were not accounted for with an approximate value of \$1,999. See Table 3.

Table 3		
2018		
	Diesel	Gasoline
<b>Avg. Price Per Gal.</b>	\$2.31	\$2.19
<b># of Gal. Not Recorded</b>	483	3,062
<b>Cost of Unrecorded Fuel</b>	<b>\$1,115.73</b>	<b>\$6,705.78</b>
2017		
	Diesel	Gasoline
<b>Avg. Price Per Gal.</b>	\$1.84	\$1.90
<b># of Gal. Not Recorded</b>	480	2,645
<b>Cost of Unrecorded Fuel</b>	<b>\$883.20</b>	<b>\$5,025.50</b>

In assessing gasoline, the JPOIG also found a discrepancy between the fuel used and that which was accounted for in the logs. Considering both 2017 and 2018, the JPOIG determined there were 5,707 gallons of gasoline was not accounted for with an approximate value of \$11,731

Combined potential loss for both fuel types in 2017 and 2018 was \$13,730/or \$6,865 per annum.

The JPOIG covertly monitored the fuel pumps 24 hours per day over a period of 19 days. During that time period, the JPOIG did not observe any fuel being dispensed into personal vehicles or equipment. While no instances of misuse were observed during monitoring the discrepancy between fuel amounts delivered and dispensed remained a concern. However, it remains unclear whether the discrepancy is the result of theft and/or poor record keeping.

After the JPOIG completed covert monitoring of the fuel pumps at the Park, the Director of Parks and Recreation directed the fueling system be upgraded to include enhanced accountability. To dispense fuel, the new system requires the use of a unique card that has been assigned to each vehicle or piece of equipment and an individual employee code. This system allows management and fleet to track how much fuel is going into a specific vehicle, as well as, how much fuel is being utilized by a specific employee. Lastly, the new fuel tanks are remotely monitored so that when the tanks get below a certain level Fleet is notified to order additional fuel delivered.

<sup>3</sup> Attachment A: Lafreniere Park Fuel Logs. Attachment B: Lafreniere Park Fuel Orders

## B. Petty Cash

During the course of the investigation, the Parish’s Internal Auditor performed an audit of the Parish’s various petty cash funds.<sup>4</sup> On 03/12/2019, Lafreniere Park was selected for a surprise count by the Internal Auditor. The Park Manager was listed as the responsible custodian of the petty cash. The surprise count found that the \$500 petty cash fund was short by \$283.80, or 57%. In addition, the report found that this specific petty cash fund had last been replenished on 11/16/2011. According to the Internal Audit Report, the Park Manager “could not recall the last time the fund had been used, and did not know the whereabouts of the missing cash.”<sup>5</sup> The statement was inconsistent with information provided by other Park staff during JPOIG interviews. Also, according to the Internal Audit Report, the Park Manager “found” \$300.00 that was reportedly stored in a separate location the day after the surprise count.

As a result of the surprise count and statement by the responsible custodian/Park Manager, the Internal Auditor recommended the fund be closed for lack of use. The Accounting Department received money from the Lafreniere Park petty cash fund and closed it on 03/13/2019 according to the Internal Audit Report.

## C. Token Machine Revenue

The Park operates a carousel and a spray park on the grounds of the Park. When the facilities are not reserved, the public can enter the ride/spray park by purchasing tokens from one of the five token machines. The Park allows patrons to ride the carousel for one token per ride and allows patrons to enter the spray park for five tokens per 90 minutes. The Park has an employee operating the carousel who takes the tokens, and the spray park has an employee taking tokens at the entrance to the spray park. The Park has three token machines by the entrance to the carousel and two token machines by the entrance to the spray park.

The token machines dispense one token for every \$1.00 entered into the machine. If a patron inserts a \$5.00 bill into the machine, five tokens will be dispensed. The machine keeps track of the amount of money inserted into the machine via an electronic counter embedded on the computer board located inside the machine. When a \$1 bill is inserted into the machine, the counter goes up by one number. When a \$5 bill is inserted into the machine, the counter will increase by five. The counter is capable of reading 0 through 99,999 before rolling over and starting again at 0. The token machines keep no record of how many times a counter has rolled over.



The Park Manager was the employee tasked with removing the cash from the token machines. In addition to being the only individual to empty the cash from the machines, it was reported that the Park Manager would retrieve and count the money by himself. Despite being the only employee that retrieved cash from the machines, other employees accessed the machines to clear jams and ensure proper operation of the machines. The Park had no controls in place to

<sup>4</sup> Internal Audit Report #2019-004, Jefferson Parish Petty Cash.

<sup>5</sup> Internal Audit Report #2019-004, Jefferson Parish Petty Cash, page 9.

document who went into the machines and for what reason. In addition, no documentation was kept on how much cash was removed from the machines or the counter readings at the time of cash removal.

### Token Machine Analysis

In an effort to identify trends of usage for the token machines, the JPOIG took seven readings from the token machines over a year period from 10/01/2018 through 10/01/2019. See Table 4. The first two readings, taken on 10/01/2018 and 12/03/2018, were taken without the knowledge of the Park staff. The remaining readings were taken by park staff in the presence of the JPOIG investigator who validated the readings and the amount of cash removed from each machine.<sup>6</sup>

Table 4 <b>Token Machine Readings v. Cash Deposits: 10/01/2018 - 10/01/2019</b>								
Electronic Counter Reading	Carousel 1	Carousel 2	Carousel 3	Spray Park A	Spray Park B	Token Count	Cash Deposits	Variance
Covert Review by JPOIG								
10/1/2018	64,593	94,120	45,399	1,387	89,586		09/14/18 through 03/20/19	
12/3/2018	65,385	97,898	46,190	1,387	89,586			
3/20/2019	68,230	7,799	48,095	1,387	89,586			
Subtotal:	3,637	13,678	2,696	0	0	20,011	\$13,473	(\$6,538)
Review Known by Park Staff								
4/15/2019	68,719	10,215	48,494	1,503	90,152		After 03/20/19 through 10/01/19	
5/7/2019	69,299	12,027	48,785	1,575	91,313			
8/5/2019	71,452	19,253	50,662	11,244	5,003			
10/1/2019	72,223	22,299	51,204	15,270	7,403			
Subtotal:	3,993	14,500	3,109	13,883	17,816	53,301	\$53,438	\$137
Total:	<b>7,630</b>	<b>28,178</b>	<b>5,805</b>	<b>13,883</b>	<b>17,816</b>	<b>73,312</b>	<b>\$66,911</b>	<b>(\$6,401)</b>

### Covert Review Period

The JPOIG chose to covertly assess the revenue and cash handling related to the token machines in order to determine an actual baseline in the absence of meaningful controls.

JPOIG investigators accessed the token machines without the knowledge of Park staff on 10/01/2018 and 12/3/2018 and recorded the amount of cash and the readings shown on the internal transaction counters for each machine.<sup>7</sup> On 03/20/2019, the JPOIG conducted an unannounced visit to the Park, during which investigators accompanied management while the token machines were serviced. All revenue removed was validated and readings were taken from the internal transaction counters. Park staff were directed to make the validated deposit at the conclusion of the unannounced validation. The deposit and the readings taken on 03/20/2019 concluded the period of covert review.

In order to reconcile cash deposits with internal transaction readings, investigators analyzed Park deposit records and determined the period of review to be all deposits made after 09/14/2018,

<sup>6</sup> It is to be noted that the token machines for the spray park were not in use during the covert review period because the spray park is only open seasonally.

<sup>7</sup> During this period of time, the spray park had closed for the season.

which was 16 days prior to the first baseline data collected and the deposits of 03/20/2019. The JPOIG recognizes that any revenue brought in by the token machines during that 16 day period would not be known. However, it would result in additional revenue above reflected by the transaction counters, which were not initially read until 10/01/2018.

During the 171 days of Park operation during the period of covert review, the internal transaction counters reflected 20,011 tokens had been dispensed, which at \$1 per token should have reflected in corresponding cash deposits of \$20,011. However, the Park only deposited \$13,473 from the token machines, demonstrating a variance of at least -\$6,538 or 32.6% of revenue.<sup>8</sup>

#### Known Period of Review

During the entire period of review, the internal counters recorded \$73,312 taken in. However, only \$66,911.25 was deposited into the bank.<sup>9</sup> Thus, \$6,400.75 was unaccounted for by Park Management.

After the JPOIG met with Park staff on 03/20/2019, Park and Recreation Department senior staff instituted new protocols for token machine access and cash handling. The JPOIG investigators also continued jointly validating data through 10/01/2019. During the period where park staff were aware of investigative efforts, the internal transaction counters registered 53,301 tokens dispensed. However, during the same period, deposits were \$53,438.25, \$137 more than the counters reflected.<sup>10</sup>

The review period demonstrated that when proper controls are in place, token machine deposits closely align with the device's internal transaction counters.

#### Historical Assessment

The JPOIG compared the 2019 deposits made from 03/21/2019 to 10/2/2019 in which \$53,438.25 was deposited from the token machines to the average of a similar time period of the previous five years.<sup>11</sup> The average of the similar time period of the previous five years was a deposit of \$30,665.60. Since it became known that the JPOIG was monitoring the token machine counters, the percentage increase of money deposited in 2019 as compared to the same time period over the previous five years from March to October was a 74% increase. The total deposit for the token machines from 2016 through 2018 is approximately \$128,260.<sup>12</sup>

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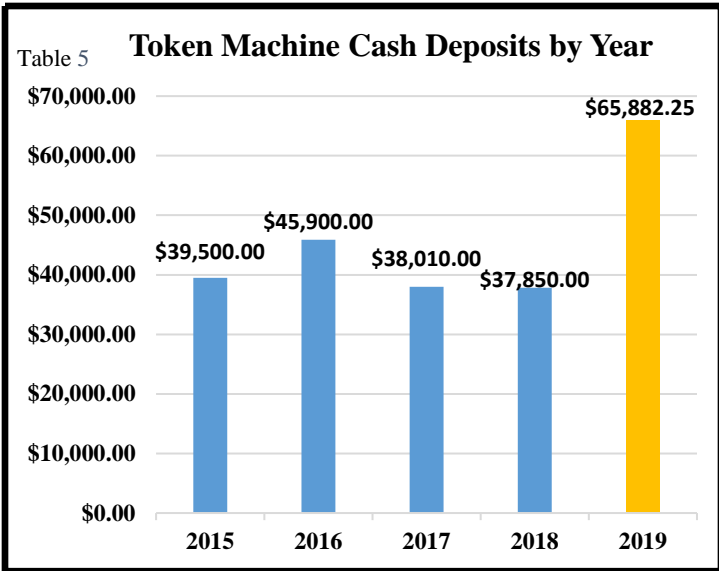
<sup>8</sup> It was also observed that during the 155 days where the counters were validated, the machines collectively dispensed an average of 129 tokens per day. Making the assumption that token machine use was also consistent during the 16 day period, between the 09/14/2018 park deposit and the 10/01/2018 transaction reading, potential losses could include an additional \$2,064 in missing funds. Thus, losses during this period may be as high as \$8,062 or 38.9% of revenue.

<sup>9</sup> The JPOIG calculated the amount deposited using the time period of 09/14/2018 through 10/01/2019, which is longer than the monitored period, due to differences in deposit dates.

<sup>10</sup> Including deposits after 03/20/2019 through 10/01/2019.

<sup>11</sup> Because deposits were not made on the same day every year, the JPOIG used similar, but longer time periods to establish the average deposit of the previous 5 years.

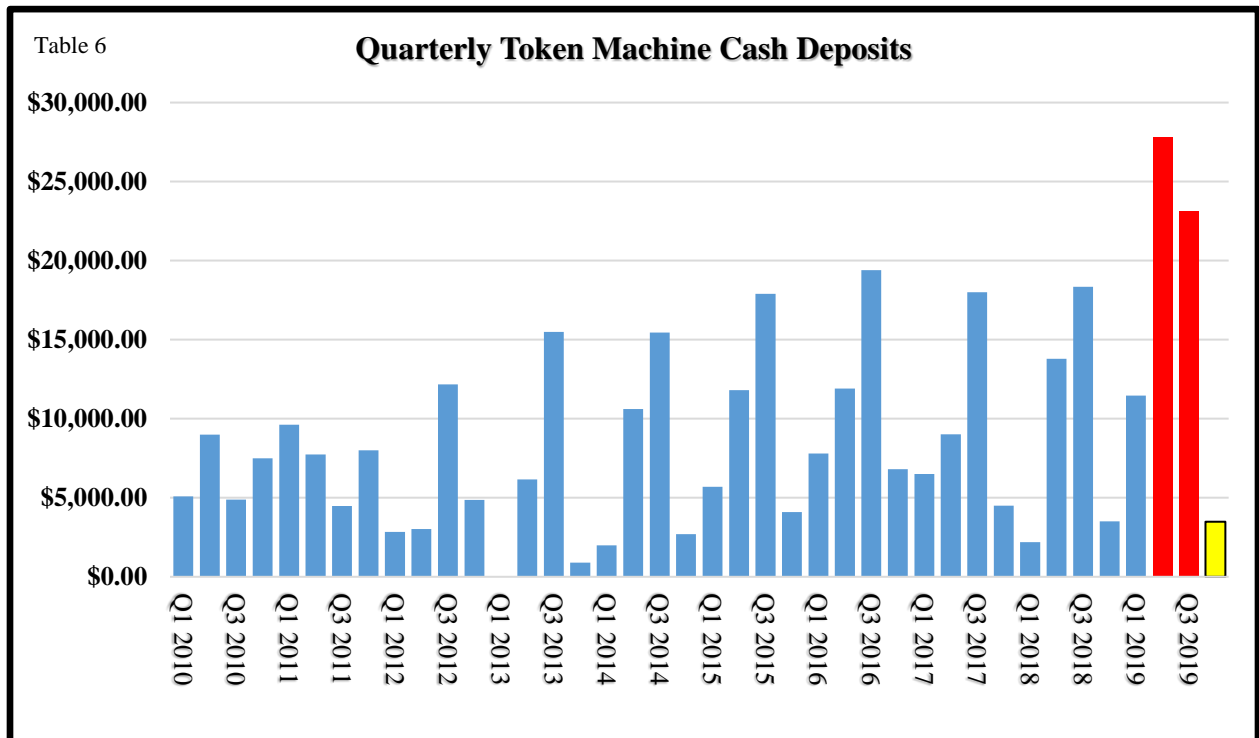
<sup>12</sup> Deposits from 2016 through 2018 are approximate because deposits extend through year ends.



Factoring in the calculated 74% variance, Parish deposits for the previous three years should have been approximately \$94,912.40 higher.<sup>13</sup> The chart to the left shows the token machine deposits for the past 5 years. It is important to note that 2019 token machine deposits are as of 11/12/2019. See Table 5. Further, that the JPOIG began random monitoring of token machine deposits with Park personnel beginning on 03/20/2019.

On 04/09/2019, the JPOIG notified the Administration of concerns that money from the token machines was not being deposited into the Parish bank account. Mr. [REDACTED] was reassigned on 05/04/2019.

The chart below shows the token machine deposits quarterly since 2010. The blue bars reflect the time period in which no controls were in place regarding token machine cash handling. The two red bars reflect the time period in which token machine cash handling controls were implemented. The yellow bar is a partial quarter of deposits as it only reflects deposits made as of 11/12/2019. See Table 6.



<sup>13</sup> Due to the lack of controls in regards to cash at the Park, the JPOIG is unable to determine the exact amount of cash that is unaccounted for.

During the period of time in which the JPOIG was covertly monitoring the token machines, ██████████ was park manager.<sup>14</sup> It was ██████████'s practice of retrieving the cash from the token machines and counting it by himself. Mr. ██████████ did not keep any record of the cash collected or record the token machine counters when the cash was retrieved. Mr. ██████████ stored the cash in his office closet and decided when bank deposits would be made. At some point, Mr. ██████████ handed the cash to Park staff for deposit.

**D. Park Facility Reservations**

The Park takes reservations for the Foundation Center, pavilions, spray park, and carousel from individuals/entities who wish to hold an event/party on Park grounds. The Park allows individuals/entities to reserve various facilities at the following published rates. See Table 7.

When an individual/entity wishes to reserve one of the facilities for rental, they must contact the Park's office, fill out a reservation form, and pay the rental fee by way of cash, money order, or personal check.

Authorized Free Meeting Space

The JPOIG learned that Council Resolution No. 11105, adopted on 10/08/2008, amended the Jefferson Parish Meeting Room Policies and Procedures which allows for meeting rooms, which includes the Foundation Center, to be rented free of charge to "Jefferson Parish agencies, affiliated booster clubs, and support entities" during regular operating business hours.<sup>15</sup> This resolution also allows for "non-profit community organizations that promote programs to enhance the 'quality of life' in Jefferson Parish" to use meeting facilities during select times provided they provide their 501(c)(3) status. In addition, the Park offers a discounted rate for the Foundation Center to non-profit organizations on their rental material.<sup>16</sup>

Facility	Price
Carousel	\$200 for 2 hours
Spray Park	\$200 for 2 hours
Foundation Center	\$200/hour (min. 2 hours)
Shelter 1	\$110/day
Shelter 2	\$300/day
Shelter 3	\$100/day
Shelter 4	\$150/day
Shelter 5	\$150/day
Shelter 6	\$150/day
Shelter 7	\$150/day
Shelter 8	\$150/day

Number	Authorized By
96	Park Manager
14	Assistant Park Manager
09	Park Manager & Asst. Park Manager
<b>119</b>	<b>Total</b>

The JPOIG reviewed 1,496 reservations for the period of 2017 and 2018. The JPOIG found fees were waived entirely or discounted for 261 non-qualifying rentals, including 94 rentals to persons believed to be Parish employees.

<sup>14</sup> The JPOIG covertly monitored the token machines from 10/01/2018 through 03/20/2019. ██████████ and ██████████ held the position of Park manager during the time period reflected in Table 6.

<sup>15</sup> Attachment C: Council Resolution No. 11105. Policy states Lafreniere business hours end at 3:00 pm and exclude Mondays. This policy does not cover the carousel, spray park, or shelters.

<sup>16</sup> Attachment D: 2019 Lafreniere Park Foundation Center Regulations.

Of the 261 reduced-fee rentals, 119 were authorized by Park Management, either the Park Manager or an Assistant Manager. The table above summarizes the management personnel who authorized the reduced-fee rentals. See Table 8. Based upon the data collected, the JPOIG determined that the value of fees waived by Park Management was approximately \$69,525 per year.

A review of the rental waivers showed: (1) instances in which fees were waived but reasons and authority were not documented; (2) instances in which fees were waived as “authorized by Park Manager,” or similar language; (3) fees were waived based upon a complimentary “certificate”. The certificate waivers extended to carousel party rental, spray park party rental, and picnic shelter rental.

The complimentary certificates appeared to be generated from a standard printer and did not bear an original signature, expiration date, or method of authentication. However, they did reflect the typed name of the Park Manager.<sup>17</sup> According to the Director of Parks and Recreation, the Park Manager did not have the authority to issue certificates, discount rates, or provide free rentals.<sup>18</sup>

Individuals receiving discounted rates or waivers included Parish employees and others who had a relationship with Lafreniere Park or the Parish.

Among the Parish employees, the Assistant Director of Personnel received discounted rentals. On 10/07/2018, the Assistant Director rented the Foundation Center from 1:00 PM to 4:00 PM and paid \$200 where the public would be charged \$600. On 11/15/2018, the Assistant Director rented the Foundation Center from 5:00 PM to 9:30 PM and paid \$200 where the public would be charged \$900. Since Park management employees are civil servants under the authority of the Personnel Department, the JPOIG is referring this information to the Ethics and Compliance Commission and the Louisiana Board of Ethics for further review and/or action.

### **E. Lack of Cash Handling Procedures**

On 12/12/2016 the Parish’s Accounting Department issued a “Funds Handling Policies & Procedures” that defines procedures for cash taken in by the Parish.<sup>19</sup> The policy states that “a responsible custodian must be designated for any type of funds collected and maintained” and that “funds collected must otherwise be deposited on a weekly basis regardless of the amount.”

Prior to the JPOIG investigation, the Park had no official policy regarding the handling and depositing of cash from the token machines. In addition, there was no record keeping by the Park management of money removed from the token machines to be deposited by the Parish. The JPOIG noted that there was no responsible custodian responsible for the cash generated from the token machines on file with the Accounting Department as is required by the Funds Handling Policies & Procedures. It was also noted that weekly deposits were not being made prior to March 2019.

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<sup>17</sup> Attachment E: Complimentary Rental Certificates.

<sup>18</sup> Attachment F: Email on 10/24/2019 4:47 PM from CJ Gibson to Jeffrey Adolph.

<sup>19</sup> Attachment G: Funds Handling Policies & Procedures.



The cash received from the rental of Park facilities did have two responsible custodian forms on file with the Accounting Department. However, weekly deposits were not made. Cash was collected periodically from the token machines and reservations and held at the Park office without any collection reports detailing dates, times and persons present during reconciliation. The cash was not regularly deposited into the Parish bank accounts in a manner consistent with policy.

During the investigation, the JPOIG learned that the Assistant Park Manager on at least two occasions took cash being held for deposit and paid it back later via check.<sup>20</sup> Borrowing of funds is not supported by policy. The deposit records indicate that these two checks were exchanged for reservation money cash and contemporaneous notes stating that the Assistant Park Manager “exchanged check for cash” and the Assistant Park Manager “paid back money he borrowed.”<sup>21</sup>

During the course of the investigation Department leadership implemented new cash handling controls. While these controls did address the immediate needs and required better accounting and controls, the JPOIG recommends that all employees authorized to handle cash be provided with a copy of the policy, trained on specific procedures and acknowledge receipt of the policy in writing.

#### **F. Misuse of Parish Computers**

Based on information received from interviews, the JPOIG seized Parish computers assigned to the Park Manager and Assistant Park Manager. An analysis of the computer assigned to Assistant Park Manager [REDACTED] showed the computer was used to view sexually explicit material. The analysis showed that sexually explicit material was accessed on approximately 432 occasions from the computer between 08/21/2015 and 03/23/2018. The computer also had 19 files in which portions of sexually explicit videos were saved and another 151 files with sexually explicit names, but which could not be viewed. Results of analysis showed that files were accessed with the Assistant Park Manager’s user account.

The Assistant Park Manager was interviewed. He did not deny viewing inappropriate material on the Parish commuter assigned to him. The JPOIG verified that the Assistant Director had acknowledged receipt the Jefferson Parish Administrative Management Policies Manual (“APM”) and applicable updates concerning appropriate computer use.<sup>22</sup> The Section 3.8 of the APM, *Prohibited use of technology and communication systems*, specifically prohibits, “sending receiving (without reporting) or accessing offensive materials, including but not limited to sexually explicit materials or materials whose content would otherwise be considered discriminatory or harassing.”

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<sup>20</sup> Additionally, the JPOIG noted two checks were deposited by the Park from the Assistant Park Managers wife for \$600.00 and \$960.00 with dates of 1/18/2017 and 02/02/2017, respectively.

<sup>21</sup> Attachment H: Deposit Records.

<sup>22</sup> Attachment I: APM Acknowledgment Receipt, [REDACTED]

## G. Time Clock Misuse

All Park employees must clock in and clock out of work using the Parish time clock located in the Park Office, Maintenance Room. Employees clock in/out by scanning their Parish ID *or* entering their employee number at the keypad on the time clock. Both methods record the time that the employee clocked in/out.<sup>23</sup>

The core policy directing employee timekeeping is established by the Administrative Policy Manual (“APM”). In August of 2017, the APM was revised to include § 402.4.5.1, which establishes a new policy for employee timekeeping and reads as follows:

if the department utilizes a time clock, time cards, or Kronos, the employee himself/herself must ‘punch-in’ and ‘punch-out’ each work day, and recording must accurately reflect actual hours worked.

In March of 2019, the APM § 402.4.5.1 was revised again to include the underlined language:

if the department utilizes a time clock, time cards, or Kronos, the employee himself/herself must ‘punch-in’ and ‘punch-out’ each work day, and recording must accurately reflect actual hours worked. It is prohibited for anyone to report time worked or request time off in time clock/Kronos for someone other than himself/herself.

Notwithstanding the requirements of APM § 402.4.5.1, the Park Manager and the two Assistant Park Managers did not track their time using the time clock prior to January 2019. Instead, they



were allowed to submit their work hours in writing. In January of 2019, Park Management was directed to utilize the time clock to record their hours worked. The JPOIG tested for compliance and discovered that lower level Park employees had clocked the Assistant Park Manager [REDACTED] out/off duty.

A review of security camera video of the time clock over a 21 day period, between 09/04/2019 and 09/21/2019, showed four instances where Park Rangers clocked the Assistant Park Manager out/off duty.<sup>24</sup> When interviewed, the Assistant Park Manager admitted to only one occasion of having a Park Ranger clock him out because he forgot.

<sup>23</sup> The time keeping system does not record whether the employee ID card was scanned or the employee number was entered.

<sup>24</sup> On 09/04/2019, a Park Ranger was observed clocking the Assistant Park Manager out. On 09/07/2019, 9/14/2019, and 09/21/2019, a separate Park Ranger was observed clocking him out.

## **CONCLUSION**

In conclusion, this report demonstrates that a lack of controls and policies along with several management concerns at the Park resulted in the Parish losing revenue it should have received from the Park as well as a loss of employee productivity. Although the dollar amounts of loss are captured where applicable in this report, the JPOIG is unable to determine the total amount of waste that may have occurred over an extended period of years.

## **FINDINGS AND RECOMMENDATIONS**

**Finding #1: Lack of controls over the management, collection, and deposit of cash from Lafreniere Park token machines.**

### **Condition:**

Since Lafreniere Park began utilizing token machines to generate revenue from the carousel in 2000 and the spray park in 2012 there is no evidence of meaningful controls regarding the management, collection, and deposit of related revenues. No record was maintained of the amount of money removed from each machine or of the machine's internal counter readings.

During the period of review, analysis indicates that as much as 74%, or \$94,912.40, in cash from token machines was not accounted for. The Parish Administration, with the concurrence of the JPOIG, implemented controls in the Spring of 2019. After controls were in place, cash revenue increased. The implemented controls included: (1) procedures for opening the machines, (2) logging of the machine counters, (3) retrieval of cash from the machines, (4) counting of cash from the machines, (5) securing cash from the machines, and (6) frequency of bank deposits.

### **Recommendation #1-1 - Department of Parks and Recreation:**

The JPOIG recommends that Department of Parks and Recreation implement a cash-free token machine system utilizing credit/debit cards, or

Should the Department of Parks and Recreation choose to maintain accepting cash at the Park token machines, that at a minimum they follow the Parish's Cash Handling Policy and further strengthen policies to establish the daily reconciliation of funds received along with the storage of revenue until the time of deposit. These policies should include written employee receipt and acknowledgement of policy and inclusion of security cameras wherever cash based transactions occur.

**Finding #2: Lack of effective controls governing the establishment of fees and waiver criteria for all facility types.**

### **Condition:**

Lafreniere Park facilities available for rental include the Foundation Center meeting rooms, shelters of various sizes, the spray park and the carousel. Council Resolution No. 11105 amended a longstanding series of resolutions formalizing the Jefferson Parish Meeting Room Procedures and Policies which, in part, set fees and criteria for waivers. However, Resolution No. 11105 does not address other facility types beyond meeting rooms.

During the period of review, the JPOIG determined that fees charged for meeting rooms in some cases exceeded the amount provided for by Resolution No. 11105 and that waivers of fees were authorized by Lafreniere Park staff that were not supported by the resolution or any other policy or procedure. In 2017 and 2018 approximately \$139,050 in rental fees were waived without proper authority.

**Recommendation #2-1 - Department of Parks and Recreation:**

The JPOIG recommends that the Department of Parks and Recreation annually review and establish fees for all facility rental types under the control of the department.

**Recommendation #2-2 - Department of Parks and Recreation and Parish Council:**

The JPOIG recommends that the Department of Parks and Recreation establish facility rental fees via departmental policy and procedures, and/or where applicable coordinate with the Parish Council to update Resolution No. 11105 establishing the Jefferson Parish Meeting Room Procedures and Policies.

**Finding #3: Lack of effective controls over the management, collection, and deposit of revenue from Lafreniere Park facility rentals.**

**Condition:**

Lafreniere Park collects cash from facility rentals which is stored in the Park office until it is time to make a bank deposit. A reconciliation of revenue was only performed when a bank deposit was to be made, which did not occur on a timely basis.

During the period of review, it was found that the Assistant Park Manager took cash proceeds from the Park reservations funds for personal use with the intention to pay it back on at least two occasions. In working with the Parish Administration during the ongoing review certain corrective measures were implemented in the Spring of 2019. These new controls involved procedures for the collection of funds for reservations, documentation of reservations, storage of funds, and the weekly deposit of funds.

**Recommendation #3-1 - Department of Parks and Recreation:**

The JPOIG recommends that Department of Parks and Recreation implement a cash-free policy for the payment of facility rental fees utilizing checks and credit/debit card, or:

Should the Department of Parks and Recreation choose to maintain accepting cash as payment of rental fees that, at a minimum, they follow the Parish's Cash Handling Policy and further strengthen policies to establish the daily reconciliation of funds received along with the storage of revenue until the time of deposit. These policies should include written employee receipt(s), acknowledgement of policy, and inclusion of security cameras wherever cash based transactions occur.

**Finding #4: The Park's cash handling was not in compliance with the Accounting Department's Funds Handling Policies & Procedures.**

**Condition:**

The Parish's Funds Handling Policies & Procedures reads that "a responsible custodian must be designated for any type of funds collected and maintained." The JPOIG found no documentation that the Park had designated a responsible custodian to handle cash received by the token machines.

The Parish's Funds Handling Policies & Procedures requires that "funds collected must otherwise be deposited on a weekly basis regardless of amount." During the period of review, the JPOIG noted from the Park's deposit records that Park deposits routinely extended over a week between bank deposits of revenue generated from both the token machines and facility reservations.<sup>25</sup>

In working with the Parish Administration during the ongoing review, certain corrective measures were implemented in the Spring of 2019, resulting in increased revenue. These new controls involved procedures for collecting token machine revenue, collecting facility reservation revenue, and making bank deposits.

**Recommendations #4-1 - Department of Parks and Recreation:**

The JPOIG recommends that Department of Parks and Recreation implement a cash-free policy for the payment of ride tokens and facility rental fees utilizing checks and credit/debit cards, or:

Should the Department of Parks and Recreation choose to maintain cash token machines and accepting cash as payment of rental fees that at a minimum they follow the Parish's Cash Handling Policy and further strengthen policies to establish the daily reconciliation of funds received along with the storage of revenue until the time of deposit. These policies should include written employee receipt(s), acknowledgement of policy, and inclusion of security cameras wherever cash based transactions occur. Additionally, the Director of Parks and Recreation should ensure all funds have named a responsible custodian on file with the Accounting Department.

**Finding #5: Lack of effective controls over the use of the Parish network.**

**Condition:**

The Parish's APM prohibits employees from using Parish technology to send, receive, or access sexually explicit material.<sup>26</sup> An analysis of the Assistant Park Manager's Parish issued computer revealed that he had been able to access and view websites which were sexually explicit in nature.

<sup>25</sup> Cash deposits for the token machines were analyzed from 01/01/2010 to 11/05/2019. The longest period between deposits was 47 days. The shortest period between deposits was 5 days. The average period for the timeframe analyzed was 17 days between deposits.

<sup>26</sup> APM § 514.3.8

In the period since the inappropriate material was accessed by the Assistant Park Manager, the Parish's Electronic Information Systems ("EIS") Department has implemented software which monitors network activity and blocks access to websites that are sexually explicit in nature. When a user tries to access a website that has been determined to be in violation of Parish policy it is flagged by the software.

**Recommendation #5-1 – Parish Administration:**

The JPOIG recognizes that Parish EIS has implemented controls to restrict access to inappropriate material through the Parish network. The JPOIG recommends that the EIS Department issue a monthly report to department directors on employee internet usage within their department to ensure that if Parish assets are used inappropriately that action is taken to correct the behavior.

**Finding #6: Lack of effective controls over the Park's time clock.**

**Condition:**

All Park employees must clock in and clock out of work using the Parish time clock located in the Maintenance Room of the Park offices. Employees clock in/out by either scanning their Parish ID or entering their employee number at the keypad on the time clock. Other time clocks within the Parish require a biometric thumbprint scan along with one other form of identification (Parish ID or employee number) in order for employees to clock in or out. Because the time clock at the Park is an older model biometric capabilities cannot be enabled.

During the period of review, the JPOIG identified four instances in which a lower level Park employee had clocked the Assistant Park Manager, [REDACTED] out/off duty. The Administrative Policy Manual § 402.4.5.1 specifically prohibits an employee using the time clock for another employee.

**Recommendations #6-1 – Parish Administration:**

The JPOIG recommends that the Parish should fully enable the biometric function of time clocks at all Parish work locations. If the time clock is an older model and does not support the biometric function, it should be replaced with a model that supports this feature.

**Finding #7: Parish employees giving Parish employees discounted rates on use of Parish facilities without authority.**

**Condition:**

The JPOIG reviewed 1,496 Lafreniere Park facility reservations over the 2017 and 2018 period and noted fees were waived entirely or discounted for 261 rentals. Out of the 261 rentals, some of the individuals receiving discounted rates or providing free rentals included Parish employees.

The JPOIG was unable to find support for the waiver of any facility rental fees for Parish employees.

**Recommendations #7-1 – Parish Administration:**

The JPOIG recommends that the Parish issue guidance to all Parish employees reminding employees that Parish employees may not unilaterally decide to give away access to Parish facilities or discount access to Parish facilities nor to request such.

Lafreniere Park Fuel  
Logs





**JANUARY 2017**

**DIESEL**

REVISED 2/16

Vehicle date	2284 Uniloader	2689 John Deere	2477 John Deere	72 inch		60 inch		CAN	2694 New Holland	2497 John Deere	2626 Mini Excavator	Day Total	Meter
				2478 Kubota	2479 Kubota	2491 Backhoe	2562 Chipper						
1												0	
2												0	
3												0	
4								7.6				7.6	
5										6		6	
6												0	
7												0	
8												0	
9												0	
10												0	
11												0	
12												0	
13												0	
14							20.5					20.5	
15												0	
16												0	
17				11								11	
18							9.8					9.8	
19						10.6						10.6	
20										13.5		13.5	
21												0	
22												0	
23									7.2			7.2	
24	16.8			11								27.8	
25												0	
26												0	
27												0	
28												0	
29												0	
30												0	
31							16					16	
<b>TOTAL</b>	<b>16.8</b>	<b>0</b>	<b>22</b>	<b>22</b>	<b>10.6</b>	<b>9.8</b>	<b>36.5</b>	<b>0</b>	<b>7.2</b>	<b>19.5</b>	<b>0</b>	<b>130</b>	<b>130</b>

FEBRUARY 2017

DIESEL

REVISED 12/16

Vehicle date	2284 Unloader	2689 John Deere	2477 John Deere	2478 Kubota	2479 Kubota	2491 Backhoe	2562 Chipper	2694 New Holland	2497 John Deere	2626 Mini Excavator	Day Total	Meter
1											0	
2											0	
3											0	
4											0	
5											0	
6											0	
7					16					3.7	19.7	
8											0	
9											0	
10				8.3							8.3	
11											0	
12											0	
13								7.1			7.1	
14	20.6		8.7					7			36.3	
15				8.1				4.6			12.7	
16											0	
17											0	
18											0	
19											0	
20											0	
21											0	
22											0	
23											0	
24					17.6						17.6	
25											0	
26											0	
27											0	
28											0	
29											0	
30											0	
31											0	
<b>TOTAL</b>	20.6	0	8.7	16.4	0	33.6	0	18.7	0	3.7	101.7	231.7

Mar-17

DIESEL

REVISED 12/16

Vehicle	2284	2689	2477	2478	2479	2562	2694	2497	2626	Day	Meter
date	Uniloader	John Deere	John Deere	Kubota	Kubota	Backhoe	New Holland	John Deere	Mini Excavator	Total	231.7
1										0	
2							3.1			3.1	
3							5.9			5.9	
4										0	
5										0	
6				7.2			7			14.2	
7							6.7			6.7	
8										0	
9				11.1						33.5	
10										0	
11										0	
12										0	
13								12.6		12.6	
14							6			6	
15										0	
16										0	
17										0	
18										0	
19										0	
20										0	
21										0	
22								8		8	
23				6.7						6.7	
24									14.1	14.1	
25										0	
26										0	
27			11							11	
28										0	
29										0	
30					9.9					9.9	
31										0	
TOTAL	0	0	11	25	9.9	0	28.7	20.6	0	131.7	363.4

Vehicle date	2284 Uniloader	2689 John Deere	2477 John Deere	2478 Kubota	2479 Kubota	2491 Backhoe	2562 Chipper generator	2694 New Holland	2497 John Deere	2626 Mini Excavator	Day Total	Meter
1											0	
2											0	
3					15.5						15.5	
4											0	
5								7.5			7.5	
6			12	9	6			7.4			34.4	
7								3.9			3.9	
8											0	
9											0	
10								7.4			7.4	
11				8				4.5			12.5	
12			11					4.8			15.8	
13					4.6						4.6	
14											0	
15											0	
16											0	
17								3.5			3.5	
18				11							11	
19			9				30	14.5		3.5	57	
20											0	
21											0	
22											0	
23											0	
24				7.1							7.1	
25								5.3			5.3	
26											0	
27								3.5			3.5	
28					7.8						7.8	
29											0	
30											0	
31											0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>32</b>	<b>35.1</b>	<b>18.4</b>	<b>15.5</b>	<b>0</b>	<b>62.3</b>	<b>0</b>	<b>0</b>	<b>196.8</b>	<b>560.2</b>

**DIESEL**

2017

**MAY**

Vehicle date	2284 Uniloader	2689 John Deere	2477 John Deere	72 inch		60 inch		2491 Backhoe	2562 Chipper	2694 New	2497 John Deere	2626 Mini Excavator	Day Total	Meter
				2478 Kubota	2479 Kubota	2478 Kubota	2479 Kubota							
1										7.1			7.1	
2										8			8	
3			11.5							5.5			17	
4				9.5									9.5	
5													0	
6													0	
7													0	
8										6			6	
9													0	
10			10							6.5			16.5	
11				11.7									11.7	
12													0	
13													0	
14													0	
15						9				6.8			15.8	
16				6.5						6.4			12.9	
17			9.4										9.4	
18										13.7			13.7	
19													0	
20													0	
21													0	
22				10.1						4.9			15	
23			10.3										10.3	
24													0	
25				9.5									9.5	
26													0	
27													0	
28													0	
29													0	
30													0	
31													0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>41.2</b>	<b>47.3</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>64.9</b>	<b>0</b>	<b>0</b>	<b>162.4</b>	<b>722.6</b>

**DIESEL**

**2017**

**JUNE**

Vehicle	2284	2689	2477	2478	2479	2491	2562		2694	2497	2626	Day	Meter
date	Unloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper		New Holland	John Deere	Mini Excavator	Total	722.6
1												0	
2												0	
3												0	
4												0	
5				3.8				11.2			12	27	
6												0	
7												0	
8				9.7				15.9				25.6	
9								10.3				10.3	
10												0	
11												0	
12				7.3				7				14.3	
13												0	
14								7.5				7.5	
15				10.1				7.1				17.2	
16					10.3			8.3				18.6	
17												0	
18												0	
19				7.8								7.8	
20												0	
21												0	
22												0	
23												0	
24												0	
25												0	
26				7.5				8.7				16.2	
27												0	
28				9.9								9.9	
29					11			7.5				18.5	
30			10.1	8.1								18.2	
31												0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>10.1</b>	<b>64.2</b>	<b>21.3</b>	<b>0</b>	<b>0</b>	<b>83.5</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>191.1</b>	<b>913.7</b>

Vehicle	2284	2689	2477	2478	2479	2491	2562	2694	2497	2626	Day	Meter
date	Unloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper	New Holland	John Deere	Mini Excavator	Total	913.7
1											0	
2											0	
3											0	
4											0	
5								7.8			7.8	
6			9								9	
7											0	
8											0	
9											0	
10								8.1			8.1	
11		8.8	10.5								19.3	
12								7.7			7.7	
13					7.6			8			15.6	
14											0	
15											0	
16											0	
17				7.5							7.5	
18								13.6		3.5	17.1	
19			10					6.2			16.2	
20				11.1							11.1	
21							19.1				19.1	
22											0	
23											0	
24			13								13	
25				7.9							7.9	
26								6.4			6.4	
27				7.9				3			10.9	
28								11.2			11.2	
29											0	
30											0	
31											0	
<b>TOTAL</b>	<b>0</b>	<b>8.8</b>	<b>42.5</b>	<b>34.4</b>	<b>7.6</b>	<b>0</b>	<b>19.1</b>	<b>72</b>	<b>0</b>	<b>0</b>	<b>187.9</b>	<b>1101.6</b>

Vehicle date	2284 Uniloader	2689 John Deere	2477 John Deere	2478 Kubota	2479 Kubota	2491 Backhoe	2562 Chipper	2694 New Holland	2497 John Deere	2626 Mini Excavator	Day Total	Meter 1101.6
1			11.2	4.7				6.1			22	
2			3.7		17			3			23.7	
3											0	
4											0	
5											0	
6											0	
7								6.1			6.1	
8				10.3							10.3	
9	18.4		9.5					6			33.9	
10				10.7							10.7	
11											0	
12											0	
13											0	
14				9.4							9.4	
15											0	
16											0	
17											0	
18						18					18	
19											0	
20											0	
21								6.5		2.6	9.1	
22			11.6	8.7							20.3	
23								8.6			8.6	
24				7.4		9.5		5.6			22.5	
25								10			10	
26								3			3	
27											0	
28	18.2		12.8			12.2					43.2	
29											0	
30											0	
31				12.3							12.3	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>48.8</b>	<b>52.8</b>	<b>10.7</b>	<b>56.7</b>	<b>0</b>	<b>54.9</b>	<b>0</b>	<b>2.6</b>	<b>263.1</b>	<b>1364.7</b>



DIESEL

2017

SEPTEMBER

Vehicle date	2284 Uniloader	2689 John Deere	2477 John Deere	72 inch		60 inch		2491 Backhoe	2562 Chipper	2694 New Holland	2497 John Deere	2626 Mini Excavator	Day Total	Meter 1364.7
				2478 Kubota	2479 Kubota	2478 Kubota	2479 Kubota							
1													0	
2										9.3			9.3	
3													0	
4													0	
5													0	
6										5.2			5.2	
7				10.5						10.1			20.6	
8													0	
9													0	
10													0	
11													0	
12			10.5	8.9									19.4	
13	20				7.1					8			35.1	
14													0	
15													0	
16													0	
17													0	
18										2.8			2.8	
19				6.2				25		9.5			40.7	
20										10.9			10.9	
21				12.2									12.2	
22													0	
23													0	
24													0	
25										3			3	
26										9.2			9.2	
27			10.5	7.4						6.2			24.1	
28										6.4			6.4	
29				8.2									8.2	
30													0	
31													0	
TOTAL	20	0	21	53.4	7.1	25	0	0	0	80.6	0	0	207.1	1571.8

Vehicle	2284	2689	2477	2478	2479	2696	2562	2694	2497	2626	Day	Meter
date	Uniloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper	Holland	John Deere	Mini Excavator	Total	1571.8
1											0	
2											0	
3								12.3			12.3	
4		7.9						9.3			17.2	
5	19		5.7	4.8		4.4		4.3			38.2	
6					17			7.5			24.5	
7											0	
8								5.2			5.2	
9									8.9		8.9	
10											0	
11				8					10.5		18.5	
12			11								11	
13											0	
14											0	
15											0	
16			8.6						14.5		23.1	
17											0	
18			12.5						12.1		24.6	
19									12.5		12.5	
20									11.2		11.2	
21											0	
22											0	
23				11.8							11.8	
24			12						21.7		33.7	
25											0	
26					11				6.5		17.5	
27											0	
28											0	
29											0	
30											0	
31											0	
<b>TOTAL</b>	<b>19</b>	<b>7.9</b>	<b>49.8</b>	<b>24.6</b>	<b>11</b>	<b>4.4</b>	<b>0</b>	<b>29.3</b>	<b>107.2</b>	<b>0</b>	<b>270.2</b>	<b>1842</b>

NOVEMBER 2017

DIESEL

REVISED 10/17

Vehicle date	2284 Uniloader	2689 John Deere	2477 John Deere	72 inch		60 inch		2562 Chipper	2694 New Holland	2497 John Deere	2626 Mini Excavator	Day Total	Meter 1842
				2478 Kubota	2479 Kubota	2696 Backhoe							
1												0	
2												0	
3												0	
4												0	
5												0	
6												0	
7												0	
8												0	
9												0	
10												0	
11												0	
12												0	
13					9.9					13		22.9	
14												0	
15										14.5		14.5	
16												0	
17												0	
18												0	
19												0	
20												0	
21												0	
22												0	
23												0	
24												0	
25												0	
26												0	
27												0	
28												0	
29												0	
30												0	
31												0	
<b>TOTAL</b>	0	0	0	0	9.9	0	0	0	0	27.5	0	37.4	1879.4

DECEMBER 2017

DIESEL

REVISED 10/17

Vehicle	2284	72 inch		60 inch		2562	2694	2497	2626	Day	Meter
		2689	2477	2478	2479						
date	Unloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Holland	John Deere	Mini Excavator		
1										0	
2										0	
3										0	
4										0	
5										0	
6										0	
7										0	
8										0	
9										0	
10										0	
11										0	
12										0	
13										0	
14										0	
15										0	
16										0	
17										0	
18										0	
19										0	
20										0	
21										0	
22										0	
23										0	
24										0	
25										0	
26										0	
27										0	
28										0	
29										0	
30										0	
31										0	
TOTAL	0	0	0	0	0	0	0	0	0	0	1879.4

Vehicle	2284	2689	2477	72 inch	60 inch	2696	2562	CAN	generator	2694	2689	2626	Day	Meter
date	Unloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper			New Holland	John Deere	Mini Excavator	Total	
1													0	
2													0	
3													0	
4													0	
5													0	
6													0	
7													0	
8													0	
9													0	
10													0	
11													0	
12													0	
13													0	
14													0	
15													0	
16													0	
17													0	
18													0	
19													0	
20													0	
21													0	
22													0	
23													0	
24													0	
25													0	
26													0	
27													0	
28													0	
29													0	
30													0	
31													0	
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**FEBUARY 2018**

**DIESEL**

REVISED 1/18

Vehicle	2284	2689	2477	2478	60 inch	2479	2696	2562	generator	2694	2689	2626	Day	Meter
date	Unloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper	generator	Holland	John Deere	Mini Excavator	Total		
1						25							25	
2													0	
3													0	
4													0	
5													0	
6													0	
7													0	
8													0	
9													0	
10													0	
11													0	
12													0	
13													0	
14			12.4										12.4	
15									5.7				5.7	
16									7.2				7.2	
17													0	
18													0	
19									6.3				6.3	
20													0	
21			10.6										10.6	
22	22.3												22.3	
23													0	
24													0	
25													0	
26													0	
27													0	
28													0	
29													0	
30													0	
31													0	
<b>TOTAL</b>	<b>22.3</b>	<b>0</b>	<b>23</b>	<b>0</b>	<b>0</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>19.2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>89.5</b>	<b>89.5</b>

**DIESEL**

**2018**

**march**

Vehicle date	2284 Uniloader	2689 John Deere	2477 John Deere	72 inch Kubota	2478 Kubota	60 inch Kubota	2696 Backhoe	2562 Chipper	generator	2694 New Holland	2689 John Deere	2626 Mini Excavator	Day Total	Meter
1													0	
2													0	
3													0	
4													0	
5													0	
6									15				15	
7				10.8									10.8	
8			12							2.9			14.9	
9										7.5			7.5	
10													0	
11													0	
12													0	
13													0	
14													0	
15													0	
16													0	
17													0	
18													0	
19				8.8									8.8	
20										6			6	
21				7			24			6			37	
22										4.5			4.5	
23													0	
24													0	
25										4.6			4.6	
26				5.1						3.1			8.2	
27													0	
28													0	
29													0	
30													0	
31													0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>12</b>	<b>20.9</b>	<b>10.8</b>	<b>24</b>	<b>24</b>	<b>0</b>	<b>15</b>	<b>34.6</b>	<b>0</b>	<b>0</b>	<b>117.3</b>	<b>206.8</b>

APRIL 2018

DIESEL

REVISED 1/18

Vehicle	2284	2689	2477	2478	2479	2696	2562	generator	2694	2497	2626	Day	Meter
date	Uniloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper		New Holland	John Deere	Mini Excavator	Total	206.8
1												0	
2				5.4								5.4	
3			10						2			12	
4												0	
5				8.6					6.1			14.7	
6									3.3			3.3	
7												0	
8												0	
9												0	
10												0	
11					10.8							10.8	
12												0	
13				6.9								6.9	
14												0	
15												0	
16												0	
17												0	
18				8.9					9.4			18.3	
19									7.8			7.8	
20									2.1			2.1	
21												0	
22												0	
23												0	
24				8.6					6.1			14.7	
25									6			6	
26									5.3			5.3	
27									5.8			5.8	
28												0	
29												0	
30				7.2								7.2	
31												0	
TOTAL	0	0	10	45.6	10.8	0	0	0	53.9	0	0	120.3	327.1



**MAY 2018**

**DIESEL**

REVISED 8/18

Vehicle date	2284 Uniloader	2689 John Deere	2477 John Deere	72 inch Kubota	2478 Kubota	60 inch Kubota	2479 Kubota	2696 Backhoe	2562 Chipper	generator	2694 New Holland	2689 John Deere	2626 Mini Excavator	Day Total	Meter
1			11								9.4			20.4	
2				6.2	9.8						3.9			19.9	
3											8			8	
4														0	
5														0	
6														0	
7											7.2			7.2	
8														0	
9				6.6										6.6	
10														0	
11														0	
12														0	
13														0	
14														0	
15											5.9			5.9	
16											5.4			5.4	
17	20						26				3.3			49.3	
18														0	
19														0	
20														0	
21				9.5										9.5	
22														0	
23				6.5							4.96			11.46	
24											4.4			4.4	
25														0	
26														0	
27														0	
28														0	
29														0	
30											5.4			5.4	
31				9.5										9.5	
<b>TOTAL</b>	<b>20</b>	<b>0</b>	<b>11</b>	<b>38.3</b>	<b>9.8</b>	<b>9.8</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>57.86</b>	<b>0</b>	<b>0</b>	<b>162.96</b>	<b>490.06</b>

Vehicle	2284	2689	2477	72 inch	60 inch	2696	2562	generator	2694	2689	2626	Day	Meter
date	Unloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper		New Holland	John Deere	Mini Excavator	Total	490.06
1									5.7			5.7	
2												0	
3												0	
4												0	
5			10.3	5.8					7.3			23.4	
6												0	
7									6			6	
8				10.9								10.9	
9												0	
10												0	
11												0	
12			12									12	
13									8			8	
14				7.1								7.1	
15									12.6			12.6	
16												0	
17												0	
18			11.6	10.9								22.5	
19					10.5							10.5	
20									5			5	
21			11	8.8					7.3			27.1	
22												0	
23												0	
24				5.6					7			12.6	
25												0	
26				4.9								4.9	
27												0	
28												0	
29				8.9					3			11.9	
30												0	
31												0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>44.9</b>	<b>62.9</b>	<b>10.5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>61.9</b>	<b>0</b>	<b>0</b>	<b>180.2</b>	<b>670.26</b>

Vehicle	2284	2689	2477	2478	2479	2696	2562			2694	2689	2840	2626	Day	Meter
date	Unloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper	generator	Holland	New	John Deere		Excavator	Total	670.26
1									13.5					13.5	
2														0	
3														0	
4														0	
5														0	
6			11.1	6	11.1									28.2	
7														0	
8														0	
9									6.7			20		26.7	
10														0	
11														0	
12			9.4						5.4					14.8	
13				4										4	
14														0	
15														0	
16														0	
17									6.1					6.1	
18				11.1					8.1					19.2	
19			12											12	
20				7.7										7.7	
21									8					8	
22														0	
23														0	
24														0	
25				10.4					7					17.4	
26														0	
27				6.9										6.9	
28														0	
29														0	
30			10.8											10.8	
31				6.9					6.9					13.8	
TOTAL	0	0	43.3	53	11.1	0	0	0	61.7	0	0	20	0	189.1	859.36

**AUGUST 2018**

**DIESEL**

REVISED 8/18

Vehicle	2284	2689	2477	2478	2479	2696	2562	generator	2694	2689	2626	Day	Meter
date	Unloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper		Holland	John Deere	Mini Excavator	Total	859.36
1												0	
2			11.3						4.3			15.6	
3												0	
4												0	
5												0	
6				6.8								6.8	
7									7			7	
8				10.8								10.8	
9												0	
10												0	
11									7.5			7.5	
12												0	
13			5	11								16	
14												0	
15												0	
16									7.7			7.7	
17									6.8			6.8	
18	21.5	13		3.2								37.7	
19									7.4			7.4	
20												0	
21												0	
22				10.3					15			25.3	
23												0	
24												0	
25									8			8	
26												0	
27												0	
28		13.4										13.4	
29												0	
30												0	
31												0	
<b>TOTAL</b>	<b>0</b>	<b>26.4</b>	<b>16.3</b>	<b>42.1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59.4</b>	<b>0</b>	<b>4.3</b>	<b>170</b>	<b>1029.36</b>

SEPTEMBER

2018

DIESEL

Vehicle date	2284 Uniloader	2689 John Deere	2477 John Deere	72 inch Kubota	2478 Kubota	60 inch Kubota	2479 Kubota	2696 Backhoe	2562 Chipper	generator	2694 New Holland	2689 John Deere	2626 Mini Excavator	Day Total	Meter 1029.6
1		16.7									7			23.7	
2														0	
3														0	
4		8.3		3.5						14	6.3			32.1	
5											3			3	
6											7			7	
7											7.6			7.6	
8											5			5	
9														0	
10		10.7		9.3							7.6			27.6	
11														0	
12														0	
13														0	
14		11		12.2										23.2	
15														0	
16														0	
17														0	
18											6.5			6.5	
19				9.5							7.3			16.8	
20		11.2									7.5			11.2	
21														7.5	
22														0	
23														0	
24														0	
25		7.3	11	9.1							4.7			32.1	
26											6.4			6.4	
27														0	
28														0	
29														0	
30														0	
31														0	
TOTAL	0	24	52.2	43.6	0	0	0	0	0	14	75.9	0	0	209.7	1239.3

**OCTOBER 2018**

**DIESEL**

REVISED 8/18

Vehicle	2284	2689	2477	2478	60 inch	2696	2562			2694	2689	2626	Day	Meter
date	Unloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper	generator	Holland	John Deere	Excavator	Total	1239.3	
1		14.6	10.4	6.3								31.3		
2												0		
3									6.7			6.7		
4									5.5			5.5		
5									5.4			5.4		
6												0		
7												0		
8												0		
9				12.6								12.6		
10												0		
11			9.1			28						37.1		
12									6.9			6.9		
13											5	5		
14												0		
15												0		
16									7.3			7.3		
17			11.5						5.2			16.7		
18									6.7			6.7		
19												0		
20												0		
21			7									7		
22												0		
23												0		
24				12.9								12.9		
25												0		
26												0		
27												0		
28												0		
29												0		
30												0		
31												0		
<b>TOTAL</b>	0	14.6	38	31.8	0	28	0	0	43.7	0	0	5	161.1	1400.4

**NOVEMBER 2018**

**DIESEL**

REVISED 8/18

Vehicle	2284	2689	2477	2478	60 inch	2696	2562	generator	2694	2689	2626	Day	Meter
date	Unloader	John Deere	John Deere	Kubota	Kubota	Backhoe	Chipper		Holland	John Deere	Mini Excavator	Total	1400.4
1												0	
2								55				55	
3												0	
4												0	
5	21.5		12									33.5	
6												0	
7												0	
8												0	
9												0	
10												0	
11												0	
12												0	
13												0	
14												0	
15												0	
16												0	
17												0	
18												0	
19												0	
20												0	
21												0	
22												0	
23												0	
24												0	
25												0	
26												0	
27												0	
28												0	
29												0	
30												0	
31												0	
<b>TOTAL</b>	21.5	0	12	0	0	0	0	55	0	0	0	88.5	1488.9

Vehicle	2284	2689	2477	72 inch	60 inch	2562	generator	2694	2689	2626	Day	Meter
date	Unloader	John Deere	John Deere	Kubota	Kubota	Chipper		New Holland	John Deere	Mini Excavator	Total	1488.9
1											0	
2											0	
3											0	
4											0	
5											0	
6											0	
7				7.5							7.5	
8											0	
9											0	
10											0	
11											0	
12											0	
13											0	
14											0	
15											0	
16											0	
17											0	
18											0	
19											0	
20											0	
21											0	
22											0	
23											0	
24											0	
25											0	
26											0	
27											0	
28											0	
29											0	
30											0	
31											0	
<b>TOTAL</b>	0	0	0	7.5	0	0	0	0	0	0	7.5	1496.4



JANUARY 2017

GAS

REVISED 12/16

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	2474 F-150	2464 Gator	Day Total	Meter
1															0	
2															0	
3					10				3.1			14.8			27.9	
4										2.2		14.6	10		26.8	
5															0	
6												17.9			17.9	
7				14				9.4				10			33.4	
8								5.3				12			17.3	
9											2.5	12.7			15.2	
10												12			12	
11								13				12.9			25.9	
12									3.6	2					5.6	
13								13				11.7			24.7	
14												15.3			15.3	
15								13.8		1.9		10.6	2.9		29.2	
16															0	
17								11			2.5	22.8			39.1	
18												14.5			14.5	
19		18													18	
20										2.3		16.2			18.5	
21												17			17	
22		13.5					17					10			40.5	
23						4					2.5	11.4			17.9	
24										2.3		13.7			16	
25				13.8								13.8			27.6	
26															0	
27													2.2		2.2	
28										1.2		21.8			23	
29												13.4			13.4	
30												16			16	
31				5.6		3.7		20				13.4			42.7	
TOTAL	0	31.5	2.8	33.4	0	7.7	17	95.5	0	6.7	11.9	7.5	313.7	24.8	5.1	557.6

**FEBRUARY 2017**

**GAS**

REVISED 12/16

Vehicle date	2285 F-250	2287 F-250	2483 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	2474 F-150	2464 Gator	Day Total	Meter
1								10				13.6			23.6	
2											2.5				2.5	
3			3.9						2.7	1.7		17			25.3	
4								19.7							19.7	
5								8				16.8			24.8	
6												11.1			11.1	
7			6						3.6	2.3		13.6			25.5	
8								10				13			23	
9		20.9			29	4									53.9	
10								15				14.5			29.5	
11								11.2				15			26.2	
12								7				11.5			18.5	
13												11.7			11.7	
14		15.6	2.9			3.1	14.4	10	3.6		2.5				52.1	
15								9							0	
16		18.5													27.5	
17															0	
18		11.8						10.7							22.5	
19								10							10	
20	32	15.6	3				10.1		2.9						63.6	
21						4	12					13.6			29.6	
22														2	2	
23			22					14							36	
24						1.5				3					4.5	
25					8.7			10	2.3						21	
26		20.8						7							27.8	
27		13.5					17.7	8.8							40	
28															0	
29															0	
30															0	
31															0	

TOTAL	32	138.7	15.8	0	37.7	12.6	54.2	160.4	0	15.1	7	5	151.4	0	2	631.9	1189.5
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**MARCH 2017**

**GAS**

REVISED 12/16

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	2474 F-150	2464 Gator	Day Total	Meter 1189.5
1		15.9	3.9					11	3.8					2.8	37.4	
2		17.1													17.1	
3								8							8	
4		17.2													17.2	
5		14.4	3.9		4										22.3	
6		12.4		6.6				11.6	2.4						33	
7		7.7				12.4		8			2.5			1.8	32.4	
8										4					4	
9		15	2.3					7.9	3						28.2	
10			2.8		1.4						2.5		12	1.2	19.9	
11								7.8							7.8	
12								12.3					6.7		19	
13										2.1			7.2		9.3	
14								10	2.4	1.6	2.5		9.5		26	
15		14											8.7		22.7	
16					13.3								7.9		21.2	
17						3.1		16					8.1		27.2	
18								14.3					17.3		31.6	
19															0	
20			4.1		2.4										6.5	
21								11					9.5		20.5	
22	30												11.5		41.5	
23						2									2	
24					10.5								16.5		27	
25								12.6	4				10.6		27.2	
26								6.1					8.1		14.2	
27													9.7		9.7	
28													11.9		11.9	
29						2.2							10		12.2	
30					17.1			14.7	2.9					2.5	37.2	
31								5.5					14.7		20.2	
<b>TOTAL</b>	<b>0</b>	<b>113.7</b>	<b>17</b>	<b>0</b>	<b>47.5</b>	<b>15.1</b>	<b>12.4</b>	<b>156.8</b>	<b>0</b>	<b>18.5</b>	<b>7.7</b>	<b>0</b>	<b>179.9</b>	<b>8.3</b>	<b>614.4</b>	<b>1803.9</b>

APRIL 2017

GAS

REVISED 12/16

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	2474 F-150	2464 Gator	Day Total	Meter 1803.9
1								6.2					8.6		14.8	
2		15.8						8.3					7.9		32	
3								6.5					12.8		19.3	
4			3.7						3.2				14		20.9	
5								8					11.3		19.3	
6														0	0	
7							16.8			2			15.7		34.5	
8														0	0	
9														0	0	
10			3.8								6.8				10.6	
11		17.7				3		8					9.1		37.8	
12										2.2				0	2.2	
13				5.5									10.4		15.9	
14														0	0	
15		15.7	1.6					16.6	3.5	2.2			8		47.6	
16													8.7		8.7	
17								15.3						0	15.3	
18						2.6								0	2.6	
19								8					10.3	0	18.3	
20														0	0	
21														0	0	
22								18.6					9.9	0	28.5	
23								4.6		3.3			8.6	0	16.5	
24											5		7.7	0	12.7	
25						3.9		8					8.7	0	20.6	
26			4					7		3				0	14	
27														0	0	
28													16.3	0	16.3	
29								9		2		16.5	18.6	0	46.1	
30														0	0	
31														0	0	
TOTAL	0	49.2	13.1	0	5.5	9.5	0	140.9	6.7	14.7	11.8	16.5	186.6	0	454.5	2258.4

MAY 2017

GAS

REVISED 5/16

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	2474 F-150	Day Total	Meter	
1					15		20						8	43		
2											5		9.6	14.6		
3			4.2			3.7			2.9			19.5	9.4	39.7		
4								8					13.2	21.2		
5							10		1.5				11	22.5		
6								12						12		
7											2.5		10.5	13		
8								4					8	12		
9						2.9							9.2	12.1		
10			3.8					11	2.6			17	9.1	43.5		
11				23				8		3	2.5		9	45.5		
12													12.8	12.8		
13														0		
14								13.9		2.9				16.8		
15													17.2	17.2		
16			4.1					11			2.5		11.3	28.9		
17						2.5			2.5				9.4	14.4		
18													17.6	17.6		
19								12						12		
20												30	11	41		
21								20		2.5				22.5		
22			5.5										18.2	23.7		
23									3.1				10.1	15.7		
24		20											10.2	30.2		
25								23		2.5				25.5		
26													13.4	13.4		
27			3.3			2.5		12.8						18.6		
28								5.3					17.3	22.6		
29							7						12	19		
30														0		
31													18.4	18.4		
TOTAL	0	20	20.9	23	15	11.6	37	141	0	10.9	15	66.5	275.9	0	649.4	2907.8

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	2474 F-150	2464 Gator	Day Total	Meter 2907.8
1															0	
2											2.5		17.4		19.9	
3												14.5			14.5	
4													19.8		19.8	
5													11		11	
6		19.7													19.7	
7			4.2			4			3.9		2.5	23.3	10.4		48.3	
8											6		9.3		15.3	
9													9.4		9.4	
10										2.7			9.3		12	
11					28							12.4	18		58.4	
12							15						11.3		26.3	
13													9.7		9.7	
14	32		4				10			1.9			11.2		59.1	
15									3.7						3.7	
16						3.8						29	16		48.8	
17								6					9.2		15.2	
18								12							12	
19							14.8			2.9	2.5	8.7			28.9	
20		16.8						7							23.8	
21															0	
22								7.8							7.8	
23							10	7.3	3.3						20.6	
24								11.3				18.5			29.8	
25								12.5							12.5	
26		19.4	4				13.5	7.4		2.1	2.5		17		65.9	
27															0	
28							9					11.2			20.2	
29								8.3			2.5				10.8	
30							10	8.2		2.4		9.6			30.2	
31															0	
<b>TOTAL</b>	<b>0</b>	<b>55.9</b>	<b>12.2</b>	<b>0</b>	<b>28</b>	<b>7.8</b>	<b>82.3</b>	<b>87.8</b>	<b>0</b>	<b>10.9</b>	<b>12</b>	<b>127.2</b>	<b>179</b>	<b>0</b>	<b>653.6</b>	<b>3561.4</b>

JULY 2017

GAS

REVISED 7/17

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	8091 Ranger	2684 Gator	5503 Gator	Can	4053 Ranger	2474 F-150	2464 Gator	Day Total	Meter
1	25		2.8			3.6				1.7		2.5				35.6	
2								9.7								9.7	
3														13		13	
4								8								8	
5					13		10.5					2.5				26	
6																0	
7					3.7	12	10						27.5			53.2	
8							10			3.2				12.5		25.7	
9																0	
10		17														17	
11					10.5											10.5	
12																0	
13								9.8		3	3.4					16.2	
14					15		10					2.5				27.5	
15								11.3		1.8		2.5				15.6	
16																0	
17					10						2.7					12.7	
18								12.6				5		21.5		39.1	
19	32													10.6		42.6	
20			3.8					12.1		2.9						18.8	
21					16.1		8.6									24.7	
22							7	8	8		2					17	
23							10			2		2				14	
24				1.6									7			8.6	
25								10								10	
26									8							8	
27								8.3	2.5	3.7						14.5	
28								8								8	
29																0	
30			3					10.7	8.1	2.3	7					31.1	
31								7	8		1.5	4.5	28.4			49.4	
TOTAL	0	17	9.6	1.6	0	7.3	76.6	157.3	48.4	19.4	20.3	21.5	62.9	57.6	0	556.5	4117.9



**AUGUST 2017**

**GAS**

REVISED 7/17

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	8051 Ranger	2684 Gator	5503 Gator	Can	4053 Ranger	Gator	Day Total	Meter
1									16						16	
2									8.6						8.6	
3															0	
4		23.7					12.7		7						43.4	
5			2.7						7.6	3.4	3				16.7	
6															0	
7									12.5			2.5			15	
8				8		1.5			9.4				15		33.9	
9		16							9						25	
10									7.5						7.5	
11	27.5		1.4						8.2		2				39.1	
12		16							9.3	3.7		2.5			31.5	
13									8.4						8.4	
14		13.6		13.6					8.8			2.5			38.5	
15														2.7	2.7	
16		13													13	
17												2			2	
18											1.7	2.5	17		21.2	
19			2.1							4.4				6	12.5	
20													21	4.6	25.6	
21				6					8.2		2	2			18.2	
22									8.9						8.9	
23									8			2.5			10.5	
24								12	7.1				10.1		29.2	
25			1.6					7.4			1.4				10.4	
26								12.4		3.4			7.3		23.1	
27															0	
28		15.5	1.7		24		13	7.1	6.6		1.8				69.7	
29	32							8	8.7						48.7	
30					8.3			8.5	5			9			30.8	
31									4.1				12.8		16.9	
<b>TOTAL</b>	<b>59.5</b>	<b>97.8</b>	<b>9.5</b>	<b>27.6</b>	<b>32.3</b>	<b>1.5</b>	<b>25.7</b>	<b>55.4</b>	<b>168.9</b>	<b>14.9</b>	<b>11.9</b>	<b>25.5</b>	<b>83.2</b>	<b>10.6</b>	<b>627</b>	<b>4744.9</b>

GAS

SEPTEMBER 2017

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	8051 Ranger	2684 Gator	5503 Gator	Can	4053 Ranger	Gator	Day Total	Meter
1															0	
2			3.8					8.2							12	
3								7.5	8.3		2.7				18.5	
4															0	
5								10.8	14.7	3.1					28.6	
6							2.5	5.2	9			2.5			19.2	
7								5					22		30.1	
8								9.4			1.8				11.2	
9		17.2	2.3					12.4							31.9	
10															0	
11			1.6					8	5.3		2		21		37.9	
12								7.3							7.3	
13				7.5				12.2		3.8					23.5	
14								8				2.5	19.5		30	
15			2.1												2.1	
16								12	10		2				24	
17								7.1	5	3.5			22.6		38.2	
18	32		2				4	7.1	6		1.9				53	
19								5.9							5.9	
20								8.2				2.5	24		34.7	
21															0	
22															0	
23							0.9	9		3.2					13.1	
24			2.3					1.8					11.7		15.8	
25								7.4	8.6			2.1	15		33.1	
26								7.5							7.5	
27								5.5	9						14.5	
28			2												2	
29				15				5.4				2.5			22.9	
30								8							8	
31			3			2.6		10							15.6	
TOTAL	32	17.2	22.2	22.5	0	2.6	7.4	188.9	75.9	13.6	10.4	12.1	135.8	0	15.6	5285.5

OCTOBER 2017

GAS

REVISED 9/17

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	8051 Ranger	2684 Gator	5503 Gator	Can	4053 Ranger	Gator	Day Total	Meter
1	27							13							40	
2								6.1					22		28.1	
3									9.1						9.1	
4									8.2	3.8					12	
5		14							7	1	2	2.5			26.5	
6				10.4	11.6		7.5	8							37.5	
7															0	
8		9						8.6							17.6	
9			2.2					7.7			2	5			16.9	
10									7.2						7.2	
11				2.5			4	8.6	4.6	2.8					22.5	
12								13							13	
13								8.9							8.9	
14			3					14	8		3				28	
15															0	
16		15		13.3					8						36.3	
17						3.1		7.3	5.1	3.9					19.4	
18								7							7	
19								8			1.8				9.8	
20					20.2			8.5	8.5						37.2	
21															0	
22								8.2	6.5						14.7	
23			3					7.6				2.5			13.1	
24		15.6		9		3.5		6		2.8					36.9	
25									6						6	
26								8.5	6.4						14.9	
27								10							10	
28			3					6							9	
29								6.4			2.4				8.8	
30								13.4							13.4	
31												3			3	
TOTAL	27	53.6	11.2	35.2	31.8	6.6	11.5	184.8	84.6	14.3	11.2	13	22	0	506.8	5793.3

NOVEMBER 2017

GAS

REVISED 7/17

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	8051 Ranger	2684 Gator	5503 Gator	Can	4053 Ranger	Gator	Day Total	Meter
1									11						11	
2								12.7							12.7	
3								11							11	
4								6.5	8.7	4.2					19.4	
5			3.2			3.5		8.6	6.5		3.3				25.1	
6								8					3.5		11.5	
7															0	
8									8.7						8.7	
9		16						15							31	
10			1.5					10							11.5	
11									7						7	
12								11	5.8	4	2.5				23.3	
13						2.4		7.5	6.5				12		28.4	
14									7						7	
15								10.7	7						17.7	
16															0	
17			4						4	3	3.5				14.5	
18								4							4	
19								9.6							9.6	
20						3.7			8						11.7	
21															0	
22		15.3		17.6	20.6			13.6	6.8				20		93.9	
23															0	
24															0	
25			3.5					6.8	5		2.8				18.1	
26															0	
27															0	
28															0	
29						3.3		8							11.3	
30			3.1												3.1	
31															0	
TOTAL	0	31.3	15.3	17.6	20.6	12.9	0	143	92	11.2	12.1	0	35.5	0	391.5	6185.2

DECEMBER 2017

GAS

REVISED 7/17

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	8091 Ranger	2684 Gator	5503 Gator	Can	4053 Ranger	2701 Gator	Day Total	Meter
1								7.5	8.6						16.1	
2								2.5	5.5						8	
3								5.3	2.5						7.8	
4			3.3					6.1	1.9				20.9		32.2	
5								10.4	8						18.4	
6									5.7						5.7	
7								13.8							13.8	
8								7	6.2						13.2	
9															0	
10									9.6						9.6	
11								11.6							11.6	
12															0	
13								10	3.9				4.1		18	
14															0	
15					30.2			7.8	6.2						44.2	
16								7	3.2						10.2	
17															0	
18								5.3	5.4						10.7	
19															0	
20															0	
21															0	
22															0	
23															0	
24															0	
25															0	
26															0	
27															0	
28															0	
29															0	
30															0	
31															0	
TOTAL		0	3.3	0	30.2	0	0	88.2	67	3.9	1.9	0	25	0	219.5	6404.7



FEBRUARY 2018

GAS

REVISED 3/18

Vehicle date	2285 F-250	2287 F-250	2483 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter
1															0	
2				6.5								6.7			13.2	
3												5.2			5.2	
4															0	
5			3	7.5			11.9				2				24.4	
6				6								10.4			16.4	
7				6											6	
8				11							4				15	
9	33				16							9.8			58.8	
10				4								12.6			16.6	
11				11.8								9.5			21.3	
12															0	
13												11			11	
14				15							2	10.9			27.9	
15				4											4	
16				13											13	
17				6											6	
18				3.4	6	4			3.4						16.8	
19				10							2	12			24	
20				7.5								10			17.5	
21				5											5	
22				8							3.6	14.5			26.1	
23				7											7	
24				8											8	
25				3.7		3			4			15.5			26.2	
26				5											5	
27				9			11.6				4.7				25.3	
28															0	
29															0	
30															0	
31															0	
TOTAL	33	0	15.1	151.3	16	7	23.5	0	7.4	0	18.3	128.1	0	0	399.7	399.7

**MARCH 2018**

**GAS**

REVISED 3/18

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter
1															0	
2															0	
3								7							7	
4			3	4					3						10	
5								19.3					6		25.3	
6				9.5			9	7							25.5	
7								8.4				4.4			12.8	
8								7.9							7.9	
9								7			2.5				9.5	
10															0	
11			3					10.7	3						16.7	
12															0	
13						2.8		9.4			2.5	13.5			28.2	
14								9				6.02			15.02	
15							11.7	6.9		2.1	2.5				23.2	
16								6.8							6.8	
17															0	
18			2					10.2	2	1.4					15.6	
19				16				8.5							24.5	
20						3.4		8.9							12.3	
21												17			17	
22						2.4	13.3								15.7	
23				16				7.4		1.35					24.75	
24								8.2							8.2	
25			3.6					9.2	3.6				20		36.4	
26				2				9.7							11.7	
27				3.2				9.9			4				17.1	
28				8											8	
29															0	
30															0	
31															0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>11.6</b>	<b>58.7</b>	<b>0</b>	<b>8.6</b>	<b>34</b>	<b>171.4</b>	<b>0</b>	<b>11.6</b>	<b>11.5</b>	<b>40.92</b>	<b>20</b>	<b>6</b>	<b>379.17</b>	<b>778.87</b>



Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter
1								10.3		3.2	2				15.5	
2				20				8	6						34	
3								9.5						3.8	13.3	
4								9							10.3	
5			3					6.7		2.6	5.2	15			32.5	
6								6.7							6.7	
7								8							8	
8														2.8	2.8	
9							8.8								8.8	
10						3.2		7.9			5				16.1	
11				27.5				17			2				46.5	
12								16		2.9					18.9	
13															0	
14									3.3						3.3	
15	15							10.4							25.4	
16			3.1					8.6							11.7	
17							10.6	9.5							20.1	
18								8.6		3.6					12.2	
19												15			15	
20			2.5		29	2.1									33.6	
21															0	
22								9							9	
23		16.8						9.2							26	
24								10							10	
25															0	
26								8							26	
27								7							7	
28		15						7.7							22.7	
29															0	
30								11							11	
31								10							10	
TOTAL	15	49.8	8.6	0	76.5	5.3	19.4	208.1	0	9.3	14.2	30	0	6.6	456.4	1235.3

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter 1235.3
1															0	
2		20.2						10.1							30.3	
3								6.4			4.2				10.6	
4								6.8		1.2					8	
5		15						7.7							22.7	
6															0	
7								8.6	4.2						12.8	
8						2.8		8.7							11.5	
9		12.8			25			8							45.8	
10								7.3			2.5			3	12.8	
11		14.7				2.1		12							26.7	
12				3.2											5.3	
13															0	
14		16.7						9.3							26	
15								9.6							9.6	
16		15.6						8.1	2.4						26.1	
17						4.5		8			2.5				15	
18			4					10.1							14.1	
19								10.3							10.3	
20								12.4	3.5						15.9	
21		18			30					2.1	2.5	18.5		3.6	74.7	
22													25		25	
23		13.3						8.1							21.4	
24								6.3							6.3	
25		16	4				14.6		2.6	1.7	2.5	2.9			44.3	
26								8.1							8.1	
27								6.3							6.3	
28		15.3						17							32.3	
29						3.9		13							16.9	
30								11			23.5				34.5	
31		17.3													17.3	
TOTAL		174.9	8	3.2	55	13.3	14.6	213.2	0	12.7	5	37.7	21.4	25	590.6	1825.9

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter
1								8.5							8.5	
2								10.2	2	2.2					14.4	
3		19	3.5					11.2							33.7	
4															0	
5		18												4.2	22.2	
6								12	2.7		4				18.7	
7		13.5	3.3					10.4		2.9					30.1	
8			3.1					7							10.1	
9		16						10.9							26.9	
10								10.5							10.5	
11		14			2.2			10.5							26.7	
12							12	10.5	3.1		1.9				27.5	
13			4.5					9			2.5				16	
14		19						6.8			2.5				28.3	
15															0	
16		14													14	
17															0	
18					24.5										24.5	
19			3.6				11.9	8.7	1.3	2.7	2.5				30.7	
20								9.3							9.3	
21								7.4			2.5				9.9	
22														4	4	
23								16.3							16.3	
24							21.6								21.6	
25	33							10.5							43.5	
26		16	1.5					12.2	3.6	1.5					34.8	
27								11.9			2.5				14.4	
28															0	
29			3					9.3			2.5				14.8	
30						2.2		9.1							11.3	
31															0	
TOTAL	0	129.5	22.5	0	24.5	4.4	45.5	212.2	0	12.7	9.3	20.9	0	8.2	522.7	2348.6

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter
1															0	
2		18.6	1.5	5.5		1	12	11.5	2.4	1.6		11.5			65.6	
3															0	
4															0	
5															0	
6			2.1				9.8	6.4	3.6	2.2					24.1	
7						3.1		9.2							12.3	
8								13							13	
9		18.3		9.7				11.4							39.4	
10											2.5				2.5	
11			2.4					9.5							11.9	
12		14		11.1					3.4		2.5				31	
13							11.6	7.1							18.7	
14															0	
15															0	
16				8.1				10.5		2.6	2.5				23.7	
17								8.1	3						11.1	
18											2.5				2.5	
19		16	3.9	8.1				9							37	
20				5.3		3.4					2.5				11.2	
21								7.6							7.6	
22		16.7						9.3							26	
23							14.2	11			4				29.2	
24	32			10				12.7			2.5				57.2	
25		17.7	3.9		29										50.6	
26															0	
27			1.7					10.8		2.7	2.5				17.7	
28		15.6						7.1	3.3		2.52				28.52	
29								7.6							7.6	
30		10.6		16				7.9							34.5	
31								7.9							7.9	
TOTAL	0	127.5	15.5	73.8	29	7.5	47.6	177.6	0	15.7	24.02	11.5	0	0	570.82	2919.4

**AUGUST 2018**

**GAS**

REVISED 3/18

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter 2919.4	
1															0		
2			4	12.1				6.6		2.2					24.9		
3															0		
4															0		
5		22.2				3.4		9.8							35.4		
6				9.5					3.5		2.5				15.5		
7			11.1					8.3							19.4		
8															0		
9				11				8.7		2.8	2.5				25		
10								6.2							6.2		
11															0		
12				13.6				10.9							24.5		
13				6				10.8							16.8		
14								9			2.5				11.5		
15		20		8.4			11.6	8.5							48.5		
16						2.1		7.4		3.1					12.6		
17				4.8											4.8		
18					25			74							99		
19				15.7											15.7		
20								10.2							10.2		
21				6.7			9	9.5			2.5				27.7		
22	28.1			6.6											34.7		
23			2	9.9				6.6		2.5					21		
24								7.5							7.5		
25								8.7			2.5				11.2		
26								6		2.5					8.5		
27								10.4		1.1	2.5			3.5	17.5		
28						3.2		9.2	4				23		39.4		
29		24	4					9.1						3.4	40.5		
30								5.6			2.5				8.1		
31															0		
<b>TOTAL</b>	<b>28.1</b>	<b>66.2</b>	<b>21.1</b>	<b>104.3</b>	<b>25</b>	<b>8.7</b>	<b>20.6</b>	<b>243</b>	<b>0</b>	<b>7.5</b>	<b>14.2</b>	<b>17.5</b>	<b>0</b>	<b>23</b>	<b>6.9</b>	<b>586.1</b>	<b>3505.5</b>

SEPTEMBER 2017

GAS

REVISED 3/18

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter 3505.5	
1								8.4							8.4		
2		19			24			13.4							56.4		
3															0		
4	6.9	11	3.6			1.8	9.5	17.3	2.3	1.4					53.8		
5											2.5	14.6		2	19.1		
6															0		
7								8.7							8.7		
8								7							7		
9	18.6							10		2					30.6		
10								12.8			2.5				15.3		
11								8.3			2.5				10.8		
12															0		
13								6.7			2.5	14		4.4	27.6		
14								6.9	3.4		2.4				12.7		
15								8.8		2.4					11.2		
16		19	2.1					14.3							35.4		
17								11.7							11.7		
18			1.5	16.4				8.8			2.52				29.22		
19				9.3				8.1	2.5						19.9		
20				8				8.1							16.1		
21							13.1	6.6							19.7		
22			3.4	13.6		1.8		5.8	2.2	3.2					30		
23								11.5							11.5		
24				12				8.9							20.9		
25				7.1				7	2.3		3.2				19.6		
26															0		
27				10				7.3		2.2					19.5		
28			2					6.2			2.2				10.4		
29															0		
30															0		
31															0		
TOTAL	6.9	67.6	12.6	76.4	24	3.6	22.6	212.6	0	12.7	11.2	20.32	28.6	0	6.4	0	4011

**OCTOBER 2018**

**GAS**

REVISED 3/18

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter
1			2.7	10.4			11.1	10.5							34.7	
2				4.8				8.4							13.2	
3	31.8	13.4						10			2.5				57.7	
4				8				6.8		2.5					17.3	
5			1.8			2.4		7.3			2.5			3	17	
6								8						1	9	
7		15.7					15.9	10.7	7						49.3	
8			3.4	7.1		3.1		11.8							25.4	
9				7.5				6.2			2.5				16.2	
10				8.3				9.5							17.8	
11								7.5							7.5	
12				12.6				6.2		3.1				5	26.9	
13				7.7				9			2.5				19.2	
14			3					10							13	
15				4.4				9			2.58				15.98	
16		21						8.2							29.2	
17				7.8				10							17.8	
18				7			6								13	
19														4	4	
20								11.3	2.8	4.3					18.4	
21				2.9				10			2.5				15.4	
22				13.1			11.8	9.5							34.4	
23						3.2		9.5			2.5				15.2	
24				7				7.5							14.5	
25		21						6							27	
26				6				7.4	2.8						18.6	
27								10.3							10.3	
28				2.6				7.4							10	
29				4					1.6						5.6	
30	26.3	23.3		4							2.5				56.1	
31		12.5													12.5	
<b>TOTAL</b>	<b>58.1</b>	<b>106.9</b>	<b>15.9</b>	<b>122.6</b>	<b>0</b>	<b>8.7</b>	<b>44.8</b>	<b>228</b>	<b>0</b>	<b>14.2</b>	<b>20.08</b>	<b>0</b>	<b>0</b>	<b>13</b>	<b>642.18</b>	<b>642.18</b>

**NOVEMBER 2018**

**GAS**

REVISED 3/18

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2705	8091 Ranger	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter
1				12.8												12.8	
2		23.1					11									34.1	
3		11.6	3	12.5												27.1	
4		13.8									2.8					16.6	
5		16.5		9.3												25.8	
6		11.7								3						14.7	
7		13.2														13.2	
8		12					7.4									19.4	
9													5.3			5.3	
10																0	
11																0	
12																0	
13		22.2		12.1												34.3	
14		12.4														12.4	
15																0	
16		19.8	2.9				10.9									33.6	
17		8.3	3.8	10.8						2.5	2.7					28.1	
18		12.5														12.5	
19		15.5		8.9												24.4	
20		11.3		8							1.1					20.4	
21		14.6		7									2.5			24.1	
22																0	
23																0	
24		24.4		8.3		2.6				2.9						38.2	
25		14.2														14.2	
26		132.4						20								152.4	
27			3.1					8								11.1	
28								7.9								7.9	
29																0	
30																0	
31																0	
<b>TOTAL</b>																<b>582.6</b>	<b>582.6</b>



DECEMBER 2018

GAS

REVISED 3/18

Vehicle date	2285 F-250	2287 F-250	2683 Gator	2636 F-250	2493 F-250	2679 Gator	2499 F-150	2590 F-150	2705 Dodge	2684 Gator	5503 Gator	Can	4053 Ranger	3085 2500	2701 Gator	Day Total	Meter
1			2.5								2.3					4.8	
2								9.6								9.6	
3		18		4.1		3.8		7.4	15			2.5				50.8	
4								6.8			2.6			24.4		33.8	
5								7.9								7.9	
6				5.4				5.9	13							24.3	
7								5.6		3.7						9.3	
8																0	
9																0	
10				10.2	28			9.2	9.7							57.1	
11								8.3								8.3	
12				4												4	
13				3.2				11.9	15.4	2	3				3.9	39.4	
14								5.9								5.9	
15		16.7				3.2		7.3								27.2	
16								9								9	
17				8.2				8.1			2.2					18.5	
18				1.8				7.4	8.2							17.4	
19								6.6								6.6	
20								5.9	10.3							16.2	
21								5.9								5.9	
22								8.4								8.4	
23		18.3		1.7				9.3			2.4					31.7	
24		4.5		6.2				8	11.7							30.4	
25				3												3	
26								10.8	12							22.8	
27																0	
28								6.5	11.5							18	
29								6								6	
30						3		8.5								11.5	
31																0	
TOTAL		57.5	12.2	38.1	28	10	0	186.2	106.8	5.7	12.5	2.5	0	24.4	3.9	487.8	487.8

Lafreniere Park Fuel  
Orders



<b>Diesel Purchases</b>		
<b>Date</b>	<b>Gallons</b>	<b>Amount</b>
6/28/2016	300	\$511.61
7/21/2016	300	\$468.05
8/29/2016	300	\$479.50
9/28/2016	350	\$599.40
1/4/2017	300	\$607.13
3/2/2017	304	\$552.83
3/27/2017	296	\$528.65
4/20/2017	295	\$516.93
6/1/2017	305	\$512.70
7/14/2017	335	\$546.04
8/29/2017	296	\$555.47
10/3/2017	296	\$576.90
10/31/2017	296	\$594.26
2/8/2018	350	\$752.80
3/20/2018	300	\$645.26
5/18/2018	394	\$965.21
6/19/2018	296	\$670.47
8/27/2018	295	\$699.06
10/1/2018	344	\$859.95
<b>TOTAL</b>	<b>5952</b>	<b>\$11,642.22</b>

<b>Gas Purchases</b>		
<b>Date</b>	<b>Gallons</b>	<b>Amount</b>
6/28/2016	300	\$556.21
7/8/2016	350	\$626.67
7/21/2016	400	\$695.86
8/1/2016	300	\$519.29
8/15/2016	300	\$550.46
8/29/2016	300	\$525.92
9/7/2016	350	\$606.47
9/21/2016	300	\$540.98
9/28/2016	300	\$560.81
10/14/2016	300	\$554.12
10/25/2016	321	\$572.30
11/7/2016	347	\$576.50
11/18/2016	300	\$491.90
11/29/2016	325	\$593.15
12/21/2016	471	\$915.13
1/4/2017	300	\$594.94
1/17/2017	298	\$552.45
2/16/2017	348	\$588.60
3/2/2017	343	\$641.98
3/13/2017	298	\$543.78
3/27/2017	343	\$641.98
4/5/2017	296	\$587.59
4/18/2017	297	\$570.11
4/20/2017	295	\$516.93
5/1/2017	346	\$628.92
5/22/2017	395	\$761.24
6/1/2017	295	\$558.50
6/13/2017	346	\$597.37
6/26/2017	296	\$523.77
7/3/2017	295	\$536.55
7/14/2017	295	\$540.07
8/2/2017	490	\$951.62
8/10/2017	302	\$574.03
8/22/2017	295	\$570.71
8/31/2017	295	\$666.49
9/13/2017	296	\$591.91
9/27/2017	344	\$666.73
10/9/2017	296	\$562.63
10/19/2017	296	\$568.35
10/31/2017	298	\$600.68

11/14/2017	322	\$628.47
12/1/2017	348	\$683.99
12/20/2017	399	\$796.12
1/4/2018	300	\$596.28
1/25/2018	450	\$985.88
2/7/2018	350	\$721.30
2/16/2018	245	\$427.80
2/28/2018	296	\$604.48
4/4/2018	247	\$538.39
4/11/2018	299	\$685.66
4/24/2018	322	\$741.91
5/4/2018	296	\$676.39
5/15/2018	349	\$743.71
5/18/2018	294	\$715.53
5/30/2018	295	\$696.14
6/8/2018	345	\$780.01
6/19/2018	391	\$864.88
7/10/2018	295	\$674.67
7/18/2018	344	\$783.79
8/1/2018	368	\$850.81
8/18/2018	343	\$788.44
8/27/2018	295	\$689.55
9/6/2018	296	\$692.88
9/21/2018	295	\$695.94
10/1/2018	297	\$705.54
10/18/2018	400	\$889.47
10/31/2018	400	\$822.30
11/13/2018	350	\$642.24
12/4/2018	324	\$578.39
12/12/2018	300	\$639.54
<b>TOTAL</b>	<b>22817</b>	<b>\$45,364.20</b>

Council Resolution  
No. 11105



On joint motion of all Councilmembers present, the following resolution was offered:

**RESOLUTION NO. 111105**

A resolution amending the **Jefferson Parish Meeting Room Procedures and Policies** with the attached to provide a more uniform set of procedures and policies, and to update both the rooms available and their cost and to provide for related matters. (Parishwide)

**WHEREAS**, the Jefferson Parish Meeting Room Procedures and Policies were adopted by Resolution No. 86401; and

**WHEREAS**, Resolution No. 87573, adopted on August 19, 1998 amended the Jefferson Parish Meeting Room Procedures and Policies; and

**WHEREAS**, the Parish wishes to amend the Jefferson Parish Meeting Room Procedures and Policies again to update them and make them more uniform; and

**WHEREAS**, it is in the best interest of Jefferson Parish to have a uniform and updated Meeting Room Procedure and Policies.

**NOW THEREFORE, BE IT RESOLVED** by the Jefferson Parish Council, Jefferson Parish, Louisiana, acting as full legislative authority for said Parish, that:

**SECTION 1.** That the Jefferson Parish Meeting Room Procedures and Policies are hereby amended with the attached Jefferson Parish Meeting Room Procedures and Policies.

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


**YEAS: 7**

**NAYS: None**

**ABSENT: None**

The resolution was declared to be adopted this the 8th day of October, 2008

THE FOREGOING IS CERTIFIED  
TO BE A TRUE & CORRECT COPY

  
EULA A. LOPEZ  
PARISH CLERK  
JEFFERSON PARISH COUNCIL

## **JEFFERSON PARISH MEETING ROOM PROCEDURES AND POLICIES**

Jefferson Parish has a number of departments that operate facilities available for public meetings. The departments of General Services, Parks and Recreation, Library and Jeff Cap have available meeting space. Please check with the respective department for hours of operation and availability.

### **PROCEDURES:**

1. Jefferson Parish personnel authorized to book a facility must charge the person or group booking the facility in accordance with the fee structure established in this document.
2. Renter will be held accountable for any damages sustained during their event.
  - a. Spillage is expected to be kept to a minimum. This must be immediately attended to by an employee on duty, or the person in charge;
  - b. Kitchen appliances will be operable and in an acceptable condition under normal operation;
  - c. Any damage to facility and surrounding grounds in all or part such as:
    - i. Broken tables, chairs, windows, etc.;
    - ii. Burned, marred, scarred surfaces, such as counter tops, tables, walls, etc.;
    - iii. Trees, bushes or plants, etc. in and around the facility
    - iv. Any other fixture, furnishing or content of reserved facility.
  - d. Do not put grease, food, etc. down the drains or toilets.
3. Do not issue tickets, invitations or publicity for your event until your application is approved by Jefferson Parish.
4. Repeat bookings will be given preferential opportunities to rebook the facility. All other bookings are on first come, first serve basis.

### **POLICIES:**

1. Meeting rooms are booked without regard to any group's creed, point of view or beliefs. The booking of a Jefferson Parish meeting room does not constitute any endorsement, sponsorship or support by Jefferson Parish. There must be no indication in publicity issued by groups using a meeting room that their function is Jefferson Parish sponsored.
2. All Jefferson Parish agencies, affiliated booster clubs, and support entities are eligible to use meeting facilities for business activities without charge during regular operating business hours (until 6:00 p.m. at playground facilities and 3:00 p.m. (No Mondays) at Lafreniere Park) provided no additional cleanup is necessary.

**Non-profit community organizations that promote programs to enhance the "quality of life" in Jefferson Parish are eligible to use meeting facilities, other than the premium rooms, for business activities without charge during regular operating hours provided no additional cleanup is necessary. Premium rooms may be rented by such groups at community rates on Monday, Tuesday, Wednesday and Thursday with the exception of Lafreniere Park which will be Tuesday, Wednesday and Thursday.**

Parties and social functions are not eligible for the reduced rates at any facility.

In order to be eligible, the organization must provide evidence of their 501(c)(3) status.



3. Jefferson Parish reserves the right to preempt any activity. Every effort will be made to notify affected bookings as far in advance as possible.
4. Jefferson Parish facilities have authorized concessionaires. No person or group shall sell or offer to sell anything including, but not limited to alcoholic beverages, concessions, or operate games of chance without Jefferson Parish Council approval.
5. <sup>1</sup>Political activities are not allowed in any Jefferson Parish meeting facility. Political activities include:
  - a. Any activities whose purpose is to support or oppose any political party,
  - b. Any activities whose purpose is to support or oppose any candidate for public office,
  - c. Any activities requiring an individual or group to file a campaign financial disclosure report under state or federal law, or
  - d. Any activities requiring an individual or group to file a lobbying report under state or federal law.

The provisions of this section, however, will not prohibit any non-profit group, as defined by the Internal Revenue Regulations, from using a Jefferson Parish meeting facility to hold public forums regarding the qualifications of political candidates or ballot referendums when such forums provide equal access to all candidates and issues that are the subject of the forum; each non-profit group shall file an affidavit with the application for use of the facility verifying that they have complied with the equal access requirements of this section.

6. Commercial activities are generally prohibited – no actual selling or contracting to sell may take place upon Jefferson Parish premises. Commercial activities of any type must be clearly reported on the reservation form. Activities, which are associated with the booking facilities departmental mission, may be booked (e.g., normally accepted activities associated with parks and playgrounds). Additional fees for commercial activities may be set when necessary and appropriate.
7. Jefferson Parish provides personnel at its facilities for general supervision. There will be certain events that will require additional supervision or security. The person/organization scheduling events that are identified as requiring security will be notified of this fact at the time of their reservation request.

Jefferson Parish will make security arrangements with the Jefferson Parish Sheriff's Office – Public Assignment Office to provide uniformed police deputies. If JPSO deputies are not available, alternate arrangements will be made. JPSO deputies will be used when available. Rates are determined by the Jefferson Parish Sheriff's Office.

The cost of the security detail is the responsibility of the person/organization booking the facility, and it is paid directly to Jefferson Parish.

The following are identified as events that require additional security. This list is not all-inclusive and the Parish reserves the right to include other types of events after reviewing information provided on the reservation form.

- a. Dances involving any age group
- b. Indoor social events where alcohol is served
- c. Weddings
- d. Teenage social events, regardless of number of participants
- e. Graduation parties for college, high school, junior high or middle schools
- f. Indoor social events with more than 50 people, exclusive of wedding showers or newborn baby showers

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<sup>1</sup> Resolution No. 87573 Section: Policies No. 5 Adopted 8/19/98

The following will be used to determine the number of necessary number of guards for said events:

EVENTS WITH ALCOHOL

1 to 500 people ----- 1 or 2 guards and minimum of 4 hours may be required

500 to 1,000 people----- 2 guards and minimum of 4 hours

1,000 and above ----- Parish will determine the number of deputies guards on a case-by-case basis

EVENTS WITHOUT ALCOHOL

50 to 500 people----- 1 or 2 guards and minimum of 4 hours may be required

500 to 1,000 people----- 2 guards and minimum of 4 hours

1,000 and above ----- Parish will determine the number of guards on a case-by-case basis

8. Jefferson Parish reserves the right to cancel future confirmed bookings or reject future reservations for any person(s) or group(s) not complying with these stated rules and regulations.
9. All cancellations must be made in writing at least ten (10) calendar days in advance in order to receive a refund of this rental. A \$20 cancellation fee will be assessed. All booking cancellations within the past ten (10) day period will not receive any of the rental fee, unless another booking of that specific facility takes place.
10. The weather is always a factor in booking an event. Jefferson Parish has certain administrative and cleaning expenses in reserving meeting rooms. If the event is cancelled, the Parish still has these expenses. Fees will not automatically be refunded. The following will be adhered to:
  - a. Rental fees will not be refunded to persons or groups that cancel their booking during the ten (10) day calendar period prior to the booking based on weather forecasts or anticipated bad weather.
  - b. If the weather on the reservation date is so severe to cause a widespread cancellation to all groups using the facilities on that day, Jefferson Parish will do the following:
    - i. Allow group to book another date at the same facility or one similar at no charge.
    - ii. Refund 80% of the rental fee.
11. Any person or organization using Jefferson Parish meeting rooms shall agree in writing to hold harmless Jefferson Parish, its employees and agents, from and against any and all liability which may be alleged or which results from any injury to persons or property cause by, or to, any person or organization (including its members) or guests connected with any meeting or function at any of the meeting facilities. In addition, any person or organization using Jefferson Parish meeting rooms shall agree in writing to indemnify Jefferson Parish, its employees and agents, from and against any and all liability and related legal costs, which liability may be alleged or which results from any injury to persons or property caused by, or to, any person or organization (including it members) or guests connected with or attending any meeting or function at any of the meeting facilities.
12. Jefferson Parish assumes no responsibility whatever for any property placed in meeting rooms in connection with a meeting or otherwise. Further, Jefferson Parish is expressly released and discharged from any and all liability for any loss, injury or damage to persons or property, which may be sustained in connection with, or as a result of, a meeting.
13. Please note that Library meeting rooms do not allow showers, parties, weddings, graduation parties or social events in accordance with the Library Meeting Room Policy.

### MEETING ROOM FEE SCHEDULE

	<i>Small Room</i>	<i>Medium Room</i>	<i>Large Room</i>	<i>Specialty or X-Lg Room</i>	<i>Premium Room</i>
Rent (Hourly rate)	\$40.00	\$50.00	\$70.00	\$100.00	\$150.00
Rent (Community reduced hourly rate)	\$20.00	\$25.00	\$35.00	\$50.00	\$75.00
Security Fee (per deputy per hour) Rates are as of June 16, 2008	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00
<b>OTHER</b>					<i>Rent</i>
Grand Isle Pavilion					\$800.00/day

**For facilities that require an audio/visual technician, there will be an additional charge of \$50.00 per hour.**

## EXPLANATION OF FEES:

Rent Fee -----Regular users hourly rate

Security Fee -----Charge to pay for uniformed deputy or guard for additional supervision

- Full payment required at the time the reservation is made.
- No bookings for Parks and Recreation facilities may extend beyond 11:00 PM with these exceptions: Estelle Center which is 7:00 PM and Lafreniere Park which is 10:00 PM.
- No same day bookings for Parks and Recreation facilities during non-office (closed) hours; however, we will add hours to a confirmed booking on the day of the booking (event), if available. This does not apply to Estelle Center and Lafreniere Park.
- No children's parties allowed in the Lafreniere Park Foundation Center.
- The operating hours of the General Government Building and the Yenni Building are from 8:00 a.m. until 6:00 p.m., if the meeting will last beyond 6:00 p.m. you will be required to pay for security.
- The above meeting room facilities provide various amenities and are stocked with appropriate levels of tables and chairs. The setup of these facilities is in accordance with the room setup availability listed in the above chart.
  - No other material, equipment or supplies will be setup or provided.
  - Events requiring additional tables and chairs are the responsibility of the booking party.
  - Tables and chairs must remain in the room at all times.
- When setup is available, staff will arrange them in accordance to the specifications provided on the reservation form.
- Jefferson Parish employees cannot be given any type of gratuities, tips, compensation, etc.
- Decorations can be tied or freestanding only. No nails, tacks, tape, etc. will be permitted on the walls, furniture, etc. Decorations must be removed from the building. No confetti, glitter, or sprinkles will be allowed as decorations.
- Bands/music must adhere to the Parish Noise Ordinance No. 2071- Section 12-23 or Parish personnel will request that the group stop playing.
- As a place of assembly the occupancy load was determined by square feet according to the safety code. The amount of occupancy is posted within the room and must be adhered to.
- The use of tobacco in any form is not permitted in any indoor Parish facility.
- No boiled seafood allowed for indoor reservations.
- Firearms, fireworks, explosives, bows and arrows, pellet guns, BB guns, slingshots, javelins and discus are not permitted.
- All vehicles must be parked in designated areas.
- Beverages cannot be consumed from glass containers.

## ALARIO CENTER RENTAL FEE

### RENTAL RATES & PERSONNEL CHARGES

ROOM	SQUARE FOOTAGE	SET-UP FEE	RENTAL *	MOVE-IN/ MOVE-OUT DAYS
Main Hall *	8,400 sq. ft.	\$475	\$950	\$ 475
Hall B *	21,840 sq. ft.	\$475	\$1,250	\$ 625
Volleyball-3 Courts		+\$150	\$1,250	\$ 625
Volleyball-6 Courts		+\$450	\$1,250	\$ 625
Main Hall & Hall B *	30,240 sq. ft.	\$950	\$2,200	\$1,100
Meeting Room One	1,543 sq. ft.	\$ 50	\$ 200	\$ 100
Meeting Room Two	1,624 sq. ft.	\$ 50	\$ 200	\$ 100
Meeting Rooms One & Two	3,167 sq. ft.	\$100	\$ 300	\$ 150
Meeting Room Three	1,490 sq. ft.	\$100	\$ 200	\$ 100
Board Room	830 sq. ft.		\$ 200	\$ 100
Atrium Lobby	3,659 sq. ft.	\$ 50	\$ 200	\$ 100
Alario Center Grounds/Parking Lots			\$ 1,250	\$ 625

\* All ticketed events subject to a percentage of gross ticket sales or faculty fee per ticket

### PERSONNEL CHARGES

POSITION RATE	HOURLY
Jefferson Parish Police Security Detail .....	\$30.00
Jefferson Parish Police Supervisor (required for four J.P. Police Officers or more) .....	\$35.00
Jefferson Parish Fire Department Firewatch .....	\$16.00
EMT .....	\$80.00
<i>Jefferson Parish Police Security detail is always required, other services may be required due to the nature of your event</i>	
Event Supervisor .....	\$20.00
Ticket Taker .....	\$12.00
Ushers.....	\$12.00
Door Guards .....	\$12.00
Electrician & Truck .....	\$44.50
Electrician's Assistant .....	\$28.00
Laborer .....	\$13.00
Plumber .....	\$13.50
Scoreboard Operator .....	\$12.50
Sound Technician.....	\$18.00
Spotlight Operator.....	\$12.00
Switchboard Operator .....	\$12.00

**All personnel charges are on a 4-hour minimum and subject to change**  
*User is required to use only Alario Center personnel listed above unless mutually agreed alternative is designated.*

## EQUIPMENT RENTAL RATES

### AUDIO/VISUAL:

House Sound System (included in building rental).....	N/C
Portable House Control Panel/mixing board (per event) .....	\$100.00
3 Channel Portable Sound System (per event).....	\$ 50.00
Microphones:	
Cordless (per day) w/ microphone stand .....	\$ 25.00
Handheld (per day) w/ microphone stand .....	\$ 20.00
2 Monitor Wedges (per event) .....	\$ 20.00
20" TV/VCR Combo (per day).....	\$ 20.00
25" TV/VCR Combo (per day).....	\$ 25.00
Cassette/CD Player Combo (per event) .....	\$ 20.00
CD Changer (per event) .....	\$ 20.00
Easels (per event) .....	\$ 5.00
Podium (per event).....	\$ 20.00
Overhead Projector (per day) Small & Large (6ft 6in X 4ft 10in).....	\$ 25.00
Projector Screen (per day).....	\$ 10.00

### TABLES & CHAIRS:

8' Bare Table (per day, set once) .....	\$ 4.00
8' Skirted Table (per day, set once) .....	\$ 10.00
8' Skirted Table with linen (per day, set once) .....	\$ 15.00
60" Round Table Bare (per day, set once) 8-10 people per table.....	\$ 5.00
60" Round Table with linen (per day, set once).....	\$ 11.00
60" Round Table skirted with linen (per day, set once).....	\$ 16.00
Additional Linens (per usage).....	\$ 5.00
Chairs (per day, set once).....	\$ .60

### MOVE-IN & MOVE-OUT EQUIPMENT:

Forklift & Operator (per hour) .....	\$ 40.00
Equipment available: 2 hand trucks, 2 flatbed carts, 1 pallet jack (each) .....	\$ 10.00

### PIPE & DRAPE, CARPET, MISCELLANEOUS:

Pipe & Drape/Masking Drape	
8' High (per foot).....	\$ .50
20' High (per foot).....	\$ 1.50
Carpeting in Hall A (per event) .....	\$250.00
Stanchions (per stanchion).....	\$ 5.00

### ELECTRICAL:

Wall Outlets (120 volt 20amp) (per event).....	\$ 30.00
Single Phase 120/208 volt-30 amps (per event).....	\$125.00
Single Phase 120/208 volt-50 amps (per event).....	\$140.00
Single Phase 120/208 volt-60 amps (per event).....	\$165.00
Three Phase 208 volt-50 amps (per event).....	\$125.00
Three Phase 208 volt-100 amps (per event).....	\$200.00
Three Phase 208 volt-150 amps (per event).....	\$275.00

Generator trade show electrical equipment package (per event)..... \$175.00

**STAGING:**

Platform Risers (per square foot) 30" max. height; 16L X 36W max. size ..... \$ .35  
 Premium Staging system (per square foot) 48" max. height; 28L X 48W max. size..... \$ .50  
 Stage Dance Floor: 28L X 48W max. size (per event) ..... \$ 55.00

**EQUIPMENT RENTALS/FEEES**

**TELEPHONES:**

Phone & Hook-up (per phone line)..... \$100.00

**BUSINESS SERVICES:**

Copies (per page) ..... \$ .50  
 Faxing (local per page) ..... \$ 1.00  
 Faxing (long distance per page)..... \$ 2.00

**DISPOSAL FEE**

Required for all events based on the number of people in attendance.

1 to 50 people..... \$50.00  
 51 to 150 people ..... \$100.00  
 151 to 250 people ..... \$150.00  
 251 to 999 people ..... \$250.00  
 1,000 people or more..... TBD

**CLEANUP FEE**

Required for all events based on the number of people in attendance.

1 to 50 people..... \$50.00  
 51 to 150 people ..... \$100.00  
 151 to 250 people ..... \$150.00  
 251 to 999 people ..... \$250.00  
 1,000 people or more..... TBD

**CONVERSION FEE**

The Alario Center reserves the right to charge a conversion fee for any events that will require overnight conversions and/or excessive overtime.

**HOLIDAY STAFFING FEE**

A holiday staffing fee of up to \$500 per day will apply to all events requiring staffing that are recognized as official Jefferson Parish holidays. The fee is based upon the size and scope of the event and whether the holiday is a move-in or move-out day. The Jefferson Parish holidays are: January 1 - New Years Day; Martin Luther King Day; Mardi Gras Day; Good Friday; Easter ( & the Friday before Easter); Memorial Day; July 4 - Independence Day; Labor Day; Veterans Day; Thanksgiving Holiday (Thursday and following Friday); December 25 & one additional day which varies, Christmas Holiday & New Years Eve.

**REQUIRED JEFFERSON PARISH DEPUTIES**

The following will be used to determine the necessary number of uniform deputies:

**EVENTS WITH ALCOHOL:**

1 to 500 people - 1 uniform deputy  
 501 to 999 - 2 uniform deputies  
 1,000 and above - Parish will determine the number of deputies on a case-by-case basis.

**EVENTS WITHOUT ALCOHOL:**

1 to 500 -1 uniform deputy

501 to 999 - 2 uniform deputies

1, 000 and above - Parish will determine the number of deputies on a case-by-case basis.

**REQUIRED JEFFERSON PARISH FIREWATCH & EMTs**

The Alario Center reserves the right to require Jefferson Parish Firewatch and EMTs for events as it sees fit. The Alario Center General Manager shall have the sole authority to determine how many Firewatch or EMTs must be on site for any given event.



## INSURANCE REQUIREMENTS

**INSURANCE** – Thirty (30) days prior to the time the Contracting Party is entitled to any right of access to the Alario Center, it shall procure, pay for, and maintain (during the entire term of the period of use) the minimum insurance coverages outlined below and shall furnish the Parish a copy of an executed certificate of all required insurance coverages. All coverages shall be issued by an insurance company duly authorized to conduct business in the State of Louisiana and with A.M. Best rating of A: VII or better. (All insurance coverages are subject to approval by the Parish).

**(A) Minimum Insurance Coverage Required:** (1) Comprehensive General Liability Insurance (Broad form) or Commercial General Liability Insurance including Personal Injury Liability, Independent Contractor's Liability, and contractual Liability, covering, but not limited to, the liability assumed under the indemnification provisions of this contract with limit of liability for bodily and property damage of not less than \$1,000,000 combined single limit. (2) Workers Compensation and Employers' Liability Insurance shall be provided with Louisiana Statutory Limits that will protect the Parish from claims under the Louisiana Worker's Compensation Act. The limit of liability under the Employers Liability Section of the Workman's Compensation Insurance policy (ies) required hereunder shall be in the amount of: Bodily Injury by Accident - \$100,000 each accident; Bodily Injury by disease - \$500,000 policy limits; Bodily Injury by disease - \$100,000 each employee. (3) Comprehensive Motor Vehicle Liability Insurance shall be provided with limits of not less than \$500,000 for each occurrence. Such insurance shall include coverage for loading and unloading hazards. (4) Fire Legal Liability – Fire legal Liability in the amount of \$100,000 is required.

**Please see facility rental contract for complete insurance requirements.**

## JEFFERSON PARISH FACILITIES Available for Rental

Dept.	Location	Room	Capacity	Size Category	Room Setup Available	Kitchen Facilities Available	No Food Allowed	No Beverages Allowed	Restrooms Attached	No seafood allowed
Gen Serv	New Courthouse 2nd Floor Gretna	Council Chambers Council Chambers Suite 201	150	Prem			X	X	X	X
Gen Serv	Yenni Building Harahan 70123	Personnel Classroom Suite 206 (nights only)	275	Prem			X	X	X	X
Gen Serv	Harahan 70123	Multi Purpose Conference Rm. Suite 303	42	Med						X
Gen Serv	Yenni Building Harahan 70123	Multi Purpose Conference Rm. Suite 303	49	Med			X	X	X	X
Jeff Cap	Avondale Neighborhood Center 4008 U.S. Hwy. 90 Avondale 70094	Multi Purpose Room	400	XL		X			X	
Jeff Cap	Dorothy B. Watson Neighborhood Center 1300 Myrtle St.	Multi Purpose Room	175	Med		X			X	
Jeff Cap	Metairie 70002	Multi Purpose Room	250	Med		X			X	
Jeff Cap	Marrero Neighborhood Center 2001 Lincolnshire Dr. Marrero 70072	Multi Purpose Room	125	Med		X			X	
Jeff Cap	Shrewsbury Neighborhood Ctr. 1121 S. Causeway Blvd. Jefferson 70121	Multi Purpose Room	150	Med		X			X	
Jeff Cap	Webco Neighborhood Center 301 3rd St. Bridge City 70094	Multi Purpose Room	263	XL		X			X	
Jeff Cap	Gretna Community Center 1700 Monroe St. Gretna LA	Multi Purpose Room	200	Lg		X			X	
Jeff Cap	Harvey Neighborhood Center	Multi Purpose Room								

Prem - Premium room  
Lg - Large room

Med - Medium room  
Sm - Small Room  
Sp - Specialty Room

## JEFFERSON PARISH FACILITIES Available for Rental

Dept.	Location	Room	Capacity	Size Category	Room Setup Available	Kitchen Facilities Available	No Food Allowed	No Beverages Allowed	Restrooms Attached	No seafood allowed
Library	East Bank Regional Library 4747 W. Napoleon Ave. Metairie	ROOMS A AND B  (Note: Please call 849-8817 for meeting room availability. No activity in which glue, paste, paint, chemicals or any material that could cause damage to Library property is allowed.) Reserved for groups of 75 or more	240	Prem		X				X
Library	East Bank Regional Library 4747 W. Napoleon Ave. Metairie	Room A  (Note: Please call 849-8817 for meeting room availability. No activity in which glue, paste, paint, chemicals or any material that could cause damage to Library property is allowed.) Reserved for groups of 35 or more	120	large	X	X				X
Library	East Bank Regional Library 4747 W. Napoleon Ave. Metairie	Room B  (Note: Please call 849-8817 for meeting room availability. No activity in which glue, paste, paint, chemicals or any material that could cause damage to Library property is allowed.) Reserved for groups of 35 or more.	120	large	X	X				X
Library	East Bank Regional Conference Room 2nd floor	(Note: Please call 849-8817 for meeting room availability. No activity in which glue, paste, paint, chemicals or any material that could cause damage to Library property is allowed.)	12	small			X	X		X

Prem - Premium room  
Lg - Large room

Med - Medium room  
Sm - Small Room  
Sp- Specialty Room

## JEFFERSON PARISH FACILITIES Available for Rental

Dept.	Location	Room	Capacity	Size Category	Room Setup Available	Kitchen Facilities Available	No Food Allowed	No Beverages Allowed	Restrooms Attached	No seafood allowed
Library	Lakeshore Library 1000 W. Esplanade Ave. Metairie 70005	(Note: Please call 849-8817 for meeting room availability. No activity in which glue, paste, paint, chemicals or any material that could cause damage to library property is allowed.) (Note: Please call 849-8817 for meeting room availability.)	40	Med		x				x
Library	Live Oak Library 125 Acadia Dr. Waggaman	(Note: Please call 849-8817 for meeting room availability. No activity in which glue, paste, paint, chemicals or any material that could cause damage to library property is allowed.) (Note: Please call 849-8817 for meeting room availability.)	40	Med		x				x
Library	Metairie Library 2350 Metairie Rd. Metairie 70001	(Note: Please call 849-8817 for meeting room availability. No activity in which glue, paste, paint, chemicals or any material that could cause damage to library property is allowed.) (Note: Please call 849-8817 for meeting room availability.)	60	Lg		x				x
Library	Rosedale Library 4036 Jefferson Hwy. Jefferson 70121	(Note: Please call 849-8817 for meeting room availability. No activity in which glue, paste, paint, chemicals or any material that could cause damage to library property is allowed.)	34	Med		x				x
Library	West Bank Regional Library 2751 Manhattan Blvd. Harvey	(Note: Please call 849-8817 for meeting room availability. No activity in which glue, paste, paint, chemicals or any material that could cause damage to library property is allowed.) (Note: Please call 849-8817 for meeting room availability.)	120	Spec.		x				x
Library	Westwego Library 635 Fourth St. Westwego	(Note: Please call 849-8817 for meeting room availability. No activity in which glue, paste, paint, chemicals or any material that could cause damage to library property is allowed.)	40	Med		x				x

Prem - Premium room  
Lg - Large room

Med - Medium room  
Sm - Small Room  
Sp - Specialty Room

## JEFFERSON PARISH FACILITIES Available for Rental

Dept.	Location	Room	Capacity	Size Category	Room Setup Available	Kitchen Facilities Available	No Food Allowed	No Beverages Allowed	Restrooms Attached	No alcohol allowed
Rec	Avondale Playground 709 S. Jamie Blvd. Avondale 70072	Room 102	160	Lg	X	X				X
Rec	Belle Terre Playground 5711 Belle Terre Rd. Marrero 70072	Room 101	110	Lg	X	X				X
Rec	Bright Playground 3401 Cleary Ave. Metairie 70002	Room 1	77	Lg	X	X				X
Rec	Bright Playground 3401 Cleary Ave. Metairie 70002	Room 2	77	Lg	X	X				X
Rec	Cleary Playground 3700 Civic St. Metairie 70001	Room 1	58	Med	X					X
Rec	Cleary Playground 3700 Civic St. Metairie 70001	Room 2	100	Lg	X	X			X	X
Rec	Delta Playground 8301 W. Metairie Ave. Metairie 70003	Room 5	68	Lg	X	X			X	X
Rec	Delta Playground 8301 W. Metairie Ave. Metairie 70003	Room 4 ( Not available for rental)	32	Sm						
Rec	Estelle Community Center 5012 Ehret Rd., Marrero	Hall with Kitchen	125	Sp	X	X			X	X

Prem - Premium room  
Lg - Large room

Med - Medium room  
Sm - Small Room  
Sp- Specialty Room

## JEFFERSON PARISH FACILITIES Available for Rental

Dept.	Location	Room	Capacity	Size Category	Room Setup Available	Kitchen Facilities Available	No Food Allowed	No Beverages Allowed	Restrooms Attached	No seafood allowed
Rec	Girard Playground 5300 Irving St. Metairie 70003	Room 1	100	Lg	X	X			X	X
Rec	Girard Playground 5300 Irving St. Metairie 70003	Room 2	100	Lg	X	X			X	X
Rec	Girard Playground 5300 Irving St. Metairie 70003	Room 3 (Not available for rental)	40	Sm						
Rec	Harold McDonald Playground 900 Drake Ave. Westwego 70094	Room 101	128	Lg	X	X			X	X
Rec	Harvey Playground 2133 Alamo St. Harvey 70058	Room 101	59	Sm	X					X
Rec	Harvey Playground 2133 Alamo St. Harvey 70058	Room 102	186	XL	X	X				X
Rec	Johnny Jacobs Playground 5851 5th St. Marrero 70072	Room 201	96	Lg	X	X				X
Rec	Kennedy Heights Playground 248 Mission St. Avondale 70072	Room 101 (Not available for rental)	59	Sm						
Rec	Kennedy Heights Playground 248 Mission St. Avondale 70072	Room 102	126	Lg	X	X				X
Rec	Kings Grant Playground 3805 18th St. Harvey 70058	Room 101	57	Sm	X					X
Rec	Kings Grant Playground 3805 18th St. Harvey 70058	Room 200	221	XL	X	X				X

Prem - Premium room  
Lg - Large room

Med - Medium room  
Sm - Small Room  
Sp - Specialty Room

## JEFFERSON PARISH FACILITIES Available for Rental

Dept.	Location	Room	Capacity	Size Category	Room Setup Available	Kitchen Facilities Available	No Food Allowed	No Beverages Allowed	Restrooms Attached	No seafood allowed
Rec	Lafreniere Park 3000 Downs Blvd. Metairie 70003	Foundation Center	140	Prem	X	X			X	X
Rec	Lafreniere Park 3000 Downs Blvd. Metairie 70003	Foundation Center Conference Room	24	Med	X	X	X	X	X	X
Rec	Lakeshore Playground 1125 Rosa Ave Metairie 70005	Room 1	72	Lg	X	X				X
Rec	Lakeshore Playground 1125 Rosa Ave Metairie 70005	Room 3	160	XL	X	X			X	X
Rec	Lemon Playground 1307 S. Causeway Blvd. Jefferson 70121	Room 1	80	Med	X	X			X	X
Rec	Lemon Playground 1307 S. Causeway Blvd. Jefferson 70121	Room 2	80	Med	X	X				X
Rec	Lemon Playground 1307 S. Causeway Blvd. Jefferson 70121	Room 3 (Not available for rental)		Med						
Rec	Little Farms Playground 10301 N. Park Ave. River Ridge 70123	Room 1	70	XL	X	X			X	X
Rec	Little Farms Playground 10301 N. Park Ave. River Ridge 70123	Room 2	36	Sm	X					X
Rec	Little Farms Playground 10301 N. Park Ave. Ridge 70123	Room 3 - Ceramics Studio (Not available for rental)	38	Sm						
Rec	M. L. King Playground 2400 Lester St. Harvey	Room 201	99	Lg	X	X				X

Prem - Premium room  
Lg - Large room

Med - Medium room  
Sm - Small Room  
Sp- Specialty Room

## JEFFERSON PARISH FACILITIES Available for Rental

Dept	Location	Room	Capacity	Size Category	Room Setup Available	Kitchen Facilities Available	No Food Allowed	No Beverages Allowed	Restrooms Attached	No seafood allowed
Rec	Milley Playground 6716 W. Metairie Ave. Metairie 70003	Room 1	58	Med	X	X				X
Rec	Milley Playground 6716 W. Metairie Ave. Metairie 70003	Room 2	58	Med	X				X	X
Rec	Milley Playground 6716 W. Metairie Ave. Metairie 70003	Room 3	100	Lg	X	X			X	X
Rec	Nicholson Playground 7101 Eleventh St. Marrero 70072	Room 101	135	Lg	X	X				X
Rec	Oakdale Playground 650 Wall Blvd. Gretna	Room 101	41	Sm	X					X
Rec	Oakdale Playground 650 Wall Blvd. Gretna	Room 102	112	Lg	X	X				X
Rec	Oakdale Playground 650 Wall Blvd. Gretna	Room 103	189	XL	X	X			X	X
Rec	Owens Playground 11101 Newton St. Ridge 70123	Room 1	45	Med	X					X
Rec	Owens Playground 11101 Newton St. River Ridge 70123	Room 2	54	Med	X	X			X	X
Rec	PARD Playground 5185 Eighty Arpent Rd. Marrero 70072	Room 101	67	Med	X	X				X
Rec	PARD Playground 5185 Eighty Arpent Rd. Marrero 70072	Room 201	189	XL	X	X				X

Prem - Premium room  
Lg - Large room

Med - Medium room  
Sm - Small Room  
Sp - Specialty Room



**JEFFERSON PARISH FACILITIES  
Available for Rental**

Dept.	Location	Room	Capacity	Size Category	Room Setup Available	Kitchen Facilities Available	No Food Allowed	No Beverages Allowed	Restrooms Attached	No seafood allowed
Rec	Rosehorne Playground Rt. 1 Box 0608 Lafitte 70067	Room 101	57	Sm	x					x
Rec	Rosehorne Playground 865 Jean Lafitte Blvd., Lafitte 70067	Room 102	110	Lg						x
Rec	Terrytown Playground 640 Heritage Ave. Terrytown 70056	Golden Age Center (Not available for rentals)	178	Sp						
Rec	Waggaman Playground 516 Dandelion St. Waggaman 70094	Room 101	153	Lg	x	x				x
Rec	Waggaman Playground 516 Dandelion St. Waggaman 70094	Room 102	179	Lg	x					x
Rec	Woodmere Playground 4100 Glenmere Dr. Harvey 70058	Room 101	96	Lg	x	x				x

Prem - Premium room  
Lg - Large room

Med - Medium room  
Sm - Small Room  
Sp - Specialty Room

2019 Foundation  
Center Regulations



## 2019 LAFRENIERE PARK FOUNDATION CENTER REGULATIONS

- Renter will be held accountable for any damages sustained during their event.
- Renter cannot charge a fee to attend an event in the Foundation Center. Organizations/companies/individuals are not allowed to profit from any activity in Lafreniere Park. No soliciting, advertising, selling, promotion of an event, or political activities of any type allowed. No signs, advertisements, fliers, or banners are allowed.
- **Maximum number of people is 100.**
- No person or group shall sell or offer to sell anything including, but not limited to, tickets to attend the event, admission fees to attend an event, alcoholic beverages, concessions, or operate games of chance..
- Jefferson Parish reserves the right to preempt any activity.
- Political and commercial activities are not allowed.
- Certain events require additional supervision or security at an additional expense.
- No boiled seafood allowed.
- No cooking allowed, food must be prepared off-site; warming is permitted.
- No food or drink is allowed in Conference Room
- All cancellations must be made in writing at least (10) calendar days in advance by the person making the reservation in order to receive a refund. A \$20 cancellation fee will be assessed.
- **Refunds will not be made in anticipation of possible bad weather or weather forecasts.** If the weather on the reservation date is so severe to cause widespread cancellation by Lafreniere Park management to all using the facilities on a particular day, Jefferson Parish will do the following on the next working day:
  - Allow renter to book another date at the same facility or one similar at no charge.
  - Refund 75% of the rental fee.

### Hours:

- Jefferson Parish agencies, affiliated booster clubs, and Jefferson Parish support entities may use the meeting room Tues-Thu **9am-3pm** for business activities only.
- Non-profit community organizations may use the meeting room Tues-Thu 9am-3pm for business activities only.
- Center may be rented between 9:00 AM – 12:00 AM. All renters must be in the park **by 9:30 PM**. After 9:30 PM you must exit out the Veterans Blvd. exit.
- Minimum rental time – 2 hours
- One hour setup time is provided prior to the event.

<u>Fee Schedule</u>	<u>per Hour</u>	<u>501C3 Non-Profit Org Rate/Hr</u>
Security (per deputy per hour) (4 hr min)	\$30/hr – paid a 4 hour minimum	
Meeting Room/Patio Garden	\$200	\$100
Conference Room	\$40	\$20

- Full payment required at the time the reservation is made.
- Tables and chairs must remain in the room at all times.
- Jefferson Parish employees cannot be given any type of gratuities, tips, compensation, etc.
- Decorations can be tied or freestanding only and must be removed from building. No nails, tacks, tape, etc. will be permitted on the walls, furniture, etc. No stickers, confetti, glitter, or sprinkles will be allowed as decorations.
- No open flames (candles) allowed in room.
- Decorations or additional lighting cannot be attached to light poles, trees, shrubs, gazebo, railings, etc.
- Bands/music **must be kept inside the center; no speakers will be allowed on the deck or in the patio area.**
- **No teenage parties/No children's parties over the age of 6 years** allowed in the Foundation Center.
- The use of tobacco in any form is not permitted in any indoor Parish facility.
- All vehicles must be parked in designated areas – No vehicles allowed on grass.
- Firearms, fireworks & explosives are not permitted.
- The garden gazebo measures approximately 17' x 17' and the garden lawn area measures approximately 30' x 30'
- No tents are allowed to be set up outside of Foundation Center area.
- This list is not all-inclusive of the rules & we reserve the right to add any rule that will benefit park visitors.

Jefferson Parish reserves the right to cancel future confirmed bookings or reject reservations for any person(s) or group(s) not complying with these stated rules and regulations.

Complimentary Rental  
Certificates



# *Lafreniere Park*

## **Complementary Carousel Party Rental**

**\$200.00 Value**

BASED ON AVAILABILITY

**CONTACT:**

**504-838-4389**

**TO MAKE YOUR RESERVATION**



LAFRENIERE PARK MANAGER

# Lafreniere Park

## Complementary Picnic Shelter Rental

**\$150.00 Value**

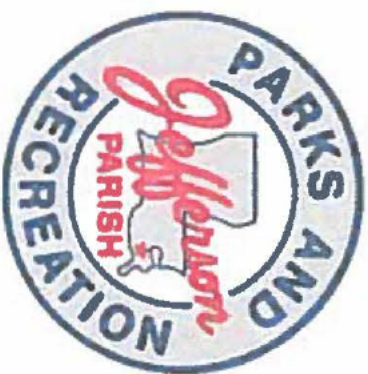
BASED ON AVAILABILITY AND EXCLUDES SHELTER #2

CONTACT:

504-838-4389

TO MAKE YOUR RESERVATION

LAFRENIERE PARK MANAGER



# Lafreniere Park

## Complementary Spray Park Party Rental

\$200.00 Value

BASED ON AVAILABILITY

CONTACT:

504-838-4389

TO MAKE YOUR RESERVATION

LAFRENIERE PARK MANAGER



Email from CJ Gibson  
to Jeffrey Adolph





**From:** [Clinton Gibson](#)  
**To:** [Jeffrey Adolph](#)  
**Subject:** Re: Lafreniere Park Rental Pricing  
**Date:** Thursday, October 24, 2019 4:47:13 PM

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Everything is correct let me know if you need anything else.

Sent from my Verizon, Samsung Galaxy smartphone

----- Original message -----

**From:** Jeff Adolph <[jadolph@jpoig.net](mailto:jadolph@jpoig.net)>  
**Date:** 10/24/19 3:36 PM (GMT-06:00)  
**To:** Clinton Gibson <[CGibson@jeffparish.net](mailto:CGibson@jeffparish.net)>  
**Subject:** Lafreniere Park Rental Pricing

CJ,

To summarize our conversation:

1. At no time did the Lafreniere Park Manager have the authority to give discounted/free rentals of Lafreniere Park facilities.
2. At no time did the Lafreniere Park Manager have the authority to issue certificates for the complementary rental of Lafreniere Park facilities.
3. The fee for the rental of the Lafreniere Park Foundation Center was raised to \$150.00 per hour sometime around 2009 to be in line with Council resolution 111105 adopted on 10/8/2008. The rental fee for the Foundation Center was again raised to \$200 per hour around 2010 per your direction to be comparable with private facilities in the area.

Please confirm that my understanding is correct.

Thanks,

**Jeffrey Adolph**

Special Agent-Investigations  
Office of Inspector General-Jefferson Parish, Louisiana  
990 N. Corporate Dr. Suite 300  
Jefferson, LA 70123  
Office: 504-736-8962 Ext. 344  
Cell: 504-826-4219  
Fax: 504-736-8963  
[jadolph@jpoig.net](mailto:jadolph@jpoig.net)



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Funds Handling  
Policies & Procedures



# Funds Handling Policies & Procedures

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## **Sec. 1.0 – POLICY & PROCEDURE**

**Sec. 1.1** - This statement is the Administration's policy and procedure with respect to the control and disbursement of any and all funds collected and maintained by Jefferson Parish personnel. The following are typical scenarios applicable to Jefferson Parish for the collection and maintenance of funds:

- 1) Petty Cash: pay for small business-related purchases which require cash (see Sec. 2.0 and 3.0);
- 2) Cash Drawer: daily and regular collection of customer payments (see Sec. 4.0);
- 3) Change Fund: make change for cash drawers (see Sec. 4.0); and
- 4) Collect Funds (cash, checks, money orders, etc.) to be deposited periodically (see Sec. 5.0).

A responsible custodian must be designated for any type of funds collected and maintained (see Sec. 6.0).

## **Sec. 2.0 – FUND PETTY CASH**

**Sec. 2.1** - When cash is replenished to a petty cash fund, the basic concept is to replace the amount of any cash that had previously been properly disbursed from the fund. This involves summarizing all disbursements made and issuing cash back to the fund for that amount. The procedures for petty cash replenishment are contained in Sections 2.2 through 2.4.

**Sec. 2.2** - *Complete Request for Petty Cash Reimbursement Form.* When the petty cash amount is depleted to 25% of the approved petty cash limit or at the end of each quarter, whichever comes first, petty cash shall be replenished. The Petty Cash Fund may be replenished more often, if necessary. At the end of each fiscal year, the Request for Petty Cash Reimbursement Form must be submitted to the Accounting Department by January 10th of the following year, or the closest following day that the Parish offices are open for business. For example, 4th Quarter, December 31, 2016, must be submitted by January 10, 2016.

Complete a Request for Petty Cash Reimbursement Form (Exhibit A), in which the Responsible Custodian summarizes the disbursements by Account Number (Fund-Dept-Sub Dept-Account-Project), any overage or underage, and the remaining cash on hand. Petty Cash Vouchers (Exhibit B) should be used when completing this form. (See Section 3.3 of this policy.)

All original Petty Cash Vouchers and receipts must be attached to the Request for Petty Cash Reimbursement Form for all disbursements made and should be submitted within four (4) months from the date of the receipt. The request form must include both the signature of the Responsible Custodian and the Responsible Director.

Submit the Request for Petty Cash Reimbursement Form along with all attachments to the Accounting Department via runner or mail to: Accounting Department, 200 Derbigny St, Ste. 4200, Gretna, LA 70053. (The Responsible Custodian should retain a copy of the form and maintain in the petty cash file.)

## Funds Handling Policies & Procedures

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The Request for Petty Cash Reimbursement Form will be distributed to the appropriate accounting staff that will review and approve the form. The form is then forwarded to the Accounting Director for approval before being sent to Accounts Payable for processing.

**Sec. 2.3 - Obtain Cash.** The accounts payable staff records the expenditures in the general ledger and initiates/issues a check made payable to the Responsible Custodian in the amount needed to replenish petty cash to its approved limit. The Responsible Custodian shall negotiate the check to cash.

**Sec. 2.4 - Add Cash to Petty Cash Fund.** The Responsible Custodian shall deposit the cash into the Petty Cash Fund, and immediately update the Petty Cash Log (Exhibit C; see Sec. 3.5) by adding the amount, type and date of reimbursement and updating the running cash balance.

### **Sec. 3.0 – DISBURSE PETTY CASH**

**Sec. 3.1 -** The disbursement procedure for petty cash, other than change funds and cash drawers, is designed to provide sufficient documentation of each expenditure, as well as prove that funds were actually disbursed. The petty cash disbursement procedure is outlined in Sections 3.2 through 3.5

**Sec. 3.2 - Screen Disbursement Requests.** Disburse funds only for reasonable, necessary, and approved parish related expenditures. Any expenditure greater than \$200 must be purchased via the Direct Expenditure process or via a Departmental Purchase Order (DEPO) or otherwise in accordance with guidelines set forth by the JP Purchasing Department. Expenditures should be made via a Direct Expenditure or DEPO whenever practical. If a disbursement request falls within these petty cash disbursement guidelines then complete a Petty Cash Voucher.

**Sec. 3.3 - Complete Petty Cash Voucher.** The person being reimbursed or the person to whom the Responsible Custodian is giving funds to make a purchase (the Recipient) must complete a Petty Cash Voucher (Exhibit B). This voucher shall contain the date, a sequential voucher number as determined by the Responsible Custodian, a description of the expenditure, the general ledger account number in which the expenditure will be recorded, the amount given to the Recipient (Cash Out), the amount returned by the Recipient (Cash In), and the total amount spent. The Recipient must sign to both the Cash Out and Cash In signifying his or her agreement with the recorded amounts. The receipt for which the person is being reimbursed is to be stapled to the voucher. This step is needed to track the type of expenditure being made, which can then be charged to various expense accounts.

**Sec. 3.4 - Disburse Cash.** For security reasons, the Petty Cash Fund shall be locked at all times when not in use. When in use, unlock the container in which petty cash is stored. Count the cash being disbursed, and have the Recipient count it as well to verify the amount being received. The Recipient of cash shall then sign the voucher; this provides proof that the Responsible Custodian did not misappropriate the corresponding amount of cash. Store all completed vouchers in the petty cash box. Note: If the disbursement is for a purchase to be made in the future, then collect the receipt and any unused funds once the purchase is complete. The Recipient must also sign the voucher verifying any unused funds that were returned.

## Funds Handling Policies & Procedures

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**Sec. 3.5 - Update Petty Cash Log.** Whenever a voucher is completed, the Responsible Custodian should immediately update the Petty Cash Log (Exhibit C) by adding the amount, type and date of expenditure and updating the running cash balance. This information can be maintained on an electronic spreadsheet.

### **Sec. 4.0 – CHANGE FUNDS AND CASH DRAWERS**

**Sec.4.1 -** Change Funds and Cash Drawers shall be reconciled at the end of each business day. The fund total shall remain intact at all times, that is, the balance shall not fall below the approved limit.

### **Sec. 5.0 – COLLECTION OF FUNDS TO BE DEPOSITED PERIODICALLY**

**Sec. 5.1 –** Funds, including cash, checks, money orders, etc. are collected by various parish departments including but not limited to parks and recreation, animal shelter, library and transit. Funds that are collected must be reconciled at the end of each business day. Funds totaling one hundred dollars (\$100) or more must be deposited or remitted to the appropriate parish personnel on the same day collected. Funds collected must otherwise be deposited on a weekly basis regardless of amount.

**Sec. 5.2 –** All departments who wish to collect funds must obtain approval from the Department of Accounting prior to the start of collections.

### **Sec. 6.0 – RESPONSIBLE CUSTODIAN**

**Sec. 6.1 -** The Responsible Custodian must be a Jefferson Parish employee or otherwise be approved by the Accounting Department, and must sign the Custodial Agreement (Exhibit D). If the funds needs to be transferred to another Responsible Custodian for any reason (e.g. annual leave, shift changes, etc.) then a Transfer Agreement (Exhibit E) must be completed and submitted to the Accounting Department.

**For any questions related to the Petty Cash Policies & Procedures,  
please contact the Accounting Department at 504-364-2777**

This policy supersedes Petty Cash Policies & Procedures effective 08/01/14.

# Funds Handling Policies & Procedures

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## **EXHIBIT A – REQUEST FOR PETTY CASH REIMBURSEMENT**

\*Electronic version is available.





# Funds Handling Policies & Procedures

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## **EXHIBIT B – PETTY CASH VOUCHER**

\*Electronic version is available.

## Funds Handling Policies & Procedures

PETTY CASH VOUCHER			
DATE: _____		Cash Out (A):	<input style="width: 100%;" type="text"/>
VOUCHER #: _____			<i>Signature</i>
DESCRIPTION OF EXPENDITURE:			
<input style="width: 100%; height: 20px;" type="text"/>		Cash In (B):	<input style="width: 100%;" type="text"/>
			<i>Signature</i>
ACCOUNT NUMBER:			
Fund-Dept-Sub Dept-Account (Project)		Total Spent (A-B):	<u>                    </u>
PETTY CASH VOUCHER			
DATE: _____		Cash Out (A):	<input style="width: 100%;" type="text"/>
VOUCHER #: _____			<i>Signature</i>
DESCRIPTION OF EXPENDITURE:			
<input style="width: 100%; height: 20px;" type="text"/>		Cash In (B):	<input style="width: 100%;" type="text"/>
			<i>Signature</i>
ACCOUNT NUMBER:			
Fund-Dept-Sub Dept-Account (Project)		Total Spent (A-B):	<u>                    </u>
PETTY CASH VOUCHER			
DATE: _____		Cash Out (A):	<input style="width: 100%;" type="text"/>
VOUCHER #: _____			<i>Signature</i>
DESCRIPTION OF EXPENDITURE:			
<input style="width: 100%; height: 20px;" type="text"/>		Cash In (B):	<input style="width: 100%;" type="text"/>
			<i>Signature</i>
ACCOUNT NUMBER:			
Fund-Dept-Sub Dept-Account (Project)		Total Spent (A-B):	<u>                    </u>
PETTY CASH VOUCHER			
DATE: _____		Cash Out (A):	<input style="width: 100%;" type="text"/>
VOUCHER #: _____			<i>Signature</i>
DESCRIPTION OF EXPENDITURE:			
<input style="width: 100%; height: 20px;" type="text"/>		Cash In (B):	<input style="width: 100%;" type="text"/>
			<i>Signature</i>
ACCOUNT NUMBER:			
Fund-Dept-Sub Dept-Account (Project)		Total Spent (A-B):	<u>                    </u>
Effective 12/12/16			
By Accounting Dept			
Page 7 of 15			

# Funds Handling Policies & Procedures

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## **EXHIBIT C – PETTY CASH LOG**

\*Electronic version is available.



# Funds Handling Policies & Procedures

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## EXHIBIT D –CUSTODIAL AGREEMENT

# Funds Handling Policies & Procedures

## CUSTODIAL AGREEMENT

<b>DEPARTMENT</b>	
<b>LOCATION</b>	
<b>RESPONSIBLE DIRECTOR</b>	
<b>RESPONSIBLE CUSTODIAN</b>	
<b>RESPONSIBLE CUSTODIAN'S VENDOR ID#</b>	
<b>FUND TOTAL</b>	\$ (approved limit)
<b>FUND PURPOSE/TYPE</b>	
Check one per agreement	Petty Cash Fund
	Change Fund
	Cash Drawer
	Collection of Funds
	Other: specify _____
<b>Will anyone besides the Responsible Custodian have access to this petty cash fund?</b>	<p style="text-align: center;">Circle: Yes or No</p> <p>If Yes, attach a list of names and titles with access (note: Responsible Custodian retains responsibility for cash shortages as noted in points #3 and #6 in the agreement below.)</p>

As identified above, the Responsible Custodian and Responsible Director have requested a Jefferson Parish cash fund and/or will otherwise be custodian of Jefferson Parish funds to be deposited. By signing below, we agree we have read and will comply with all of the terms of this agreement.

1. We understand that we are responsible for informing the Jefferson Parish Accounting Department (by sending an email to [jureta@jeffparish.net](mailto:jureta@jeffparish.net)), if any of the identifying information above changes. The Accounting Department will coordinate issuing a new Custodial Agreement.
2. The fund identified above ("the fund") will be used exclusively for the purpose identified above. If "Petty Cash Fund" is identified above, then expense advances for approved Jefferson Parish expenditures may be made from the petty cash fund. Payroll or other advances of a personal nature are not allowed and is a misuse of the petty cash fund.
3. The funds will be secured at all times in a locked location that is accessible only to the Responsible Custodian named above. If the Responsible Custodian chooses to allow others access to the fund (without establishing a new Responsible Custodian), the Responsible Custodian named above retains responsibility for cash shortages as identified in point #6 below.
4. The fund is subject to audit, with or without notice, by a representative from the Accounting Department or by the Parish's authorized internal or external auditors. The Responsible Custodian must be present for the audit and the Responsible Custodian must produce cash and/or paid receipts equal to the petty cash total listed above.

## Funds Handling Policies & Procedures

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5. For petty cash funds that are not used as change funds or cash drawers:
  - a. Disbursement requests to replenish the fund need to be submitted at least quarterly to the Accounting Department (200 Derbigny St, Ste 4200, Gretna, LA 70053); and
  - b. Requests must include original, paid receipts and/or other supporting documentation, along with confirmation that cash on hand and/or paid receipts equal the petty cash fund total above.

In consultation with the Responsible Custodian and Responsible Director, the Accounting Department shall determine the appropriate petty cash fund total.

Change funds and cash drawers shall be reconciled at the end of each business day. The fund total shall remain intact at all times, that is, the balance shall not fall below the approved limit listed above.

Collection of funds shall be reconciled at the end of each business day. Funds totaling one hundred dollars (\$100) or more must be deposited or remitted to the appropriate parish personal on the same day collected. Funds collected must otherwise be deposited on a weekly basis regardless of amount.

6. The Responsible Custodian is responsible for the integrity of the fund. When the fund in the Responsible Custodian's name is closed out, the Responsible Custodian is personally responsible for returning cash and/or paid receipts equal to the fund total above to the Accounting Department. Any shortfall may be deducted from the Responsible Custodian's paycheck, in accordance with the Jefferson Parish Administrative Management Policy 602, Section 4, Fines or Restitution. The Accounting Department will reissue petty cash to the next Responsible Custodian through a new Petty Cash Custodial Agreement.
7. Misappropriation, including personal use, of the fund shall require restitution by the Responsible Custodian and corrective action up to and including termination of employment, in accordance with Jefferson Parish Personnel Rules. Additionally, misappropriation may result in closure of the petty cash fund.
8. Any misappropriation or theft of funds must be reported to the Chief Administrative Assistant responsible for the department, Director of Accounting, Director of Internal Audit, Director of Security, and Director of Risk Management. The Administration will then notify the District Attorney, Louisiana Legislative Auditor, and Jefferson Parish Police Department, if necessary.
9. If the fund needs to be transferred to another Responsible Custodian for any reason (e.g. annual leave, shift changes, etc.) then the Transfer Agreement must be completed and submitted to the Accounting Department.

## Funds Handling Policies & Procedures

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10. The Responsible Director's signature and the Responsible Custodian's signature below acknowledges understanding and agreement to this Custodial Agreement, and pledges adherence to the current Jefferson Parish Funds Handling Policies and Procedures.

**RESPONSIBLE DIRECTOR**

--	--	--	--

**Print Name**

**Department**

**Signature**

**Date**

**RESPONSIBLE CUSTODIAN**

--	--	--	--

**Print Name**

**Department**

**Signature**

**Date**

**NOTE for Department:** Make three (3) copies of the fully completed and signed form for the Responsible Custodian and Responsible Director to retain for their records, and a copy shall be included in the employee's personnel file maintained in the department. The original, fully completed and signed agreement must be forwarded to the Accounting Department (200 Derbigny St, Ste. 4200, Gretna, LA 70053).



# Funds Handling Policies & Procedures

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## **EXHIBIT E –TRANSFER AGREEMENT**



Deposit Records



Reservation Number	Reservation Date	Name	Check #	Check Amt	Cash Amount	Security 5357.2	Carousel/SPRAY Reservations 5356	Shelters & Party Room 5357
45996	1/15/17		cash		\$200.00		\$200.00	\$150.00
45989	1/21/17		cash		\$150.00			\$300.00
45982	4/22/17		cash		\$200.00			\$800.00
46003	10/7/17		2197	\$920.00		\$120.00	\$200.00	
46010	1/28/17		cash		\$200.00		\$200.00	\$800.00
46009	2/18/17		240	\$200.00			\$200.00	
46025	4/23/17		131	\$200.00			\$200.00	
46026	2/18/17		2660	\$200.00			\$200.00	
45974	4/23/17		cash		\$20.00			\$20.00
48033	1/14/17		cash		\$150.00			\$150.00
46035	3/26/17		1669	\$300.00				\$300.00
48036	7/16/17		101	\$720.00		\$120.00		\$600.00
48045	5/5/17		3076	\$920.00		\$120.00	\$200.00	\$800.00
48046	2/19/17		cash		\$200.00			
48048	5/20/17		538	\$200.00			\$200.00	\$200.00
48038	10/15/17		7973	\$200.00				\$200.00
48053	5/21/17		10018	\$150.00				\$150.00
48058	4/22/17		1714	\$150.00				\$150.00
48065	10/15/17		200	\$350.00			\$200.00	\$150.00
46066	3/11/17		1743	\$200.00			\$200.00	\$300.00
46076	4/15/17		2282	\$150.00				\$150.00
46083	5/13/17		11104	\$300.00				\$300.00
48088	2/19/17		cash		\$150.00			\$150.00
46089	3/25/17		cash		\$110.00			\$110.00
46097	2/17/17		cash		\$720.00	\$120.00		\$800.00
46099	3/11/17		120	\$150.00				\$150.00
46100	4/15/17		771	\$150.00				\$150.00
46102	2/4/17		cash		\$200.00		\$200.00	
46101	2/12/17		184	\$150.00				\$150.00
48103	3/26/17		7211	\$720.00		\$120.00		\$800.00
46095	3/19+4/30/17		1575	\$600.00				\$600.00
48107	5/21/17		227	\$200.00			\$200.00	\$800.00
46116	4/15/17		1619	\$200.00			\$200.00	
46117	1/17/17		164	\$150.00				\$150.00
46125	2/12/17		cash		\$200.00		\$200.00	
	1/18/17		2436	\$600.00				\$600.00
<p>exchanged check for \$800 cash  <i>took 600 cash out of the bank</i></p>								
TOTALS TO BALANCE				\$9,080.00	\$1,900.00	\$600.00	\$9,980.00	\$6,580.00
CAROUSEL/SPRAY PARK --- CASH RIDES TOTAL				\$3,400.00	\$1,500.00			
TOTAL CASH BALANCE				\$11,480.00				
SUB-TOTAL BALANCE				\$11,480.00				
Carousels Taken Purchases by check								
TOTAL BALANCE				\$11,480.00				
<p><b>January 18, 2017 Deposit</b></p>						Total Checks	Total Carousel/SPRAY Pk. Rides	\$8,080.00
								\$1,500.00

2436  
14-9/850

1-18 17  
Date

Pay to the Order of JPRD  
Six hundred dollars ~~one~~ 100  
Dollars

Capital One Bank  
Capital One, N.A.  
For

MP

COASTAL VIEWSP

← [Redacted] paid back money he borrowed



5356

1-16-17

JEFFERSON PARISH  
POOLED CASH ACCOUNT  
LAFRENIERE PARK  
200 DERBIGNY ST. STE. 4200  
GRETN, LA 70053

Capital One Bank  
Capital One, N.A.

\$

1500.00

DATE	DOLLARS	CENTS
CURRENCY		
COINS		
TOTAL CASH		
CHECKS		
1 CAROUSEL	1500	00
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	1500	00

DEPOSIT  
TICKET  
TOTAL ITEMS

DEPOSITS MAY NOT  
BE AVAILABLE FOR  
IMMEDIATE WITHDRAWAL.

14-9/950

RE-ENTER GRAND TOTAL  
IN SCREENED BOXES

5357

1-18-17

JEFFERSON PARISH  
POOLED CASH ACCOUNT  
LAFRENIERE PARK  
200 DERBIGNY ST. STE. 4200  
GRETN, LA 70053

Capital One Bank  
Capital One, N.A.

\$

9980.00

DATE	DOLLARS	CENTS
CURRENCY	1900	00
COINS		
TOTAL CASH	1900	00
CHECKS	8080	00
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	9980	00

TICKET  
TOTAL ITEMS

DEPOSITS MAY NOT  
BE AVAILABLE FOR  
IMMEDIATE WITHDRAWAL.

14-9/950

RE-ENTER GRAND TOTAL  
IN SCREENED BOXES

cut of the bank  
took 1000 cash



Download our app and deposit checks with your mobile device. With just a few taps, you can deposit a check any time, from practically anywhere.

Deposits may not be available for immediate withdrawal, please refer to the Deposit Availability Disclosure

Deposit

Business Date 01/18/2017  
Calendar Date 01/18/2017  
Time 10:19:11 AM

Account Number [REDACTED]

Cash \$1,500.00  
Check Amount \$0.00  
Less Cash \$0.00  
Deposit Amount \$1,500.00

REF [REDACTED]

Thank you for banking with  
Capital One Bank - Luis

Capital One, N.A.  
Member FDIC



Download our app and deposit checks with your mobile device. With just a few taps, you can deposit a check any time, from practically anywhere.

Deposits may not be available for immediate withdrawal, please refer to the Deposit Availability Disclosure

Deposit

Business Date 01/18/2017  
Calendar Date 01/18/2017  
Time 10:09:30 AM

Account Number [REDACTED]

Cash \$1,900.00  
Check Amount \$8,080.00  
Less Cash \$0.00  
Deposit Amount \$9,980.00

REF [REDACTED]

Thank you for banking with  
Capital One Bank - Luis

Capital One, N.A.  
Member FDIC







2448

14-8/650

2-2-17

Date

Pay to the Order of

JPRD

Nine hundred sixty dollars and no

\$ 960<sup>00</sup>

Dollars



Security Features Details on Back

Capital One Bank

Capital One, N.A.

For



← [Redacted] borrowed

Harvard Clarke

COASTAL 10/07/08

5357

2-2-17

DATE	DOLLARS	CENT
CURRENCY	1590	00
COINS		
TOTAL CASH	1590	00
CHECKS	11890	00
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
TOTAL FROM OTHER SIDE OR ATTACHED LIST		
PLEASE RE-ENTER TOTAL HERE	TOTAL	3480 00

JEFFERSON PARISH  
 POOLED CASH ACCOUNT  
 LAFRENIERE PARK  
 200 DERBIGNY ST. STE. 4200  
 GRETN, LA 70053



\$

13480.00

TICKET TOTAL ITEMS

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

14-9/850

RE-ENTER GRAND TOTAL IN SCREENED BOXES

USE ROUTING NUMBER FROM YOUR CHECKS FOR AUTOMATIC PAYMENTS. CHECKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.



Download our app and deposit checks with your mobile device. With just a few taps, you can deposit a check any time, from practically anywhere.

Deposits may not be available for immediate withdrawal, please refer to the Deposit Availability Disclosure

Deposit

Business Date 02/02/2017  
Calendar Date 02/02/2017  
Time 10:44:01 AM

Account Number [REDACTED]

Cash	\$1,590.00
Check Amount	\$11,890.00
Less Cash	\$0.00
Deposit Amount	\$13,480.00

REF [REDACTED]

Thank you for banking with  
Capital One Bank - Shandref11

Capital One, N.A.  
Member FDIC

APM  
Acknowledgment  
Receipt, [REDACTED]



**JEFFERSON PARISH ADMINISTRATIVE MANAGEMENT POLICIES MANUAL  
UPDATE NO. 5 (03/13/2019)**

**EMPLOYEE RECEIPT**

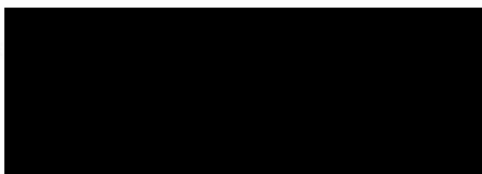
President Michael S. Yenni, as chief administrative officer of parish government, is issuing update no. 5 to the Administrative Management Policies manual. Please note that Policy number 507, titled Ethics and Professional Standards, has been added. Additionally, there are a few new policies as well as several amendments to the existing policies. Please see the section titled "Revisions to the Administrative Management Policies Manual" to track all of the changes in this Update no. 5. Any previously issued administrative management policies or procedures on the subjects covered in this manual are superseded by the policies and procedures set forth in the Administrative Management Polices manual, as updated.

The Jefferson Parish Administrative Management Policies manual, as updated, may be viewed in its entirety on the Human Resource Management Department home page of the Parish's intranet site found at: <http://jipnet/home>. It may also be viewed on the Human Resource Management Department's home page of the Parish's internet site found at: <http://www.jeffparish.net>.

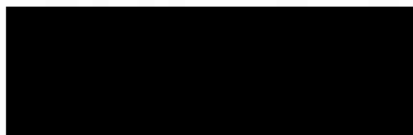
Employees may view a printed copy of the Jefferson Parish Administrative Management Policies manual, as updated, which shall be maintained within each department. Employees requiring assistance under the Americans with Disability Act Amendments of 2008 (ADAAA) should direct requests to Parish ADA Coordinator at (504) 736-6086.

As a condition of employment with Jefferson Parish, you must thoroughly familiarize yourself with these policies and comply with them in their entirety.

Your signature is necessary to document the fact that you were provided free access to the Administrative Management Policies manual, as updated.



Employee Name (Please print)



Employee Signature

*3-27-19*

Date

Completed form is to be retained by each department  
in the employee's departmental personnel file  
and

Copies of all completed forms are to be forwarded to  
the Personnel Department for inclusion in the  
Personnel Department's employee file.

**JEFFERSON PARISH ADMINISTRATIVE MANAGEMENT POLICIES MANUAL  
UPDATE NO. 4 (08/11/2017)**

**EMPLOYEE RECEIPT**

President Michael S. Yenni, as chief administrative officer of parish government, is issuing update no. 4 to the Administrative Management Policies manual. Please note that Policy number 507, titled Ethics and Professional Standards, has been added. Additionally, there are a few new policies as well as several amendments to the existing policies. Please see the section titled "Revisions to the Administrative Management Policies Manual" to track all of the changes in this Update no. 4. Any previously issued administrative management policies or procedures on the subjects covered in this manual are superseded by the policies and procedures set forth in the Administrative Management Polices manual, as updated.

The Jefferson Parish Administrative Management Policies manual, as updated, may be viewed in its entirety on the Human Resource Management Department home page of the Parish's intranet site found at: <http://jpnet/home>. It may also be viewed on the Human Resource Management Department's home page of the Parish's internet site found at: <http://www.jeffparish.net>.

Employees may view a printed copy of the Jefferson Parish Administrative Management Policies manual, as updated, which shall be maintained within each department. Employees requiring assistance under the Americans with Disability Act Amendments of 2008 (ADAAA) should direct requests to Parish ADA Coordinator at (504) 736-6086.

As a condition of employment with Jefferson Parish, you must thoroughly familiarize yourself with these policies and comply with them in their entirety.

Your signature is necessary to document the fact that you were provided free access to the Administrative Management Policies manual, as updated.



Employee Name (Please print)

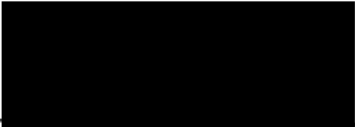


Employee Signature

8-24-17

Date

**Completed form is to be retained by each department  
in the employee's departmental personnel file  
and  
Copies of all completed forms are to be forwarded to  
the Personnel Department for inclusion in the  
Personnel Department's employee file.**

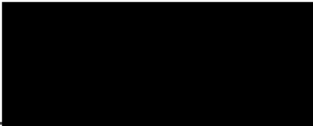


9/1/11

**EMPLOYEE'S SIGNATURE/DATE**

I have received and reviewed POLICY NO. 3.05, SECTION NO. 3, REVISION DATED 2/2003, and understand that my use of the Parish electronic communication will be monitored and any prohibited or unauthorized usage will result in the proper disciplinary action being taken.

Place a copy of this executed document in the employee's departmental file and send a copy to the EIS Department. If Internet access is requested, the Jefferson Parish Internet Access Request form, signed by the department Director and the Deputy C.A.A., must accompany this document.



9/22/08

EMPLOYEE'S SIGNATURE/DATE

I have received and reviewed POLICY NO. 3.05, SECTION NO. 3, REVISION DATED 2/2003, and understand that my use of the Parish electronic communication will be monitored and any prohibited or unauthorized usage will result in the proper disciplinary action being taken.

Place a copy of this executed document in the employee's departmental file and send a copy to the EIS Department. If Internet access is requested, the Jefferson Parish Internet Access Request form, signed by the department Director and the Deputy C.A.A., must accompany this document.



Council District 4's  
Response





**DOMINICK F. IMPASTATO, III**  
COUNCILMAN, DISTRICT 4  
JEFFERSON PARISH

SUITE 1015  
1221 ELMWOOD PARK BLVD.  
JEFFERSON, LOUISIANA 70123  
OFFICE: (504) 736-6622

April 8, 2020

Dave McClintock, Inspector General  
Jefferson Parish Office of Inspector General  
900 N. Corporate Drive, Suite 300  
Jefferson, LA 70123

Dear Mr. McClintock:

Pursuant to the draft report issued by your office on March 16, 2020, Report# 2018-0020 – Lafreniere Park Financial Controls/Lost Revenue, we have had the opportunity to analyze the findings provided. Attached, please find our recommendations for a corrective action plan addressing said findings. Should you have any questions, please contact us.

Sincerely,

A handwritten signature in blue ink, appearing to read "D.F. Impastato, III".

Dominick F. Impastato, III  
Councilman, District 4



**Jefferson Parish Council District 4 - Dominick F. Impastato III - Response to Jefferson Parish Inspector General's Report**

**Lafleniere Park Financial Controls/Lost Revenue**

	<u>Findings</u>	<u>Corrective Action Plan</u>	<u>Time Frame</u>	<u>Name and Title of Responsible Person</u>	
1	Lack of controls over the management, collection, and deposit of cash from Lafleniere Park token machines.	We agree that the Parish as an entity should become a cash-free entity. In line with previous reports issued by Internal Audit, we agree that Lafleniere Park can become a cash-free entity. For any facility within the Park that required a token, we propose to install a cashless payment vending terminal with mobile and bar code scanning capabilities.	3 months	Brenda J. Campos, Council Aide - District 4	
2	Lack of effective controls governing the establishment of fees and waiver criteria for all Lafleniere facility types	We recognize the need to revise the fee and waiver structure as appropriate and to the extent that the law allows. Due to market variables, we propose a flexible structure in defined cases that allows discretion to the Park Director; however, internal checks and balances should be set into place. Lastly, this policy should be codified.	6 months	Michael D. Quigley, Council Aide - District 4	
3	Lack of effective controls over the management, collection, and deposit of revenue from Lafleniere Park facility rentals	Parks and Recreation currently offers online registration for various programming at parish wide playgrounds. We suggest incorporating Lafleniere Park rentals into this software and avail it to the public via www.jprd.org. Additionally we agree that all payments for rentals should be taken through this portal.		Tripp Rabalais, Lafleniere Park Director	
4	The Park's cash handling was not in compliance with the Accounting Department's Funds Handling Policies & Procedure	We agree that the Parish as an entity should become a cash-free entity. In line with previous reports issued by Internal Audit, we agree that Lafleniere Park can become a cash-free entity. To the extent that it is necessary to keep petty cash, we agree that procedures should be followed as set forth by the Accounting Department.		Tripp Rabalais, Lafleniere Park Director	

5	Lack of effective controls over the use of the Parish network	We acknowledge the policy noted in the Parish's Administrative Manual and agree with any and all steps that the Administration sets forth to ensure compliance.	Tripp Rabalais, Lafreniere Park Director
6	Lack of effective controls over the Park's time clock	According to the Electronic Informations System Department (EIS), the Parish was well into implementing parish wide biometric clocks. Only 18 clocks remain as non-biometric, including Lafreniere Park. While purchased last year, EIS will prioritize installation as soon as possible.	Jeb Tate, EIS Director
7	Parish employees giving Parish employees discounted rates on use of Parish facilities without authority	We acknowledge the discount or waive of fees for any Parish employee as a prohibitive donation. We support any and all efforts to ensure that such discounts or waivers are not given. We additionally request that the Parish Director of Governmental & Ethics Compliance include periodic reminders for employees not to accept such discounts or waivers of fees in likening to Christmas gifts.	As Soon As Possible  Brenda J. Campos, Council Aide - District 4

Personnel  
Department's  
Response





www.jeffparish.net

# JEFFERSON PARISH

## Department of Personnel



PERSONNEL BOARD

John Dumas, MPA, SPHR  
Director

April 27, 2020

David N. McClintock  
Jefferson Parish Inspector General  
990 N. Corporate Drive, Suite 300  
Jefferson, Louisiana 70123

RE: Lafreniere Park Financial Controls/Lost Revenue

Dear Mr. McClintock:

Pursuant to the Jefferson Parish Office of Inspector General's (JPOIG) Confidential Draft Investigation Report of Lafreniere Park Financial Controls/Lost Revenue, the Personnel Department offers the following response.

As cited in the draft investigation report, recommendation #7 states: "The JPOIG recommends that the Parish issue guidance to all Parish employees reminding employees that Parish employees may not unilaterally decide to give away access to Parish facilities nor to request such." The Personnel Department agrees with the recommendation and also advised this should be incorporated into the annual employee Ethics training expressly advising employees they shall not seek, or give discounted rates to other employees or members of the public for the use or rental of Parish facilities. All Parish employees have an affirmative obligation to conduct themselves in a professional manner that perpetuates the maintenance of effective service.

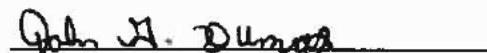
As a point of reference concerning the Recreation Department employees, they are under the authority of the Recreation Department Director. On page 10 of the report, it was stated that "Since park management employees are civil servants under the authority of the Personnel Department, the JPOIG is referring this information to Ethics and Compliance Commission and the Louisiana Board of Ethics for further review and/or action." The Recreation Department director is the appointing authority for the department and he is ultimately responsible for the supervision and management of employees in the department. The majority of the employees in the Recreation Department are classified civil service employees. They are subject to the Personnel Rules of the classified service and they are also subject to the provisions of the Classified Pay Plan. However, the Personnel Board, Personnel Director, or the Personnel Department does not direct, supervise or access the work of the Recreation Department employees.

██████████ acknowledges that she rented the Foundation Center from 1:00 PM to 4:00 PM on October 7, 2018 and on November 15, 2018 from 5:00 PM to 9:30 PM. She also indicated that she paid a \$200.00 rental fee on both occasions for the use of the facility. ██████████ stated she paid this amount based on what

she was told by Recreation Department employees that she spoke to. She said she did not seek a discounted rate and simply paid what she was told to pay. [REDACTED] acknowledged she did not receive or request a departmental rental rate form or sheet detailing the rental fees and paid the \$200.00 fee as she was told.

[REDACTED] has completed the required annual Ethics training during the course of her employment and should be aware and understand that employees are not permitted to receive discounted rates. Also, concerning the rental of the Lafreniere Park Foundation Center, she should have requested a departmental rate sheet describing all cost and fees. [REDACTED] will be issued a letter from the Personnel Director directing her to complete Ethics training offered through the Parish in order to fully understand what's required as a public servant. Also, she will be advised on how she should address these issues going forward.

Sincerely,

  
John G. Dumas, MPA, SPHR, SHRM-SCP  
Personnel Director

JGD/cs

cc: Mr. Rufus C. Harris, III, Chairman Personnel Board  
Mr. Michael Fantaci, Personnel Board Member  
Mr. Daniel Martiny, Personnel Board Member

Administration's  
Response







# JEFFERSON PARISH

## OFFICE OF THE PRESIDENT

CYNTHIA LEE SHENG  
PARISH PRESIDENT

May 28, 2020

**Via Electronic Mail**

David N. McClintock  
Jefferson Parish Inspector General  
990 N. Corporate Drive, Suite 300  
Jefferson, LA 70123

Re: Administration Response to Office of Inspector General-Jefferson Parish-  
Confidential Draft Report 2018-0020-Lafreniere Park Financial Controls

Mr. McClintock:

In accordance with Jefferson Parish Code Section 2-155.10(9), the Administration respectfully submits this response to JPOIG Confidential Draft Report 2018-0020. In connection with the above-referenced matter, my staff met with the various Departments responsible for oversight of Lafreniere Park, Parish cash handling procedures, fuel use for vehicles and equipment, IT and your Office to discuss your draft report. Your draft report and those meetings produced many relevant suggestions that I believe warrant further action and corrective measures to ensure that policies are further developed and adhered to by all Departments.

The findings identified in the draft report are addressed in detail below.

**Finding No. 1: Lack of controls over the management, collection, and deposit of cash from Lafreniere Park Token machines.**

The Administration agrees with the finding regarding the lack of controls with respect to token machines at the Park. Recreation has ordered credit/debit card machines and will install same by the end of this summer. Until these measures are completed, Recreation will coordinate with Accounting to ensure compliance with the Parish's Funds Handling Policies & Procedures. After the credit/debit devices are installed, Recreation will disable the cash option. Additionally, Accounting and Recreation have established a protocol for management and collection for the token machines.

**Finding No. 2: Lack of effective controls governing the establishment of fees and waiver criteria for all Lafreniere facility types.**

The Administration agrees with this finding and will review rental rates for all Park facilities and amenities to determine if, and to what extent rates should be adjusted and will

formulate Departmental policies and procedures regarding rate adjustment and fee waivers. The Administration is committed to working with the Council in order to review Council Resolution 11105 to determine if updates or revisions are warranted.

**Finding No. 3: Lack of effective controls over the management, collection and deposit of revenue from Lafreniere park facility rentals.**

The Administration agrees with these findings and is currently obtaining equipment to allow credit/debit card payments for facility and amenity rentals in order to eliminate use of cash. Recreation has ceased accepting cash and currently accepts check or money order for rental payment. Recreation, in coordination with Accounting, has implemented safeguards to ensure compliance with the Parish's Funds Handling Policies & Procedures and a protocol for funds deposit management.

**Finding No. 4: The Park's cash handling was not in compliance with the Accounting Department's Funds Handling Policies & Procedures.**

The Administration agrees with this finding. Please refer to the Administration's response to Findings 1 and 3 regarding corrective measure implemented at the Park.

**Finding No. 5: Lack of effective controls over the use of the Parish network.**

The Administrative Policy Manual prohibits employees from using Parish technology/network to send, receive or access sexually explicit material. EIS has taken corrective action and deployed new updated content filtering which further restricts access to inappropriate material through the network. When a user attempts to access a website that has been determined to be in violation of Parish policy, the software flags the entry. When the software captures excessive unauthorized activity, EIS alerts the appropriate Department Director, their CAA and Human Resources.

**Finding No. 6: Lack of effective control's over the Park's time clock.**

The Park has updated the time clock to include biometric features and is working with EIS to implement these features for all relevant Park employees in an effort to more effectively and efficiently record employee time.

**Finding No. 7: Parish employees giving Parish employees discounted rates on use of Parish facilities without authority.**

The Administration agrees that there is no authority to either provide discounts to Parish employees or for employees to receive anything of value, such as a discount, according to State ethics laws. Parish employees are required to perform ethics training each year and the Administration will work with the applicable Human Resources Manager to emphasize application of the rules to these situations and provide additional training for adherence to the Administrative Policy Manual.

In conclusion, the Administration has already taken many corrective measures and has identified the appropriate Departments and staff necessary to develop and implement additional corrective measures to address and prevent further deficiencies in the Park's operation. The Administration is committed to continued discussion with and input from your Office regarding these measures so that prospective and existing policies and procedures are followed. The Administration and Human Resources have initiated the process regarding disciplinary action

against individuals identified in the Draft Report and in supporting documents your office provided to Recreation last week.

Thank you for your assistance, and for providing us an opportunity to respond.

If you have any questions, please contact me at your earliest convenience.

Sincerely,



Cynthia Lee Sheng  
Parish President

cc: Mr. Steve LaChute, Chief Operating Officer  
Ms. Valerie Brolin, Dep. Chief Operating Officer  
Honorable Ricky Templet, Councilman at Large, Div. A  
Honorable Scott Walker, Councilman at Large, Div. B  
Honorable Marion Edwards, Councilman, Dist. 1  
Honorable Deano Bonano, Councilman, Dist. 2  
Honorable Byron Lee, Councilman, Dist. 3  
Honorable Dominick Impastato, Councilman, Dist. 4  
Honorable Jennifer Van Vrancken, Councilwoman, Dist. 5  
Ms. Peggy Barton, Parish Attorney  
Mr. David Courcelle, Deputy Parish Attorney