

Public Investigative Report

2016 – 0028

Sonny Randon Photography

OFFICE OF INSPECTOR GENERAL JEFFERSON PARISH



PUBLIC INVESTIGATIVE REPORT

SONNY RANDON PHOTOGRAPHY

2016-0028

INVESTIGATION
ISSUED 9/12/2018



OFFICE OF INSPECTOR GENERAL
JEFFERSON PARISH

DAVID N. MCCLINTOCK
INSPECTOR GENERAL



DATE: 09/12/2018

TO: The Citizens of Jefferson Parish

FROM: David McClintock, Inspector General

RE: Investigative Report #2016-0028 Sonny Randon Photography

Introduction

Please find attached the Jefferson Parish Office of Inspector General's (JPOIG) Confidential Final Report of Investigation on Sonny Randon Photography. The investigation was based upon reports that two photographers, one a Parish employee and one a Parish vendor, were engaged in providing substantially the same services. The investigation determined that photography services provided by Randon Photography were duplicative and wasteful.

The objectives of the investigation was to assess and report on:

- (1) Investigate whether internal controls for procurement were breached.
- (2) Assess whether monies expended were duplicative and/or wasteful.

A Confidential Draft Report was issued on 06/26/2018 to the Parish Council, the Parish President, the Parish Attorney and the Director of Purchasing. Per Parish Ordinance §2-155.10(9), response(s) from recipients of the report were due on or before 08/07/2018. Upon request an extension was granted until 08/14/2018.

Importantly, Corrective Action Plan meetings were held and attended by representatives from the Parish Presidents Office, the Parish Attorney's Office, Finance and Purchasing, as well as, representatives from all Council Offices except for At-Large A, Councilman Roberts. Although the meetings were productive and did result in some corrective measures a formal Corrective Action Plan was not submitted by either the Administration or the Council.

Findings

The report reached four findings. Three of the findings were directed to the Parish Council and one finding was directed to the Parish Administration. The findings and recommendations are summarized below:

- Finding 1: Accepted – Council Action to adopt Parish Procurement Policy.
- Finding 2: Accepted – Department of Finance implements new controls.
- Finding 3: Accepted In Part – Did not address adoption of Parish Administrative Policy
- Finding 4: Accepted In Part - Chief of Staff did not address adoption of needs assessment.

Finding #1 (Parish Council/Chief of Staff) - Accepted:

The use of Randon Photography services represented a waste of public dollars because photography services were duplicative of those performed by other Parish employees.

The JPOIG's investigation revealed that Mr. Randon took essentially the same pictures as Parish employees at both at Council meetings and during Code Enforcement actions performed by the Department of Property Maintenance Zoning & Quality of Life ("PMZQL"). The JPOIG could not find any instance where Mr. Randon's pictures were being used. Thus, expenditures totaling \$36,244 to Randon Photography represented waste.

Recommendations:

- The Chief of Staff should use the resources of the Press Information Office (PIO).
- Necessary photography services beyond those available by the PIO should be procured in as outlined in the Parish's procurement manual.

Responses:

Chief of Staff Burmaster confirmed that immediately after meeting with the JPOIG the services of Sonny Randon Photography were terminated.

The Parish Council on 08/29/2018 unanimously passed Resolution No. 132058 formally adopting the policies and procedures in the Parish's Purchasing Manual for the Jefferson Parish Council; and the offices of the Chief of Staff of the Parish Council, the Research and Budget Analysis Staff of the Parish Council, and the Office of the Parish Clerk.

Finding #2 (Parish Administration) - Accepted:

The Purchasing Department failed to identify repetitive invoices totaling more than \$5,000 in aggregate per annum for the same service from the same vendor in opposition to the Uniform Purchasing Procedures and policies.

The Departmental Purchase Order ("DEPO") is first tier of the competitive bidding procurement process in the Jefferson Parish system and is simply a purchase order processed by the user department. This DEPO is managed primarily by the user department and is permitted for goods and services. DEPOs cannot exceed the aggregate amount of \$5,000 for the same goods and/or services during the calendar year.

The Parish purchasing manual contains the following audit and control provision: "The Parish Administration will periodically review, recommend, and establish new contracts for repeated purchases (to ensure that established guidelines are being followed)." According to the former Purchasing Director, the Purchasing Department did not receive a signed DEPO report from the Council Chief of Staff nor did the Purchasing Department otherwise detect repetitive vendor invoices for amounts just below \$1,000.00.

Recommendation:

The JPOIG recommended that the Administration/Purchasing Director reassess, develop and implement controls to monitor and detect structured billing, including procurements made by the Parish Council in violation of Jefferson Parish Code of Ordinances (JPCO) 2-902. Effective controls support the use of competitive procurement.

Finding #3 (Parish Council/Chief of Staff) - Accepted In Part:

The Chief of Staff, on behalf of or with the Parish Council, lacks published policies and procedures. Further, the Chief of Staff did not comply with relevant section of the JPCO as it relates to this procurement action.

The Chief of Staff, on behalf of or with the Parish Council, does not maintain published policies and procedures separate from the Administration or the Jefferson Parish Code of Ordinances.

Recommendations:

The JPOIG recommended that:

- The Chief of Staff, on behalf of or working with the Parish Council, adopt or develop policies and procedures applicable to the Parish Council. The Parish Council may adopt in whole, or in part, the Parish Administrative policies issued by the Administration or develop their own policies and procedures applicable to the Council.
- The Chief of Staff develop internal departmental controls to ensure that the Office Chief of Staff and the Parish Council are complying with the Jefferson Parish Code of Ordinances, Uniform Purchasing Procedures.

Responses:

The Parish Council acted on 08/29/2018 to adopt the policies and procedures in the Parish's Purchasing Manual for the Jefferson Parish Council; and the offices of the Chief of Staff of the Parish Council, the Research and Budget Analysis Staff of the Parish Council, and the Office of the Parish Clerk.

Chief of Staff Burmaster indicated that his office would fully comply with all of the provisions in the Jefferson Parish Uniform Purchasing Procedures and the Parish's purchasing manual for all future purchases.

Finding #4 (Parish Council and Chief of Staff) – Accepted in Part:

In 2014, 2015, and 2016 the Chief of Staff failed to comply with JPCO 2-902 when he authorized the payment of invoices for more than the aggregate amount of \$5,000 for the same goods and/or services during the calendar year.

Mr. Randon consistently invoiced the Parish just under \$1,000. Because Randon Photography's invoices were consistently just under \$1,000, Randon Photography received Parish work without a contract or vetting through the normal competitive process. These actions were contrary to the proper use of the DEPO, which may not be used in aggregate to exceed \$5,000 for the same goods and/or services during the calendar year.

Recommendations:

The JPOIG recommends that the Chief of Staff:

- Comply with Purchasing Department policies regarding DEPO reports and aggregate limits on DEPOs used for the same goods or services.
- Conduct a needs assessment and coordinate procurement action through the Purchasing Department to ensure that any item or services requested by a Council member is not otherwise being met by existing Parish resources or contracts.

Responses:

Chief of Staff Burmaster is now required, via council resolution, to follow the Parish Administration's procurement manual; however, Mr. Burmaster failed to implement written policy for the Chief of Staff or address a needs assessment process.

Respectfully,



David McClintock

cc:

Michael S. Yenni, Parish President
Chairwoman Cynthia Lee-Sheng, At-Large "B"
Councilman Chris Roberts, At-Large "A"
Councilman Ricky J. Templet
Councilman Paul D. Johnston
Councilman Mark D. Spears, Jr.
Councilman Dominick Impastato
Councilwoman Jennifer Van Vrancken
Keith A. Conley, Chief Operating Officer
Jeremy Dwyer, Parish Attorney
Renny Simno, Purchasing Director

SONNY RANDON PHOTOGRAPHY

2016-0028

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OFFICE OF INSPECTOR GENERAL
JEFFERSON PARISH

DAVID N. McCLINTOCK
INSPECTOR GENERAL



Date of Report: 09/12/2018	PUBLIC INVESTIGATIVE REPORT	Case: 2016-0028
Timeframe: 01/01/2011 – 12/31/2016	Report By: Paul Lumpkin	Status: Final
<u>Subject of Investigation</u>		
<ul style="list-style-type: none"> • Sonny Randon Photography <p style="text-align: center;"><u>Confidentiality Notice</u></p> <p>This confidential report is issued by the Inspector General pursuant to the authority conferred by JPCO 2-155.10. It is intended for the sole use of the named recipients. It is not intended to be read, disclosed, reproduced, distributed, disseminated, in whole or in part, by anyone other than the recipients. The report may contain confidential information, information which would not be subject to public records request, and/or information which is subject to other agreements of confidentiality and nondisclosure.</p>		

INTRODUCTION

Pursuant to JPCO §2-155.10(11) (a), the Jefferson Parish Office of Inspector General (“JPOIG”) initiated an investigation into photography services procured by the Parish Council’s Chief of Staff. The photographer, Fulcran “Sonny” Randon (“Randon Photography”), provided photography services at Council meetings, for individual Council members/Council districts, and special projects. The investigation was initiated based upon external information which indicated potential waste.

OBJECTIVES

The JPOIG’s objectives for this investigation were to:

1. Investigate whether internal controls for procurement were breached.
2. Assess whether monies expended were duplicative and/or wasteful.

SCOPE & METHODOLOGY

The scope of the investigation was limited to the procurement of Randon Photography during the period of 01/01/2011 through 12/31/2016.

To accomplish these objectives, the following was undertaken:

- Reviewed the Jefferson Parish Code of Ordinance, ordinances relative to procurement;
- Reviewed Jefferson Parish procurement manual published by the Purchasing Department;
- Reviewed documentation contained in Jefferson Parish finance system, including invoices and payment;

- Conducted interviews; and
- Reviewed open source information.

Acronyms

DEPO	Departmental Purchase Order	PIO	Public Information Office
JPOIG	Jefferson Parish Office of Inspector General	PMZQL	Property Maintenance Zoning & Quality of Life

BACKGROUND

Randon Photography

Randon Photography is located at 1900 Veterans Memorial Blvd. Metairie, Louisiana 70005. In mid-2011 Lowell “Sonny” Burmaster, the Chief of Staff to the Parish Council (“Council Chief of Staff”) procured photography services from Randon Photography. Between 2011 and 2016, Randon Photography invoiced the Parish for a cumulative amount of \$36,244 for photography services related to Parish Council meetings, property inspections by the Department of Property Maintenance Zoning & Quality of Life, and special projects.¹

Press Information Office

The Public Information Office (hereinafter “PIO”) is a department within the Parish that provides information to the public on a variety of issues involving Jefferson Parish.² Currently, the PIO is staffed by 4 employees. The PIO is led by a Director, Mr. Antwan Harris, and currently staffed with two Public Information Aides. One of the aides is tasked with duties that include taking pictures at events such as council meetings, ribbon cuttings, ceremonies, and portraits.

Prior to 04/2011 the PIO department had a professional photographer on staff, who was a Parish employee. The professional photographer retired on 03/25/2011. The position was not filled and the duties were assumed by the remaining Public Information Aides.

Council Meetings

Council members, jointly and individually, acknowledge achievements within the community and Parish government by way of presentations and proclamations which precede the opening of each Council meeting.

During the course of this investigation, the JPOIG observed that Randon Photography and the PIO took back-to-back photographs of the same event/group of individuals at Council meetings. Photographs of Council presentations and proclamations taken by Mr. Randon are typically delivered to the Council Chief of Staff within a week whereas PIO photos are typically delivered within a few days.

¹ See Attachment A, Summary of Invoices. See also Attachments B-G, Purchase Orders on Randon Photography 2011-2016 Invoices and Attachment H, Direct Expenditures on Randon Invoices.

² <http://jeffparish.net/index.aspx?page=3332>

Code Sweeps

Beginning on 12/19/2013 and continuing through 10/13/2016, Randon Photography invoiced the Parish for accompanying/following Parish employees of the Department of Property Maintenance Zoning & Quality of Life (“PMZQL”) on “code sweeps.”³

The PMZQL was created in 2014 to oversee all inspection and enforcement responsibilities related to zoning and code ordinances, including for example the use and maintenance of privately owned property and structures.⁴ PMZQL employees visually survey areas of the Parish on a periodic basis to assess compliance with ordinances regarding property maintenance.⁵

During 2013 Mr. Randon met with Councilman Roberts and Chief of Staff Burmaster regarding additional services. Sometime later Mr. Randon began accompanying/following Parish employees on code sweeps under the auspices of documenting quality of life issues. The Director of PMZ, Catherine Toppel, was unaware that Mr. Randon was following PMZQL employees during code sweeps until June 2017, which was during the course of the JPOIG investigation.

Headshots and Special Projects

Randon Photography also invoiced the Parish for head shots and/or special projects.⁶ These services do not differentiate substantially from the photography services provided by the PIO at no additional cost to the Parish. These services were rendered during the same time period as the PIO employee confirmed that the PIO was providing photography services to the Parish, to include photography services for the Parish President and Parish Council.

DATA REVIEW & ANALYSIS

Purchasing Department -- Procurement by Chief of Staff

Randon Photography services was procured by the Chief of Staff to the Parish Council; however, procuring vendors is a function of the Parish Purchasing Department. The Parish Purchasing Department provides central procurement services for parish government.

The Parish Council adopted the “Uniform Purchasing Procedures” in the Jefferson Parish Code of Ordinances.⁷ Under JPCO §2-892 of the Uniform Purchasing Procedures, all purchases of materials, supplies, and services are to be made by the Purchasing Department. Further, all departments are to submit requisitions to the Purchasing Department and are not to undertake or

³ See Attachment D-G, Purchase Orders on Randon Photography Invoices and Attachment H, Direct Expenditures on Randon Invoices.

⁴ JPCO §2-200. Prior to the establishment of PMZQL, code sweeps were conducted by Code Enforcement.

⁵ www.jeffparish.net, Department of Property Maintenance Zoning & Quality of Life.

⁶ See Attachment C, Purchase Orders on Randon Photography 2012 Invoices, Purchase Order #12-0014496 for \$50.00; Attachment G, Purchase Orders on Randon Photography 2016 Invoices, Purchase Order #16-0007183 for \$125, “Individual & Group shots of new council & president, 4 prints of each individual, 20 prints of group shot of council & president, Includes disc.”

⁷ Purchases are to be requisitioned through the Purchasing Department, with the exception of professional service contracts JPCO §2-891 et. seq.

contract with any vendor, except as authorized. The Parish Council is not exempt from the “Uniform Purchasing Procedures.”

The duties of the Chief of Staff do not extend to procurement activities independent of the Parish Purchasing Department. The Chief of Staff’s duties are identified by ordinance to be as follows:

- Preparation and administration of the annual council office budget;
- Custody of personnel records for all council office employees and related matters;
- Supervision of receptionist for Parish Council and other council staff;
- Preparation of information handbook for use by Council members;
- Preparation of annual council activities calendar, including key activities and anticipated major events.⁸

Lowell “Sonny” Burmaster has served as the Chief of Staff to the Parish Council since 12/15/1983. In connection with this matter, he was interviewed. According to Mr. Burmaster, the Chief of Staff does not have policies or standard operating procedures relative to his responsibilities. Mr. Burmaster refers to the Parish ordinances when issues arise. He also stated that the Chief of Staff follows the rules and guidelines identified by each department. If there is a payroll issue, the Chief of Staff refers to Parish payroll policies. If there is a purchasing issue, the Chief of Staff refers to Parish purchasing policies. Mr. Burmaster acknowledged that he was not familiar with the Purchasing Department’s procurement manual because he does not deal with it on a daily basis. He relies on the Purchasing Department to communicate any issue with procurement.

Mr. Burmaster could not recall how the funds to pay Randon’s invoices came to be included in the budget for the Office of the Chief of Staff. However, Mr. Burmaster indicated that if a councilmember wants pictures to happen, then pictures happen.

Mr. Randon was also interviewed. Mr. Randon indicated that he had tried to solicit a contract through the Parish to obtain work after a Parish photographer retired in 2011. He was unsuccessful. Then, Mr. Randon stated he met with Councilman Roberts and Mr. Burmaster in Mr. Burmaster’s office.

As a result of this meeting, Randon Photography began providing photography services and invoicing the Parish. Based upon information provided, Randon Photography was procured by the Chief of Staff without regard to whether the services were needed or could otherwise be met by existing Parish employees.

The JPOIG investigation found no information to substantiate a need for the procurement of outside photography services of Randon Photography. The PIO provides photograph services for Parish events, including Council meetings, at no additional cost to the Parish, and PMZQL documents inspections with photographs taken by its own departmental Parish employees.

Uniform Purchasing Procedures – Photography Services

Records reflect that Randon Photography billed the Parish a cumulative amount of \$36,244 for photography services from 07/2011 through 12/2016.⁹ Considering the repetitive nature and

⁸ JPCO 2-17.

⁹ See Attachment A.

aggregate amount the invoices, the photography services, if needed, should have been quoted and/or bid out under the Uniform Purchasing Procedures adopted as ordinances by the Parish Council. No quotes were documented or submitted.

The Jefferson Parish Code of Ordinances, Uniform Purchasing Procedures, require that labor, materials and services be obtained through a valuation assessment or competitive procedure depending upon the estimate cost.¹⁰ Under the Uniform Purchasing Procedures, quotes from one or more sources are required depending upon the total value of the services:

- Procurements valued at less than or equal to one thousand (\$1,000.00) dollars require at least one telephone quote, and [g]ood judgment must be exercised in choosing vendors whose past experience proves them to be generally competitive.”¹¹
- Procurements valued over one thousand (\$1000.00) dollars, but not more than five thousand (\$5,000.00) dollars, require at least three quotes. The date, vendor’s name, person contacted and prices quoted shall become a permanent part of the transaction record.¹²
- Procurements exceeding five thousand (\$5,000) dollars are procured based upon written bids.¹³
- Nonstandard items and non-professional services valued at fifteen thousand (\$15,000) dollars or more are procured through advertised request for proposal.¹⁴

The Uniform Purchasing Procedures prohibits the “division or separation of any purchases or projects into smaller purchases or projects which division or separation would have the effect of avoiding the bidding requirements.”¹⁵

Mr. Randon was consistently billing the Parish just under \$1,000 per invoice.¹⁶ Mr. Randon indicated that he initially offered to do the work for \$1,200, but he was told that he had to keep it under \$1,000.¹⁷ When asked, Councilman Roberts indicated that he did not tell Mr. Randon to keep the invoices under \$1,000. Councilman Roberts further stated that it’s not really his job, and he would rely on the Chief of Staff to ensure compliance.

Mr. Burmaster was questioned about Randon Photography invoices. Each invoice was under \$1,000 and in 2014-2016 exceeded an aggregate amount of \$5,000 for like services. Mr. Burmaster indicated that no one from the Purchasing Department advised him that a different process was required.

Mr. Randon indicated there was no discussion as to what the charges would be for his services except that the invoices needed to be under \$1,000. Mr. Randon charged \$140 for each Council

¹⁰ JPCO §2-902, *Purchases less than or equal to one thousand dollars*, JPCO §2-903, *Purchases between one thousand and five thousand dollars*, JPCO §2-904, *Purchases exceeding five thousand dollars*.

¹¹ JPCO §2-902.

¹² JPCO §2-903

¹³ JPCO §2-904

¹⁴ JPCO §2-895.

¹⁵ JPCO §2-902.

¹⁶ See Attachments B-G, Purchase Orders on Randon Photography 2011-2016 Invoices.

¹⁷ See also Attachment J, Email of 06/13/2017 from Catherine Toppel to Sonny Randon where Randon writes, “I have been attending both east and west bank sweeps, however, I can only to do one sweep a month. This is because I can’t exceed a certain amount each month on my total billing.”

meeting and \$600 for each code enforcement sweep. For each Council meeting, Mr. Randon stated he spent 1-2 hours photographing and about an hour editing. For code enforcement sweeps, he stated he spent about 4 hours photographing and no time editing.

Mr. Randon stated that he was a member of the American Society of Media Photographers (“ASMP”) and that is how he determines his going rate.¹⁸ The JPOIG reviewed the website for ASMP and did not find any data related to rates for a professional photographer. The JPOIG reviewed open source material to assess the going rate for professional photographers and found the pricing was in-line with that charged by Mr. Randon.¹⁹

Invoicing and Payments

As indicated, Randon Photography billed the Parish a cumulative amount of \$36,244 for photography services from 07/2011 through 12/2016.²¹ During this time, the average amount of the invoices rose from \$147.50 to \$746.78. Comparing total amount invoiced in 2012 to that in 2016, there is an increase of more than 433%.

Table #1 Sonny Randon Photography Invoicing					
Year	Amount Paid	# Invoices	Max Invoice	Avg Invoice	Violation of JPCO
2011	\$1,180	8	\$200	\$147.50	No
2012	\$3,090	18	\$800	\$171.67	No
2013	\$4,104	17	\$950	\$241.41	No
2014	\$6,445	11	\$930	\$585.90	Yes ²⁰
2015	\$10,970	13	\$930	\$843.85	Yes ²⁰
2016	\$10,455	14	\$930	\$746.78	Yes ²⁰
Total	\$36,244				

In all but a few instances, Randon Photography invoices were processed through the Purchasing Department as a Departmental Purchase Order (“DEPO”) for the Chief of Staff.

Jefferson Parish purchasing manual states that:

Quarterly, each Department must run a departmental report of DEPO’s issued by his/her department to ensure that you have not issued Departmental Purchase Orders for items that are recurring in nature to any specific vendor. Items that are recurring in nature must be bid. Additionally, a signed copy of the report must be provided to the Purchasing Department.²²

The aforementioned controls establish requirements for both the user department and the Purchasing Department. The control is designed as a self-reporting model that is able to be validated by the Purchasing Department. Applied consistently at both tiers the control would be effective.

¹⁸ ASMP is a professional association of imaging professionals, including photojournalists, architectural, underwater, food/culinary and advertising photographers as well as video/film makers and other specialists. Its members are primarily those who create images for publications, though many cross over into wedding and portrait photography. There are an estimated 7000 members.

¹⁹ <https://petapixel.com/>: Estimated that professional photographers charge \$75-\$250 per hour. Further, <https://www.smartshoot.com/>: Small event (2 hours, natural lighting) the median price is \$300 and medium event, (1/2 day, natural lighting) the median price is \$600.

²⁰ Action is not in conformance with Ordinance 20327 Section 2-902 of the Jefferson Parish Code of Ordinances.

²¹ See Attachment A.

²² JPPM, Rev. 12/2016. PROCEDURES FOR PURCHASES \$1000 or less.

Pursuant to the purchasing manual “Auditing of DEPO’s will be conducted to ensure that established guidelines and procedures are followed by the user departments/divisions. The language does not identify which entity (Administration, Internal Audit, Purchasing, etc.) is responsible for auditing the DEPOs. However, and notwithstanding the source of the “audit” the “Parish Administration will periodically review, recommend, and establish new contracts for repeated purchases (to ensure that established guidelines are being followed).”²³

Although the Chief of Staff indicated that his department follows policies established by the Purchasing Department, he also acknowledged that he was not familiar with the Purchasing Department’s procurement manual because he does not deal with it on a daily basis. The Chief of Staff did not run departmental reports on DEPOs processed for the Office of the Chief of Staff.

The JPOIG sought clarification from the Purchasing Department and received the following response from Brenda Patel, former Purchasing Director, for the relevant time period:

After conferring with both Jennifer Lotz, Chief Buyer and Nicolle Whitney, Executive Assistant, I am confirming that we have not received a signed DEPO report from the Council Chief of Staff nor in my tenure have we affirmatively communicated with the Chief of Staff in acquiring bids for like services/goods issued by DEPO in this particular calendar year. And while I explained that we keep the signed reports in a binder, Nicolle advised that she’s been boxing them up and placing them in storages each calendar year; they are voluminous and so keeping them in a binder was not feasible.

I also wanted to clarify my response to one of your questions from yesterday regarding “monitoring of Council purchases.” The Council is obligated to follow the Uniform Purchasing Procedures since they are codified; however, they would not necessarily be compelled to comply with any administrative policy.²⁴

The Purchasing Director’s statement identifies a material weakness in compliance with policy and practices by both the Purchasing Department and the Chief of Staff, respectively.

While all but a few invoices were processed as Department Purchase Orders (DEPOs) through the Purchasing Department, there were a few invoices processed directly through the Accounting Department as Direct Expenditures. Notably, this included a Direct Expenditure dated 02/02/2016 for \$1,590 to Randon Photography. Processing the invoice(s) as a Direct Expenditure by-passed internal controls of the Purchasing Department which may have flagged the payment as exceeding \$1,000.00, a clear circumvention of the Uniform Purchasing Procedures.

Duplicative Services and Wasteful Expenditures

Council Meetings

Investigation revealed that during early 2011 an employee of the PIO retired that had performed many of the photography functions. Those duties were absorbed by existing PIO staff. While

²³ JPPM, Rev. 12/2016. PROCEDURES FOR PURCHASES \$1000 or less.

²⁴ See Attachment K, Email of 10/12/2017 from Brenda Patel to Paul Lumpkin. It is noted that the JPOIG itself has not submitted any reports of this nature. However, the use of the DEPO has been di minimis.

perspectives differed as to what precipitated the retention of Mr. Randon there was seemingly some concern with the photography services surrounding the employee retirement from the PIO.

Mr. Randon indicated that he was aware of the PIO retirement and had tried to get a contract with the Parish. Investigation revealed that during the period following the retirement Mr. Randon talked with Councilman Roberts and the Chief of Staff and it was determined that Mr. Randon would take pictures at the Council meetings. The work and invoices were managed by the Parish Council's Chief of Staff's office.

During the course of the investigation the JPOIG observed that both the PIO and Mr. Randon consistently took pictures back to back of the same event/group of individuals during Council meetings. Investigation revealed that substantially the same set of pictures were delivered by the PIO and Mr. Randon. The PIO employee tasked with taking photos indicated that they have been taking pictures during every council meeting and forwarding them to the Council offices since 2012. Mr. Randon generally forwards his photos to the Chief of Staff within a week of each council meeting.



Image from the Parish Council Meeting of 05/03/2017 showing Mr. Randon (right) and the PIO photographer (left) taking photos during a presentation by Parish President Yenni.

There was no information discovered that indicated any routine or meaningful use of Mr. Randon's pictures by the staff of the Parish Council or the office of the Chief of Staff. It was further determined that pictures get delivered to the Chief of Staff and placed in a file cabinet. The JPOIG confirmed that as of 08/10/2017, all pictures that have been taken by Mr. Randon from Council meetings were still filed away in a cabinet drawer in the Chief of Staff's office.²⁵

Concerning the photography at the Parish Council meetings it was determined that the PIO provides substantially the same service to the Council as that of Mr. Randon. Further the PIO product is delivered more quickly than that of Mr. Randon. Thus, Mr. Randon's efforts concerning photography for Council meetings represents a duplication of services and wasteful expenditure by the Chief of Staff.

Code Sweeps

Investigation determined that sometime in 2013 Mr. Randon had met with Councilman Roberts and Mr. Burmaster in Mr. Burmaster's office in attempt to get additional Parish work. According to Mr. Randon, he met with Councilman Roberts and was told they were having problems keeping tabs on the sweeps and that the council districts were getting complaints. Mr. Randon states that he was told his services were needed but to keep the invoices under \$1,000.

On 05/30/2013, Randon wrote to Councilman Roberts stating:

I appreciate you meeting with me at your office. Your ideas and efforts to help me obtain more work with the parish are appreciated. My offer still

²⁵ Based on this investigation it is estimated that there are roughly 20-24 council meetings per year. Over the last 5 ½ years, it is estimated that the Chief of Staff has roughly 110-132 sets of pictures stored away.

stands to help you improve your photographs. With a few hours of instruction, using some of the new software programs, your photographs will be greatly improved. You are more than welcome to accompany me on a shoot either to Grand Isle of the Laffite National Park. This would help you to add some great shots to your portfolio. Thanks for the unique coffee cup.²⁶

Investigation determined that the Director of PMZ, Catherine Toppel, was unaware that Mr. Randon was following PMZQL employees during code sweeps until June 2017, during the course of the JPOIG investigation. After learning of this, she asked Mr. Randon on whose authority he was acting. Mr. Randon responded in an email to Mrs. Toppel that he was acting at the direction of the Council Chairman.²⁷

The JPOIG confirmed that PMZQL employees personally document violations in the course of conducting visual inspections with photographs. These photographs are uploaded into a Parish system called Service Lite. Then, the photographs are linked to specific violations. Photographs taken by PMZQL employees may later be used in enforcement proceedings.

The JPOIG was not able to document any meaningful use of the photography services supplied by Mr. Randon. Further, it was found that a substantially similar product was being supplied by the PIO, in the case of the Council meetings, and by the PMZQL staff during code sweeps. In the case of the later the staff can personally validate their own images during enforcement proceedings. Thus, Mr. Randon's efforts concerning photography for Council meetings and Code Sweeps represents a duplication of services and a wasteful expenditure of public funds.

²⁶ See Attachment I, Email of 05/30/2013 from Sonny Randon to CRoberts.

²⁷ See Attachment J, Email of 06/13/2017 from Catherine Toppel to Sonny Randon.

FINDINGS & RECOMMENDATIONS

The JPOIG acknowledges the cooperation of both the Chief of Staff and the Council Chairman during this investigation. Furthermore, the day the Chief of Staff was made aware of the DEPO policy Mr. Randon was immediately notified that he could no longer provide work for the Parish because his billings were about to exceed \$5,000 for 2017.²⁸

Finding #1: The use of the Randon Photography services represented a waste of public dollars because photography services were duplicative of those performed by other Parish employees.

Condition:

The JPOIG's investigation revealed that the PIO and Mr. Randon took essentially the same pictures at Council meetings of presentations and proclamations. According to the PIO, the PIO delivers photographs to Council members within a day or two of the meeting. According to Randon, photographs taken by Randon Photography were delivered approximately a week later.

Similarly, PMZQL employees document violations in the course of conducting visual inspections with photographs. These photographs are uploaded into a Parish system called Service Lite. Then, the photographs are linked to specific violations. Photographs taken by PMZQL employees may later be used in enforcement proceedings. Councilmembers may access this system and view the pictures uploaded by the inspector. Photographs taken by Randon Photography during code sweeps are duplicative.

The JPOIG could not find any instance where Mr. Randon's pictures were being used. Thus, the JPOIG found that public funds totaling \$36,244 spent to compensate Randon Photography represented waste.

Recommendation to the Parish Council and Chief of Staff:

It is our recommendation that the Chief of Staff utilize the resources available to them through the Public Information Office and Property Maintenance Zoning & Quality of Life departments. If the Chief of Staff and Council determine that a photographer is needed to serve the needs of the Council, then the Council should properly procure this type of service as outlined in the Parish's procurement manual.

²⁸ See Attachment L, Email of 08/17/2017 from Sonny Burmaster to Sonny Randon.

Finding #2: The Purchasing Department failed to identify repetitive invoices totaling more than \$5,000 in aggregate per annum for the same service from the same vendor in opposition to the Uniform Purchasing Procedures and policies.

Condition:

Pursuant to the purchasing manual, auditing of DEPO's will be conducted to ensure that established guidelines and procedures are followed by the user departments/divisions. The Parish Administration will periodically review, recommend, and establish new contracts for repeated purchases (to ensure that established guidelines are being followed).

According to the then presiding Purchasing Director, the Purchasing Department did not receive a signed DEPO report from the Council Chief of Staff nor did the Purchasing Department otherwise detect repetitive invoices from a single vendor for amounts just below \$1,000.00.

Recommendation to the Parish Administration and the Purchasing Department:

While the JPOIG is aware that the Purchasing Department conducts some review of Departmental Purchase Orders (DEPO) it is our recommendation that the controls be reassessed and redeveloped to provide a more complete and robust assessment to include the Parish Council. The monitoring of DEPOs and the detection of structured billing that circumvents the Uniform Purchasing Procedures is a valuable internal control and necessary to preventing further breaches of policy.

Finding #3: The Chief of Staff, on behalf of or with the Parish Council, lacks published policies and procedures. Further, the Chief of Staff did not comply with the Jefferson Parish Code of Ordinances as it relates to this procurement action.

Condition:

The Chief of Staff, on behalf of or with the Parish Council, does not maintain published policies and procedures separate from the Administration or the Jefferson Parish Code of Ordinances. Still, the Chief of Staff stated that he would refer to departmental policies for issues. The Chief of Staff acknowledged that he was not familiar with the Purchasing Department's procurement manual because he does not deal with it on a daily basis. The JPOIG investigation revealed that the Chief of Staff did not comply with departmental policies and procedures as it relates to this procurement action.

Recommendation to the Parish Council and the Chief of Staff:

- The JPOIG recommends that the Chief of Staff, on behalf of or working with the Parish Council, adopt or develop policies and procedures applicable to the Parish Council. The Parish Council may adopt in whole, or in part, the Parish Administrative policies issued by the Administration or develop their own policies and procedures applicable to the Council.
- The JPOIG recommends that the Chief of Staff develop internal departmental controls to ensure that the Office Chief of Staff and the Parish Council are complying with the Jefferson Parish Code of Ordinances, Uniform Purchasing Procedures. Standard operating procedures aim to achieve efficiency, quality output, and uniformity in performance. It serves to establish core operational principles and functional quality standards for all functions.

Finding #4: In 2014, 2015, and 2016 the Chief of Staff failed to comply with Ordinance 20327 Section 2-902 of the Jefferson Parish Code of Ordinances when he authorized the payment of Sonny Randon Photography invoices for more than the aggregate amount of \$5,000 for the same goods and/or services during the calendar year.

Condition:

Mr. Randon consistently invoiced the Parish just under \$1,000. Because Randon Photography's invoices were consistently just under \$1,000, Randon Photography received Parish work without a contract or submitting to a competitive process.

The Departmental Purchase Order ("DEPO") is first tier of the competitive bidding procurement process in the Jefferson Parish system and is simply a purchase order processed by the user department. This DEPO is managed primarily by the user department and is permitted for goods and services.

DEPOs cannot exceed the aggregate amount of \$5,000 for the same goods and/or services during the calendar year. This criteria applies to circumstances in which a good or service is secured in invoiced amounts below \$1,000, but may be procured based on need in a total amount up to an aggregate of \$5,000 during the calendar year. The provision is intended for use in those circumstances where it is not foreseeable that costs will exceed established parameters. In all years reviewed, total amounts paid were foreseeable and collectively would have necessitated the use of a more competitive process.

Recommendation to the Parish Council and the Chief Staff:

The JPOIG recommends that the Chief of Staff comply with Purchasing Department policies regarding Departmental Purchase Orders (DEPO) reports to ensure compliance with the Uniform Purchasing Procedures adopted as ordinance by the Parish Council. Items that are recurring in nature, which exceed an aggregate of \$5,000 for the same goods or services, must be bid. Additionally, a signed copy of the report should be provided to the Purchasing Department.

The JPOIG further recommends that the Chief of Staff conduct a needs assessment and coordinate procurement action through the Purchasing Department to ensure that any item or services requested by a Council member is not otherwise being met by existing Parish resources or contracts. The JPOIG notes that during the course of the JPOIG investigation the Chief of Staff notified Mr. Randon that he could no longer do work for the Parish since he did not have a contract and was about to exceed \$5,000 in invoicing for the same good and services. As of the date of this report, Randon Photography is no longer billing the Parish.

Summary of Sonny
Randon Photography
Invoices



Sonny Randon Photography

Check Number	Check Date	Invoice Number	Invoice Total	Invoice Date	Process	Description	Description
1042213	7/21/2011	154	\$ 200.00	7/7/2011	Purchase Order	RETOUCHED IMAGES	0010 professional services
1045943	8/30/2011	159	\$ 140.00	8/16/2011	Purchase Order	COUNCIL MTG 8/10/2011	0010 photo coverage for Council Meeting
1046212	9/6/2011	160	\$ 140.00	8/31/2011	Purchase Order	PHOTOGRAPHY	0010 PHOTOGRAPHY Including Aerial Photog
1049768	10/11/2011	161	\$ 140.00	9/21/2011	Purchase Order	COUNCIL MEETING COVERAGE	0010 photo council meeting coverage
1051974	11/3/2011	162	\$ 140.00	10/12/2011	Purchase Order	COUNCIL MTG	0010 photo council meeting coverage
1054449	12/6/2011	163	\$ 140.00	10/26/2011	Purchase Order	COUNCIL MTG COVERAGE	Photography (Not Including Aerial Photog
1054449	12/6/2011	165	\$ 140.00	11/10/2011	Purchase Order	COUNCIL MTG COVERAGE	Photography (Not Including Aerial Photog
1056160	12/29/2011	167	\$ 140.00	12/8/2011	Purchase Order	COUNCIL PORTRAIT	0010 photography arial photos
Total			\$ 1,180.00				
1056582	1/10/2012	166	\$ 140.00	12/8/2011	Purchase Order	COUNCIL MTG COVERAGE	0010 pohotography Aerial Photos
1057768	1/26/2012	168	\$ 140.00	12/15/2011	Purchase Order	JP COUNCIL PORTRAIT SESSION	0010 Photography Aerial Photog
1059283	2/14/2012	169	\$ 140.00	1/12/2012	Purchase Order	COUNCIL MEETING COVERAGE	0011 Photography council meeting
1060694	3/6/2012	175	\$ 140.00	2/22/2012	Purchase Order	WESTBANK COUNCIL MEETING 2/15/12	0010 PHOTOGRAPHY
1062269	3/27/2012	176	\$ 140.00	3/8/2012	Purchase Order	COVNCIL MEETING COVERAGE	0010-Payment of invoice for Sonny Randon
1065953	5/15/2012	179	\$ 140.00	4/3/2012	Purchase Order	COUNCIL MEETING COVERAGE	Photography (Not Including Aerial Photog
1065953	5/15/2012	182	\$ 140.00	4/24/2012	Purchase Order	COUNCIL MEETING COVERAGE	0011 photo
1067453	5/31/2012	183	\$ 140.00	5/15/2012	Purchase Order	COUNCIL MEETING COVERAGE	Photography (Not Including Aerial Photog
1068549	6/14/2012	185	\$ 140.00	5/29/2012	Purchase Order	COUNCIL MEETING COVERAGE	Photography (Not Including Aerial Photog
1069350	6/24/2012	186	\$ 140.00	6/14/2012	Purchase Order	COUNCIL MEETING COVERAGE	photography (Not Including Aerial Photog
1071372	7/24/2012	187	\$ 140.00	6/28/2012	Purchase Order	JEFF PAR COUNCIL MEETING COVERAGE	Photography (Not Including Aerial Photog
1071880	7/31/2012	188	\$ 50.00	7/3/2012	Purchase Order	HEADSHOTS ON DISC	Photography (Not Including Aerial Photog
1073832	8/23/2012	190	\$ 140.00	8/1/2012	Purchase Order	7/25/12-GRAND ISLE COUNCIL MEETING	Photography (Not Including Aerial Photog
1076592	10/10/2012	191	\$ 140.00	8/7/2012	Purchase Order	COUNCIL MEETING COVERAGE	Photography (Not Including Aerial Photog
1078839	11/8/2012	198	\$ 140.00	10/11/2012	Purchase Order	COUNCIL MEETING COVERAGE	Photography (Not Including Aerial Photog
1079586	11/20/2012	199	\$ 140.00	10/25/2012	Purchase Order	COUNCIL MEETING COVERAGE	photography (Not Including Aerial Photog
1079755	11/23/2012	196	\$ 800.00	9/12/2012	Purchase Order	COMMERCIAL LOCATION/WITH IMAGES ON DVD	Photography (Not Including Aerial Photog
1079755	11/23/2012	200	\$ 140.00	11/7/2012	Purchase Order	COUNCIL MEETING COVERAGE	Photography (Not Including Aerial Photog
Total			\$ 3,090.00				
1083357	1/15/2013	203	\$ 140.00	12/13/2012	Purchase Order	COUNCIL MEETING COVERAGE	Photography (Not Including Aerial Photog
1085190	2/7/2013	205	\$ 140.00	1/17/2013	Purchase Order	COUNCIL MEETING COVERAGE WB 1/16/2013	0001 Photography (Not Including Aerial
1086917	3/5/2013	207	\$ 140.00	1/31/2013	Purchase Order	EB COUNCIL MEETING COV VENDOR# 132844	0001 Photography (Not Including Aerial
1088491	3/19/2013	212	\$ 140.00	2/28/2013	Purchase Order	PHOTOGRAPHY OF COUNCIL MEETING	0010 Photography (Not Including Aerial
1089349	3/28/2013	214	\$ 140.00	3/14/2013	Purchase Order	COUNCIL MEETING COVERAGE	Photography (Not Including Aerial
1090927	4/16/2013	215	\$ 140.00	3/28/2013	Purchase Order	JP COUNCIL MEETING COVERAGE	Photography (Not Including Aerial Photog
1091543	4/23/2013	213	\$ 54.00	3/7/2013	Purchase Order	PHOTOGRAPHY SCANS	Photography Scans
1094592	5/28/2013	218	\$ 140.00	4/23/2013	Purchase Order	COUNCIL MEETING COVERAGE	0010 photography Photog
1094592	5/28/2013	219	\$ 140.00	5/2/2013	Purchase Order	COUNCIL MEETING COVERAGE	0011 photography photo
1094936	6/4/2013	220	\$ 140.00	5/15/2013	Purchase Order	COUNCIL MEETING COVERAGE	0013 photography Photo
1096982	7/2/2013	221	\$ 140.00	6/13/2013	Purchase Order	WB COUNCIL MEETING 6/12/13	0010 photography photo
1098820	7/23/2013	223	\$ 140.00	6/26/2013	Purchase Order	6/26/2103 EB COUNCIL MEETING COVERAGE	0010 Photography Photo
1101507	8/27/2013	226	\$ 950.00	8/8/2013	Purchase Order	JP COUNCIL	0010 Photography
1107827	11/12/2013	500	\$ 370.00	9/3/2013	Purchase Order	EB/WB COUNCIL MEETINGS 8/14 & 8/28/13	0010 Photography
1107827	11/12/2013	501	\$ 140.00	10/3/2013	Purchase Order	WB COUNCIL MEETING 9/18/13	0010 Photography
1108369	11/19/2013	502	\$ 280.00	11/6/2013	Purchase Order	EB COUNCIL 10/2/13 WB COUNCIL 10/16/13	0010 PHOTOGRAPY
1110692	12/23/2013	503	\$ 140.00	12/3/2013	Purchase Order	PHOTOGRAPHY	0010 photography
1110692	12/23/2013	503	\$ 570.00	12/3/2013	Purchase Order	PHOTOGRAPHY	0011 photos of houses
1110692	12/23/2013	503	\$ 10.00	12/3/2013	Purchase Order	PHOTOGRAPHY	0012 Photography
1110692	12/23/2013	503	\$ 50.00	12/3/2013	Purchase Order	PHOTOGRAPHY	0013 Photography
Total			\$ 4,104.00				
1112582	12/8/2014	504	\$ 140.00	1/2/2014	Purchase Order	COVERAGE OF WB COUNCIL MEETING 12/11/13	0010 Photography
1113687	2/19/2014	505	\$ 140.00	2/4/2014	Purchase Order	EB COUNCIL MEETING 1/15/14	0010 photography
1118195	4/10/2014	506	\$ 280.00	3/5/2014	Purchase Order	FEB BILLING	0010 Photography coverage for West Bank
1118195	4/10/2014	506	\$ 570.00	3/5/2014	Purchase Order	FEB BILLING	0011 Photos of houses
1119763	5/6/2014	507	\$ 140.00	4/8/2004	Purchase Order	3/19/14 & 3/27/14 WEST BANK	0010 PHOTOGRAPHY COVERAGE FOR W. B.
1119763	5/6/2014	507	\$ 665.00	4/8/2014	Purchase Order	3/19/14 & 3/27/14 WEST BANK	0011 Photography of houses
1123299	6/10/2014	508	\$ 280.00	5/7/2014	Purchase Order	EB/WB COUNCIL MEETINGS	0010 Photography
1124079	6/24/2014	509	\$ 140.00	6/5/2014	Purchase Order	MAY BILLING	0010 Photography invoice # 509
1125914	7/17/2014	510	\$ 280.00	6/5/2014	Purchase Order	COUNCIL MEETING COVERAGE	0010 Photography invoice # 510
1125914	7/17/2014	510	\$ 650.00	6/5/2014	Purchase Order	COUNCIL MEETING COVERAGE	0011 photography
1127759	8/12/2014	511	\$ 650.00	7/31/2014	Purchase Order	PHOTOGRAPHY	0010 Photography invoice # 511
1131085	9/23/2014	512	\$ 650.00	9/3/2014	Purchase Order	AUG PHOTOGRAPHY	0010 Photography invoice # 512
1131085	9/23/2014	512	\$ 280.00	9/3/2014	Purchase Order	AUG PHOTOGRAPHY	0012 Photography
1132760	10/15/2014	513	\$ 140.00	10/1/2014	Purchase Order	PHOTOGRAPHY	0010 photography
1132760	10/15/2014	513	\$ 650.00	10/1/2014	Purchase Order	PHOTOGRAPHY	0011 photography
1135111	11/19/2014	514	\$ 140.00	11/6/2014	Purchase Order	PHOTOS	0010 photography
1135111	11/19/2014	514	\$ 650.00	11/6/2014	Purchase Order	PHOTOS	0011 Photography
Total			\$ 6,445.00				

Check Number	Check Date	Invoice Number	Invoice Total	Invoice Date	Process	Description	Description
1138756	1/27/2015	515	\$ 140.00	12/30/2014	Purchase Order	SWEEP WB ON 11/20/14 1/2 DAY FEE	0012 photography invoice #515 12/30/15
1138756	1/27/2015	515	\$ 650.00	12/30/2014	Purchase Order	SWEEP WB ON 11/20/14 1/2 DAY FEE	0013 Photography
1138756	1/27/2015	516	\$ 650.00	1/6/2015	Purchase Order	SWEEP ON 12/18/14 1/2 DAY FEE	0011 photography
1138756	1/27/2015	516	\$ 140.00	1/6/2015	Purchase Order	SWEEP ON 12/18/14 1/2 DAY FEE	0010 photography
1140566	2/24/2015	517	\$ 280.00	2/3/2015	Purchase Order	SWEEP WB PM 1/22/15: 1/2 DAY FEE	0010 Photography
1140566	2/24/2015	517	\$ 650.00	2/3/2015	Purchase Order	SWEEP WB PM 1/22/15: 1/2 DAY FEE	0011 Photography invoice# 517 -2/3/2015
1142132	3/17/2015	518	\$ 140.00	3/3/2015	Purchase Order	SWEEP ON EB ON 2/19/15	0010 Photography
1142132	3/17/2015	518	\$ 650.00	3/3/2015	Purchase Order	SWEEP ON EB ON 2/19/15	0011 Photography
1144224	4/16/2015	519	\$ 280.00	4/1/2015	Purchase Order	MAR 2015 COUNCIL MEETINGS	0010 Photography
1144224	4/16/2015	519	\$ 650.00	4/1/2015	Purchase Order	MAR 2015 COUNCIL MEETINGS	0011 Photography
1146634	5/21/2015	520	\$ 280.00	5/6/2015	Purchase Order	COUNCIL MEETINGS-APR 2015	0010 Photography
1146634	5/21/2015	520	\$ 650.00	5/6/2015	Purchase Order	COUNCIL MEETINGS-APR 2015	0012 Photography
1148636	6/16/2015	521	\$ 140.00	6/4/2015	Purchase Order	WB COUNCIL MEETING 5/13/15	0010 Photography
1148636	6/16/2015	521	\$ 650.00	6/4/2015	Purchase Order	WB COUNCIL MEETING 5/13/15	0011 Photography
1150412	7/14/2015	522	\$ 930.00	7/1/2015	Purchase Order	COVERAGE OF WB COUNCIL MEETING 6/24/15	0010 PHOTOGRAPHY
1154069	9/10/2015	523	\$ 650.00	8/4/2015	Purchase Order	SWEEP ON WB 7/23/15 1/2 DAY FEE	Photography (Not Including Aerial Photog
1155219	9/24/2015	524	\$ 650.00	9/3/2015	Purchase Order	AUG 2015 PHOTOGRAPHY	0010 Photography
1155219	9/24/2015	524	\$ 280.00	9/3/2015	Purchase Order	AUG 2015 PHOTOGRAPHY	0011 Photography
1157413	10/20/2015	525	\$ 650.00	10/1/2015	Purchase Order	PHOTOGRAPHY/VIDEO SERVICES	0010 Photography
1157413	10/20/2015	525	\$ 140.00	10/1/2015	Purchase Order	PHOTOGRAPHY/VIDEO SERVICES	0011 Photography
1160005	11/25/2015	526	\$ 650.00	11/11/2015	Purchase Order	PHOTOGRAPHY	0010 Photography
1160005	11/25/2015	526	\$ 280.00	11/11/2015	Purchase Order	PHOTOGRAPHY	0011 Photography
1161725	12/22/2015	527	\$ 650.00	12/3/2015	Purchase Order	COUNCIL OFFICE	0010 Photography
1161725	12/22/2015	527	\$ 140.00	12/3/2015	Purchase Order	COUNCIL OFFICE	0011 Photography
Total			\$ 10,970.00				
1163945	2/4/2016	528	\$ 650.00	1/5/2016	DirExp 01	12/17/15 SWEEP W/AGNES GAINES & D TUCKER	0010 Photography
1163945	2/4/2016	528	\$ 140.00	1/5/2016	DirExp 01	12/17/15 SWEEP W/AGNES GAINES & D TUCKER	0011 PHOTOGRAPHY
1163945	2/4/2016	529	\$ 200.00	1/19/2016	DirExp 01	1/16/16 INAUGURATION COVERAGE	0012 PHOTOGRAPHY
1163945	2/4/2016	529	\$ 600.00	1/19/2016	DirExp 01	1/16/16 INAUGURATION COVERAGE	0013 photography
1164571	2/18/2016	530	\$ 140.00	2/4/2016	Purchase Order	PHOTOGRAPHY	0010 Photography
1164571	2/18/2016	530	\$ 650.00	2/4/2016	Purchase Order	PHOTOGRAPHY	0011 Photography
1166871	3/17/2016	531	\$ 125.00	2/16/2016	Purchase Order	1/27/16 COUNCIL & PRESIDENT GROUP PHOTOS	0010 Photography, invoice #531
1167579	3/24/2016	532	\$ 140.00	3/10/2016	Purchase Order	PHOTOGRAPHY	0010 Photography Inv.#532, Dated:3/10/16
1167579	3/24/2016	532	\$ 650.00	3/10/2016	Purchase Order	PHOTOGRAPHY	0020 Photography, inv #532 dated:3/10/16
1168812	4/19/2016	533	\$ 140.00	4/7/2016	Purchase Order	PHOTOGRAPHY 3/2-3/24/16	0010 Photography, EB Council Meeting 3/2
1168812	4/19/2016	533	\$ 140.00	4/7/2016	Purchase Order	PHOTOGRAPHY 3/2-3/24/16	0020 Photography WB Council Meeting 3/16
1168812	4/19/2016	533	\$ 650.00	4/7/2016	Purchase Order	PHOTOGRAPHY 3/2-3/24/16	0030 Photography, Westbank Sweep 3/24/16
1173495	6/28/2016	534	\$ 930.00	5/2/2016	Purchase Order	APRIL 2016 DISC & PRINTS	Photography (Not Including Aerial Photog
1174277	7/7/2016	535	\$ 930.00	6/2/2016	Purchase Order	PHOTOGRAPHY (NOT INCLUDING AERIAL)	Photography (Not Including Aerial Photog
1175135	7/21/2016	536	\$ 930.00	6/29/2016	Purchase Order	PHOTOGRAPHY (NOT INCLUDING AERIAL PHOTOG	Photography (Not Including Aerial Photog
1176467	8/11/2016	537	\$ 650.00	7/29/2016	Purchase Order	EB SWEEP 7/21, 19 LOCATIONS	0010 Photography (Not Including Aerial
1180006	9/27/2016	539	\$ 930.00	9/13/2016	Purchase Order	PHOTOGRAPHY 8/10,8/18,8/24/2016	0010 Photography Invoice #539
1181020	10/13/2016	540	\$ 790.00	9/29/2016	DirExp 01	WESTBANK SWEEP, EB COUNCIL DISC PRINTS	0010 Photography Invoice #540
1183050	11/10/2016	541	\$ 930.00	10/26/2016	Purchase Order	PHOTOGRAPHY	0010 Photography (Not Including Aerial
1185191	12/13/2016	542	\$ 140.00	11/29/2016	Purchase Order	PHOTOGRAPHY FOR EB COUNCIL METTING	0010 Photography for EB Council Meeting
Total			\$ 10,455.00				

Purchase Orders on
Randon Photography
2011 Invoices



SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 11-0013089

**CONTACT:
MOnica Augillard
(504)364-2600**

7/18/11

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE, LA 70005

DELIVERY
7/14/2011

REQ#: 600410211
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 professional services for job done on June 15,2011 invoice # 000154 date July 7,2011	200.0000	200.00

TOTAL 200.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 11-0015725

**CONTACT:
MONica Augillard
(504)364-2600**

8/24/11

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

**DELIVERY
8/23/2011**

**REQ#: 600412888
CONT#:
BID#:**

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 photo coverage for Council Meeting AUGUST 10,2011 PAY INVOICE#000159 dated August 16,2011	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

504 837 1236

PURCHASE ORDER # 11-0016347

9/01/11

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
8/31/2011

REQ#: 600413531
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 PHOTOGRAPHY Including Aerial Photog FOR COUNCIL MEETING 8-31-2011 PAY INVOICE # 000160 DATED 8/31/2011	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 11-0018702

**CONTACT:
MONica Augillard
(504)364-2600**

10/05/11

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
10/04/2011

REQ#: 600415946
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 photo council meeting coverage to pay invoice # 000161 dated 9-21-2011	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MONica Augillard
(504)364-2600**

504 837 1236

PURCHASE ORDER # 11-0020260

10/27/11

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
10/25/2011

REQ#: 600417582
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 photo council meeting coverage	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 11-0021661

**CONTACT:
MOnica Augillard
(504)364-2600**

11/18/11

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
11/16/2011

REQ#: 600418985
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
2	EA	Photography (Not Including Aerial Photog to pay invoice # 000163 dated 10/26/11 and invoice # 000165 dated 11/9/11 total \$280.00	140.0000	280.00

TOTAL 280.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MONica Augillard
(504)364-2600**

504 837 1236

PURCHASE ORDER # 11-0023787

12/20/11

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
12/19/2011

REQ#: 600421129
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 photography arial photos to pay invoice #000167 dated 12/8/11	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MONica Augillard
(504)364-2600**

504 837 1236

PURCHASE ORDER # 11-0024017

12/22/11

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
12/21/2011

REQ#: 600421351
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 pohotography Aerial Photos to pay invoice # 000166 dated 12/8/11	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

Purchase Orders on
Randon Photography
2012 Invoices



SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 12-0000917

**CONTACT:
MOnica Augillard
(504)364-2600**

1/19/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
1/13/2012

REQ#: 600422560
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 Photography Aerial Photog to pay invoice # 000168 dated 12/15/2011 Jefferson Parish Council Potrait Session	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 12-0004143

**CONTACT:
MONica Augillard
(504)364-2600**

3/02/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
2/28/2012

REQ#: 600425896
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 PHOTOGRAPHY TO PAY INVOICE # 000175 DATED 2/22/12 COUNCIL MEETING COVERAGE 2/15/2012	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

PURCHASE ORDER # 12-0005554

3/19/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

**DELIVERY
3/15/2012**

**REQ#: 600427317
CONT#:
BID#: 5000103250**

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010-Payment of invoice for Sonny Randon Photography for Council Meeting Coverage Invoice #000176 Invoice Date: 3/8/2012	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

PURCHASE ORDER # 12-0009162

5/08/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

DELIVERY **REQ#:** 600430382
4/26/2012 **CONT#:**
 BID#: 5000103633

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all inquiries to: Misty Camardelle - Buyer I (504) 364-2683 Photography (Not Including Aerial Photog to pay invoice # 000179 dated 4/3/12 for council meeting March 28,2012 PO ISSUED BY: MISTY A. CAMARDELLE 5/8/2012 10010-0010-308-7210 \$140.00	140.0000	140.00

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



CONTACT:
MONica Augillard
(504)364-2600

PURCHASE ORDER # 12-0009162

5/08/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

DELIVERY **REQ#: 600430382**
4/27/2012 **CONT#:**
 BID#: 5000103633

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all inquiries to: Misty Camardelle - Buyer I (504) 364-2683 0011 photo to pay invoice # 000182 dated 4/24/12 council meeting 4-18-2012 10010-0010-308-7210 \$140.00	140.0000	140.00

TOTAL 280.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

PURCHASE ORDER # 12-0010166

5/23/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

**DELIVERY
5/21/2012**

**REQ#: 600431993
CONT#:
BID#: 5000103839**

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all inquiries to: Antoinette Holmes - Buyer II (504) 364-2684 Photography (Not Including Aerial Photog to pay invoice # 00183 dated 5/15/2012 for council meeting 5-9-2012	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

PURCHASE ORDER # 12-0011417

6/12/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

**DELIVERY
6/07/2012**

**REQ#: 600433232
CONT#:
BID#: 5000104015**

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	<p>Reference all inquiries to: Misty Camardelle - Buyer I (504) 364-2683</p> <p>Photography (Not Including Aerial Photog to pay invoice # 000185 dated 5/29/2012 for council meeting 5-23-2012</p> <p>PO ISSUED BY: MISTY A. CAMARDELLE 6/8/2012</p>	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 12-0011985

**CONTACT:
MOnica Augillard
(504)364-2600**

6/20/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
6/18/2012

REQ#: 600433874
CONT#:
BID#: 5000104091

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	photography (Not Including Aerial Photog to pay invoice # 000186 dated 5/29/2012 for council meeting 6-13-2012	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

PURCHASE ORDER # 12-0013426

7/12/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

**DELIVERY
7/06/2012**

**REQ#: 600435299
CONT#:
BID#: 5000104284**

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all inquiries to: Misty Camardelle - Buyer I (504) 364-2683 Photography (Not Including Aerial Photog to pay invoice #000187 dated 6-28-2012 for e.b.council meeting 6-27-2012 PO ISSUED BY: MISTY A. CAMARDELLE 7/9/2012	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

504 837 1236

PURCHASE ORDER # 12-0014496

7/25/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
7/11/2012

REQ#: 600436517
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Photography (Not Including Aerial Photog to pay invoice # 000188 dated July 3,2012 for head shots on disc for Council	50.0000	50.00

TOTAL 50.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

PURCHASE ORDER # 12-0015634

8/10/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

**DELIVERY
8/09/2012**

**REQ#: 600437712
CONT#:
BID#: 5000104622**

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all inquiries to: Misty Camardelle - Buyer I (504) 364-2683 Photography (Not Including Aerial Photog to pay invoice #000190 dated 8-1-2012 for council meeting in Grand Isle 7-24-2012 PO ISSUED BY: MISTY A. CAMARDELLE 8/9/2012	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
 200 Derbigny St Ste 6013
 MAugillard@jeffparish.net
 Gretna LA 70053**

**PARISH OF JEFFERSON
 PURCHASING DEPARTMENT
 P.O. BOX 9
 GRETN, LA. 70054-0009**



**CONTACT:
 MOnica Augillard
 (504)364-2600**

PURCHASE ORDER # 12-0018685

10/01/12

132844
 SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

DELIVERY **REQ#:** 600440705
 9/26/2012 **CONT#:**
 BID#: 5000105058

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all inquiries to: Antoinette Holmes - Buyer II (504) 364-2684 ***** Photography (Not Including Aerial Photog to pay invoice#000191 dated 8-7-12 for council meeting Westbank 8-8-2012	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
 FAX: 504-364-2693
 EMAIL: PURCHASING@JEFFPARISH.NET
 WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
 200 Derbigny St Ste 6013
 MAugillard@jeffparish.net
 Gretna LA 70053**

**PARISH OF JEFFERSON
 PURCHASING DEPARTMENT
 P.O. BOX 9
 GRETN, LA. 70054-0009**



**CONTACT:
 MOnica Augillard
 (504)364-2600**

PURCHASE ORDER # 12-0018710

10/01/12

132844
 SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

DELIVERY **REQ#:** 600440391
 9/21/2012 **CONT#:**
 BID#: 5000104996

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all inquiries to: Antoinette Holmes - Buyer II (504) 364-2684 ***** Photography (Not Including Aerial Photog ** to pay invoice # 000196ated 9/19/12	800.0000	800.00

TOTAL 800.00

**PHONE: 504-364-2678
 FAX: 504-364-2693
 EMAIL: PURCHASING@JEFFPARISH.NET
 WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

504 837 1236

PURCHASE ORDER # 12-0021348

11/02/12

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
PriceSepar Vendor**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

**N/30
DELIVERY 11/02/2012
REQ#: 600443377
CONT#: 5000105383
BID#: 5000105383**

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all inquiries to: Laniel Francis - Buyer I (504) 364-2690 Photography (Not Including Aerial Photog ** to pay invoice #000198 dated 10/11/12 ATTN: SONNY RANDON6 PHONE NO. 504.837.1215 BY19-L.FRANCIS	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

PURCHASE ORDER # 12-0021610

11/08/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

**DELIVERY
11/06/2012**

**REQ#: 600443722
CONT#:
BID#: 5000105429**

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all inquiries to: Misty Camardelle - Buyer I (504) 364-2683 photography (Not Including Aerial Photog ****to pay invoice 000199 dated 10/25/12 for council meeting 10-24-2012 ***** PO ISSUED BY: MISTY A. CAMARDELLE 11/7/2012	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



CONTACT:
MONica Augillard
(504)364-2600

504 837 1236

PURCHASE ORDER # 12-0022207

11/19/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.
InPrice Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

N/30
DELIVERY **REQ#: 600444237**
11/16/2012 **CONT#:**
BID#: 5000105486

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all Inquires To: Gail Petrie - Buyer I (504) 364-2678 ***** Photography (Not Including Aerial Photog ** to pay invoice 000200 dated 11-7-2012 for council meeting 11-7-2012 ***** Contact no.837-1215	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



CONTACT:
MONica Augillard
(504)364-2600

PURCHASE ORDER # 12-0024256

12/20/12

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.
InPrice Vendor

N/30

DELIVERY **REQ#: 600446346**
12/18/2012 **CONT#:**
 BID#: 5000105703

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all Inquires To: Gail Petrie - Buyer I (504) 364-2678 ***** Photography (Not Including Aerial Photog ***to pay invoice 000203 dated 12-12-12 for Council meeting 12-12-12 E.B. ***** CONTACT NO 837-1215	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

Purchase Orders on
Randon Photography
2013 Invoices



SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

PURCHASE ORDER # 13-0001772

1/31/13

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
InPrice Vendor**

N/30

**DELIVERY REQ#: 600448715
2/08/2013 CONT#:
BID#: 5000106013**

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all Inquires to: Carol Gasper - Buyer I (504) 364-2678 ***** 0001 Photography (Not Including Aerial Photog ** to pay invoice #000205 dated 1-17-13 for council meeting January 1-16-2013**	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

PURCHASE ORDER # 13-0003518

2/26/13

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.
InPrice Vendor

N/30

DELIVERY REQ#: 600450415
3/01/2013 CONT#:
BID#: 5000106213

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all Inquires to: Carol Gasper - Buyer I (504) 364-2678 ***** 0001 Photography (Not Including Aerial Photog to pay invoice #000207 dated 1/31/2013 for E.B.Council Meeting 1-30-2013	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 13-0009345

**CONTACT:
MONica Augillard
(504)364-2600**

5/20/13

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

InPrice

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

N/30

DELIVERY

5/16/2013

REQ#: 600456548

CONT#:

BID#: 5000107055

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
		Reference all Inquires To: Gail Petrie - Buyer I (504) 364-2678 *****		
1	EA	0010 photography Photog ** to pay invoic # 000218 dated 4/23/13 for COuncil Meeting 4-17-2013	140.0000	140.00
1	EA	0011 photography photo ** TO PAY INVOICE # 000219 DATED 5-9-12 FOR COUNCIL MEETING DATED 5-1-2013	140.0000	140.00

TOTAL 280.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 13-0006465

**CONTACT:
MOnica Augillard
(504)364-2600**

4/08/13

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
PriceSepar Vendor**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

**N/30
DELIVERY 4/05/2013
REQ#: 600453441
CONT#: 5000106629
BID#: 5000106629**

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all inquiries to: Laniel Francis - Buyer I (504) 364-2690 Photography (Not Including Aerial Photog to pay invoice #000215 dated 3/28/2013 council meeting 3/27/2013 westbank ATTN: SONNY RANDON PHONE NO. 504.837.1215 BY19-L.FRANCIS	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

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200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



504 837 1236

PURCHASE ORDER # 13-0009649

CONTACT:
MONica Augillard
(504)364-2600

5/23/13

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

InPrice

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

N/30

DELIVERY

5/22/2013

REQ#: 600456890

CONT#:

BID#: 5000107103

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	Reference all Inquires To: Gail Petrie - Buyer I (504) 364-2678 ***** 0013 photography Photo *** to pay invoice 000220 dated 5-15-2013 for council meeting 5-15-2013	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

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PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



CONTACT:
MONica Augillard
(504)364-2600

504 837 1236

PURCHASE ORDER # 13-0024069

12/19/13

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
12/18/2013

REQ#: 600471827
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 photography coverage e.b.council meeting 11-6- 13 invoice# 503	140.0000	140.00
6	EA	0011 photos of houses 3003 aspen ct. harvey \$95.00 3845 deer run harvey \$95.00 6565 rue louis phillippe marrero \$95.00 6569 rue louis phillippe marrero \$95.00 6564 rue lou phillippe marrero \$95.00 1801 plaza drive marrero \$95.00	95.0000	570.00
2	EA	0012 Photography 2 prints =\$10.00 october 16,2013 meeting	5.0000	10.00
10	EA	0013 Photography council meeting november 6,2013 10 @5-\$50.00 to pay invoice # 5203 dated 12/3/2013	5.0000	50.00

TOTAL 770.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 13-0015929

**CONTACT:
MOnica Augillard
(504)364-2600**

8/22/13

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
8/21/2013

REQ#: 600463453
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 Photography to pay invoice # 000226 dated 8-8-2013 for special project July 24,2013	950.0000	950.00

TOTAL 950.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

Purchase Orders on
Randon Photography
2014 Invoices



SHIP TO:/INVOICE TO:

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MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 14-0001300

**CONTACT:
MOnica Augillard
(504)364-2600**

1/23/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
1/22/2014

REQ#: 600473630
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 Photography to pay invoice #504 dated 1/2/2014 coverage of council meeting w.b.council	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 14-0002915

**CONTACT:
MONica Augillard
(504)364-2600**

2/13/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
2/11/2014

REQ#: 600475362
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1	EA	0010 photography to pay invoice # 505 dated 2-4-2014	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 14-0005189

**CONTACT:
MOnica Augillard
(504)364-2600**

3/18/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
3/12/2014

REQ#: 600477675
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
2.0000	EA	0010 Photography coverage for West Bank Council meeting 2-5-2014 \$140.00 Coverage Eastbank Council Meeting 2-19-2014 \$140.00 invoice # 506 dated March 5,2014	140.0000	280.00
6.0000	EA	0011 Photos of houses 4244-4251-4257-4261 Lac Bienville 4289 LacDubay 4200 LacSt.Pierre& 4131 LacSt.Pierre 4160 LacBienville 4128-4222 lots & Corner LacBienville & L LacSt.Pierre & 4293 LacSt>St.Pierre Car in Back. to pay invoice # 506 dated March 5,2014	95.0000	570.00

TOTAL 850.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



CONTACT:
MONica Augillard
(504)364-2600

504 837 1236

PURCHASE ORDER # 14-0008729

5/01/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
4/30/2014

REQ#: 600481310
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 PHOTOGRAPHY COVERAGE FOR W.B, council meeting pay invoice # 507 dated April 8,2014	140.0000	140.00
7.0000	EA	0011 Photography of houses 2124 Fig & 2101 8th,125 8th 423,440,448 Marion 523 Marion 464,513 MKaple 522,536,540 Maple 601 Maple 611,615 Maple ** tom pay invoice # 507 dated 4-8-2014	95.0000	665.00

TOTAL 805.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 14-0011323

**CONTACT:
MOnica Augillard
(504)364-2600**

6/03/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
6/03/2014

REQ#: 600483980
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
2.0000	EA	0010 Photography coverage W.B.Council Meeting 4-30-14 coverage E.B.Council Meeting 4-9-14 invoice # 508 dated May 7,2014	140.0000	280.00

TOTAL 280.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 14-0011836

**CONTACT:
MONica Augillard
(504)364-2600**

6/18/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
6/10/2014

REQ#: 600484515
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography invoice # 509 dated June 5,2014	140.0000	140.00

TOTAL 140.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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200 Derbigny St Ste 6013
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Gretna LA 70053**

PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



504 837 1236

PURCHASE ORDER # 14-0014119

CONTACT:
MONica Augillard
(504)364-2600

7/10/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
7/08/2014

REQ#: 600486839
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
2.0000	EA	0010 Photography invoice # 510 Westbank Council Meeting 6-11-2014 Eastbank Council Meeting 6-25-2014 \$ 140.00 each total \$280.00	140.0000	280.00
10.0000	EA	0011 photography sweep in Metairie 6-19-2014 10 addresses: 4840 Quincey,3108 Havard, 4817,4821,4930 Rye 2900 Trenton, 3105 Kent 3110 Transcontinental 2832 & 3100 Havard 10 @ \$65.00 each total 650.00 invoice# 510 dated June 5,2014	65.0000	650.00

TOTAL 930.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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200 Derbigny St Ste 6013
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Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 14-0016296

**CONTACT:
MOnica Augillard
(504)364-2600**

8/06/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
8/05/2014

REQ#: 600489102
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography invoice # 511 dated July 31,2014 1 sweep in Gretna on 7-17-2014 with James Mcpherson & REbecca Creppel (East Monterey:900,928,937,940,945 block 954) (north Monterey915,936,937,940,2904,2908 North & West Corner.) South Monterey: 2800,2928 Flat fee:\$650.00	650.0000	650.00

TOTAL 650.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

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MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 14-0019445

**CONTACT:
MOnica Augillard
(504)364-2600**

9/15/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
9/12/2014

REQ#: 600492334
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography invoice # 512 dated September 3,2014 1 sweep on Westbank 8-21-2014 with Giselle Carmadelle & James McPherso (1309,1316 Hazel Dr.1321 Clyde,1517,1520 1524,1528,1529,1530,1532,1532A,1537, kenneth,1617 norwood,5026,5100,5109,5121 5124,August,5100 Wisteria,5212, 5244 Warwick,5200,5205,5228,5236Evan) to pay invoice # 512 dated September 3,2014	650.0000	650.00
2.0000	EA	0012 Photography to pay invoice # 512 dated September 3,2014 Westbankk Council Meeting 8-6-2014 Eastbank Council Meeting 8-27-2014	140.0000	280.00

TOTAL 930.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 14-0022016

**CONTACT:
MOnica Augillard
(504)364-2600**

10/10/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
10/08/2014

REQ#: 600494998
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 photography	140.0000	140.00
		INVOICE # 513 NDATED 10-1-2-14		
1.0000	EA	0011 photography sweep westbank on 9-18-2014 :30locations (1/2 day fee) \$650 with :Rebecca Creppel,Kenneth Brown,Debb ie Parnell & James Mcpherson Cinwood: 3720,3721,3744,3800,3822,3836 Keithway: 3060,3108,3117,3119,3121,3125 3128,3145,3148,3149,3184,3193 Pinwood: 3105,3108,3116,3141,3149,3150, 3152,3153,3169,3173,3177,3184 to pay invocie #513 dated October 1,2014	650.0000	650.00

TOTAL 790.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 14-0025268

**CONTACT:
MOnica Augillard
(504)364-2600**

11/18/14

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
11/17/2014

REQ#: 600498373
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 photography to pay invoice # 514 dated 11/6/2014	140.0000	140.00
1.0000	EA	0011 Photography sweep EASTBANK ON 10-23-2014 (1/2 DAY FEE) W/DISC & PRINTS \$650 WITH : ELIZABETH BERGE, ANTHONY DABDOUB & RYAN FLACH 11 BUILDINGS- RIVERSIDE COURT BLDGS; N,O,K VICTORIAN BLDGS; 3,9,10,11,13,14,16,17 TO PAY INVOICE# 514 DATED 11/6/2014	650.0000	650.00

TOTAL 790.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

Purchase Orders on
Randon Photography
2015 Invoices



SHIP TO:/INVOICE TO:

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200 Derbigny St Ste 6013
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PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



CONTACT:
MONica Augillard
(504)364-2600

PURCHASE ORDER # 15-0001277

1/22/15

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

DELIVERY **REQ#:** 600502713
1/15/2015 **CONT#:**
 BID#: 5000112297

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	ONLY	0010 photography E.B.Council Meeting 11-5-2014 **to pay invoice # 515 dated 12/30/14**&	140.0000	140.00
1.0000	ONLY	0011 photography ** to pay invocie#516 dated 1/6/2015** sweep on 12-18-2014 with Nicole Amstutz and James Mcpherson locations: Belle Meade:762,819,827,831,838,841,866, 752. 847 Donna,717 Dory , Fairfield 832,868 Ginette 817,841 Kathy 828,826,831,842 Lawrence 812,812,820,877,881, Richard 813,821,832 Sheree Lyn 806,826 Fairfield 840 Block Belle Meade 700 Kathy 828 Richard 821 Sheree Lyn 840	650.0000	650.00
1.0000	ONLY	0012 photography invoice #515 12/30/15 east bank council meeting 11-5-2014 sweep on 11-20-14 Elizabeth Berge & Patricia Finney Saratoga 3721,3719,3731 Lexinton 2703,2712 Dianne 3116,3721,3716,3731 Barbata 3720,3733 Booker Hill 3709,3712,3735	140.0000	140.00
1.0000	ONLY	0013 Photography to pay invoice # 515 dated 12/30/2015	650.0000	650.00

TOTAL 1580.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 15-0003514

**CONTACT:
MOnica Augillard
(504)364-2600**

2/12/15

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
2/10/2015

REQ#: 600505269
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
2.0000	EA	0010 Photography to pay invoice# 517 /February 3,2015 E.Bank Council Meeting 1-14-2015 \$140.00 W.Bank Council Meeting 1-28-2015 \$140.00	140.0000	280.00
1.0000	EA	0011 Photography invocie# 517 -2/3/2015 Sweep West Bank on 1-22-2015 23 locations: with James Mcpherson,Kenneth Brown, Giselle Carmadelle Redwood :1309,1313,1328,1384,1385,1449, 1521,1565,1571,1613,1633,1649,1709,1708, 1737,1816. Dogwood, 1847,828,1808,1710,1680	650.0000	650.00

TOTAL 930.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 15-0005897

**CONTACT:
MOnica Augillard
(504)364-2600**

3/11/15

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
3/10/2015

REQ#: 600507748
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography east bank council meeting to pay invoice # 518 dated Marche 3,2015	140.0000	140.00
1.0000	EA	0011 Photography sweep on East Bank Council Meeting 2-19-2015 with Anthony Dabdoub & Nicole AMSTUZ SIMON STREET 7916,8018 Monet Street 817,8005,8009 Neveda Street 7829,8017,car on Nevada Neveda & Lester St. Macon & Howard St. to pay invoice # 518 dated March 3,2015	650.0000	650.00

TOTAL 790.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



504 837 1236

PURCHASE ORDER # 15-0008600

CONTACT:
MONica Augillard
(504)364-2600

4/10/15

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

InPrice

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY

4/07/2015

REQ#: 600510524

CONT#:

BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
2.0000	EA	0010 Photography to pay invoice#519 dated April 1,2015 for W.B.Council Meeting 3-4-2015 =\$140 for E.B.Council Meeting 3-19-2015 =\$140	140.0000	280.00
1.0000	EA	0011 Photography to pay invoice #519 dated April 1,2015 sweep on East bank on 3-19-2015 with Anthony Dabdoub,Nicole Amstutz, Ryan Flach,Leslie Gardener & Elizabeth B erge Whichwood Street: 2501,2509,2521,2704,2705,2715,2809,2814, across from 2903,2921,2925	650.0000	650.00

TOTAL 930.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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200 Derbigny St Ste 6013
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Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 15-0016906

**CONTACT:
MOnica Augillard
(504)364-2600**

7/09/15

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

InPrice

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY

7/07/2015

REQ#: 600519040

CONT#:

BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 PHOTOGRAPHY TO PAY INVOICE # 522 DATED 7-1-2015 FOR COUNCIL MEETINGS 6-10-2015 AND 6-24-2015	930.0000	930.00

TOTAL 930.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

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200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 15-0022476

**CONTACT:
MONica Augillard
(504)364-2600**

9/02/15

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

InPrice

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY

9/01/2015

REQ#: 600524749

CONT#:

BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	Photography (Not Including Aerial Photog to pay invoice # 523 dated August 4,2015 sweep on Westbank 7-23-2015 with James Mcpherson & Giselle Carmedell Aimes: 509 4th: 6119,6201 Pine: 408,423,464 Eiseman: 408,423,433,436,438,439,449,455 500,508,521,525	650.0000	650.00

TOTAL 650.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

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**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
MOnica Augillard
(504)364-2600**

504 837 1236

PURCHASE ORDER # 15-0024188

9/21/15

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

InPrice

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY

9/18/2015

REQ#: 600526512

CONT#:

BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography TO PAY INVOICE # 524 DATED Sept. 3,2015 sweep on Eastbank 8-20-2015 with james Mcpherson,Anthony Dabdoub, Liz Berge & Leslie Gardner Apollo: 3700,3709,3713,5733 Riverside: 6200car & 6200 Apartments	650.0000	650.00
2.0000	EA	0011 Photography to pay invoice #524 dated Sept.3,2015 Eastbank COuncil Meeting 8-12-2015 \$140 Westbank Council Meeting 8-26-2015 \$140	140.0000	280.00

TOTAL 930.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

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Gretna LA 70053**

PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
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504 837 1236

PURCHASE ORDER # 15-0026138

CONTACT:
MONica Augillard
(504)364-2600

10/12/15

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

InPrice

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
10/08/2015

REQ#: 600528534
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography to pay invoice #525 dated October 1,2015 sweep 9-24-2015 15 locations;patricia Finney,Liz Berge, Leslie Gardner Hermann St; 4421,4441,4508,4508B, Clearview: 4408,4503 Belle Drive:4500,4500A,4406,4408,4501, 4506,4408,4509,4516,4521	650.0000	650.00
1.0000	EA	0011 Photography Eastbank Council Meeting 9-23-2015 w/disc & prints. invoice # 525 dated October 1,2015	140.0000	140.00

TOTAL 790.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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MAugillard@jeffparish.net
Gretna LA 70053**

PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



CONTACT:
MONica Augillard
(504)364-2600

504 837 1236

PURCHASE ORDER # 15-0032640

12/16/15

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

InPrice

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY
12/14/2015

REQ#: 600535059
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography for Eastbank COuncil Meeting 11-4-2015 \$140.00 sweep 11-19-2015 16 locations:Giselle Carmedelle, Nicole Amstitz & Agnes Gaines 4523 14th St.,4100 13th St,4506 Myrtle,1 1412 Ave.B ,3912 Camphor, Curtis:1305,1525,1512 ave D: 1308,1429,4523 farrington: 1036,1321,1437,1505,1604 \$650.00 total: \$790.00 invoice # 527 dated December 3,2015	650.0000	650.00
1.0000	EA	0011 Photography to pay invoice # 527 dated December3,2015	140.0000	140.00

TOTAL 790.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

Purchase Orders on
Randon Photography
2016 Invoices



SHIP TO:/INVOICE TO:

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200 Derbigny St Ste 6013
MAugillard@jeffparish.net
Gretna LA 70053**

PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



CONTACT:
MONica Augillard
(504)364-2600

504 837 1236

PURCHASE ORDER # 16-0004168

2/15/16

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

InPrice

Vendor

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY

2/12/2016

REQ#: 600540396

CONT#:

BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography to pay invoice # 530 dated February 4,2016 eastbank council meetingW/DISC & PRINTS 1-27-2016	140.0000	140.00
1.0000	EA	0011 Photography to pay invoice#530 dated February 4,2016 \$650.00 Sweep:17 locationa w/disc & prints 1-28-2016(1;2day fee) with A.DabDoub & Roxanna Sullivan oakgrove:2715,2814 Ridgefield:2700,2817 Rosebank:6905,7001,7007 Whichwood:2521,2613,2703,2809 Longwood: 2600,2602,2603,2605,2701,2705	650.0000	650.00

TOTAL 790.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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200 Derbigny St Ste 6013
CLANTIER@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
Claire Lantier
(504)364-2600**

504 837 1236

PURCHASE ORDER # 16-0007183

3/14/16

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
InPrice**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY 3/10/2016 **REQ#: 600543494**
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	ONLY	0010 Photography, invoice #531 Billing for 1-27-16 Individual & Group shots of new council & president 4 prints of each individual 20 prints of group shot of council & president Includes Disc	125.0000	125.00

TOTAL 125.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

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200 Derbigny St Ste 6013
CLANTIER@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
Claire Lantier
(504)364-2600**

504 837 1236

PURCHASE ORDER # 16-0007967

3/18/16

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
InPrice**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY 3/17/2016 **REQ#: 600544301**
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography Inv.#532, Dated:3/10/16 WB Council Meeting 2/17/16 w/disks & prints	140.0000	140.00
1.0000	EA	0020 Photography, Inv #532 dated:3/10/16 East Bank Sweeps 2-25-16 w/disks & print 1/2/day fee 18 Locations: w/Anthony Dabdoub & Leslie Gardener Dyffreas: 2221 Richland: 2506, 2508 Manson: 2109, 2114, 2115, 2116, 2122, 22 16, 2220, 2305bldg, 2305bldg, 2305bldg, Manson & K St, 2401, 2509bldg, & 2509bldg	650.0000	650.00

TOTAL 790.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
CLANTIER@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
Claire Lantier
(504)364-2600**

504 837 1236

PURCHASE ORDER # 16-0010334

4/12/16

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
InPrice**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY 4/12/2016 **REQ#: 600546698**
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography, EB Council Meeting 3/2 2016 w/disc & prints	140.0000	140.00
1.0000	EA	0020 Photography WB Council Meeting 3/16 2016 w/disc & prints	140.0000	140.00
1.0000	EA	0030 Photography, Westbank Sweep 3/24/16 w/disc & prints 1/2 day fee 19 locations: w/Jada, Giselle & Agnes Gaines Firethorne: 3305 Mimosa: 3317 Cottonwood: 104,108,117,130,137,141,149, & 159 Sugarpine: 200,217,237,248,& 261 Southwood: 104,108,141 & 145 Invoice #533 Dated April 7, 2016	650.0000	650.00

TOTAL 930.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
CLANTIER@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



504 837 1236

PURCHASE ORDER # 16-0017063

**CONTACT:
Claire Lantier
(504)364-2600**

6/22/16

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
InPrice**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY 6/20/2016 **REQ#: 600553543**
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	Photography (Not Including Aerial Photog 4-6-16 EB Council mtg. w/ disc & prints 4-20-16 WB Council mtg. w/ disc & prints 4-21-16 WB Sweep w/ disc, prints & 1/2 day fee	930.0000	930.00

TOTAL 930.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

**JP Council - WB
200 Derbigny St Ste 6013
CLANTIER@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
Claire Lantier
(504)364-2600**

504 837 1236

PURCHASE ORDER # 16-0021682

8/09/16

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
InPrice**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY 8/05/2016 **REQ#: 600558257**
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography (Not Including Aerial Inv #537 Inv Date: 7/29/16 East Bank Sweep 7/21/16 w/Disc & Prints 1/2 day fee: 17 locations: w/Anthony Daboub, Liz Berg Division: 502 Division & Cypress: 502 Severn: 224 Derbigny: 3633, 3635, 3705, 3716, 3724, 3726, 3732, 3727 Bauvais: 3606, 3609, 3649, 3656, 3725, 3731	650.0000	650.00

TOTAL 650.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

JP Council - EB
1221 Elmwood Park Blvd 10th FL
CLantier@jeffparish.net
Jefferson LA 70123

PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009



CONTACT:
Claire Lantier
(504)736-6600

504 837 1236

PURCHASE ORDER # 16-0017685

6/28/16

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.
InPrice

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY REQ#: 600554179
6/27/2016 CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	Photography (Not Including Aerial Photog 5/11/16 EB Council Mtg. w/ disc & prints 5/25/16 WB Council Mtg. w/ disc & prints 5/26/16 WB Code Sweep w/ disc. prints & 1/2 day fee - 24 locations	930.0000	930.00

TOTAL 930.00

PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS

SHIP TO:/INVOICE TO:

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CLANTIER@jeffparish.net
Gretna LA 70053**

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PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
Claire Lantier
(504)364-2600**

PURCHASE ORDER # 16-0019465

7/14/16

132844
SONNY RANDON PHOTO STUDIOS

F.O.B.

DELIVERY **REQ#:** 600555953
7/13/2016 **CONT#:**
 BID#: 5000117212

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	Reference all inquires to: Tara Scoby - Buyer I PH: (504) 364-2678 Fax: (504) 364-2693 tscoby@jeffparish.net Photography (Not Including Aerial Photog EB Council Mtg. 6/8/16 w/ disc & prints WB Council Mtg. 6/22/16 w/ disc & prints EB Sweep 6/23/16 w/ disc & prints 1/2 day fee 19 locations w/ Anthony Dabdoub Marcie: 6498, 6460, 6434, 6445, 6445-57, 6459, 6540 Tugie: 2909, 2817, 2801, 2823, 2911, 291 3	930.0000	930.00

TOTAL 930.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

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CLANTIER@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009**



**CONTACT:
Claire Lantier
(504)364-2600**

504 837 1236

PURCHASE ORDER # 16-0021682

8/09/16

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
InPrice**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY 8/05/2016 **REQ#: 600558257**
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography (Not Including Aerial Inv #537 Inv Date: 7/29/16 East Bank Sweep 7/21/16 w/Disc & Prints 1/2 day fee: 17 locations: w/Anthony Daboub, Liz Berg Division: 502 Division & Cypress: 502 Severn: 224 Derbigny: 3633, 3635, 3705, 3716, 3724, 3726, 3732, 3727 Bauvais: 3606, 3609, 3649, 3656, 3725, 3731	650.0000	650.00

TOTAL 650.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

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CLANTIER@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
Claire Lantier
(504)364-2600**

504 837 1236

PURCHASE ORDER # 16-0026154

9/21/16

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
InPrice**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY 9/20/2016 **REQ#: 600562866**
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography Invoice #539 Inv #539 Dated: 9/13/16 EB Council Meeting 8-10-16 W/Disc & Pics WB Sweep 8-18-16 W/disc & prints: 18 Locations: w/Ashley, Robert, Kenneth Brown & Laurie Agout Holmes Blvd: 112,220,250,304,312,404, 420,422,428,526,544,549,560,572,576, 590,594, & 596. WB Council Meeting 8-14-16 W disc & pics	930.0000	930.00

TOTAL 930.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

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200 Derbigny St Ste 6013
CLANTIER@jeffparish.net
Gretna LA 70053**

**PARISH OF JEFFERSON
PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009**



**CONTACT:
Claire Lantier
(504)364-2600**

504 837 1236

PURCHASE ORDER # 16-0030775

11/08/16

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
InPrice**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY 11/04/2016 **REQ#: 600567588**
CONT#:
BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	ONLY	0010 Photography (Not Including Aerial Inv #541 Inv Date: 10/26/16 Kenner Council Meeting 10/5/16 w/disks Westbank Council Meeting 10/19/16 w/disk Westbank Sweep 10/20/16 w/ disk & prints 25 locations: w/Mr. Brown, Ms Jackson, & Ms. Reed Alex Kornman: 2313, 2317,2325,2329,2333, 2341,2349,2357,2359,2429,2433, 2441,2453,& 2473 Destrehan: 2469,2473,2612,2620,2648,2700 2712,2720,2824,2828,& 2840. Remit Code: RMIT	930.0000	930.00

TOTAL 930.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

SHIP TO:/INVOICE TO:

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CLANTIER@jeffparish.net
Gretna LA 70053**

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PURCHASING DEPARTMENT
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GRETNA, LA. 70054-0009**



**CONTACT:
Claire Lantier
(504)364-2600**

504 837 1236

PURCHASE ORDER # 16-0033046

12/06/16

132844
SONNY RANDON PHOTO STUDIOS

**F.O.B.
InPrice**

1900 VETERANS BOULEVARD
METAIRIE LA 70005

DELIVERY **REQ#:** 600569887
12/05/2016 **CONT#:**
 BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography for EB Coucnil Meeting on 11/22/16, Inv #542 RMIT	140.0000	140.00

TOTAL 140.00

**PHONE: 504-364-2678
FAX: 504-364-2693
EMAIL: PURCHASING@JEFFPARISH.NET
WEB SITE: WWW.JEFFPARISH.NET/BIDS**

Direct Expenditures on
Randon Photography
Invoices





DIRECT EXPENDITURE REQUEST

2/02/16

16-0003003

132844

SONNY RANDON PHOTOGRAPHY
1900 VETERANS BLVD
METAIRIE LA 70005

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography sweep 12-17-2015 w/disc & prints \$650.00 23 locations with Agnes Gaines & Dennis Tucker Jr., Janet Street :101,121,169 june street: 112,116,140,149,157,161,168 176,760,940 Nicole street: 113,133,145,153,181,900 Ruth Street: 916,928,944 westbank council meeting 12-9-2015 w/disc & prints \$140.00 total \$790.00 to pay invoice#528 DATED JANUARY 5,2016	650.0000	650.00
1.0000	EA	0011 PHOTOGRAPHY westbank council meeting 12-9-2015 to pay invoice #528 dated January5,2016	140.0000	140.00
1.0000	EA	0012 photography additional photographer pay invoice #529 dated January 19,2016	200.0000	200.00
1.0000	EA	0013 photography JANUARY 6th Inauguration coverage w/12 d disc containing 1300 images. pay invoice #529 dated January 19,2016	600.0000	600.00
			TOTAL	1590.00

REQUISITION APPROVALS

Name	Date
DLEONARD	2/01/2016
CJSMITH	2/01/2016
DINAD	2/01/2016

DEPARTMENT HEAD APPROVAL



DIRECT EXPENDITURE REQUEST

10/10/16

16-0027797

132844

SONNY RANDON PHOTOGRAPHY
1900 VETERANS BLVD
METAIRIE LA 70005

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	EA	0010 Photography Invoice #540 Inv #540 Dated: 9/29/16 WB Sweep 9-15-16 w/Disc & prints: 27 Locations: w/Jani Daigle, Kenny, Lance Brown Ave: 434, 438, 446, 450, 504, 532, 538, 604, 612, & 617. 4th St. (between Brown Ave & Marion St) Maple Ave: 466, 524, 600-602 Yetta Ave: 427, 443, 500, & 619 EB Council Meeting 9-21-16 w/disc& Print	790.0000	790.00
			TOTAL	790.00

REQUISITION APPROVALS

Name	Date
DLEONARD	10/06/2016
CJSMITH	10/07/2016
DINAD	10/07/2016

DEPARTMENT HEAD APPROVAL

Email on 05/30/2013
from Sonny Randon to
Chris Roberts



[REDACTED]

1. Recent meeting.

From: Sonny Randon [REDACTED]
To: CRoberts@jeffparish.net
Sent Date: May 30, 2013 19:33:54
Subject: Recent meeting.

I appreciate you meeting with me at your office. Your ideas and efforts to help me obtain more work with the parish are appreciated. My offer still stands to help you improve your photographs. With a few hours of instruction, using some of the new software programs, your photographs will be greatly improved. You are more than welcome to accompany me on a shoot either to Grande Isle or the Laffite National Park. This would help you to add some great shots to your portfolio. Thanks for the unique coffee cup.

--

Sonny Randon Studio
Office (504) 837-1215
Fax (504) 837-1236
1900 Veterans Blvd.
Metairie, LA 70005
Studio is open on:
Tuesday, Wednesday & Thursday
10:00-6:00

Email on 06/13/2017
from Catherine Toppel
to Sonny Randon



[REDACTED]

1. RE: PMZ/QOL Sweeps

From: CToppel <CToppel@jeffparish.net>
To: Sonny Randon [REDACTED]
Sent Date: Jun 13, 2017 16:00:14
Subject: RE: PMZ/QOL Sweeps
Attachment:

Well, that is great news. I'm just sorry I didn't know sooner.

Thank you for doing this and sharing the pictures with the Council.

Catherine M. Toppel, Director
PMZ/Zoning/QOL
400 Maple Avenue
Harvey, LA 70058
504-364-3508

From: Sonny Randon [mailto:[REDACTED]]
Sent: Tuesday, June 13, 2017 3:59 PM
To: CToppel
Subject: Re: PMZ/QOL Sweeps

I have been attending both east and west bank sweeps, however, I can only do one sweep a month. This is because I can't exceed a certain amount each month on my total billing.

On Mon, Jun 12, 2017 at 1:50 PM, CToppel
<CToppel@jeffparish.net<mailto:CToppel@jeffparish.net>> wrote:
Thank you,

I appreciate the explanation. Do you also attend the West Bank sweeps or just the East Bank?

Catherine M. Toppel
Director
Property Maintenance/Zoning/Quality of Life
Jefferson Parish
400 Maple Avenue
Harvey, LA 70058
504-364-3505<tel:(504)%20364-3505>

From: Sonny Randon [mailto:[REDACTED]]
Sent: Monday, June 12, 2017 1:22 PM

[REDACTED]

[REDACTED]

To: CToppel <CToppel@jeffparish.net<mailto:CToppel@jeffparish.net>>
Subject: Re: PMZ/QOL Sweeps

I was requested by the council chairman. I understand that the photographs are offered to the different council districts that the sweep was held.

On Fri, Jun 9, 2017 at 3:45 PM, CToppel
<CToppel@jeffparish.net<mailto:CToppel@jeffparish.net>> wrote:
Good Afternoon,

It was brought to my attention today that you have been participating in our neighborhood sweeps that we perform monthly.

I was not aware of this and evidently you have been participating for over a year. Do you recall who requested you to attend, and our the pictures available to review at all?

I think it's great to document the proactive sweeps within the Parish, but as the steward of this department, I clearly should have been involved at some point along the way.

Thank you for any information you can provide.

Sincerely,

Catherine M. Toppel
Director
Property Maintenance/Zoning/Quality of Life
Jefferson Parish
400 Maple Avenue
Harvey, LA 70058
504-364-3505<tel:(504)%20364-3505>

Please be advised any information provided to Jefferson Parish Government may be subject to disclosure under the Louisiana Public Records Law. Information contained in any correspondence, regardless of its source, may be a public record subject to public inspection and reproduction in accordance with the Louisiana Public Records Law, La. Rev. Stat. 44:1 et seq.

--
Sonny Randon Studio

Email on 10/12/2017
from Brenda Patel to
Paul Lumpkin



From: [Brenda Patel](#)
To: [Paul Lumpkin \(plumpkin@jpoig.net\)](mailto:plumpkin@jpoig.net)
Subject: Follow Up
Date: Thursday, October 12, 2017 10:49:51 AM

Hi Paul,
To follow up:

After conferring with both Jenifer Lotz, Chief Buyer and Nicolle Whitney, Executive Assistant, I am confirming that we have not received a signed DEPO report from the Council Chief of Staff nor in my tenure have we affirmatively communicated with the Chief of Staff in acquiring bids for like services/goods issued by DEPO in a particular calendar year. And while I explained that we keep the signed reports in a binder, Nicolle advised that she's been boxing them up and placing them in storage each calendar year; they are voluminous and so keeping them in a binder was not feasible.

I also wanted to clarify my response to one of your questions from yesterday regarding "monitoring of Council purchases." The Council is obligated to follow the Uniform Purchasing Procedures since they are codified; however, they would not necessarily be compelled to comply with any administrative policy.

Brenda Campos Patel

Jefferson Parish Purchasing Director
General Government Building
200 Derbigny St., Suite 4400
Gretna, LA 70053
Phone: (504) 364-2681
Email: bpatel@jeffparish.net

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Email on 08/17/2017
from Sonny Burmaster
to Sonny Randon



[REDACTED]

1. Re: Council Photographer

From: Sonny Randon <[REDACTED]>
To: Sonny Burmaster <SBurmaster@jeffparish.net>
Hidden recipients: sburmaster@jeffparish.net
Sent Date: Aug 17, 2017 11:58:31
Subject: Re: Council Photographer

Thank you for your attention in this matter. I hope this can be resolved so that I can continue to deliver quality coverage of your portrait needs and important events. Sonny Randon

On Thu, Aug 17, 2017 at 9:36 AM, Sonny Burmaster <SBurmaster@jeffparish.net> wrote:
Mr. Randon,

As per our telephone conversations earlier this week, until certain administrative matters can be resolved, it will not be necessary for you to take photographs at the Parish Council meetings nor at the Code Enforcement Sweeps on behalf of the Council.

Should you have any questions, please do not hesitate to contact me.

Thank you in advance for your cooperation in this matter.

Sonny Burmaster

Chief of Staff, Jefferson Parish Council

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Fax (504) 837-1236



1900 Veterans Blvd.

Metairie, LA 70005

Studio is open on:

Tuesday, Wednesday & Thursday

10:00-6:00



Parish Response





JEFFERSON PARISH

Office of the President

Michael S. Yenni
Parish President

Keith A. Conley
Chief Operating Officer

Natalie D. Newton
Dep. Chief Operating Officer

August 2, 2018

Mr. David McClintock
Inspector General of Jefferson Parish
Jefferson Parish Office of Inspector General
5401 Jefferson Highway
Suite C
Jefferson, LA 70123

RE: Jefferson Parish Office of Inspector General ("JPOIG"), Confidential Draft Investigation Report ("Report"), Sonny Randon Photography, 2016-0028.

Mr. McClintock:

The referenced Report contains four (4) specific Findings and Recommendations. Following are those Findings and Recommendations, and Response.

Finding #1: The use of the Randon Photography represented a waste of public dollars because photography services were duplicative of those performed by other Parish employees.

Recommendation: The Chief of Staff should utilize the resources available internally through the Public Information Office and Property Maintenance Zoning & Quality of Life department. Any services procured should be properly procured in accordance with the Parish's procurement manual.

Response: This Finding and Recommendation are more properly addressed by the Council. The Administration recognizes the Council as a separate branch of government and defers to their response. Notwithstanding, the Public Information Office is available for photography assignments as required. Further, the Administration is available to the Chief of Staff in the development of policies and procedures for that Office consistent with the Uniform Purchasing Procedures.

Joseph S. Yenni Building - 1221 Elmwood Park Blvd - Suite 1002 - Jefferson, LA 70123 - PO Box 10242 - Jefferson, LA 70123

Office 504.736.6400 - Fax 504.736.6638

General Government Building - 200 Derbigny St - Suite 6100 - Gretna, LA 70053 - PO Box 9 - Gretna, LA 70054

Office 504.364.2700 - Fax 504.364.2828

Website: www.jeffparish.net

Finding #2: The Purchasing Department failed to identify repetitive invoices totaling more than \$5,000 in aggregate per annum for the same service from the same vendor in opposition to the Uniform Purchasing Procedures and policies.

Recommendation: While the JPOIG is aware that the Purchasing Department conducts some review of Departmental Purchase Orders (DEPO), it is our recommendation that the controls be reassessed and redeveloped to provide a more complete and robust assessment to include the Parish Council.

Response: The Purchasing Department in conjunction with the Department of Information Technology Services is developing a departmental report of DEPO's to ensure that Departmental Purchase Orders have not been issued for items that are recurring in nature to any specific vendor contrary to Code of Ordinances, Jefferson Parish, Louisiana, Section 2-902.

Finding #3: The Chief of Staff, on behalf of or with the Parish Council, lacks published policies and procedures. Further, the Chief of Staff did not comply with published policies and procedures or the Jefferson Parish Code of Ordinances as it relates to this procurement action.

Recommendation: That the Chief of Staff, on behalf of or working with the Parish Council, adopt or develop policies and procedures applicable to the Parish Council. Further, that Office of the Chief of Staff develop internal policies and procedures to assure compliance with the Parish Code of Ordinances and the Uniform Purchasing Procedures.

Response: This Finding and Recommendation are more properly addressed by the Council. The Administration recognizes the Council as a separate branch of government and defers to their response. The Administration is available to the Chief of Staff in the development of policies and procedures for that Office consistent with the Uniform Purchasing Procedures.

Finding #4: Over a three year period the Chief of Staff failed to comply with Ordinance 20327 Section 2-902 of the Jefferson Parish Code of Ordinances when he authorized the payment of Sonny Randon Photography invoices for more than the aggregate amount of \$5,000 for the same goods and/or services during the calendar year.

Recommendation: That the Chief of Staff comply with Purchasing Department policies regarding Departmental Purchase Orders (DEPO) reports to ensure compliance with the Uniform Purchasing Procedures adopted as ordinance by the Parish Council. Items that are recurring in nature must be bid. Additionally, a signed copy of the report should be provided to the Purchasing Department.

Response: This Finding and Recommendation are more properly addressed by the Council. The Administration recognizes the Council as a separate branch of government and defers to their response. The Administration is available to the Chief of Staff in the development of policies and procedures for that Office consistent with the Uniform Purchasing Procedures.

If you should have any questions, please feel free to contact my office at 736-6403.

Sincerely,



Keith A. Conley
Chief Operating Officer

CC: Chris Roberts, Councilman At-Large, Division A
Cynthia Lee-Sheng, Councilwoman At-Large, Division B
Ricky J. Templet, Councilman District 1
Paul D. Johnston, Councilman District 2
Mark D. Spears, Jr., Councilman District 3
Dominick Impastato, Councilman District 4
Jennifer Van Vrancken, Councilwoman District 5
Michael S. Yenni, Parish President
Natalie Newton, Deputy Chief Operating Officer
Michael J. Power, Parish Attorney
Jeremy Dwyer, Parish Attorney
Timothy J. Palmatier, Finance Director
Renny Simno, Director of Purchasing
Lowell "Sonny" Burmaster, Chief of Staff, Jefferson Parish Council

Chief of Staff
Response



Jefferson Parish Council Chief of Staff's

Response to the Confidential Draft Investigation Report

of the

Jefferson Parish Office of Inspector General

re: Sonny Randon Photography

2016 - 2018

**Jefferson Parish Council Chief of Staff's
Response to the Confidential Draft Investigation Report
of the
Jefferson Parish Office of Inspector General
re: Sonny Randon Photography
2016 – 2018.**

This memo is the response from the Jefferson Parish Council's Chief of Staff to the Confidential Draft Report, dated June 26, 2018, of the Jefferson Parish Office of Inspector General (JPOIG) re: Sonny Randon Photography (2016 – 2018). The findings and recommendations from the JPOIG report are reproduced below, followed by the Chief of Staff's response to each finding and recommendation.

JPOIG Finding #1. The use of the Randon Photography Services represented a waste of public dollars because photography services were duplicative of those performed by other parish employees.

JPOIG Recommendations to the Parish Council and Chief of Staff: It is our recommendation that the Chief of Staff utilize the resources available to them [*sic*] through the Public Information Office and Property Maintenance Zoning & Quality of Life. If the Chief of Staff and Council determine that a photographer is needed to serve the needs of the Council, then the Council should properly procure this type of service as outlined in the Parish's procurement manual.

Response to JPOIG Finding #1 and Recommendations:

The Chief of Staff wishes to thank the Inspector General's office for bringing to his attention the apparent duplication of effort of an outside contractor and Parish employees and the potential savings that could be realized by allowing Parish employees to assume this work. Following the JPOIG's interview with the Chief of Staff, the services of Sonny Randon Photography were immediately terminated. The Chief of Staff wishes to assure the Inspector General that steps have been taken to ensure that all future purchases of goods or services made by his office will be scrutinized for potential savings to the Parish; and, further, that all such purchases will be made in full compliance with the provisions in the Jefferson Parish Uniform Purchasing Procedures and in the Parish's purchasing manual.

JPOIG Finding #2. The Purchasing Department failed to identify repetitive invoices totaling more than \$5,000 in aggregate per annum for the same service from the same vendor in opposition to the Uniform Purchasing Procedures and policies.

JPOIG Recommendations to the Parish Administration and the Purchasing Department: While the JPOIG is aware that the Purchasing Department conducts some review of Departmental Purchase Orders (DEPO) it is our recommendation that the controls be reassessed and redeveloped to provide a more complete and robust assessment to include the Parish Council. The monitoring of DEPOs and the detection of structured billing that circumvents the Uniform Purchasing Procedures is a valuable internal control and necessary to preventing further breeches of policy.

Response to JPOIG Finding #2 and Recommendations:

Although the findings and recommendations associated with the JPOIG Finding #2 are directed to the Parish Administration and the Purchasing Department, not to the Chief of Staff, the Chief of Staff wishes to state that he has met with the Finance Director and several times with both the current and the former Purchasing Directors to develop and implement appropriate purchasing controls.

JPOIG Finding #3. The Chief of Staff on behalf or with the Parish Council, lacks published policies and procedures. Further, the Chief of Staff did not comply with the Jefferson Parish Code of Ordinances as it relates to this procurement.

JPOIG Recommendations to the Parish Council and Chief of Staff:

- The JPOIG recommends that the Chief of Staff, on behalf of or working with the Jefferson Parish Council, adopt or develop policies and procedures applicable to the Parish Council. The Parish Council may adopt in whole, or in part, the Parish Administrative policies issued by the Administration or develop their own policies and procedures applicable to the Council.
- The JPOIG recommends that the Chief of Staff develop internal departmental controls to ensure that the Office of Chief of Staff and the Parish Council are complying with the Jefferson Parish Code of Ordinances, Uniform Purchasing Procedures. Standard operating procedures aim to achieve efficiency, quality output, and uniformity in performance. It serves to establish core operational principles and functional quality standards for all functions.

Response to JPOIG Finding #3 and Recommendations:

As noted in the response to the JPOIG's Finding #1 and Recommendations, the Chief of Staff will fully comply with all of the provisions in the Jefferson Parish Uniform Purchasing Procedures and in the Parish's purchasing manual for all future purchases.

JPOIG Finding #4. In 2014, 2015, and 2016, the Chief of Staff failed to comply with Ordinance 20327 Section 2-902 of the Jefferson Parish Code of Ordinances when he authorized the payment of Sonny Randon Photography invoices for more than the aggregate amount of \$5,000 for the same goods and/or services during the calendar year.

JPOIG Recommendations to the Parish Council and Chief of Staff: The JPOIG recommends that the Chief of Staff comply with Purchasing Department policies regarding Departmental Purchasing Orders (DEPO) reports to ensure compliance with the Uniform Purchasing Procedures adopted as ordinance [sic] by the Jefferson Parish Council. Items that are recurring in nature, which exceed an aggregate of \$5,000 for the same goods or services, must be bid. Additionally, a signed copy of the report should be provided to the Purchasing Department.

The JPOIG further recommends that the Chief of Staff conduct a needs assessment and coordinate procurement action through the Purchasing Department to ensure that any item or services requested by a Council member is not otherwise being met by existing Parish resources or contacts. The JPOIG notes that during the course of the JPOIG investigation the Chief of Staff notified Mr. Randon that he could no longer do work for the Parish since he did not have a contract and was about to exceed \$5,000 in invoicing for the same good [sic] and services. As of the date of this report, Randon Photography is no longer billing the Parish.

Response to JPOIG Finding #4 and Recommendations:

The Chief of Staff has instructed his staff to review all purchases quarterly and to file DEPOs with the Purchasing Department quarterly as needed to comply with the provisions of the Parish's purchasing manual.



Lowell "Sonny" Burmaster
Chief of Staff
Jefferson Parish Council

Council Response



On motion of **Mr. Roberts**, seconded by **Ms. Lee-Sheng**, the following resolution s offered:

RESOLUTION NO. 132058

A resolution establishing a policy that the offices of the members of the Jefferson Parish Council; and the offices of the Chief of Staff of the Parish Council, the Research and Budget Analysis Staff of the Parish Council, and the Office of the Parish Clerk shall adhere to the policies and procedures in the Parish's Purchasing Manual as such manual is currently written and promulgated. (Parishwide)

WHEREAS, the policies and procedures that are found in the Parish's Purchasing Manual were formulated and promulgated by the Parish President as a supplement to the Uniform Purchasing Procedures found in Chapter 2, Article VII, Division 2 of the Jefferson Parish Code of Ordinances; and

WHEREAS, the administrative policies in the Parish's Purchasing Manual do not have the force of law, and are not binding on the employees who work for the Jefferson Parish Council, as any policies and procedures promulgated by the Parish President are binding only on the employees under his administration and supervision; and

WHEREAS, nevertheless, the Jefferson Parish Council finds that, as a matter of policy, adherence to the procedures found in the Parish Purchasing Manual, as such manual is currently written and promulgated, by the offices of the Council members and by the offices under the Council's supervision would assist in the enforcement of the provisions found in the Uniform Purchasing Procedures; and

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Parish Council, Jefferson Parish, Louisiana, acting as governing authority of said Parish:

SECTION 1. That this Council does hereby establish a policy that the offices of the members of the Jefferson Parish Council; and the offices of the Chief of Staff of the Parish Council, the Research and Budget Analysis Staff of the Parish Council, and the Office of the Parish Clerk shall adhere to the policies and procedures in the Parish's Purchasing Manual, as such manual is currently written and promulgated, for all purchases of goods or services made by these offices.

SECTION 2. That this Council reserves the right to decide whether any alterations, additions, amendments or changes that may be made to the current provisions of the Parish's Purchasing Manual shall be binding upon the offices of its members or upon the offices under the Council's supervision.

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

YEAS: 7

NAYS: None

ABSENT: None

This resolution was declared to be adopted on this the **29th day of August, 2018.**

THE FOREGOING IS CERTIFIED
TO BE A TRUE & CORRECT COPY


EULA A. LOPEZ
PARISH CLERK
JEFFERSON PARISH COUNCIL