

**204 North Cedar Street  
Tallulah, Louisiana 71282  
Telephone (318) 574-0964  
Fax (318) 574-2773  
www.cityoftallulah.org**



## **Office of the Mayor**

City of Tallulah  
Regular Council Meeting Agenda  
Thursday, January 26, 2023  
5:30 P.M., City Hall

**Charles M. Finlayson  
Mayor  
Joseph Scott  
District 1  
Lisa Houston  
District 2  
Carla Turner-Harris  
District 3  
Marjorie Day  
District 4  
Toriano Wells  
District 5**

1. Call to Order
2. Pledge of Allegiance & Prayer
3. Roll-Call
4. Public Comments on the Agenda
5. Approve Minutes of the January 12, 2023, Regular Meeting
6. Section 8:
  - a. Approval and Adoption of current FY2022 Income Limits Summary
  - b. Approval and Adoption of 2023 Fair Market Rents for All Bedroom Sizes
  - c. Approval and Adoption of 2023 Administrative Fee Rates
7. Approval of Proposal from Institute for Building Technology and Safety (IBTS)
8. Update on Financing for Water Plant Rehabilitation Project
9. Review of General Fund Financial Statements Through November 2022
10. Public Comments (please limit to three minutes)
11. Adjourn

### **Special Accommodations**

*Any person needing reasonable accommodations to attend a public meeting held by the Tallulah City Council should contact Gerald Odom at 318-574-0964 three (3) days prior to the meeting date. If further information is needed, please contact Mr. Odom at the number listed above.*

**"This Institution is an Equal Opportunity Employer/Provider"**

Regular Council Meeting  
City of Tallulah  
January 12, 2023

A regular meeting of the Mayor and City Council was held on Thursday, January 12, 2023, at 5:30 P.M. in the Council Room of Tallulah City Hall.

Mayor Charles M. Finlayson called the meeting to order, led the Pledge of Allegiance, and allowed for a moment of silent prayer.

A roll call of Council Members is listed as follows:

Scott	Present
Houston	Present
Harris	Present
Day	Present
Wells	Present

Mayor Finlayson opened the meeting for public comment regarding any items on the agenda, but there was none.

Motion and second to approve minutes of the December 8, 2022 meeting were made by Councilmembers Scott and Day respectively and carried unanimously.

Councilmember Wells moved for approval of an occupational license submitted by Ms. Rebecca Curtis, "Real Deal Taxes, LLC". Councilmember Day seconded, and motion carried unanimously.

Councilmember Scott motioned for approval of An Ordinance De-Annexing and Reducing the Corporate Limits of the City of Tallulah, Louisiana Pursuant to R.S. 33:171 Et Sq., and the Ascent of the Property Owners and Included within the Corporate Limits, Said Properties Being Within the Existing Boundaries of the City of Tallulah, Louisiana and Repealing All Ordinances in Conflict Herewith. Councilmember Houston seconded, and a roll call is listed as follows:

Scott	Yea
Houston	Yea
Harris	Nay
Day	Nay
Wells	Nay

Motion did not carry.

Mayor Finlayson announced his appointment of Mr. James A. Martin as the City's representative on the Vicksburg-Tallulah Regional Airport Board and asked for approval of the Council. Motion and second to that effect were made by Councilmembers Houston and Day respectively and a roll-call is shown in the following:

Scott	Yea
Houston	Yea
Harris	Yea
Day	Yea
Wells	Nay

Motion carried.

Motion and second to enter Executive Session were made by Councilmembers Houston and Day respectively and carried unanimously. In Executive Session, the topic of discussion was the case, Derrick Young vs City of Tallulah.

Motion to adjourn Executive Session and re-enter Regular Session was made by Councilmember Harris, seconded by Councilmember Houston, and carried unanimously. Mayor Finlayson stated that City Attorney David Doughty proceed with the negotiated settlement as agreed upon by the City Council.

Councilmember Wells made comments regarding the lack of a grievance procedure by the City. He expressed the need for such a policy for employees to present grievances to the Council if a need was felt to exist. However, Mayor stated that the City's governing statute puts him over employee hiring and firing and that any grievance would be between him and the employee. However, Councilmember Wells called for placing a motion on the table allowing a grievance policy to be reviewed for worthwhile value to the City.

Subsequent motion to examine the practicality for developing a grievance policy for the City was made by Councilmember Harris, seconded by Councilmember Houston, and a roll-call vote is shown in the following:

Scott	Nay
Houston	Yea
Harris	Yea
Day	Yea
Wells	Yea

Motion carried.

In the public comments segment, several issues were raised concerning for example, lighting problems in the city, and a serious issue with flooding at Star Lodge Apartments.

There being no further business to discuss, the meeting was adjourned on motion and second of Councilmembers Houston and Day respectively which carried unanimously.

Attest:

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Gerald L. Odom, City Clerk

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Charles M. Finlayson

**CITY OF TALLULAH SECTION 8 HOUSING**  
204 NORTH CEDAR STREET TALLULAH, LOUISIANA 71282  
PHONE (318) 574-0051 FAX (318) 574-2773

## Monthly Board Meeting

January 26, 2023

To the Honorable Mayor, Chief of Police, Council Members, Clerk & Attorney:

Section 8 would like to ask your approval and adoption of the following for the 2023 calendar year:

1. Adopt the current 2022 FY Income Limits Summary.
2. Adopt the 2023 Fair Market Rents for All Bedroom Sizes.
3. Adopt the 2023 Administrative Fee Rates.


The department also would like to provide the most current information on the number of:

4. Current participants.
5. Waitlists participants.

Introduce the Section 8 website to the newest board members, current participants, property owners and the public.

Please visit the [cots8.org](http://cots8.org) website and contact the agency if you have any questions.

Respectfully Submitted,

  
Merunda Brown  
Executive Director



# FY 2022 INCOME LIMITS DOCUMENTATION SYSTEM

[HUD.gov](#) [HUD User Home](#) [Data Sets](#) [Fair Market Rents](#) [Section 8 Income Limits](#) [MTSP Income Limits](#) [HUD LIHTC Database](#)

## FY 2022 Income Limits Summary

Selecting any of the buttons labeled "Click for More Detail" will display detailed calculation steps for each of the various parameters.

FY 2022 Income Limit Area	Median Family Income <a href="#">Click for More Detail</a>	FY 2022 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	
Madison Parish, LA	\$40,300	Very Low (50%) Income Limits (\$) <a href="#">Click for More Detail</a>	18,950	21,650	24,350	<b>27,050</b>	29,250	31,400	33,550	35,700
		Extremely Low Income Limits (\$)* <a href="#">Click for More Detail</a>	13,590	18,310	23,030	<b>27,050*</b>	29,250*	31,400*	33,550*	35,700
		Low (80%) Income Limits (\$) <a href="#">Click for More Detail</a>	30,350	34,650	39,000	<b>43,300</b>	46,800	50,250	53,700	57,000

\* The FY 2014 Consolidated Appropriations Act changed the definition of extremely low-income to be the greater of 30/50ths (60 percent) of the Section 8 very low-income limit or the poverty guideline as [established by the Department of Health and Human Services \(HHS\)](#), provided that this amount is not greater than the Section 8 50% very low-income limit. Consequently, the extremely low income limits may equal the very low (50%) income limits.

Income Limit areas are based on FY 2022 Fair Market Rent (FMR) areas. For information on FMRs, please see our associated FY 2022 [Fair Market Rent documentation system](#).

For last year's Median Family Income and Income Limits, please see here:

[FY2021 Median Family Income and Income Limits for Madison Parish, LA](#)

Select a different county or county equivalent in Louisiana:

Select any FY2022 HUD Metropolitan FMR Area's Income Limits:

Or press below to start over and select a different state:

Prepared by the [Program Parameters and Research Division](#), HUD.



# FY 2023 FAIR MARKET RENT DOCUMENTATION SYSTEM

## The FY 2023 Madison Parish, LA FMRs for All Bedroom Sizes

Final FY 2023 & Final FY 2022 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2023 FMR	\$563	\$566	\$740	\$1,026	\$1,247
FY 2022 FMR	\$549	\$552	\$696	\$989	\$1,074

Madison Parish, LA is a non-metropolitan county.

### Fair Market Rent Calculation Methodology

[Show/Hide Methodology Narrative](#)

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. **Calculate the Base Rent:** HUD uses 2016-2020 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area as the new basis for FY2023, provided the estimate is statistically reliable. For FY2023, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2016-2020 5-year estimate, HUD checks whether the area has had at least 2 minimally reliable estimates in the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2023 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, HUD uses the estimate for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area as the basis for FY2023.

2. **Calculate the Basis for Recent Mover Adjustment Factor:** HUD has changed the calculation of the FY2023 Recent Mover Factor from previous years due to the unavailability of ACS<sub>2020</sub> 1-year estimates. The Census Bureau did not release standard 1-year estimates from the 2020 American Community Survey (ACS) due to the impacts of the COVID-19 pandemic on data collection. For FY2023, HUD uses a multi-pronged approach that includes private sources of rental data.

In order to calculate rents that are "as of" 2020, HUD takes the average of the recent mover factor from 1-year ACS<sub>2019</sub> recent mover rent inflated by 2019-2020 gross rent change; and the factor from 5-year ACS<sub>2020</sub> recent mover rent. For areas where private data is available, the 2019-2020 gross rent change uses a weighted average of private sources and the Consumer Price Index (CPI) to calculate the annual percentage change in rents plus utilities from annual 2019 to annual 2020. For areas where private data is not available, the 2019-2020 gross rent change is based only on the CPI.

3. **Adjust for Inflation:** In order to calculate rents that are "as of" 2021, for areas where private data is available, HUD calculates the relevant (regional or local) change in gross rent inflation using a weighted average of private data sources and the Consumer Price Index (CPI) from annual 2020 to annual 2021.

Calendar Year (CY) 2022 Administrative Fee Rates

3/30/22

PHA Num	A Rate	B Rate
LA188	\$ 73.03	\$ 68.16
LA189	\$ 74.24	\$ 69.29
LA190	\$ 77.77	\$ 72.60
LA192	\$ 73.03	\$ 68.16
LA194	\$ 76.07	\$ 71.01
LA195	\$ 73.03	\$ 68.16
LA196	\$ 74.24	\$ 69.29
LA199	\$ 85.78	\$ 80.07
LA202	\$ 85.78	\$ 80.07
LA204	\$ 85.78	\$ 80.07
LA205	\$ 85.78	\$ 80.07
LA206	\$ 74.24	\$ 69.29
LA207	\$ 74.24	\$ 69.29
LA211	\$ 76.07	\$ 71.01
LA212	\$ 73.03	\$ 68.16
LA213	\$ 78.60	\$ 73.37
LA214	\$ 74.24	\$ 69.29
LA215	\$ 73.64	\$ 68.73
LA220	\$ 73.03	\$ 68.16
LA222	\$ 73.03	\$ 68.16
LA229	\$ 73.03	\$ 68.16
LA230	\$ 77.77	\$ 72.60
LA232	\$ 73.03	\$ 68.16
LA233	\$ 73.03	\$ 68.16
LA238	\$ 79.45	\$ 74.14
LA241	\$ 73.03	\$ 68.16
LA242	\$ 73.03	\$ 68.16
LA246	\$ 73.03	\$ 68.16
LA247	\$ 73.03	\$ 68.16
LA248	\$ 73.03	\$ 68.16
LA253	\$ 76.07	\$ 71.01
LA257	\$ 73.03	\$ 68.16
LA258	\$ 73.64	\$ 68.73
LA266	\$ 74.24	\$ 69.29
LA888	\$ 77.77	\$ 72.60
LA889	\$ 79.45	\$ 74.14
LA903	\$ 79.45	\$ 74.14
MA001	\$ 134.83	\$ 125.85
MA002	\$ 145.73	\$ 136.01
MA003	\$ 145.73	\$ 136.01
MA005	\$ 134.83	\$ 125.85
MA006	\$ 130.42	\$ 121.74
MA007	\$ 134.83	\$ 125.85
MA008	\$ 134.83	\$ 125.85
MA010	\$ 134.83	\$ 125.85
MA012	\$ 134.83	\$ 125.85



# City of Tallulah - General Fund

## For the 5 Period(s) Ending November 30, 2022

### Consolidated Departments

	CURR MONTH BUDGET	CURR MONTH ACTUAL	CURR MONTH VARIANCE	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	% USED BUDGET	ANNUAL BUDGET
PROPERTY TAX	\$	205.00	\$ 205.00	\$	1,579.34	\$ 1,579.34		\$
FIRE PROPERTY TAX								
BEER TAX								
SALES TAX	134,200.00	167,764.76	33,564.76	3,600.00	2,294.13	(1,305.87)	0.25	390,000.00
INSURANCE PREMIUM		3,692.83	3,692.83	679,615.00	760,312.10	80,697.10	0.47	1,615,400.00
OCCPTNL LICENSE	3,000.00	504.93	(2,495.07)	9,900.00	42,709.99	42,709.99		
FRANCHISE FEE	8,200.00	2,950.02	(5,249.98)	87,690.00	39,262.88	29,362.88	0.60	64,900.00
VIDEO POKER	8,800.00	16,750.18	7,950.18	14,020.00	91,200.47	3,510.47	0.50	182,750.00
SUPPLEMENTAL PAY	4,000.00		(4,000.00)	20,000.00	65,675.55	51,655.55	0.56	117,420.00
DONATIONS - CONTRIBUT						(20,000.00)		48,000.00
BUILDING PERMITS	420.00	325.00	(95.00)	2,100.00	5,000.00	5,000.00		
ELECTRICAL INSPECTION					1,095.00	(1,005.00)	0.22	5,040.00
ALCOHOL PERMITS					50.00	50.00		3,800.00
CITY FINES	14,000.00	34,462.00	20,462.00	70,000.00	131,567.50	61,567.50	0.78	168,000.00
COURT FEES	800.00	621.00	(179.00)	4,000.00	3,397.00	(603.00)	0.35	9,600.00
BOND FEES	1,600.00	960.00	(640.00)	8,000.00	14,566.00	6,566.00	0.76	19,200.00
STATE HWY MTNCE								6,225.00
RENT INC - CMNTY CTR	1,700.00	575.00	(1,125.00)	6,100.00	1,850.00	(4,250.00)	0.14	13,000.00
MISC INCOME		226.30	226.30		511.85	511.85	0.01	40,000.00
ACCOUNTING FEES	6,000.00	6,000.00		30,000.00	30,000.00		0.42	72,000.00
INTEREST INCOME		348.15	348.15		653.17	653.17		6,000.00
FIRE PRCTCTN SVCS	500.00	1,000.00	500.00	2,500.00	3,500.00	1,000.00	0.58	54,000.00
FUND TRANSFRS					7.59	7.59		37,120.00
2% INSURANCE		6,300.00	6,300.00	200.00	68,861.71	68,861.71	1.86	1,600.00
LOT CLEANING	200.00		(200.00)		420.00	220.00		
ACCIDENT BACKGROUND		210.00	210.00		1,563.50	1,563.50		
Sale of Assets		3,205.00	3,205.00		3,205.00	3,205.00		
INSURANCE RECOVERIES					(5,702.31)	(5,702.31)		
<b>Total Revenues</b>	<b>\$ 183,420.00</b>	<b>\$ 246,100.17</b>	<b>\$ 62,680.17</b>	<b>\$ 937,725.00</b>	<b>\$ 1,263,580.47</b>	<b>\$ 325,855.47</b>	<b>0.42</b>	<b>\$ 2,973,255.00</b>
<b>Total Revenues</b>	<b>\$ 183,420.00</b>	<b>\$ 246,100.17</b>	<b>\$ 62,680.17</b>	<b>\$ 937,725.00</b>	<b>\$ 1,263,580.47</b>	<b>\$ 325,855.47</b>	<b>0.42</b>	<b>\$ 2,973,255.00</b>
SALARIES	\$ 104,280.00	\$ 105,494.80	\$ 1,214.80	\$ 560,855.00	\$ 568,482.80	\$ 7,627.80	0.43	\$ 1,328,820.00
SALARIES-VOLUNTEER	1,400.00	1,204.50	(195.50)	7,000.00	7,309.50	309.50	0.44	16,800.00
SALARIES-CNCL MBRS	5,000.00	5,000.00		25,000.00	25,000.00		0.42	60,000.00
SUPPLEMENTAL PAY	4,000.00	6,300.00	2,300.00	20,000.00	21,000.00	1,000.00	0.44	48,000.00
SUPPLIES	7,500.00	8,391.08	891.08	41,450.00	40,101.85	(1,348.15)	0.43	92,900.00
REPAIRS & MTNCE	500.00		(500.00)	6,500.00	5,975.03	(525.00)	0.22	13,000.00
EQUIPMENT R/L	2,250.00	1,716.07	(533.93)	8,450.00	17,750.11	(2,474.97)	0.22	27,600.00
VEHICLE MTNCE	2,400.00	720.88	(1,679.12)	12,000.00	12,000.00		0.62	28,800.00



# City of Tallulah - General Fund

## For the 5 Period(s) Ending November 30, 2022

### Consolidated Departments

	CURR MONTH BUDGET	CURR MONTH ACTUAL	CURR MONTH VARIANCE	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	% USED BUDGET	ANNUAL BUDGET
GAS & OIL	7,300.00	6,469.56	(830.44)	37,300.00	40,857.21	3,557.21	0.46	88,400.00
REPAIRS & MTNCE	11,650.00	7,425.60	(4,224.40)	56,950.00	68,472.48	11,522.48	0.51	134,800.00
TELEPHONE	3,250.00	3,690.23	440.23	16,265.00	18,379.10	2,114.10	0.47	39,015.00
UTILITIES	4,015.00	4,003.69	(11.31)	19,575.00	32,261.84	12,686.84	0.64	50,580.00
GARBAGE PICKUP					1,583.00	1,583.00		
WORKER'S COMP	5,100.00	4,909.87	(190.13)	31,775.00	24,549.35	(7,225.65)	0.40	60,800.00
TRAVEL-ALDERMEN	400.00		(400.00)	3,300.00	4,693.60	1,393.60	0.64	7,320.00
TRAVEL EXPENSE	650.00	1,247.21	597.21	6,550.00	10,239.59	3,689.59	0.63	16,200.00
DUES,SBSCRTS,ADS	425.00	1,786.00	1,361.00	4,075.00	3,495.79	(579.21)	0.23	15,450.00
MISCELLANEOUS	300.00		(300.00)	1,500.00	(182.80)	(1,682.80)	(0.05)	3,600.00
UNIFORMS	1,800.00	4,463.85	2,663.85	9,000.00	12,291.30	3,291.30	0.57	21,600.00
TRAINING	550.00		(550.00)	2,550.00	821.20	(1,728.80)	0.13	6,400.00
MEDICAL INSURANCE	9,185.00	9,785.89	600.89	45,925.00	46,025.05	100.05	0.42	110,220.00
SPECIAL MTNCE - CITY	1,250.00	383.31	(866.69)	6,250.00	2,536.56	(3,713.44)	0.17	15,000.00
CAPITAL OUTLAY								33,000.00
LEGAL ADVERTISING	600.00	846.00	246.00	5,560.00	2,187.25	(3,372.75)	0.20	10,960.00
STREET LIGHTING	5,200.00	7,121.49	1,921.49	26,000.00	28,764.68	2,764.68	0.46	62,400.00
TAX ROLL EXPENSE				3,500.00		(3,500.00)		56,300.00
DEBT SERVICE - INTERES								1,200.00
PARKING LOT LEASE	100.00	100.00		500.00	500.00		0.42	1,200.00
VEHICLE INSURANCE	9,000.00	7,479.23	(1,520.77)	46,325.00	37,396.15	(8,928.85)	0.35	105,925.00
INSURANCE	2,125.00	3,338.75	1,213.75	10,975.00	15,430.25	4,455.25	0.62	24,800.00
BANK CHARGE	1,975.00	2,068.78	93.78	9,875.00	9,194.82	(680.18)	0.39	23,700.00
LEGAL EXPENSE	3,500.00	5,327.34	1,827.34	17,500.00	25,405.10	7,905.10	0.60	42,000.00
ACCOUNTING SVCS	3,270.00	7,875.00	4,605.00	16,350.00	26,307.50	9,957.50	0.67	39,240.00
COMPUTER CNSLTNTS	1,380.00	2,850.00	1,470.00	6,900.00	6,593.81	(306.19)	0.40	16,560.00
AUDIT FEES								18,000.00
RECORDING FEES	250.00		(250.00)	475.00	438.00	(37.00)	0.27	1,650.00
DRUG TESTING	150.00		(150.00)	750.00	(178.35)	(928.35)	(0.10)	1,800.00
EMPLOYEE PNSN PLAN	3,300.00	4,595.40	1,295.40	16,500.00	(39,973.00)	(56,473.00)	(1.01)	39,600.00
CORONER FEES	1,200.00	1,330.00	130.00	6,000.00	6,155.00	155.00	0.43	14,400.00
VENDOR CLCTN EXP	3,200.00	110.79	(3,089.21)	16,000.00	7,449.22	(8,550.78)	0.19	38,400.00
A/PORT EXPENSE	4,000.00	3,080.54	(919.46)	20,000.00	14,269.73	(5,730.27)	0.30	48,000.00
POLICE PENSION PLAN	5,300.00	1,262.67	(4,037.33)	26,500.00	7,273.67	(19,226.33)	0.11	63,600.00
SOCIAL SEC TAX	10,870.00	8,458.58	(2,411.42)	45,150.00	45,115.94	(34.06)	0.42	106,270.00
UNEMPLYMT TAX	330.00	179.06	(150.94)	1,695.00	950.84	(744.16)	0.11	8,610.00
ELECTION EXPENSE								14,200.00
NSF CHECKS	100.00		(100.00)	500.00	600.05	(500.00)		1,200.00
POSTAGE	525.00		(525.00)	2,600.00		(1,999.95)	0.10	1,200.00
VETERANS SERVICE		50.05	50.05		250.25	250.25		1,200.00
ALDERMEN EXPENSES								6,075.00
TRANSFER PAYMENTS		1,000.00	1,000.00		4,715.00	4,715.00		2,000.00

**City of Tallulah - General Fund**  
**For the 5 Period(s) Ending November 30, 2022**  
**Consolidated Departments**

	CURR MONTH BUDGET	CURR MONTH ACTUAL	CURR MONTH VARIANCE	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	% USED BUDGET	ANNUAL BUDGET
Total Operating Expenses	\$ 229,580.00	\$ 230,066.22	\$ 486.22	\$ 1,201,925.00	\$ 1,150,488.47	\$ (51,436.53)	0.39	\$ 2,968,695.00

**City of Tallulah - General Fund**  
**For the 5 Period(s) Ending November 30, 2022**  
**Police**

	CURR MONTH BUDGET	CURR MONTH ACTUAL	CURR MONTH VARIANCE	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	% USED BUDGET	ANNUAL BUDGET
<b>OPERATING EXPENSES</b>								
SALARIES	\$ 37,000.00	\$ 38,335.38	\$ 1,335.38	\$ 203,500.00	\$ 214,931.27	\$ 11,431.27	0.45	\$ 481,000.00
SUPPLEMENTAL PAY	2,500.00	2,700.00	200.00	12,500.00	9,000.00	(3,500.00)	0.30	30,000.00
SUPPLIES	1,500.00	2,514.55	1,014.55	7,500.00	9,084.21	1,584.21	0.50	18,000.00
EQUIPMENT R/L	650.00	303.86	(346.14)	3,250.00	1,878.38	(1,371.62)	0.24	7,800.00
VEHICLE MTNCE	700.00	211.55	(488.45)	3,500.00	1,878.38	(1,371.62)	1.11	8,400.00
GAS & OIL	3,800.00	3,938.77	138.77	19,000.00	21,700.34	2,700.34	0.48	45,600.00
REPAIRS & MTNCE	500.00	190.00	(310.00)	2,500.00	615.00	(1,885.00)	0.10	6,000.00
TELEPHONE	800.00	758.84	(41.16)	4,000.00	3,896.15	(103.85)	0.41	9,600.00
UTILITIES	550.00	606.44	56.44	2,750.00	3,843.80	1,093.80	0.58	6,600.00
WORKER'S COMP	1,200.00	1,210.69	10.69	6,000.00	6,053.45	53.45	0.42	14,400.00
TRAVEL EXPENSE		463.60	463.60	900.00	2,255.98	1,355.98	0.50	4,500.00
DUES,SBCRTS,ADS				1,050.00		(1,050.00)		1,800.00
MISCELLANEOUS	50.00		(50.00)	250.00	(979.97)	(1,229.97)	(1.63)	600.00
UNIFORMS	300.00	3,232.52	2,932.52	1,500.00	3,719.46	2,219.46	1.03	3,600.00
TRAINING	250.00		(250.00)	1,250.00	421.20	(828.80)	0.14	3,000.00
MEDICAL INSURANCE	3,900.00	3,789.58	(110.42)	19,500.00	17,478.86	(2,021.14)	0.37	46,800.00
CAPITAL OUTLAY								33,000.00
VEHICLE INSURANCE	3,800.00	3,065.61	(734.39)	19,000.00	15,328.05	(3,671.95)	0.34	45,600.00
INSURANCE	350.00	512.45	162.45	1,750.00	2,562.25	812.25	0.61	4,200.00
DRUG ENFORCEMENT EX					(290.00)	(290.00)		
EMPLOYEE PNSN PLAN		1,312.50	1,312.50		(56,387.50)	(56,387.50)		
POLICE PENSION PLAN	5,300.00	1,262.67	(4,037.33)	26,500.00	7,273.67	(19,226.33)	0.11	63,600.00
SOCIAL SEC TAX	3,750.00	2,655.93	(1,094.07)	13,750.00	14,580.85	830.85	0.49	30,000.00
UNEMPLYMT TAX	100.00	90.16	(9.84)	385.00	471.96	86.96	0.12	3,785.00
POSTAGE	150.00		(150.00)	725.00		(725.00)		1,575.00
<b>Total Operating Expenses</b>	<b>\$ 67,150.00</b>	<b>\$ 67,155.10</b>	<b>\$ 5.10</b>	<b>\$ 351,060.00</b>	<b>\$ 286,729.18</b>	<b>\$ (64,330.82)</b>	<b>0.33</b>	<b>\$ 869,460.00</b>

**City of Tallulah - General Fund**  
**For the 5 Period(s) Ending November 30, 2022**  
**Fire**

	CURR MONTH BUDGET	CURR MONTH ACTUAL	CURR MONTH VARIANCE	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	% USED BUDGET	ANNUAL BUDGET
<b>OPERATING EXPENSES</b>								
SALARIES	\$ 16,575.00	\$ 14,719.85	\$ (1,855.15)	\$ 91,165.00	\$ 86,536.66	\$ (4,628.34)	0.40	\$ 214,480.00
SALARIES-VOLUNTEER	1,400.00	1,204.50	(195.50)	7,000.00	7,309.50	309.50	0.44	16,800.00
SUPPLEMENTAL PAY	1,500.00	3,600.00	2,100.00	7,500.00	12,000.00	4,500.00	0.67	18,000.00
SUPPLIES	2,500.00	2,056.38	(443.62)	12,500.00	13,254.01	754.01	0.44	30,000.00
VEHICLE MTNCE	1,200.00	25.20	(1,174.80)	6,000.00	1,328.96	(4,671.04)	0.09	14,400.00
GAS & OIL	1,000.00	545.89	(454.11)	5,000.00	5,425.36	425.36	0.45	12,000.00
REPAIRS & MTNCE	1,200.00	65.17	(1,134.83)	6,000.00	7,547.45	1,547.45	0.52	14,400.00
TELEPHONE	1,000.00	1,330.22	330.22	5,000.00	6,397.53	1,397.53	0.53	12,000.00
UTILITIES	1,200.00	1,188.80	(11.20)	4,000.00	6,226.99	2,226.99	0.51	12,300.00
WORKER'S COMP	1,400.00	1,175.37	(224.63)	7,000.00	5,876.85	(1,123.15)	0.35	16,800.00
TRAVEL EXPENSE	100.00	383.61	283.61	1,900.00	1,669.61	(230.39)	0.64	2,600.00
DUES,SBSCRPTS,ADS					175.00	175.00	0.10	1,750.00
MISCELLANEOUS	50.00		(50.00)	250.00	515.00	265.00	0.86	600.00
UNIFORMS	300.00		(300.00)	1,500.00	3,214.71	1,714.71	0.89	3,600.00
TRAINING	200.00		(200.00)	1,000.00	325.00	(675.00)	0.14	2,400.00
MEDICAL INSURANCE	2,120.00	2,965.21	845.21	10,600.00	13,848.37	3,248.37	0.54	25,440.00
DEBT SERVICE - PRINCIP								44,800.00
VEHICLE INSURANCE	3,500.00	2,885.15	(614.85)	17,500.00	14,425.75	(3,074.25)	0.34	42,000.00
INSURANCE	400.00	557.14	157.14	2,000.00	2,785.70	785.70	0.58	4,800.00
SOCIAL SEC TAX	1,335.00	1,160.02	(174.98)	6,675.00	6,790.02	115.02	0.39	17,350.00
UNEMPLYMT TAX	100.00	14.42	(85.58)	500.00	85.22	(414.78)	0.07	1,200.00
<b>Total Operating Expenses</b>	<b>\$ 37,080.00</b>	<b>\$ 33,876.93</b>	<b>\$ (3,203.07)</b>	<b>\$ 193,090.00</b>	<b>\$ 195,737.69</b>	<b>\$ 2,647.69</b>	<b>0.39</b>	<b>\$ 507,720.00</b>

**City of Tallulah - General Fund**  
**For the 5 Period(s) Ending November 30, 2022**  
**Street**

	CURR MONTH BUDGET	CURR MONTH ACTUAL	CURR MONTH VARIANCE	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	% USED BUDGET	ANNUAL BUDGET
<b>OPERATING EXPENSES</b>								
SALARIES	\$ 25,730.00	\$ 27,803.41	\$ 2,073.41	\$ 141,515.00	\$ 145,389.01	\$ 3,874.01	0.43	\$ 334,490.00
SUPPLIES	2,000.00	1,847.22	(152.78)	13,950.00	10,001.46	(3,948.54)	0.37	26,900.00
EQUIPMENT R/L	100.00		(100.00)	500.00		(500.00)		9,200.00
VEHICLE MTNCE	500.00	484.13	(15.87)	2,500.00	6,879.38	4,379.38	1.15	6,000.00
GAS & OIL	2,500.00	1,984.90	(515.10)	13,300.00	13,576.54	276.54	0.44	30,800.00
REPAIRS & MTNCE	7,000.00	5,630.67	(1,369.33)	35,000.00	42,769.96	7,769.96	0.51	84,000.00
TELEPHONE	100.00	79.99	(20.01)	500.00	562.39	62.39	0.47	1,200.00
UTILITIES	750.00	745.40	(4.60)	3,750.00	11,045.34	7,295.34	1.23	9,000.00
WORKERS COMP	2,225.00	1,757.33	(467.67)	17,400.00	8,786.65	(8,613.35)	0.33	26,300.00
TRAVEL EXPENSE	50.00		(50.00)	250.00		(250.00)		600.00
DUES,SBCRPTS,ADS	25.00		(25.00)	25.00		(25.00)		200.00
MISCELLANEOUS	50.00		(50.00)	250.00		(250.00)		600.00
UNIFORMS	1,125.00	1,163.49	38.49	5,625.00	5,091.91	(533.09)	0.38	13,500.00
TRAINING	50.00		(50.00)	250.00		(250.00)		600.00
MEDICAL INSURANCE	1,300.00	877.69	(422.31)	6,500.00	4,274.03	(2,225.97)	0.27	15,600.00
SPECIAL MTNCE - CITY	1,250.00	383.31	(866.69)	6,250.00	2,536.56	(3,713.44)	0.17	15,000.00
STREET LIGHTING	5,200.00	7,121.49	1,921.49	26,000.00	28,764.68	2,764.68	0.46	62,400.00
VEHICLE INSURANCE	1,700.00	1,528.47	(171.53)	9,825.00	7,642.35	(2,182.65)	0.42	18,325.00
INSURANCE	500.00	546.79	46.79	2,500.00	2,733.95	233.95	0.46	6,000.00
SOCIAL SEC TAX	3,150.00	2,067.21	(1,082.79)	11,550.00	10,823.66	(726.34)	0.40	27,300.00
UNEMPLYMT TAX	50.00	30.68	(19.32)	425.00	172.26	(252.74)	0.10	1,725.00
<b>Total Operating Expenses</b>	<b>\$ 55,355.00</b>	<b>\$ 54,052.18</b>	<b>\$ (1,302.82)</b>	<b>\$ 297,865.00</b>	<b>\$ 301,050.13</b>	<b>\$ 3,185.13</b>	<b>0.44</b>	<b>\$ 689,740.00</b>

**City of Tallulah - General Fund**  
**For the 5 Period(s) Ending November 30, 2022**  
**Mayor's Office**

	CURR MONTH BUDGET	CURR MONTH ACTUAL	CURR MONTH VARIANCE	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	% USED BUDGET	ANNUAL BUDGET
<b>OPERATING EXPENSES</b>								
SALARIES	\$ 22,475.00	\$ 22,576.16	\$ 101.16	\$ 112,375.00	\$ 110,421.86	\$ (1,953.14)	0.41	\$ 269,700.00
SALARIES-CNCL MBRS	5,000.00	5,000.00		25,000.00	25,000.00		0.42	60,000.00
SUPPLIES	1,000.00	1,424.72	424.72	5,000.00	5,256.34	256.34	0.44	12,000.00
REPAIRS & MTNCE				4,000.00		(4,000.00)		7,000.00
EQUIPMENT R/L	1,500.00	1,412.21	(87.79)	4,700.00	4,096.65	(603.35)	0.39	10,600.00
VEHICLE MTNCE					250.00	250.00		
GAS & OIL					154.97	154.97		
REPAIRS & MTNCE	1,200.00	273.50	(926.50)	4,700.00	7,957.00	3,257.00	0.85	9,400.00
TELEPHONE	1,200.00	1,381.14	181.14	6,000.00	6,900.59	900.59	0.48	14,400.00
UTILITIES	600.00	407.35	(192.65)	2,425.00	2,511.75	86.75	0.40	6,225.00
GARBAGE PICKUP				750.00	1,583.00	1,583.00		
WORKER'S COMP	150.00	656.37	506.37	750.00	3,281.85	2,531.85	1.82	1,800.00
TRAVEL-ALDERMEN	400.00		(400.00)	3,300.00	4,693.60	1,393.60	0.64	7,320.00
TRAVEL EXPENSE	500.00	400.00	(100.00)	3,500.00	6,314.00	2,814.00	0.74	8,500.00
DUES,SBSCRTS,ADS	400.00	1,786.00	1,386.00	3,000.00	3,320.79	320.79	0.28	11,700.00
MISCELLANEOUS	100.00		(100.00)	500.00	282.17	(217.83)	0.24	1,200.00
TRAINING	50.00		(50.00)	50.00	75.00	25.00	0.19	400.00
MEDICAL INSURANCE	1,225.00	1,454.50	229.50	6,125.00	7,043.66	918.66	0.48	14,700.00
LEGAL ADVERTISING	600.00	846.00	246.00	5,560.00	2,187.25	(3,372.75)	0.20	10,960.00
TAX ROLL EXPENSE				3,500.00		(3,500.00)		3,500.00
DEBT SERVICE - INTERES								11,500.00
PARKING LOT LEASE	100.00	100.00		500.00	500.00		0.42	1,200.00
INSURANCE	350.00	949.95	599.95	2,100.00	3,486.25	1,386.25	1.00	3,500.00
BANK CHARGE	1,975.00	2,068.78	93.78	9,875.00	9,194.82	(680.18)	0.39	23,700.00
LEGAL EXPENSE	3,500.00	5,327.34	1,827.34	17,500.00	25,405.10	7,905.10	0.60	42,000.00
ACCOUNTING SVCS	3,270.00	7,875.00	4,605.00	16,350.00	26,307.50	9,957.50	0.67	39,240.00
COMPUTER CNSLTNTS	1,380.00	2,850.00	1,470.00	6,900.00	6,593.81	(306.19)	0.40	16,560.00
AUDIT FEES								18,000.00

**City of Tallulah - General Fund**  
**For the 5 Period(s) Ending November 30, 2022**  
**Mayor's Office**

	CURR MONTH BUDGET	CURR MONTH ACTUAL	CURR MONTH VARIANCE	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	% USED BUDGET	ANNUAL BUDGET
RECORDING FEES	250.00		(250.00)	475.00	438.00	(37.00)	0.27	1,650.00
DRUG TESTING	150.00		(150.00)	750.00	111.65	(638.35)	0.06	1,800.00
EMPLOYEE PNSN PLAN	3,300.00	3,282.90	(17.10)	16,500.00	16,414.50	(85.50)	0.41	39,600.00
CORONER FEES	1,200.00	1,330.00	130.00	6,000.00	6,155.00	155.00	0.43	14,400.00
VENDOR CLCTN EXP	3,200.00	110.79	(3,089.21)	16,000.00	7,449.22	(8,550.78)	0.19	38,400.00
A/PORT EXPENSE	4,000.00	3,080.54	(919.46)	20,000.00	14,269.73	(5,730.27)	0.30	48,000.00
SOCIAL SEC TAX	2,450.00	2,428.14	(21.86)	12,250.00	12,115.88	(134.12)	0.41	29,400.00
UNEMPLYMT TAX	80.00	43.80	(36.20)	385.00	221.40	(163.60)	0.13	1,735.00
ELECTION EXPENSE								14,200.00
NSF CHECKS	100.00		(100.00)	500.00		(500.00)		1,200.00
POSTAGE	375.00		(375.00)	1,875.00	600.05	(1,274.95)	0.13	4,500.00
VETERANS SERVICE								2,000.00
ALDERMEN EXPENSES		50.05	50.05		250.25	250.25		
TRANSFER PAYMENTS		1,000.00	1,000.00		4,715.00	4,715.00		
<b>Total Operating Expenses</b>	<b>\$ 62,080.00</b>	<b>\$ 68,115.24</b>	<b>\$ 6,035.24</b>	<b>\$ 318,445.00</b>	<b>\$ 325,558.64</b>	<b>\$ 7,113.64</b>	<b>0.41</b>	<b>\$ 801,990.00</b>



**City of Tallulah - General Fund**  
**For the 5 Period(s) Ending November 30, 2022**  
**Community Center**

	CURR MONTH BUDGET	CURR MONTH ACTUAL	CURR MONTH VARIANCE	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	% USED BUDGET	ANNUAL BUDGET
<b>OPERATING EXPENSES</b>								
SALARIES	\$ 2,500.00	\$ 2,060.00	\$ (440.00)	\$ 12,300.00	\$ 11,204.00	\$ (1,096.00)	0.38	\$ 29,150.00
SUPPLIES	500.00	548.21	48.21	2,500.00	2,505.83	5.83	0.42	6,000.00
REPAIRS & MTNCE	1,750.00	1,266.26	(483.74)	8,750.00	9,583.07	833.07	0.46	21,000.00
TELEPHONE	150.00	140.04	(9.96)	765.00	622.44	(142.56)	0.34	1,815.00
UTILITIES	900.00	1,031.16	131.16	6,575.00	8,513.60	1,938.60	0.52	16,275.00
WORKER'S COMP	125.00	110.11	(14.89)	625.00	550.55	(74.45)	0.37	1,500.00
MISCELLANEOUS	50.00		(50.00)	250.00		(250.00)		600.00
UNIFORMS	75.00	67.84	(7.16)	375.00	265.22	(109.78)	0.29	900.00
MEDICAL INSURANCE	640.00	698.91	58.91	3,200.00	3,380.13	180.13	0.44	7,680.00
INSURANCE	525.00	772.42	247.42	2,625.00	3,862.10	1,237.10	0.61	6,300.00
SOCIAL SEC TAX	185.00	147.28	(37.72)	925.00	805.53	(119.47)	0.36	2,220.00
UNEMPLYMT TAX								165.00
<b>Total Operating Expenses</b>	<b>\$ 7,400.00</b>	<b>\$ 6,842.23</b>	<b>\$ (557.77)</b>	<b>\$ 38,890.00</b>	<b>\$ 41,292.47</b>	<b>\$ 2,402.47</b>	<b>0.44</b>	<b>\$ 93,605.00</b>

**City of Tallulah - General Fund**  
**For the 5 Period(s) Ending November 30, 2022**  
**Recreation**

	CURR MONTH BUDGET	CURR MONTH ACTUAL	CURR MONTH VARIANCE	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	YEAR TO DATE VARIANCE	% USED BUDGET	ANNUAL BUDGET
<b>OPERATING EXPENSES</b>								
REPAIRS & MTNCE	500.00	24.54	(500.00)	2,500.00	120.36	(2,500.00)	0.67	6,000.00
UTILITIES	15.00	24.54	9.54	75.00	120.36	45.36	0.67	180.00
<b>Total Operating Expenses</b>	<b>\$ 515.00</b>	<b>\$ 24.54</b>	<b>\$ (490.46)</b>	<b>\$ 2,575.00</b>	<b>\$ 120.36</b>	<b>\$ (2,454.64)</b>	<b>0.02</b>	<b>\$ 6,180.00</b>



# Local Government Solutions & Services Technical Proposal for City of Tallulah



# Executive Summary



To deliver Local Government Solutions that provide quality, professional services at all levels while enhancing public safety, economic development, and the general welfare of the community.

Governments today are facing challenges like never before. The Institute for Building Technology and Safety (IBTS) delivers transparent solutions and benefits that meet those challenges head on. Projects move at a quicker pace, contractors experience less down time and government offices are more efficient and less stressful once clients implement IBTS's services. Jurisdictions collaborate with IBTS to deliver stronger, smarter and safer communities.

IBTS has developed solutions for jurisdictions that are in need of professional, timely and cost efficient services. These services were developed to assist jurisdictions create, implement, and operate building code department services, permitting, flood plain management services, and ancillary support services such as property maintenance and zoning enforcement inspections.

These services are designed to help reduce government risk for non-compliance, remain economical, and maintain government autonomy. This proposal offers solutions to these needs. IBTS will deliver these solutions that are easy to follow, substantially reduce the risk of non-compliance, and implement self-sustaining services that can free up valuable budgetary resources.

We are delighted that you are considering IBTS, a non-profit organization with over 40 years of experience in delivering proven services, to partner with, improve customer service levels, reduce expenses and provide citizens a streamlined community development processes. Communities benefit by having professional services delivered by Master Code Professionals and Certified Building Officials that protect their interests and focus on building safety.

By utilizing an IBTS Building Official, jurisdictions don't have to worry about the extra administrative and human resource efforts and paperwork associated with new staff. This allows the delivery of Building Code Department services without all the burden of management of that staff.

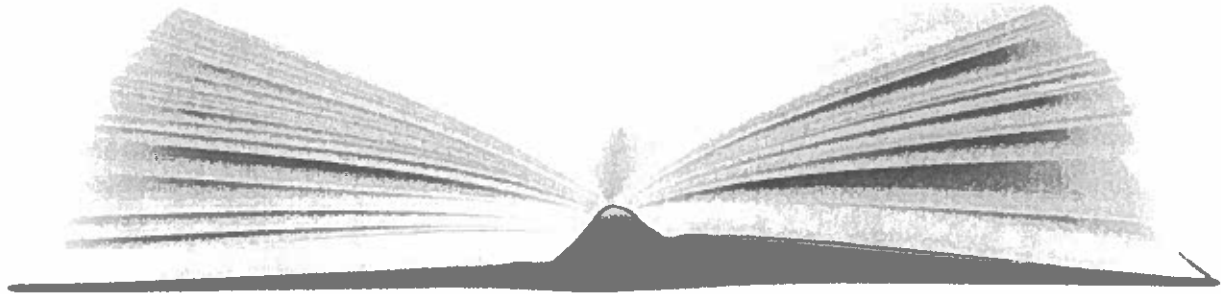
The following solutions presented in this proposal will meet the needs of the region and individual jurisdictions now, as well as the future and with positive impacts for years to come.

Sincerely,

Larry Walters, CBO, CFM, Louisiana Branch Manager

## About IBTS

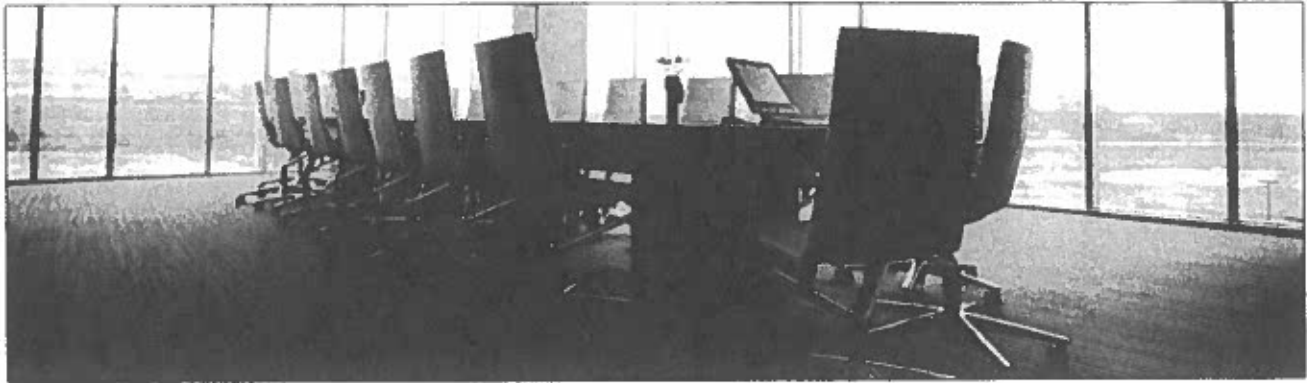
*Many times we are asked,  
“Why a non-profit?”  
Here is our story.*



During a 1996 needs assessment, the National Conference of States on Building Codes and Standards (NCSBCS), along with the Council of State Governments (CSG) and the National Governors Association (NGA), realized a lack of resources in the building codes and public safety field. As federal, state, and local governments underwent downsizing, many jurisdictions were struggling to efficiently and cost-effectively enforce building codes.

From this need, the Institute for Building Technology and Safety was born. Originally called the “States’ Institute for Building Technology and Safety” at its inception in 1997, the name changed prior to becoming operational in 2000 in an effort to represent the Institute’s commitment to both local and state government. Established as a 501(c)(3) non-profit organization, IBTS was tasked with undertaking contract, grant, and cooperative agreement work on behalf of government entities throughout the nation. Soon thereafter, the National Association of Counties (NACo), followed by the National League of Cities (NLC) and the International City/County Management Association (ICMA) joined CSG and NGA in having representatives on the IBTS Board of Directors.

Today, IBTS is headquartered in Ashburn, Virginia, with branch offices in Louisiana, Oklahoma, Texas, Missouri, Kansas, Washington D.C., and New York. IBTS provides services to federal, state, regional, and local governments as well as private companies. Currently we have 346 employees across the United States providing services as program managers, HR managers, municipal service managers, I.T. professionals, payroll professionals, disaster management experts, engineers, architects, building officials with over 800 certifications from ICC, certified LEED and energy star professions, smart growth and sustainable communities planners, regulatory specialists, financial analysts and fraud investigators, and government contract managers.



## IBTS Board of Directors

The IBTS Board of Directors represents local governments and assures that IBTS focuses on the citizens that make up your community. Each representative brings a unique and distinctive insight into issues that are facing jurisdictions, guiding IBTS into developing timely, efficient, and cost effective solutions to those issues.



**Victoria A. Reinhardt**  
**Chairman**  
Ramsey County Board of Commissioners  
Ramsey County, MN



**Brenda M. Gergeron, Esq.**  
**Vice Chairman**  
*Deputy Commissioner*  
State of CT Division of Emergency Management and Homeland Security  
Department of Emergency Services and Public Protection



**OD Harris**  
**Board Member**  
City Council Member  
Chandler, AZ



**Krista Lillis, AICP**  
**Board Member**  
*Senior Program Manager, Energy and Sustainability*  
Office of Facilities Maintenance and Management  
Division of Capital Asset Maintenance and Management  
Commonwealth of Massachusetts



Noel Bernal  
 Board Member  
 County Manager  
 Adams County, CO

## IBTS Capabilities

IBTS ensures delivery of quality, cost effective services that do not sacrifice safety, performance, transparency, or ethics. IBTS staff uses accepted best practices in project management, engineering, and administration of services. Jurisdictions have come to rely on the efficiencies generated by IBTS-streamlined approaches.

With core capabilities in providing technical and administration building code department services, as well as many other activities associated with the building code department operations, services that IBTS delivers include:

- Building Code Department Services
- Flood Plain Management Services
- Storm Water Services
- Energy Efficiency Services
- Green and LEED for Homes Certifications
- Contractor Licensing Services
- Public Works Management
- Construction Management
- CDBG and EECBG Grant Services
- Military Housing Services
- HUD Manufactured Housing Services
- Code Training Programs
- Compliance Risk
- Fire Review and Inspection Services
- ADA/ADAAG Services
- Complete City Services

*"I am writing this email to give my wholehearted endorsement to IBTS to handle any program associated with construction and building codes..."*

*Their leadership always delivered timely on promises, and they were a huge part of the success of implementing enforced building codes as quickly as the state accomplished. I would not hesitate to call on IBTS to assist in any programs in the recovery of our state...*

*They are organized and more importantly, they genuinely care about our citizens..."*

**Randy Noel, Chairman  
 Louisiana State Uniform Construction Code  
 Council**

IBTS is a nationwide company that is big enough to handle the services required for a regional approach, yet nimble enough to respond quickly to any individual jurisdiction needs that may arise. IBTS manages projects of all sizes and scopes. Current clients for IBTS services include:

- Scores of jurisdictions in Texas, Louisiana, Georgia, Kansas, Missouri, Oklahoma, Virginia, Maryland, and Washington D.C. covering over 10,000 permits a year
- Dozens of military bases for thousands of homes and ancillary buildings
- Complete city services in the City of Central, Louisiana and City of Guymon, Oklahoma
- HUD's manufactured housing construction program
- Quality assurance and inspections on the D.C. Metrorail's \$15 million expansion
- CDBG construction management services in



Galveston and Houston, Texas

- Emergency First Responders in New York and Louisiana
- Implementation of FEMA's NFIP/CRS program for numerous cities

## Project Key Staff

It's the Operational Team who will be responsible for the oversight and actual day-to-day operations of the regional building code department. IBTS's Building Department Services group, currently on the ground in the City of Tallulah area, will be involved in the implementation and will meet with all jurisdictions to deliver services and the occasional meetings, as needed, for status reports.

### *Your operations team for Local Government Solutions*

#### Larry Walters, Louisiana Branch Manager



Larry Walters will provide direction and oversight for all service operations.

Larry will also ensure that the City and its citizens are satisfied with all IBTS services by closely monitoring workflow, staffing, and budgets. Larry brings vast depth of knowledge and a great understanding of local government services and expertise as a guide for the operations team.

Larry is an ICC Certified Building Official and Certified Flood Plain Manager with an astute eye for project detail, design specifications, and plan reviews. Further, he has considerable experience providing oversight and inspections to determine compliance with state and local regulations. Larry excels in assisting governments review projects and makes sure the requirements and regulations are reviewed on a timely basis and changes are documented for clarity and historical value.

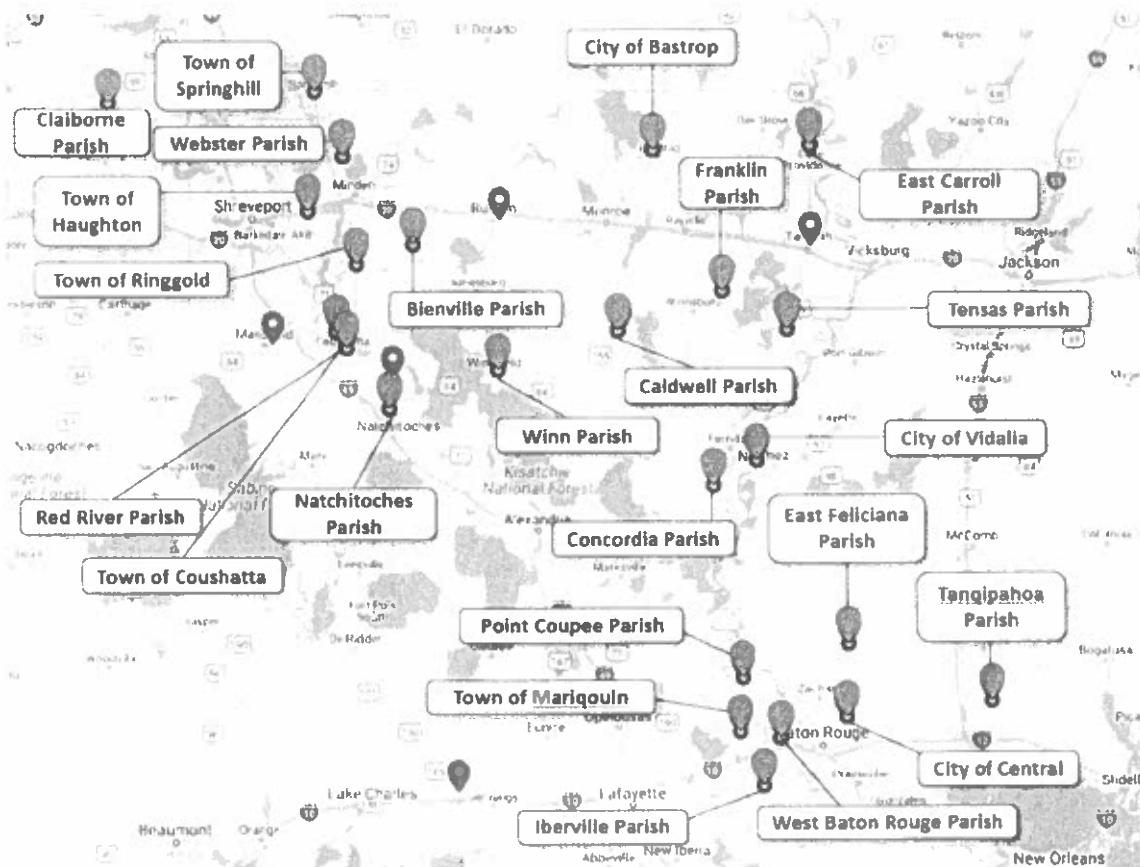
Larry's career began in 1992 doing construction management of design/build water and sewer systems. He has designed stadiums, arenas, community centers, schools, jails, courthouses, multi-story offices, and multi-family residential projects. In the civil arena, he has designed water distribution systems, elevated water storage tanks, sewer collection and treatment systems, fire protection systems, street overlays and reconstruction, parking lots, and storm sewer systems.

#### Bobby Neal, CBO, Inspector

Bobby Neal will be directly responsible for performing the technical work, including plan reviews, inspections, and any code conflicts or interpretation issues, as well as for monthly reporting on project progress, coordination of activities, data collection, and records management.

#### Royce Welch, CBO, Inspector

Royce Welch will be directly responsible for performing the technical work, including plan reviews, inspections, and any code conflicts or interpretation issues, as well as for monthly reporting on project progress, coordination of activities, data collection, and records management.



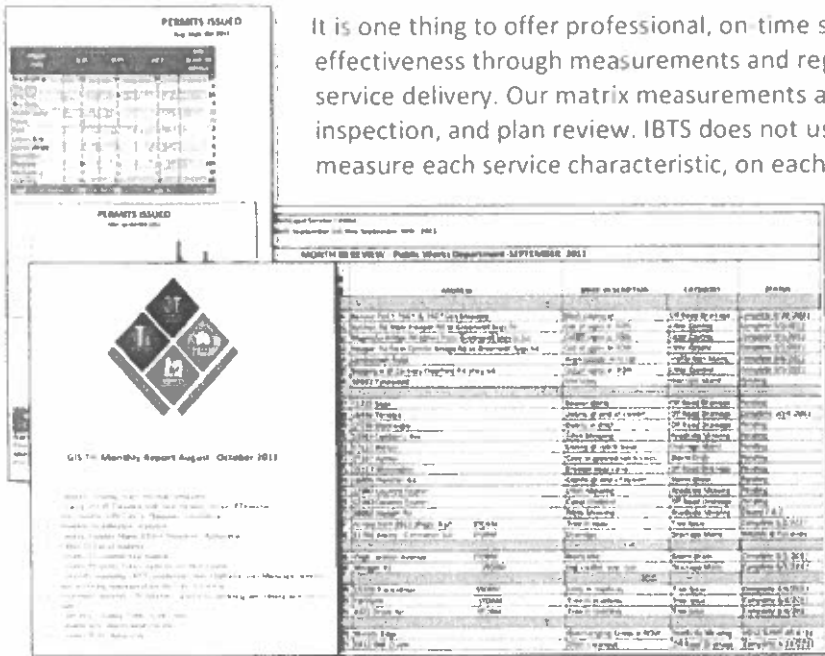
Map. 1 IBTS Louisiana Service map

## Regional Solutions

IBTS understands the need for regional solutions from a great deal of experience. After Hurricanes Katrina and Rita, Louisiana’s Building Code Departments were inundated with plan reviews and inspections. Some areas, such as New Orleans, were experiencing a six to eight week backlog for plan reviews and three to four week backlog for inspections. IBTS was able to help these Louisiana jurisdictions manage the enormous requests generated from mandated building code requirements. IBTS implemented solutions that encompassed three regional building code departments that are self-sustaining and still operational to this day.

Below are regional solutions that IBTS has developed specifically for your jurisdiction. Each type of service proposed below will have a common basic flow while specific *jurisdiction* requirements, such as permit fees, impact fees etc., will be tailored to each locale. Each solution is designed to be effective on a regional basis, yet is flexible enough to restrict approval authority and provide financial autonomy for each jurisdiction.

IBTS designs each solution to deliver the highest level of customer service at the best possible price. IBTS solutions provide exceptional delivery, reporting, and transparency within each service type.



It is one thing to offer professional, on time services; however, IBTS will prove effectiveness through measurements and reports that demonstrate exemplary service delivery. Our matrix measurements are monitored on each and every permit, inspection, and plan review. IBTS does not use sampling programs to measure; we measure each service characteristic, on each permit.

All services listed are designed to be delivered in an “a la carte” fashion with IBTS providing augmentation of existing services, development of services and or operation of services. Understanding that each jurisdiction’s needs are different, IBTS can augment your existing staff, or operate the services. If your jurisdiction needs a department to be developed, IBTS can also accommodate those needs under this proposal.

Fig. 1 Measurable Reporting and Reliable Reporting

## Building Department Solutions

IBTS has developed the following approach to services that can begin within 30 days after service agreement award. The approach was developed based on past experiences, IBTS’s review of administrative and revised codes, as well as other federal and local requirements.

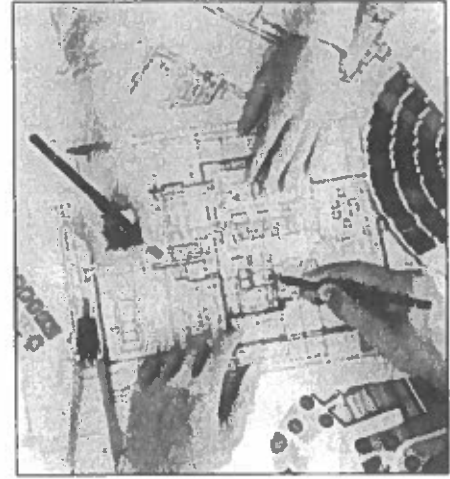
### Permit Applications

Citizens/contractors may go to each jurisdiction’s government offices to apply for a permit and submit the requirement documentation for the permit. They may also choose to register online with IBTS’s software and apply from the comfort of their home or office. In either case, a local jurisdiction staff member will enter and/or review the submitted information, receive the payment, and submit to IBTS for review. Notifications are sent immediately to IBTS staff that plan reviews are pending.

## Plan Reviews

IBTS staff will conduct all of the necessary plan reviews to check for compliance with federal, state, and local requirements. Because we deploy multi-certified and cross-trained staff, plan review services selected by each jurisdiction are conducted concurrently. This improves review times and decreases permitting delays. The following presents the types of reviews (commercial and residential) that can be conducted, if so selected by each jurisdiction:

- |   |  |
|---|--|
| <input type="checkbox"/> Building Codes   | <input type="checkbox"/> Accessibility               |
| <input type="checkbox"/> Electrical Codes | <input type="checkbox"/> Flood Determinations        |
| <input type="checkbox"/> Plumbing Codes   | <input type="checkbox"/> Landscape/Land Use/Lighting |
| <input type="checkbox"/> Mechanical Codes | <input type="checkbox"/> Fire Codes                  |
| <input type="checkbox"/> Energy Codes     | <input type="checkbox"/> Other Local Requirements    |



IBTS guarantees that residential plan reviews will be completed in less than five business days and non-complex commercial plan reviews will be completed in less than 10 business days. Complex commercial projects, such as hospitals, prisons, and schools, are custom-quoted once plans are received and evaluated. In most instances, complex jobs are reviewed within 20 business days.

## Permit Approvals & Issuance

Once plans are approved, IBTS will indicate approval in the software system. The system in return immediately notifies the jurisdiction that a permit is ready for issuance. Therefore, authority to issue permits remains with each jurisdiction and can be held for issues or concerns. This provides the opportunity to hold final issuance for any reason the jurisdiction may deem necessary.



## Inspections

Once the project is under construction, IBTS will provide inspections on the project, based upon the structure type and occupancy. More inspections will be required on a hospital than a residence. Therefore, IBTS will provide each contractor with a direct phone number to the inspector in order to schedule the inspections or inspections can be requested via fax request or on the web-based permitting solution.

Inspections will be conducted on a next business day basis, with the expectation of concrete pours and emergency inspections such as damaged meter bases and storm damages. These are handled immediately on a case-by-case basis.

Below is a listing of the types of inspections that may be conducted on structures, depending upon the type, design, and use of the structure. This list is not exhaustive, additional inspections are added as projects require and services dictate. Inspections that may be conducted include:

Foundation/Footings	Building Final
Pier and Beam	Mechanical Final
In Ground Electrical	Electrical Final
In Ground Plumbing	Plumbing Final
Slab Pours	Temporary To Permanent Power
Temporary Electrical Pole	Testing
Building Rough-In	Special Inspections
Mechanical Rough-In	Occupancy Inspections
Electrical Rough-In	Zoning Setback
Plumbing Rough-In	Landscape/Lighting
Energy	Storm Water Controls
Fire Resistant Inspections	Elevation Certificates
Insulation	Site Postings

## Certificates of Occupancy

After the final inspection, or the Certificate of Occupancy (CO) inspection, is completed, IBTS will upload and document all the results and reports from the inspections. IBTS will then approve the CO for issuance and the software will notify the jurisdiction that a CO is ready to be issued. The jurisdiction at that time, just like the permit, has the authority to withhold that CO for any reason they deem necessary. This provides each jurisdiction with ultimate control of allowing the occupancy of that structure.


### Certificate of Occupancy

City of Santa Clarita  
Building and Safety Division


Pursuant to Santa Clarita Municipal Code Titles 16, 18, 20 and 21, this certificate shall be issued only if the referenced building or portion thereof has been inspected and found to be in compliance with the requirements of said code and any the ordinances of the City of Santa Clarita regarding building construction and use.

Effective Date: November 01, 2015

Building Address: 5117 GERRARD WAY	Building Permit Number: 2015-00000
Primary Use: RESIDENTIAL	Building Owner: M. LINDA LEE 1818 HANLEY AVENUE
Occupancy Type/Code: S-1 V-B	Owner Address: 16177 FERRAND WAY
Total Floor Area (sq ft): 800	SAVANA LAGUNA, CALIFORNIA
Fire Sprinklers Installed: <input type="checkbox"/>	Area (sq ft): 800
Use: RESIDENTIAL - SINGLE-FAMILY	Occupancy Group: A-3



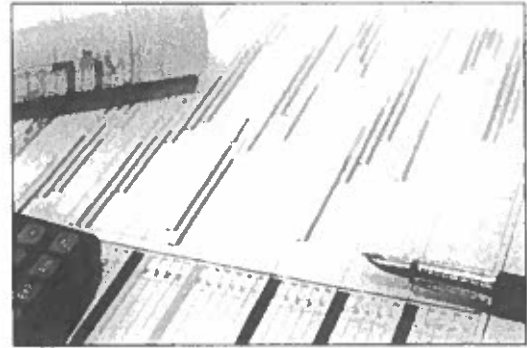
Building Inspector



City Building Official

## Reporting

IBTS will provide to City of Tallulah monthly reporting of all activities. This will provide each client with a sense of project status and activities in their area. Reports can be custom tailored to the client's needs and even exported to excel worksheets for import into the city's financial software.



## Ordinances and Public Bulletins

Citizens will have questions about these new services, for which IBTS will prepare and make available all the necessary ordinances and bulletins to provide information to developers, contractors, and citizens that are working on projects. Sample, draft bulletins have been provided in a separate document for City of Tallulah's consideration and review.

# GOVmotus™

Powered by 

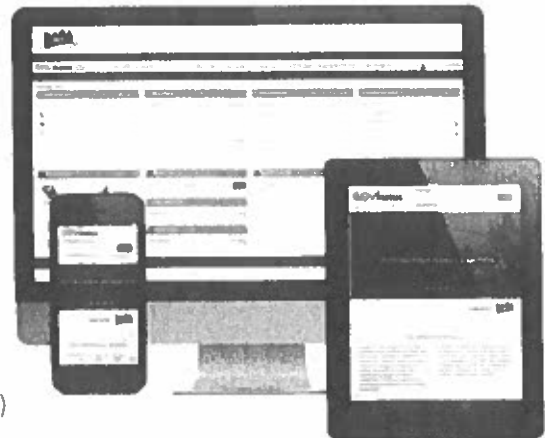
IBTS will also prepare, as needed, Public Bulletins and Permitting Guide for handing out to citizens for information. GOVmotus™ Permitting Software

If selected to provide complete building department services, IBTS will use its proprietary permitting software (GOVmotus™), to keep track of all the permit applications, permits, plan review notices, inspection reports, certificates of occupancy, certificates of completion, and other supporting forms and pictures. GOVmotus™ is a web-based permitting system that has the following features and benefits:

- Online Applications
- Online Permit Payments
- Online Permit Tracking

**The GOVmotus™ system provides automatic email and text message notification/alerts when:**

- The Permit Application s Submitted
- Payments are Received
- Plan Reviews Are Completed
- Permits are Issued (along with the permit being provided)
- Inspection Results And Reports Are Complete
- Certificates Of Occupancy Are Issued



**The citizens/contractors can use the GOVmotus™ portal to:**

- Use Credit Cards/Debit Cards to Pay for Permits
- Upload Drawings, Specifications And Attach to the Application

- Request Inspections
- Print Receipts, applications, Permits, Inspection Reports and Certificates of Occupancy
- Review Planning and Zoning Approvals
- Review Elevation Certificates,
- Review Engineering Approvals
- Upload Elevation Certificates and Other Floodplain Documents

**Some of GOVMOTUS's beneficial features are:**

- Accessible Anywhere in the World With Access to the Internet
- User Role Based Functionality
- Provides Transparent Checks And Balances to Prevent Abuse
- Tracks Users and their Activities in the System
- Live, Real-Time Reporting
- City Staff Will Be Given Access for Transparency and Accountability
- Access to all Documents Attached to the Permit

IBTS Technology Services Department will work closely with each jurisdiction to develop the necessary links from their respective websites to GOVMOTUS™ so that citizens and contractors alike can easily access the permitting system. City of Tallulah will utilize unique usernames and password logins to the GOVMOTUS™ system. This, in return, creates specific “user roles” inside GOVMOTUS™. Once activities are entered into the permitting system, and the next action is needed to the permit can advance to the next step, the system automatically notifies the person in that “role” that action is needed.

An example would be that once the local jurisdiction permit tech has accepted all the proper paperwork and documentation, they will click on the “submit” button. The system then automatically notifies the plan reviewers that a permit application is pending and awaiting their reviews.



*Fig. 3 Effective Mobil Notifications*

Also, each time a critical milestone is completed in the process, automatic email and text message notifications are sent. The automatic notification feature is completely voluntary and not a requirement.

Financial autonomy controls are in place to ensure that each jurisdiction maintains complete control and insight into the accounting. Credit card processing can be established so that it is handled by the jurisdiction’s methods or from within IBTS’s credit card processing system.



**Service Agreement**

**between**

**INSTITUTE FOR BUILDING TECHNOLOGY AND  
SAFETY**

**and**

**CITY OF TALLULAH**

**LOUISIANA**

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, CITY OF TALLULAH, hereinafter referred to as the "Jurisdiction", with an address at 204 North Cedar St, Tallulah, LA 71282, and the Institute for Building Technology and Safety, headquartered at 45207 Research Place, Ashburn, VA, 20147, hereinafter referred to as "IBTS," do hereby enter into this Service Agreement under the following terms and conditions.

**WITNESSETH**

WHEREAS, IBTS is a nonprofit organization whose purpose is to assist local jurisdictions by delivering quality services that meet the challenges of governance at all levels while enhancing public safety, economic development and the general welfare of the community; and

WHEREAS, the Jurisdiction desires to participate in the regional services offered by IBTS.

NOW THEREFORE, in consideration of the above, IBTS and the Jurisdiction hereby enter into this Service Agreement and agree as follows:

**1.0 DEFINITIONS**

"Services" refers to the current services offered by IBTS to the Jurisdiction under this Service Agreement. The Services include Building Department Services, Floodplain Services, Accessibility Code Services, Fire Code Services, Storm water Services, Energy Management & Green Building Services, Planning & Zoning Services and Property Maintenance Services; other services may be set forth herein.

"Service Agreement" refers to this Professional Local Government Services Agreement entered into by the Jurisdiction and IBTS that define specific services to be delivered by IBTS to the Jurisdiction.

"Applicant" refers to any individual, business or organization applying for building code department permits and/or services from the Jurisdiction and paying certain fees for those permits and/or services.

**2.0 CUSTOMER SERVICE**

Should an issue arise for the Jurisdiction with delivery of the Services by IBTS, the Jurisdiction shall notify IBTS and work directly with IBTS to resolve the issue within thirty (30) days. Should the issue remain unresolved after thirty (30) days, the Jurisdiction can seek further resolution, including cancelation of this Service Agreement between the Jurisdiction and IBTS based upon the terms of this Service Agreement.

**3.0 SERVICE SELECTION**

The full scope of services offered by IBTS found in this Service Agreement are listed as attachments to this Service Agreement. The Jurisdiction hereby selects to implement the services identified below by initialing beside each Service it desires to use:

- \_\_\_\_\_ : Building Code Department Services & Fees, Attachment A
- \_\_\_\_\_ : Flood Plain Services & Fees, Attachment B
- \_\_\_\_\_ : Accessibility Code Services & Fees, Attachment C
- \_\_\_\_\_ : Fire Code Review & Inspection Services & Fees, Attachment D
- \_\_\_\_\_ : Storm water Services & Fees, Attachment E
- \_\_\_\_\_ : GOVMOTUS® Permitting Software & Fees, Attachment F (Reserved for Future Use)
- \_\_\_\_\_ : Energy Management & Green Building Services & Fees, Attachment G

- \_\_\_\_\_ : Planning & Zoning Services & Fees, Attachment H
- \_\_\_\_\_ : Property Maintenance Services, Attachment I
- \_\_\_\_\_ : Building Code Ordinance – Draft Attachment J (Reserved for Future Use)

#### 4.0 CHANGES AND ADDITIONAL SERVICES

The Jurisdiction may request addendums to the Services outlined in the following attachments so that additional Services not currently described can be added. Examples of addendums that can be included are specialty services, such as Contractor Licensing Services, Business Licensing Services, Public Works Inspections, and other services as needs are identified and documented by IBTS and or Jurisdiction. If any such change causes an increase or decrease in the cost of or in the time required for performance of this Service Agreement, IBTS shall notify Jurisdiction in writing immediately. IBTS and the Jurisdiction will negotiate the new terms and modify this Service Agreement as described in Section 12.0 – Agreement Modification.

#### 5.0 USE OF REGISTERED TRADEMARKS

IBTS and the Jurisdiction give mutual permission to each other to utilize each other’s registered trademark and/or logos in all marketing materials, advertisements and public documents pertinent to the Scope of Services described in the attachments as long as this Service Agreement remains in effect.

#### 6.0 FEE COLLECTION:

The Jurisdiction agrees to either a rebate or invoice process as initialed below. The Jurisdiction understands that citizens will be making payment for Services directly to either IBTS or the jurisdiction and the remittance of fees will be according to the below Rebate Terms or Invoice Terms.

##### \_\_\_\_\_ : **REBATE TERMS**

IBTS will collect all the fees for all Services as described in the attachments, with the exception of Property Maintenance Services. IBTS will retain fees for its services and rebate all permit fees to jurisdiction with a report of activity to the Jurisdiction. Reports will include the appropriate permit fee rebates.

Jurisdiction will be responsible for collecting all fees, fines and violations associated with Property Maintenance services. IBTS will invoice the Jurisdiction on a monthly basis for Property Maintenance Services provided.

##### \_\_\_\_\_ : **INVOICE TERMS**

Jurisdiction will collect all the fees for all Services as described in the attachments, including Property Maintenance Services. The Jurisdiction will retain permit fees only for its services, and IBTS will invoice the Jurisdiction and will include a report of activity to the Jurisdiction.

The Jurisdiction will be responsible for collecting all fees, fines and violations associated with Property Maintenance services. IBTS will invoice the Jurisdiction on a monthly basis for Property Maintenance Services provided.

#### 6.1 PAYMENT TERMS AND PROCESS

**Rebate Process** – if the above Rebate Process has been selected by the Jurisdiction, IBTS will utilize its existing credit card processing system, which includes acceptance of e-payments, to receive all fees associated with services provided to Jurisdictions. IBTS will collect payment of fees from the Applicant for appropriate services and will retain certain fees for its services and report activity to the Jurisdiction. IBTS agrees to pay all credit card and other

banking or financing fees required in the transaction of, use of, maintenance, and other fees associated with the processing of transactions with a credit card account.

Permit Fees collected by IBTS will be rebated to the Jurisdiction to cover their expenses to administer the permit process. IBTS will make rebate payments to each Jurisdiction for permit fees collected during the permitting process. Within thirty (30) days, IBTS will rebate to the Jurisdiction all permit fees collected by IBTS; however, for Occupancy Certificates or where releases are necessary, such as with the connection of utilities, IBTS will provide the rebate within thirty (30) days following the completion of all inspections and the issuance of the permit or releases.

**Remittal Process** - If the Jurisdiction elects the Remittal Process, the Jurisdiction will collect payment of fees from the Applicant and deliver to IBTS at the end of each week a report of the permitting activity along with payment of IBTS's fee. A report describing all transactions will include the permit number, permit type, permit category and the date of the permit.

**Jurisdiction's Permit Fees** – IBTS has provided suggested permit fees in the attachments to this Service Agreement. Each Jurisdiction will establish these permit fees for each permit type shown in the attachments to this Service Agreement. The Jurisdiction's established fees may vary from the suggested permit fees included in Attachment A; however, all fees along with all other plan review, inspection, flood review, handling and other fees required for the Service, shall be paid to the fee collector at the time the Applicant submits the permit application.

## **7.0 TERM OF AGREEMENT**

This Service Agreement term shall begin on \_\_\_\_\_, 2022, and shall end on \_\_\_\_\_, 2024. The Jurisdiction may terminate or renew this Service Agreement by providing a 90-day written notice of termination or desire to renew to IBTS in advance of the expiration date of \_\_\_\_\_, 2024. After the expiry date of this Service Agreement, the agreement and all subsequent amendments will automatically renew and be extended for two-year periods until either the Client or IBTS terminates this Service Agreement by providing a ninety (90) day written notice of termination. During the term of this Service Agreement, the Jurisdiction agrees to use IBTS as its exclusive provider of the Services selected. Prior to the start of each two-year extension, the rate of compensation and the handling fees will be negotiated as appropriate.

## **8.0 TAXES**

IBTS is responsible for payment of all applicable taxes on the funds it receives as compensation for Services provided under this Service Agreement. IBTS's Federal Tax Identification Number is 54-1963889.

## **9.0 JURISDICTION-FURNISHED RESOURCES**

The Jurisdiction shall appoint a Program Manager to coordinate the Services for this Service Agreement. The assigned Program Manager shall be the principal point of contact on behalf of the Jurisdiction and will be the principal point of contact for IBTS concerning performance under this Service Agreement.

The Jurisdiction will pass ordinances to require fees, plan reviews, permits, inspections and code compliance by IBTS and establish enforcement mechanisms that shall be in accordance with federal and state law. The Jurisdiction agrees to enforce the requirement and take administrative and legal action to enforce compliance with those ordinance requirements. IBTS shall comply with those ordinance requirements in the provision of Services to the Jurisdiction.

The Jurisdiction will provide IBTS field inspector with a location, from time to time, for coordination with the Jurisdiction personnel, filing reports and assisting citizens. If the Jurisdiction is providing permit issuance

assistance, one of the Jurisdiction's personnel will handle the permits and receive the plans for review. The Jurisdiction shall also permit IBTS to use its printer or copier as necessary to support third party services.

#### **10.0 IBTS-FURNISHED RESOURCES**

IBTS will be fully responsible for its staff and all of its staff's needs including but not limited to automobile, mileage, housing, per diems, cell phones, laptop computers and appropriate software, code books, safety equipment, tools for inspections, and certification costs.

#### **11.0 TERMINATION FOR CAUSE**

The Jurisdiction may terminate this Service Agreement for cause based upon the failure of IBTS to comply with the terms and/or conditions of this Service Agreement, provided that Jurisdiction shall give IBTS written notice specifying the IBTS's failure and an opportunity to cure the failure. If within thirty (30) days after receipt of such notice, IBTS shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then Jurisdiction may seek services from another source.

#### **12.0 AGREEMENT MODIFICATION**

No amendment or variation of the terms of this Service Agreement shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in this Service Agreement is binding on any of the parties.

#### **13.0 INDEMNIFICATION**

IBTS hereby agrees to indemnify and hold harmless the Jurisdiction against any and all liability, claims, suits, losses, costs and legal fees caused by, arising out of, or resulting from any negligent act or omission of IBTS in the performance and/or failure to perform within this Service Agreement, including the negligent acts or omission of any subcontractor or any direct or indirect employees of IBTS or its subcontractors.

#### **14.0 LIMIT OF LIABILITY**

*To the fullest extent permitted by law, the total liability, in the aggregate, of IBTS, IBTS's officers, directors, partners, employees, agents, and contractors, to owner, and anyone claiming by, through, or under owner for any claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way related to this Agreement, from any cause or causes, including but not limited to negligence, professional errors and omissions, strict liability, breach of contract, or breach of warranty, shall not exceed the total compensation received by IBTS hereunder.*

#### **15.0 CONFIDENTIALITY**

All financial, statistical, personal, technical and other data and information relating to the Jurisdiction's operations which are designated confidential by the Jurisdiction and made available to the IBTS in order to carry out this Service Agreement, or which become available to IBTS in carrying out this Service Agreement, shall be protected by IBTS from unauthorized use and disclosure through the observance of the same or more effective security requirements as are applicable to the Jurisdiction. IBTS shall not be required to keep confidential any data or information that are or become publicly available, are already rightfully in IBTS's possession, are independently developed by IBTS outside the scope of this Service Agreement or are rightfully obtained from third parties.

The Jurisdiction agrees that its staff and agents may become aware of IBTS intellectual property or information protected as trade secret such as business processes and procedures. The Jurisdiction agrees that it will not discuss with outside parties any information protected accordingly. The Jurisdiction shall not be required to keep confidential any data or information that are, or become publicly available, are already rightfully in the Jurisdiction's possession, are independently or are rightfully obtained from third parties.

At all times in the duration of this Service Agreement, Jurisdiction owns and will have the right to all data including inspection and plan review information, information bulletins, forms, and other related technical material resulting from this effort. However, IBTS will retain intellectual rights on the forms and procedures, training, material, management systems, and IT system it develops for Jurisdiction for use in other business areas so long as the confidentiality of Jurisdiction data and information is not compromised. IBTS will maintain records of the information related to the building code services it performs.

## **16.0 SUBCONTRACTORS**

IBTS may, with prior notice to Jurisdiction, use consultants or staff provided by a subcontractor. In such case, IBTS will be fully responsible for the work completed by the consultant and staff provided by a subcontractor to IBTS for this project. In no event shall the existence of a subcontract operate to release or reduce the liability of IBTS to the Jurisdiction for any breach in the performance of IBTS's duties.

All IBTS staff members, as well as consultants or staff provided by a subcontractor who will provide construction code enforcement services as an inspector or plan reviewer, shall register as third party providers with the Louisiana State Uniform Construction Code Council.

## **17.0 NON-SOLICITATION OF EMPLOYEES**

The parties recognize and agree this it is important to encourage staff retention for each party and to minimize cost impacts to the program hereunder; as such, neither party shall knowingly solicit for hire the other's employees assigned to this project for the period of this Service Agreement and six months thereafter. This shall in no way, however, be construed to restrict, limit, or encumber the rights of any employee granted by law, nor shall not in any way restrict either party from hiring employees who respond to advertisements or make independent inquiries for employment but in no event shall such employee be put to work on this specific program by the hiring party.

## **18.0 COMPLIANCE WITH CIVIL RIGHTS LAWS**

IBTS agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, and the Age Act of 1975. IBTS further agrees to abide by the requirements of the Americans with Disabilities Act of 1990. IBTS agrees not to discriminate in its employment practices and will render services under this Service Agreement without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, or political affiliation. Any act of discrimination committed by IBTS, or failure to comply with these statutory obligations when applicable, shall be grounds for the termination of this Service Agreement.

## **19.0 CODE OF ETHICS**

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

## **20.0 INSURANCE**

- a. IBTS Insurance. IBTS shall submit evidence of insurance to the Jurisdiction and will add the Jurisdiction as an "additional insured party" on IBTS's Commercial General Liability and Automobile Liability policies. Said policies shall not hereafter be cancelled, permitted to be expire, or be changed without thirty (30) days' written notice in advance to the Jurisdiction. Insurance shall be placed with insurers with an A.M. Best's financial strength and size category rating of no less than A-VI. This rating requirement shall be waived for Worker's Compensation coverage only.

- b. Worker's Compensation Insurance. IBTS shall maintain, during the life of the Service Agreement, Workers' Compensation Insurance for all of the IBTS employees. In case any work is sublet, IBTS shall require the Subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by IBTS. In case any class of employees engaged in work under the Service Agreement is not protected under the Workers' Compensation laws, IBTS shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation laws.
- c. Commercial General Liability Insurance. IBTS shall maintain, during the life of the Service Agreement, such Commercial General Liability Insurance which shall protect IBTS, the Jurisdiction and any subcontractors during the performance of work covered by the Service Agreement from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Service Agreement, whether such operations be by IBTS staff or by a subcontractor, or by anyone directly or indirectly employed by either of them. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and liability, with combined single limits of \$1,000,000.
- d. Automobile Insurance. IBTS shall maintain, during the life of the Service Agreement Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the Service Agreement to be performed thereunder, unless such coverage is included in insurance elsewhere specified.
- e. Umbrella/Excess Liability. IBTS shall maintain Umbrella/Excess Liability Insurance in an amount not less than \$5,000,000 each occurrence and in the aggregate.
- f. Professional Liability Insurance. IBTS shall maintain Professional Liability Insurance in an amount not less than \$1,000,000 each claim and in the aggregate.

## 21.0 NOTICES

All contractual notices shall be addressed to:

**Institute for Building Technology and Safety (IBTS)**  
 Attn: Contracts  
 45207 Research Place  
 Ashburn, VA 20147  
[Legal@ibts.org](mailto:Legal@ibts.org)

CITY OF TALLULAH MAYOR  
 Attn: Honorable Mayor Charles Finlayson  
 204 North Cedar St.  
 Tallulah, LA 71282  
[mayorfinlayson@tallulah-la.gov](mailto:mayorfinlayson@tallulah-la.gov)

All technical notices shall be addressed to:

**Institute for Building Technology and Safety (IBTS)**  
 Attn: Larry Walters/Louisiana Branch Manager  
 3470 Industrial Dr.  
 Bossier City, LA 71112  
[LWalters@ibts.org](mailto:LWalters@ibts.org)

CITY OF TALLULAH MAYOR  
 Attn: Honorable Mayor Charles Finlayson  
 204 North Cedar St.  
 Tallulah, LA 71282  
[mayorfinlayson@tallulah-la.gov](mailto:mayorfinlayson@tallulah-la.gov)



**22.0 SEVERABILITY**

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

**23.0 ORDER OF PRECEDENCE**

This Service Agreement shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of this Service Agreement and its amendments, and second priority shall be given to the provisions of the IBTS Scope of Services as described in the following Attachments and any amendments.

**24.0 GOVERNING LAW**

This Service Agreement shall be governed by and construed in accordance with the laws of the State of Louisiana, without giving effect to any conflicts of laws principles. Any lawsuits arising out of this Service Agreement shall be filed in the appropriate State Court of competent jurisdiction located within the State of Louisiana.

**25.0 COMPLETE AGREEMENT**

This Service Agreement constitutes the complete agreement and sets forth the entire understanding and agreement of the parties as to the subject matter of this Service Agreement and supersedes all prior discussions, communications and understandings in respect to the subject of this Service Agreement, whether written or oral.

*Signature Page Follows*

IN WITNESS WHEREOF, the parties have executed this Service Agreement as of this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_.

For IBTS:  
Printed Name: Joseph Balac  
Title: General Counsel & Director of  
Contracts

For Jurisdiction:  
Printed Name: Charles Finlayson  
Title: CITY OF TALLULAH Mayor

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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**SERVICE AGREEMENT**  
**ATTACHMENT A - BUILDING CODE DEPARTMENT SERVICES**

**A 1.0 BUILDING CODE DEPARTMENT SERVICES**

IBTS will provide Building Code Department Services, administration, permitting systems, plan reviews, permit approvals, certificate of occupancy approvals and electronic record keeping. Permit applicants can come to the Jurisdiction's office to get permits, submit plans for plan reviews, or for Zoning and FEMA certifications; they may also elect to apply online once IBTS has implemented its proprietary online GOVMOTUS® permitting system.

**Permit Applications**

Citizens/contractors may go to each jurisdiction's City Office or other designated location to apply for a permit and submit the required documentation for the permit. Citizens/contractors may also choose to register online with IBTS GOVMOTUS® software. In either case, a local jurisdiction staff person will enter and/or review the submitted information, receive the payment and submit to IBTS for review. Notifications are sent immediately to IBTS staff that Plan Reviews are pending.

**Plan Reviews**

As directed by the Jurisdiction, IBTS staff will conduct all of the plan reviews to check for compliance with federal, state and local building code requirements. The following presents the type of reviews (commercial and residential) that can be conducted, as selected by the Jurisdiction.

- Building codes
- Electrical codes
- Plumbing codes
- Mechanical codes
- Energy codes
- Accessibility
- Flood determinations
- Landscape/land use/lighting
- Fire codes
- Other local requirements

## Permit Approvals & Issuance

Once plans are approved, IBTS will indicate approval in the GOVMOTUS® software system. The system in return immediately notifies the Jurisdiction that a permit is ready for issuance. The Jurisdiction having authority remains in control in order to issue permits, and the Jurisdiction can hold the approval for issues or concerns. This provides the opportunity to hold final issuance for any reason the Jurisdiction may deem necessary.

## Inspections

Once the project is under construction, IBTS will provide inspections on the construction project, based upon the structure type of occupancy. IBTS will provide each contractor with a direct telephone number to the inspector in order to schedule the inspections; inspections can also be requested via fax request or on the web-based permitting solution.

## Certificates of Occupancy

After the final inspection or the Certificate of Occupancy (CO) inspection is completed, IBTS will upload and document all of the results and reports from the inspections in the GOVMOTUS® software. IBTS will then approve the CO for issuance and the software will notify the Jurisdiction that a CO is ready to be issued. The Jurisdiction at that time, just like the permit, has the authority to withhold that CO for any reason they deem necessary. This provides each Jurisdiction with ultimate control of allowing the occupancy of the structure.

## A 2.0 BUILDING CODE DEPARTMENT FEES

RESIDENTIAL FEE STRUCTURE				
ITEM	SQ.FT.	Jurisdiction Suggested Permit Fees	IBTS Plan Reviews	IBTS Inspections
New Construction	0-3,000	Suggested Permit Fees are \$50 each	\$250.00	\$625.00
	3,001-5,000		\$390.00	
	>5,001		\$490.00	
New Modular	ALL		\$150.00	\$250.00
New Addition/ Remodel	0-2,000		\$390.00	\$250.00
	2,001-5,000		\$565.00	
	5,001 >		\$765.00	
New Manufactured Housing	ALL		n/a	\$150.00
New Detached Accessory	ALL		\$165.00	\$300.00
New Portable Building	ALL		\$75.00	\$150.00
Structure Relocation (Move)	ALL	\$185.00	\$250.00	
Swimming Pool	ALL	\$165.00	\$300.00	
MISCELLANEOUS	SQ.FT.	Jurisdiction Suggested Permit Fees	IBTS Plan Reviews	IBTS Inspections
1st Re-Inspection	n/a	n/a	n/a	n/a
2nd Re-Inspection		n/a		\$90.00
3rd Re-Inspection		n/a		\$150.00
Roofing Inspection		Suggested Permit Fees are \$25 each		\$100.00
Electrical Meter Change				\$75.00

Mechanical Trade Inspection				\$75.00
Electrical Trade Inspection				\$75.00
Plumbing Trade Inspection				\$75.00
Demolition				\$75.00
Change of Occupancy				\$75.00
Change of Contractor				n a
Permit Extensions				n a
Decks				\$150.00
Temporary Pole				\$75.00
All Stop Work Orders		\$100.00		\$100.00
Re-Roof		\$25		n a
Flood Determination Review		n/a		\$35.00
Flood Determination Existing		n/a		\$65.00
New Construction and Addition Remodel TPP CBO Fee	ALL	n/a		\$150.00
Manufactured Home and Trade Permit TPP CBO Fee	ALL	n/a		\$85.00

COMMERCIAL FEE STRUCTURE							
GROUPS	OCCUPANCY	SQUARE FOOTAGE		JURISDICTION SUGGESTED PERMIT FEES	IBTS CODE REVIEW FEE (INCLUDES 1 REJ. REVIEW)	IBTS 3rd PLAN REVIEW	IBTS CODE INSPECTION FEE
		Minimum	Maximum				
A	ASSEMBLY	501	2,500	\$100.00	\$325.00	\$175.00	\$1,250.00
		2,501	4,500		\$575.00		
		4,501	10,000		\$1,200.00		
		10,001	50,000		\$1,700.00	\$300.00	\$2,800.00
		50,001	100,000		\$3,000.00		\$4,000.00
		100,000	300,000		\$4,250.00		\$8,500.00
		300,001 +			\$4,250 + .01 sq.ft. over 300,000		\$500.00
1-2, 1-3	HEALTH CARE, INSTITUTIONAL, OR DETENTION (Includes Limited Care & Assisted Living)	501	2,000	\$100.00	\$275.00	\$125.00	\$1,000.00
		2,001	5,000		\$525.00		\$1,500.00
		5,001	10,000		\$1,200.00		\$1,850.00
		10,001	20,000		\$1,500.00	\$200.00	\$4,095.00
		20,001	30,000		\$2,350.00		\$5,265.00
		30,001	50,000		\$3,300.00		\$7,020.00
		50,001	100,000		\$4,200.00		\$11,700.00
		1,000,001	300,000		\$5,300.00	\$325.00	\$21,000.00
		300,001 +			\$5,300 + .01 sq.ft. over 300,000		\$21,000 + .01 sq.ft. over 300,000
M & B	BUSINESS OR MERCANTILE	501	3,000	\$100.00	\$380.00	\$125.00	\$750.00
		3,001	10,000		\$750.00		\$1,755.00

		10,001	30,000		\$1,400.00		\$2,575.00
		30,001	80,000		\$2,100.00		\$4,650.00
		80,001	150,000		\$2,850.00		\$9,900.00
		150,001	300,000		\$4,500.00	\$200.00	\$14,625.00
		300,001 +			\$4,500 + .01 sq.ft. over 300,000		\$14,625 + .01 sq.ft. over 300,000
E & 1-4	EDUCATIONAL & DAYCARE	501	5,000	\$100.00	\$585.00	\$175.00	\$1,500.00
		5,001	10,000		\$950.00		\$1,875.00
		10,001	30,000		\$1,750.00		\$4,365.00
		30,001	80,000		\$2,900.00	\$300.00	\$9,945.00
		80,001	150,000		\$4,700.00		\$17,550.00
		150,001	300,000		\$7,600.00	\$43,875.00	
		300,001 +			\$7,600 + .01 sq.ft. over 300,000	\$500.00	\$43,875 + .01 sq.ft. over 300,000
F1, F2, S1, S2, & U	INDUSTRIAL OR STORAGE	501	10,000	\$100.00	\$500.00	\$125.00	\$750.00
		10,001	20,000				\$750.00
		20,001	50,000				\$1,250.00
		50,001	100,000				\$1,250.00
		100,001	200,000				\$1,250.00
		\$200,001 +			\$500 + .01 sq.ft. over 200,000		\$1,250 + .01 sq.ft. over 200,000
H1, H2, H3, H4, & H5	HIGH HAZARD	501	2,000	\$100.00	\$700.00	\$125.00	\$1,000.00
		2,001	5,000		\$1,000.00		\$1,200.00
		5,001 +			\$1,000 + .02 sq.ft. over 5,000		\$1,200 + .01 sq.ft. over 5,00
R1, R2, R3, R4, I- 1	HOTELS, DORMS, APARTMENTS, LODGING, ROOMING, & RESIDENTIAL CARE FACILITIES	501	2,500	\$100.00	\$400.00	\$150.00	\$1,500.00
		2,501	10,000		\$1,000.00		\$1,872.00
		10,001	30,000		\$1,600.00		\$4,680.00
		30,001	50,000		\$2,750.00		\$9,945.00
		50,001	150,000		\$3,500.00	\$225.00	\$17,550.00
		150,001	300,000		\$5,265.00		\$43,875.00
		300,001 +			\$5,265 + .01 sq.ft. over 300,00		\$43,875 + .01 sq.ft. over 300,00

MISCELLANEOUS FEES		
DESCRIPTION	PLAN REVIEW	INSPECTIONS
COMMERCIAL SWIM POOL	\$200	\$500
COMMERCIAL ≤500 SF	\$150	\$450
ACCESSORY STORAGE ≤1,500 SF	\$150	\$300
MINI STORAGE	\$200	\$300
PORTABLE BUILDING	\$150	\$300
1ST REINSPECTION		\$0
2ND REINSPECTION		\$100
3RD REINSPECTION		\$150
ELECTRICAL METER CHANGE		\$75
New Construction and Addition/Remodel TPP CBO Fee		\$250
Commercial Trade TPP CBO Fee		\$100
INDIVIDUAL TRADE INSPECTION		\$150

**SERVICE AGREEMENT**

**ATTACHMENT B – FLOOD PLAIN SERVICES AND FEES**

**B 1.0 FLOOD PLAIN SERVICES**

IBTS will provide Flood Plain Enforcement (reviews and inspections), Flood Plain Administration (data management and maintenance), and other Flood Plain Management services (i.e., Base Flood Elevation determination, ordinance review, amendment facilitation, Letter Of Map Revisions) to the Jurisdiction. Note that any required enforcement and administration to support and maintain the National Flood Insurance Program (NFIP) for flood permits issued by the jurisdiction prior to the start of services for the jurisdiction are not within the Scope of this Service Agreement.

Applicants will come to the Jurisdiction’s local City Office or other designated location to apply for permits, submit plans for plan reviews, or requests for Zoning and FEMA certifications. However, for inspections, site verification visits, the applicants can call IBTS directly. All administrative documentation managed by IBTS may be sent directly to IBTS offices from the applicant, architect, engineer or land surveyor.

IBTS will evaluate and assist the Jurisdiction with evaluating the benefit of implementing the Community Rating System (CRS) as a part of its participation in the NFIP. IBTS will coordinate with the local FEMA Region office and its CRS resources to determine and analyze any benefit of the CRS program. IBTS will develop the necessary presentations and data for the Jurisdiction to determine if implementation of the CRS program would be of beneficial.

Nothing in this attachment and/or Service Agreement shall be construed to conflict with 44 CFR and other state or local adopted laws, rules and regulations.

**B 2.0 FLOOD PLAIN SERVICES FEE SCHEDULE**

<b>TYPE</b>	<b>IBTS FEES</b>
All residential structures	\$65.00 each
All commercial structures	\$125.00 each



**SERVICE AGREEMENT  
ATTACHMENT C– ACCESSIBILITY SERVICES**

**C 1.0 ACCESSIBILITY PLAN REVIEW AND INSPECTION SERVICES**

IBTS will provide Accessibility Plan Review and Inspection Services and will perform site visits. As permitted by the completeness of information submitted for code plan review, IBTS will conduct the accessibility plan reviews during the building department plan reviews in order to streamline the process. However, should accessibility not be fully addressed within the original submission, additional review may be necessary.

IBTS staff will provide the accessibility technical reviews and inspections on commercial use group properties. IBTS will review drawings and inspect structures for these code requirements for compliance to the locally adopted codes. IBTS staff will attach Plan Reviews and Inspection result records to each permit which can be archived for easy retrieval for future purposes.

All accessibility reviews and inspections will be documented and recorded in the GOVMOTUS<sup>®</sup> Permitting System software. Each review and inspection report will be available from any web-enabled access device such as internet tablets and pads.

**C 2.0 ACCESSIBILITY SERVICES FEES**

**Built-In Fees:** Fees for accessibility reviews and inspections are included in the fees for the building code plan reviews and inspections found in Attachment B.

**Plan Review Only:** Should an applicant desire to have reviews only conducted on a commercial structure, the following fees are applicable.

<b>TYPE</b>	<b>IBTS FEES</b>
All Commercial Structures, <5,000 sq. ft	\$500.00 each
All Commercial Structures, 5,001 – 25,000 sq.ft	\$800.00 each
All Commercial Structures, 25,001 – 100,000 sq.ft	\$1,350.00 each
All Commercial Structures, >100,001 sq.ft	\$1,600.00 each

**SERVICE AGREEMENT  
ATTACHMENT D- FIRE CODE SERVICES**

**D 1.0 FIRE CODE PLAN REVIEW & INSPECTION SERVICES**

IBTS will provide code plan review and inspections services, permit approvals, certificate of occupancy approvals and electronic record keeping for commercial structures. Permit applicants can come to the Jurisdiction's City Office or other designated location to get permits, submit plans for plan reviews, or for Zoning and FEMA certifications; or they may elect to apply online once IBTS has implemented its proprietary online GOVMOTUS® permitting system.

**Plan Reviews**

As directed by the Jurisdiction, IBTS staff will conduct all of the plan reviews to check for compliance with federal, state and local building fire code requirements. These reviews will be conducted during the same time as the building code and accessibility reviews.

**Permit Approvals**

The permit approval process will follow the same steps for processing permits as described in Attachment B - Building Code Department Services.

**Inspections**

Once the project is under construction, IBTS will provide inspections on the construction project, based upon the structure type of occupancy. IBTS will provide each contractor with a direct telephone number to the inspector in order to schedule the inspections; inspections can also be requested via fax request or on the web-based permitting solution.

**Certificates of Occupancy**

After the final inspection or the Certificate of Occupancy (CO) inspection is completed, IBTS will upload and document all of the results and reports from the inspections in the GOVMOTUS® software. IBTS will then approve the CO for issuance and the software will notify the jurisdiction that a CO is ready to be issued. The Jurisdiction at that time, just like the permit, has the authority to withhold that CO for any reason they deem necessary. This provides the Jurisdiction with ultimate control of allowing the occupancy of the structure.

IBTS, upon direction from the Jurisdiction, will coordinate the CO inspection with the local and/or State Fire Marshal as required to ensure that all of their requirements have been satisfied before occupancy is allowed.

**D 2.0 FIRE CODE REVIEW & INSPECTION SERVICES FEES**

<b>FIRE CODE FEE SCHEDULE</b>				
<b>GROUPS</b>	<b>OCCUPANCY</b>	<b>SQUARE FOOTAGE</b>	<b>IBTS FIRE REVIEW FEE</b>	<b>IBTS FIRE INSPECTION FEE</b>
A	ASSEMBLY	ALL	\$500.00	\$500.00
I-2, I-3	HEALTH CARE, INSTITUTIONAL, OR DETENTION (Includes Limited Care & Assisted Living)	ALL	\$500.00	\$500.00
M & B	BUSINESS OR MERCANTILE	ALL	\$500.00	\$500.00
E & I-4	EDUCATIONAL & DAYCARE	ALL	\$500.00	\$500.00
F1, F2, S1, S2, & U	INDUSTRIAL OR STORAGE	ALL	\$250.00	\$500.00
III, II2, H3, H4, & II5	HIGH HAZARD	ALL	\$500.00	\$500.00
R1, R2, R3, R4, I-1	HOTELS, DORMS, APARTMENTS, LODGING, ROOMING, & RESIDENTIAL CARE FACILITIES	ALL	\$500.00	\$500.00

**SERVICE AGREEMENT  
ATTACHMENT E- STORM WATER SERVICES AND FEES**

**E 1.0 STORM WATER SERVICES**

IBTS will provide Storm Water Pollution Prevention Plan (SWPPP) reviews and site inspections. These services will be provided on all residential and commercial structures as required by local, state and or federal laws regulating storm water pollution.

**SWPPP Reviews**

IBTS will provide the SWPPP reviews at the same time as the Building Code reviews. IBTS will ensure that the necessary state permits have been obtained and are on file with the construction permit.

IBTS will also maintain any necessary sub-division Master Plans as allowable by regulations. The Master Plan will be reviewed only once, and thereafter, IBTS will confirm that contractors have signed the necessary agreements that they as well as the sub-contractors will follow the Master SWPPPs.

**SWPPP Site Visits**

IBTS will conduct SWPPP inspections at each code inspection to verify ongoing compliance of the SWPPP requirements at the job site. Records of inspection results will be recorded and archived with the construction permit for record keeping and archival purposes

In the event of a rainfall event, IBTS will conduct spot checks for records after the rainfall event has passed, but no sooner than 24hrs to allow the site manager to complete all paperwork. IBTS will verify that storm water pollution plans are in place and remain effective after the rainfall event.

**E 2.0 STORM WATER SERVICE FEES**

Fees for storm water reviews and inspection are included in the fees for the building code plan reviews and inspections found in Attachment B.

**SERVICE AGREEMENT  
ATTACHMENT F- GOVMOTUS® PERMITTING SOFTWARE**

**RESERVED FOR FUTURE USE**

## ATTACHMENT G – ENERGY AND GREEN BUILDING SERVICES

### G 1.0 ENERGY AND GREEN BUILDING SERVICES

IBTS will provide Energy Management and Green Building Services as described herein. These Services are provided by IBTS to the Jurisdiction on an as request basis and requires coordination between the Jurisdiction and IBTS to gather and understand the exact needs.

For each request, IBTS agrees to develop, the necessary programs that are solicited by the Jurisdiction. IBTS will perform reviews and necessary on-site visits as specified herein and as may be required for each individual project.

Service categories being provided by IBTS include:

- Energy Savings Performance Services
- Building Energy Portfolio Programs
- Green / LEED / HERS / Energy Star Services
- Building Energy Envelope & Air Barrier Inspections/Testing
- Energy Efficiency Program Development
- Solar Photovoltaic Quality Assurance

IBTS will provide a detailed Technical Proposal for any Energy Management and Green Building Services selected by the Jurisdiction; fees will be based upon the below fee schedule.

ENERGY EFFICIENCY SERVICE FEES	IBTS FEE
Energy Efficiency Project Manager	\$130.00 / hour
Energy Efficiency Commercial Auditors / Inspectors	\$120.00 / hour
Energy Efficiency Residential Auditors / Inspectors	\$90.00/ hour
LEED Commercial Verifications	\$120.00 / hour
LEED for Homes Residential Verification	\$2,500.00 each
Green Verification for Commercial	\$90.00 / hour
Green Verification for Residential	\$925.00 each
Residential Energy Star® Verification	\$1,000.00 each home
Commercial Energy Star® Verification	\$90.00 / hour

**SERVICE AGREEMENT  
ATTACHMENT II – PLANNING & ZONING SERVICES**

**H 1.0 PLANNING AND ZONING MANAGEMENT**

IBTS will provide Planning and Zoning Management solutions focus on the utilization of contemporary ideas and technology within a small town and rural context. IBTS will coordinate efforts with the Jurisdiction Planning & Zoning Commission to administrate the following:

- Zoning Code Interpretation
- Zoning Review and Enforcement
- Planning and Zoning Commission Support
- Zoning Code Recommendation
- Zoning Code Implementation
- Parcel Map Digitization (if selected)
- Zoning Map Creation and Maintenance (if selected)

**H 2.0 PLANNING AND ZONING INSPECTIONS**

IBTS will conduct enforcement of the local zoning ordinances as adopted. The Zoning Administrator will review all the required Development Permits, Development Permit Approvals, Zoning Reviews and full administration of the Zoning Ordinance. IBTS will attend each Development Review Committee meeting to be informed and aware of upcoming projects. Zoning administration will provide the following:

- |                             |                           |
|-----------------------------|---------------------------|
| • Site Inspections          | • Public Notification     |
| • Setbacks                  | • Nonconforming Buildings |
| • Accessory Use             | • Landscape & Screening   |
| • Traffic Corner Visibility | • Signs / Billboards      |

**H 3.0 PLANNING AND ZONING ORDINANCE REVIEW**

IBTS will review and recommend revisions as necessary to the current adopted Zoning code. IBTS will assess the current character and desires of the Jurisdiction to revise the code appropriately. IBTS will develop, implement, manage and conduct planning and zoning activities for the Jurisdiction. IBTS will provide information concerning zoning to the general public, builders, developers, Mayor, City Council and Planning and Zoning Commission. In addition, IBTS will develop and recommend policies and procedures for all Planning and Zoning activities.

**H 4.0 GEOGRAPHICAL INFORMATION SERVICES (GIS)**

With the adoption of a new Zoning Code, it would be advantageous to create a zoning map. A current zoning map would help the Jurisdiction administer the zoning ordinance. IBTS can assist in this endeavor. A digital parcel map can aid in the following:

- Creation of zoning map
- Basis for future land use analysis
- Regeneration of base tax map to recoup lose tax revenue
- Cost efficient Communication

**H 5.0 PLANNING & ZONING FEES**

<b>Description</b>	<b>Processing Fee*</b>	<b>Ad Fee*</b>
Rezoning	\$375 plus \$75/acre over the first	\$100.00
Zoning Verification Letter	\$50/\$100 per location	N/A
Subdivision With or Without Waiver	\$300 plus \$25/lot	\$100 if over 2 acres
Town Home Development	\$300 plus \$25/lot	\$100 if over 2 acres
Preliminary Subdivision Plat	\$300 plus \$25/lot	\$100 if over 2 acres
Revision to Approved Preliminary Plat (Public Hearing)	\$300 plus \$25/lot	\$100
Revision to Approved Preliminary Plat (Staff)	\$100 plus \$25/lot	N/A
Final Plat Approval including PUD	\$200 plus \$25/lot	N/A
Final Plat Revision including PUD (Public Hearing)	\$200 plus \$25/lot	\$100
Final Plat Revision including PUD (Staff Level)	\$100	N/A
Preliminary Subdivision Plat Extension	\$100	N/A
Bond and Agreement Review	\$100	N/A
Exchange of Property	\$100	\$100 if over 2 acres
Combination of Lots	\$100 plus \$25/lot each original lot	\$100 if over 2 acres
Site Plan (Public Hearing)	\$400	\$100
Site Plan (Staff Level)	\$200	N/A
Paving Waiver	\$100	\$100
Parking Waiver	\$100	\$100
Revocation	\$200	\$100
Wireless Tower Site Plan	\$400	\$100
Reasonable Accommodation for Group Home	N/A	N/A
Mobile Home Park	\$500 plus \$25/lot	\$100
Major Street Plan Amendment	\$500	\$100
Planned Unit Development Concept Plan	\$500 plus \$100/acre over 20 acres	\$100
Planned Unit Development Final Development Plan	\$300	\$100
Small Planned Unit Development	\$500 plus \$100/acre over 2.5 acres	\$100
Street Name Change	\$200 plus \$3 for each Abutting Property Owner	\$100
Major Street Setback Reduction	\$100	N/A
Conditional Use Permit	\$400 plus \$75/acre after first acre	\$100
UDC Text Amendment	\$500	\$100
Enterprise Zone	\$100	N/A
Demolition or Relocation	\$200	\$100
Opinion of Appropriateness	\$50	N/A
Certificate of Appropriateness	\$100	\$100
Local Landmark/District Designation	\$100/\$500	\$100
TND General Implementation Plan	\$3000 plus \$100/acre over 50 acres	\$100
TND Specific Implementation Plan	\$1,000	\$100
Final TND Major Site Change	\$1,000	\$100
Final TND Major Use Change	\$1,000	\$100
Final TND Minor Change	\$500	N/A



**SERVICE AGREEMENT**  
**ATTACHMENT I – PROPERTY MAINTENANCE SERVICES**

**I 1.0 – Property Maintenance Inspections**

IBTS will provide the inspections for the Jurisdiction to enforce the City's Property Maintenance ordinance. IBTS Property Maintenance Inspectors and Certified Building Officials will conduct the inspections, as authorized by the Jurisdiction, and provide the inspection results, along with any required documented evidence and or pictures as necessary to identify the violation clearly and effectively.

As a summary, here is a list of inspections to be provided in this project:

- Unsafe Structures & Equipment
- Emergency Measures
- Demolition
- Rental Properties
- Vacant Structures
- Vacant Overgrown Land
- Nuisance
- Property Inspections
- 10" or higher weeds
- Unimproved lots with weeds higher than 36"
- Rodent Harborage
- Abandoned Vehicle (Forwards to police)
- Swimming Pools
- Exterior Structure
- Interior Structure
- Rubbish & Garbage
- Extermination / Infestations
- Light / Ventilation
- Occupancy Limitations
- Required Facilities
- Toilet Rooms
- Plumbing Systems
- Water Systems
- Sanitary Drainage
- Heating Facilities
- Mechanical Equipment
- Nuisance Inspection
- Electrical Facilities / Equipment
- Duct Systems
- Means of Egress
- Fire Resistance
- Fire Protection

## **I 2.0 – Property Maintenance Documentation**

IBTS will coordinate with the Jurisdiction's officials on the development, approval and implementation of all the necessary forms, documentation and notices required by this effort.

Citation forms will be compiled onto one common form where applicable. IBTS will coordinate with the Jurisdiction upon developing these forms, documents and notices in order to keep the number of required forms to a minimum for printing efficiency.

## **I 3.0 – Jurisdiction Responsibility**

The Jurisdiction will incur all costs associated with printing, supplying and distributing of all of the necessary forms, documentation and notices required for enforcement by this effort. IBTS will provide the necessary forms, documents and notices in electronic format suitable for printing.

The Jurisdiction Police Department Police Chief, in coordination with the Mayor and City Council, will appoint IBTS as an officer charged with one duty only; the issuing Notices of Violation to vehicles.

Ordinances will be passed and fee schedules adopted by the Jurisdiction in order to pay for services rendered by IBTS. The City agrees to adopt a line item budget to pay for these services and it will be City's responsibility to recoup any associated costs from the citizens for services. IBTS staff will monitor the budget and ensure that Services do not exceed the approved budgeted amount.

IBTS will provide the necessary field inspections and documentation of violations. The Jurisdiction will be responsible for any necessary court actions, injunctive reliefs and other measures needed to bring about compliance.

## **I 4.0 – Program Manager**

The Jurisdiction Program Manager will initiate coordination efforts for structures, vehicles, equipment and property inspections. The Program Manager will authorize IBTS to conduct the inspections after a review of each complaint filed is completed to verify it is not a nuisance complaint. This type of coordination will prevent the Jurisdiction from accruing inspection charges for complaints that are not valid. This will enable the City to better handle citizen disputes rather than starting and completing a case management file for a non-valid complaint.

Coordination between IBTS and the local Police Department will occur once the vehicle in question has been determined to exist. IBTS, once the VIN number is obtained, will obtain the required owner information so that the citation may be completed and the appropriate notice sent to the vehicle owner and if necessary, the property owner. This documentation will be copied to the Jurisdiction as well as the local Police Department for enforcement and authorization of towing, as necessary.

**15.0 – Fees**

<b>INSPECTION FEE SCHEDULE</b>		
<b>ITEM</b>	<b>1ST INSPECTION</b>	<b>2<sup>ND</sup> INSPECTION</b>
Equipment Violation	\$25.00	\$35.00
1 & 2 Family Structure	\$75.00	\$100.00
Unsafe Residential Structure	\$100.00	\$125.00
Unsafe Commercial Structure	\$250.00	\$275.00
Unsafe Equipment	\$40.00	\$90.00
Unlawful Structure	\$500.00	\$650.00
Structure Closer	\$50.00	\$75.00
Prohibited Occupancy	\$500.00	\$650.00
Imminent Danger	\$75.00	\$100.00
Demolition	\$150.00	\$300.00
Rental Apartment Inspections / Apt	\$100.00	\$100.00
Rental 1 & 2 Family Dwelling / Unit	\$80.00	\$80.00
Multiple Apartment Inspection / Apt	\$85.00	\$85.00
Commercial Structure Violation	\$100.00	\$150.00
Nuisance	\$50.00	\$65.00
Exterior Property	\$25.00	\$50.00
Motorized Vehicle	\$50.00	\$100.00
Residential Swimming Pool	\$50.00	\$65.00
Commercial Swimming Pool	\$125.00	\$150.00
Porch, Stairs, Decks, Balconies, Handrails, Guards, Windows	\$40.00	\$90.00
Structure Interior - Residential	\$40.00	\$90.00
Structure Interior - Commercial	\$75.00	\$125.00
Rubbish Garbage	\$25.00	\$50.00
Infestation	40.00	\$90.00

<b>MISCELLANEOUS FEE SCHEDULE</b>	
<b>ITEM</b>	<b>FEEs</b>
Court Appearances – Testimony	\$90.00 per hour, plus travel costs
Residential Property Owner Research	\$15.00 each
Commercial Property Owner Research	\$25.00 each

**SERVICE AGREEMENT  
ATTACHMENT J – DRAFT BUILDING CODE ORDINANCE**

**RESERVED FOR FUTURE USE**



3470 Industrial Drive  
 Bossier City, LA 71112  
 Phone: 318-747-2454 Fax:  
 318-747-0218  
[www.laibts.org](http://www.laibts.org)

**LOUISIANA IBTS  
 COMMERCIAL FEE SCHEDULE**  
 ISSUED MARCH 2022  
 EFFECTIVE UNTIL APRIL 2024

COMMERCIAL														
GROUPS	OCCUPANCY	SQUARE FOOTAGE		PLAN REVIEW FEE (INCLUDES 1 REJ. REVIEW)	3RD PLAN REVIEW	INSPECTION FEE	GROUPS	OCCUPANCY	SQUARE FOOTAGE		PLAN REVIEW FEE (INCLUDES 1 REJ. REVIEW)	3RD PLAN REVIEW	INSPECTION FEE	
		Minimum	Maximum						Minimum	Maximum				
A	ASSEMBLY	501	2,500	\$ 325.00	\$ 175.00	\$ 1,250.00	E & I-4	EDUCATIONAL & DAYCARE	501	5,000	\$ 585.00	\$ 175.00	\$ 1,500.00	
		2,501	4,500	\$ 575.00					5,001	10,000	\$ 950.00			
		4,501	10,000	\$ 1,200.00					10,001	30,000	\$ 1,750.00			
		10,001	50,000	\$ 1,700.00	30,001	80,000			\$ 2,900.00	\$ 300.00	\$ 9,945.00			
		50,001	100,000	\$ 3,000.00	80,001	150,000			\$ 4,700.00					
		100,001	300,000	\$ 4,250.00	150,001	300,000			\$ 7,600.00					
		300,001 +		\$4,250 + .01 sq.ft. over 300,000		\$ 500.00			\$8,500 + .01 sq.ft. over 300,000	300,001 +				\$7,600 + .01 sq.ft. over 300,000
I-2, I-3	HEALTH CARE, INSTITUTIONAL OR DETENTION (Includes Limited Care & Assisted Living)	501	2,000	\$ 275.00	\$ 125.00	\$ 1,000.00	F1, F2, S1, S2 & U	INDUSTRIAL OR STORAGE	501	10,000	\$ 500.00	\$ 125.00	\$ 750.00	
		2,001	5,000	\$ 525.00					10,001	20,000				\$ 1,250.00
		5,001	10,000	\$ 1,200.00					20,001	50,000				
		10,001	20,000	\$ 1,500.00	50,001	100,000			\$ 500 + .01 sq.ft. over 200,000	\$ 1,250.00	\$ 1,250.00			
		20,001	30,000	\$ 2,350.00	100,001	200,000								
		30,001	50,000	\$ 3,300.00	200,001 +								\$1,250 + .01 sq.ft. over 200,000	
		50,001		100,000	\$ 4,100.00	\$ 200.00			\$ 7,020.00	H1, H2, H3, H4 & H5	HIGH HAZARD		501	2,000
100,001		300,000	\$ 5,300.00	2,001	5,000		\$ 1,000.00							
300,001 +		\$5,300 + .01 sq.ft. over 300,000		\$ 325.00	\$21,800 + .01 sq.ft. over 300,000	5,001 +		\$1,000 + .02 sq.ft. over 5,000		\$ 125.00	\$1,200 + .01 sq.ft. over 5,000			
M & B	BUSINESS OR MERCANTILE	501	3,000	\$ 380.00	\$ 125.00	\$ 750.00	R1, R2, R3, R4, I-1	HOTELS, DORMS, APARTMENTS, LODGING, ROOMING, RESIDENTIAL CARE FACILITIES	501	2,500	\$ 400.00	\$ 150.00	\$ 1,500.00	
		3,001	10,000	\$ 750.00					2,501	10,000	\$ 1,000.00			
		10,001	30,000	\$ 1,400.00					10,001	30,000	\$ 1,600.00			
		30,001	80,000	\$ 2,100.00	30,001	50,000			\$ 2,750.00	\$ 9,945.00				
		80,001	150,000	\$ 2,850.00	50,001	150,000			\$ 3,500.00					
		150,001	300,000	\$ 4,500.00	150,001	300,000			\$ 5,265.00					
		300,001 +		\$4,500 + .01 sq.ft. over 300,000		\$ 200.00			\$14,625 + .01 sq.ft. over 300,000	300,001 +			\$5,265 + .01 sq.ft. over 300,000	

COMMERCIAL MISCELLANEOUS	
DESCRIPTION	FEE
1st Re-Inspection	\$0
2nd Re-Inspection	\$ 100.00
3rd Re-Inspection	\$ 150.00
Roofing Inspection	\$ 150.00
Electrical Meter Change	\$ 75.00
Individual Trade Inspection	\$ 150.00

COMMERCIAL OTHER			
DESCRIPTION	Plan Review Fee	Inspection Fee	
Swimming Pool	\$ 200.00	\$ 500.00	Commercial ≤500 SF Plan Review \$150.00 Inspection \$450.00
Mini-Storage <sup>1</sup>	\$ 200.00	\$ 300.00	
Accessory Storage <sup>1</sup> <1500	\$ 125.00	\$ 250.00	



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**LOUISIANA IBTS 2020-2024**  
**FEE SCHEDULE** ISSUED  
 MARCH 2022 EFFECTIVE UNTIL  
 SEPTEMBER 2024

RESIDENTIAL		
PLAN REVIEW	SQ.FT.	FEE
New Construction	0 - 3,000	\$ 250.00
	3,001 - 5,000	\$ 390.00
	>5,001	\$ 490.00
New Modular	ALL	\$ 150.00
New Manufactured Housing		\$ -
New Addition / Remodel	0 - 2000	\$ 390.00
	2001 - 5000	\$ 565.00
	5001 >	\$ 765.00
New Detached Accessory Structure	>500	\$ 165.00
New Portable Building	>500	\$ 75.00
Structure Relocation (Move)		\$ 185.00
Swimming Pool		\$ 165.00
INSPECTIONS	SQ.FT.	FEE
New Construction	ALL	\$ 625.00
New Modular		\$ 250.00
New Manufactured Housing		\$ 150.00
		\$ -
New Addition / Remodel		\$ 250.00
New Detached Accessory Structure		\$ 300.00
New Portable Building		\$ 150.00
Structure Relocation (Move)		\$ 250.00
Swimming Pool		\$ 300.00
Temporary Pole		\$ 75.00
MISCELLANEOUS	SQ.FT.	FEE
1st Re-Inspection	ALL	\$00.00
2nd Re-Inspection		\$ 95.00
3rd Re- Inspection		\$ 150.00
Roofing Inspection		\$ 75.00
Electrical Meter Change		\$ 75.00
Individual Trade Inspection		\$ 75.00