

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, December 12, 2024

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 November 14, 2024, Regular Meeting
6. Approve Minutes of the November 21, 2024, Special Meeting
7. Approve Minutes of the November 26, 2024, Special Meeting
8. Section 8 Report
9. Approve Cooperative Purchasing Agreement for Self-Contained Breathing Apparatuses for the Tallulah Fire Department
10. Approve Change Order #1 for FY 23 LCDBG Project (Chester/Tampa/Elm Street)
11. Discussion of Water Rehabilitation Project Engineering Fees
12. Discussion of Forensic Audit
13. Public Comments (please limit to three minutes)
14. 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"

Tallulah City Council Meeting
Thursday, November 14, 2024
5:30 PM

A Regular Meeting of the Mayor and City Council was held on Thursday, November 21, 2024, at 5:30 P.M., in the Council Room Chamber of Tallulah City Hall.

A roll call of councilmembers is shown as follows:

Scott	Present
Houston	Present
Harris	Present
Day	Present
Wells	Present

Under Public Comments on Agenda, Councilperson Wells stated that he has asked multiple times for the subject of a Forensic Audit to be placed on the agenda. Wells stated that the matter had been voted on (Councilperson Wells stated “voted on legally”) at the February 8, 2024, meeting. Mayor Finlayson said that he had received the email request and that he was still looking into the matter and that he wanted the City Attorney present when the matter is discussed. Councilperson Houston asked if the matter could be placed on the next agenda and also asked for clarification on exactly why it would be placed on the next agenda. In response to clarification, Councilperson Wells stated “So that the Forensic Audit can be conducted.” He also stated that since it had already been voted on, it could not be voted on again unless one of the members who voted in the affirmative asked for a re-vote. There was discussion between Councilpersons Wells and Scott regarding the 6th Judicial District Attorney ruling on the matter. No action was taken and Councilperson Wells vowed to continue asking to have the item on an agenda.

Motion to approve the minutes of the September 30, 2024 Regular Meeting was offered by Councilperson Houston and seconded by Councilperson Day. Motion passed unanimously.

Motion to approve the minutes of the October 24, 2024 Regular Meeting was offered by Councilperson Day and seconded by Councilperson Scott. Motion passed unanimously.

Motion to table the Section 8 report (Executive Director Merunda Brown had to leave due to an emergency) was offered by Councilperson Houston and seconded by Councilperson Scott. Roll Call vote unanimous to table the matter.

With regard to Agenda items 4 and 5, Councilperson Day asked if the matter could be tabled until the week of November 25, 2024. Discussion ensued and ultimately a motion to table items 4 and 5 until a future special meeting date was offered by Councilperson Day and seconded by Councilperson Wells. Roll call vote followed:

Scott	Yea
Houston	Yea
Harris	Yea

Day Yea
Wells Nay

Motion carried. Councilperson Houston asked if a representative from the Assessor’s Office could be requested to attend the special meeting.

Mayor Finlayson offered an update on the Receiver’s work at Tallulah Water Plant. A copy of the weekly update from Bonton Associates dated November 13, 2024, is made a part of these minutes.

Attest:

November 14, 2024

Gerald L. Odom, City Clerk

Charles M. Finlayson, Mayor



Memorandum

Date: November 13, 2024

To: Yvonne Lewis
Mayor's Administrative Assistance, City of Tallulah

From: Michael Ellis
Program Manager, Bonton Associates

Re: Tallulah Receivership Program 2-Week Recap Summary

Dear Ms. Lewis,

Over the past two weeks, our team has been on-site and has made progress in assessing and stabilizing the City of Tallulah's water system. Below is a summary of key actions taken and the next steps planned:

1. Key Actions Taken:

- **Data Collection:** Submitted requests for comprehensive data to assess financial, administrative, process, and operational aspects of the water system.
- **Stakeholder Engagement:** Met with City personnel to integrate into the system's processes.
- **Site Assessments:** Toured the Water Treatment Plant (WTP) with City representatives and met with the Louisiana Department of Health (LDH) to initiate a facility assessment.
- **Immediate Action Plans:** Developed a prioritized list of actions for urgent stabilization and explored ARPA funding options for support.
- **Specialized Evaluations:** Assess the High Service (HS) Pumps, identifying urgent repair needs for HS Pump No. 2 and No. 3.

2. Recent Developments & Issues Identified:

- **HS Pump No. 2:** Pulled for emergency repairs and reinstalled on 11/8/24, allowing partial filling of the Elevated Water Storage Tank.
- **Pump Concerns:** HS Pump No. 3 is offline; pump will be pulled and repaired once the Elevated Storage Tank can be filled to 30 feet.
- **Low Service Pump:** A replacement pump is on order. Spare pump on-site being repaired by mechanic.
- **Discharge Valve:** A valve and discharge line assessment is underway to determine repair action.

3. Action Plan & Next Steps:

- **HS Pump Repairs:** Complete HS Pump No. 2 bearing repair and then focus on HS Discharge Valve.
- **HS Discharge Valve:** Develop repair plan for HS Discharge Valve.
- **HS/LS Pumps:** Repair all HS and LS pumps.
- **Operational Support:** Provide on-site support to stabilize daily operations and enhance process reliability.
- **Continued Assessment:** Continue development of the Corrective Action Plan (CAP) for long-term system improvements.

We continue to coordinate with City staff and will support further evaluations by EAG for the financial sustainability analysis on 11/13 and 11/14.

Regards,
Michael Ellis

Tallulah Special City Council Meeting
Thursday, November 21, 2024
5:30 PM

A Special Meeting of the Mayor and City Council was called for Thursday, November 21, 2024 to discuss 2024 millages. City Attorney Pam Grady explained that the meeting could not be held due to the insufficient amount of time of publication and notification for the meeting.

A subsequent meeting was scheduled for November 26, 2024, for action on the matter.

Attest:

November 14, 2024

Gerald L. Odom, City Clerk

Charles M. Finlayson, Mayor

Tallulah Special City Council Meeting
Thursday, November 26, 2024
5:30 PM

A Special Meeting of the Mayor and City Council was held on Thursday, November 21, 2024, at 5:30 P.M., in the Council Room Chamber of Tallulah City Hall. The meeting began with the Pledge of Allegiance followed by a moment of silent prayer and prayer by Councilmember Wells.

A roll call of councilmembers is shown as follows:

Scott	Present
Houston	Present
Harris	Present
Day	Present
Wells	Present

Under public comments on the agenda, Councilman Wells reiterated again that he has asked several times for the item of a Forensic Audit (voted on February 8, 2024 at a Regular Council Meeting) to be placed on the agenda and that he had asked for the item to be placed on this meeting agenda. Mayor Finlayson said that the matter would be placed on an agenda within the next month.

Councilman Wells then asked the attorney to research and advise the Council on any penalties toward the Mayor for not carrying out an action voted on by the City Council. Attorney Grady indicated she would research the question posed.

Mayor Finlayson then read Resolution No 1, which dealt with adopting the adjusted tax millage for Tax Year 2024:

	<u>Millage</u>
General Alimony	6.33
Streets, Roads, Drainage	7.63
General Purposes	8.08
Police, Fire, Streets, Roads & Bridges	6.52
The agenda	

Councilman Wells questioned whether or not the proper notice had been posted on the City's website. Ms. Lewis checked and the notice had been properly noticed. He also questioned the June deadline to have all tax information turned into the proper agency, specifically noting that the matter is being addressed in November. Attorney Grady advised that the Legislative Auditor was in fact aware that the City of Tallulah was addressing the issue in November and that there was no reason to not be able to vote on the issue on this date.

Motion to adopt the adjusted millage for Tax Year 2024 made by Councilperson Houston and seconded by Councilperson Scott. Roll call vote:

Scott	Yea
Houston	Yea
Harris	Yea
Day	Yea
Wells	Yea

Motion carried.

Attorney Grady advised of upcoming virtual meetings with the Legislative Auditor and asked that the Council make themselves available to attend one of the meetings.

Councilman Wells asked for a status update on the FY 23 LCDBG Street Project. Mayor Finlayson said he was unable to provide an update and would get the information and relay it to the Council. Councilman Wells advised that he'd seen Amethyst working in another parish and was concerned that they hadn't finished the project here in Madison Parish in a timely manner. The Mayor again advised that he would get an update and pass the information on.

Attest:

November 14, 2024

Gerald L. Odom, City Clerk

Charles M. Finlayson, Mayor

CITY OF TALLULAH SECTION 8 HOUSING
204 NORTH CEDAR STREET TALLULAH, LOUISIANA 71282
PHONE (318) 574-0051 FAX (318) 574-2773
Email: mbrown@tallulah-la.gov Website: www.cots8.org

Monthly Board Meeting

December 12, 2024

To the Honorables- Mayor, Chief of Police, Council Members, City Attorney & City Clerk:

Section 8 would like to submit the following:

1. Present the new **Utility Allowances & Fair Market Rent for 2024-2025** to the board members. (Both are attached.)
 - Ask that the Resolution be adopted to support the two.
2. **November 2024 Section 8 Worksheet.**
3. **December 2024 Section 8 Worksheet.**
4. **2025 HCV Funding Message**
 - The program would like to propose an amendment to our Admin Plan on the acceptance of an application when funds are available to issue a voucher based on an EMERGENCY only. (Details upon request by the board)
 - 50 participants and 3 open voucher slots.
 - We have 8 selected (soon to be issued) voucher holders.
 - Are there any questions?
 - **This concludes Section 8 Report.**

Respectfully Submitted,

Merunda Brown
Executive Director

Merunda Brown

Brought Forward From Nov. 14, 2024 Meeting

From: bob bein <rkb2cons@gmail.com>
Sent: Monday, November 4, 2024 10:03 AM
To: Merunda Brown
Subject: ExternalUTILITY ALLOWANCES
Attachments: TALLULAH UTILITY ALLOWANCE 2024.pdf; INVOICE - UTILITY ALLOWANCE REVISION.doc

MERUNDA,

The new UA schedule is attached. For this year the rate for electricity decreased 19%, the rate for natural gas increased by 8% and the water/sewer/trash rates did not change. In addition, the Entergy customer charge increased from \$7.04 to \$10.00 and the Atmos customer charge increased from \$23.25 to \$25.00.

Thank you and please let me know if you have any questions.

**ROBERT K. BEIN II CEM CEA
RKB2 CONSULTANTS
1217 CANTERBURY DRIVE
ABILENE, TEXAS 79602
325-280-2252**

"The price of success is hard work, dedication and the determination that whether we win or lose, we have applied the best of ourselves to the task at hand."

Vince Lombardi

People will forget what you said. People will forget what you did. But people will NEVER forget how you made them feel.

UTILITY ALLOWANCE **SCHEDULE**

**HOUSING AUTHORITY OF THE CITY OF
TALLULAH, LOUISIANA
HCV PROGRAM**

**PREPARED BY
RKB2 CONSULTANTS
ROBERT K. BEIN II CEM CEA
1217 CANTERBURY DRIVE
ABILENE, TEXAS 79602
4 NOVEMBER, 2024**



SECTION I - METHODOLOGY

The utility allowance calculations indicated herein are based on the following criteria:

- **Baseline monthly consumption for electricity and natural gas calculated using HUD Form 52667 latest edition latest version**
- **Consumption for heating and cooling adjusted based on current NOAA normal weather data for the City of Tallulah (see below)**
- **Water consumption calculated using 35 gallons per day per occupant (see below)**
- **All consumption adjusted to be representative of conservative system/household operation**
- **Entergy Louisiana residential electric rate RS-L**
- **Atmos Louisiana natural gas rate RS**
- **City of Tallulah residential water, sewer and trash rates**

Typical Occupancies Used

- 0 Bedroom - 1**
- 1 Bedroom - 2**
- 2 Bedroom - 4**
- 3 Bedroom - 6**
- 4 Bedroom - 8**
- 5 Bedroom - 10**

Heating/Cooling Multipliers

Heating - $2337 \text{ HDD} / 4000 \text{ HDD} = .58$ (approximately 5 months annually)

Cooling - $2359 \text{ CDD} / 1000 \text{ CDD} = 2.36$ (approximately 5 months annually)

SECTION II – UTILITY RATE DATA

Electric

\$.057/kWh

\$10.00 customer charge

Natural Gas

\$1.08/Ccf

\$25.00 customer charge

Note: Customer charges are shown on Line Item “Other” on the allowance schedules as “CC-25/10”.

Water

\$35.00 first 1000 gallons

\$6.75/1000 gallons 1001 - over

Sewer

\$22.60 first 2000 gallons

\$1.49/1000 gallons 2001 - over

Trash

\$15.00

Utility Allowance Schedule

See Public Reporting and Instructions on back.

**U.S Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type						Date (mm/dd/yyyy)
TALLULAH, LOUISIANA		SCHEDULE A - SF HOMES						11-4-2024
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	6	9	11	14	17	21	
	Bottled Gas							
	Electric	5	7	9	11	13	15	
	Electric – Heat Pump	3	5	6	7	9	11	
	Fuel Oil							
	Other							
Cooking	Natural Gas	2	3	4	5	6	8	
	Bottled Gas							
	Electric	1	2	2	3	3	4	
	Other							
Other Electric		7	10	13	16	20	24	
Air Conditioning		5	7	9	11	14	17	
Water Heating	Natural Gas	5	8	10	12	16	18	
	Bottled Gas							
	Electric	5	7	9	11	14	15	
	Electric – Heat Pump							
	Fuel Oil							
Water		35	42	55	69	82	96	
Sewer		23	23	26	29	32	35	
Trash Collection		15	15	15	15	15	15	
Other – specify		CC-25/10	CC-25/10	CC-25/10	CC-25/10	CC-25/10	CC-25/10	
Range/Microwave		15	15	15	15	15	15	
Refrigerator		15	15	15	15	15	15	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
Number of Bedrooms					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			

Utility Allowance Schedule

See Public Reporting and Instructions on back.

**U.S Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA TALLULAH, LOUISIANA		Unit Type SCHEDULE C - MULTI-FAMILY					Date (mm/dd/yyyy) 11-4-2024	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	5	8	10	12	15	17	
	Bottled Gas							
	Electric	4	6	7	9	11	13	
	Electric – Heat Pump	3	4	5	6	8	9	
	Fuel Oil							
	Other							
Cooking	Natural Gas	2	3	4	5	6	8	
	Bottled Gas							
	Electric	1	2	2	3	3	4	
	Other							
Other Electric		7	10	13	16	20	24	
Air Conditioning		5	6	8	9	12	15	
Water Heating	Natural Gas	5	8	10	12	16	18	
	Bottled Gas							
	Electric	5	7	9	11	14	15	
	Electric – Heat Pump							
	Fuel Oil							
Water		35	42	55	69	82	96	
Sewer		23	23	26	29	32	35	
Trash Collection		15	15	15	15	15	15	
Other – specify		CC-25/10	CC-25/10	CC-25/10	CC-25/10	CC-25/10	CC-25/10	
Range/Microwave		15	15	15	15	15	15	
Refrigerator		15	15	15	15	15	15	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
Number of Bedrooms					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			

Utility Allowance Schedule
See Public Reporting and instructions on back.

**U.S Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA TALLULAH, LOUISIANA		Unit Type SCHEDULE B - MOBILE HOMES					Date (mm/dd/yyyy) 11-4-2024	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	8	10	13	16	19	24	
	Bottled Gas							
	Electric	6	8	10	12	15	18	
	Electric – Heat Pump	4	5	7	9	11	12	
	Fuel Oil							
	Other							
Cooking	Natural Gas	2	3	4	5	6	8	
	Bottled Gas							
	Electric	1	2	2	3	3	4	
	Other							
Other Electric		7	10	13	16	20	24	
Air Conditioning		6	8	11	13	17	20	
Water Heating	Natural Gas	5	8	10	12	16	18	
	Bottled Gas							
	Electric	5	7	9	11	14	15	
	Electric – Heat Pump							
	Fuel Oil							
Water		35	42	55	69	82	96	
Sewer		23	23	26	29	32	35	
Trash Collection		15	15	15	15	15	15	
Other – specify		CC-25/10	CC-25/10	CC-25/10	CC-25/10	CC-25/10	CC-25/10	
Range/Microwave		15	15	15	15	15	15	
Refrigerator		15	15	15	15	15	15	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance	
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
Number of Bedrooms					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			



FY 2025 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2025 Madison Parish, LA FMRs for All Bedroom Sizes

Final FY 2025 & Final FY 2024 FMRs By Unit Bedrooms					
Year	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
FY 2025 FMR	\$684	\$688	\$903	\$1,117	\$1,516
FY 2024 FMR	\$621	\$626	\$822	\$1,068	\$1,395

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 2018-2022 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 FY2025, provided the estimate is statistically reliable. For FY2025, 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 2018-2022 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 FY2025 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 FY2025.

2. **Calculate the Basis for Recent Mover Adjustment Factor:** HUD calculates a recent mover adjustment factor by comparing an ACS 2022 1-year 40th percentile recent mover 2-bedroom rent to the ACS 2018-2022 5-year 40th percentile adjusted standard quality gross rent. If either the recent mover and non-recent mover rent estimates are not reliable, HUD uses the recent mover adjustment for a larger geography. For metropolitan areas, the order of geographies examined is: FMR Area, Entire Metropolitan Area (for Metropolitan Sub-Areas), State Metropolitan Portion, Entire State, and Entire US; for non-metropolitan areas, the order of geographies examined is: FMR Area, State Non-Metropolitan Portion, Entire State, and Entire US. The recent mover adjustment factor is floored at one.

HUD first examines recent movers who have moved within the current year of the ACS survey. If there is no reliable local area estimate, HUD then examines those who have moved into their residence within the current year or preceding year of the ACS survey. Upon determining a reliable recent mover estimate, HUD calculates the appropriate recent mover adjustment factor between the 5-year data and the 1-year data.

3. **Adjust for Inflation:** In order to calculate rents that are "as of" 2023, HUD applies a gross rent inflation adjustment factor using data from commercial rent data sources and the Consumer Price Index. HUD uses a local measure of private rent inflation for markets that are covered by at least three of the six available

NOVEMBER 2024 - COT-SECTION 8 PROGRAM

UTILIZED VOUCHERS	OPEN VOUCHERS
51	3

FUND ALLOCATION

HAP FUNDS SPENT
\$22,182.01

VOUCHER ACTIVITY STATEMENT

VOUCHERS ISSUED	NEW CONTRACTS	TERMINATED CONTRACTS
0	2	0

TERMINATED TENANT PROFILE

Absorbed	Gave Notice	Did not renew contract	Evicted by Landlord	Vacated w/o Notice
0	0	0	0	0

INSPECTIONS

INITIALS	0
RECERTIFICATIONS	0-Jan
REINSPECTIONS	0
ANNUAL	1
SPECIAL	1
TOTAL	2

SECTION 8 APPLICATIONS

ONE BDR	TWO BDR	THREE BDR	FOUR BDR	FIVE BDR	SIX BDR	TOTAL
80	70	54	12	2	1	222

219

APPL
185

219

DECEMBER 2024 - COT-SECTION 8 PROGRAM

UTILIZED VOUCHERS	OPEN VOUCHERS
50	3

FUND ALLOCATION

HAP FUNDS SPENT
21,820.01

VOUCHER ACTIVITY STATEMENT

VOUCHERS ISSUED	NEW CONTRACTS	TERMINATED CONTRACTS
0	0	0

TERMINATED TENANT PROFILE

Absorbed	Gave Notice	Did not renew contract	Evicted by Landlord	Vacated w/o Notice
0	0	0	0	0

INSPECTIONS

INITIALS	0
RECERTIFICATIONS	0-Jan
REINSPECTIONS	0
ANNUAL	0
SPECIAL	0
TOTAL	0

SECTION 8 APPLICATIONS

ONE BDR	TWO BDR	THREE BDR	FOUR BDR	FIVE BDR	SIX BDR	TOTAL
80	70	54	12	2	1	219

APPL

219

TALLULAH FIRE DEPARTMENT

"TO PRESERVE LIFE AND PROPERTY AND PROMOTE PUBLIC SAFETY"

To: Mayor and City Council
From: Harold Allen, Fire Chief
Ref: New Self Contained Breathing Apparatus
Date: 11/25/2024

This letter is to inform you of the need for new self-contained breathing apparatuses (SCBA's) for firefighters.

Brief explanation of what is an SCBA, it is the device that firefighter used to breath in environments that pose an immediate danger to life and health.

The department currently use SCBA's that are noncompliant with National Fire Protection Association (NFPA) guide lines. Most of the current SCBA's are of the 2002, 2007 and a few of the 2013 standard, which is more than 10 years noncompliant. Some packs have malfunctioned while in use during firefighting operations, causing firefighter to have to retreat to safer environment without completing that task at hand. Also our current pack are a 2216 pack which can be used up to 30 minutes by the wearer, (depending on the physical condition of the wearer) we would like to upgrade to a 4500 pack that will allow the wearer additional time to search a structure, or escape a dangerous situation.

Due to many failed attempts at acquiring grant funding (FEMA Assistance To Firefighter grant Program) for this project, this is our only means of purchasing this equipment. You will find in the information provided the air pack selected by members of the department, price of those packs, a signed agreement to purchase those packs through the Louisiana "Piggy Back" bid process, and a financing proposal.

It is of the utmost importance that we purchase new SCBA immediately not only for the lives of the public but for the lives of those that we call upon to be there when fire rages.

Thank You for your consideration in this matter,

Harold D. Allen Fire Chief
City of Tallulah

HEADQUARTERS: SHREVEPORT, LA 71148-8007

SERVING LOUISIANA

SOLD TO: TALLULAH FIRE DEPT 204 NORTH CEDAR ST TALLULAH LA 71282	SHIP TO: TALLULAH FIRE DEPT 19 MASSEY ST TALLULAH LA 71282
ATTN: PHONE: EMAIL:	ATTN: PHONE: EMAIL:

CREDIT CARD: NAME/EXP DATE NUMBER/CODE/ZIP TRANSACTION ID#	DIST	CUST PO NUMBER		SALES REP	SALES REP #
				122	
		TERMS	FREIGHT	DATE	FORM TYPE
		30	ALLOW	11/14/2024	QUOTE

ITEM	LOC	DESCRIPTION		QTY	SHIPPED	PRICE	AMOUNT
1		MSA- A-G1FS442MA2COLAR MSA G1 SCBA 4500	\$ -	20		\$ 6,228.00	\$ 124,560.00
2		MSA- 10175708 G1 Cylinder QC 4500psi 45 minute	\$ -	40		\$ 1,050.00	\$ 42,000.00
3		MSA- 10156459 Facepiece, G1, FS, MD, MD NC, 4PT C-HARN	\$ -	20		\$ 425.00	\$ 8,500.00
5		MSA- 10158385 Kit, Charging Station, G1	\$ -	1		\$ 825.00	\$ 825.00
6		MSA- 10148741-SP Battery Pack, G1, Rechargeable	\$ -	4		\$ 425.00	\$ 1,700.00
7		MSA- 10162403 Adapter Assy, QC to 1/4 NPT F, 5000psi	\$ -	1		\$ 525.00	\$ 525.00
8		MSA-10206313 RIT, G1, QC, QF, GUAGE, QA BYPASS, UEBESS 4500	\$ -	1		\$ 4,500.00	\$ 4,500.00
9		MSA- 10185115 CASE, CARRYING, SCBA, G1	\$ -	4		\$ 250.00	\$ 1,000.00
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
		**** Prices Valid Until December 15 ****	\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
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			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -
			\$ -			\$ -	\$ -

ADDITIONAL COMMENTS BELOW	DIST TOTAL: \$	-	Subtotal	\$ 183,610.00
			Tax	\$ -
			Freight	\$ -
		ALLOW	TOTAL	\$ 183,610.00

Quote is good for 30 days. Please review our Return and Payment Policies at www.cascoindustries.com/policies

TALLULAH FIRE DEPARTMENT

"TO PRESERVE LIFE AND PROPERTY AND PROMOTE PUBLIC SAFETY"

Date: November 15, 2024
To Ryan Foster, Fire Chief
From: Harold Allen Fire Chief City Of Tallulah
Re: Cooperative purchasing agreement

Chief Foster,

The Tallulah Fire Department is requesting to participate in a cooperative purchasing agreement with the South Bossier Fire District No.2 for the procurement of MSA G1 SCBA's, awarded by public bid. This agreement is allowed by LA R.S. 38:321.1

Upon agreement, please sign below and return this document along with a copy of the awarded public bid to the Tallulah Fire Department .

Thank you for your time and consideration in this matter,


Harold Allen, Fire Chief
Tallulah Fire Department

APPROVAL OF AGREEMENT,


Ryan Foster, Fire Chief
South Bossier Fire District No. 2

11/27/2024
Date



§321.1. Additional procurement methods; state of Louisiana and political subdivisions of the state

A. In addition to the procurement methods available to all political subdivisions, as an alternate cost-effective means of acquiring materials, supplies, vehicles, and equipment, the state of Louisiana and any levee district, levee drainage district, municipality, parish, or other political subdivision of the state may purchase these items through an existing public contract of another political subdivision within one year of the opening of bids, provided that the following conditions are met:

(1) The contract was bid in compliance with R.S. 38:2211 et seq.

(2) The total purchases on the contract do not exceed two times what was purchased by the political subdivision bidding the contract.

(3) The written consent of the political subdivision which bid the contract is obtained, as well as the contract number, and if applicable, the resolution accepting the contract.

(4) The vendor agrees to the additional purchase.

(5) The vendor, product, materials, supplies, vehicles, or equipment are identical to those specified in the existing public contract of the other political subdivision, and the price is the same as the original contract price.

B. The state of Louisiana and any levee district, levee drainage district, municipality, parish, or other political subdivision of the state may rely on a certificate of the political subdivision that the contract was bid in compliance with state law.

C. A state agency or any local government agency may rely on a certificate of the office of state procurement that the contract bid is also in compliance with Title 39 of the Louisiana Revised Statutes of 1950, and has been adopted as a statewide cooperative contract pursuant to the cooperative purchase provisions of R.S. 39:1702 et seq.

Acts 2011, No. 371, §1; Acts 2016, No. 510, §1.

November 14, 2024

To: Chief Harold Allen
From: Angie Deming

Customer: City of Tallulah

Thanks for the opportunity to give you a quote on your latest project!

Equipment: Twenty (20) SCBAs & Equipment

Unit Cost: \$ 183,610.00
Down Payment: \$ 50,000.00
Net Financed: \$ 133,610.00
Frequency of Payments: Annual

Term in Years: 7
Payments: \$ 23,616.28
Factor: 0.17676
APR: 5.63%

Delivery Date: To be determined
First Lease Payment Due: November, 2025

- * A document fee of \$299 is due upon signing.
- * To qualify for the quoted rates, audited financial statements required.
- * This is a proposal only and not a commitment to finance. This proposal is subject to credit review and approval and proper execution of mutually acceptable documentation.
- * This transaction must be designated as tax-exempt under Section 103 of the Internal Revenue Code of 1986 as amended.
- * Lessee's total amount of tax exempt debt to be issued in this calendar year will not exceed the \$10,000,000 limit.
- * Payments and rates reflect pre-application of escrow earnings and manufacturer discounts, if any.

Sincerely,
Republic First National Corporation

Angie Deming
angie@rfnonline.com

MUNICIPAL CREDIT APPLICATION

Please return completed application with required financial information.

Legal Name of Obligor:		Fed. Tax ID #:	
Address:			
City:	County:	State:	Zip:
Contact Person:		Title:	
Phone:		Fax:	
Email Address:		Alt Contact Email Address:	
Alternative Contact Person:		Title:	
		Phone:	
Date municipal entity was established:		Does the obligor self-insure for property & liability insurance?	
Name of Insurance Company:		Insurance Contact Person:	
Ins. Contact Phone:		Ins. Contact Email Address:	
Total Cost of Equipment/Project: \$		Term (years):	
*Down Payment:	\$	Source of Down Payment:	
Trade In:	\$	Delivery Date:	
Other:	\$	Payment Due:	<input type="checkbox"/> Advance <input type="checkbox"/> Arrears
Amount to Finance:	\$	Payments:	<input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual
*Obligor's down payment should be made before or at delivery. Proof of down payment is required prior to payment of any contract proceeds, unless otherwise negotiated.			
Has the obligor paid, or does obligor intend to pay, a vendor for any portion of the equipment being financed with the intent of being reimbursed with proceeds from this financing? <input type="checkbox"/> Yes <input type="checkbox"/> No			
How will the contract payments be made? <input type="checkbox"/> Check <input type="checkbox"/> ACH <input type="checkbox"/> Other (specify)			
What fund will the remaining contract payments be made from? <input type="checkbox"/> General <input type="checkbox"/> Special (specify)			
Will any federal monies be applied to the contract payments? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain.			
Equipment Description:			
New Equipment:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, list age of equipment or date manufactured:	
Refurbished:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Year:	
Replacement:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Age of current equipment:	Year purchased:
If not a replacement, why is the equipment needed?			
Buyout Included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of buyout included: \$	
Soft Costs Included:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount of soft costs included (shipping, software, and sales tax): \$	
Physical location of equipment after delivery:			
Describe the essential use of the equipment:			
Has the obligor ever defaulted or non-appropriated on a lease, bond, or legal obligation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will the obligor issue more than \$10,000,000 in tax-exempt debt in this calendar year?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the project a building? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, who owns the land?	
What is the physical address of the new building/project?			

- Three (3) most recently completed Audits or year-end Financial Statements
- If the fiscal year end of the Audit is more than six (6) months ago, also provide year-to-date Balance Sheet with Debt Service Commitments and Income Statement
- Current Budget

Completed By (signature):	Printed Name and Title:	Date:
---------------------------	-------------------------	-------

- Additional financial information may be requested if deemed necessary during credit review.
- By signing this application Obligor representative agrees to the following statement: "Everything stated in this application is correct to the best of my knowledge. I understand Obligor will retain this application whether or not it is approved. Obligor is authorized to verify any information on this application with an appropriate third party as necessary to complete the credit review process."



ExternalRE: 22/23 LGAP

From Wendi Vessell (DOA) <Wendi.Vessell@LA.GOV>
Date Tue 4/30/2024 10:30 AM
To Yvonne Lewis <yLewis@tallulah-la.gov>
Cc Harold Allen <tallulahchief@gmail.com>

Yes, those funds can be used for the purchase of new airpacks. An amendment isn't necessary.

thanks

Wendi Vessell

Community Development Program Manager, Local Government Assistance
Office of Community Development
Local Govt. Assistance Program(LGAP) -
Community Water Enrichment Fund(CWEF)
1201 North Third Street, Claiborne Building, Suite 3-150
P.O. Box 94095 Baton Rouge, LA 70804-9095
PH:2253426501 FAX:2253421947

HOURS: 7:00a-3:30p Monday-Friday

For LGAP/CWEF Forms and Vendor Payments information click on the hyperlinks below:

Forms: <https://www.doa.la.gov/oa/ocd-lga/lgap-and-cwef-programs/application-and-forms/>

Payments: <https://www.cfprd.doa.louisiana.gov/vendsearch/index2.cfm>

REMINDER: Only two fiscal years for each LGAP/CWEF grant program are allowed open at once. Timely completion of projects and the submission of approved close-out documents are required in order to insure funding consideration for future grants.



From: Yvonne Lewis <yLewis@tallulah-la.gov>
Sent: Tuesday, April 30, 2024 9:43 AM
To: Wendi Vessell (DOA) <Wendi.Vessell@LA.GOV>
Cc: Harold Allen <tallulahchief@gmail.com>
Subject: 22/23 LGAP

EXTERNAL EMAIL: Please do not click on links or attachments unless you know the content is safe.

Wendi:

Our 22/23 LGAP was submitted to purchase refurbished air packs for our Fire Department. Over this past weekend, we had a tax pass and the Fire Department will be getting additional funds annually going forward.

Our Chief, who is always trying to make money stretch as far as possible, is wondering instead of purchasing refurbished air packs, can he use the 22/23 LGAP funding (\$50,000) as a down payment on

the purchase of NEW airpacks, which he will finish paying for with the new tax funds.

The justification is that with the refurbished air packs do not have as long as life as new ones AND they do not have a warranty as long as new ones. Additionally, new airpacks will meet the current National Fire Protection Agency (NFPA) standards.

Can you please let me know if we can do this? Overall it's a better use of the funding resources and we are just trying to get as much bang out of every dollar as possible.

Change Order No.1

Date of Issuance: 11-19-24

Effective Date: _____

Project: FY 2023 LCDBG Street Improvements	Owner: City of Tallulah, 204N. Cedar Street, Tallulah, LA 71282	Owner's Contract No.: LCDBG # 2000813624
Contract: FY 2023 LCDBG Street Improvements		Date of Contract: August 23, 2024
Contractor: Amethyst Construction, Inc. 215 Industrial Parkway, West Monroe, LA 71291		Engineer's Project No.: 2308-52-EN

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Six (6) existing manholes on Tampa Street and four (4) existing manholes on Elm Street were buried beneath the existing pavement. This change order will adjust the manhole rims so that they are flush with the new pavement

Attachments (list documents supporting change):

Budget Summary, Email from Contractor

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 736,336.00

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

\$ N/A

Contract Price prior to this Change Order:

\$ 736,336.00

[Increase] [Decrease] of this Change Order:

\$ 31,000.00

Contract Price incorporating this Change Order:

\$ 767,336.00

Original Contract Times: Working days Calendar days

Substantial completion (days or date): 120 DAYS (01/29/25)

Ready for final payment (days or date): 165 DAYS

[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____:

Substantial completion (days): N/A

Ready for final payment (days): _____

Contract Times prior to this Change Order:

Substantial completion (days or date): 120 DAYS (01/29/25)

Ready for final payment (days or date): 165 DAYS

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): 24 DAYS

Ready for final payment (days or date): _____

Contract Times with all approved Change Orders:

Substantial completion (days or date): 144 DAYS (02/22/25)

Ready for final payment (days or date): 189 DAYS

RECOMMENDED:

By: Cinnamon Gooding
Cinnamon Gooding, P.E.

Date: 11-20-24

Approved by Funding Agency (if applicable): _____

ACCEPTED:

By: _____
Charles Michael Finlayson, Mayor

Date: _____

ACCEPTED:

By: Benjamin L. Holdman
Benjamin L. Holdman, Vice President

Date: 11-21-24

Date: _____

Change Order

Instructions

A. GENERAL INFORMATION

This document was developed to provide a uniform format for handling contract changes that affect Contract Price or Contract Times. Changes that have been initiated by a Work Change Directive must be incorporated into a subsequent Change Order if they affect Price or Times.

Changes that affect Contract Price or Contract Times should be promptly covered by a Change Order. The practice of accumulating Change Orders to reduce the administrative burden may lead to unnecessary disputes.

If Milestones have been listed in the Agreement, any effect of a Change Order thereon should be addressed.

For supplemental instructions and minor changes not involving a change in the Contract Price or Contract Times, a Field Order should be used.

B. COMPLETING THE CHANGE ORDER FORM

Engineer normally initiates the form, including a description of the changes involved and attachments based upon documents and proposals submitted by Contractor, or requests from Owner, or both.

Once Engineer has completed and signed the form, all copies should be sent to Owner or Contractor for approval, depending on whether the Change Order is a true order to the Contractor or the formalization of a negotiated agreement for a previously performed change. After approval by one contracting party, all copies should be sent to the other party for approval. Engineer should make distribution of executed copies after approval by both parties.

If a change only applies to price or to times, cross out the part of the tabulation that does not apply.

City of Tallulah
 FY 2022 LCDBG Street Improvements
 Project No. 2208-52-EN

CHANGE ORDER BUDGET SUMMARY

1. Amethyst Construction, Inc.		
West Monroe, LA		
Contract Base Bid	\$736,336.00	
Change Order No. 1	<u>31,000.00</u>	
Construction Total		\$767,336.00

ITEM NO.	CATEGORY	As-Bid Budget	Change Order Budget	
A.	Construction	\$ 736,336	\$ 767,336	(Grant Funds)
B.	Contingencies	55,494	24,494	(Grant Funds)
C.	Basic Engineering	66,640	66,640	(Local Funds)
D.	Resident Project Rep.	28,570	28,570	(Local Funds)
E.	Administration	55,000	55,000	(Local Funds)
F.	Soil Testing and Report	9,000	9,000	(Local Funds)
Total Cost		\$951,040	\$951,040	

LCDBG Grant Funds are in the amount of \$791,830. Approved total project budget \$951,040.

CHANGE ORDER WORK SHEET

Change Order No. 1

Task or Work to be Performed:

Adjust six (6) existing manhole rims on Tampa Street and four (4) existing manhole rims on Elm Street due to the fact that the existing manholes were below the existing pavement surface. Due to the fact that these manholes were not visible, no one knew they were there.

List All Material / Parts / Component Costs:

Bid Item Costs:

Elm Street – Item 702 - \$2,500 per manhole @ 4 manholes - \$10,000
Tampa Street – Item 702 - \$3,500 per manhole @ 6 manholes - \$21,000
Total \$31,000

Total Change Order Cost \$ 31,000

Additional Time Requested: *Number of Days* 24 DAYS

Justification:

The existing manholes were not visible, as they were buried beneath the existing pavement. Some were 2 feet below the surface.

Contractor: Amethyst Construction
Address: 215 Industrial Pkwy
West Monroe, LA 71291

Tallulah streets

From: Jerry Riley (jerry@amethystconstruction.com)

To: mcmanusengineers@yahoo.com

Cc: ben@amethystconstruction.com; bill@amethystconstruction.com; donald@amethystconstruction.com; jeremy@amethystconstruction.com

Date: Wednesday, November 6, 2024 at 08:54 AM CST

Cinnamon, there are ten manholes on the tallulah street project. We can tie the new asphalt into two of these but the remaining eight will need to be adjusted to the new asphalt grade once paving is complete. Please advise on how you would like to make these adjustments.

C9

Tallulah streets

Intersection	Manhole @ cement grade
Tampa/Lasalle	Flush with cement
Tampa/Desoto	2 inches below cement
Tampa/Jefferson	2 Feet below cement
Tampa/Monroe	Flush with cement
Tampa/Cleveland	2 Feet below cement
Tampa/@ stat 1975	2 inches above cement
N Elm/Charlotte	2 Feet below cement
N Elm/Virginia	2 inches below cement
N Elm/Helen	2 inches below cement
NElm/Thelma	2 inches above cement



Date: December 6, 2024

To: Yvonne Lewis
Mayor's Administrative Assistant

From: Michael Ellis
Program Manager, Bonton Associates

Re: Tallulah Receivership Program Weekly Recap

Dear Ms. Lewis,

This update recaps ongoing water treatment plant (WTP) challenges, progress on the Corrective Action Plan (CAP) and touches on the short-term stabilization efforts. Here's a concise breakdown:

Saturday, 11/30 – High Service Pump #2 Coupler Replacement

The coupler on High Service Pump #2 failed due to recurring pump misalignment, a persistent issue necessitating structural upgrades. The pump was realigned using shims and has been operating satisfactorily since. However, the bases for High Service Pumps #1, #2, and #3 are deteriorated and must be replaced to resolve the root cause of frequent failures. (See Photo #1)

Sunday, 12/1 – Pump Restoration and System Operations

High Service Pump #2 was returned to service, allowing the plant to fill elevated tanks and restore system pressure to 50 psi. This enabled normal backwashing of pressure filters and hydrant flushing in response to dirty water complaints. A community notification was issued for planned work on Tuesday, 12/3, advising residents to conserve water due to ongoing operational challenges.

Monday, 12/2 – Preparation for Valve Installation and Winterization

Crews excavated and exposed a 12" Transite pipe in preparation for valve installation. Proactive winterization of the plant and distribution system began to minimize disruptions from expected freezing temperatures later in the week.

Tuesday, 12/3 – Valve Installation and Ongoing Operations

Utiliserve installed a new valve under pressure without requiring plant downtime. Winterization efforts continued alongside regular operations, ensuring system stability ahead of the freeze.

Wednesday, 12/4 – Challenges with High Service Pump Station Isolation

Efforts to isolate the High Service Pump Station using the newly installed valve were

unsuccessful due to a malfunctioning valve that could not be closed. This issue contributes to backpressure problems that increase wear on pumps and pressure filters. A new lime sludge pump was installed. An additional valve will likely be required to relieve line pressure and replace the malfunctioning valve. Work requiring plant shutdown was postponed to prioritize water storage ahead of freezing temperatures.

Thursday, 12/5 – Emergency Diesel Pump Removal and Freeze Preparations

Smith Machine removed the emergency diesel low-service pump for evaluation and potential repair. A rental diesel pump is supplementing operations alongside Low Service Pump #2. Low Service Pump #1 is beyond repair, with a replacement expected in 4-6 weeks. Lime buildup in the emergency pump effluent line highlights the need for functional clarifiers to prevent system-wide failures. Final winterization efforts ensured readiness for freezing conditions. (See Photo #4)

Friday, 12/6 – Freezing Weather and Plant Performance

The plant operated without major issues during freezing temperatures overnight. However, elevated storage levels did not recover as expected, likely due to residents running faucets to prevent freezing. Crews continued normal operations.

Schedule for Next Week: December 7–13

High Service Pump Station Stabilization

- Explore additional methods to isolate the High Service Pump Station for valve replacements on Pumps #1 and #3.
- Measure and prepare for new pump foundation fabrication to address structural instability.

Valve Replacements and Maintenance

- Evaluate and order replacement valves for critical plant sections.
- Address issues with Low Service Pump check valves to prevent backpressure and backspinning.

Ground Storage Tank Assessment

- Coordinate tank inspection to assess structural integrity.
- Develop a cleaning plan for lime and sludge buildup.
- Investigate discharge line partial blockages caused by lime and sludge accumulation.

Ongoing Operations

- Continue normal operations while systematically addressing vulnerabilities to improve reliability and stability.

Corrective Action Plan (CAP) Progress

- CAP development is on schedule for early January submission.



-
- Internal workshops are scheduled next week to review drafts with SME groups.

Emergency Stabilization Options

- Emergency Stabilization Options memo submitted to LDH on Thursday, December 5th.
- Follow-up sent to LDH on December 6th addressing questions about the WesTech mobile treatment unit proposal.

We want to continue to emphasize the urgency of stabilizing the WTP and implementing corrective measures to ensure system reliability while continuing to develop the long-term solutions.

Regards,

Michael Ellis

CC: Pamela Grady, Esq.
Charles Caballero, P.E.



Photo #1 - HS Pump #2 Coupler



Photo #2 Insert A Valve



Photo #3 - High Service Pump Station Valve



Photo #4 - Lime Buildup in Low Service Pump Effluent Line

L M A
MID-WINTER
C O N F E R E N C E

C R O W N E P L A Z A B A T O N R O U G E
J A N U A R Y 2 7 - 2 8 , 2 0 2 5

Mid-Winter Conference Returning to Baton Rouge

Registration is now open for the LMA's 2025 Mid-Winter Conference for Municipal Officials, and it's seeing a return to the Crowne Plaza in the Capital City on January 27 and 28.

Notable and familiar speakers will be Jenifer Schaye with the Louisiana Legislative Auditor's office; LMA Executive Director Barney Arceneaux; RMI General Manager Patrick Cronin; and LaMATS Executive Director Cliff Palmer.

To register, visit our website at www.lma.org and go to Events.

A block of rooms has been reserved until Friday, December 27, at the Crowne Plaza at a rate of \$115/night. Please call 225.925.2244 to make your reservation and mention you are with the Louisiana Municipal Association's Mid-Winter Conference 2025. Check-in time is 4 PM, and check-out time is 11 AM unless special arrangements are made directly with the hotel in advance.

We look forward to seeing you all in January!





-REGISTRATION FORM-
Louisiana Municipal Association
Mid-Winter Conference for Municipal Officials
January 27 – 28, 2025
Crowne Plaza Baton Rouge
4728 Constitution Avenue, Baton Rouge, LA 70808

NAME _____

BADGE NAME _____ TITLE _____

GUEST NAME _____

MUNICIPALITY _____

ADDRESS _____

(STREET OR P.O. BOX)

(CITY)

(STATE)

(ZIP CODE)

TELEPHONE () _____ FAX () _____

EMAIL _____

ACCOMMODATIONS

A block of rooms has been reserved at the Crowne Plaza Baton Rouge at a rate of \$115. Please call (225) 925-2244 to make your reservation and mention that you are with Louisiana Municipal Association's Mid-Winter Conference 2025.

The reservation cut-off date is Friday, December 27, 2024. Check-in time is 4:00 p.m. and check-out time is 11:00 a.m., unless special arrangements are made in advance.

For your accommodation's plans, registration will open at 11:00 a.m. with the first session beginning at 1:00 p.m. on January 27. The conference will conclude at 5:00 p.m. on January 28.

ADVANCE REGISTRATION

ENDS JANUARY 16

\$150 per delegate/official
(includes one guest & reception)

LATE REGISTRATION

BEGINS JANUARY 17

\$175 per delegate/official
(includes one guest & reception)

REGISTER BY MAIL

Complete this form and return with your registration fee payment, in full, no later than January 20, 2025.

Make Checks Payable To:

Louisiana Municipal Association
 Mid-Winter Conference
 P.O. Box 4327
 Baton Rouge, LA 70821

REGISTER ONLINE

WWW.LMA.ORG

REFUNDS

An administrative fee of \$45 will be charged for all cancellations of the LMA Mid-Winter Conference, including medical emergencies. **No refunds will be given after Monday, January 13, 2025 (two weeks prior to the start of the event).**

Refunds will be issued only if the LMA office receives your cancellation request in the form of a letter on your official letterhead mailed, emailed, faxed, or delivered to our office with a postmark date no later than January 13, 2025. Telephone requests for refunds will not be accepted. **There will be no exceptions to this policy.**

NOTE: The LMA will offer one hour of required ethics training on Wednesday, January 28, at no additional charge. This training will begin at 4:00 p.m.

HAVE A QUESTION?

Contact: Nikki Samrow, P.O. Box 4327, Baton Rouge, LA 70821, (225) 344-5001 Phone, nsamrow@lma.org