

**CITY COUNCIL - PRE-MEETING 6:30 P.M. TO 7:00 P.M.**

Natchitoches City Council will have a pre-council meeting beginning at 6:30 p.m. and ending at 7:00 p.m. to discuss any non-agenda items. The City Council meeting will begin promptly at 7:00 p.m. on the second and fourth Monday of each month and will be reserved to only items on the Agenda. The public is invited to both the pre-council meetings and council meetings with the understanding that items not on the agenda will not be discussed at the scheduled council meetings, but the public is welcome to discuss any topic at the pre-council meetings.

**NATCHITOCHEs CITY COUNCIL MEETING  
JANUARY 23, 2012  
7:00 P.M.**

**AGENDA**

1. **CALL TO ORDER**
2. **INVOCATION**
3. **PLEDGE OF ALLEGIANCE**
4. **READING AND APPROVAL OF THE MINUTES OF JANUARY 9, 2011**
5. **PROCLAMATION:**  
**#005 Payne** Resolution Proclaiming January, 2012 as Arbor Month
6. **GUEST:** Jeff McDonald with the Louisiana Alcohol and Tobacco Department
7. **RESOLUTIONS:**  
**#006 Payne** Resolution Amending The Louisiana Community Development Physical Accessibility Policy Adopted On January 10, 2011, To Increase The Maximum Policy Limit For Each Improvement
8. **ORDINANCES INTRODUCTION:**  
**#003 Nielsen** Ordinance Approving The Contract For Services With Geographic Technologies Group, Inc. Setting The Terms And Conditions Of Said Contract, And Authorizing The Execution Of The Agreement By The Mayor, Wayne McCullen, After Due Compliance With The Law, And Further Providing For Advertizing And A Savings Clause  
**#004 Morrow** Ordinance Authorizing The Mayor Of The City Of Natchitoches To Award The Bid For The Louisiana Community Development Block Grant Physical Accessibility Program  
**#005 Mims** Ordinance Authorizing The City To Convey Property Located At The Southeast Corner Of The Intersection Of Second Street And Lafayette Street To The Industrial Development Board Of The City Of Natchitoches, Louisiana, Inc., Setting The Terms And Conditions Of Same, And Authorizing The Execution Of A Deed By The Mayor, Wayne McCullen, After Due Compliance With The Law, And Further Providing For Advertising Of The Lease And An Effective Date.

*Removed from  
Agenda duplication  
of Ordinance #070  
to follow.*

**#006 McCain**

Ordinance Authorizing The Mayor Of The City Of Natchitoches, Louisiana, To Enter Into A Cooperative Endeavor Agreement With Natchitoches Historic Foundation, Whereby The City Of Natchitoches Will Lease To The Natchitoches Historic Foundation The Ground Upon Which The Roque House Is Located And The Natchitoches Historic Foundation Will Lease Ground And Facilities To The City Of Natchitoches, Providing For Advertising, Further Providing For Severability, And Further Providing For A Repealer And Effective Date Of Ordinance.

Motion to add to agenda:  
Ordinance #007

9. **ORDINANCES – FINAL:**

**#070 Nielsen  
of 2011**

Ordinance Authorizing The City To Execute An Act Of Cash Sale Deed To The Industrial Development Board Of The City Of Natchitoches, Louisiana, Inc., A Tract Situated On The South Side Of Lafayette Street, Within The Block Bounded On The West By Second Street On The South By Horn Street On The East By Front Street And On The North By Lafayette Street For The Development Of A Hotel, Setting The Terms And Conditions Of Same, And Authorizing The Execution Of The Deed Or Deeds By The Mayor After Due Compliance With The Law.

**#001 Morrow**

Ordinance To Amend And Reenact Section III (K) (4) (N) (5) (A) Of Appendix B Of The Code Of Ordinances, To Provide For A Definition Of “Garage Sale”, Providing For Advertising, Further Providing For Severability, And Further Providing For A Repealer And Effective Date Of Ordinance

10. **REPORTS:** Pat Jones - Financial

11. **ANNOUNCEMENT:** The City of Natchitoches will be closed Monday, February 20, 2012 in honor of President’s Day

12. **ADJOURNMENT**

**NOTICE TO THE PUBLIC**

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact the City Clerk’s Office at (318) 352-2772 describing the assistance that is necessary.

If you wish to address the Council, please complete the “Request to Address City Council” form located on the entrance table.

**PROCEEDINGS OF THE CITY COUNCIL  
OF THE CITY OF NATCHITOCHEs, STATE OF LOUISIANA,  
REGULAR MEETING HELD ON  
MONDAY, JANUARY 23, 2012, AT SEVEN O'CLOCK, (7:00) P.M.**

The City Council of the City of Natchitoches met in legal and regular session at the Natchitoches Arts Center, 716 Second Street, Natchitoches, Louisiana on Monday, January 23, 2012, at 7:00 p.m.

There were present:

Councilman- At-Large Don Mims, Jr.  
Councilmen: Jack McCain, Larry Payne, Dale Nielsen  
Councilwoman Sylvia Morrow

Absent:           None

The Mayor welcomed everyone and announced that the meeting is streaming live on the internet compliments of KNOC. The Mayor then said a few words in honor of the late Tom Murchison, who was the City Attorney for a period in excess of forty years and whose influence on the City of Natchitoches was greatly appreciated. The Mayor then asked everyone to rise for the Invocation given by Mr. Michael Braxton, followed by the Pledge of Alliance lead by Mr. Don Mims.

The Mayor then called for the reading of the Minutes of the January 9, 2012. Mr. McCain made a motion to dispense with the reading and approve the Minutes. Ms. Morrow seconded the motion. The roll call vote was as follows:

AYES:           McCain, Morrow, Payne, Nielsen, Mims  
NAYES:       None  
ABSENT:       None

The following Resolution was Introduced by Councilman Payne and Seconded by Councilman Nielsen as follows, to-wit:

**RESOLUTION NO. 005 OF 2012**

**PROCLAMATION**

**WHEREAS, Arbor Day**, was first observed in 1872 when J. Sterling Morton proposed a tree-planting day to the Nebraska Board of Agriculture and on April 10 of that year sponsors estimated that more than a million trees were planted on the first **Arbor Day**; and

**WHEREAS, Arbor Day** has since become an annual observance throughout the nation and the world celebrating the role of trees in our lives and promoting tree planting, care and conservation; and

**WHEREAS**, trees can lower our heating and cooling costs, clean the air and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and

**WHEREAS**, trees in our City increase property values, enhance the economic vitality of business areas and beautify our community; and

**WHEREAS**, the City of Natchitoches understands more than ever the importance of trees to our City and is committed to an effective ongoing program that provides direction, technical assistance, public attention and recognition for ongoing efforts to the value of trees in our community.

**NOW, THEREFORE**, I, Wayne McCullen, Mayor of the City of Natchitoches do hereby proclaim the month of January, 2012 as

**ARBOR MONTH**

in the City of Natchitoches, Louisiana and urge all citizens to observe this day.

This Resolution was then presented for a vote, and the vote was recorded as follows:

**AYES: Payne, Nielsen, Mims, McCain, Morrow**  
**NAYS: None**  
**ABSENT: None**  
**ABSTAIN: None**

**THEREUPON**, the Mayor, Wayne McCullen, declared the Resolution passed by a vote of 5 ayes to 0 nays, this the 23<sup>rd</sup> day of January, 2012.

  
\_\_\_\_\_  
**WAYNE McCULLEN, MAYOR**

Councilman Larry Payne introduced guests of the Council, Green Ambassadors:

Taylor Roberts  
Jill Wiltz  
Elizabeth Long

The Mayor asked the guests to explain what it takes to become a Green Ambassador and a little about Arbor Day. Jill Wiltz explained that the group's purpose is to make Natchitoches more beautiful while making the environment better as well as educating peers. The Mayor thanked the guests for coming.

The Mayor next stated that he was honored to have joining the meeting Daimian McDowell, Special Agent of the Alcohol and Tobacco Control Enforcement, Division Regional 5. The Mayor also introduced Kenny Cox, Johnny Cox and Terence Vincent and Representative Rick Nowlin. The Mayor asked Special Agent McDowell to come forward and make his presentation.

Kenny Cox asked that Special Agent McDowell then present a grant in the amount of \$5,000.00 to the City of Natchitoches Police Department for the purpose of funding officer overtime to enforce compliance of underage drinking laws. Special Agent McDowell stated that Commission Hebert assisted in obtaining this grant, and further acknowledged Gerald Long and Representative Kenny Cox for their support and promotion in underwriting. Mr. Micky Dove received the award on behalf of the City. Chief Dove stated he was thankful for the grant. Mayor McCullen also asked Special Agent McDowell to extend his appreciation for the grant and thanked the other guests for their attendance.

The following Resolution was Introduced by Mr. Payne and Seconded by Mr. Mims as follows, to-wit:

**RESOLUTION NUMBER 006 OF 2012**

**A RESOLUTION AMENDING THE LOUISIANA COMMUNITY DEVELOPMENT PHYSICAL ACCESSIBILITY POLICY ADOPTED ON JANUARY 10, 2011, TO INCREASE THE MAXIMUM POLICY LIMIT FOR EACH IMPROVEMENT**

**WHEREAS**, the City of Natchitoches has been awarded a Louisiana Community Development Block Grant for physical accessibility improvements for certain properties within the city; and

**WHEREAS**, it was required by the Division of Administration, Office of Community Development, that the City of Natchitoches adopt a Physical Accessibility Policy which established, among other criteria, minimum and maximum limits for each property targeted for improvements and on January 10, 2011 said policy was adopted by the City of Natchitoches; and

**WHEREAS**, bids were taken on January 11, 2012, for said properties and certain bids exceeded the maximum limits established for improvements; and

**WHEREAS**, the adopted Physical Accessibility Policy has a procedure established for amending the Policy to increase the maximum policy limit for each improvement when ample funds are available.

**NOW THEREFORE BE IT RESOLVED**, by the City of Natchitoches in regular session convened that Section IX, Minimums, Maximums, and Average Cost within the Physical Accessibility Policy be amended, relative to the maximum allowable cost of accessibility improvements, to increase the limit from \$10,000.00 to \$15,000.00 for each housing unit.

**BE IT FURTHER RESOLVED** that the City of Natchitoches hereby authorizes Mayor, Wayne McCullen, to execute such documents as are reasonable and necessary to make such amendment.

This Resolution was then presented for a vote, and the vote was recorded as follows:

<b>AYES:</b>	<b>Payne, Mims, McCain, Morrow, Nielsen</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, Mayor Wayne McCullen declared the Resolution passed by a vote of 5 Ayes to 0 Nays this the 23<sup>rd</sup> day of January, 2012.

  
WAYNE McCULLEN, MAYOR

The following Ordinance was Introduced by Mr. Nielsen as follows, to-wit:

**ORDINANCE NO. 003 OF 2012**

**AN ORDINANCE APPROVING THE CONTRACT FOR SERVICES WITH GEOGRAPHIC TECHNOLOGIES GROUP, INC. SETTING THE TERMS AND CONDITIONS OF SAID CONTRACT, AND AUTHORIZING THE EXECUTION OF THE AGREEMENT BY THE MAYOR, WAYNE MCCULLEN, AFTER DUE COMPLIANCE WITH THE LAW, AND FURTHER PROVIDING FOR ADVERTIZING AND A SAVINGS CLAUSE**

**WHEREAS**, the City of Natchitoches desires to enter into a **Contract for Services** with Geographic Technologies Group, Inc. (sometimes hereinafter "GTG") to provide professional services for Geographic Information Systems ("GIS") Strategic Plan Development; and

**WHEREAS**, the City finds that the proposed Scope of Services (Attachment A) and terms of this Contract are acceptable; and

**WHEREAS**, in consideration of GTG performing the services, the City agrees to pay GTG an amount not to exceed \$140,750.00, for services and tasks described in Attachment A to the Contract for Services; and

**WHEREAS**, the City Council of the City of Natchitoches has reviewed the attached Contract for Services and Attachment A and approves same.

**NOW THEREFORE BE IT ORDAINED** that the City Council does hereby authorize and empower Mayor, Wayne McCullen, to represent the City and execute a Contract for Services by and between the City of Natchitoches and Geographic Technologies Group, Inc. for the professional services of Geographic Information Systems (GIS) as represented in Attachment A, a copy of which is attached hereto and made a part hereof.

This Ordinance was introduced on the 23<sup>rd</sup> day of January, 2012.

Mayor McCullen stated that Juanita Fowler was very familiar with this project and asked that she say a few words. Ms. Fowler explained that the project would include software and hardware to allow all City departments to identify any location within the City of Natchitoches for the protection purposes of fire, police, emergency responders as well as other city personnel. Mr. Jack McCain asked if the Assessor's Office or 911 Office would be offering any financial assistance. Ms. Fowler stated that the project at this time includes only the City at this point.

Mayor McCullen stated that the ordinance would be back on the agenda for final consideration in two weeks.

## CONTRACT FOR SERVICES

This CONTRACT for services entered into by and between the City of Natchitoches, Louisiana, hereinafter called the "CITY," and Geographic Technologies Group, Inc., a North Carolina corporation of 1202 Parkway Drive, Goldsboro, North Carolina 27534 hereinafter called "GTG:"

WITNESSETH THAT:

WHEREAS, The City desires to engage GTG to provide professional services for Geographic Information Systems (GIS) Strategic Plan Development and,

WHEREAS, The City finds that the proposed Scope of Services (Attachment A) and terms of this Contract are acceptable; and,

WHEREAS, GTG desires to provide said services and agrees to do so for the compensation and upon the terms and conditions as hereinafter set forth,

NOW, THEREFORE, the parties hereto do mutually agree as follows:

1. Employment of GTG. The City hereby engages GTG and GTG hereby agrees to perform the professional services hereinafter set forth. The intent of this Contract is to set out the general terms by which the Scope of Services (Attachment A) is agreed to.
2. Scope of Services. GTG shall perform, in a professional manner, the services set forth in Attachments to this Contract which outline the Scope of Services, schedule, and fee.
3. Extra Services. GTG shall provide extra services, not specifically called for in the Scope of Services (Attachment A), only upon written authorization from The City.
4. Time of Performance. GTG will commence work on or as soon as practicable after the date of execution of this contract and all work as set forth in the Scope of Services (Attachment A) shall be completed within the time specified in of the Scope of Services (Attachment A) assuming the timely submission of all required scheduling of all meetings and reviews by The City. If The City requests modifications to the Scope of Services (Attachment A) time of performance of GTG shall be adjusted appropriately.  
  
GTG's services under this Contract shall be considered complete at the date when the submissions for that the Plan have been accepted by The City.
5. Meetings. This Contract includes attendance by GTG at meetings, as identified in the Scope of Services (Attachment A) to make presentations or to otherwise review the progress of the work.
6. Reports. GTG shall prepare and submit to The City reports as called for in the Scope of Services (Attachment A), attached hereto.

7. Compensation. In consideration of GTG performing the services, the City agrees to pay GTG for an amount not to exceed One Hundred Forty Thousand Seven Hundred Fifty dollars and no/100, (\$140,750.00), for services and tasks more fully described in Scope of Services (Attachment A).

7.1 Method and Timing of payment. Payment by the City for the services shall be made on a monthly basis, thirty (30) days after receipt of invoice.

8. Personnel. GTG represents that it has, or will secure at its own expense, all personnel required to perform the services under this Contract and that such personnel will be fully qualified to perform such services.

9. Responsibilities of the City. It is agreed that the City will have the following responsibilities under this Contract:

- a. The providing of all available information, data, reports, records, and maps to which the City has access and which are needed by GTG for the performance of the services provided for herein.
- b. Providing assistance and cooperation for GTG in obtaining any other needed material that the City does not have in its possession to complete the Scope of Services (Attachment A).
- c. Making available the services of the City as may be necessary to obtain information as needed to perform the work program set forth in the Scope of Services (Attachment A).
- d. The designation of a single representative who will be authorized to make necessary decisions required on behalf of the City and will serve to provide the necessary direction and coordination for the project.

All such responsibilities shall be conducted in a timely manner and without undue delay so as not to delay GTG in the performance of its services.

10. Delays Beyond the Control of GTG. It is agreed that events that are beyond the control of GTG or the City may occur which may delay the performance of the Scope of Services (Attachment A). In the event that the performance of the Scope of Services (Attachment A) by GTG is delayed beyond its control, GTG shall notify the City of such delay and the reasons therefore, and The City may, at its discretion, extend the time of performance appropriately.

11. Dispute Resolution. The parties will attempt in good faith to resolve any controversy or claim arising out of or relating to this contract promptly by negotiation between appropriate parties who have authority to settle the controversy.

The disputing party shall give the other party written notice of the dispute. Within ten (10) days after receipt of said notice, the receiving party shall submit to the other a written response. The notice and response shall include:

(a) a statement of each party's position and a summary of the evidence and arguments supporting its position, and

(b) the name and title of the designated representative who will represent that party.

The executive shall meet at a mutually acceptable time and place within twenty (20) days of the date of the disputing party's notice and thereafter as often as they reasonably deem necessary to exchange relevant information and to attempt to resolve the dispute.

If the controversy or claim has not been resolved within thirty (30) days of the meeting of the appropriate parties, the parties may use other available means of dispute resolution including the courts.

12. Changes. The City or GTG may, from time to time, request modifications or changes in the Scope of Services (Attachment A). Such changes, including any increase or decrease in the amount of GTG's compensation, which are mutually agreed upon by and between the City and GTG, shall be incorporated in written amendments.
13. Termination of Contract. This Contract may be terminated by either the City or GTG with fourteen (14) days written notice. In the event of such termination, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by GTG shall, at the option of the City, become its property. GTG shall be entitled to receive just and equitable compensation for work accomplished prior to the termination.
14. Assignability. This Contract shall not be assigned or transferred by either GTG or the City without the prior written consent of the other.
15. Liability and Standard of Care. GTG shall perform services for the City in a professional manner, using that degree of care and skill ordinarily exercised by consultants practicing in the same or similar locality as the project. The total liability of GTG whether in contract, tort (including negligence, whether sole or concurrent), or otherwise arising out of, connected with or resulting from the services provided pursuant to this contract shall not exceed the total fees paid for the work in question

The City acknowledges that GTG is a Corporation and agrees that any claim made by the City arising out of any act or omission of any director, officer or employee of GTG in the execution or performance of this contract shall be made against GTG and not against such director, officer, or employee.

GTG will maintain the following minimum limits of insurance during the term of this agreement:

A. General Liability

Each Occurrence: \$1,000,000  
Fire Damage (Any one fire) \$50,000  
Medical Expenses (Any one person) \$10,000  
Personal & Adv Injury \$1,000,000  
General Aggregate \$2,000,000

Coverage shall include contractual liability, products and completed operations, independent contractors, broad form general liability extensions, and per contract aggregate.

B. Automobile Liability – Combined Single Limit \$1,000,000

C. Worker's Compensation Statutory  
Each Accident \$500,000  
Each Disease – Each Employee \$500,000  
Each Disease – Policy Limit \$500,000

D. Professional Liability insurance on an occurrence or claims made basis with limits of liability not less than \$1,000,000 per occurrence and \$2,000,000 aggregate combined single limit. This policy shall cover GTG, all employees, and/or volunteers and all independent contractors, subcontractors and professional contractual persons hired or retained by GTG.

IN WITNESS WHEREOF, GTG and The City have executed this Contract as of the date written below and under the laws of the State of North Carolina.

**Geographic Technologies Group, Inc.**

**(GTG),**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**City of Natchitoches, LA**

By: \_\_\_\_\_

Title: \_\_\_\_\_

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

**Geographic Information System (GIS)  
Scope of Services Attachment A**

To:  
**City of Natchitoches**

Mayor Wayne McCullen  
[wmccullen@natchitochesla.gov](mailto:wmccullen@natchitochesla.gov)

**PLANNING AND ZONING**

Juanita Fowler  
318-357-3840 Fax 318-357-3837  
[jfowler@natchitochesla.gov](mailto:jfowler@natchitochesla.gov)

**UTILITIES**

Bryan Wimberly – Utilities Director  
[bwimberly@natchitochesla.gov](mailto:bwimberly@natchitochesla.gov) 318 357-3875

**PUBLIC WORKS**

Micheal Braxton – Public Works Director  
[mbraxton@natchitochesla.gov](mailto:mbraxton@natchitochesla.gov) 318-357-3875

**PLANNING AND ZONING**

Juanita Fowler - Director of Planning & Zoning  
[jfowler@natchitochesla.gov](mailto:jfowler@natchitochesla.gov) 318-357-3840

**FINANCE DEPARTMENT**

Pat Jones – Finance Director  
[pjones@natchitochesla.gov](mailto:pjones@natchitochesla.gov) 318-357-3825

**FIRE DEPARTMENT**

Dennie Boyt – Fire Chief  
[dboyt@natchitochesla.gov](mailto:dboyt@natchitochesla.gov) 318-357-3860

**INFORMATION TECHNOLOGY**

Steve Stinger – IT  
[sstinger@natchitochesla.gov](mailto:sstinger@natchitochesla.gov) 318-357-3786  
Sophie Culotta  
[sculotta@natchitochesla.gov](mailto:sculotta@natchitochesla.gov) 318-357-3786

**POLICE DEPARTMENT**

Nikeo Collins  
[ncollins@natchitochesla.gov](mailto:ncollins@natchitochesla.gov) 318-357-3855

From:  
**Geographic Technologies Group**

Mr. David Holdstock CEO  
1202 Parkway Drive  
Goldsboro, NC 27534

## Scope of Services

The following section describes Geographic Technologies Group's (GTG) understanding of the requirements of the City of Natchitoches and the methodology and detailed work plan for accomplishing the proposed scope of services.

### **Task #1: Software Deployment**

Total GTG Fee - \$15,000

The overall goal of Task 1 is to deploy in all departments ESRI's suite of software products and GTG's custom Web application. GTG will assist the City with the procurement of Environmental Systems Research Institutes (ESRI) Small Government Enterprise License Agreement (ELA). GTG will work with IT to assist in the deployment of the ESRI suite of desktop software products in each department. GTG will provide guidance for the various ESRI license levels and help the City determine user groups such as GIS Viewers, Editors, and Power Users. GTG will also configure and deploy the ESRI ArcGIS Server and ArcSDE server products and the enterprise Geo Blade intranet Web Solution.

#### Deliverables:

- 1a. Assist the IT Department with deploying the ESRI ELA suite of products, including but not limited to Arc GIS Server and ArcGIS Desktop (ArcView, ArcInfo, and ArcEditor license levels).
- 1b. Configure and customize GTG's Geo-Blade Web solution
  - Develop custom configurations that can be department and user specific.

### **Task #2: Geodatabase Design, Development, and Database Creation**

Total GTG Fee - \$80,750

The overall goal of Task 2 is to design and deploy an enterprise geodatabase for use by all departments, convert existing water and electric CAD data to a GIS format, incorporate zoning and flood plain data, and create fire station drive time maps.

### **Geodatabase Design and Development**

The geodatabase design will include digital data layers that are typically used by local government including electric, water, storm water, and the sewer system. The design will be a complete municipal design and will contain "place holders" for future GIS data that does not currently exist. GTG will meet with specific departments to discuss attribution and design. GTG will develop a draft database design specification for review by the City.

GTG will refine the preliminary geodatabase design based upon comments from City staff. The geodatabase design will be reviewed to ensure that it will meet the various requirements of the City's GIS. These requirements may include geometric networks, application development, database relationships, etc. The geodatabase design can then be further refined to meet these needs. The database design will be finalized and become the foundation of the enterprise GIS.

### **Conversion of Water System CAD Data**

GTG will use a combination of data conversion and some "heads-up digitizing to create a digital representation of the City's water system in GIS. GTG understands that the existing water system information is spatially inaccurate with missing and incomplete data. GTG will use our experience to build a water system that the Utilities Department can grow. The objective is to establish a GIS water system network that can be used for "asset management" and "modeling", has connectivity, and is topologically correct. The water system will be created from existing CAD data and other digital data sources made available by the City. Connectivity will be established in the water network. Where possible, the water system data will be spatially adjusted to improve horizontal accuracy. Minimal GPS field data collection may be used as needed. The level of effort will be approximately 5 to 6 weeks of staff time (Senior GIS Manager, Analysts, and Technicians).

### **Conversion of Electric System CAD Data**

GTG will convert all electric system CAD data to create a digital representation of the City's electric system in GIS. GTG understands that the existing electric system information is relatively accurate, but includes

schematic drawings. GTG will use our experience to build an electric GIS that the Utilities Department can grow. The objective is to establish a GIS electric system network that can be used for management, has connectivity, and is topologically correct. The electric system will be created from existing CAD data and other digital data sources made available by the City. Connectivity will be established in the electric network. Where possible, the electric system data will be spatially adjusted to improve horizontal accuracy. Minimal GPS field data collection may be used as needed. The level of effort will be approximately 6 to 7 weeks of staff time (Senior GIS Manager, Analysts, and Technicians).

#### **Data Creation, Incorporation and Drive Time Analysis**

Using existing data, GTG will create a Citywide zoning layer, load existing (FEMA) Flood plan data layers and develop drive time maps for the Fire Department.

Deliverables:

- 2a. Design an enterprise Geodatabase
- 2b. Develop the enterprise Geodatabase
- 2c. Conversion of Electric System Data into GIS
- 2d. Conversion of Water System Data into GIS
- 2e. Create Zoning Layer
- 2f. Incorporate FEMA's flood plain Layer
- 2g. Develop drive time maps

#### **Task #3: GIS Training**

Total GTG Fee - \$20,000

GTG will train a total of 9 City staff on the following applications:

- ArcGIS Desktop (GIS basics, cartography, map production, editing, analysis) (up to 7 staff)
- Geo Blade Web (unlimited classroom size)
- Custom Applications – including ArcGIS Server, ArcSDE, and related technology - (2 IT Staff)

Deliverables:

Training Material for each workshop

## ADDITIONAL WORK OUTSIDE OF THIS SCOPE OF SERVICES BUT RELATED TO THE ENTERPRISE SOLUTION

### Task #4: City of Natchitoches Police Department Services

The following services will be completed for the City of Natchitoches Police Department and will be billed separately.

- Install GeoBlade Crimes, GeoBlade Dispatch, GeoBlade Fires on the City's ArcGIS Server
- Configure GeoBlade applications with the following functionality
  - GeoBlade Dispatch Install
    - CAD Connection to SunGard's DISPATCH application for plotting calls for service and E911 calls
    - Load ArcGIS Server services for base maps in Dispatch
    - Configure map tips, predefined searches, buffer searches, reports, print templates, address locators, and street searches
    - Setup Google Earth integration
    - Setup plume analysis
    - Install GeoBlade Dispatch on client workstations
  - GeoBlade Dispatch Training
    - Train City of Natchitoches Police Department staff on GeoBlade Dispatch Administration component
    - Train City of Natchitoches dispatchers on GeoBlade Dispatch end-user component
    - Provide administrative and end-user documents
  - GeoBlade Crimes Install
    - RMS Connection to SunGard's CRIMES application
    - Load ArcGIS services for base maps in Crimes
    - Configure GeoBlade Crimes for spatial, crime type, time and date searches
    - Configure pre-defined Crime searches per the City's request
    - Configure map tips, predefined searches, buffer searches, reports, print templates, address locators, and street searches
    - Setup Google Earth integration
    - Setup plume analysis
    - Install GeoBlade Crimes on client workstations

- GeoBlade Crimes Training
  - Train City of Natchitoches Police Department staff on GeoBlade Crimes Administration component
  - Train City of Natchitoches Police Department Administrators and Command Staff on GeoBlade Crimes end-user component
  - Provide administrative and end-user documents
- GeoBlade Fires Install
  - RMS Connection to SunGard's FIRES application
  - Load ArcGIS services for base maps in Fires
  - Configure GeoBlade Crimes for spatial, crime type, time and date searches
  - Configure pre-defined Crime searches per the City's request
  - Configure map tips, predefined searches, buffer searches, reports, print templates, address locators, and street searches
  - Setup Google Earth integration
  - Setup plume analysis
  - Install GeoBlade Fires on client workstations
- GeoBlade Fires Training
  - Train City of Natchitoches Fire Department staff on GeoBlade Crimes Administration component
  - Train City of Natchitoches Fire Department staff on GeoBlade Crimes end-user component
  - Provide administrative and end-user documents

**Figure 1: Three-Year GIS Budget for the City of Natchitoches**

	Year One	Year Two	Year Three	Total
<b>Software</b>				
Small Government ELA (City)	\$10,000	\$10,000	\$10,000	\$30,000
Small Government ELA (Police)	\$15,000	\$15,000	\$15,000	\$45,000
GeoBlade Silverlight	\$15,000	\$2,100	\$2,100	\$19,200
<b>Total Software Costs</b>	<b>\$40,000</b>	<b>\$27,100</b>	<b>\$27,100</b>	<b>\$94,200</b>
<b>Data and Databases</b>				
Enterprise Geodatabase Design	\$25,000			\$25,000
Water GIS System	\$25,000			\$25,000
Sewer GIS System		\$25,000		\$25,000
Electric GIS System	\$30,000			\$30,000
Zoning Layer	\$250			\$250
Flood Plain Layer	\$250			\$250
Fire Station Location (Drive Times)	\$250			\$250
<b>Total Data and Databases</b>	<b>\$80,750</b>	<b>\$25,000</b>	<b>\$0</b>	<b>\$105,750</b>
<b>Training and Education</b>				
Esri ArcInfo (9 Staff)	\$12,500	\$2,500	\$2,500	\$17,500
GeoBlade Web (Silverlight)	\$2,500			\$2,500
Custom Applications	\$5,000	\$5,000		\$10,000
<b>Total Training and Education</b>	<b>\$20,000</b>	<b>\$7,500</b>	<b>\$2,500</b>	<b>\$30,000</b>
<b>Total</b>				
	<b>\$140,750</b>	<b>\$59,600</b>	<b>\$29,600</b>	<b>\$229,950</b>

Figure 2: GIS Budget, Schedule, and Departmental Billing

	Year One	February	March	April	May	June
<b>SOFTWARE</b>						
Small Government ELA (City)	\$10,000	\$10,000				
Small Government ELA (Police)	\$15,000	\$15,000				
GeoBlade Web (Silverlight)	\$15,000	\$15,000				
<b>DATA AND DATABASES</b>						
Enterprise Geodatabase Design	\$25,000	\$20,000	\$5,000			
Water GIS System	\$25,000		\$6,250	\$6,250	\$6,250	\$6,250
Electric GIS System	\$30,000		\$7,500	\$7,500	\$7,500	\$7,500
Zoning Layer	\$250		\$250			
Flood Plain Layer	\$250		\$250			
Fire Station Location (Drive Times)	\$250		\$250			
<b>GIS TRAINING</b>						
Esri ArcInfo (9 Staff)	\$12,500		\$12,500			
GeoBlade Web (Silverlight)	\$2,500		\$2,500			
Custom Applications	\$5,000			\$5,000		
<b>TOTAL</b>	<b>\$140,750</b>	<b>\$60,000</b>	<b>\$34,500</b>	<b>\$18,750</b>	<b>\$13,750</b>	<b>\$13,750</b>
<b>DEPARTMENTAL BILLING</b>						
Finance Office	\$10,912.70	\$8,166.67	\$2,746.03	\$0.00	\$0.00	\$0.00
Fire Department	\$11,162.70	\$8,166.67	\$2,996.03	\$0.00	\$0.00	\$0.00
IT Department	\$12,301.59	\$4,166.67	\$3,134.92	\$5,000.00	\$0.00	\$0.00
Planning and Zoning	\$11,412.70	\$8,166.67	\$3,246.03	\$0.00	\$0.00	\$0.00
Police Department	\$16,746.03	\$15,000.00	\$1,746.03	\$0.00	\$0.00	\$0.00
Public Works	\$10,912.70	\$8,166.67	\$2,746.03	\$0.00	\$0.00	\$0.00
Utilities	\$67,301.58	\$8,166.65	\$17,884.93	\$13,750.00	\$13,750.00	\$13,750.00
<b>TOTAL</b>	<b>\$140,750</b>	<b>\$60,000</b>	<b>\$34,500</b>	<b>\$18,750</b>	<b>\$13,750</b>	<b>\$13,750</b>

<b>FINANCE OFFICE</b>	<b>Year One</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Small Government ELA	\$1,666.67	\$1,666.67	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Geodatabase Design	\$5,000.00	\$4,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
Geoblade Web (Silverlight)	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Arclnfo Training (1 Person)	\$1,388.89	\$0.00	\$1,388.89	\$0.00	\$0.00	\$0.00
Geoblade Web Training (1 Person)	\$357.14	\$0.00	\$357.14	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENTAL FEE</b>	<b>\$10,912.70</b>	<b>\$8,166.67</b>	<b>\$2,746.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Finance Director

<b>FIRE DEPARTMENT</b>	<b>Year One</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Small Government ELA	\$1,666.67	\$1,666.67	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Geodatabase Design	\$5,000.00	\$4,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
Geoblade Web (Silverlight)	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Fire Station Location (Drive Times)	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Arclnfo Training (1 Person)	\$1,388.89	\$0.00	\$1,388.89	\$0.00	\$0.00	\$0.00
Geoblade Web Training (1 Person)	\$357.14	\$0.00	\$357.14	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENTAL FEE</b>	<b>\$11,162.70</b>	<b>\$8,166.67</b>	<b>\$2,996.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Fire Chief

IT DEPARTMENT	Year One	February	March	April	May	June
Small Government ELA	\$1,666.67	\$1,666.67	\$0.00	\$0.00	\$0.00	\$0.00
Geoblade Web (Silverlight)	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Arclinfo Training (2 People)	\$2,777.77	\$0.00	\$2,777.77	\$0.00	\$0.00	\$0.00
Geoblade Web Training (1 Person)	\$357.15	\$0.00	\$357.15	\$0.00	\$0.00	\$0.00
Custom (Application) Training	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENTAL FEE</b>	<b>\$12,301.59</b>	<b>\$4,166.67</b>	<b>\$3,134.92</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

IT Director

PLANNING AND ZONING	Year One	February	March	April	May	June
Small Government ELA	\$1,666.67	\$1,666.67	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Geodatabase Design	\$5,000.00	\$4,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
Geoblade Web (Silverlight)	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Zoning Layer	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Flood Plain Layer	\$250.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00
Arclinfo Training (1 Person)	\$1,388.89	\$0.00	\$1,388.89	\$0.00	\$0.00	\$0.00
Geoblade Web Training (1 Person)	\$357.14	\$0.00	\$357.14	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENTAL FEE</b>	<b>\$11,412.70</b>	<b>\$8,166.67</b>	<b>\$3,246.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Planning and Zoning Director

<b>POLICE DEPARTMENT</b>	<b>Year One</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Small Government ELA (Police)	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Arclnfo Training (1 Person)	\$1,388.89	\$0.00	\$1,388.89	\$0.00	\$0.00	\$0.00
GeoBlade Web Training (1 Person)	\$357.14	\$0.00	\$357.14	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENTAL FEE</b>	<b>\$16,746.03</b>	<b>\$15,000.00</b>	<b>\$1,746.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Police Chief

<b>PUBLIC WORKS</b>	<b>Year One</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>
Small Government ELA	\$1,666.67	\$1,666.67	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Geodatabase Design	\$5,000.00	\$4,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
GeoBlade Web (Silverlight)	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Arclnfo Training (1 Person)	\$1,388.89	\$0.00	\$1,388.89	\$0.00	\$0.00	\$0.00
GeoBlade Web Training (1 Person)	\$357.14	\$0.00	\$357.14	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENTAL FEE</b>	<b>\$10,912.70</b>	<b>\$8,166.67</b>	<b>\$2,746.03</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Public Works Director

UTILITIES	Year One	February	March	April	May	June
Small Government ELA	\$1,666.65	\$1,666.65	\$0.00	\$0.00	\$0.00	\$0.00
Enterprise Geodatabase Design	\$5,000.00	\$4,000.00	\$1,000.00	\$0.00	\$0.00	\$0.00
GeoBlade Web (Silverlight)	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Water GIS System	\$25,000.00	\$0.00	\$6,250.00	\$6,250.00	\$6,250.00	\$6,250.00
Electric GIS System	\$30,000.00	\$0.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00
Archnfo Training (2 People)	\$2,777.78	\$0.00	\$2,777.78	\$0.00	\$0.00	\$0.00
GeoBlade Web Training (1 Person)	\$357.15	\$0.00	\$357.15	\$0.00	\$0.00	\$0.00
<b>TOTAL DEPARTMENTAL FEE</b>	\$67,301.58	\$8,166.65	\$17,884.93	\$13,750.00	\$13,750.00	\$13,750.00

Utilities Director

TOTAL DEPARTMENTAL BILLING	Year One	February	March	April	May	June
<b>TOTAL</b>	\$140,750.00	\$60,000.00	\$34,500.00	\$18,750.00	\$13,750.00	\$13,750.00

The following Ordinance was Introduced by Ms. Morrow as follows, to-wit:

**ORDINANCE NO. 004 OF 2012**

**ORDINANCE AUTHORIZING THE MAYOR OF  
THE CITY OF NATCHITOCHEES TO AWARD THE BID  
FOR THE LOUISIANA COMMUNITY DEVELOPMENT BLOCK GRANT  
PHYSICAL ACCESSIBILITY PROGRAM**

**WHEREAS**, bids were advertised for the City of Natchitoches Community Development Block Grant Project, FY 2010 LCDBG Physical Accessibility Program, in the *Natchitoches Times* on November 22, November 29, and December 6, 2011 and re-advertised on January 6, 2012, in accordance with law; and

**WHEREAS**, GNF Management Company, Inc. opened the bid received on January 11, 2011; and

**WHEREAS**, one bid proposal was received from the sole bidder of David B. Womack Contractor, LLC on the five homes targeted for physical accessibility improvements as follows:

1)	Jesse Doty, 1328 Breda Avenue.....	\$12,275.00
2)	Audrey Williams, 411 Lafayette Street.....	\$ 6,400.00
3)	Rose Marshall, 226 Gibson Street.....	\$ 9,834.00
4)	Shirley Mock, 322 Carver Avenue.....	\$10,800.00
5)	Rosanna Blake, 121 Sylvan Drive.....	<u>\$ 4,725.00</u>
	Total	\$44,034.00

**WHEREAS**, on January 18, 2012, the committee of Pat Jones, Edd Lee, Randy LaCaze and Larry Payne reviewed the recommendation of GNF Management Company, Inc., relative to the bid received on its Louisiana Community Development Block Grant Program for physical accessibility improvements; and

**WHEREAS**, the above committee members unanimously recommend the City award the bid to the only responsive bidder, **David B. Womack Contractor, LLC** of Elm Grove, Louisiana in the amount of \$44,034.00; and

**WHEREAS**, due to insufficient funds of LCDBD, it is necessary for the City to inject funds in the amount of \$9,034.00 to the LCDBG construction budget of \$35,000.00 in order to award this bid; and

**NOW, THEREFORE, BE IT RESOLVED** that the Honorable Wayne McCullen, Mayor, is hereby authorized and empowered to sign any and all documents necessary for the acceptance of this bid and to add the required funding to the LCDBG construction budget.

# TABULATION OF BIDS

LCDBG PROJECT NO. 698936  
 CITY OF MATCHNOCHES  
 FY 2010 PHYSICAL ACCESSIBILITY PROGRAM

PREPARED BY: GNF MANAGEMENT COMPANY  
 POST OFFICE BOX 7376  
 MONROE, LOUISIANA 71211-7376

BID DATE: 11-Jan-12  
 BID TIME: 2:00 P.M.

ITEM	HOUSE LOCATION AND OWNER	QUANTITY	UNIT PRICE	TOTAL PRICE	LCDBG BUDGET	ACTUAL BIDS
1	JESSE DOTY, 1328 BRENDA AVENUE	1	\$ 12,275.00	\$ 12,275.00	\$ 35,000.00	\$ 44,034.00
2	AUDREY WILLIAMS, 411 LAEAVETTE STREET	1	\$ 6,400.00	\$ 6,400.00		
3	ROSE MARSHALL, 228 GIBSON STREET	1	\$ 9,834.00	\$ 9,834.00		
4	SHIRLEY MOCK, 322 CARVER AVENUE	1	\$ 10,800.00	\$ 10,800.00		
5	ROSANNA BLAKE, 121 SYLVAN DRIVE	1	\$ 4,725.00	\$ 4,725.00		
TOTAL BID PRICE:				\$ 44,034.00		
SURETY:				N/A	BUDGET BALANCE	
LA LICENSE NO:				552730	(\$9,034.00)	

WE CERTIFY THIS TO BE A TRUE AND CORRECT COPY OF ALL BIDS RECEIVED.

Mayor McCullen stated that the ordinance is on the agenda for introduction tonight. If there is no discussion, then the ordinance will be back before the Council in two weeks. Ms. Morrow asked what the criteria is for each of the recipients in the LCDGB grant and how the amounts for each recipient was calculated. Mayor McCullen stated that the recipient's physical condition of the homes were taken into consideration and that there was a requirement that the recipient fall into the low to moderate income range. Randy LaCaze further explained that applications were taken and field research was undertaken to determine the repairs necessary. The requirement for the repairs necessary at each location was considered and this is why there is a different amount for different locations.

Mr. McCain. Introduced Ordinance No. 6 of 2012

**ORDINANCE NO. 006 OF 2012**

**AN ORDINANCE AUTHORIZING THE MAYOR OF THE CITY OF NATCHITOCHEs, LOUISIANA, TO ENTER INTO A COOPERATIVE ENDEAVOR AGREEMENT WITH NATCHITOCHEs HISTORIC FOUNDATION, WHEREBY THE CITY OF NATCHITOCHEs WILL LEASE TO THE NATCHITOCHEs HISTORIC FOUNDATION THE GROUND UPON WHICH THE ROQUE HOUSE IS LOCATED AND THE NATCHITOCHEs HISTORIC FOUNDATION WILL LEASE GROUND AND FACILITIES TO THE CITY OF NATCHITOCHEs, PROVIDING FOR ADVERTISING, FURTHER PROVIDING FOR SEVERABILITY, AND FURTHER PROVIDING FOR A REPEALER AND EFFECTIVE DATE OF ORDINANCE.**

Mayor McCullen explained that when Roque House was moved to the Riverbank there was no agreement which allowed for the house to be placed there. This ordinance would allow for a Cooperative Endeavor Agreement which would allow the City of Natchitoches to lease the house for public use and perfect this agreement.

Mayor McCullen stated that the ordinance stands introduced and would be back before the Council in two weeks for final vote.

Mayor McCullen stated that there is an ordinance which came in late to the Council to annex an area into the City. This is Ordinance No. 7 of 2012. Mayor McCullen entertained a motion to add this ordinance to the agenda.

Mr. Mims moved that Ordinance No. 7 of 2012 be added to the agenda, and Mr. Nielson seconded the motion. The roll call vote was as follows:

AYES:	Mims, Nielson, McCain, Morrow, Payne
NAYS:	None
ABSENT:	None

Mayor McCullen asked Mr. Mims to read the ordinance by title and asked Juanita Fowler to discuss further.

ORDINANCE NO. 007OF 2012

AN ORDINANCE EXTENDING THE CITY LIMITS OF THE CITY OF NATCHITOCHEs ANNEXING TRACTS SITUATED IN SECTIONS 70 AND 71, TOWNSHIP 9 NORTH, RANGE 7 WEST, NATCHITOCHEs PARISH, LOUISIANA, SAID TRACTS LYING ADJACENT TO AND EAST OF LOUISIANA HIGHWAY 1 SOUTH AND ADJACENT TO THE EXISTING MUNICIPAL LIMITS OF THE CITY OF NATCHITOCHEs, AND FURTHER PROVIDING FOR THE FIXING OF A PUBLIC HEARING, ADVERTISEMENT, FIXING COUNCIL DISTRICT FOR SAME, FIXING ZONING CLASSIFICATION AND PROVIDING FOR AN EFFECTIVE DATE OF THE ORDINANCE.

The following Ordinance was Introduced by Mr. Nielsen and Seconded by Mr. McCain as follows, to-wit:

**ORDINANCE NO. 070 OF 2011**

**AN ORDINANCE AUTHORIZING THE CITY TO EXECUTE AN ACT OF CONVEYANCE TO THE INDUSTRIAL DEVELOPMENT BOARD OF THE CITY OF NATCHITOCHEs, LOUISIANA, INC., A TRACT SITUATED ON THE SOUTH SIDE OF LAFAYETTE STREET, WITHIN THE BLOCK BOUNDED ON THE WEST BY SECOND STREET ON THE SOUTH BY HORN STREET ON THE EAST BY FRONT STREET AND ON THE NORTH BY LAFAYETTE STREET FOR THE DEVELOPMENT OF A HOTEL, SETTING THE TERMS AND CONDITIONS OF SAME, AND AUTHORIZING THE EXECUTION OF THE ACT OF CONVEYANCE OR DEED BY THE MAYOR AFTER DUE COMPLIANCE WITH THE LAW.**

**WHEREAS**, in 1998, the City of Natchitoches (City) acquired the property commonly known as the Natchitoches Ford Motor Company from Terry M. Stroud, Jr., and others by deeds recorded at Conveyance Book 536, page 106, Conveyance Book 536, page 26, Conveyance Book 536, page 14, Conveyance Book 536, page 17, and Conveyance Book 536, page 22; and

**WHEREAS FURTHER**, as set forth in Ordinance No. 111 of 1998, the City acquired property located between Front Street and Second Street and bounded on the North by Lafayette Street for the development of a hotel associated with the Natchitoches Events Center and general development of downtown Natchitoches and the Natchitoches Events Center Facility is now complete and in use; and

**WHEREAS FURTHER**, the City owns the following described property, which it offered by Request for Proposals for the construction of a Hotel:

That certain tract of ground shown, together with all buildings and improvements situated thereon, located in the City and Parish of Natchitoches, Louisiana, being more fully shown and depicted as Tract "A-1A" on a plat of survey by Robert L. Davis, dated February 9, 2010.

**WHEREAS FURTHER**, a Request for Proposals for the Purchase of City Property and Development of Hotel was issued by the City of Natchitoches and the City has been working with the Responder selected by the Consultant to finalize the project as authorized by Resolution 32 of 2011; and

**WHEREAS FURTHER**, in order to deliver some of the incentives to the developer and upon the recommendation of Bond Council, the title to the property will be first transferred to the Industrial Development Board of the City of Natchitoches, Inc., and the City Council of the City of Natchitoches now desires to authorize the Mayor to execute an Act of Conveyance or such other instrument necessary to convey the property to the Industrial Development Board of the City of Natchitoches, Inc., so that the property may be developed in a manner consistent with the original intent of the City Council of the City of Natchitoches as set forth in Ordinance No. 111 of 1998; and

**WHEREAS FURTHER**, under the provisions of Louisiana R. S. 33:4712, any property owned by the City can be sold to any person after due advertisement and compliance with the law which is to include a finding and declaration that the property is no longer needed for any public purpose; and

**WHEREAS FURTHER**, the City Council of the City of Natchitoches has made a finding, on several occasions, that the property is not needed for any public purpose, and does now reaffirm that finding.

**NOW THEREFORE, BE IT ORDAINED** by the City Council in legal session convened as follows:

(1) That the City Council of the City of Natchitoches finds and takes cognizance of the fact that the property described above is not needed for any public purpose by the City.

(2) That the City Council has reviewed and approves the conveyance of the property to the Industrial Development Board for the City of Natchitoches, Inc.

(3) That after due proceedings and advertisement, the said City does convey the property to the Industrial Development Board for the City of Natchitoches, Inc., under the terms and conditions set forth therein, but only after final adoption of this ordinance, and including such limitation in said Act of Conveyance as recommended by Bond Council to guarantee the construction of a Hotel or return of the property, and further including such deed restrictions as required under an Agreement and Easement with Stamey and Miller, L.L.C., and after final compliance with due legal proceedings and advertisements required by law.

(4) That notice of this proposed Ordinance be published three (3) times in fifteen (15) days, one (1) week apart, in the Natchitoches Times, the legal journal for the City, and that the ordinance be posted in the City Hall.

(5) That any opposition to this Ordinance shall be made in writing, filed with the Clerk for the City of Natchitoches within fifteen (15) days after the first publication of this ordinance, and that a public hearing be held after the advertisements have been completed.

(6) That the Mayor, Wayne McCullen, be and he is hereby authorized, after due proceedings had, and after the legal delays have run, to execute an Act of Conveyance to convey the subject property to Industrial Development Board for the City of Natchitoches, Inc., all in conformance with the terms set forth above.

(7) That the City Clerk be authorized to advertise this proposed sale in accordance with law, i.e., three times in fifteen days, one week apart, December 16, 23, and 30, 2011, and to report to the City Council if any opposition is made in writing prior to the time of final adoption.

This Ordinance was introduced on December 12, and a public hearing had on same on January 23, 2012, after advertisement.

This Ordinance having been submitted to a roll call vote, the vote thereupon was as follows, to-wit:

<b>AYES:</b>	<b>Nielsen, McCain, Morrow, Payne, Mims</b>
<b>NAYS:</b>	<b>None</b>
<b>ABSENT:</b>	<b>None</b>
<b>ABSTAIN:</b>	<b>None</b>

**THEREUPON**, the Mayor declared the Ordinance passed by a vote of five ayes to zero nays, on this the 23<sup>rd</sup> day of January, 2012.

  
WAYNE McCULLEN, MAYOR

  
DON MIMS, MAYOR PRO TEMPORE

Delivered to the Mayor on the 24<sup>th</sup> day of January, 2012 at 10:00 A.M.

Juanita Fowler explained she was approached by Charles Seaman, requesting her assistance with the application for annexation of his mobile home park located on Highway 1 South. Two additional property owners, Anita Dubois and Tom Tubre, joined in the application. Mr. Seaman presented the request for annexation in April of 2011. At that time the City Department Heads advised Mr. Seaman of the requirements necessary on his part if the property is annexed, including requirements associated with sewer treatment, domestic water and fire protection. All the requirements would be at the cost of the owner. Mayor McCullen stated that the ordinance stands introduced and would be back before the Council in thirty days.

The following Ordinance was Introduced by Ms. Morrow and Seconded by Mr. Payne as follows, to-wit:

**ORDINANCE NUMBER 001 OF 2012**

**AN ORDINANCE TO AMEND AND REENACT SECTION III (K) (4) (n) (5) (a) OF APPENDIX B OF THE CODE OF ORDINANCES, TO PROVIDE FOR A DEFINITION OF “GARAGE SALE”, PROVIDING FOR ADVERTISING, FURTHER PROVIDING FOR SEVERABILITY, AND FURTHER PROVIDING FOR A REPEALER AND EFFECTIVE DATE OF ORDINANCE**

**WHEREAS**, the City of Natchitoches provides for the comprehensive regulation, by districts or zones for the uses of buildings, structures and land and regulates the uses of land building and structures, and the regulation of non-conforming uses in Appendix B to the Code of Ordinances of the City of Natchitoches, Louisiana; and

**WHEREAS FURTHER**, the City of Natchitoches provides for regulations for the placement of temporary signs both on premises and off premises in Appendix B of the Code of Ordinances of the City of Natchitoches, specifically at Section III, subsection K, On-premise and off-premise signs; and

**WHEREAS FURTHER**, Section III, Subsection (K) of Appendix B of the Code of Ordinances of the City of Natchitoches, Louisiana, has recently been reviewed by the Director of the Planning and Zoning Department for the City of Natchitoches, and the Director has made certain recommendations to the City Council of the City of Natchitoches for the amendment of the temporary sign requirements; and

**WHEREAS FURTHER**, after a review of problems being encountered by the Director while attempting to apply the existing requirements, the Director of the Planning and Zoning Department for the City of Natchitoches does recommend that the above subsection be amended to provide for a definition of the phrase “rummage and garage sales” as set forth in this Ordinance, and the City Council of the City of Natchitoches is of the opinion that it is in the best interest of the City of Natchitoches and its citizens to amend Appendix B of the Code of Ordinances to implement the changes suggested by the Director; and

**NOW THEREFORE BE IT ORDAINED** by the City Council of the City of Natchitoches, Louisiana, as follows:

**SECTION 1.** Appendix B, Section III, Subsection (K), On-premise and off-premise signs, Subsection (4) (n) (5) (a) is hereby amended and reenacted to read as follows:

- “a. Identifying the location of rummage and garage sales. For the purpose of this Section a “garage sale” or “rummage sale” shall mean a sale of movable property held on a premises that is zoned residential.”

**SECTION 2.** All Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

**SECTION 3.** If any portion of this Ordinance is declared to be invalid or unconstitutional in any manner, the invalidity shall be limited to that particular section or provision, and shall not affect the remaining portions of the ordinance, which shall remain valid and enforceable, it being the intention of the City Council that each separate provision shall be deemed independent of all other provisions herein.

**SECTION 4.** This Ordinance shall go into effect upon publication and in accordance with law.

Said Ordinance having been introduced by title on January 9, 2012 and was published in the *Natchitoches Times* on January 13, 2011 in a manner authorized by law, public hearing had on same, was put to a vote by the Mayor and the vote was recorded as follows:

**AYES:** Morrow, Payne, Nielsen, McCain, Mims  
**NAYS:** None  
**ABSENT:** None  
**ABSTAIN:** None

**THEREUPON**, the Mayor declared the Ordinance **PASSED** this 23<sup>rd</sup> day of January, 2012 by a vote of 5 ayes to 0 nays.

  
\_\_\_\_\_  
WAYNE McCULLEN, MAYOR

  
\_\_\_\_\_  
DON MIMS, MAYOR PRO TEMPORE

Delivered to the Mayor on the 24<sup>th</sup> day of January, 2012 at 10:00 A.M.

CITY OF NATCHITOCHES  
GENERAL FUND BUDGET REPORT  
AS OF DECEMBER 31, 2011

	CURRENT MONTH			YEAR TO DATE			
	MONTHLY BUDGET *1	ACTUAL	(OVER) UNDER BUDGET	YTD ACTUAL	ENCUM- BRANCES	UNREALIZED AVAILABLE BALANCE	PERCENT RECEIVED/ EXPENSED
<b>REVENUE</b>	1,132,915	1,171,894	38,979.68	6,625,803		6,969,172	48.74%
<b>EXPENDITURES</b>							
<b>DEPARTMENT:</b>							
CITY HALL / FINANCE	43,990	52,440	(8,449.74)	290,513	367	237,002	55.10%
COMMUNITY DEVELOPMENT	50,180	67,027	(16,846.66)	311,600	29,362	261,201	56.62%
PLANNING & ZONING	16,391	21,553	(5,162.36)	132,761	20	63,907	67.51%
FIRE DEPARTMENT	224,828	341,165	(116,336.82)	1,616,407	2,475	1,079,057	60.00%
POLICE DEPARTMENT	347,905	454,390	(106,485.13)	2,348,282	3,030	1,823,546	56.32%
ANIMAL SHELTER	12,667	15,772	(3,105.07)	69,838	565	81,598	46.32%
PURCHASING	26,272	28,536	(2,263.62)	151,035	77	164,152	47.93%
CITY GARAGE	17,703	19,240	(1,536.90)	115,151	1,182	96,104	54.76%
RECREATION *2	71,617	73,399	(1,782.49)	556,805	13,632	288,965	66.38%
PUBLIC WORKS	116,074	138,757	(22,682.63)	749,429	169	643,290	53.82%
INDIRECT EXPENSE	186,948	265,505	(78,556.50)	1,345,477	5,281	892,623	60.21%
PROGRAMMING & PROMOTIONS	18,340	16,519	1,820.21	110,964	136	108,974	50.48%
<b>TOTAL GENERAL FUND</b>	1,132,915	1,494,302	(361,387.71)	7,798,263	56,294	5,740,419	57.78%

FOOTNOTES:

\*1 - 1/12th OF TOTAL BUDGET

\*2 - SEASONAL ACTIVITY

% BUDGET YEAR ELAPSED 58%

% BUDGET EXPENDED 58%

**CITY OF NATCHITOCHES  
UTILITY (PROPRIETARY) FUND BUDGET REPORT  
AS OF DECEMBER 31, 2011**

	CURRENT MONTH			YEAR TO DATE				
	TOTAL BUDGET 11/12 FY	MONTHLY BUDGET *1	ACTUAL	(OVER) UNDER BUDGET	YTD ACTUAL	ENCUM-BRANCES	UNREALIZED / AVAILABLE BALANCE	PERCENT RECEIVED/ EXPENSED
<b>REVENUE</b>	41,806,189	3,483,849	2,602,135	(881,714)	24,123,254		17,682,935	57.70%
<b>EXPENDITURES</b>								
<b>DEPARTMENT:</b>								
UTILITY ADMINISTRATION	348,408	29,034	28,279	755	154,951	3,294	190,164	45.42%
WATER	2,049,241	170,770	188,311	(17,541)	1,252,051	24,963	772,227	62.32%
SEWER	1,517,726	126,477	132,990	(6,512)	716,964	31,192	769,570	49.29%
ELECTRIC	27,951,938	2,329,328	1,664,567	664,761	13,045,942	2,239,387	12,666,609	54.68%
UTILITY BILLING	607,735	50,645	46,517	4,128	326,974	1,472	279,289	54.04%
INFORMATION TECH	331,910	27,659	20,967	6,692	167,039	3,151	161,719	51.28%
INDIRECT	8,999,231	749,936	610,545	139,391	4,506,945	156	4,492,130	50.08%
<b>TOTAL UTILITY FUND</b>	<b>41,806,189</b>	<b>3,483,849</b>	<b>2,692,176</b>	<b>791,673</b>	<b>20,170,866</b>	<b>2,303,615</b>	<b>19,331,708</b>	<b>53.76%</b>

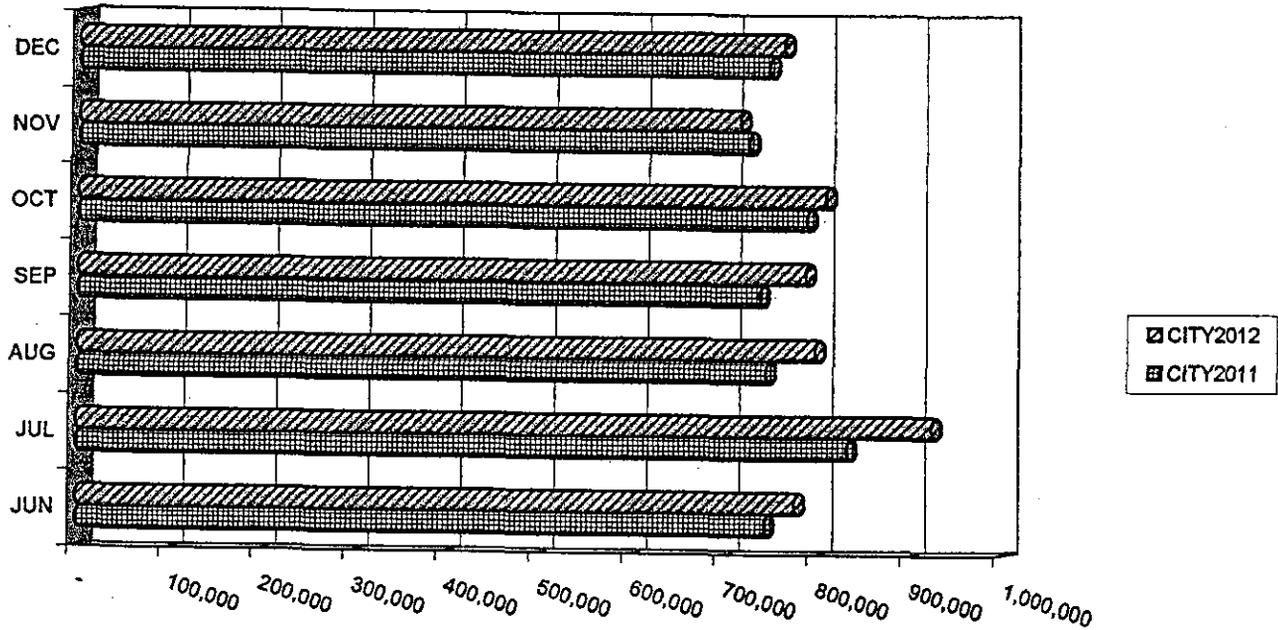
FOOTNOTES:

\*1 - 1/12th of TOTAL BUDGET

% BUDGET YEAR ELAPSED 58%

% BUDGET EXPENDED 54%

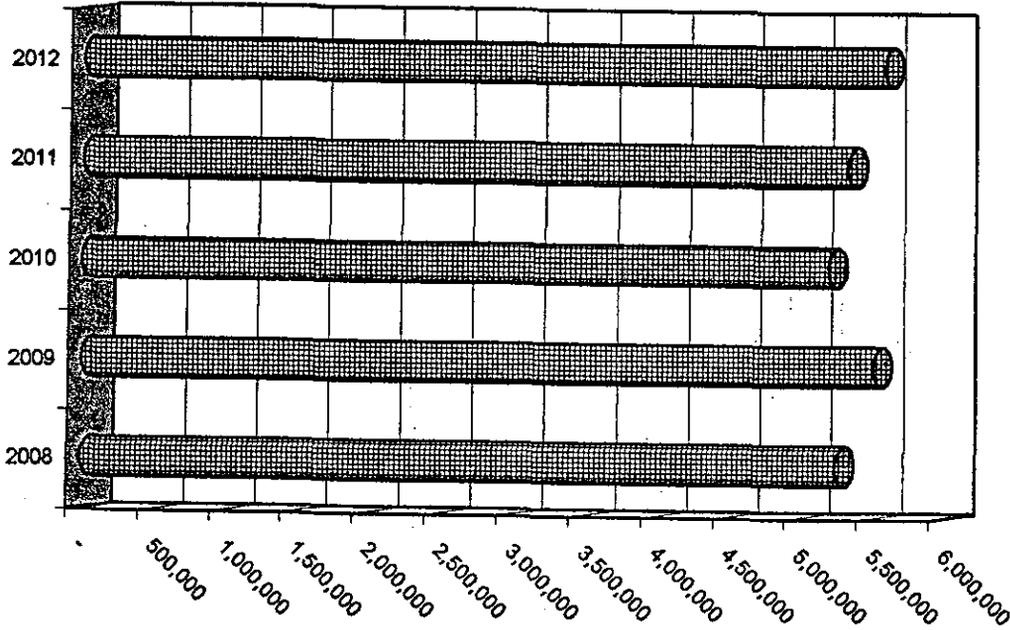
# CITY OF NATCHITOCHEs FISCAL YEAR SALES TAX COLLECTIONS



**REVENUE BY MONTHS**

PERIOD	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	DIFF 11/12	DIFF %
JUN	693,346	821,444	754,700	745,293	778,326	33,033	4.43%
JUL	839,047	841,099	805,871	833,927	925,940	92,013	11.03%
AUG	690,531	758,211	723,797	747,034	799,473	52,439	7.02%
SEP	739,716	791,864	741,017	739,153	788,812	49,659	6.72%
OCT	769,740	818,505	733,485	790,155	811,193	21,038	2.66%
NOV	772,952	736,909	692,841	727,106	717,075	(10,031)	-1.38%
DEC	749,136	743,169	750,875	749,143	765,125	15,982	2.13%

# CITY OF NATCHITOCHEES FISCAL YEAR SALES TAX COLLECTIONS

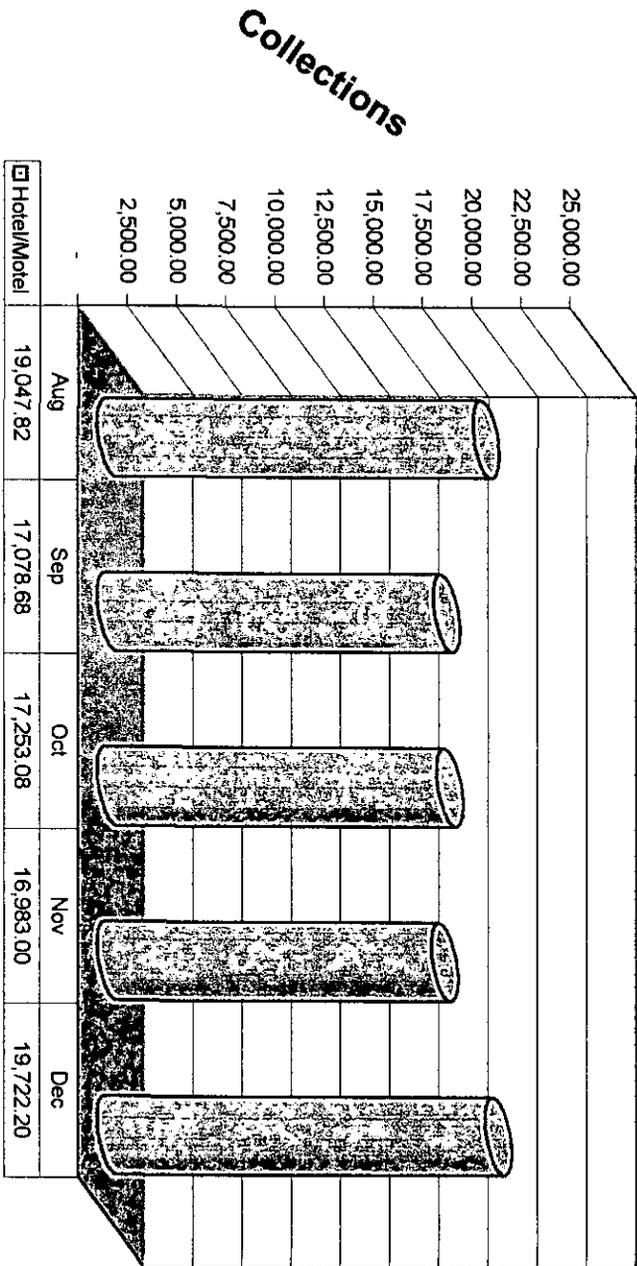


## REVENUE YEAR TO DATE

PERIOD	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	DIFF 11/12	DIFF %
JUN	693,346	821,444	754,700	745,293	778,326	33,033	4.43%
JUL	1,532,393	1,662,543	1,560,571	1,579,220	1,704,266	125,046	7.92%
AUG	2,222,924	2,420,754	2,284,368	2,326,254	2,503,739	177,485	7.63%
SEP	2,962,640	3,212,618	3,025,385	3,065,407	3,292,551	227,144	7.41%
OCT	3,732,380	4,031,123	3,758,870	3,855,562	4,103,744	248,182	6.44%
NOV	4,505,332	4,768,032	4,451,711	4,582,668	4,820,819	238,151	5.20%
DEC	5,254,468	5,511,201	5,202,586	5,331,811	5,585,944	254,133	4.77%

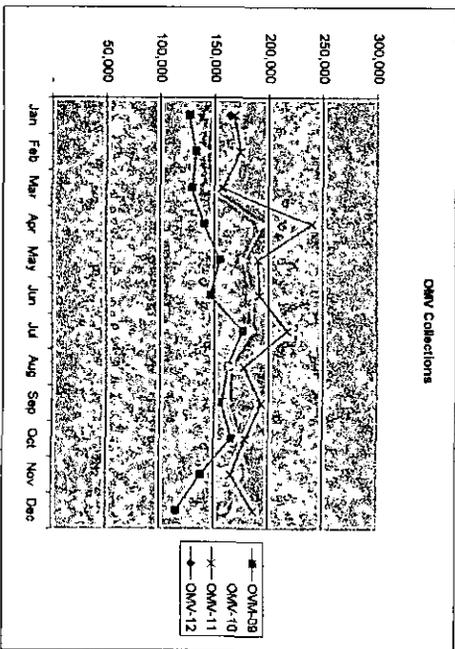
# City of Natchitoches TIF

## Hotel/Motel Tax 2%



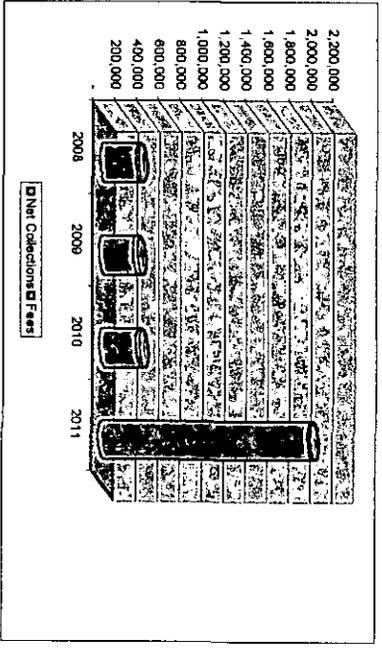
Natchitoches Tax Commission  
LA Department of Motor Vehicles Sales

Month/Year	2009	2010	2011	2012	12 vs 11	11 vs 10	10 vs 09
Jan	126,616.65	145,283.06	168,051.63	164,467.36	-2.13%	15.67%	14.74%
Feb	132,533.23	142,482.09	173,570.53	-	-100.00%	21.82%	7.51%
Mar	129,201.16	144,772.00	157,817.67	-	-100.00%	9.01%	12.05%
Apr	140,633.11	194,621.00	238,582.86	-	-100.00%	23.10%	38.39%
May	155,345.06	177,689.00	190,980.40	-	-100.00%	7.48%	14.38%
Jun	146,560.54	184,623.00	192,184.32	-	-100.00%	4.10%	25.97%
Jul	176,221.17	184,623.00	217,528.02	-	-100.00%	17.82%	4.77%
Aug	162,474.98	164,616.09	177,404.48	-	-100.00%	7.77%	1.32%
Sep	156,865.17	162,969.93	193,381.54	-	-100.00%	18.66%	3.89%
Oct	166,099.20	173,620.93	179,172.54	-	-100.00%	3.20%	4.53%
Nov	137,831.55	183,071.31	165,928.76	-	-100.00%	-9.36%	32.82%
Dec	114,895.57	160,469.75	188,507.49	-	-100.00%	18.23%	39.68%
<b>Totals</b>	<b>\$1,745,287.39</b>	<b>\$2,018,839.05</b>	<b>\$2,242,110.24</b>	<b>\$1,644,677.36</b>	<b>-92.66%</b>	<b>11.06%</b>	<b>-15.68%</b>



Natchitoches Tax Commission  
Audit Collections

Year	2008	2009	2010	2011	10 vs 11	09 vs 10	08 vs 09
Collections	353,910.00	349,788.25	368,908.65	1,947,902.68	428%	5%	-1.17%
Fees	28,315.00	41,048.17	32,697.42	25,945.88	-21%	-20%	44.97%
Net Collections	\$325,595.00	\$308,720.08	\$336,211.23	\$1,921,956.80	472%	9%	-5.18%

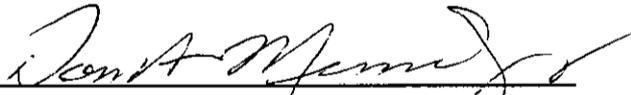


Pat Jones presented the Financial Reports through December 31, 2011 to the Council. Mr. Jones reported that the general fund reflects that most of the departments, as far as for the month of December, are over budget because we had three pay periods in the month of December. The report includes the overtime and incidental expenditures throughout the month of December for the Christmas Festival and extra weekends on the riverbank. The other department that stands out is under indirect expense, the \$78,556.00 over budget. \$84,000 of that was from the coupon redemption that we went in this year. The revenue is deposited in the General Fund which will offset that expenditure and we have not yet processed a budget revision so this expenditure stands out but the in revenue section there is the offsetting entry. The Utility Fund budget was not hit as bad by the extra pay period mostly because each of those funds, each department, has an opening that there is a leave way in the salary area so you will not see an overage for the month of December, plus with the Utility Department most of their overtime is done in October and November in preparation for the Christmas Season and not all of it in the month of December as is the Police, Fire, Community Development, Public Works, Recreation that usually see a lot of their work in December. The next page reflects the tax collections for the month of December and shows we are actually up 2.13% and the following page shows the year-to-date amount in which we are up 4.77% above last year. This reflects November sales. Next page shows the TIF report which shows that our 2% hotel/motel tax that was approved has generated per month which is a total of \$90,084 year-to-date that is the TIF that was approved in order to be able to make capital improvements to attract businesses which is what is being done right now. The final page is our motor vehicle sales report and for 2011 you will see that this year was up by about \$230,000 above 2010 and for January, 2012, we took a little dip, 2.13% below January, 2011. Mr. Jones asked if there were any questions about the budget or his report, and there were none.

Mayor McCullen announced that the City of Natchitoches will be closed, Monday, February 20, 2012 in honor of Presidents Day.

Mayor McCullen asked if there were any other business, there being none, Mr. Nielsen made a motion to adjourn the meeting, Mr. Payne seconded the motion, and the meeting was adjourned at 7:58 p.m.

  
\_\_\_\_\_  
WAYNE McCULLEN, MAYOR

  
\_\_\_\_\_  
DON MIMS, MAYOR PRO TEMPORE