

RESPONSE

PARISH PRESIDENT YENNI'S COMPLAINT AGAINST
INSPECTOR GENERAL DAVID MCCLINTOCK FOR
EXCESSIVE SPENDING



SUBMITTED 9/17/2019

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OFFICE OF INSPECTOR GENERAL
JEFFERSON PARISH

DAVID N. McCLINTOCK
INSPECTOR GENERAL



September 17, 2019

Jefferson Parish Ethics & Compliance Commission
c/o Mr. Jerry Sullivan, Esq.
Leefe, Gibbs, Sullivan & Dupre, LLC
3900 N. Causeway Blvd., Suite 1470
Metairie, LA 70002

RE: Complaint against Inspector General David McClintock for excessive spending

Dear Members of the Ethics and Compliance Commission:

On August 21, 2019, President Yenni appeared before the Ethics & Compliance Commission (ECC). During his appearance, President Yenni complained of expenditures made under my authority as Inspector General and announced his intention to investigate and/or that he was investigating the Office of Inspector General. Parish President Yenni then directly handed me a “policy” that was “effective immediately” and announced his intention to deprive the JPOIG of its current manner and method of access to records and information pursuant to the authority granted this office under local and state law.

On August 23, 2019, I received a copy of a letter dated August 21, 2019 from Parish President Mike Yenni which was addressed to the Jefferson Parish Ethics & Compliance Commission regarding “Complaint against Inspector General David McClintock for excessive spending.” The complaint is based in summary on the following:

1. That the JPOIG was offered “free office space by Councilman Templett” prior to leasing office space at 5401 Jefferson Hwy.;
2. That 5401 Jefferson Hwy. was renovated at a cost of \$138,615, and “the costs of these renovations would be spread over a base rent amount and paid off over the lifetime of the lease;”
3. That the JPOIG spent \$13,122.24 and \$3,285.00 on installation of carpeting and flooring and sound masking system, respectively, “bringing the renovation total to \$155,022.24.”
4. That the Inspector General met with Director of General Services Anthony Francis and was offered “suitable” office space on Hessmer Avenue which had been vacated by the Jefferson Parish Sheriff’s office at “no expense to the OIG;”
5. That “even though the OIG is welcome to use any Parish-owned building,” the JPOIG moved to 990 N. Corporate;

6. That the JPOIG signed a seven year lease which expires on December 31, 2026, “long after the millage which funds the Inspector General’s office is set to expire in 2021.”

Each of the above allegations regarding expenditures made by the JPOIG will be separately addressed. In responding to these allegations, I will begin with background information which includes relevant events and circumstances that existed at the time and thus provides necessary context. Events and circumstances set out in the background precedes Parish President Yenni’s Administration, so he would have no first- hand knowledge. However, certain directors within the Parish, such as General Services Director Anthony Frances and Finance Director Tim Palmatier, should recall.

Background

I came to Jefferson Parish in March of 2013 to serve as its first Inspector General having served as the Inspector General of Baltimore City. While serving as the Inspector General of Baltimore City, I was provided office space at City Hall, had full access to all city property, and the full cooperation of the Administration and the City Solicitor’s office.

Based upon the aforementioned experience, I came to Jefferson Parish expecting similar support, i.e. that appropriate professional space would be provided for JPOIG operations in a Parish facility and that reasonable cooperation and assistance, as needed, would be forthcoming from the Parish. Indeed, the Parish should have understood, at least as well as I did, that starting a new office of inspector general would require provisioning of office space. The Parish Code of Ordinances specifically provides that the JPOIG could not be situated in the Yenni or GGB buildings.

Soon after arriving, I learned that the Parish had not planned in the preceding year to provide space for the JPOIG nor were there any plans to do so. I sought after and requested guidance from the Parish Attorney, the Director of General Services, and other departments. Some assistance was provided by way of offering a temporary office in the East bank library building, and some guidance was provided on the process for obtaining outside office space. During an early meeting, Councilman Templet suggested that I consider a building on the West bank that had been purchased for an animal shelter and later determined to be unsuitable for that purpose. I viewed the building and determined it was not suitable for an office of inspector general. The building remains vacant to this day will be discussed in more detail below.

While some assistance and guidance were given on certain subjects, I was in large part, left to traverse issues critical to locating, assessing and securing office space to house this new office without active, much less pro-active, administrative support from the Parish.

1. JPOIG Was Not Offered “Free Space” Parish Budget Assumed “Facilities Costs”

According to Parish President Yenni, I “was offered free office space by Councilman Templet,” but I opted to lease property at 5401 Jefferson Highway instead.

“Free space” is understood to mean that space was offered at no cost to the JPOIG. An offer of “free space” has never been communicated to me at any time prior or despite statements made by Parish President Yenni and Director of Finance Tim Palmatier during the August 21, 2019 meeting of the ECC.

Thus, no offer of “free space” was communicated to me prior to September 2013, when I signed a lease for permanent office space. On March 21, 2013, I was provided a “Copy of Inspector General 2013 Budget,” which was prepared by the Jefferson Parish Budget Department under the supervision of Finance Director Tim Palmatier. The proposed budget reflected assumed costs which predate my arrival in Jefferson Parish, and include anticipated “Facilities Costs” of \$60,000 for the JPOIG and ECC.¹ As such it is clear that that “free space” was not contemplated as part of the Parish’s planned budget for the JPOIG and ECC contrary to Parish President Yenni’s beliefs and the merits of his complaint.

After arriving in Jefferson Parish, I made an effort to meet the Parish President and members of the Parish Council. With each meeting, I expressed specific and anticipated needs to stand-up an office of inspector general. As I recall, the below opportunities for office space were a result of my communicating specific needs during meetings with Councilmembers.

**a. Proposed Animal Shelter Building for JPOIG
Stand-Alone Building on Wright Avenue, Terrytown**

After meeting Councilman Templet, I learned of a Parish building in his district which had been acquired for the Animal Shelter, but was deemed unsuitable for this intended purpose. On May 3, 2013, I emailed Councilman Templet inquiring about the building writing that “I also wanted to move forward with a visit to the property that was mentioned as possible office space.”²

While Councilman Templet related to me that the building was vacant, he did not communicate that it would be made available to the JPOIG at no cost to the JPOIG budget. Further, neither Councilman Templet’s office nor anyone from the Parish Administration offered to meet and discuss associated costs for making the space suitable for JPOIG operations, ongoing costs of maintaining the exterior structure, ongoing costs of maintaining exterior space and costs for needed and ongoing repairs.

Still, I pursued communications with Councilman Templet regarding the space until such time as he was able to arrange a viewing.

¹ Attachment #1, Email Fr Antoinette Scott, Budget Director, to David McClintock dated 03/21/2013.

² Attachment #2, Email Fr David McClintock to Councilman Ricky Templet dated 05/03/2013. *See also* attachment to Parish President Yenni’s complaint.



After viewing the building and considering the cost of potential build-out, needed repairs and ongoing upkeep of a stand-alone facility, I concluded that locating the JPOIG offices there was neither fiscally responsible nor operationally realistic.

The Parish still owns the building which remains vacant and in need of repair.

b. Referral To Commercial Space

About this same time, I would have met Councilwoman Cynthia Lee-Sheng. On May 14, 2013, I received an email from Troy Tomasella of Regus who wrote:

Cynthia Lee Cheng gave me your contact information and said that you may need office space. I am the General Manger of Regus in Metairie and we have a brand new office facility with 70 fully furnished offices, 2 conference rooms, a coffee bar, 2 receptionist, video conferencing and more. Whether you need temporary office space until your permanent space is available or if you need long term space, I can accommodate you...³

The Regus managed space in question was in the Galleria complex. I toured the office space. It featured smaller spaces occupied by individuals and small groups from various companies who would be seated in close proximity and utilize shared common spaces. I determined the space to be unsuitable or inconsistent with inspector general operations because of confidentiality and security.

³ Attachment #3, Email Fr Troy Tomasella to David McClintock dated 03/14/2013.

It was also at or about this time that I concluded, based in part on the actions or inactions of the Parish, that an independent course of action would be necessary to secure appropriate, professional office space at a competitive price for the JPOIG's offices.

Parish President Yenni's statement that I was offered "free office space" is patently false. To state that any possible space presented at this time could have been understood by me as "free," I would have had to make assumptions for which there was no support, not then and not now was I offered free space. To the contrary, none of the aforementioned "opportunities" were ever represented as "free space". Two Councilmembers responded to my efforts to secure office space. One Councilmember relayed the availability of a vacant building, which I believed then and believe today, would have resulted in substantial cost to the JPOIG budget, and one referred my contact information to a commercial real estate professional. No one from the Parish, the Parish Administration or Parish Council, ever communicated that the JPOIG could or would be provided "free office space."

2. Jefferson Business Center ("JBC") Proposed Newly-Built Out Lease Space at 5401 Jefferson Highway

Parish President Yenni complains that the JPOIG renovated 5401 Jefferson Hwy at a cost of \$138,615. President Yenni also notes that the JPOIG executed the lease for 5401 Jefferson Highway prior to the renovations having been completed. Both statements are either false or materially inaccurate due to a failure to provide relevant facts.

A five (5) year lease was entered into with the Jefferson Business Center (JBC) for space at 5401 Jefferson Highway at a rate of \$19.50 per square foot only after engaging in a Solicitation process and a Request for Proposals process. Space was sought and secured under terms and conditions that the building owner would be responsible for the cost of maintenance and improvements.

The JPOIG did not spend \$138,615 to renovate property contrary to Parish President Yenni's representation. It appears that Parish President Yenni obtained JBC's permit documents. The amount appears to represent money spent by JBC to improve its property at 5401 Jefferson Highway for occupancy by the JPOIG. If the sum referenced by Parish President Yenni is what the JBC spent to improve the space, then JBC chose to improve its property at that cost. The expenses were not disclosed to me.

a. Solicitation and Request for Proposal Process

Having been in the Parish for two months and accepting that the Parish had not planned for the needs of a new office of inspector general, I contacted the Louisiana Board of Realtors for referrals to local experts to guide a solicitation process for obtaining office space.

After interviewing several local realtors the services of Steven R. Reisig of SRSA Commercial Real Estate, Inc. were retained.⁴ Under the terms of the engagement, Mr.

⁴ Attachment #4, Affidavit of Steven R. Reisig, with exhibits, dated 08/28/2019.

Reisig agreed to solicit and analyze sites and proposals and to assist in lease negotiations.⁵

Mr. Reisig developed a “Solicitation of Proposals for Office Space for the Office of Inspector General in Jefferson” which incorporated what I assessed to be adequate, suitable, professional space for standing up an office of inspector general.⁶

The solicitation outlined location boundaries within the Parish, the usable area of floor space required, the desired occupancy dates, the desired lease term, the landlord improvements, the desired inclusion of utilities and janitorial services, the desired minimum parking spaces required and the required submission dates. The solicitation was sent by electronic mail to all agents representing property owners with available space in Jefferson Parish via the Louisiana Commercial Database (LACDB).

The solicitation produced thirteen (13) possible properties for the JPOIG office space. I toured the properties and considered each of the proposals based upon location, suitability of available office space, terms and cost.⁷ The properties leased for as low as \$10.00, “net/net/net,” meaning all operating expenses and taxes would be paid by the JPOIG in addition to rent, and as high as \$19.50, as is/minimal improvements.

Subsequently, Mr. Reisig developed a detailed Request for Proposals which was sent to properties identified as possible locations based on the advertised solicitation.⁸ It was my understanding, and is now my experience, that the Request for Proposal, and terms therein, are standard for commercial real estate practice in Louisiana. These terms included the following:

“JPOIG will require the Landlord at its expense to provide a “turn-key” office build out that includes a Reception / Waiting Room, Large Conference Room, 2 interview Rooms, 4 private offices, kitchen, area for 2 cubicle workstations, a file room, 3 secure storage Rooms, copy Room and a server room.”

As a result of the Request for Proposal process, two buildings were identified:

- (1) 5401 Jefferson Highway and
- (2) (2) 3636 S. I-10 Service Road, Metairie, LA. Mr. Reisig prepared a side-by-side comparison of each property’s proposals.⁹ Both properties leased space for \$19.50 per square foot.

⁵ Attachment #4, Affidavit of Steven R. Reisig, Exhibit A.

⁶ Attachment #4, Affidavit of Steven R. Reisig, Exhibit B.

⁷ Attachment #4, Affidavit of Steven R. Reisig, Exhibit C.

⁸ Attachment #4, Affidavit of Steven R. Reisig, Exhibit D.

⁹ Attachment #4, Affidavit of Steven R. Reisig, Exhibit E.

**b. Lease with Jefferson Business Center
5401 Jefferson Highway**

The final Request for Proposal for space at 5401 Jefferson Highway submitted by the Jefferson Business Center (JBC) included new build out costs of up to \$100,000, video surveillance, and card key access. For the same price of \$19.50 per square foot, 3636 S.



I-10 Service Road's proposal did not include these. The space at 5401 Jefferson Highway also offered a back-up generator and direct access. This further distinguished the property at 5401 Jefferson Highway from other proposals.

The lease for 5401 Jefferson Highway was for \$6750 per month, at a rate of \$19.50 per square foot, with a 61 month term, and one month free. In September 2013, the JPOIG paid an initial deposit of \$6750. As part of the agreed upon terms, and pending the build-out of permanent space, the JBC agreed to do what the Parish had not done in six months since my arrival in Jefferson Parish:

- Provide temporary office space for JPOIG operations and staff at no cost for one month; and
- Provide furnished offices and storage space at no cost.

The build-out took longer than the JBC estimated. As a result, JBC and I agreed upon amended terms, "Amendment No. 1." JPOIG occupied temporary space for 5 months, from September 1, 2013 through January 2013, at no cost. The JPOIG began paying pro-rated rent, based on square footage actually occupied, in February 2014; however, furnishings were provided at no cost until such time as the permanent space was complete.

The JPOIG began paying the agreed upon monthly rents in June of 2014. The lease expired on its own terms in September 2018. The below table shows the value of the executed lease, and actual lease payments made by the JPOIG under terms and conditions, as amended.

Summary of Lease Terms and Payments 5401 Jefferson Highway				
Period Occupied	Lease Terms	Lease Payments (Anticipated)	Lease Terms (Amended)	Lease Payments (Actual)
09/2013-01/2014	\$6,750.00/month (5 months)	\$33,750.00	\$6750/deposit	\$6750.00
02/2014 - 04/2014	\$6,750.00/month (3 months)	\$20,250.00	\$4195.75/month	\$12,587.25
05/2014	\$6750.00/month (1 month)	\$6750.00	\$6173.19/month	\$6173.19
06/2014-08/2018	\$6750.00/Month (51 months)	\$351,000.0	\$6750.00/month	\$344,250.00
TOTAL for 60 month term		\$405,000.00		\$369,761.16

The lease with JBC expired on September 1, 2018. The JPOIG continued to occupy the space for 3 additional months at the same monthly rent until December 2018. In total, the JPOIG occupied space at 5401 Jefferson Highway from September 1, 2013 through December 31, 2018, or 64 months, at a total cost of **\$396,760.44**.¹⁰

3. Improvements to 5401 Jefferson Highway

Parish President Yenni complains that the JPOIG renovated 5401 Jefferson Hwy at a cost of \$138,615, and “the costs of these renovations would be spread over a base rent amount and paid off over the lifetime of the lease.” He further complains that the JPOIG spent \$13,122.24 and \$3,285.00 on installation of carpeting and flooring and sound masking system, “bringing the renovation total to \$155,022.24.

I cannot or do not dispute the costs identified by Parish President Yenni. However, the conclusion he draws is factually inaccurate. The Parish President presents the costs paid by the JBC in a manner that connotes that something “unusual” or perhaps “untoward” occurred. The truth is that the actual funds expended by the JPOIG represent a very good value for the space.

a. Build-Out Costs

Before signing a lease with JBC, building management related that it was their intention to transition the property at 5401 Jefferson Highway, which had served largely as a large financial processing facility, to professional office space. The building had not previously been built-out with separate professional offices and conference spaces and was largely open floor space. The JBC offered and provided newly built-out space at 5401 Jefferson Highway at \$19.50/square foot. Based upon responses to Solicitations and Requests for Proposals, the market rate per square foot for as-is/minimal improvement was \$19.50 per square foot. Thus, newly renovated space for \$19.50 per square foot was lower than market rate for comparable space.

¹⁰ Attachment #5, Jefferson Parish Financial System, lease payments from 9/2013 through 7/2019.

According to a document attached to Parish President Yenni's complaint, the JBC spent \$138,615.000 to improve its property. The total amount spent by JBC to improve its property for occupancy by the JPOIG was not disclosed to me and is of questionable import to the value received by the JPOIG. In its response to the Request for Proposal, JBC estimated that it would spend \$100,000 to improve the property for professional office space.

I agreed to lease space at 5401 Jefferson Highway because \$19.50/square foot was fair market value for as-is/minimally improved space. I was able to lease newly built out space for the same price.

b. Carpet Installation

Parish President Yenni is correct that the JPOIG improved property at 5401 Jefferson Highway by incurring the cost for flooring and carpet. The flooring and carpet were procured through the Jefferson Parish Purchasing Department from a state contract at a cost of \$13,122.24. If carpet improvements are added to total lease payments made by the JPOIG, the JPOIG paid \$382,888.40 to occupy space that was anticipated to cost \$405,000. Again this equated to a per square foot cost of over the term of the lease.

The JPOIG saved \$20,111.60 over the term of the lease from the original lease terms.

c. Sound Masking System

Parish President Yenni is also correct that the JPOIG procured a sound masking system that helps ensure confidential communications at a cost of \$3,285.00. However, he incorrectly represents that the sound masking system was left as an improvement to 5401 Jefferson Highway. The sound masking system is Parish property procured by the JPOIG, and the JPOIG uses the original sound masking system in its new office space at 990 Corporate Drive.

4. Former JPSO District 1 Building, Hessmer Avenue

Parish President Yenni also complains that the JPOIG moved to 990 N. Corporate Drive even though I had been informed that the former Jefferson Parish Sheriff's Office building on "Hessmer Avenue was available and would be suitable for [our] needs" and that the decision to move was made "after meeting with the Director of General Services, Anthony Francis, on or about August 30, 2018 to discuss the use of Parish-owned property at no expense to the OIG."

The lease with JBC for space at 5401 Jefferson Highway expired September 1, 2018. Over the term of the lease, the JBC looked as if it were transitioning toward professional space. However and after five years, there were fewer professional offices, and the JBC was increasingly renting to movie crews. Because of the presence of food trucks, production sets in common areas, and other issues, I began assessing whether moving to new office space was viable and within budget for the JPOIG. Additionally, we had now

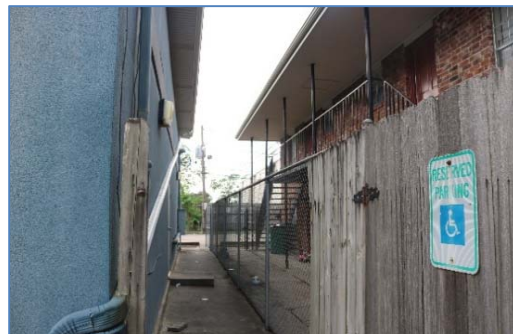
been in operation for over 5 years and understood better how this specific office could function best.

Like the vacant Parish building purchased for an animal shelter, I learned of the Parish building on Hessmer Aveue when I started communicating a potential need for relocating the JPOIG from 5401 Jefferson Highway. I initially learned of the Hessmer Avenue building during a conversation with Sheriff Newell Normand. The Hessmer Avenue building was currently occupied by the Jefferson Parish Sheriff's Office (JPSO) District 1. At the time, Sheriff Normand explained that construction on a new District 1 building, which would also be located on Hessmer Avenue, had just broken ground. Sherriff Normand indicated that the new JPSO offices would not be complete for some time.

In May of 2018, I heard a public announcement that the JPSO intended to move into their new District 1 facility in the near future. This is the new JPSO District 1 building:



Below is the former JPSO District 1 building which is owned by the Parish. The building is situated among residential apartment buildings on Hessmer Avenue. In fact, I was told by the JPSO staff that was present during my tour that is was converted apartments which is clear from the rear of the facility.



After learning of the relocation of JPSO District 1 to its new building. I contacted Sheriff Lopinto to discuss the former District 1 building on Hessmer Avenue. I also contacted Councilwoman VanVrancken regarding the space as it resided in Council District 5. Councilwoman VanVrancken told me that she needed to check with the JPSO and find out whether the JPSO had a continued need for the space. Councilwoman VanVrancken later confirmed to me that the JPSO did not intend to use the space and that I should consider it. There was no discussion with the Councilwoman regarding the building being provided as “free space”, indeed it was simply about whether there were plans for the building or not.

In the weeks following I worked to schedule an appointment with the JPSO staff working out of the building. Finally securing a tour in July of 2018 and in preparation, I contacted the Director of General Services, Anthony Francis, to accompany me and assess the facility. I toured the building with Mr. Francis. We discussed the condition of the building and its current configuration. I believe we both understood that regardless of whether the JPOIG determined the facility to be suitable that repairs and build out to suitable space would be an extensive undertaking. Mr. Francis never communicated to me that the space, building maintenance, needed repairs or improvements would be provided to the JPOIG by the Parish at no cost to the JPOIG. Indeed, I think we both understood that there would necessarily be a substantial cost to the JPOIG for renovation and some sort of cost allocation made for property management.

After assessing the property and location, I concluded that relocating the JPOIG to the Hessmer Avenue building was neither fiscally nor operationally realistic.

Reality is somewhat different than the connotation created in Parish President Yenni complaint which includes an email chain that chronologically begins with the following email:

From: Maryanne Adorno [mailto:MAAdorno@jeffparish.net]
Sent: Wednesday, August 15, 2018 3:53 PM
To: David McClintock <dmccclintock@jpoig.net>
Subject: Meeting Request

Good Afternoon Mr. McClintock,

1

I am trying to schedule a meeting per Anthony's request to meet @ District 1.

Please advise if you are available:

Thursday, August 30th @10am

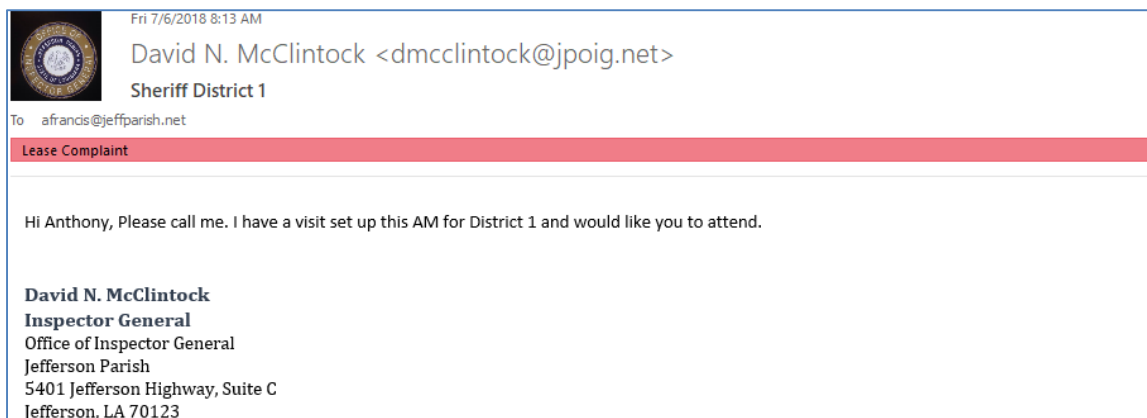
Friday, August 31st @ 1pm

Thank you

Maryanne Adorno

Secretary
Department of General Services
Joseph S. Yenni Building
1221 Elmwood Park Blvd, Suite 509

This email would leave the reader of the complaint to reasonably assume that Director Francis sought the meeting. The inaccuracy of the assertion is demonstrated by the following email sent to Mr. Francis after I had made arrangements for the tour.¹¹



Simply put, Parish President Yenni attempts to demonstrate that against all reason I set out to spend money regardless of viable alternatives. In reality, the only person that sought Parish alternatives prior to moving from 5401 Jefferson Hwy was the JPOIG. Further, that the JPOIG pursued the only alternative for a period of time and sought the involvement of General Services in order to make a better assessment. Ultimately, that assessment demonstrated to me that the facility was not adequate and other opportunities were pursued.

5. JPOIG Move to 990 N. Corporate Drive

Parish President Yenni also complains that “even though the OIG is welcome to use any Parish-owned building,” the JPOIG moved to 990 N. Corporate and signed a seven year lease.

In assessing whether moving the JPOIG was fiscally or operationally realistic, I contacted Mr. Reisig of SRSA again for available office space in Jefferson Parish and market rates per square foot. Mr. Reisig provided me a survey of available properties in Jefferson Parish.¹²

Based upon survey results, a Request for Proposal process was initiated to obtain competitive bids for office space in the Jefferson business area.¹³ As a result of the Request for Proposal process, responses were received and two buildings were identified: (1) 990 N. Corporate Drive and (2) 800 West Commerce Road.

I toured the properties and considered each of the proposals based upon location, suitability of available office space, terms and cost. After assessing the properties, I entered into negotiations with 990 North Corporate Drive, LLC for space at 990 N. Corporate Drive. I reached agreed upon terms for 5,192 square feet of professional office

¹¹ Attachment #6, Email Fr David McClintock to Anthony Francis dated 07/06/2018.

¹² Attachment #7, Jefferson Parish Office Space Survey, 06/18/2018.

¹³ Attachment #8, Request for Proposal dated 07/20/2018.

space at \$19.01 per square foot for seven years. The move to 990 N. Corporate provided the following benefits:

- Professional, elevated office space at \$19.01 per square, as opposed to \$19.50 per square foot for 5401 Jefferson Highway.
- Separately secured, professional office space for the Ethics & Compliance Commission (ECC); and
- Shared conference room for JPOIG and ECC.

Parish President Yenni complains that “again Mr. McClintock opted to renovate this rental property with the costs of renovation incorporated into his lease payments. This time, the renovations costs \$137,747.42...”



Again the Parish President fails to understand, or chooses to ignore, that the value basis is determined by actual cost to the JPOIG and how that cost equates to market rates. The total amount spent by 990 North Corporate Drive, LLC to improve its property was not discussed or disclosed to me. The owners agreed to deliver space per specifications outlined in Request for Proposal. Not dissimilar to 5401 Jefferson Highway, 990 N. Corporate was in transition and under new ownership. Under the terms of the lease, the property was accepted “as-is,” turn-key.

Parish President Yenni’s representation that the JPOIG paid for renovations to the property is a gross misrepresentation of the term of the lease and wholly without support.

At my request, Mr. Reisig provided the “Office Market rental rates in Elmwood area,” and specifically 990 N. Corporate Drive.¹⁴

990 N. Corporate Dr Building

Army Corps of Engineers	\$19.00/PSF	10/1/2013
Nurses Registry	\$19.69/PSF	6/1/2006

At \$19.01/square foot, lease space was secured for the JPOIG and ECC at 990 N. Corporate Drive at or below market rates.

¹⁴ Attachment #9, Letter fr Steven R. Reisig, SRSA, to David McClintock, dated 08/28/2019.

6. Lease Term of Seven (7) Years

Finally, Parish President Yenni complains that the JPOIG signed a seven year lease which expires on December 31, 2026, “long after the millage which funds the Inspector General’s office is set to expire in 2021.” While appearing before the ECC, Parish President Yenni publically complained that the millage revenue which funds the inspector general will expire before the lease. Parish President Yenni complained that the Parish may be responsible for nearly \$400,000 in liability if the millage for the inspector general is not renewed.

As was communicated to Parish President Yenni during the ECC meeting, the Parish will not be responsible for lease payments if the millage is not renewed because a clause was included to ensure that continuation was conditioned upon available funding. The pertinent portions of the lease reads:

ARTICLE 31 FUND AVAILABILITY

The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of this Agreement. If the funding is reduced or eliminated such that the effect is to provide insufficient monies for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds were appropriated.¹⁵

Perhaps subsequent to the revelation that a proper funding clause was incorporated in the lease, Parish President Yenni now pivots to complain that by signing a seven year lease that I assume I will be reappointed. It is the obligation of any official, especially those overseeing independent functions, to plan for transition. Thus, it is true that I worked to secure suitable, professional leased space for JPOIG and ECC operations at a competitive rate for a term which would ensure stability for both entities regardless of who the Inspector General will be.

7. Additional Considerations

In addition to the above, I ask the ECC to consider the below facts and circumstances which I believe are bear upon certain representations made by Parish President Yenni in his complaint.

a. “Parish-owned property at no expense to the OIG”

Parish President Yenni represents that Director of General Services Anthony Francis discussed with me the “use of a Parish-owned property at no expense to the OIG” prior to the JPOIG occupying space at 5401 Jefferson Highway.

Mr. Francis never discussed with me the use of any Parish building at “no expense to the OIG.” No expense to the OIG suggests that the Parish was willing to absorb any costs associated with occupying space in a Parish building. If this was ever the Parish’s intent, it was not communicated to me. Since arriving in Jefferson Parish, I learned that costs

¹⁵ A copy of the lease is attached to Parish President Yenni’s complaint, dated 08/21/2019.

associated with occupying space in a Parish building is subject to cost allocation, absorbed by the department or a combination of both depending upon revenue sources. Costs associated with occupying space in the Yenni building and the General Government building is part of the Parish’s cost allocation plan. Pertinent portions of the MGT Consulting Group Full Cost Allocation Plan is attached.¹⁶ The cost allocated for occupying space in the Yenni building and General Government building is based upon square footage and includes costs of property management and depreciation. According to the MGT cost allocation, budgets for departments occupying space in these building are absorbing the following costs per square foot:

Parish Ofc Bldgs	MGT Sq ft	Depreciation	Property Management \$	\$ per sq ft
Yenni	164,706 sq ft	\$507,908	\$3,160,826	\$22.27
General Govt.	85,908 sq ft	\$509,205	\$2,029,602	\$29.55

Departments occupying space in Yenni or General Government buildings are charged by the Parish per square foot either \$22.27 or \$29.55. The JPOIG occupies comparable space in a near building for a cost of \$19.01.

The MGT Full Cost Allocation plan also allocates costs to departments for internal services based upon criteria other than square feet. These cost is reflected in budgets in addition to the cost of occupying space in the Yenni or General Government building.

Also recall that in 2013, the budget I received anticipated costs of \$60,000 per year for office space occupied by the JPOIG and ECC. If the Parish ever intended to provide office space to the JPOIG for free, it was not reflected in the budget prepared by the Budget Director before I arrived in Jefferson Parish.

The facts contained in Parish President Yenni’s complaint and the context in which the facts are given appear to reflect a lack of understanding by the Parish President of the Parish’s cost allocation plan to ensure that it can adequately maintain its facility. It is abundantly clear that no space is free.

b. JPOIG Was Not Offered Professional Office Space

Parish President Yenni also represents that “the OIG is welcome to use *any Parish-owned building.*” (emphasis added) He specifically identifies the Hessmer Avenue property, a converted four-plex apartment building situated in a residential neighborhood, as being “suitable” office space for the JPOIG. The JPOIG is not welcome to use “any” Parish owned building because by ordinance the JPOIG cannot be located in the Yenni building or the General Government.

The JPOIG did at one time identify another Parish building, 834 South Clearview Parkway, which offered professional space comparable to those departments who occupy space in the Yenni building and the General Government building. In fact, I inquired

¹⁶ Attachment #10, MGT Full Cost Allocation Plan, pertinent parts.

about the time it was being acquired in 2013, but I was told that the building would be occupied by the East bank Consolidated Fire District and Environmental Affairs.¹⁷

In 2013, 39,478 square feet of professional office space was acquired when the East Bank Consolidated Special Service Fire Protection District (EBFD) purchased 834 South Clearview Parkway.¹⁸ The building is blocks from the Yenni building. The acquisition was made by the East Bank Consolidated Special Service Fire Protection District of Jefferson Parish with 3.6MM of millage revenue dedicated to the service district. I understand that the building was improved and renovated entirely by the service district with service district funds. Subsequently, the EBFD maintains the building through service contracts, and its budget incurs the cost.



At the time, EBFD occupied offices in the Yenni building. When I asked about available square footage in the 834 Clearview building for the JPOIG, I was informed that Environmental Affairs had been promised the available space. At the time, Environmental Affairs had offices in the Rheem, 4901 Jefferson Highway. A building near the intersection of Jefferson Highway and Clearview.

834 South Clearview Parkway is the only other Parish property which offers office space comparable to Yenni building and General Government. Nothing prohibited the JPOIG from occupying space at the newly acquired building at 834 South Clearview Parkway. I was not included in any conversation about who would occupy the space not needed by the EBFD or the discussion of making the space available to Environmental Affairs or the reasoning behind Environmental Affairs needing better office space than the space being provided at the Rheem building.

According to the Jefferson Parish budget, Environmental Affairs is budgeted to incur costs under line item 7442, Buildings, to \$120,000 for year 2018 and \$100,000 for year 2019 related to its occupancy at 834 South Clearview Parkway. Budget line item 7442, Buildings, is the same line item under which the JPOIG carries costs incurred related to its commercial lease.

¹⁷ Attachment #11, 834 South Clearview Pkw Listing.

¹⁸ Attachment #12, 834 South Clearview Pkwy Act of Sale dated 11/6/2013.

While I understand the acquisition of 834 South Clearview was a EBFD funded process it is understood that Parish Administration and Council involvement existed for such a move to be authorized and for Environmental to orchestrate their move into the facility. It is equally as clear that the entire process of was conducted with no consideration given to the needs or restrictions placed on the JPOIG for space.

c. Lessons Learned

After six years of operation, through two Administrations, changes in Councilmembers and four Parish Attorneys, the one thing that has become abundantly clear: the JPOIG cannot operate efficiently, effectively and independently without being centrally located and in space independent of Parish control. These last six years of experience in the Parish has demonstrated that the JPOIG's operations require a space which is secure and safe for complainants, to include Parish employees. Equally importantly, JPOIG operations necessitate a space safe from the inappropriate influence of certain Parish officials and from which the JPOIG can conduct business confidentially. Therefore, it is my opinion that in the current environment, the JPOIG should not occupy space in a Parish owned building irrespective of Parish President Yenni's complaint or any merit associated with it.

I have, over these last six years, also encountered opposition to cooperation with the efforts of this office based upon the JPOIG's location. Specifically, senior and mid-level Parish officials have used the location of our offices as a reason or excuse for not cooperating. While I did not foresee this as a real risk, I ultimately came to understand the importance of the JPOIG's offices being located central to Parish Administrative functions.

Finally, I am confident that I engaged in a prudent and appropriate means for assuring that the JPOIG obtained professional space at a good value for the citizens of Jefferson Parish. I am confident that we have been good stewards of the public's dollar, and secured suitable space, in a central location for a good value. In the process of responding to Parish President Yenni's complaint, I came to the realization that the leased space occupied by the JPOIG is not only a good value but likely a better value than had the JPOIG been permitted to occupy space in Yenni or General Government building.

Respectfully submitted,



David McClintock
Inspector General

Subject: 2013 Inspector General Budget
From: Antoinette Scott <ANScott@jeffparish.net>
To: dm.jpoig@gmail.com
Date Sent: Thursday, March 21, 2013 12:10:11 PM GMT-05:00
Date Received: Thursday, March 21, 2013 12:10:13 PM GMT-05:00
Attachments: Copy of Inspector General 2013 Budget.xlsx

Antoinette Scott

Budget Director
General Government Bldg
200 Derbigny Street, Ste 4200
Gretna, LA 70053
ofc - (504) 364-3833
fax - (504) 364-2815



**Jefferson Parish Office of Inspector General and Ethics an Compliance Commission
Proposed 2013 Operating Budgets**

Expense Category	Inspector General Office			Ethics & Compliance Commission		
	Base Pay	Benefit & Tax Costs Factor	2013 Total Budget Estimate	Base Pay	Benefit & Tax Costs Factor	2013 Total Budget Estimate
Staff Costs						
Inspector General	170,000	25%	212,500			
Deputy Inspector General (assumed for 9 months)	125,000	25%	117,188			
Staff Attorney (assumed for 9 months)	100,000	25%	93,750			
Investigator (assumed for 9 months)	75,000	25%	70,313			
Investigator (assumed for 6 months)	60,000	25%	37,500			
Support Staff	45,000	25%	56,250			
Support Staff (assume for 6 months)	45,000	25%	28,125			
Administrative Assistant (assume for 6 months)	45,000	25%	28,125			
Administrative Assistant	45,000	25%	56,250	50,000	25%	62,500
Auto Lease @ \$350 per month (IG & Deputy)			7,350			
Professional Associations			5,000			
Total 2013 Staff Costs			712,350			62,500
Inspector General & Staff Support Costs						
Background Checks 8 @ \$3,000			20,000			3,000
Outsourced Legal Support \$5,000 a month						60,000
Search Costs for IG Staff			7,500			
Relocation Costs for IG			25,000			
Total Inspector General and Staff Support Costs			52,500			63,000
Facilities Costs						
Assumed 4,000 Sq Ft at \$15 a foot			54,000			6,000
Operating Expenses						
Computers, Servers, Networking & Communications						
Staff Computers @ \$1,000			9,000			1,000
Servers 2 @ \$10,000 each			20,000			
Printers & Copier/Scanner @ 600 month lease			7,100			
Software			9,000			1,000
Networking Costs			10,000			1,000
Secure Communication Devices			15,750			10,500
Telephone System			8,000			1,500
Web Site Development & Support			25,000			
Internet Costs @ \$1,500 per month			2,400			
Telephone Lines			10,800			1,800
Total Computers, Servers, Networking & Communications			117,050			16,800
Office Supplies @ \$1,000 a month			12,000			1,800

Postage and citizen communication costs \$500 a month	6,000	1,000
Travel Costs @ \$1,000 a month	48,000	
General Insurance Costs	5,000	
Contingency	100,000	10,000
Total Operating Expenses	188,050	29,600
Proposed 2013 Budget	1,006,900	161,100

Subject: Re: Terrytown & WB Space
From: Dave McClintock <dm.jpoig@gmail.com>
To: RickyTemplet <RickyTemplet@jeffparish.net>
Date Sent: Friday, May 3, 2013 3:47:54 PM GMT-05:00
Date Received: Friday, May 3, 2013 3:47:56 PM GMT-05:00

Good Afternoon,

During our previous meeting there was some discussion of a building that had been acquired for the Animal Shelter, but was no longer needed for that purpose. I do know the address, but wanted to take a look at the property.

I can meet the Councilman or aide at the address at 10:00 am on May 8 no problem.

Dave McClintock
504-301-8023

Sent from my iPhone

On May 3, 2013, at 2:07 PM, RickyTemplet <RickyTemplet@jeffparish.net> wrote:

> Mr. McClintock,
> Councilman Templet is available to meet with you on Wednesday, May 8th at 10:00. Please let me know if you are available at this time. Also, do you have an address of the property you would like to visit? >

> Thank you,

>

> Carol Macera

> Office of Councilman Ricky Templet,

> District 1 Jefferson Parish

> Off 364-2607

> Fax 364-2615

>

>

> -----Original Message-----

> From: Dave McClintock [mailto:dm.jpoig@gmail.com] > Sent: Friday, May 03, 2013 11:03 AM

> To: RickyTemplet; TDigerolamo; cmacera@jeffpariah.net > Cc: Suggs Carroll

> Subject: Terrytown & WB Space

>

> Councilman Templet,

>

> I hope this email finds you well. I wanted to close the loop on the Terrytown Civic Assoc. meeting, both Carroll and I plan to attend the June 5th meeting. I understand the meeting will be held at 7:00pm at the Golden Age Center located at 604 Heritage Ave, Terrytown. >

> I also wanted to move forward with a visit to the property that was mentioned as possible office space. I have quite a bit if availability next week if that works. >

> It was a pleasure meeting with you and I look forward to working with you in the future. >

> Dave McClintock

> Inspector General

>

> Sent from my iPhone



Subject: RE: Terrytown & WB Space
From: RickyTemplet <RickyTemplet@jeffparish.net>
To: Dave McClintock <dm.jpoig@gmail.com>
Date Sent: Friday, May 3, 2013 2:07:09 PM GMT-05:00
Date Received: Friday, May 3, 2013 2:07:11 PM GMT-05:00

Mr. McClintock,
Councilman Templet is available to meet with you on Wednesday, May 8th at 10:00. Please let me know if you are available at this time. Also, do you have an address of the property you would like to visit?

Thank you,

Carol Macera
Office of Councilman Ricky Templet,
District 1 Jefferson Parish
Off 364-2607
Fax 364-2615

-----Original Message-----

From: Dave McClintock [mailto:dm.jpoig@gmail.com] Sent: Friday, May 03, 2013 11:03 AM
To: RickyTemplet; TDigerolamo; cmacera@jeffparish.net Cc: Suggs Carroll
Subject: Terrytown & WB Space

Councilman Templet,

I hope this email finds you well. I wanted to close the loop on the Terrytown Civic Assoc. meeting, both Carroll and I plan to attend the June 5th meeting. I understand the meeting will be held at 7:00pm at the Golden Age Center located at 604 Heritage Ave, Terrytown.

I also wanted to move forward with a visit to the property that was mentioned as possible office space. I have quite a bit if availability next week if that works.

It was a pleasure meeting with you and I look forward to working with you in the future.

Dave McClintock
Inspector General

Sent from my iPhone

Subject: Terrytown & WB Space

From: Dave McClintock <dm.jpoig@gmail.com>

To: Ricky Templet <RickyTemplet@JeffParish.net>, Tony DiGerolamo <tdigerolamo@jeffparish.net>, "cmacera@jeffpariah.net" <cmacera@jeffpariah.net>

Cc: Suggs Carroll <cwsuggs@cwsuggs.com>

Date Sent: Friday, May 3, 2013 11:03:07 AM GMT-05:00

Date Received: Friday, May 3, 2013 11:03:10 AM GMT-05:00

Councilman Templet,

I hope this email finds you well. I wanted to close the loop on the Terrytown Civic Assoc. meeting, both Carroll and I plan to attend the June 5th meeting. I understand the meeting will be held at 7:00pm at the Golden Age Center located at 604 Heritage Ave, Terrytown.

I also wanted to move forward with a visit to the property that was mentioned as possible office space. I have quite a bit if availability next week if that works.

It was a pleasure meeting with you and I look forward to working with you in the future.

Dave McClintock
Inspector General

Sent from my iPhone

Subject: Office Space
From: Troy Tomasella <Troy.Tomasella@regus.com>
To: dm.jpoig@gmail.com
Date Sent: Tuesday, May 14, 2013 3:58:49 PM GMT-05:00
Date Received: Tuesday, May 14, 2013 3:58:51 PM GMT-05:00

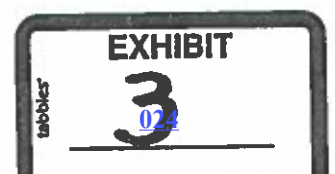
Dear Mr. David McClintock,

Cynthia Lee Cheng gave me your contact information and said that you may need office space. I am the General Manager of Regus in Metairie and we have a brand new office facility with 70 fully furnished offices, 2 conference rooms, a coffee bar, 2 receptionists, video conferencing and more. Whether you need temporary office space until your permanent space is available or if you need long term space, I can accommodate you. Please click on the link at the bottom of my signature and then click on photo gallery to view my offices. I have space available and ready to occupy immediately. Please contact me to schedule a tour.

Have a Great Day,

Troy Tomasella
General Manager
Regus
3900 N. Causeway Blvd Suite 1200
Metairie, La. 70002
Office 504-648-4002
Cell 504-428-8774
troy.tomasella@regus.com
www.regus.com
Tour My Center: <http://metairieexecutiveoffice.propertywebsites.com/indexGo2.htm>

The information in this email is confidential and may be privileged.
If you are not the intended recipient, please destroy this message
and notify the sender immediately.
Regus PLC, 26, Boulevard Royal, L-2449 Luxembourg



AFFIDAVIT OF STEVEN R. REISIG

STATE OF LOUISIANA

PARISH OF JEFFERSON

BEFORE ME, the undersigned Notary Public in and for the state and parish aforesaid, personally came and appeared:

STEVEN R. REISIG

who after being duly sworn, did attest and state:

1. That he is a vice president and partner of SRSA Commercial Real Estate, Inc., a Louisiana corporation providing commercial real estate services to the Gulf South;
2. That you were interviewed by David McClintock in approximately April of 2013 and that, to the best of my knowledge, I was one of several professionals interviewed to provide commercial real estate representation services;
3. That I was engaged by David McClintock on May 15, 2013 to provide commercial real estate representation services the terms of which provided that any fees due for my services would be paid by the property owner; (See Exhibit A, Engagement letter, attached hereto and incorporated herein by reference)
4. That I, in consultation with David McClintock, developed a "Solicitation of Proposals for Office Space for the Office of Inspector General in Jefferson Parish;" (See Exhibit B, Solicitation, attached hereto and incorporated herein by reference)
5. That the solicitation outlined location boundaries within the Parish, the usable area of floor space required, the desired occupancy dates, the desired lease term, the landlord improvements, the desired inclusion of utilities and janitorial services, the desired minimum of parking spaces required, the required submission date, and the contact, which was SRSA Commercial Real Estate, Inc. c/o Steve Reisig;
6. That the solicitation was sent by electronic mail to all agents representing property owners with available space in Jefferson Parish via the Louisiana



Commercial Database (LACDB);

7. That I received responses and identified 13 properties which met the advertised solicitation;
8. That the identified properties were bound into a tour book, which included anticipated rental rates as low as \$10.00 per square, "net/net/net," meaning all operating expenses and taxes would be have to be absorbed by the tenant, and as high as \$19.50, as is/minimal improvements; (Exhibit C, tour book)
9. That I arranged properties tours for the 13 properties identified, and I toured these properties with David McClintock;
10. That I, in consultation with David McClintock, developed a Request for Proposal which was sent to properties identified as possible locations based on the advertised solicitation;
11. That the Request for Proposal, and the terms therein, is standard for the commercial real estate practices; (Exhibit D, Request for Proposal)
12. That under the terms of the Request for Proposal the "JPOIG will require the Landlord at its expense to provide a 'turn-key' office build out that includes a Reception / Waiting Room, Large Conference Room, 2 interview Rooms, 4 private offices, kitchen, area for 2 cubicle workstations, a file room, 3 secure storage Rooms, copy room and a server room. In addition, tenant improvements allowance shall be available for computer and telephone wiring."
13. That from the Request for Propsoal process there were two buildings identified. They were 5401 Jefferson Highway, Jefferson Business Center, Harahan, LA and 3636 S. I-10 Service Road, Metairie, LA;
14. That I prepared a comparison of these properties based upon their responses to the Request for Proposal; (Exhibit E, JPOIG Proposal Summary)
15. That 5401 Jefferson Highway was identified as a possible property because it had a backup generator and direct access. This distinguished the property from other proposals, but it was not built out to meet JPOIG office specifications outlined in Request for Proposal;
16. That Jefferson Business Center, 5401 Jefferson Highway, delivered a final Request for Proposal which included a build-out to meet the JPOIG specifications at a cost of

\$19.50 per square foot for a Five (5) years with one month free rent;

17. That in 2018, and at the request of David McClintock, I conducted an available space, market survey for Jefferson Parish commercial lease properties, which included 990 N. Corporate Drive;
18. That the JPOIG negotiated with SRSA Commercial Real Estate through its leasing agent, Sandra Corrigan, for space at 990 Corporate Building;
19. That SRSA Commercial Real Estate, on behalf of the building owners, negotiated a lease with the JPOIG for commercial space;
20. That 990 N. Corporate was sold to a local investment group in late 2017, and SRSA Commercial Real Estate was retained to provide management and leasing services for the new owners.
21. That the new owners anticipated the need to renovate the building in order to make it a competitive Class B to office space for new tenants.



STEVEN R. REISIG, Affiant

Sworn to and subscribed before me
this 28th day of August, 2019.



KIM RAINES CHATELAIN (LSBA #21525)
Notary Public, My Commission is for life



OFFICE OF INSPECTOR GENERAL JEFFERSON PARISH



DAVID N. McCLINTOCK
INSPECTOR GENERAL

May 15, 2013

Mr. Steven R. Reisig, CCIM
SRSA Commercial Real Estate, Inc.
2555 Severn Avenue, Suite 200
Metairie, LA 70002

RE: Office Space Requirements - Jefferson Parish

Dear Mr. Reisig:

This letter shall serve as our exclusive authorization for SRSA Commercial Real Estate, Inc. ("SRSA") to assist the Jefferson Parish Office of Inspector General (hereinafter "JPOIG") in locating commercial space for lease within the areas of Jefferson Parish known as the Metairie CBD, I-10 Service Corridor, Harahan/Elmwood, and the Westbank Expressway Corridor. We are interested in leasing only and require approximately 3200 sq. ft. suitable for build out generally as set forth in Attachment "A".

SRSA shall solicit and analyze sites and proposals and assist in lease or sales negotiations. All initial contacts and information shall be handled through SRSA. Further, SRSA will have no authority to accept or reject any proposals to lease or to make any binding commitments whatsoever on behalf of the JPOIG.

It is further understood that SRSA will receive their compensation based upon the total aggregate lease value through earned commissions paid by the building owner.

This authorization shall remain in effect until such time as the space requirements described above are satisfied or twelve (6) months, whichever is earlier, unless canceled in writing for cause by either party with thirty (30) days notice.

This authorization shall not apply to any other location or requirement other than described above.

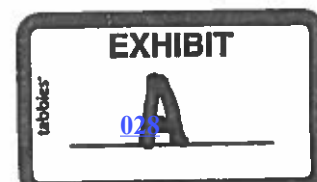
Sincerely,

David McClintock
Inspector General

Accepted:
SRSA COMMERCIAL REAL ESTATE, INC.

By:
Steven R. Reisig, CCIM

Attachment



SOLICITATION OF PROPOSALS FOR OFFICE SPACE

OFFICE OF INSPECTOR GENERAL

JEFFERSON PARISH

The Jefferson Parish Office of Inspector General (hereinafter "JPOIG") is looking to locate commercial office space FOR LEASE within the following areas of Jefferson Parish: The area commonly referred to as the Metairie CBD, located between the boundaries of Lake Ponchartrain to the North, the Jefferson/Orleans Parish line to the East, Clearview Parkway to the West and Veterans Boulevard to the South. The area known as the I-10 Service Corridor, located directly on I-10 Service Road North or South between Bonnabel Blvd. to the East and Clearview Parkway to the West. The area known as Harahan/Elmwood between Earhart Expressway to the North, Jefferson Highway to the South, Clearview Parkway to the East and Hickory Blvd to the West. The area known as the Westbank Expressway Corridor, between US Highway 90 and the Orleans/Jefferson Parish line.

USABLE AREA: Approximately 3,200 square feet of usable space is the floor area to be occupied, excluding exterior walls, equipment rooms, dedicated corridors, main lobbies, entrances, rest rooms, common space, stairwells and elevators.

DESIRED OCCUPANCY: July 1, 2013 and no later than August 1, 2013 (A minimum of 500 square feet of temporary space should be made available within the building by July 1, 2013 while the primary space is being completed).

DESIRED LEASE TERM: Primary Term of five (5) Years with an option to extend for two additional five (5) Year terms.

LANDLORD IMPROVEMENTS: JPOIG will require the Landlord at its expense to provide a "turn-key" office build out that includes a Reception / Waiting Room, Large Conference Room, 2 interview Rooms, 4 private offices, kitchen, area for 2 cubicle workstations, a file room, 3 secure storage Rooms, copy Room and a server room.



UTILITIES and JANITORIAL: Lessee requires the Lessor to be responsible for all utilities which should include up to 150 hours annually of non-standard hour HVAC service and in-suite janitorial services 5 days per week during business hours only.

MINIMUM NUMBER OF PARKING SPACES REQUIRED: 3 Reserved, 7 Unreserved Employee spaces, 6 Transient spaces.

SUBMISSION DATE: June 3rd

WHO TO CONTACT: Interested Parties that own or represent owners of commercial office space that can meet the above minimum criteria should send information concerning their properties including address, photographs, floor plans, asking rent and any other relevant information on or before the submission date to:

SRSA COMMERCIAL REAL ESTATE, INC. (AGENT FOR JPIOG)

C/O Steve Reisig, CCIM

2555 SEVERN AVENUE, SUITE 200

(504) 620-0349

sreisig@srsa-realestate.com

All Properties will be reviewed and qualified by SRSA and the JPIOG. Properties that qualify will be sent an RFP (Request for Proposal) and building tours will be schedule to review the suitability of the space and the building.

"A"

JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL

Real Estate Requirements (RER- FORM)

DEFINITIONS:

USABLE SPACE: Usable space is the floor area occupied by the Lessee excluding exterior walls, equipment rooms (mechanical, electrical, telephone, and other building system rooms), dedicated corridors, main lobbies, entrances, rest rooms, common space, stairwells, and elevators. The area is measured from the interior face of the exterior wall to the interior face of the wall defining the usable space. Usable space does include required internal circulation.

OFFICE SPACE: Office space is space required by the agency for use as offices, work stations, reception areas, conference rooms, storage, break areas, etc.

INTERNAL CIRCULATION: Internal circulation is any space used for circulation within the area designed for the agency such as corridors leading to offices and other spaces, pathways around desks or work stations, etc. that is independent to the JPOIG.

1. General description of functions/services to be performed at the proposed leased location:

Space desired is to be utilized as the primary office location for the Jefferson Parish Office of Inspector General. The JPOIG is a newly created oversight entity that operates independently of the Parish Council and Administration and should be housed in a facility that is not occupied or otherwise in close proximity to other Parish departments or agencies. Class B office space with appropriate build out to suit the needs of up to 10 full time staff positions is sought.

- A. Date when occupancy of new leased space is required: July 1, 2013
- B. Desired Lease Terms: Primary term of five (5) years with an option to extend for two additional five (5) year terms.
- C. Utilities and Janitorial: Lease requires the lessor to be responsible for all utilities to include up to 150 hours of non-standard hour HVAC service annually and in-suite janitorial services during business hours only.
- D. Minimum Number of Parking Spaces Required: 3 Reserved, 7 Employees, 6 Transient.

2. SPECIAL EQUIPMENT:

List any equipment which requires special surroundings, equipment, structural requirements, etc. Specify in detail (i.e. special electrical outlets or requirements, separate grounding, additional air conditioning, etc.)

3. HOURS OF OPERATION: Please complete the following section indicating the hours of operation for which the building must be heated and cooled. If conditions other than a standard eight-hour, five-day work week are required, please explain below.

Between the hours of 7:30 a.m. and 7:00 p.m., 5 days per week, Monday through Friday, less Parish Holidays. Facility must be able to be temperature controlled after hours on an as needed basis not exceed

4. RESTROOMS:

Number of employees: Up to 12.

Average number of clients per day, if applicable: Varies but less than 4 on average.

Lessor will be required to provide adequate restrooms to meet code requirements based on the number of employees and clients.

JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL

5. COMMUNICATIONS REQUIREMENTS:

- A. Number of telephone outlet locations (fax, modem, etc.): 20
- B. Number of main answering station locations (Attendant Consoles): 1
- C. Number of line monitoring locations (LSI's): TBD.
- D. Number of lines monitored per LSI: TBD.
- E. Number of telephone company data circuit outlet locations (56k, T-1, etc.): TBD.
- F. Number of telephone company fire and/or security alarm circuits: To be determined
- G. Number of paging microphone locations: 6
- H. Number of paging loudspeaker locations: N/A
- I. Number of data terminal outlet locations (PC, printers, etc.): 6
- J. Number of special data device outlet locations (Blumberg, RS-232, etc.): TBD.
- K. Number of radio operator locations: N/A
- L. Number of TV outlet locations (CATV, CCTV, etc.): 7

THE CABLE/WIRE SYSTEM SHALL CONSIST OF:

A duplex voice/data outlet with two (2) RJ45 jacks in a common faceplate, as required by the Lessee at designated workstations, and two (2), four (4)-pair, 24 AWG copper, UTP (Unshielded Twisted Pair) cables.

The jacks shall be as specified by the ANSI/EIA/TIA-568-B.2-1 standard, and mounted and connected by an installer certified with such components. The jacks shall come with light-colored, plastic faceplates labeled "VOICE" (top) and "DATA" (bottom).

One cable shall be connected to the voice jack and shall be Category 5E or 6 as specified by the ANSI/EIA/TIA-568-B.2-1. The second cable shall be connected to the data jack and shall be Category 5E or 6 as specified by the ANSI/EIA/TIA-568-B.2-1, and placed and connected by an installer certified with such wiring.

The other end of the cables shall be connected to terminal blocks mounted on the telephone backboard in the communications equipment/wiring room. The voice cable pairs shall be terminated on 110 type patch panels on a relay rack as specified by the ANSI/EIT/TIA-568-B.2-1 Category 5E or 6 mounted and connected by an installer certified with such components. The data cable pairs shall be terminated on 110 type patch panels on a relay rack as specified by the ANSI/EIT/TIA-568-B.2-1 Category 5E or 6 mounted and connected by an installer certified with such components. Connections, color codes, and pair/pin numbers shall be as indicated in the Guideline Requirements, Specifications, and Wiring Diagrams.

Telephone Equipment Room: 7 x 9. Equipped with lighting, HVAC, power, plywood sheeted walls, grounding, etc., as outlined in the OTM Guideline Requirements Document.

NOTE: THIS ROOM IS FOR COMMUNICATIONS ONLY! SLOP SINKS, ELECTRICAL PANELS, STORAGE, ETC. SHALL NOT BE ALLOWED IN THIS ROOM.

Incoming Telephone Service: 50 pairs of wire minimum

No. of Communication Outlet locations: 2

6. **TOTAL NUMBER OF OCCUPANTS TO BE HOUSED IN SPACE: Up to 12**

7. **SPACE REQUIREMENTS:**

A. **TOTAL AMOUNT OF SPACE REQUESTED: 3200 +/- USF**

B. **COMMON FUNCTION REQUIREMENTS:**

3199 Total sq ft

JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL

1. Kitchen:

120 Total sq ft

Equipped with work counter at least 6 ft. long, with upper and lower cabinets, drawers, and a standard kitchen sink with hot and cold running water, space for full-sized refrigerator, and two (2) 110 volt dedicated outlets for the refrigerator and microwave oven owned by the Lessee.

2. Reception/Waiting Room(s)

160 Total sq ft

a. Waiting Area

100 sq ft

Average number of people to use this area per day: 4-6

Average number of people to use this area at any one time: 4-6

b. Reception Area

60 sq ft

Number of employees to be housed in this area: 1

Reception area must be secured by solid wood or metal door and metal frame from interior space with electronic latching system controlled from reception area. Receptionist greeting space must be separated by solid teller style ballistic glass window

3. Conference Room(s)

560 Total sq ft

a. 1 room(s) @ 400 sq ft = 400 total sq ft

Table seating for 10 with perimeter seating space for 6 additional. Any windows must be able to be darkened with shades. In addition, the largest conference room shall have independent temperature control and preferably its own unit that is operable 24/7/365.

b. 2 room(s) @ 80 sq ft = 160 total sq ft

Interview rooms that permit seating for 4. Room to be wired with 110V power overhead for camera. Interview rooms must:

- be located in a manner that does not permit the entry to be viewed from the reception area,
- be separated by a minimum of 12 feet from one another,
- be constructed with insulated walls and double drywall,
- a solid door.

4. Storage Room(s)

264 Total sq ft

a. 2 room(s) @ 100 sq ft = 100 total sq ft

The space is to be utilized for the secure storage of sensitive documents and/or evidence. The room shall only be accessible by a single solid wood or metal door with both manual cypher lock and separate double keyed security lock.

b. 1 room(s) @ 64 sq ft = 64 total sq ft

The space is to be utilized for the secure storage of equipment and office supplies. The room shall only be accessible by doors outfitted with keyed entry locks.

JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL

5. File Room(s)

500 Total sq ft

List under Comments the number and sizes of file cabinets to be used in this area(s). Also, list any special equipment to be used in this area(s).

- a. 2 room(s) @ 250 sq ft = 500 total sq ft

Each room will house up to 8 filing cabinets of 42W x 19.25D x 67H and a work table.

6. Other:

1174 Total sq ft

- a. One (1) Telecommunications/Server Room @ 7 X9 = 64 total sq ft

Comments: See Above

- b. Two (2) Cubical Work Area @ 500 sq ft = 1000 total sq ft

Comments: Each cubical area must be self-contained within a room that has the ability to be secured by locked door from other work areas. Each cubical area must have power and computer ability for up to for up to 4 work stations. Will consider hard wall office layout of similar purpose.

- c. One (1) Copy Room 120 @ 120 sq ft = 120 total sq ft

Comments:

C. ADMINISTRATIVE AREA REQUIREMENTS:

675 Total sq ft

1. 1 office @ 300 sq ft = 300 total sq ft

2. 3 office @ 225 sq ft = 675 total sq ft

8. ADDITIONAL COMMENTS/EXPLANATIONS:

None Currently.



OFFICE OF INSPECTOR GENERAL
JEFFERSON PARISH



DAVID N. McCLINTOCK
INSPECTOR GENERAL

May 15, 2013

Mr. Steven R. Reisig, CCIM
SRSA Commercial Real Estate, Inc.
2555 Severn Avenue, Suite 200
Metairie, LA 70002

RE: Office Space Requirements - Jefferson Parish

Dear Mr. Reisig:

This letter shall serve as our exclusive authorization for SRSA Commercial Real Estate, Inc. ("SRSA") to assist the Jefferson Parish Office of Inspector General (hereinafter "JPOIG") in locating commercial space for lease within the areas of Jefferson Parish known as the Metairie CBD, I-10 Service Corridor, Harahan/Elmwood, and the Westbank Expressway Corridor. We are interested in leasing only and require approximately 3200 sq. ft. suitable for build out generally as set forth in Attachment "A".

SRSA shall solicit and analyze sites and proposals and assist in lease or sales negotiations. All initial contacts and information shall be handled through SRSA. Further, SRSA will have no authority to accept or reject any proposals to lease or to make any binding commitments whatsoever on behalf of the JPOIG.

It is further understood that SRSA will receive their compensation based upon the total aggregate lease value through earned commissions paid by the building owner.

This authorization shall remain in effect until such time as the space requirements described above are satisfied or twelve (6) months, whichever is earlier, unless canceled in writing for cause by either party with thirty (30) days notice.

This authorization shall not apply to any other location or requirement other than described above.

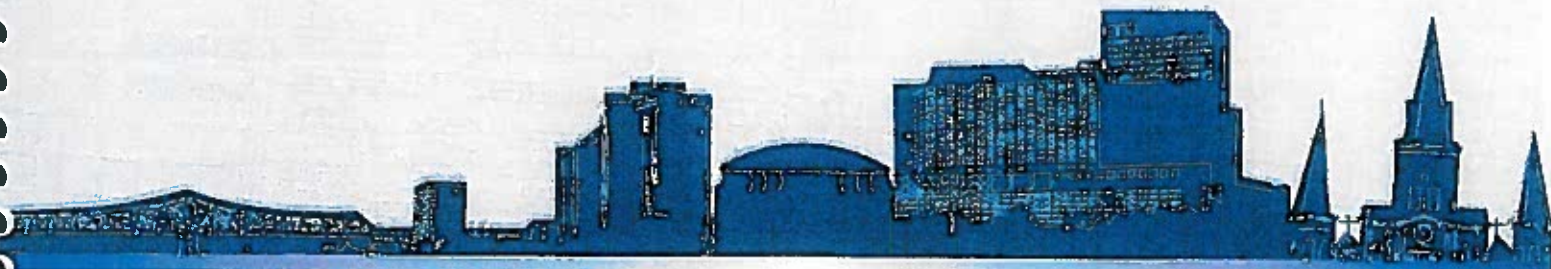
Sincerely,

David McClintock
Inspector General

Accepted:
SRSA COMMERCIAL REAL ESTATE, INC.

By: _____

Steven R. Reisig, CCIM



OFFICE TOUR



**SRSA COMMERCIAL
REAL ESTATE**

contact info. table

Prepared for: Jefferson Parish

Prepared By: Steve

EXHIBIT

C

026

Table Of Contents

Location Aerial

2324 Severn Ave.

Severn Place
(2450 Severn Ave.)

3421 N. Causeway Blvd.

3409 N. Hullen St.

Causeway Plaza
(3300 W. Esplanade - 3510 N. Causeway Blvd.)

880 W. Commerce.

520 Elmwood Park Blvd.

2800 Veterans Blvd.

5401 Jefferson Hwy.

824 Elmwood Park Blvd.

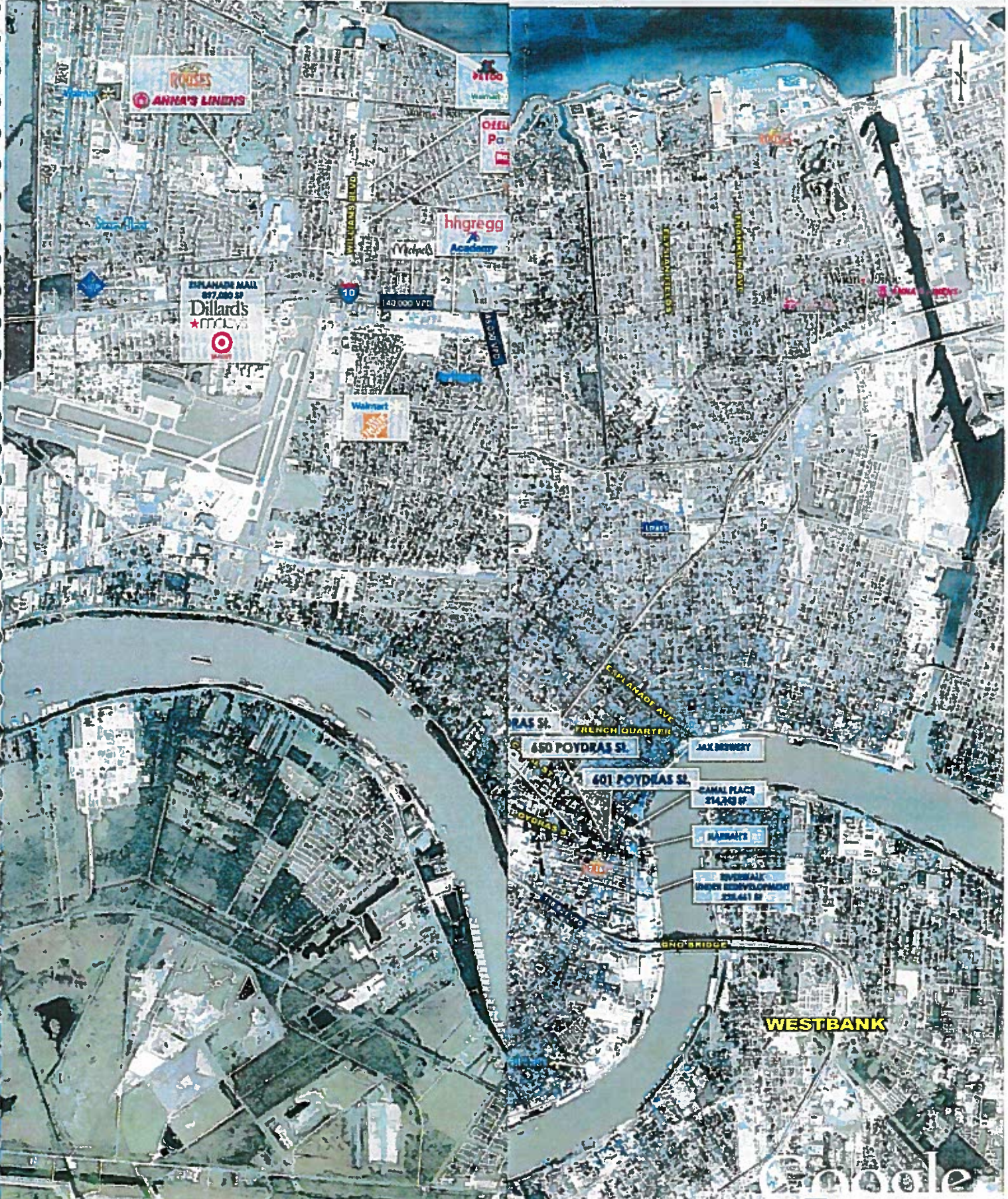
3939 North causeway Blvd.

3636 S. I - 10 Service Rd. West

Manhattan Place Office Building

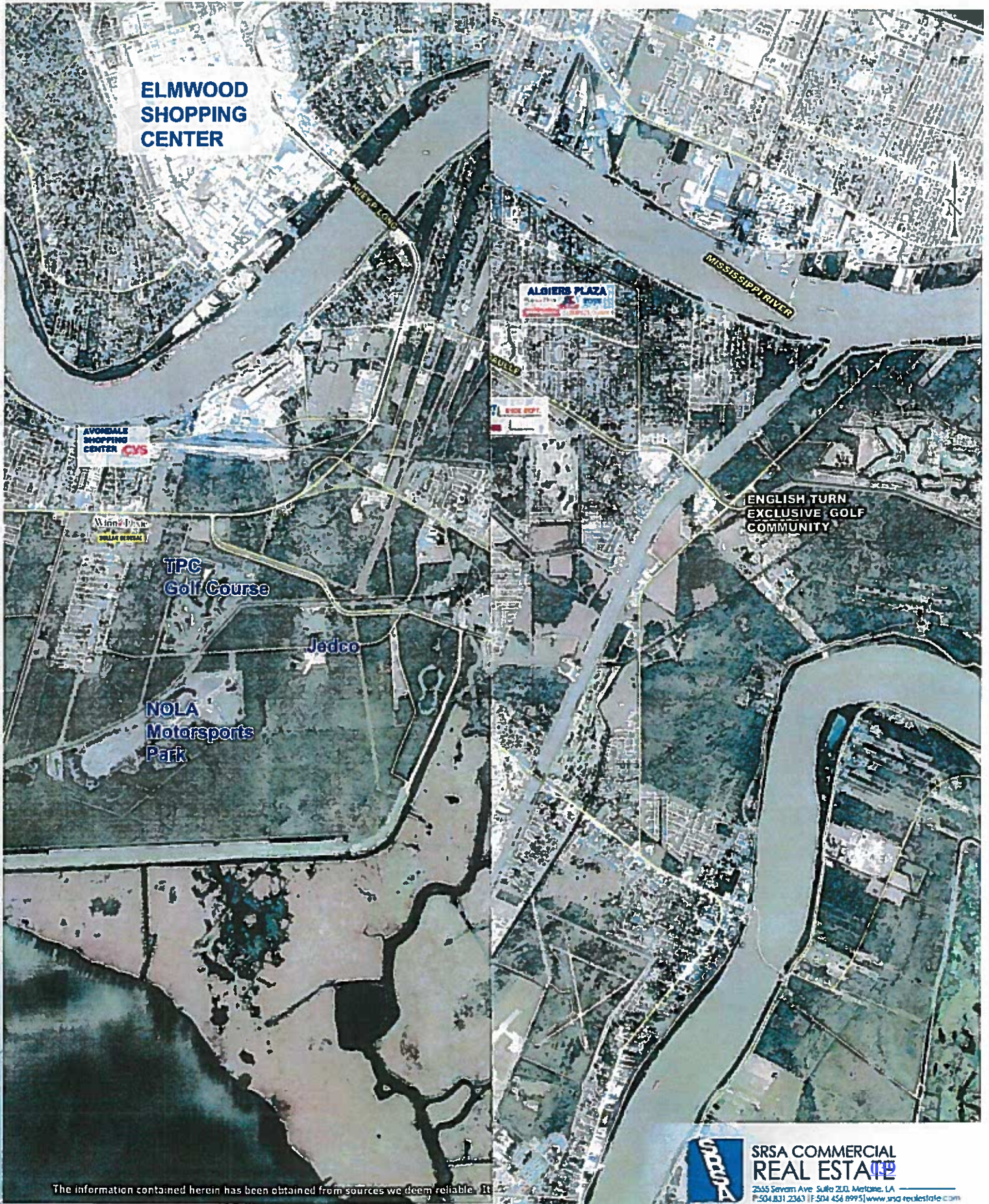
3540 South I-10 Service Rd.

AERIAL ANALYSIS: New Orleans



The information contained herein has been obtained from sources we deem reliable. It is submitted subject to error, omission, prior sale, change or withdrawal.

Aerial Analysis - Metro



The information contained herein has been obtained from sources we deem reliable. R



**SRSA COMMERCIAL
REAL ESTATE**

2655 Severn Ave. Suite 210, Metairie, LA
P: 504.831.2363 | F: 504.454.8995 | www.srsrealestate.com

site: 2324 Severn Ave.- Metairie, LA

site info.

property



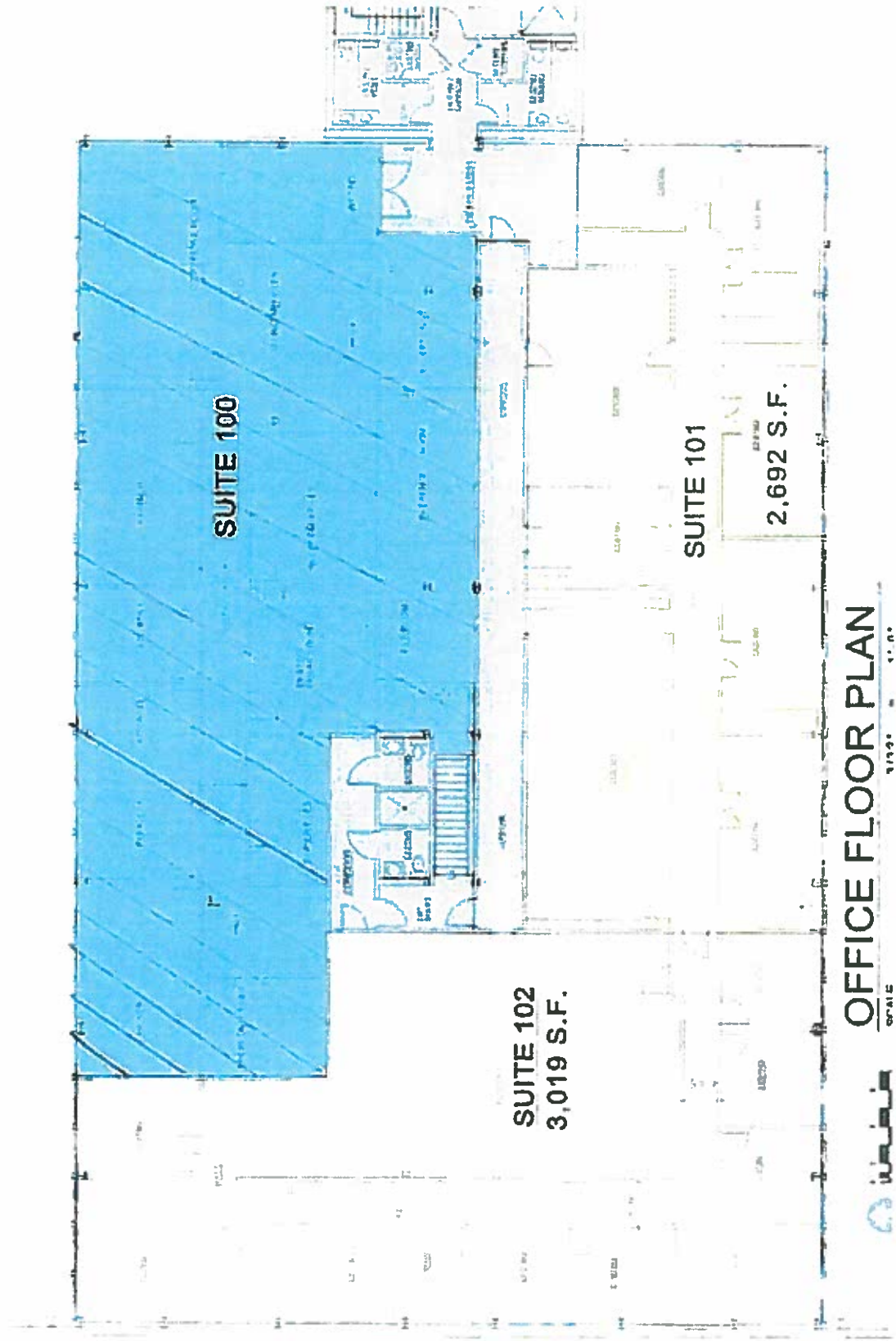
Property Overview

Great location, wonderful opportunity for free covered parking! located on Severn between South I-10 Service Road and West Napoleon convenient to the interstate system, and all parts of the city. Space can be leased to one firm of approx 6,487rsf or divided into two separate suites, Suite 101 of 2,622usf or Suite 102 of 3,019usf, a 15% common area factor is to be applied to the usable area to derive rentable.

Rental Rate:	\$15.50 PSF (Annual)
Monthly Rent:	\$4,484 (Monthly)
Lease Types:	Gross Lease
Contiguous Space:	6,487 SF
Total Available:	6,487 SF
Zoning:	BC-2
Class of Space:	Class B
Building Size (RSF):	12,000 SF
Available Space Suite/Unit Number:	101, 102
Suite Floor:	2nd
Space Available:	(102) 3,472 SF, (101) 3,015
Minimum Divisible:	(102) 3,472 SF, (101) 3,015
Maximum Contiguous:	6,487 SF
Lease Rate:	\$15.50 PSF (Annual)
Lease Term (Months):	36 Months
Lease Type:	Gross Lease
Space Type:	Retail
Space Description:	presently 10 offices and a large open area.

site: 2324 Severn Ave.- Metairie, LA

site plan



site: 2450 Severn Ave.- Metairie, LA

site info.

property



Property Overview

When convenience counts...consider Severn Place.

-Centrally Located, -Easily Accessible, -Locally owned, -On-site management, -Free Parking

Severn Place is a five-story office building with free parking.

Severn Place has been under the same ownership and management for over 20 years.

Lease terms are negotiable depending on length of term.

Rental Rate:	\$17.95 PSF (Annual)
Monthly Rent:	\$3,685 - 16,321
Lease Types:	Gross Lease
Contiguous Space:	10,911 SF
Total Available:	20,344 SF
Class of Space:	86,000 SF Class B

Suite: 218	2,464 SF	\$17.95 PSF (Annual) Gross Lease
Suite: 301	4,125 SF	\$17.95 PSF (Annual) Gross Lease
Suite: 308	10,911 SF	\$17.95 PSF (Annual) Gross Lease
Suite: 505	2,844 SF	\$17.95 PSF (Annual) Gross Lease

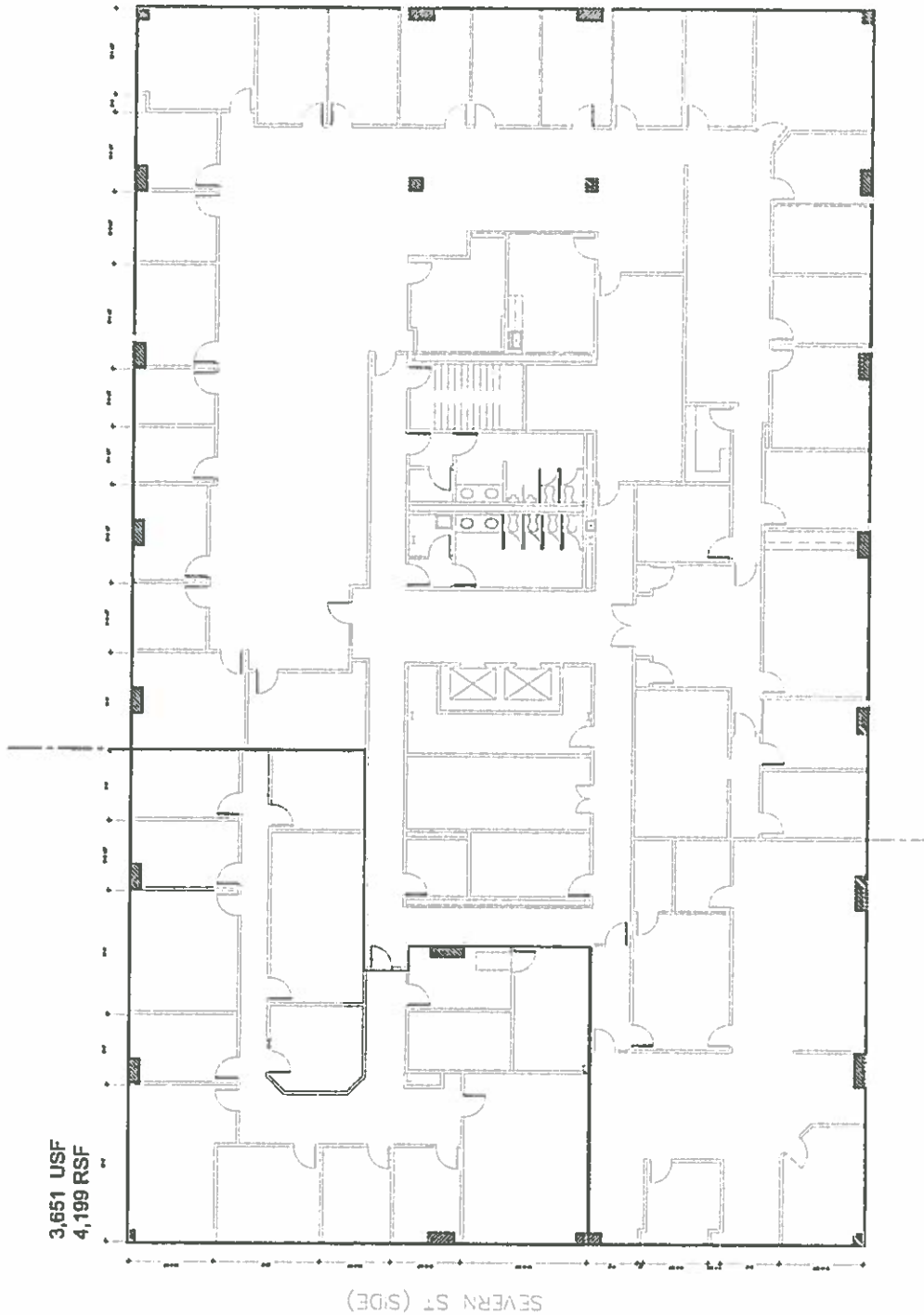
www.srsa-realestate.com

site info

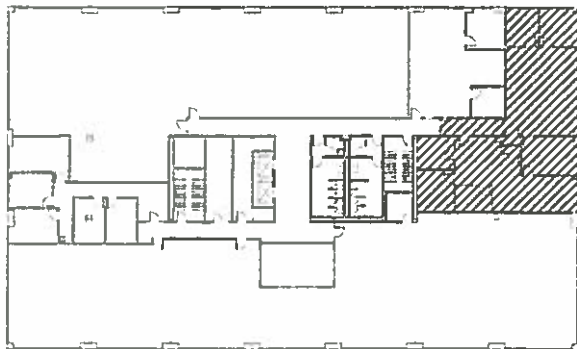
site plan

site: 2450 Severn Ave.- Metairie, LA

site plan



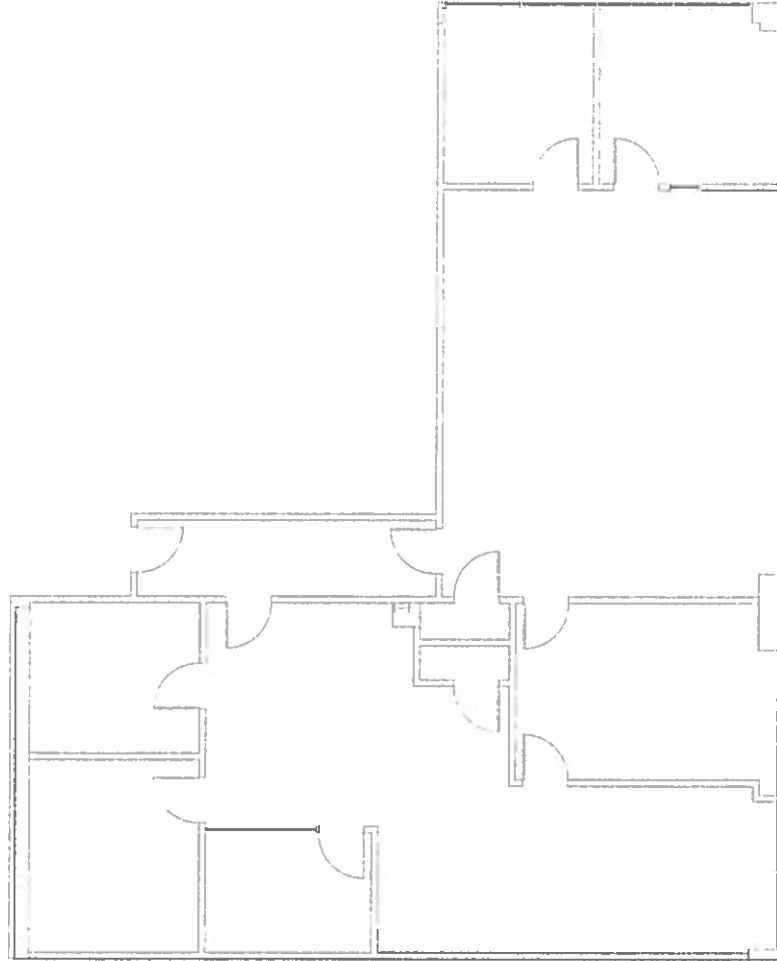
suite 218



KEY PLAN

2 LF

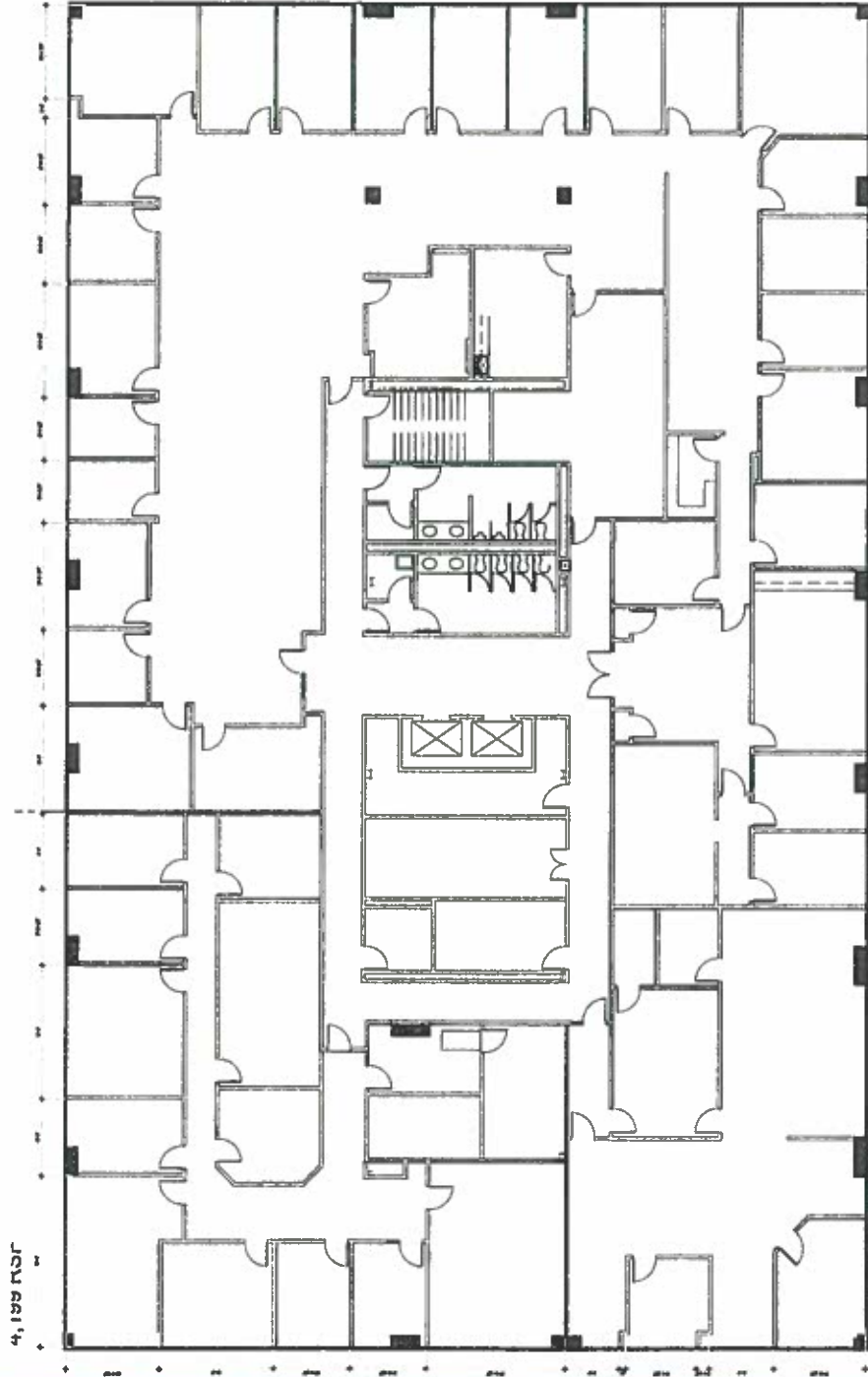
SCALE: N.T.S.



site: 2450 Severn Ave.- Metairie, LA

site plan

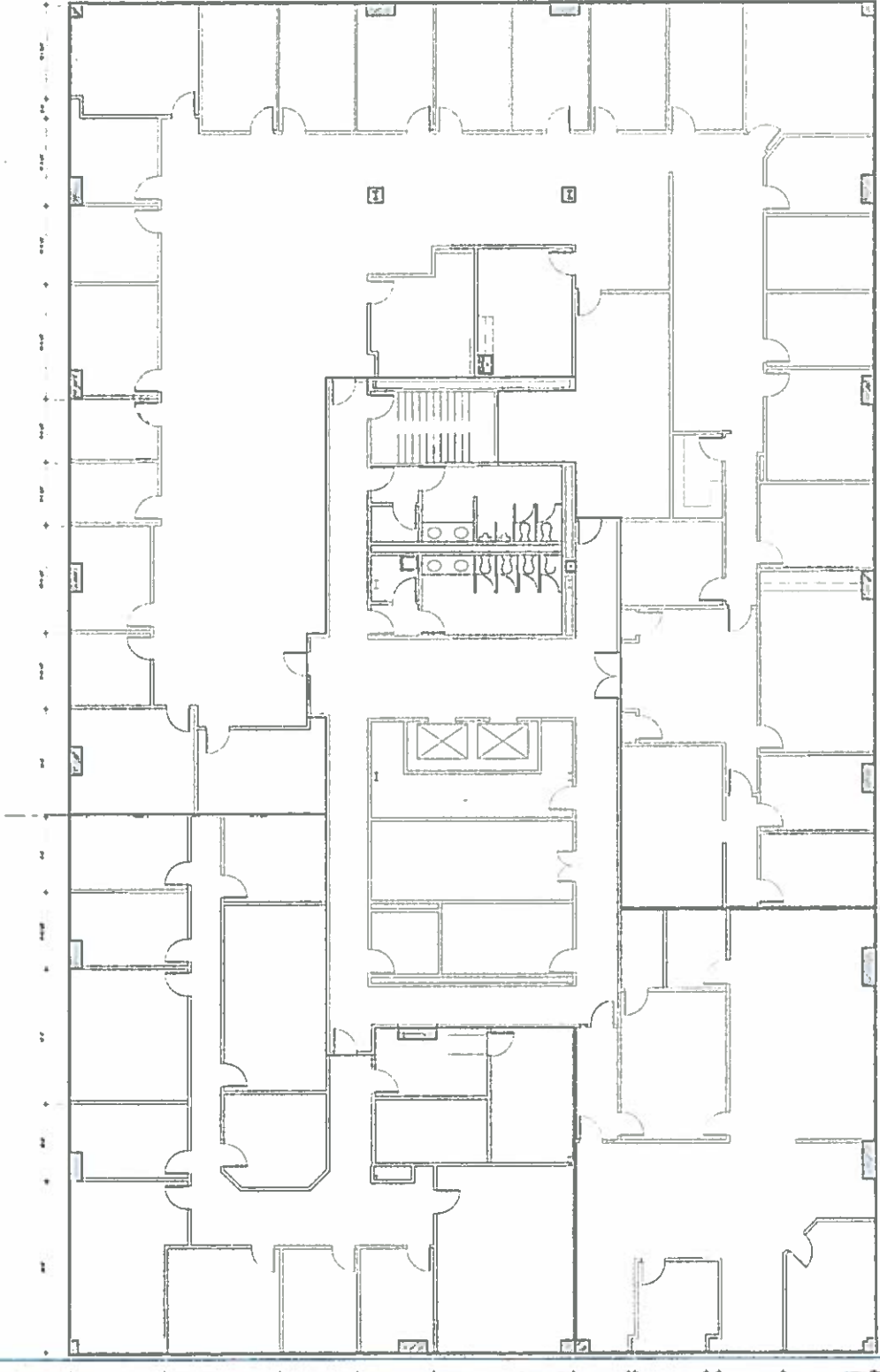
suite 301



site: 2450 Severn Ave.- Metairie, LA

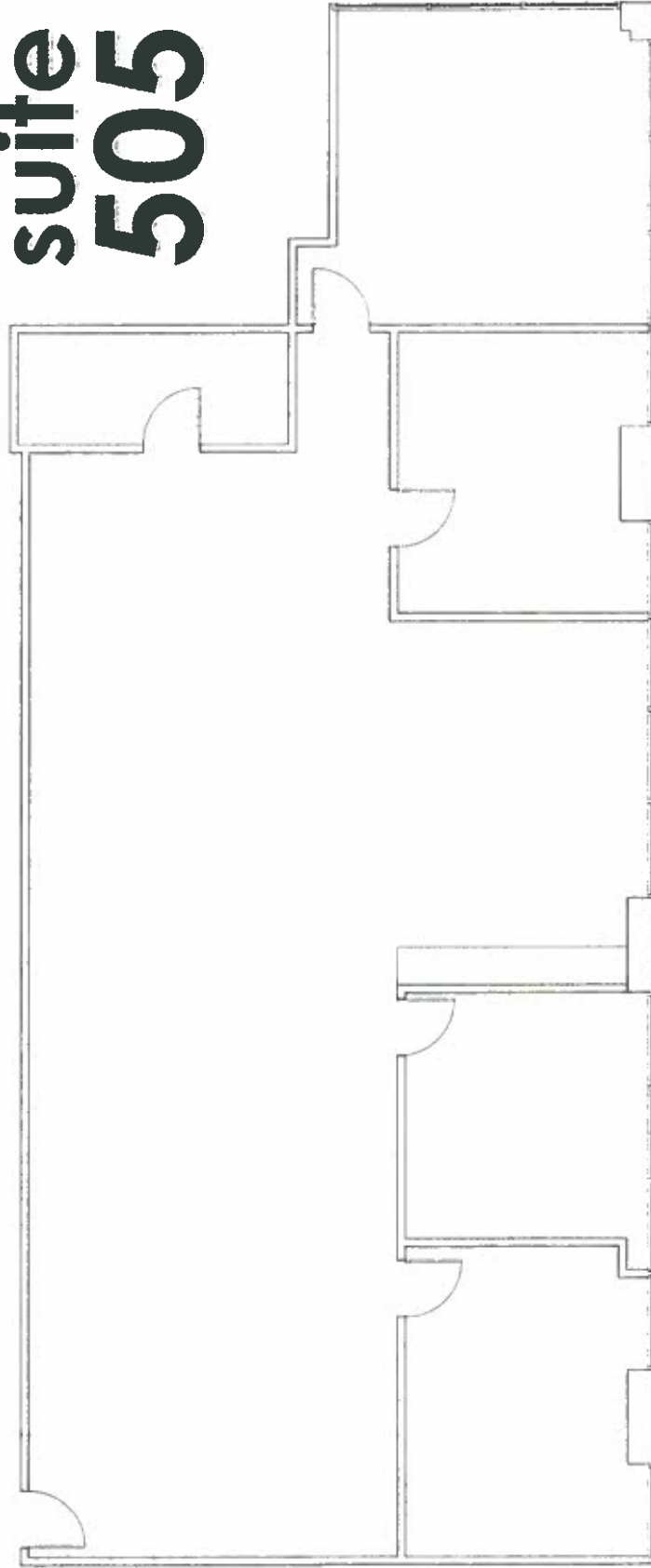
site plan

suite 308



site info. site plan

suite 505



site: 3421 N. Causeway Blvd. - Metairie, LA

site info.

property



Property Overview

Nice office space for professionals, with various sizes available.
Great location near Lakeview Mall. Attached parking garage for tenants.

Rental Rate:	\$17.50 PSF (Annual)
Monthly Rent:	\$5,178 (Monthly)
Lease Types:	Gross Lease
Contiguous Space:	3,551 SF
Total Available:	29,365 SF
Zoning:	
Class of Space:	Class B
Building Size (RSF):	125,243 SF
Available Space Suite/Unit Number:	201
Suite Floor:	2
Space Available:	3,551 SF
Minimum Divisible:	3,551 SF
Maximum Contiguous:	3,551 SF
Lease Rate:	\$17.50 PSF (Annual)
Lease Term (Months):	Gross Lease
Lease Type:	Relet

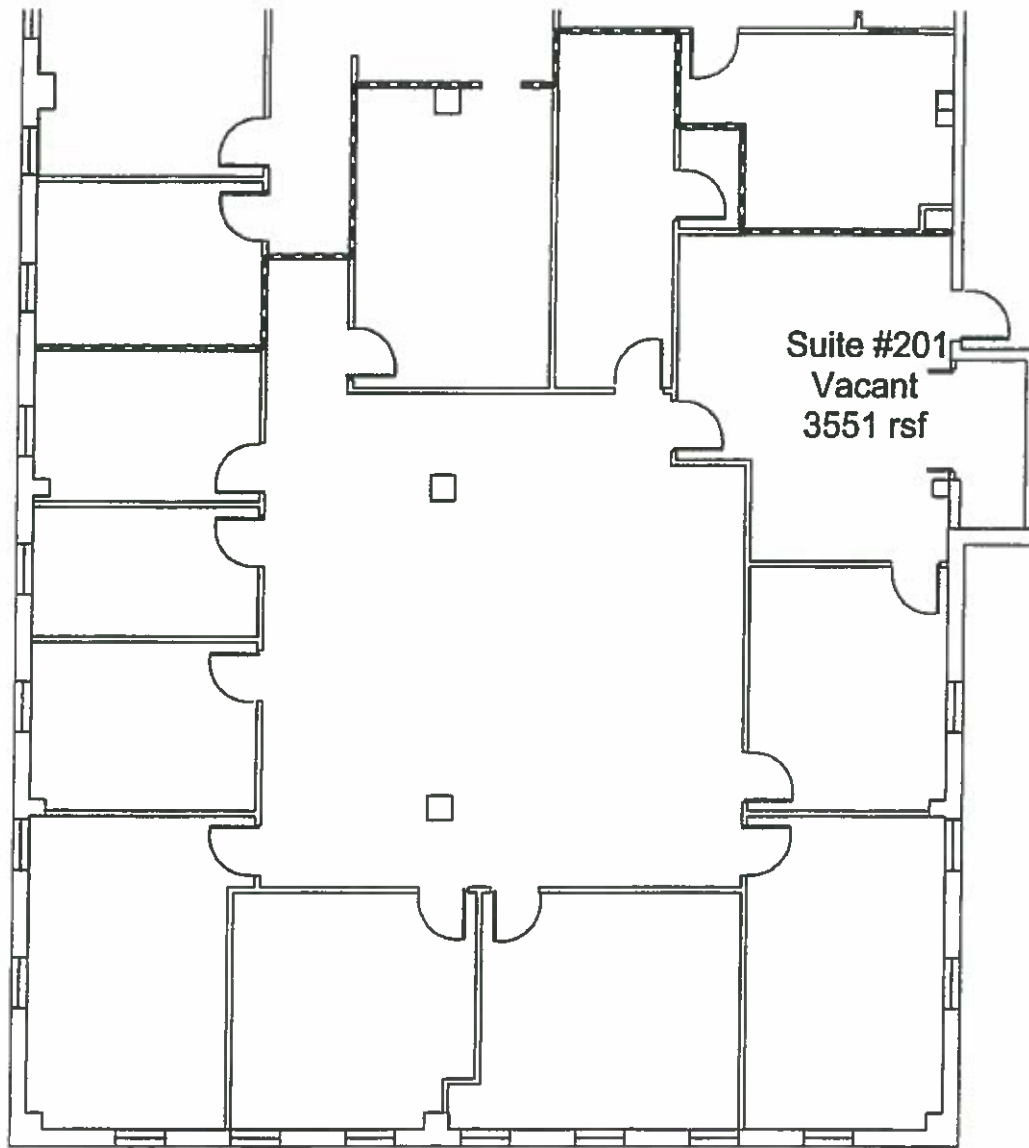
www.srsa-realestate.com

site info

site plan

site: 3421 N. Causeway Blvd.- Metairie, LA

site plan

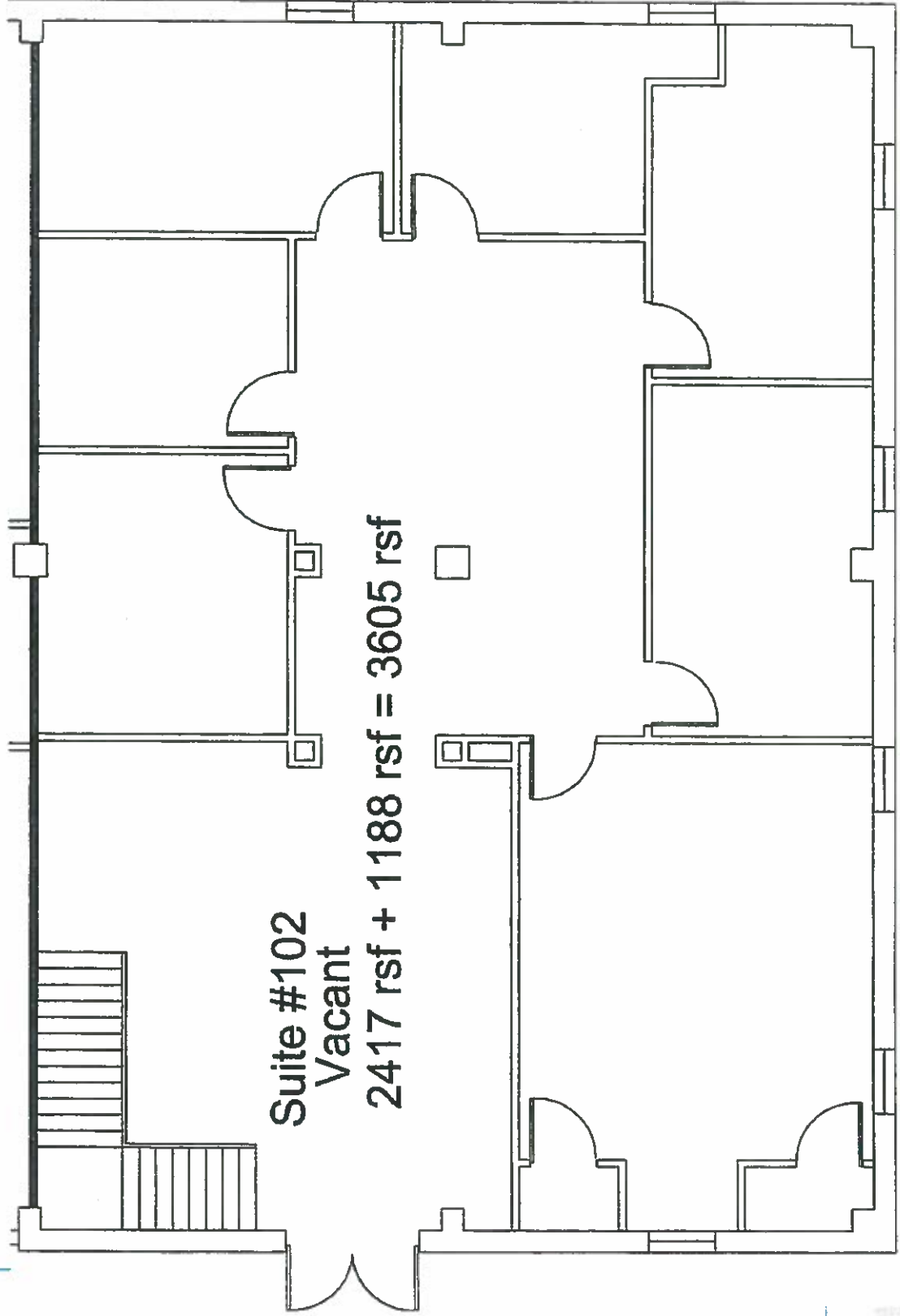


suite 201

Suite #201
Vacant
3551 rsf

site: 3421 N. Causeway Blvd.- Metairie, LA

site plan



Suite #102
Vacant

2417 rsf + 1188 rsf = 3605 rsf

suite
102

site: 3409 N. Hullen- Metairie, LA

site info.

property



Property Overview

3,680 sf of 2nd floor office space. Can be divided into two separate units of 1,444 sf and 2,236 sf. Elevator access. Very well maintained. Owner provides six (6) parking spaces in lot with additional parking available one lot over. Owner provides water/janitorial.

Rental Rate:	\$12 PSF (Annual)
Monthly Rent:	\$1,444 (Monthly)
Lease Types:	3,680 SF
Contiguous Space:	3,680 SF
Total Available:	BC-2
Zoning:	10,000 SF
Building Size (RSF):	200
Available Space Suite/Unit Number:	1,444 SF
Suite Floor:	1,444 SF
Space Available:	3,680 SF
Minimum Divisible:	\$12 PSF (Annual)
Maximum Contiguous:	36 Months
Lease Rate:	Other
Lease Term (Months):	Relat
Lease Type:	

site: 3300 W. Esplanade - 3510 N. Causeway Blvd. - Metairie, LA

site info.

property



Rental Rate:	\$19.50 PSF (Annual)
Monthly Rent:	\$8,939 (Monthly)
Lease Types:	Gross Lease
Contiguous Space:	5,501 SF
Total Available:	30,530 SF
Available Space Suite/Unit Number:	3510, 3300, 200
Suite Floor:	608
Space Available:	5,501 SF
Minimum Divisible:	3,500 SF
Maximum Contiguous:	5,501 SF
Lease Rate:	\$19.50 PSF (Annual)
Lease Type:	Gross Lease
Space Type:	Relet

May 16, 2013

Mr. Steve Reisig
SRSA Commercial Real Estate
2555 Severn Ave.
Suite 200
Metairie, LA 70002

RE: Causeway Plaza
3330 W. Esplanade Ave.

Dear Steve:

On behalf of the owners of Causeway Plaza and Corporate Realty, it is my pleasure to present to you the following proposal:

1. **TENANT:** Jefferson Parish Office of Inspector General
2. **BUILDING:** 3330 W. Esplanade Ave.
Metairie, Louisiana 70002
3. **INITIAL AREA:** Suite 200 contains approximately 3,401 usable or 3,911 rentable square feet. This rentable square footage includes a 15% common area factor.

Temporary space: Upon full execution of lease agreement and tenant provides Landlord with insurance certificate, tenant can occupy suite 605 containing 1,315rsf. No rent will be required until the permanent space has been substantially completed and at that time, tenant shall have 15 days to set up its FF&E and remove all of its personal property out of suite 605.
4. **TERM:** Sixty months.
5. **BASE RENTAL RATE:** Months 1-60: \$19.00prsf payable \$6,192.42 per month. To commence upon substantial completion of the tenant improvements.

This is a full service lease which includes utilities and janitorial.
6. **ESCALATION DURING TERM:** Tenant will have a 2013 Base Year applicable to the operating expenses of the building.
7. **PARKING:** Tenant will have the use of a total of eleven (11) parking spaces. Seven (7) of these will be unreserved parking and free of charge. Four (4) will be reserved parking for \$35 per month per space. Transient spaces may pull into the garage or visitor parking spaces if there for 30 minutes or less.
8. **TENANT IMPROVEMENTS:** Landlord will, at its sole cost and expense, will provide tenant with a \$15prsf allowance plus pay for 1 initial space plan and one revision. All other A&E plans will be paid for out of the tenant improvement allowance.

This proposal is valid until May 24, 2013 and subject to the ownership's final approval and subject to prior leasing commitments and proposals.

Sincerely,

CORPORATE REALTY, INC.



Jeff Cohn
Leasing Agent

053

site info site plan proposal

site: 880 W. Commerce - Harahan, LA

site info.

property



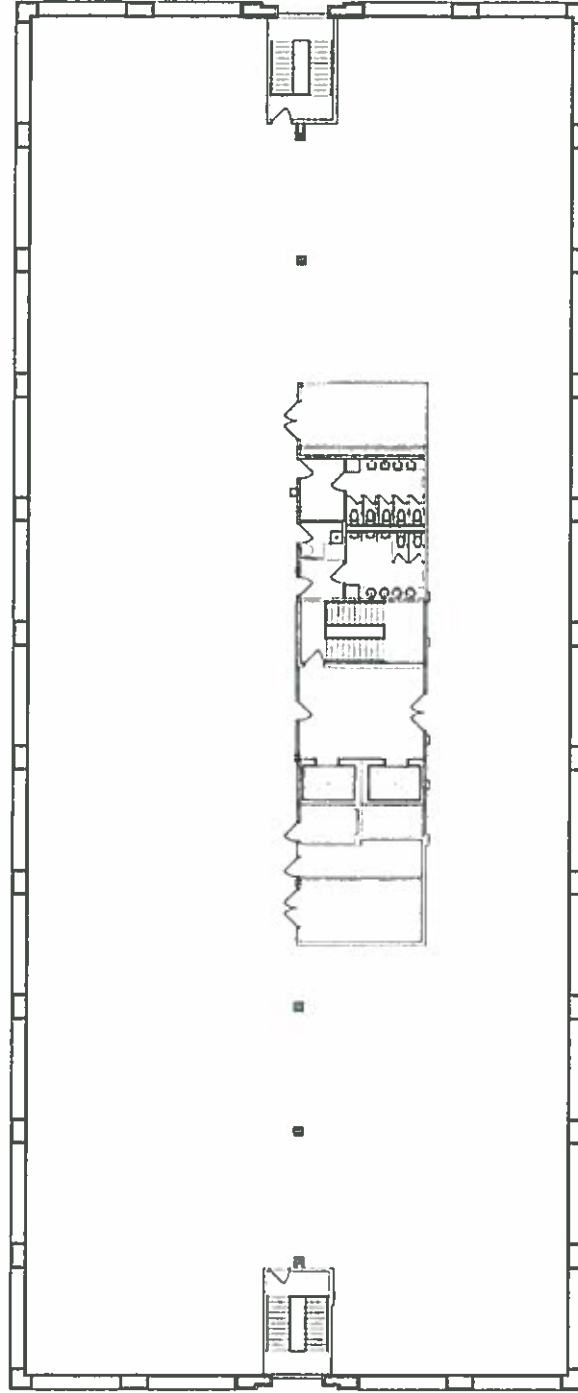
Property Overview

5 Story office building with 304 parking spaces. This building has a combination of open floor plans and private offices. The Owner will retrofit to suit new tenants. Building conveniently located to Earhart Expressway, the Airport and I-10. Adjacent to Elmwood Shopping Center, numerous banks and restaurants. Accessible via Public transportation. GLA - 92,892

Rental Rate:	\$19 - 19.50 PSF (Annual)
Monthly Rent:	\$22,068 - 22,649 (Monthly)
Lease Types:	Gross Lease
Contiguous Space:	13,938 SF
Total Available:	72,918 SF
Class of Space:	Class A
Building Size:	92,892 SF
Available Space Suite/Unit Number:	400
Space Available:	13,938 SF
Minimum Divisible:	4,000 SF
Maximum Contiguous:	13,938 SF
Lease Rate:	\$19 - 19.50 PSF (Annual)
Lease Type:	Gross Lease
Space Type:	Relet
Parking:	304

site: 880 W. Commerce - Harahan, LA

site plan



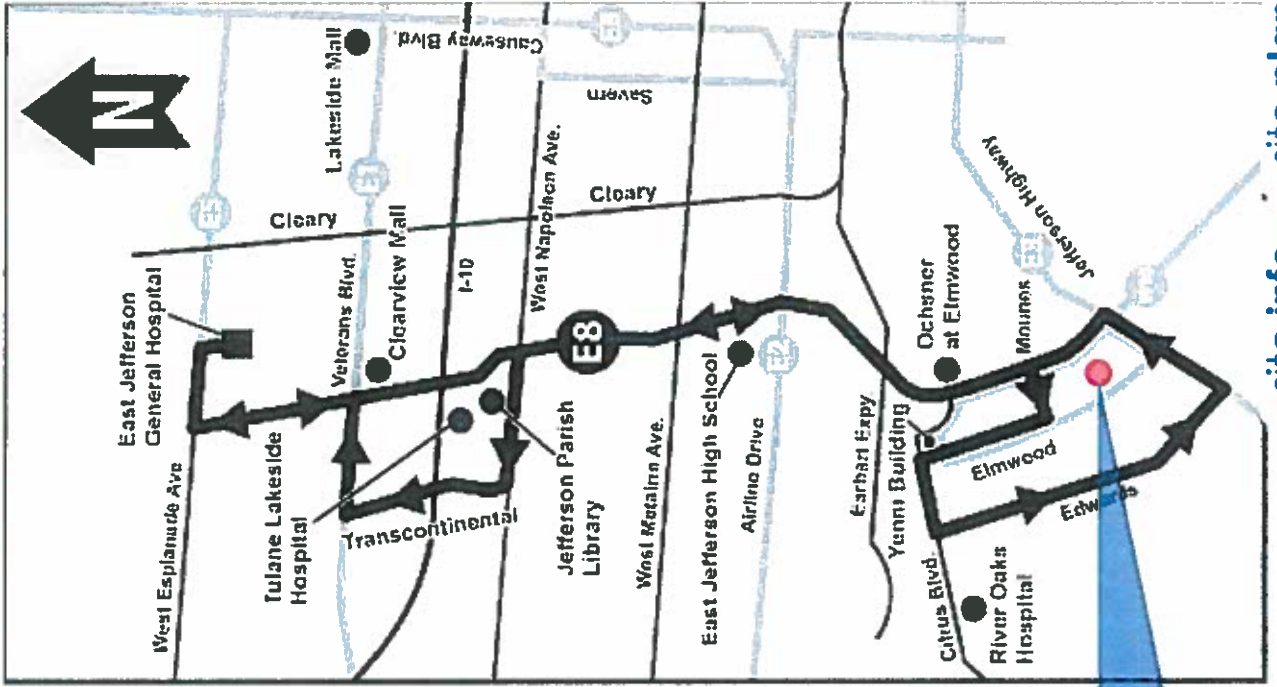
TYPICAL FLOOR PLAN 880 WEST COMMERCE ROAD

19,058 Sq. Ft.

DATE: 10/20/13

bus route

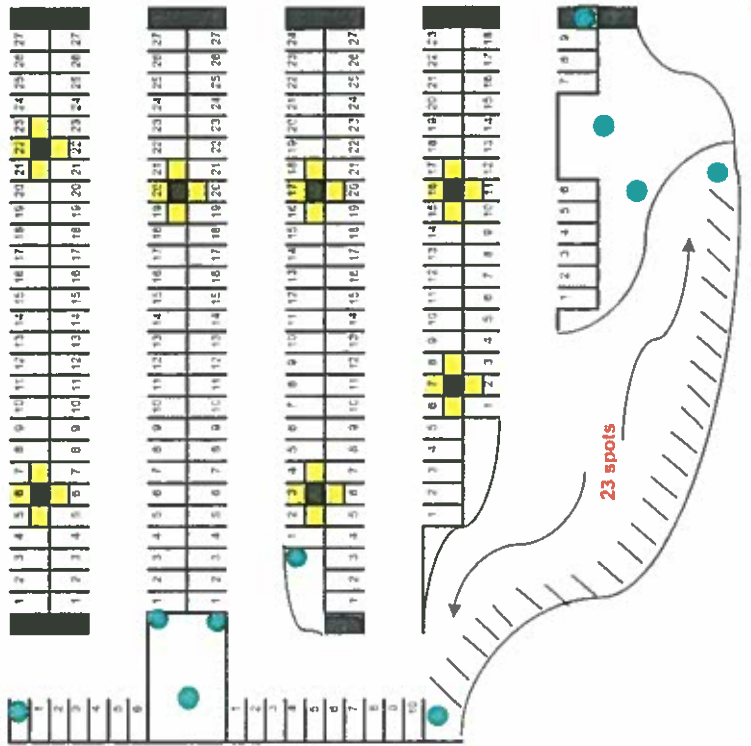
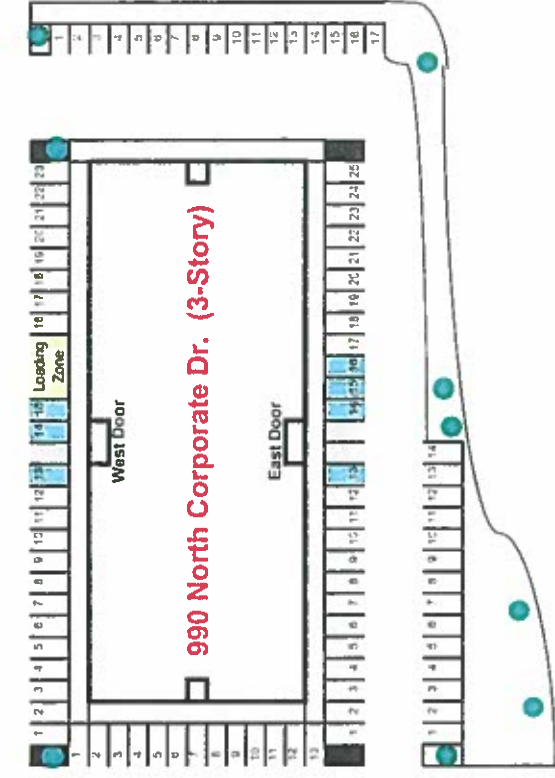
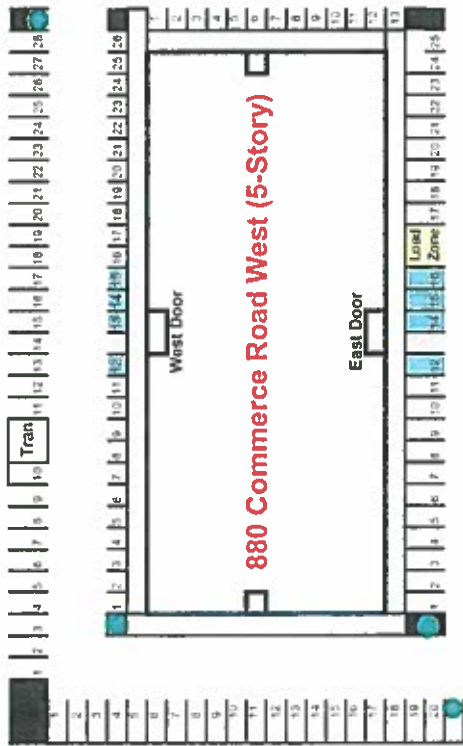
880 W. Commerce Rd. Harahan, LA

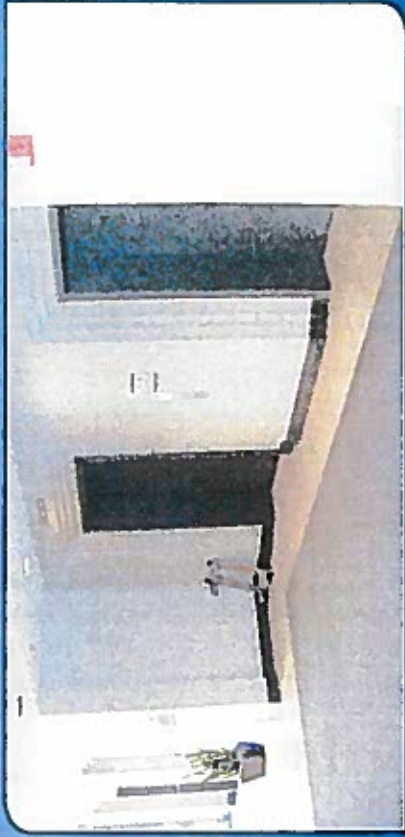
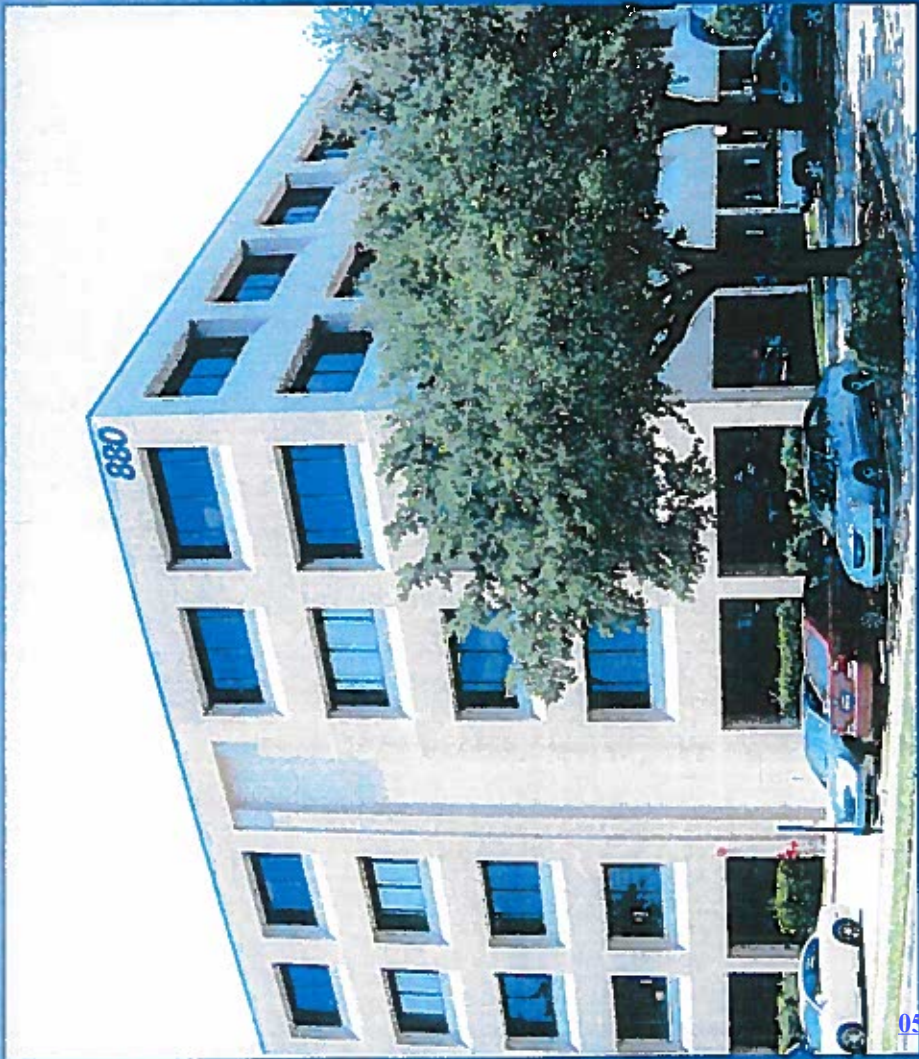


800, 880, 990
BUILDINGS

parking lot

880 W. Commerce Rd., Harahan, LA





site: 520 Elmwood Park- New Orleans, LA

site info.

property



Property Overview

Jefferson Business Center is comprised of two modern low-rise office and warehouse facilities, totaling 102,209 square feet and offers highly efficient, flexible floor plans suitable for a variety of businesses. Prime Elmwood Industrial Park location makes it easily accessible to the Central Business District and the Westbank. The responsive Sealy management team is committed to tenant service and to the maintenance of the property's Class "A" business environment.

Rental Rate:	\$10 PSF (Annual)
Monthly Rent:	\$3.160 (Monthly)
Lease Types:	NNN
Contiguous Space:	3,793 SF
Total Available:	27,932 SF
Gross Building Area:	3,793 SF
Building Size:	102,209 SF
Office SF:	102,209 SF
Available Space Suite/Unit Number:	3,793 SF
Suite Floor:	115
Space Available:	2
Minimum Divisible:	3,793 SF
Maximum Contiguous:	1,063 SF
Lease Rate:	3,793 SF
Lease Type:	\$10 PSF (Annual)
Space Type:	NNN
Space Description:	Relet

This space is located on the second floor of the building with easy elevator access. Suite 115 is 100% office and can be subdivided into 2 suites of 1,063 sf and 2,730 sf.

www.srsa-realestate.com

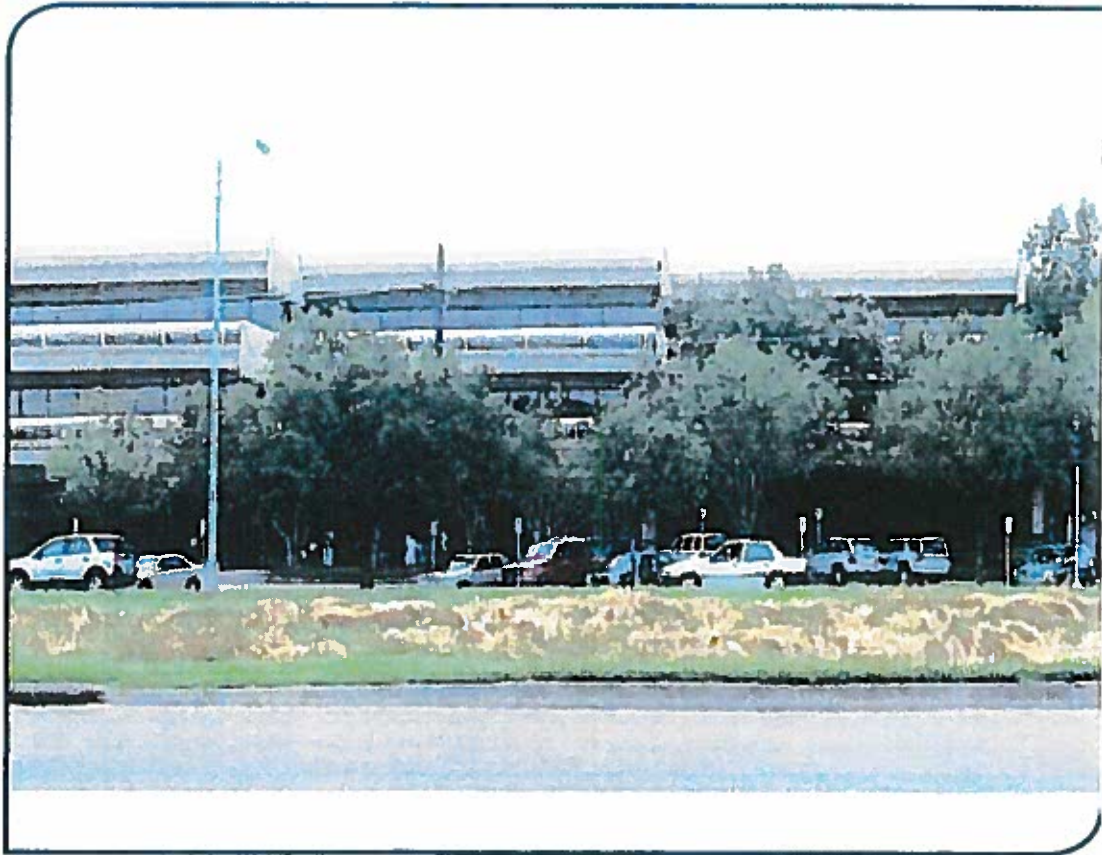
site info.

site plan

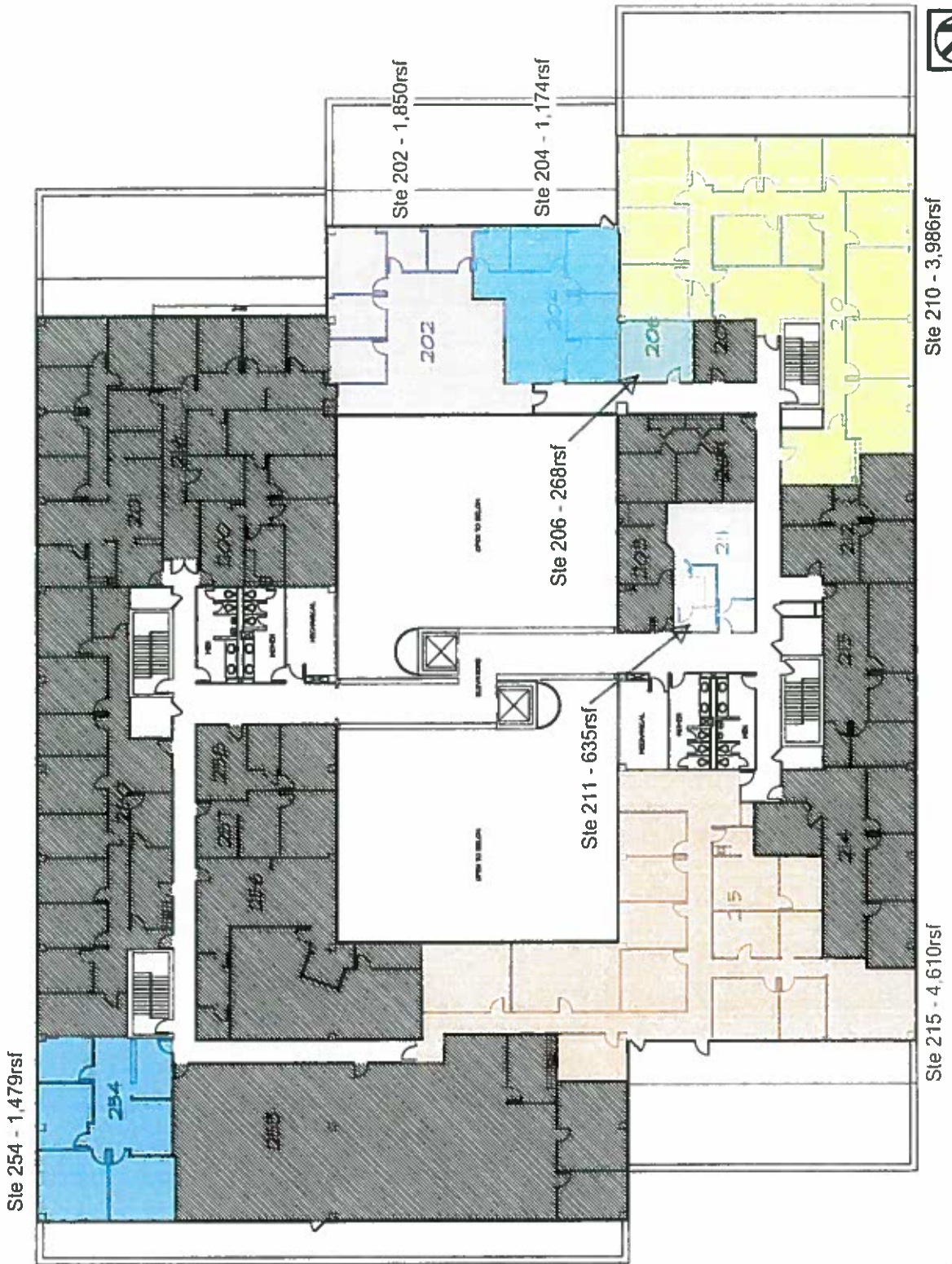
site: 2800 Veterans Blvd.- Metairie, LA

site info.

property



Rental Rate: \$18 PSF (Annual)
Monthly Rent: \$6,915 (Monthly)
Lease Types: Gross Lease
Contiguous Space: 4,610 SF
Total Available: Total Available: 14,149 SF
Class of Space: Class A
Available Space Suite/Unit Number: 216
Suite Floor: 2nd
Space Available: 4,610 SF
Minimum Divisible: 1,650 SF
Maximum Contiguous: 4,610 SF
Lease Rate: \$18 PSF (Annual)
Lease Term: 18 Months
Lease Type: Gross Lease
Space Type: Sublet



site: 5401 Jefferson Hwy. - Elmwood, LA

site info.

property



Property Overview

Several suites available from 1700 SF to 35,000 SF in the former Chase Bank Operations Center. Excellent location fronting on Jefferson Hwy near Walmart. Plenty of parking with up to 140 spaces available. The building offers on-site management, 24 hour security and redundant life safety systems. Emergency back-up power is provided by two 750 KW generators with 100% redundancy. Level 3 Fiber Optics available. Loading dock and 12' high conditioned warehouse. UPS (Uninterrupted Power Supply) is available to protect critical data. Floors are raised with all power and data fed from underneath. Allows maximum flexibility for cubicle locations. 24 Hour recording surveillance cameras covering parking lot. Utilities included. Janitorial included for common areas. Tenant pays for own janitorial within their space.

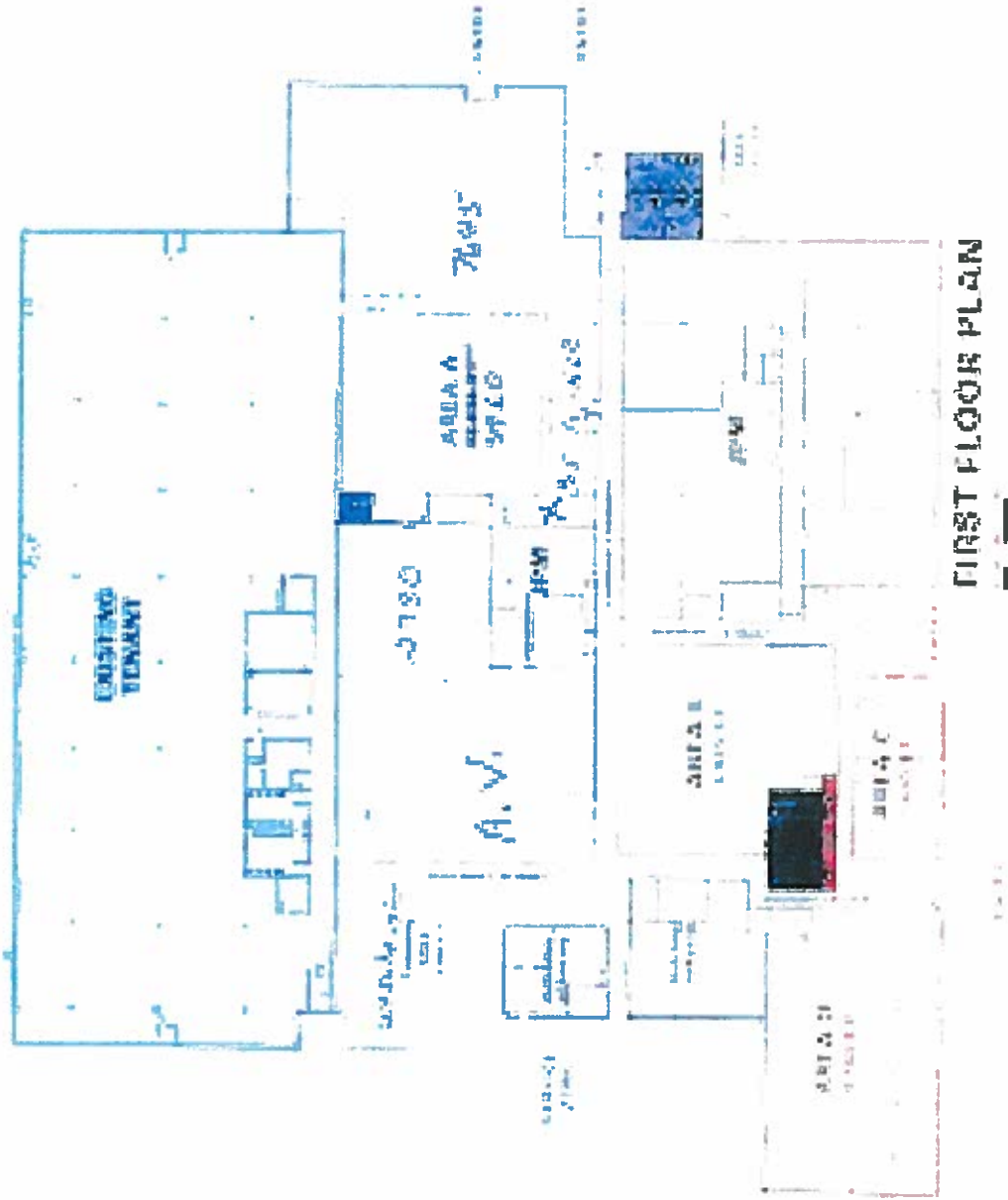
Rental Rate:	\$16 PSF (Annual)
Monthly Rent:	\$53,333 (Monthly)
Lease Types:	Gross Lease
Contiguous Space:	40,000 SF
Total Available:	40,000 SF
Class of Space:	Class A
Available Space Suite/Unit Number:	5401
Gross Building Area:	120,000 SF
Space Available:	99,409 SF
Minimum Divisible:	40,000 SF
Maximum Contiguous:	40,000 SF
Lease Rate:	\$16 PSF (Annual)
Lease Type:	Gross Lease
Space Type:	new
Parking Spaces:	125

www.srsa-realestate.com

site info

site plan

suite 5401



FIRST FLOOR PLAN

site: 824 Elmwood- Harahan, LA

site info.

property



Property Overview

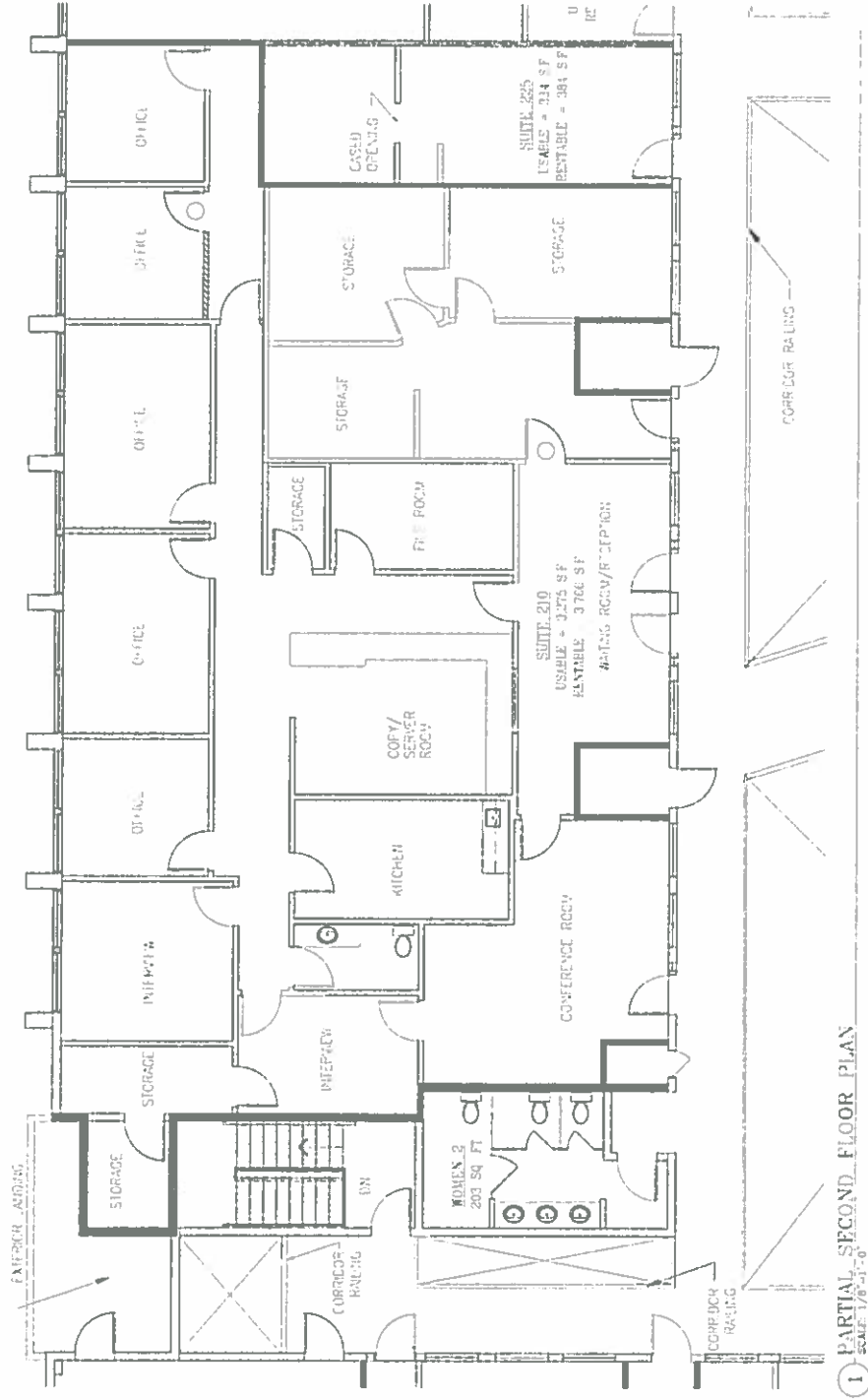
A few suites left in a spectacular atrium style office building with exotic gardens, ponds, fountains and walking paths. Suites have been renovated and are immediately available. All utilities included. Training room/ Conference room/ Meeting room for use of all tenants at NO additional charge.; One of the most desirable and convenient locations in the Greater New Orleans region with easy access to all parts of the City and Airport.; Plenty of FREE parking. Class A building.

Building Size: 39,989 SF
Rental Rate: \$18 - 27.27 PSF (Annual)
Monthly Rent: \$799.92 - 5,118
Lease Types: Gross Lease
Contiguous Space: 3,412 SF
Total Available: 6,893 SF
Class of Space: Class A

Suite: 110	1,911 SF	\$18 PSF (Annual) Gross Lease
Suite: 154B	352 SF	\$27.27 PSF (Annual) Gross Lease
Suite: 230	1,218 SF	\$18 PSF (Annual) Gross Lease
Suite: 245	3,412 SF	\$18 PSF (Annual) Gross Lease

site: 824 Elmwood- Harahan, LA

site plan



May 31, 2013

tel 504 569 8452
fax 504 569 9336
jula@latterblum.com
www.latterblum.com

430 Notre-Dame St
New Orleans, LA 70112 2319
www.latterblum.com

Judy Slack
Commercial Sales and Leasing

Mr. Steve Reisig
SRSA Commercial Real Estate, Inc.
2555 Severn Avenue, Suite 200
Metairie, La. 70002

RE: Proposal for Office of Inspector General
Jefferson Parish

Dear Steve:

On behalf of ownership and Latter & Blum Inc. it is my pleasure to present you with the following lease proposal for your review:

LESSEE: Jefferson Parish Office of Inspector General

BUILDING: 824 Elmwood Park Blvd., Suite 210
River Ridge, La. 70123

LEASED PREMISES: Approximately 3249 usable square feet for a total of 3736 rentable area located on the second floor. The entire building contains approximately 39,400 rentable square feet of space. The common area factor is 15%. Additional square footage is available and the square footage can be increased or decreased according to the Lessee's needs.

BUILDING AMENITIES: Beautifully Landscaped Interior with gardens, fountains and walking paths.
Conference Room/ Meeting Room Free to Tenants.
Free Wi-Fi.
24/7/365 Heat and Air.
250 Parking Spaces – 6:1000 Best ratios in the area.

TERM: Five (5) Years

OPTIONS TO RENEW: Two (2) five-year options to renew at \$ 25 per square foot annual increases over the previous term.

LEASE COMMENCEMENT: July 1, 2013 - The Landlord would make available a minimum of 500 sq. ft. of temporary space at no charge while the primary space is being completed.

RENTAL RATE:

Year	Rental Rate
1	\$17.75/rsf or \$5,526.17/month
2	\$18.25/rsf or \$5,681.83/month
3	\$18.50/rsf or \$5,759.67/month
4	\$18.75/rsf or \$5,837.50/month
5	\$19.00/rsf or \$5,915.33/month

TENANT IMPROVEMENTS: Landlord shall build out the space using building standard items according to a mutually agreeable floor plan that includes a reception/waiting room, large conference room, 2 interview rooms, 4 private offices, kitchen, area for 2 cubicle workstations, a file room, 3 secure storage rooms, copy room and a server room. This suite contains its own restroom. However, the building has restrooms on each floor.

OPERATING EXPENSE ESCALATIONS: Operating expense pass-through based on the actual operating expenses for the calendar year 2013.

BUILDING OPERATING HOURS: 7:00 a.m. - 6:00 p.m. Monday thru Friday
7:00 a.m. till 1:00 p.m. Saturday
24 hours/7 days a week access.

HVAC HOURS: Tenant regulated HVAC system 24 hours/7 days a week.

UTILITIES: All utilities included in rental rate.

JANITORIAL: In-suite janitorial services 5 days per week during business hours only.

PARKING: 4 Reserved, 7 Unreserved Employee Spaces and 6 Transient Spaces. The building has 250 parking spaces with a ratio of 6:1000. Additional parking is available if needed.

Link to Virtual Tour: http://www.snaprealstatephoto.com/index.php?option=com_virtualtour&brandtour=0&view=virtualtour&id=109

Landlord and Tenant acknowledge that this proposal is not a lease and that it is intended as the basis for the preparation of a lease. The lease shall be subject to Landlord's and Tenant's final approval, and only a fully executed lease shall constitute a lease for the premises. Broker makes no warranty or representation to Landlord or Tenant that acceptance of this proposal will guarantee the execution of a lease for the premises.

If you have any questions regarding this proposal, please do not hesitate to call me 504-881-7337. We look forward to working with you.

Sincerely,

Judy Slack

Judy Slack
Associate Broker

066



site: 3939 N. Causeway Blvd.- Metairie, LA

site info.

property



Rental Rate: \$18 PSF (Annual)
Monthly Rent: \$1,828 - 5,122
Lease Types: Gross Lease
Contiguous Space: 3,415 SF
Total Available: 4,634 SF
Gross building area: 41,000 SF

Suite: 202	1,219 SF	\$18 PSF (Annual) Gross Lease
Suite: 301	3,415 SF	\$18 PSF (Annual) Gross Lease

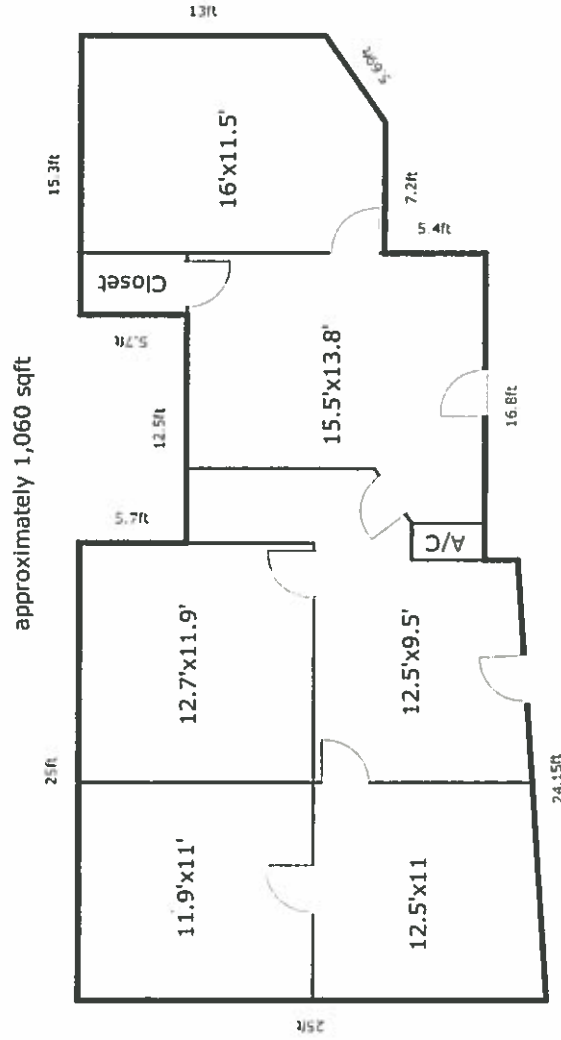
www.srsa-realestate.com

site info

site plan

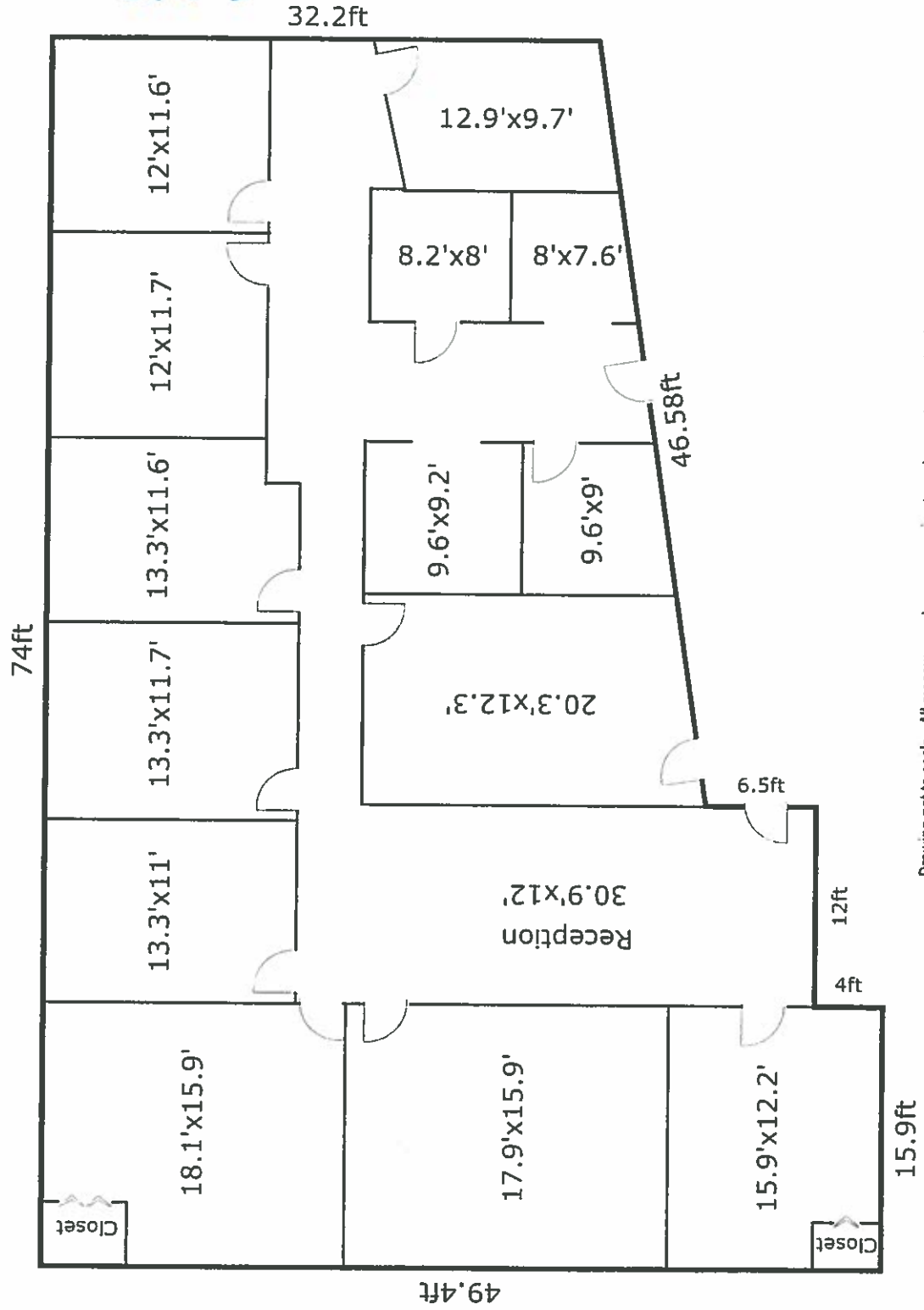
suite 202

3939 N. Causeway Blvd., Suite 202



Drawing not to scale. All measurements are approximate and are not guaranteed.

suite 301



Drawing not to scale. All measurements are approximate and are not guaranteed.

site: 3636 S. I 10 service Rd. West - Metairie, LA

site info.

property



Property Overview

Only suite remaining in this otherwise fully leased property! inquire why!! suite has fresh paint and carpet and is ready to occupy! 3 offices and an open area. Building has fiber optic available

Rental Rate:	\$16.50 - 18 PSF (Annual)
Monthly Rent:	\$1,512 - 4,845
Lease Types:	Gross Lease
Configuous Space:	3,230 SF
Total Available:	4,330 SF
Gross building area:	60,000 SF
Building Size:	60,000 SF
Class of Space:	Class B

Suite: 302 - 3,230 SF

\$17 - 18 PSF (Annual) Gross Lease

Suite: 312 - 1,100 SF

\$16.50 - 17.50 PSF (Annual) Gross Lease

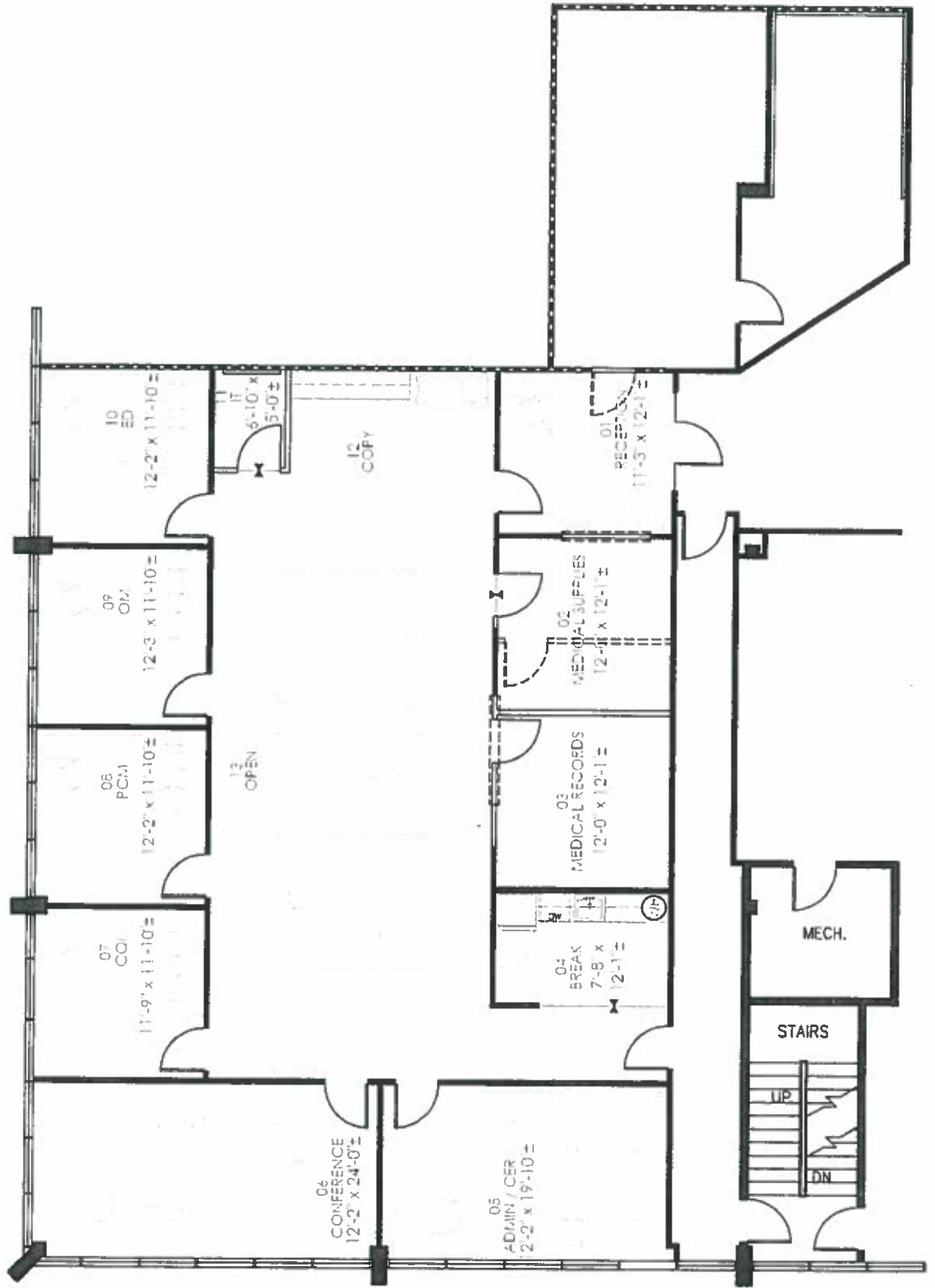
www.srsa-realestate.com

site info.

site plan

site: 3636 S. J 10 service Rd. West- Metairie, LA

site plan



site: 2439 Manhattan Place- Harvey, LA

site info.

property



Property Overview

-5 story office building with easy access to all parts of the Metro New Orleans Area
-Availability ranges from 500 SF to 19,000 SF

Rental Rate:	\$15 - 17 PSF (Annual)	
Monthly Rent:	\$625 - 11,436	
Lease Types:	Gross Lease	
Contiguous Space:	13,552 SF	
Total Available:	40,865 SF	
Building Size:	58,808 SF	
Class of Space:	Class B	
Suite: 102	2,568 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 104	1,280 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 105	2,089 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 201	5,423 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 205	3,921 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 300	1,065 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 306	1,388 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 308	970 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 311	2,325 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 400	5,275 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 401	8,073 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 402	500 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 500	2,828 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 505	1,340 SF	\$15 - 17 PSF (Annual) Gross Lease
Suite: 506	1,820 SF	\$15 - 17 PSF (Annual) Gross Lease

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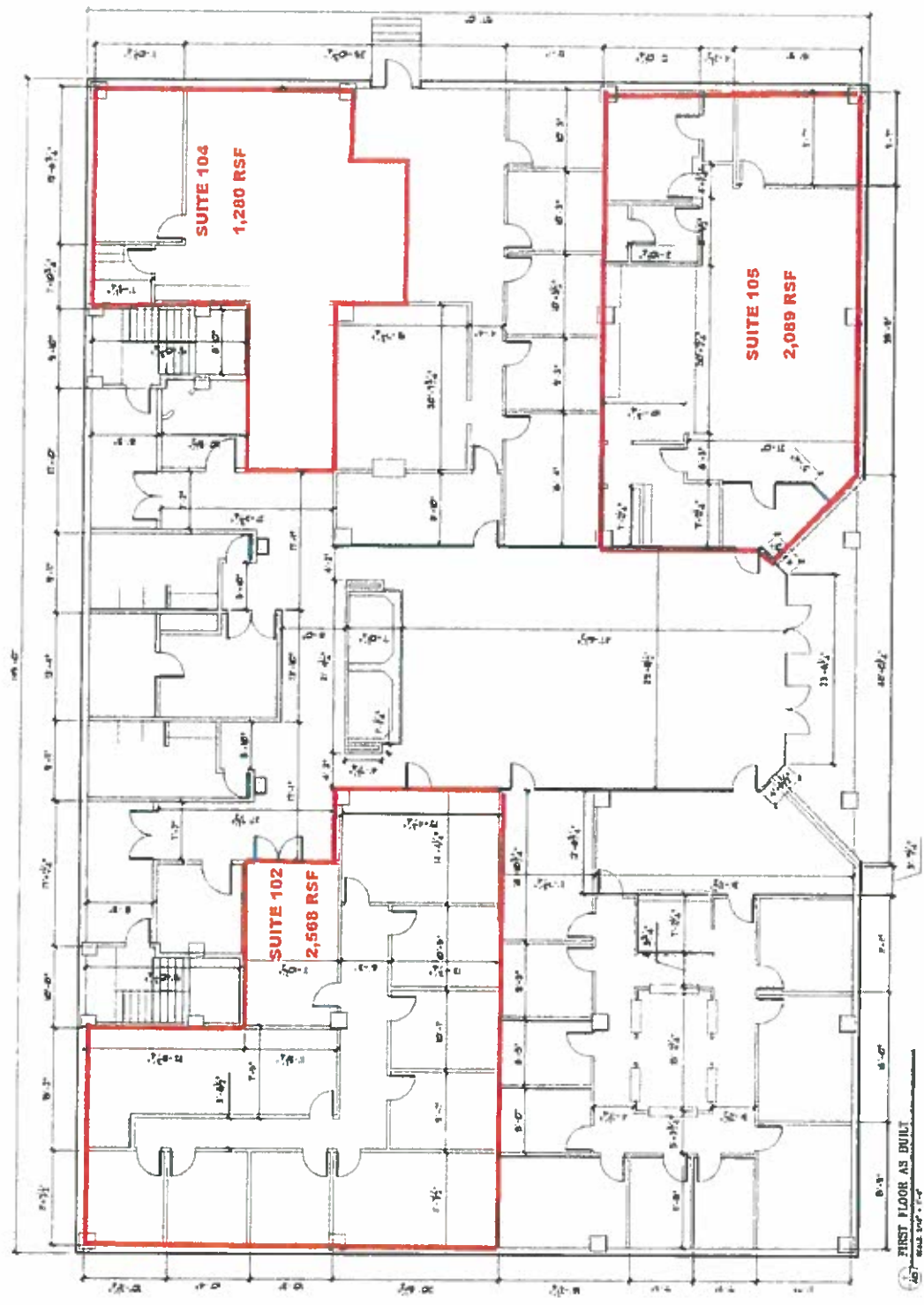
site info

site plan

site: 2439 Manhattan Place - Harvey, LA

site plan

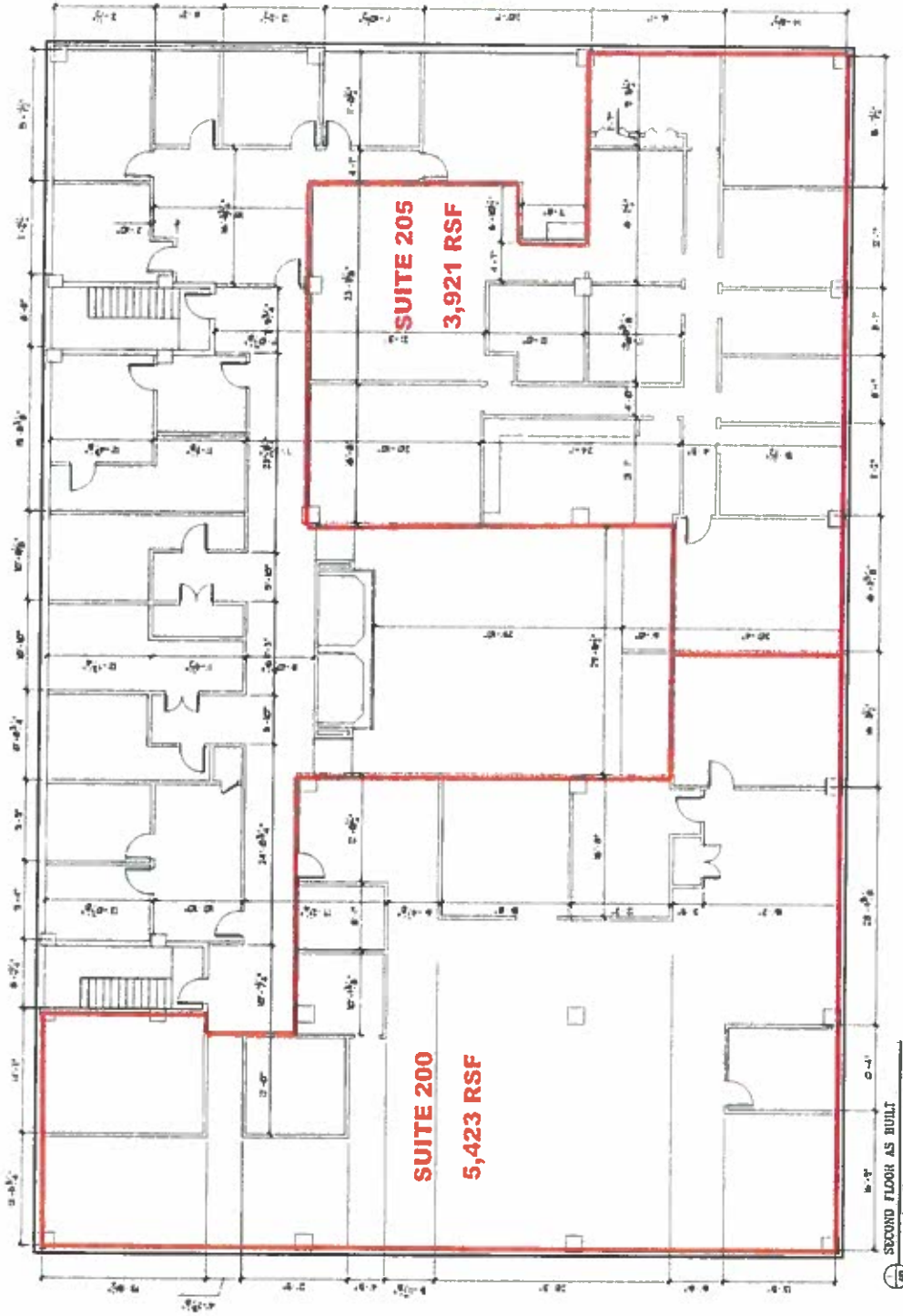
first floor



site info. site plan

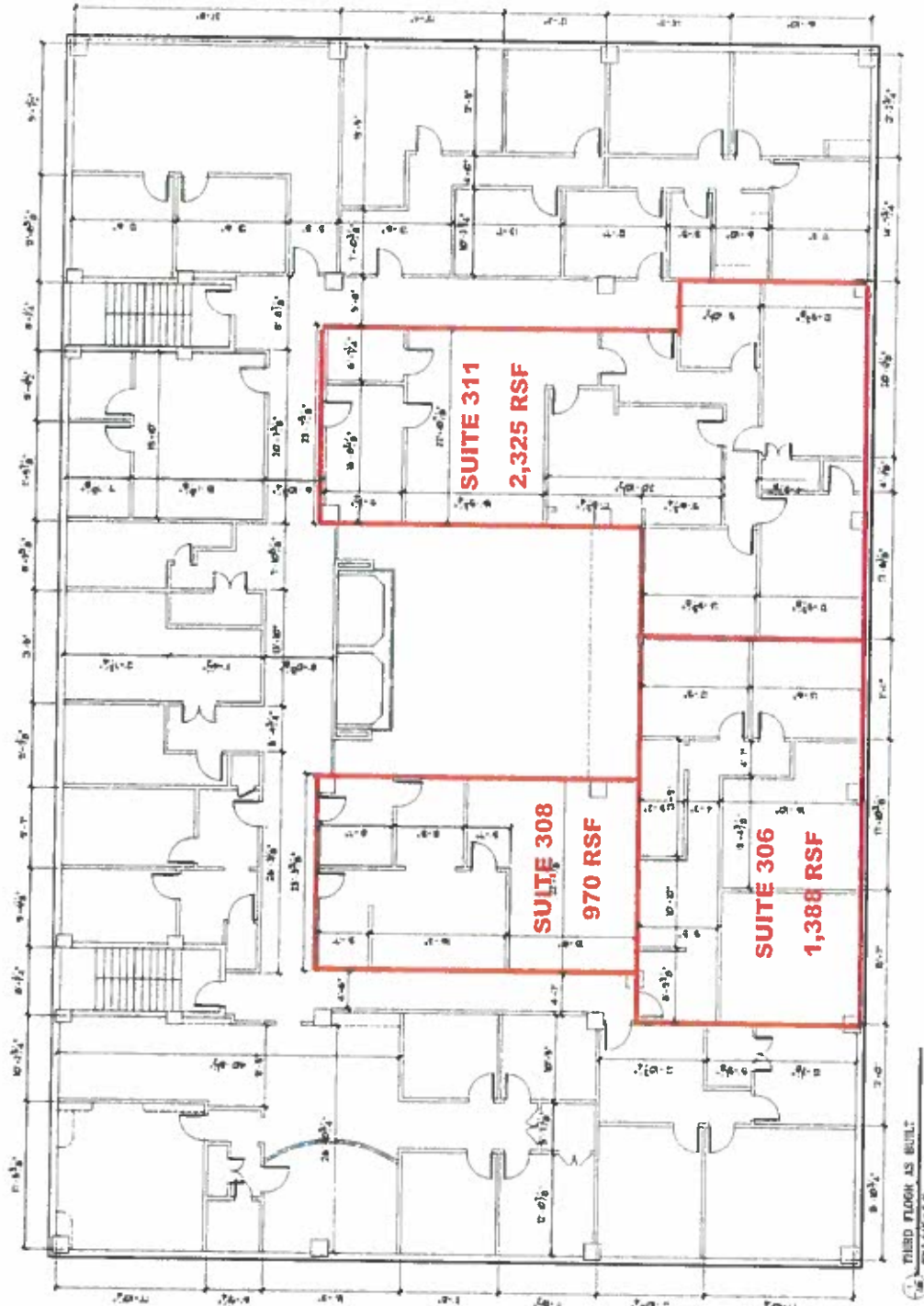
site: 2439 Manhattan Place - Harvey, LA

site plan



second floor

third floor



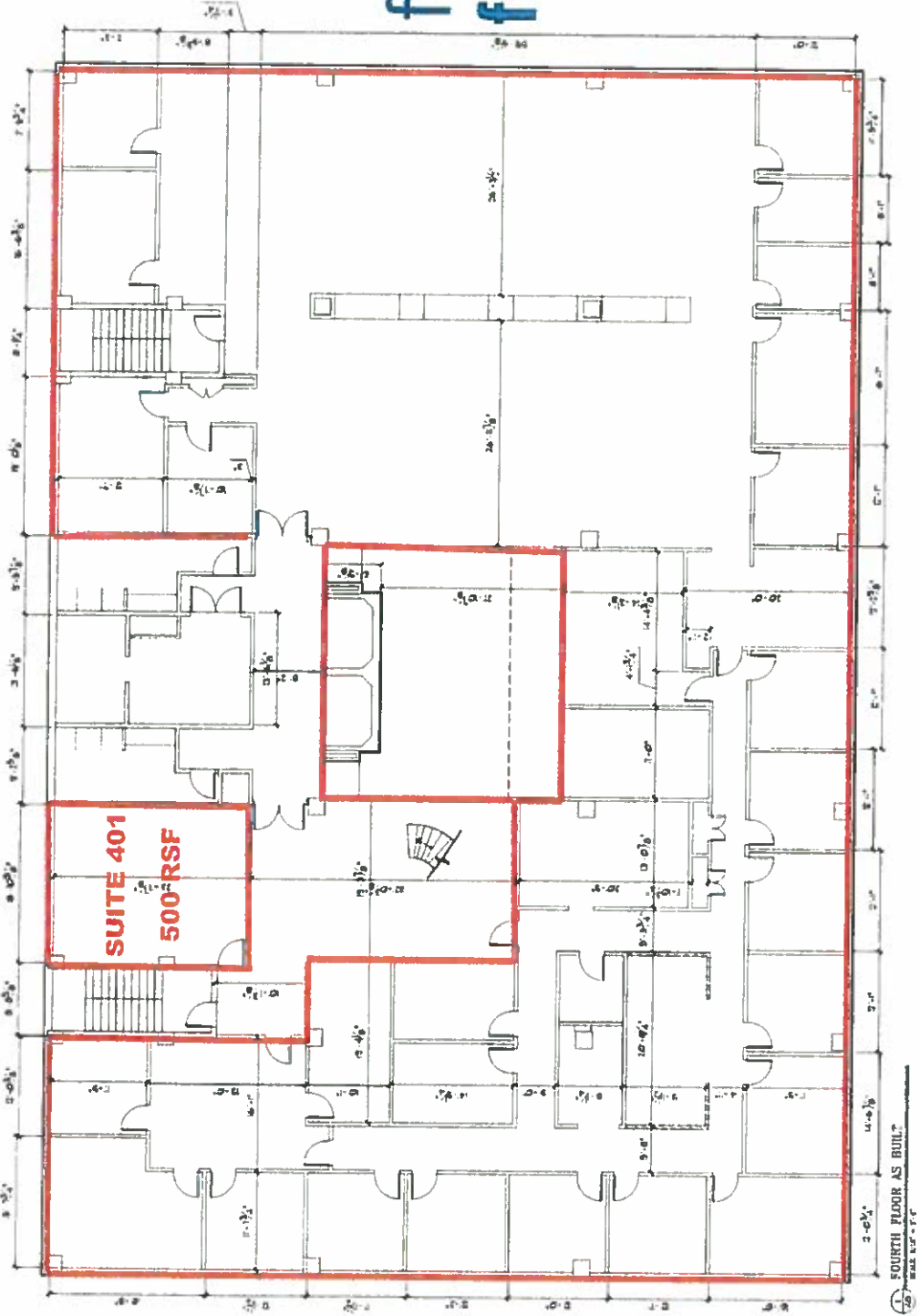
site: 2439 Manhattan Place - Harvey, LA

site plan

ENTIRE 4TH FLOOR AVAILABLE - 15,000 RSF

SUITE 401
500 RSF

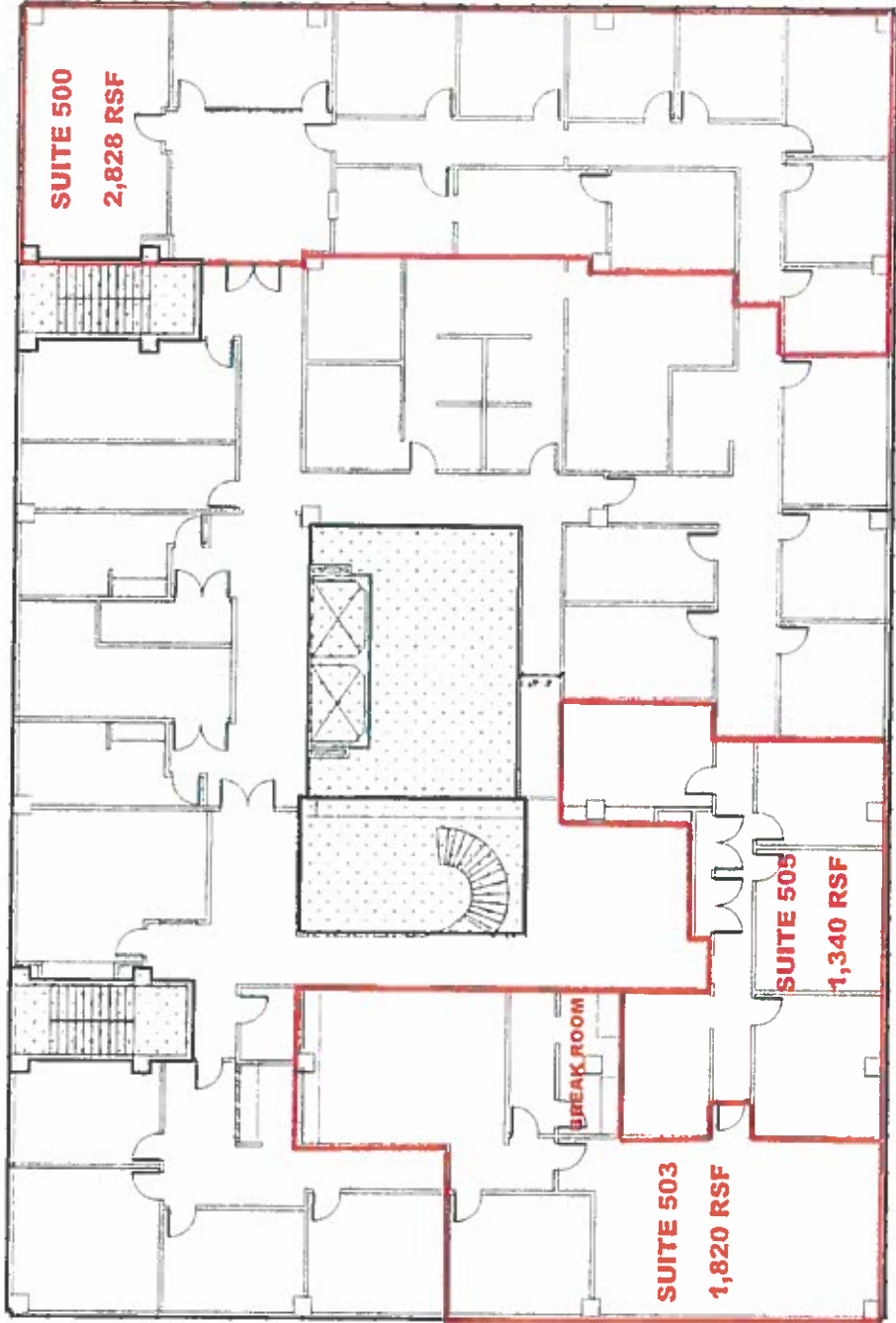
fourth
floor



FOURTH FLOOR AS BUILT
SCALE 1/8" = 1'-0"

site info. site plan

fifth floor



UPDATED: 09-16-12

FIFTH FLOOR AS BUILT
DATE: 09-16-12

site: 3540 I-10 Service Rd.- Metairie, LA

site info.

property



Property Overview

From 1,678 SF to 4,200 SF of office space available for lease.-Availability ranges from 500 SF to 19,000 SF

Rental Rate:	\$18 PSF (Annual)
Monthly Rent:	\$2,517 - 6,300
Lease Types:	Modified Gross
Configuous Space:	4,200 SF
Total Available:	5,878 SF
Building Size:	16,200 SF

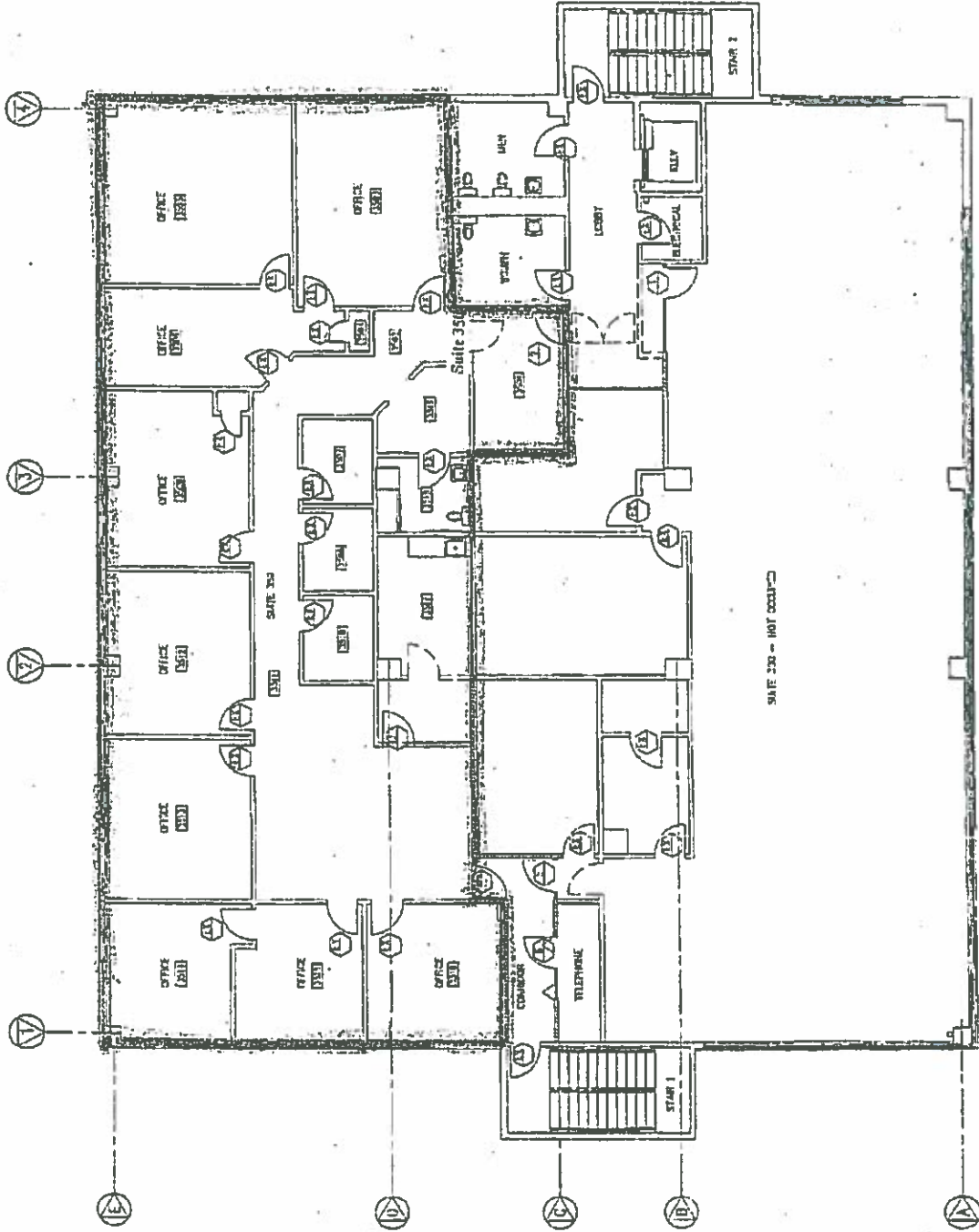
Suite: 100	1,678 SF	\$18 PSF (Annual) Modified Gross
Suite: 300	4,200 SF	\$18 PSF (Annual) Modified Gross

www.srsa-realestate.com

site info

site plan

Exhibit "A"



SRSA COMMERCIAL REAL ESTATE, INC



June 20, 2013

Mr. John Moss
Elman 880 -990 Associates, LP
100 North Centre Avenue
Suite 502
Rockville Centre, NY 11570

Via Email: jwm.office@me.com

**RE: REQUEST FOR PROPOSAL
JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL**

Dear John:

The newly appointed Inspector General for Jefferson Parish engaged SRSA Commercial Real Estate, Inc. to represent his office in the search for office space. He wanted to do this in a fair and equitable manner as to not play the political game. In conjunction with his office, SRSA prepared a solicitation (see attached) to the general public and the brokerage community. Of course SRSA submitted 880-990 and 800. We conducted a tour of 16 buildings earlier this week and he has narrowed it down to 4, one of which is 880 and 800. Therefore SRSA has been authorized by the Jefferson Parish Office of Inspector General - JPIOG (the "Tenant"), to submit the following request for proposal to lease space at either 800 or 880 (Building). Please design your proposal to address the following business points.

- 1. Premises:** Approximately 3,200 USF. See attached space requirement. We will consider less space if all of the requirements can be met.
- 2. Lease Term:** The initial lease term will be Five (5) years from the commencement date of the lease.
- 3. Lease Commencement Date:** The lease commencement date shall be no later than September 1, 2013, but in no event shall the lease commence until the Tenant's improvements, with the exception of minor punch list items is substantially completed in accordance with Tenant's final plans. Tenant will require approximately 1,200 Square feet of temporary space at no charge until the permanent space is completed.
- 4. Base Rental Rate:** Please state the initial lease term base rental on a per annum basis for a full service lease inclusive of real estate taxes and operating expenses. Please

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quote a fixed rental with no annual increases other than operating expenses.

- 5. Operating Expenses:** Tenant shall pay its proportionate share of increases in real estate taxes and operating expenses commencing with the beginning of the second (2nd) lease year, and each lease year thereafter, above the actual aggregated real estate taxes and operating expenses for the base year 2013, adjusted to reflect a fully occupied and fully assessed Building. Adjustments to operating expenses shall include, but not be limited to, utilities, janitorial service, service contracts on Building systems, property insurance and reasonable management fees. In no event shall Tenant's annual increase in operating expenses exclusive of real estate taxes exceed five percent (5%) of the previous years operating expenses. Please submit the actual annual real estate taxes and operating expenses (on a per square foot basis) for the most recent twelve (12) month period.
- 6. Tenant Improvements:** JPOIG will require the Landlord at its expense to provide a "turn-key" office build out that includes a Reception / Waiting Room, Large Conference Room, 2 interview Rooms, 4 private offices, kitchen, area for 2 cubicle workstations, a file room, 3 secure storage Rooms, copy Room and a server room. In addition, tenant improvement allowance shall be available for computer and telephone wiring.
- 7. Tenant Plans:** Tenant shall supply all information needed for the preparation of plans and finishes to Landlord's space planner/architect who will produce and supply to Tenant and Landlord architectural working drawings as required for the permitting and construction of the Premises.
- Landlord, at Landlord's expense, will supply all engineering working drawings including mechanical, electrical, and plumbing working drawings as required for the permitting and construction of the Premises.
- 8. Design and Construction Schedule:** In order to ensure timely completion of construction and outfitting of the Premises, Landlord and Tenant shall agree to a timetable whereby each party shall be obligated to meet certain dates in the design and construction process.
- 9. Early Possession for Tenant Follow-Up:** Tenant shall be given access to the Premises thirty (30) days prior to the lease commencement date for the purpose of installing special equipment, furniture, telephone equipment, computers, etc. During the last ten (10)

days of this period, the Premises shall be substantially free of Landlord's contractors. Tenant's consultants shall have access to the Premises during construction to install cabling and wiring prior to the partitions being enclosed and for the purpose of inspecting the work in progress.

10. **Options to Extend:** Tenant shall have two (2) five (5) year option(s) to renew the lease.
11. **Right to Expand:** Tenant also requests an ongoing right of first refusal on up to 3,000 square feet of contiguous space adjacent to the leased premises for the term of the lease.
12. **Subleasing:** Tenant shall have the right to freely sublease or assign all or any portion of the space throughout the term of the lease and renewal, subject only to Landlord's approval of subtenants, which approval shall not be unreasonably withheld, conditioned, or delayed.
13. **Security Deposit:** Tenant shall not be required to pay Landlord a security deposit.
14. **Equipment Room:** If necessary, Tenant shall have the right to install its telecommunications equipment in the main aggregate phone closet in the building at no charge to Tenant.
15. **Non-disturbance/
Quiet Enjoyment** The lease document shall contain non-disturbance and quiet enjoyment clauses. Landlord shall obtain a non-disturbance agreement from its current lender and from future lenders who require subordination, which shall not allow for the early termination or any modification of the lease and its various extensions and options. The non-disturbance agreement shall be executed at the time of lease execution.
16. **Building Directory:** The Tenant shall have the right at the Landlord's cost to have its name on the directory displayed in the entrance lobby.
17. **Cleaning Service:** Landlord will provide janitorial services during the full term of the lease during weekdays, after normal hours, exclusive of holidays.

Landlord will provide Tenant with the Building's Cleaning Specifications, which will be attached and become an exhibit to the lease.

18. **Access:** Tenant shall have access to the Building, and the Premises twenty-four (24) hours per day each day of the year. At least one elevator will be in service at all times after normal operating hours.

19. **Furniture:** Tenant will require the use of office furniture. Please provide the availability of office furniture and details of furniture that can be made available to Tenant throughout the lease term.

20. **Security:** Landlord will at all times provide adequate security to the Building, including the parking lot, the elevators, and the Premises. The Landlord, at Landlord's expense, will provide the following additional security:

1. A monitored card or key access system to the Building. Landlord, at Landlord's expense, shall supply cards and/or keys for the above in a quantity as required by Tenant.
2. Video Surveillance of the parking area, main entrance lobby and Suite entrance.
3. Ballistic Window film on the exterior windows of the suite (placed on the interior) and window at the reception desk.
4. Solid wood doors and frames at Suite entrance and exits and to entrance from reception area to main office.
5. Secured Parking for employees with fence/gate entrance.

21. **Parking:** Tenant will require Secured parking for 14 employees.

22. **Heating, Ventilation and Air Conditioning:** Landlord will supply and maintain a mechanical system to provide adequate heating and cooling to the Premises. The Landlord shall supply HVAC services at a minimum from 8 a.m. to 6 p.m. Monday through Friday and from 8 a.m. to 1 p.m. Saturday throughout the year except for the holidays listed below. After hours HVAC shall be supplied at Landlord's actual direct cost. Please advise as to said cost if any.

23. **Holidays:** Legal holidays shall be as follows: New Years Day, President's Day, Memorial Day, Martin Luther King, Jr.'s Birthday, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.

24. **Hazardous Materials Representation:** Landlord represents and warrants that the air within the Premises, and any associated common areas, is free, and shall remain free during the term of the lease, of any concentrations of asbestos or any other hazardous materials that violate federal, state, or local regulations or ordinances or present a

health threat to Tenant, its employees, or agents. Landlord shall indemnify Tenant against any liability arising as a result of a breach of this representation and warranty.

25. **Fiduciary Duty to Tenant:** Steve Reisig of SRSA Commercial Real Estate, Inc. is acting solely as agent for the Tenant in this transaction, and requests to be paid a market commission of four percent (4%) by the Landlord, paid 50% on lease execution and 50% on occupancy by tenant.
26. **Relocation:** Landlord shall have no right to relocate the Tenant.

Thank you for your interest in the Jefferson Parish Office of Inspector General. Should you have any questions or comments about the requirement, please do not hesitate to call.

John, we look forward to receiving your proposal no later than Wednesday June 26th, 2013.

Cordially,



Steven R. Reisig, CCIM

SRSA COMMERCIAL REAL ESTATE, INC



June 20, 2013

Ms. Colleen Berthelot
Corporate Realty
201 St. Charles Avenue, Suite 4411
New Orleans, LA 70170

Via Email: cberthelot@corp-realty.com

**RE: REQUEST FOR PROPOSAL
JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL**

Dear Colleen:

Thank you for touring us through the 3636 S. I-10 Service Rd building on Tuesday. SRSA Commercial Real Estate, Inc. has been authorized by the Jefferson Parish Office of Inspector General - JPIOG (the "Tenant"), to submit the following request for proposal to lease space at 3636 S. I-10 Service Road (Building). Please design your proposal to address the following business points.

- 1. Premises:** Approximately 3,200 USF. See attached space requirement. We will consider less space if all of the requirements can be met.
- 2. Lease Term:** The initial lease term will be Five (5) years from the commencement date of the lease.
- 3. Lease Commencement Date:** The lease commencement date shall be no later than September 1, 2013, but in no event shall the lease commence until the Tenant's improvements, with the exception of minor punch list items is substantially completed in accordance with Tenant's final plans. Tenant will require approximately 1,200 Square feet of temporary space at no charge until the permanent space is completed.
- 4. Base Rental Rate:** Please state the initial lease term base rental on a per annum basis for a full service lease inclusive of real estate taxes and operating expenses. **Please quote a fixed rental with no annual increases other than operating expenses.**

5. **Operating Expenses:** Tenant shall pay its proportionate share of increases in real estate taxes and operating expenses commencing with the beginning of the second (2nd) lease year, and each lease year thereafter, above the actual aggregated real estate taxes and operating expenses for the base year 2013, adjusted to reflect a fully occupied and fully assessed Building. Adjustments to operating expenses shall include, but not be limited to, utilities, janitorial service, service contracts on Building systems, property insurance and reasonable management fees. In no event shall Tenant's annual increase in operating expenses exclusive of real estate taxes exceed five percent (5%) of the previous years operating expenses. Please submit the actual annual real estate taxes and operating expenses (on a per square foot basis) for the most recent twelve (12) month period.
6. **Tenant Improvements:** JPOIG will require the Landlord at its expense to provide a "turn-key" office build out that includes a Reception / Waiting Room, Large Conference Room, 2 interview Rooms, 4 private offices, kitchen, area for 2 cubicle workstations, a file room, 3 secure storage Rooms, copy Room and a server room. In addition, tenant improvement allowance shall be available for computer and telephone wiring.
7. **Tenant Plans:** Tenant shall supply all information needed for the preparation of plans and finishes to Landlord's space planner/architect who will produce and supply to Tenant and Landlord architectural working drawings as required for the permitting and construction of the Premises.
- Landlord, at Landlord's expense, will supply all engineering working drawings including mechanical, electrical, and plumbing working drawings as required for the permitting and construction of the Premises.
8. **Design and Construction Schedule:** In order to ensure timely completion of construction and outfitting of the Premises, Landlord and Tenant shall agree to a timetable whereby each party shall be obligated to meet certain dates in the design and construction process.
9. **Early Possession for Tenant Follow-Up:** Tenant shall be given access to the Premises thirty (30) days prior to the lease commencement date for the purpose of installing special equipment, furniture, telephone equipment, computers, etc. During the last ten (10) days of this period, the Premises shall be substantially free of Landlord's

contractors. Tenant's consultants shall have access to the Premises during construction to install cabling and wiring prior to the partitions being enclosed and for the purpose of inspecting the work in progress.

10. **Options to Extend:** Tenant shall have two (2) five (5) year option(s) to renew the lease.
11. **Right to Expand:** Tenant also requests an ongoing right of first refusal on up to 3,000 square feet of contiguous space adjacent to the leased premises for the term of the lease.
12. **Subleasing:** Tenant shall have the right to freely sublease or assign all or any portion of the space throughout the term of the lease and renewal, subject only to Landlord's approval of subtenants, which approval shall not be unreasonably withheld, conditioned, or delayed.
13. **Security Deposit:** Tenant shall not be required to pay Landlord a security deposit.
14. **Equipment Room:** If necessary, Tenant shall have the right to install its telecommunications equipment in the main aggregate phone closet in the building at no charge to Tenant.
15. **Non-disturbance/
Quiet Enjoyment:** The lease document shall contain non-disturbance and quiet enjoyment clauses. Landlord shall obtain a non-disturbance agreement from its current lender and from future lenders who require subordination, which shall not allow for the early termination or any modification of the lease and its various extensions and options. The non-disturbance agreement shall be executed at the time of lease execution.
16. **Building Directory:** The Tenant shall have the right at the Landlord's cost to have its name on the directory displayed in the entrance lobby.
17. **Cleaning Service:** Landlord will provide janitorial services during the full term of the lease during weekdays, after normal hours, exclusive of holidays.

Landlord will provide Tenant with the Building's Cleaning Specifications, which will be attached and become an exhibit to the lease.
18. **Access:** Tenant shall have access to the Building, and the Premises twenty-four (24) hours per day each day of the year. At least one elevator will be in service at all times after normal operating hours.

19. **Furniture:** Tenant will require the use of office furniture. Please provide the availability of office furniture and details of furniture that can be made available to Tenant throughout the lease term.
20. **Security:** Landlord will at all times provide adequate security to the Building, including the parking lot, the elevators, and the Premises. The Landlord, at Landlord's expense, will provide the following additional security:
1. A monitored card or key access system to the Building. Landlord, at Landlord's expense, shall supply cards and/or keys for the above in a quantity as required by Tenant.
 2. Video Surveillance of the parking area, main entrance lobby and Suite entrance.
 3. Ballistic Window film on the exterior windows of the suite (placed on the interior) and window at the reception desk.
 4. Solid wood doors and frames at Suite entrance and exits and to entrance form reception area to main office.
 5. Secured Parking for employees with fence/auto gated entrance.
21. **Parking:** Tenant will require Secured parking for 14 employees.
22. **Heating, Ventilation and Air Conditioning:** Landlord will supply and maintain a mechanical system to provide adequate heating and cooling to the Premises. The Landlord shall supply HVAC services at a minimum from 8 a.m. to 6 p.m. Monday through Friday and from 8 a.m. to 1 p.m. Saturday throughout the year except for the holidays listed below. After hours HVAC shall be supplied at Landlord's actual direct cost. Please advise as to said cost if any.
23. **Holidays:** Legal holidays shall be as follows: New Years Day, President's Day, Memorial Day, Martin Luther King, Jr.'s Birthday, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.
24. **Hazardous Materials Representation:** Landlord represents and warrants that the air within the Premises, and any associated common areas, is free, and shall remain free during the term of the lease, of any concentrations of asbestos or any other hazardous materials that violate federal, state, or local regulations or ordinances or present a health threat to Tenant, its employees, or agents. Landlord shall indemnify Tenant against any liability arising as a result of a breach of this representation and warranty.

25. **Fiduciary Duty to Tenant:** Steve Reisig of SRSA Commercial Real Estate, Inc. is acting solely as agent for the Tenant in this transaction, and requests to be paid a market commission of four percent (4%) by the Landlord, paid 50% on lease execution and 50% on occupancy by tenant.
26. **Relocation:** Landlord shall have no right to relocate the Tenant.

Thank you for your interest in the Jefferson Parish Office of Inspector General. Should you have any questions or comments about the requirement, please do not hesitate to call.

Colleen, we look forward to receiving your proposal no later than Tuesday June 25th, 2013.

Cordially,



Steven R. Reisig, CCIM

SRSA COMMERCIAL REAL ESTATE, INC



June 20, 2013

Mr. Mike Wolford
Don Randon Real Estate
600 Carondelet St.
New Orleans, LA 70130

Via Email: mwolford@bellsouth.net

**RE: REQUEST FOR PROPOSAL
JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL**

Dear Mike:

Thank you for touring us through the 5401 Jefferson Hwy building on Tuesday. SRSA Commercial Real Estate, Inc. has been authorized by the Jefferson Parish Office of Inspector General - JPIOG (the "Tenant"), to submit the following request for proposal to lease space at 5401 Jefferson Hwy (Building). Please design your proposal to address the following business points.

- 1. Premises:** Approximately 3,200 USF. See attached space requirement. We will consider less space if all of the requirements can be met.
- 2. Lease Term:** The initial lease term will be Five (5) years from the commencement date of the lease.
- 3. Lease Commencement Date:** The lease commencement date shall be no later than September 1, 2013, but in no event shall the lease commence until the Tenant's improvements, with the exception of minor punch list items is substantially completed in accordance with Tenant's final plans. Tenant will require approximately 1,200 Square feet of temporary space at no charge until the permanent space is completed.
- 4. Base Rental Rate:** Please state the initial lease term base rental on a per annum basis for a full service lease inclusive of real estate taxes and operating expenses. **Please quote a fixed rental with no annual increases other than operating expenses.**

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Barry H. Spizer, CCIM • Steven R. Reisig, CCIM • Donald A. Schwarcz • Kirsten Early, CCIM

5. **Operating Expenses:** Tenant shall pay its proportionate share of increases in real estate taxes and operating expenses commencing with the beginning of the second (2nd) lease year, and each lease year thereafter, above the actual aggregated real estate taxes and operating expenses for the base year 2013, adjusted to reflect a fully occupied and fully assessed Building. Adjustments to operating expenses shall include, but not be limited to, utilities, janitorial service, service contracts on Building systems, property insurance and reasonable management fees. In no event shall Tenant's annual increase in operating expenses exclusive of real estate taxes exceed five percent (5%) of the previous years operating expenses. Please submit the actual annual real estate taxes and operating expenses (on a per square foot basis) for the most recent twelve (12) month period.
6. **Tenant Improvements:** JPOIG will require the Landlord at its expense to provide a "turn-key" office build out that includes a Reception / Waiting Room, Large Conference Room, 2 interview Rooms, 4 private offices, kitchen, area for 2 cubicle workstations, a file room, 3 secure storage Rooms, copy Room and a server room. In addition, tenant improvement allowance shall be available for computer and telephone wiring.
7. **Tenant Plans:** Tenant shall supply all information needed for the preparation of plans and finishes to Landlord's space planner/architect who will produce and supply to Tenant and Landlord architectural working drawings as required for the permitting and construction of the Premises.
- Landlord, at Landlord's expense, will supply all engineering working drawings including mechanical, electrical, and plumbing working drawings as required for the permitting and construction of the Premises.
8. **Design and Construction Schedule:** In order to ensure timely completion of construction and outfitting of the Premises, Landlord and Tenant shall agree to a timetable whereby each party shall be obligated to meet certain dates in the design and construction process.
9. **Early Possession for Tenant Follow-Up:** Tenant shall be given access to the Premises thirty (30) days prior to the lease commencement date for the purpose of installing special equipment, furniture, telephone equipment, computers, etc. During the last ten (10) days of this period, the Premises shall be substantially free of Landlord's contractors. Tenant's consultants shall have access to the Premises during

construction to install cabling and wiring prior to the partitions being enclosed and for the purpose of inspecting the work in progress.

10. **Options to Extend:** Tenant shall have two (2) five (5) year option(s) to renew the lease.
11. **Right to Expand:** Tenant also requests an ongoing right of first refusal on up to 3,000 square feet of contiguous space adjacent to the leased premises for the term of the lease.
12. **Subleasing:** Tenant shall have the right to freely sublease or assign all or any portion of the space throughout the term of the lease and renewal, subject only to Landlord's approval of subtenants, which approval shall not be unreasonably withheld, conditioned, or delayed.
13. **Security Deposit:** Tenant shall not be required to pay Landlord a security deposit.
14. **Equipment Room:** If necessary, Tenant shall have the right to install its telecommunications equipment in the main aggregate phone closet in the building at no charge to Tenant.
15. **Non-disturbance/
Quiet Enjoyment** The lease document shall contain non-disturbance and quiet enjoyment clauses. Landlord shall obtain a non-disturbance agreement from its current lender and from future lenders who require subordination, which shall not allow for the early termination or any modification of the lease and its various extensions and options. The non-disturbance agreement shall be executed at the time of lease execution.
16. **Building Directory:** The Tenant shall have the right at the Landlord's cost to have its name on the directory displayed in the entrance lobby.
17. **Cleaning Service:** Landlord will provide janitorial services during the full term of the lease during weekdays, after normal hours, exclusive of holidays.

Landlord will provide Tenant with the Building's Cleaning Specifications, which will be attached and become an exhibit to the lease.
18. **Access:** Tenant shall have access to the Building, and the Premises twenty-four (24) hours per day each day of the year. At least one elevator will be in service at all times after normal operating hours.

19. **Furniture:** Tenant will require the use of office furniture. Please provide the availability of office furniture and details of furniture that can be made available to Tenant throughout the lease term.
20. **Security:** Landlord will at all times provide adequate security to the Building, including the parking lot, the elevators, and the Premises. The Landlord, at Landlord's expense, will provide the following additional security:
1. A monitored card or key access system to the Building. Landlord, at Landlord's expense, shall supply cards and/or keys for the above in a quantity as required by Tenant.
 2. Video Surveillance of the parking area, main entrance lobby and Suite entrance.
 3. Ballistic Window film on the exterior windows of the suite (placed on the interior) and window at the reception desk.
 4. Solid wood doors and frames at Suite entrance and exits and to entrance form reception area to main office.
 5. Secured Parking for employees with fence/auto gated entrance.
21. **Parking:** Tenant will require Secured parking for 14 employees.
22. **Heating, Ventilation and Air Conditioning:** Landlord will supply and maintain a mechanical system to provide adequate heating and cooling to the Premises. The Landlord shall supply HVAC services at a minimum from 8 a.m. to 6 p.m. Monday through Friday and from 8 a.m. to 1 p.m. Saturday throughout the year except for the holidays listed below. After hours HVAC shall be supplied at Landlord's actual direct cost. Please advise as to said cost if any.
23. **Holidays:** Legal holidays shall be as follows: New Years Day, President's Day, Memorial Day, Martin Luther King, Jr.'s Birthday, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.
24. **Hazardous Materials Representation:** Landlord represents and warrants that the air within the Premises, and any associated common areas, is free, and shall remain free during the term of the lease, of any concentrations of asbestos or any other hazardous materials that violate federal, state, or local regulations or ordinances or present a health threat to Tenant, its employees, or agents. Landlord shall indemnify Tenant against any liability arising as a result of a breach of this representation and warranty.

25. **Fiduciary Duty to Tenant:** Steve Reisig of SRSA Commercial Real Estate, Inc. is acting solely as agent for the Tenant in this transaction, and requests to be paid a market commission of four percent (4%) by the Landlord, paid 50% on lease execution and 50% on occupancy by tenant.
26. **Relocation:** Landlord shall have no right to relocate the Tenant.

Thank you for your interest in the Jefferson Parish Office of Inspector General. Should you have any questions or comments about the requirement, please do not hesitate to call.

Mike, we look forward to receiving your proposal no later than Tuesday June 25th, 2013.

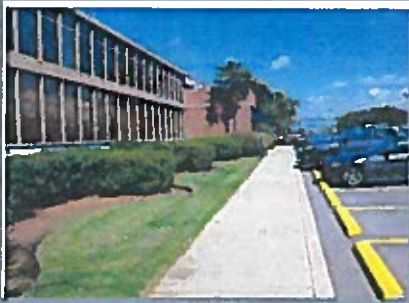

Cordially,



Steven R. Reisig, CCIM





**JPOIG PROPOSAL SUMMARY
HARAHAN, LOUISIANA
July 3, 2013**

TERMS	5401 Jefferson Highway Jefferson Business Center Harahan, LA	3636 S. I-10 Service Rd. Metairie, LA
		
	Landlord's Initial Proposal	Landlord's Initial Proposal
PREMISES:	3,200 RSF Usable = Rentable	2,809 Usable SF 3,230 RSF
TERM:	60 Months	60 Months
COMMENCEMENT:	September 1, 2013	September 1, 2013
RENTAL RATE:	Year 1: \$19.50/RSF + E Year 2: \$19.50/RSF + E Year 3: \$19.50/RSF + E Year 4: \$19.50/RSF + E Year 5: \$19.50/RSF + E	Year 1: \$19.50/RSF + E Year 2: \$19.50/RSF + E Year 3: \$19.50/RSF + E Year 4: \$19.50/RSF + E Year 5: \$19.50/RSF + E
MONTHLY RENT:	\$5,200	\$5,248.75
5 YEAR TOTAL OCCUPANCY COSTS:	\$312,000	\$314,925 (plus cost for video cameras, and ballistic window film)
FREE RENT:	None	None.
OPERATING EXPENSES:	This is a Full Service Lease. Pays increases only in operating expenses over and above the 1 st year of occupancy.	This is a Full Service Lease. Pays increases only in operating expenses over and above the 1 st year of occupancy..
T.I. ALLOWANCE:	Landlord will build to suit up to \$100,000.00 including secured parking, card key access and video surveillance (allowance of \$3,000 for ballistic window film)	None Landlord will build the offices to suit and provide card key access to the building. Does not include secured parking, ballistic window film or video surveillance
RENEWAL OPTION:	2, 5 year options at market rate	2, 5 year options at market rate





**JPOIG PROPOSAL SUMMARY
HARAHAN, LOUISIANA
July 3, 2013**

TERMS	<p>5401 Jefferson Highway Jefferson Business Center Harahan, LA</p>  <p>Landlord's Initial Proposal</p>	<p>3636 S. I-10 Service Rd. Metairie, LA</p>  <p>Landlord's Initial Proposal</p>	
	PARKING:	Fenced and secured parking for 14 employees	Open and unreserved parking for 14 employees
	SIGNAGE:	Landlord shall permit Tenant to install signage, at its sole cost and expense on the Premises exterior band, in accordance with all city and parish signage regulations. at its expense	Tenant may install a sign on the building directory, in accordance with all city and parish signage regulations.
	SECURITY DEPOSIT:	None	None

SRSA COMMERCIAL REAL ESTATE, INC



July 29, 2013

Mr. Mike Wolford
Don Randon Real Estate
600 Carondelet St.
New Orleans, LA 70130

Via Email: mwolford@bellsouth.net

**RE: REQUEST FOR PROPOSAL
JEFFERSON PARISH OFFICE OF INSPECTOR GENERAL**

Dear Mike:

SRSA Commercial Real Estate, Inc. has been authorized by the Jefferson Parish Office of Inspector General - JPIOG (the "Tenant"), to submit the following proposal to lease space at 5401 Jefferson Hwy (Building).

1. **Premises:** 4,154 USF/RSF. See attached space plan.
2. **Lease Term:** The initial lease term will be Five (5) years and one month from the commencement date of the lease.
3. **Commencement Date:** The lease commencement date shall be October 1, 2013, but in no event shall the lease commence until the Tenant's improvements, with the exception of minor punch list items is substantially completed in accordance with Tenant's final plans. Landlord will provide adequate temporary space effective September 1, 2013.
4. **Base Rental Rate:** The base rent will be a full service rate of \$19.50 per square foot inclusive of all operating expenses, taxes and insurance and maintenance. Rent will be abated for the 1st month of the lease.



5. **Operating Expenses:** Tenant shall pay its proportionate share of increases in real estate taxes and operating expenses commencing with the beginning of the second (2nd) lease year, and each lease year thereafter, above the actual aggregated real estate taxes and operating expenses for the base year 2013, adjusted to reflect a fully occupied and fully assessed Building. Adjustments to operating expenses shall include, but not be limited to, utilities, janitorial service, service contracts on Building systems, property insurance and reasonable management fees. In no event shall Tenant's annual increase in operating expenses exclusive of real estate taxes exceed five percent (5%) of the previous years operating expenses. Please submit the actual annual real estate taxes and operating expenses (on a per square foot basis) for the most recent twelve (12) month period.
6. **Tenant Improvements:** The Landlord will provide an allowance of \$100,000.00 to build out the tenant's space based on the latest floor plan and scope of work completed by AGL architecture and design. In addition, tenant improvement allowance shall be available for computer and telephone wiring. Tenant reserves the right to quote portions of the build-out among additional vendors in an effort to seek the most cost effective solution.
7. **Tenant Plans:** Tenant shall supply all information needed for the preparation of plans and finishes to Landlord's space planner/architect who will produce and supply to Tenant and Landlord architectural working drawings as required for the permits and construction of the Premises.
- Landlord, at Landlord's expense, will supply all engineering working drawings including mechanical, electrical, and plumbing working drawings as required for the permitting and construction of the Premises.
8. **Design and Construction Schedule:** In order to ensure timely completion of construction and outfitting of the Premises, Landlord and Tenant shall agree to a timetable whereby each party shall be obligated to meet certain dates in the design and construction process.
9. **Early Possession for Tenant Follow-Up:** Tenant shall be given access to the Premises thirty (30) days prior to the lease commencement date for the purpose of installing special equipment, furniture, telephone equipment, computers, etc. During the last ten (10) days of this period, the Premises shall be substantially free of Landlord's

contractors. Tenant's consultants shall have access to the Premises during construction to install cabling and wiring prior to the partitions being enclosed and for the purpose of inspecting the work in progress.

- 10. Options to Extend:** Tenant shall have two (2) five (5) year option(s) to renew the lease. Owner will negotiate renewals at the current lease rate or the prevailing market rate for similar space, whichever is higher.
- 11. Right to Expand:** Tenant also requests an ongoing right of first refusal on up to 3,196 square feet of contiguous space adjacent to the leased premises for the term of the lease. The build-out would have to be submitted to the landlord for pricing. The existing terms and base lease rates would apply.
- 12. Subleasing:** Tenant shall have the right to freely sublease or assign all or any portion of the space throughout the term of the lease and renewal, subject only to Landlord's approval of subtenants, which approval shall not be unreasonably withheld, conditioned, or delayed.
- 13. Security Deposit:** Tenant shall not be required to pay Landlord a security deposit.
- 14. Equipment Room:** If necessary, Tenant shall have the right to install its telecommunications equipment in the main aggregate phone closet in the building at no charge to Tenant.
- 15. Non-disturbance/
Quiet Enjoyment** The lease document shall contain non-disturbance and quiet enjoyment clauses. Landlord shall obtain a non-disturbance agreement from its current lender and from future lenders who require subordination, which shall not allow for the early termination or any modification of the lease and its various extensions and options. The non-disturbance agreement shall be executed at the time of lease execution.
- 16. Building Directory:** The Tenant shall have the right at the Landlord's cost to have its name on the directory displayed in the entrance lobby and in a reasonable fashion nearby the public entrance designated in space plan.
- 17. Cleaning Service:** Landlord will provide janitorial services during the full term of the lease during weekdays, during business hours , exclusive of holidays.

Landlord will provide Tenant with the Building's Cleaning Specifications, which will be attached and become an exhibit to the lease.

18. **Access:** Tenant shall have access to the Building, and the Premises twenty-four (24) hours per day each day of the year.
19. **Furniture:** If requested by tenant, Owner will provide approximately 12 desks and the cubicle walls.
20. **Security:** Landlord will at all times provide adequate security to the Building, including the parking lot, , and the Premises. The Landlord, at Landlord's expense, will provide the following additional security:
1. A monitored card or key access system to the Building in general and the Tenants space specifically. Tennat specific card reader access shall be provided at all entry exits from the tenant space, gated parking, and the interior space designated as the "evidence Room". Landlord, at Landlord's expense, shall supply cards and/or keys for the above in a quantity as required by Tenant. Tenant shall have the exclusive ability to approve or restrict access of any staff to Tenant occupied or controlled areas, query the system for historical activity of common entries and Tenant entries for a period of at least 180 days.
 2. Video Surveillance of the parking area, main entrance lobby and Suite entrance.
 3. Protective Window film on the exterior windows of the suite (placed on the interior) and ballistic_window at the reception desk. This will be part of tenants allowance.
 4. Option for solid doors and frames at Suite entrance and exits and to entrance form reception area to main office. Owner has the option to provide metal doors.
 5. Secured Parking for employees with 10 ft fence/auto gated card reader entrance.
21. **Parking:** Tenant will require Secured parking for a minimum of 14 vehicles.
22. **Heating, Ventilation and Air Conditioning:** Landlord will supply and maintain a mechanical system to provide adequate heating and cooling to the Premises. The Landlord shall supply HVAC services at a minimum from 8 a.m. to 6 p.m. Monday through Friday and from 8 a.m. to 1 p.m. Saturday throughout the year except for the holidays listed below. After hours HVAC shall be supplied at Landlord's actual direct cost.

23. **Holidays:** Legal holidays shall be as follows: New Years Day, President's Day, Memorial Day, Martin Luther King, Jr.'s Birthday, Fourth of July, Labor Day, Thanksgiving Day, and Christmas Day.
24. **Hazardous Materials Representation:** Landlord represents and warrants that the air within the Premises, and any associated common areas, is free, and shall remain free during the term of the lease, of any concentrations of asbestos or any other hazardous materials that violate federal, state, or local regulations or ordinances or present a health threat to Tenant, its employees, or agents. Landlord shall indemnify Tenant against any liability arising as a result of a breach of this representation and warranty.
25. **Fiduciary Duty to Tenant:** Owner will pay a 6% commission to be divided evenly between Don Randon Real Estate, Inc. and SRSA Commercial Real Estate, Inc. on the primary 5 year term of the lease. Renewals will be negotiated at that time.
26. **Relocation:** Landlord shall have no right to relocate the Tenant.

This is a letter of intent to lease. Nothing shall be binding on either party until and unless a lease agreement is fully executed by all parties.

Offered by:

Don Randon 7/13/13

Title:

Inspector General

Accepted by:

Title:

Jefferson Parish FMS
DATE 9/17/19
TIME 13:02:36

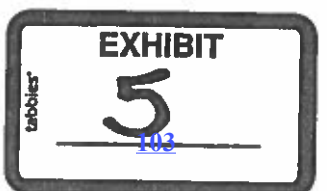
F I N A N C I A L M A N A G E M E N T
PAID INVOICES BY G/L DISTRIBUTION

PAGE 1
AB0670
MITCHELL

VENDOR INVOICE #
FUND : 22600 INSPECTOR GENERAL
DEPARTMENT : 3562 INSPECTOR GENERAL

ACCOUNT: 7442 BUILDINGS

VENDOR	INVOICE #	INV DATE	INVOICE ITEM DESCRIPTION	G/L	DATE	INV ITEM AMT	PAY DATE	PAY #
JEFFERSON BUSINESS CENTER	PMT#1	9/24/2013	I JOIG LEASE SUITE C		9/23/2013	6,750.00	9/26/2013	C 1104398
JEFFERSON BUSINESS CENTER	0123620	2/13/2014	I Office Space Rental	or	4/16/2014	4,195.75	4/22/2014	C 1118660
JEFFERSON BUSINESS CENTER	0123626	3/01/2014	I Office Space Rental	or	4/16/2014	4,195.75	4/22/2014	C 1118660
JEFFERSON BUSINESS CENTER	0123632	4/01/2014	I Office Space Rental	or	4/16/2014	4,195.75	4/22/2014	C 1118660
JEFFERSON BUSINESS CENTER	0123641	5/01/2014	I Office Space Rental	or	5/27/2014	5,225.76	5/29/2014	C 1121929
JEFFERSON BUSINESS CENTER	0123642	5/01/2014	I (Temp) Office Space Ren		5/27/2014	947.43	5/29/2014	C 1121929
JEFFERSON BUSINESS CENTER	0123645	6/01/2014	I Office Space Rental	or	6/10/2014	6,750.00	6/12/2014	C 1123458
JEFFERSON BUSINESS CENTER	0123658	6/25/2014	I Office Space Rental	or	6/26/2014	6,750.00	7/01/2014	C 1123428
JEFFERSON BUSINESS CENTER	0123675	8/01/2014	I Office Space Rental	or	8/06/2014	6,750.00	8/12/2014	C 1127813
JEFFERSON BUSINESS CENTER	0123688	9/01/2014	I Office Space Rental	or	9/04/2014	6,750.00	9/09/2014	C 1130473
JEFFERSON BUSINESS CENTER	0123702	10/01/2014	I Office Space Rental	or	10/17/2014	6,750.00	10/21/2014	A 1067515
JEFFERSON BUSINESS CENTER	0123710	11/01/2014	I Office Space Rental	or	11/03/2014	6,750.00	11/04/2014	A 1067942
JEFFERSON BUSINESS CENTER	0123727	12/01/2014	I Office Space Rental	or	12/10/2014	6,750.00	12/12/2014	A 1069119
JEFFERSON BUSINESS CENTER	0123740	1/06/2015	I Office Space Rental	or	1/12/2015	6,750.00	1/13/2015	A 1069911
JEFFERSON BUSINESS CENTER	0123753	1/28/2015	I Office Space Rental	or	2/03/2015	6,750.00	2/05/2015	A 1070716
JEFFERSON BUSINESS CENTER	0123765	3/01/2015	I Office Space Rental	or	2/27/2015	6,750.00	3/03/2015	A 1071482
JEFFERSON BUSINESS CENTER	0123777	4/01/2015	I Office Space Rental	or	3/31/2015	6,750.00	4/02/2015	A 1072521
JEFFERSON BUSINESS CENTER	0123788	5/01/2015	I Office Space Rental	or	5/04/2015	6,750.00	5/07/2015	A 1073549
JEFFERSON BUSINESS CENTER	0123797	6/01/2015	I Office Space Rental	or	5/29/2015	6,750.00	6/02/2015	A 1074426
JEFFERSON BUSINESS CENTER	0123808	7/01/2015	I Office Space Rental	or	7/06/2015	6,750.00	7/09/2015	A 1075706
JEFFERSON BUSINESS CENTER	0123821	8/01/2015	I Office Space Rental	or	8/07/2015	6,750.00	8/11/2015	A 1076847
JEFFERSON BUSINESS CENTER	0123831	9/01/2015	I Office Space Rental	or	8/31/2015	6,750.00	9/01/2015	A 1077618
JEFFERSON BUSINESS CENTER	0123844	10/01/2015	I Office Space Rental	or	10/05/2015	6,750.00	10/06/2015	A 1078739
JEFFERSON BUSINESS CENTER	0123856	11/01/2015	I Office Space Rental	or	11/06/2015	6,750.00	11/12/2015	A 1080019
JEFFERSON BUSINESS CENTER	0123868	12/01/2015	I Office Space Rental	or	12/08/2015	6,750.00	12/10/2015	A 1080971
JEFFERSON BUSINESS CENTER	0123892	2/01/2016	I Office Space Rental	or	2/02/2016	6,750.00	2/04/2016	A 1082728
JEFFERSON BUSINESS CENTER	0123906	3/01/2016	I Office Space Rental	or	3/01/2016	6,750.00	3/03/2016	A 1083660
JEFFERSON BUSINESS CENTER	0123916	4/01/2016	I Office Space Rental	or	4/01/2016	6,750.00	4/05/2016	A 1084816
JEFFERSON BUSINESS CENTER	0123928	5/01/2016	I Office Space Rental	or	5/04/2016	6,750.00	5/10/2016	A 1086081
JEFFERSON BUSINESS CENTER	0123941	6/01/2016	I Office Space Rental	or	6/24/2016	6,750.00	6/02/2016	A 1086950
JEFFERSON BUSINESS CENTER	0123952	7/20/2016	I Office Space Rental	or	7/22/2016	6,750.00	7/26/2016	A 1087883
JEFFERSON BUSINESS CENTER	0123964	8/25/2016	I Office Space Rental	or	8/29/2016	6,750.00	9/01/2016	A 1088880
JEFFERSON BUSINESS CENTER	0123977	10/01/2016	I Office Space Rental	or	9/13/2016	6,750.00	9/01/2016	A 1090280
JEFFERSON BUSINESS CENTER	0123990	11/01/2016	I Office Space Rental	or	10/27/2016	6,750.00	11/01/2016	A 1091340
JEFFERSON BUSINESS CENTER	0124003	11/28/2016	I Office Space Rental	or	11/30/2016	6,750.00	12/06/2016	A 1092385
JEFFERSON BUSINESS CENTER	0124015	1/01/2017	I Office Space Rental	or	1/11/2017	6,750.00	1/19/2017	A 1093506
JEFFERSON BUSINESS CENTER	0124032	1/26/2017	I Office Space Rental	or	1/30/2017	6,750.00	2/02/2017	A 1095492
JEFFERSON BUSINESS CENTER	0124045	3/01/2017	I Office Space Rental	or	3/06/2017	6,750.00	3/09/2017	A 1096449
JEFFERSON BUSINESS CENTER	0124063	3/27/2017	I Office Space Rental	or	3/29/2017	6,750.00	4/04/2017	A 1097360
JEFFERSON BUSINESS CENTER	0124079	4/20/2017	I Office Space Rental	or	4/27/2017	6,750.00	5/02/2017	A 1098384
JEFFERSON BUSINESS CENTER	0124087	6/01/2017	I Office Space Rental	or	6/12/2017	6,750.00	6/15/2017	A 1100006
JEFFERSON BUSINESS CENTER	0124099	7/01/2017	I Office Space Rental	or	7/11/2017	6,750.00	7/13/2017	A 1100801
JEFFERSON BUSINESS CENTER	0124111	7/01/2017	I Office Space Rental	or	7/31/2017	6,750.00	8/03/2017	A 1101587
JEFFERSON BUSINESS CENTER	0124121	9/01/2017	I Office Space Rental	or	9/05/2017	6,750.00	9/07/2017	A 1101587
JEFFERSON BUSINESS CENTER	0124129	10/01/2017	I Office Space Rental	or	10/04/2017	6,750.00	10/12/2017	A 1102715
JEFFERSON BUSINESS CENTER	0124139	10/25/2017	I Office Space Rental	or	10/23/2017	6,750.00	10/26/2017	A 1103921
JEFFERSON BUSINESS CENTER	0124147	11/29/2017	I Office Space Rental	or	11/29/2017	6,750.00	12/05/2017	A 1104566
JEFFERSON BUSINESS CENTER	0124154	1/01/2018	I Office Space Rental	or	1/24/2018	6,750.00	1/30/2018	A 1107339



Jefferson Parish FMS
 DATE 9/17/19
 TIME 13:02:36

F I N A N C I A L M A N A G E M E N T
 PAID INVOICES BY G/L DISTRIBUTION

PAGE 2
 AP0670
 MITCHELL

VENDOR	INVOICE #	INV DATE	INVOICE ITEM DESCRIPTION	G/L DATE	INV ITEM AMT	PAY DATE	PAY #
JEFFERSON BUSINESS CENTER	0124162	2/01/2018	I Office Space Rental or	2/08/2018	6,750.00	2/15/2018	A 1107844
JEFFERSON BUSINESS CENTER	0124171	3/01/2018	I Office Space Rental or	3/05/2018	6,750.00	3/08/2018	A 1107844
JEFFERSON BUSINESS CENTER	0124179	4/01/2018	I Office Space Rental or	4/09/2018	6,750.00	4/12/2018	A 1108639
JEFFERSON BUSINESS CENTER	0124189	5/01/2018	I Office Space Rental or	4/30/2018	6,750.00	5/03/2018	A 1109637
JEFFERSON BUSINESS CENTER	0124201	6/01/2018	I Office Space Rental or	5/30/2018	6,750.00	6/05/2018	A 1110619
JEFFERSON BUSINESS CENTER	0124209	7/01/2018	I Office Space Rental or	7/02/2018	6,750.00	7/10/2018	A 1111693
JEFFERSON BUSINESS CENTER	0124216	8/01/2018	I Office Space Rental or	7/25/2018	6,750.00	7/31/2018	A 1112982
JEFFERSON BUSINESS CENTER	0124224	9/01/2018	I Office Space Rental or	9/06/2018	6,750.00	9/11/2018	A 1113660
JEFFERSON BUSINESS CENTER	0124233	10/01/2018	I Office Space Rental or	10/03/2018	6,750.00	10/09/2018	A 1115318
JEFFERSON BUSINESS CENTER	0124235	11/01/2018	I Office Space Rental or	10/31/2018	6,750.00	11/06/2018	A 1116462
JEFFERSON BUSINESS CENTER	0124254	11/30/2018	I Office Space Rental or	11/28/2018	6,750.00	12/04/2018	A 1117519
JEFFERSON BUSINESS CENTER	123881	1/01/2016	I Office Space Rental or	1/08/2016	6,750.00	1/12/2016	A 1118430
990 N CORPORATE DRIVE LLC	02042019	2/04/2019	I Office Space Rental or	2/04/2019	6,750.00	2/07/2019	A 1081953
990 N CORPORATE DRIVE LLC	03/01/2019	3/01/2019	I Office Space Rental or	3/06/2019	16,448.00	3/12/2019	A 1120573
990 N CORPORATE DRIVE LLC	03/26/2019	3/26/2019	I Office Space Rental or	3/27/2019	8,224.00	4/02/2019	A 1121675
990 N CORPORATE DRIVE LLC	05012019	5/01/2019	I Office Space Rental or	5/01/2019	8,224.00	5/07/2019	A 1122462
990 N CORPORATE DRIVE LLC	06012019	6/01/2019	I Office Space Rental or	6/12/2019	8,224.00	6/18/2019	A 1123747
990 N CORPORATE DRIVE LLC	07012019	7/01/2019	I Office Space Rental or	6/26/2019	8,224.00	7/02/2019	A 1125336
990 N CORPORATE DRIVE LLC	07292019	7/29/2019	I Office Space Rental or	7/29/2019	8,224.00	8/01/2019	A 1127004

ACCOUNT 7442 TOTALS 462,552.44

DEPARTMENT 3562 TOTALS : 462,552.44

FUND 22600 TOTALS 462,552.44

GRAND TOTAL 462,552.44

PROGRAM AP0670
 REPORT PAID INVOICES BY G/L DISTRIBUTION
 USER MITCHELL
 DATE 9/17/19
 TIME 13:02
 HOLD YES
 COPIES 1
 OUTPUT QUEUE: *DEFAULT
 DISTRIBUTION: *NONE

SELECTION OPTIONS

FROM FUND	22600	INSP GENL	THRU FUND	22600	INSP GENL
FROM DEPARTMENT	3562	INSP GENL	THRU DEPARTMENT	3562	INSP GENL
FROM ACCOUNT	7442		THRU ACCOUNT	7442	
FROM G/L DATE	1/01/2013		THRU G/L DATE	9/07/2019	
FROM INVOICE DATE	*ALL		THRU INVOICE DATE	*ALL	
FROM DUE DATE	*ALL		THRU DUE DATE	*ALL	
FROM PAY DATE	*ALL		THRU PAY DATE	*ALL	
FROM CHECK NUMBER	*ALL		THRU CHECK NUMBER	*ALL	
FROM ACH NUMBER	*ALL		THRU ACH NUMBER	*ALL	
BANK	*ALL				
VENDOR NUMBER	*ALL				
OPEN/PAID	PAID	INVOICES			
OPEN AS OF DATE					
OPEN INV. DATE TYPE					
PAGE BREAK LEVEL	*NONE				
SUMMARY/DETAIL	DETAIL				

David N. McClintock

From: David N. McClintock <dmclintock@jpoig.net>
Sent: Friday, July 6, 2018 8:13 AM
To: afrancis@jeffparish.net
Subject: Sheriff District 1

Categories: Lease Complaint

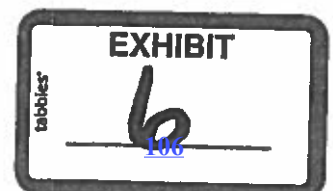
Hi Anthony, Please call me. I have a visit set up this AM for District 1 and would like you to attend.

David N. McClintock
Inspector General
Office of Inspector General
Jefferson Parish
5401 Jefferson Highway, Suite C
Jefferson, LA 70123
Office: 504-736-8962
Fax: 504-736-8963
Cell: 504-301-8023

Visit Us On the Web: WWW.JPOIG.NET

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Jefferson Parish Office Space Survey

Prepared for JPOIG

Two Lakeway, Suite: 108

3850 N. Causeway Blvd., Metairie, LA 70002

Listing ID: 2073042
Status: Active
Property Type: Office For Lease
Office Type: Office Building
Contiguous Space: 2,070 - 6,400 SF
Total Available: 28,168 SF
Lease Rate: \$24 PSF (Annual)
Base Monthly Rent: \$4,140 - 12,800 (Monthly)
Lease Type: Full Service



Overview/Comments

Lakeway Center is a three building office complex with approximately 1.2 million square feet of office space. The complex also contains a Marriott Hotel and numerous amenities including a Premier Fitness health club, restaurant, deli, coffee shop, copy shop, conference center and sundry shop.

Lakeway Center is located on North Causeway Blvd. and overlooks Lakeway Pontchartrain, with excellent access to I-10, the North Shore, airport and downtown.

General Information

Tax ID/APN: JP-68802
Office Type: Office Building
Building Name: Two Lakeway
Class of Space: Class A
Building/Unit Size (RSF): 449,339 SF

Available Space

Suite/Unit Number: 108
Suite Floor/Level: 1
Space Available: 2,070 SF
Minimum Divisible: 2,070 SF
Maximum Contiguous: 6,400 SF
Space Subcategory 1: Office Building
Space Type: Relet
Date Available: 04/01/2018
Lease Rate: \$24 PSF (Annual)
Lease Type: Full Service

Space Description: Ground floor space, open with some offices. Space can be expanded. Can either be used for office or retail. Easy access to parking garage.

Location

Address: 3850 N. Causeway Blvd., Metairie, LA 70002
County: Jefferson
MSA: New Orleans-Metairie
Submarket: Airport-Metairie-Kenner





Property Images

LAKEWAY AMENITIES



LAKEWAY AMENITIES



Lakeway Amenities - Health club, hotel

Lakeway Amenities - Conference center, WI FI, food

Property Contacts



Bruce P Sossaman

Corporate Realty

504-219-5858 [0]

bsossaman@corp-realty.com

Elmwood Oaks Office Park, Suite: 322

201 Evans Rd, New Orleans, LA 70123



Listing ID: 30241947
 Status: Active
 Property Type: Office For Lease
 Office Type: Business Park
 Contiguous Space: 423 - 7,963 SF
 Total Available: 25,749 SF
 Lease Rate: \$16 - 18 PSF (Annual)
 Lease Type: Full Service



Overview/Comments

Beautiful four-building office park complex surrounded by lush landscaping and large Live Oak trees.

All ground floor suites.

Ample parking available right outside your door.

Great access via Jefferson Highway or River Road - less than 3/4 mile from S. Clearview Parkway.

Utilities and Janitorial Services are included in the Full-Service leases.

Suites ranging in size from 423 to 9,855 RSF.

Only 7 miles to the Airport.

General Information

Tax ID/APN	JP-129	Building Name:	Elmwood Oaks Office Park
Office Type:	Business Park	Gross Building Area:	74,566 SF

Available Space

Suite/Unit Number	322	Space Subcategory 2:	Office Building
Suite Floor/Level:	Ground	Space Type:	Relet
Space Available:	423 SF	Date Available:	03/22/2018
Minimum Divisible:	423 SF	Lease Rate:	\$16 - 18 PSF (Annual)
Maximum Contiguous	7,963 SF	Lease Type:	Full Service
Space Subcategory 1	Business Park		

Area & Location

Property Located Between: Jefferson Highway and River Road near S. Clearview Parkway
 Property Visibility: Excellent
 Airports: MSY

Building Related

Total Number of Buildings	4	Parking Type:	Surface
Number of Stories:	1	Passenger Elevators:	0
Roof Type:	Flat	Freight Elevators:	0
Construction/Siding	Stucco	Sprinklers:	Wet

Land Related

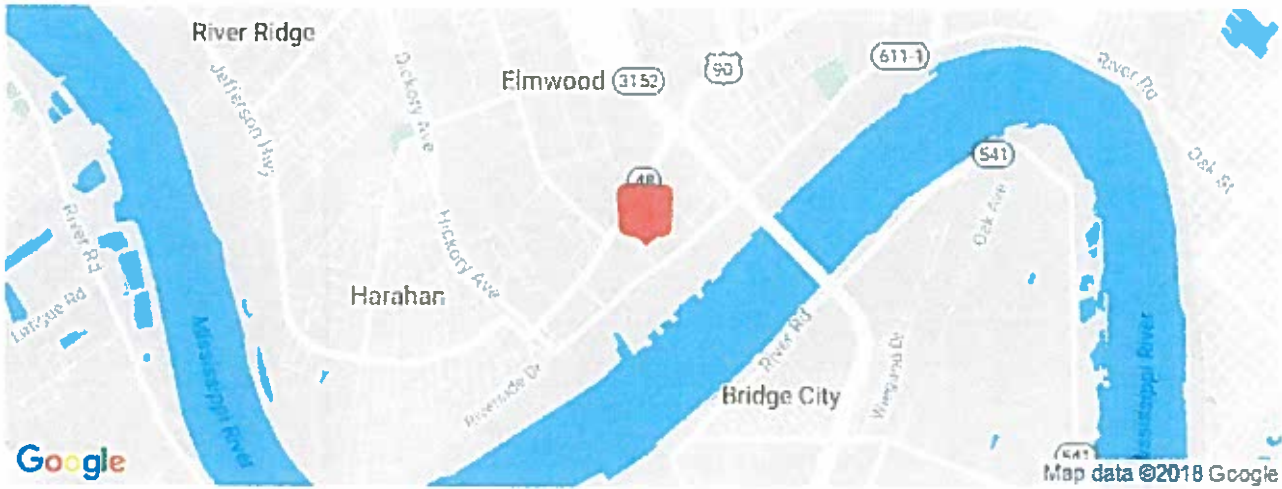
Water Service: Municipal
 Sewer Type: Municipal

Location

Address: 201 Evans Rd, New Orleans, LA 70123
County: Jefferson

MSA:
Submarket:

New Orleans-Metairie
Airport-Metairie-Kenner



Property Images



20180305_154957



20180305_154959

Property Contacts



Jack Gordon
Property One Inc New Orleans
504-681-3400 [O]
jack.gordon@propertyone.com



Matt A Taylor
Property One Inc New Orleans
504-681-3400 [O]
matt.taylor@propertyone.com

Office space in Elmwood office park, Suite: 108

800 W Commerce Rd, Elmwood, LA 70123



Listing ID: 30276569
 Status: Active
 Property Type: Office For Lease
 Office Type: Business Park, Office Building
 Contiguous Space: 1,679 - 4,506 SF
 Total Available: 23,105 SF
 Lease Rate: \$19.50 PSF (Annual)
 Base Monthly Rent: \$2,728 - 7,322 (Monthly)
 Lease Type: Full Service



Overview/Comments

800 W Commerce is an exceptional office building in Elmwood business park. It has recently gone major renovations including the lobby, bathrooms, elevator and HVAC systems. Some of its amenities include a large building conference facility, a large training room and ample surface parking for tenants and visitors.

General Information

Tax ID/APN: JP-29754
 Office Type: Business Park, Office Building

Available Space

Suite/Unit Number	108	Space Type:	Relet
Suite Floor/Level	1	Date Available	05/09/2018
Space Available:	1,679 SF	Lease Rate	\$19.50 PSF (Annual)
Minimum Divisible	1,679 SF	Lease Type	Full Service
Maximum Contiguous	4,506 SF	Parking Spaces:	0
Space Description	Class B office space, building has recently undergone renovations of the Lobby, bathrooms, elevators and HVAC system		

Building Related

Passenger Elevators: 0
 Freight Elevators: 0

Location

Address	800 W Commerce Rd, Elmwood, LA 70123	MSA:	New Orleans-Metairie
County	Jefferson	Submarket:	Airport-Metairie-Kenner



Property Images



800 w commerce exteriorpics



800ex1



800ex3



800ex5



800ex4



800int8



800int10



800int7



800int9



800int6



800int5



800int2



800int3



800int1

Property Contacts



Brad Pyburn

Beau Box Commercial Real Estate New Orleans
504-525-1410 [O]
bpyburn@beaubox.com



Cres Gardner

Beau Box Commercial Real Estate New Orleans
504-525-1410 [O]
cgardner@beaubox.com

Metairie Centre, Suite: 290

2424 Edenborn Avenue, Metairie, LA 70001



Listing ID: 30049822
 Status: Active
 Property Type: Office For Lease
 Office Type: Office Building
 Contiguous Space: 2,071 - 6,144 SF
 Total Available: 12,942 SF
 Lease Rate: \$19.50 - 20 PSF (Annual)
 Lease Type: Full Service



Overview/Comments

Please contact the agent for more information about this property.

General Information

Office Type: Office Building
 Class of Space: Class B

Available Space

Suite/Unit Number	290	Date Available:	04/01/2017
Space Available:	2,071 SF	Lease Rate:	\$19.50 - 20 PSF (Annual)
Minimum Divisible:	2,071 SF	Lease Type:	Full Service
Maximum Contiguous:	6,144 SF	Offices:	5
Space Subcategory 1:	Office Building	Kitchen/Breakroom:	Yes
Space Description:	Mostly private offices	Rent Escalators:	Other
Space Type:	Relet	Rent Escalators Description:	Operating Expense Escalation

Building Related

Passenger Elevators: 0
 Freight Elevators: 0

Location

Address: 2424 Edenborn Avenue, Metairie, LA 70001
 County: Jefferson
 MSA: New Orleans-Metairie
 Submarket: Airport-Metairie-Kenner



Property Images



Met. Ctr 2011

Property Contacts



Sandra G Corrigan
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504-831-2363 [0]
corrigan.s@att.net



Stephanie Boyd
SRSA Commercial Real Estate
504-831-2363 [0]
sboyd@srsa-realestate.com

3131 Building, Suite: 3A

3131 N. I-10 Service Road, Metairie, LA 70002



Listing ID: 30278755
 Status: Active
 Property Type: Office For Lease
 Office Type: Office Building
 Contiguous Space: 3,359 - 6,529 SF
 Total Available: 23,684 SF
 Lease Rate: \$18.50 PSF (Annual)
 Base Monthly Rent: \$5,178 - 10,065 (Monthly)
 Lease Type: Full Service



Overview/Comments

The 3131 Building is located at the Northwest Quadrant of Interstate 10 and Causeway Blvd in the heart of Metairie and is visible from I-10. The building has undergone a complete renovation of the Exterior and Interior Common areas. 170 parking spaces. Naming rights are available to a Full Floor Tenant.

Rental Rate is \$18.50 per square foot annually for office space and \$8.00 per square foot annually for the warehouse space.

General Information

Tax ID/APN	JP-40217	Class of Space:	Class B
Office Type	Office Building	Building/Unit Size (RSF)	41,250 SF
Building Name	3131 Building	Core Factor	15%

Available Space

Suite/Unit Number	3A	Space Type:	Relet
Space Available	6,529 SF	Date Available	05/15/2018
Minimum Divisible	3,359 SF	Lease Rate	\$18.50 PSF (Annual)
Maximum Contiguous	6,529 SF	Lease Type:	Full Service

Area & Location

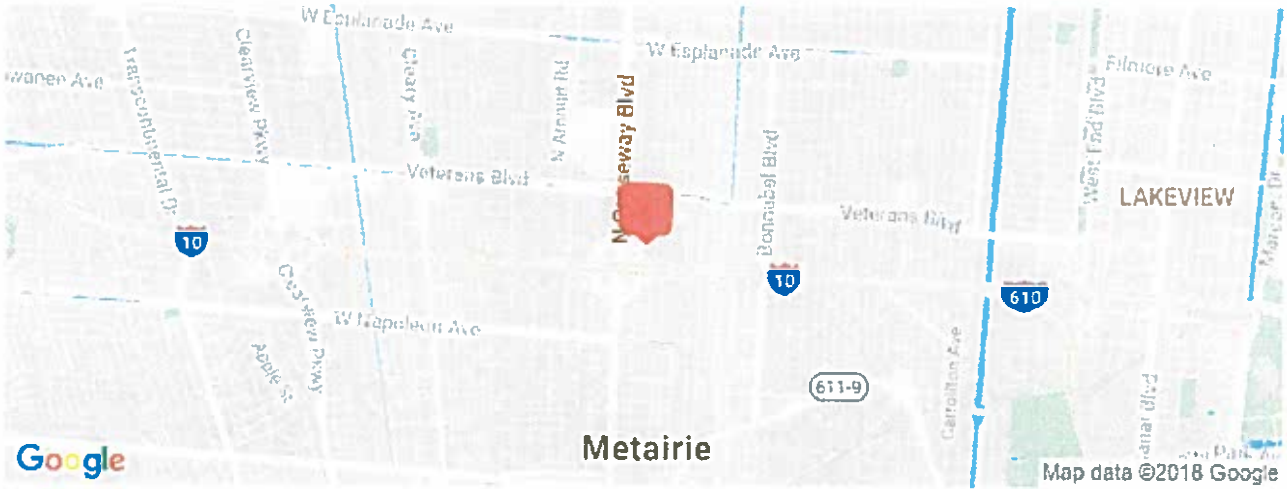
Market Type	Medium	Transportation	Highway
Property Located Between	Interstate 10 and Veterans Blvd.	Highway Access	Interstate 10
Property Visibility	Excellent	Airports	Armstrong International Airport

Building Related

Total Number of Buildings	1	Parking Type:	Surface
Number of Stories	4	Total Parking Spaces:	170
Year Built	1980	Loading Doors:	2
Year Renovated	2011	Loading Docks	1
Construction/Siding	Panelized, Steel Frame		

Location

Address:	3131 N. I-10 Service Road, Metairie, LA 70002	MSA	New Orleans-Metairie
County:	Jefferson	Submarket:	Airport-Metairie-Kenner



Property Images



DSCF4425



DSCF4432



DSCF4428



DSCF4427

Property Contacts



Steven R Reisig

SRSa Commercial Real Estate
504-831-2363 [0]
sreisig@srsa-realestate.com

Riverside II, Suite: 102 A & C

6620 Riverside Drive, Metairie, LA 70003



Listing ID: 28254152
 Status: Active
 Property Type: Office For Lease
 Office Type: Office Building
 Contiguous Space: 392 - 8,356 SF
 Total Available: 18,056 SF
 Lease Rate: \$17 PSF (Annual)
 Base Monthly Rent: \$555.33 - 11,837 (Monthly)
 Lease Type: Gross Lease



Overview/Comments

This full-service building is close to the airport and convenient to the interstate. The free surface parking is ample for all tenants and their guests.

General Information

Tax ID/APN	JP-3140099	Class of Space:	Class B
Office Type	Office Building	Building/Unit Size (RSF)	58,169 SF

Available Space

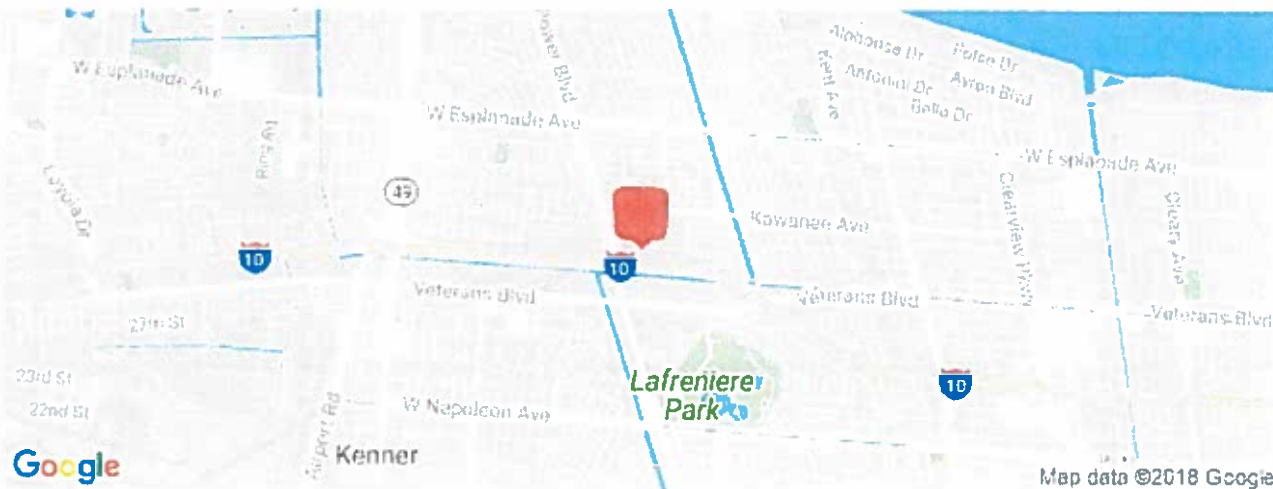
Suite/Unit Number:	102 A & C	Space Type:	Relet
Suite Floor/Level:	1	Date Available:	04/01/2016
Space Available:	392 SF	Lease Rate:	\$17 PSF (Annual)
Minimum Divisible:	392 SF	Lease Type:	Gross Lease
Maximum Contiguous:	8,356 SF		

Building Related

Number of Stories:	3	Parking Ratio:	3.5 (per 1000 SF)
Year Built:	1981	Parking Type:	Surface
Construction/Siding:	Metal/Glass		

Location

Address	6620 Riverside Drive, Metairie, LA 70003	MSA:	New Orleans-Metairie
County	Jefferson	Submarket:	Airport-Metairie-Kenner



Property Contacts



Rick B Hymel

Select Properties Realty
225-291-7980 [0]
rhymel@selectpropertiesltd.com

Brett Sanborn

Select Properties Realty
504-833-0044 [0]
bsanborn@selectpropertiesltd.com

Metairie Office - Fully Furnished, Suite: 300

3223 8th St, Metairie, LA 70002



Listing ID: 30223144
 Status: Active
 Property Type: Office For Lease
 Office Type: Medical, Office Building
 Contiguous Space: 4,000 - 11,059 SF
 Total Available: 11,059 SF
 Lease Rate: \$19.50 PSF (Annual)
 Base Monthly Rent: \$6,500 - 17,970 (Monthly)
 Lease Type: Full Service



Overview/Comments

Class A office building built in 2008 located one block off of Causeway near I-10 and North Causeway. Raised construction 3 story building with the first floor consisting of surface parking with covered spaces under the building.

High quality finishes throughout building and in common areas.

Listing price includes all existing furniture.

General Information

Tax ID/APN: JP-68190
 Office Type: Medical, Office Building

Available Space

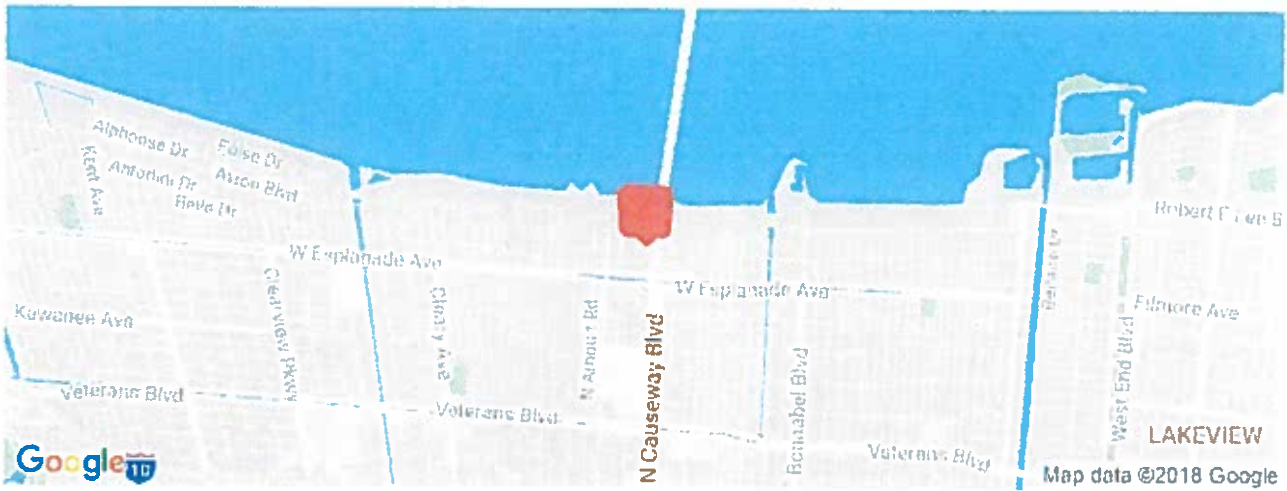
Suite/Unit Number	300	Date Available:	03/09/2018
Space Available:	11,059 SF	Lease Rate:	\$19.50 PSF (Annual)
Minimum Divisible:	4,000 SF	Lease Type:	Full Service
Maximum Contiguous:	11,059 SF	Kitchen/Breakroom:	Yes
Space Subcategory 1:	Medical	Parking Spaces:	0
Space Type:	Relet		

Building Related

Number of Stories:	2	Total Parking Spaces:	66
Typical SF / Floor:	11,000 SF	Passenger Elevators:	0
Year Built:	2008	Freight Elevators:	0
Parking Type:	Surface		

Location

Address:	3223 8th St, Metairie, LA 70002	MSA:	New Orleans-Metairie
County:	Jefferson	Submarket:	Airport-Metairie-Kenner



Property Images



002



003



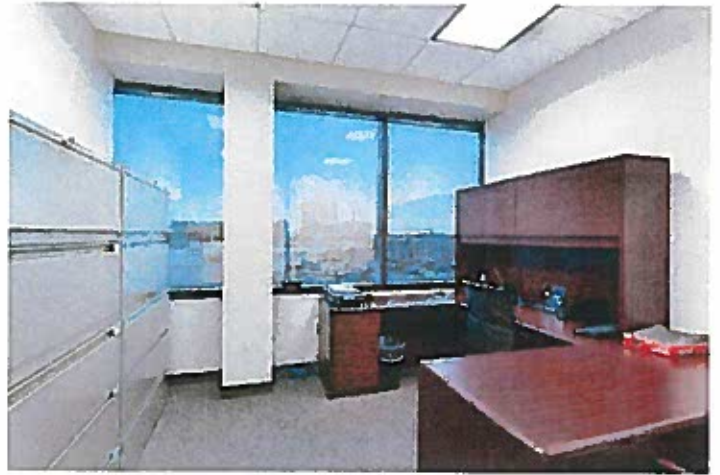
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004



2



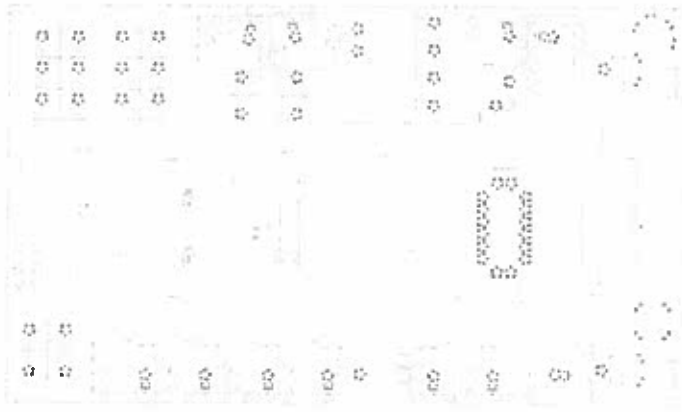
007



3



009



3rd floor as built

Property Contacts



Matthew S Pittman

Beau Box Commercial Real Estate New Orleans

504-525-1410 [0]

mpittman@beaubox.com

Executive Office Tower, Suite: 560

3500 N Causeway Blvd, Metairie, LA 70002



Listing ID:	29976798
Status:	Active
Property Type:	Office For Lease
Office Type:	Office Building
Contiguous Space:	1,800 - 4,244 SF
Total Available:	24,721 SF
Lease Rate:	\$18 - 19.50 PSF (Annual)
Lease Type:	Full Service, Gross Lease



Overview/Comments

Executive Office Tower is a 14 story high-rise office building based right in the heart of the Metairie Business District. With its convenient location near the southwest intersection of Causeway and West Esplanade, it offers tenants very easy access to all major destinations around the city including the CBD, Northshore and Airport.

The building enjoys a very attentive in-house management team which administers immediate assistance to tenants needs. Ample free parking is provided by the surrounding surface lot, including designated reserved and visitor parking spaces.

Recently remodeled elevators and common areas coupled with competitive full service rates make this building an outstanding selection for your clients and prospective tenants.

General Information

Tax ID/APN:	JP-3109415	Building Name:	Executive Office Tower
Office Type:	Office Building	Class of Space:	Class B
Zoning:	BC2	Gross Building Area:	184,608 SF

Available Space

Suite/Unit Number:	560	Space Type:	Relet
Space Available:	4,244 SF	Date Available:	07/01/2017
Minimum Divisible:	1,800 SF	Lease Rate:	\$18 - 19.50 PSF (Annual)
Maximum Contiguous:	4,244 SF	Lease Type:	Full Service, Gross Lease

Area & Location

Property Located Between:	Southwest corner of N Causeway and West Esplanade
Property Visibility:	Excellent
Airports:	New Orleans International (MSY), Lakefront Airport

Building Related

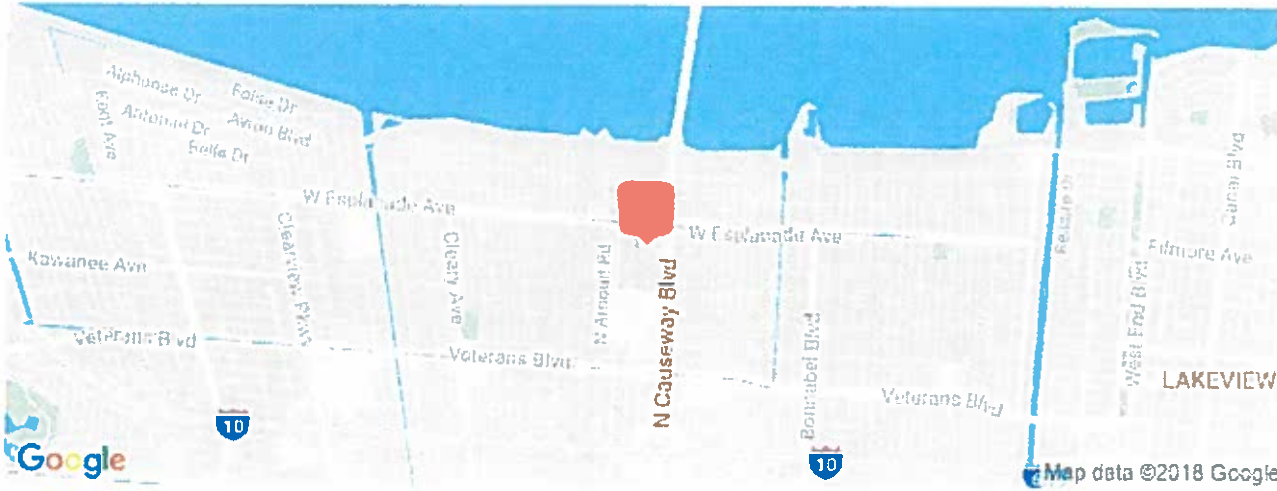
Total Number of Buildings:	1	Parking Type:	Surface
Number of Stories:	14	Parking Description:	Surface lot
Year Built:	1972	Total Parking Spaces:	486
Roof Type:	Flat	Passenger Elevators:	4
Construction/Siding:	Metal/Glass	Heat Source:	Central
Parking Ratio:	3 (per 1000 SF)		

Land Related

Zoning Description:	BC2	Water Service:	Municipal
Lot Frontage:	710	Sewer Type:	Municipal
Lot Depth:	290		

Location

Address	3500 N Causeway Blvd, Metairie, LA 70002	MSA	New Orleans-Metairie
County	Jefferson	Submarket	Airport-Metairie-Kenner



Property Contacts



Jack Gordon

Property One Inc New Orleans
504-681-3400 [0]
jack.gordon@propertyone.com

Causeway Plaza I, II, III, Suite: 3330 / 200

3300 W. Esplanade - 3510 N. Causeway Blvd, Metairie, LA 70002

Listing ID: 7446228
 Status: Active
 Property Type: Office For Lease
 Office Type: Office Building
 Contiguous Space: 2,000 - 4,576 SF
 Total Available: 16,512 SF
 Lease Rate: \$20 PSF (Annual)
 Base Monthly Rent: \$3,333 - 7,626 (Monthly)
 Lease Type: Full Service



Overview/Comments

Please contact the agent for more information about this property.

General Information

Office Type: Office Building
 Class of Space: Class B

Available Space

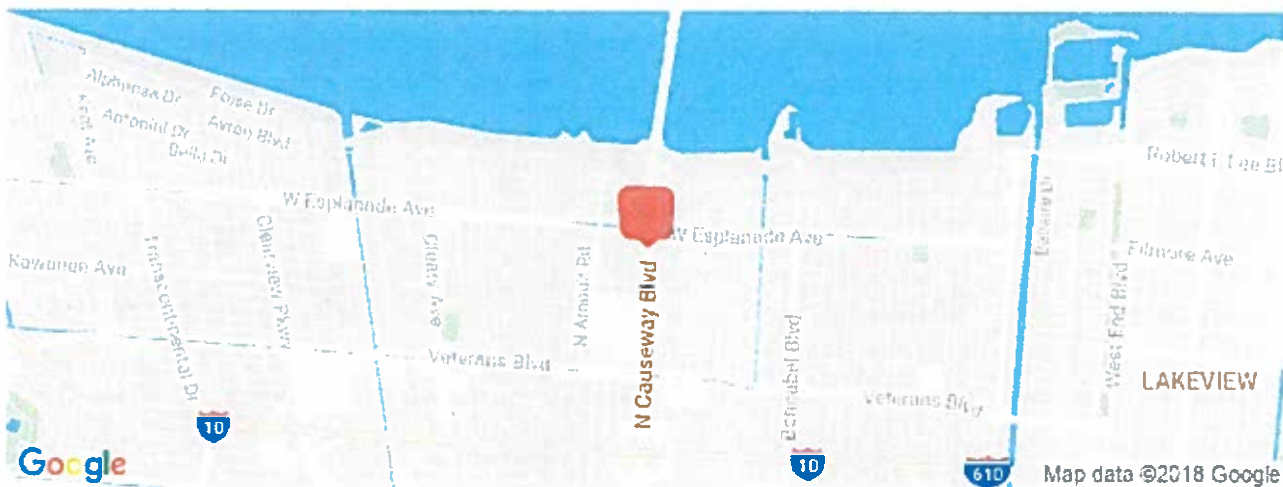
Suite/Unit Number:	3330 / 200	Space Type:	Relet
Suite Floor/Level:	2nd	Date Available:	03/01/2016
Space Available:	4,576 SF	Lease Rate:	\$20 PSF (Annual)
Minimum Divisible:	2,000 SF	Lease Type:	Full Service
Maximum Contiguous:	4,576 SF	Kitchen/Breakroom:	Yes
Space Subcategory 1:	Office Building	Rent Escalators:	Step-Up Lease

Building Related

Parking Type: Structure

Location

Address:	3300 W. Esplanade - 3510 N. Causeway Blvd, Metairie, LA 70002	MSA:	New Orleans-Metairie
County:	Jefferson	Submarket:	Airport-Metairie-Kenner



Property Images



Causeway Plaza II 3300 W Esp



Causeway Plaza III 3330 W Esp

Property Contacts



Jeffrey D Cohn

Corporate Realty - Main Office

504-581-5005 [0]

jcohn@corp-realty.com

2121 Airline Drive, Suite: 500

2121 Airline Dr, Metairie, LA 70001



Listing ID: 29932124
 Status: Active
 Property Type: Office For Lease
 Office Type: Office Building
 Contiguous Space: 2,500 - 6,429 SF
 Total Available: 17,030 SF
 Lease Rate: \$22 PSF (Annual)
 Base Monthly Rent: \$4,583 - 11,786 (Monthly)
 Lease Type: Full Service



Overview/Comments

LARGEST BLOCK OF AVAILABLE SPACE IN METAIRIE

General Information

Tax ID/APN:	JP-122060	Class of Space:	Class B
Office Type:	Office Building	Gross Building Area:	123,360 SF

Available Space

Suite/Unit Number:	500	Space Description:	space can be subdivided
Suite Floor/Level:	5th Floor	Space Type:	New
Space Available:	6,429 SF	Date Available:	01/01/2016
Minimum Divisible:	2,500 SF	Lease Rate:	\$22 PSF (Annual)
Maximum Contiguous:	6,429 SF	Lease Type:	Full Service

Area & Location

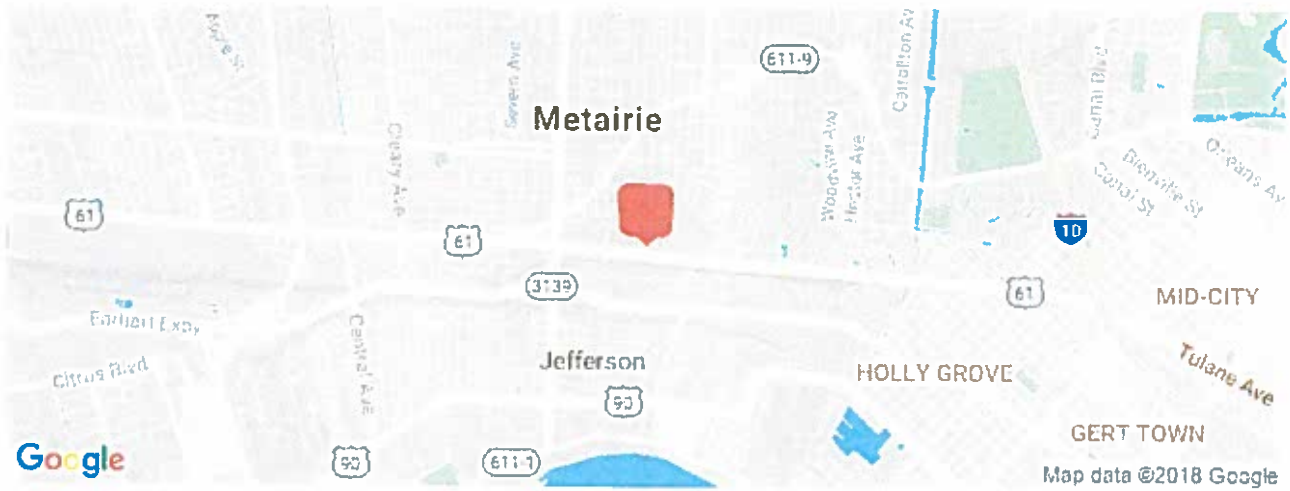
Property Visibility: Excellent

Building Related

Passenger Elevators: 0
 Freight Elevators: 0

Location

Address:	2121 Airline Dr, Metairie, LA 70001	MSA:	New Orleans-Metairie
County:	Jefferson	Submarket:	Airport-Metairie-Kenner



Property Contacts



Stephanie Boyd
SRSA Commercial Real Estate
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sboyd@srsa-realestate.com



Sandra G Corrigan
SRSA Commercial Real Estate
504-831-2363 [0]
corrigan.s@att.net

3501 N. Causeway, Suite: 220

3501 N. Causeway Blvd., Metairie, LA 70002



Listing ID: 879104
 Status: Active
 Property Type: Office For Lease
 Office Type: Office Building
 Contiguous Space: 3,938 SF
 Total Available: 22,933 SF
 Lease Rate: See Agent
 Lease Type: See Agent



Overview/Comments

3501 N. Causeway is strategically located in the heart of the Metairie Central Business District. Here tenants can enjoy free parking with easy ingress and egress, along with quick access to I-10, Causeway Bridge and Veterans Boulevard.

Superior Class B+ building recently remodeled and excellently managed.

General Information

Tax ID/APN: JP-67519
 Office Type: Office Building
 Class of Space: Class B

Available Space

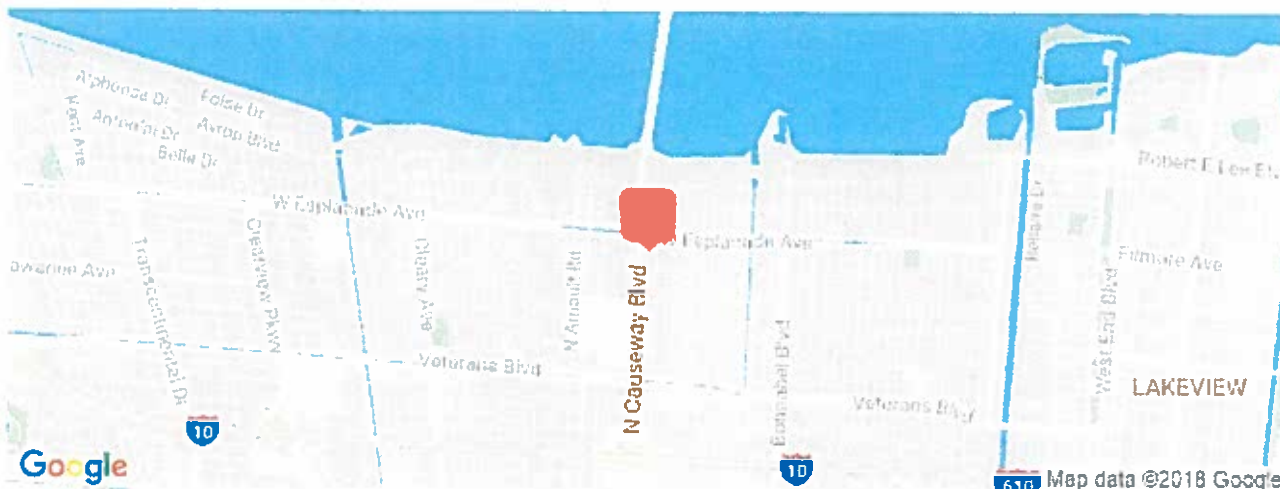
Suite/Unit Number:	220	Space Type:	Relet
Space Available:	3,938 SF	Date Available:	09/02/2015
Minimum Divisible:	3,938 SF	Lease Rate:	See Agent
Maximum Contiguous:	3,938 SF	Lease Type:	Gross Lease

Building Related

Total Number of Buildings:	1	Parking Type:	Surface
Number of Stories:	10	Loading Docks:	0

Location

Address:	3501 N. Causeway Blvd., Metairie, LA 70002	MSA:	New Orleans-Metairie
County:	Jefferson	Submarket:	Airport-Metairie-Kenner



Property Contacts



Stephanie Hilferty

SRSA Commercial Real Estate

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shilferty@srsa-realestate.com



**OFFICE OF INSPECTOR GENERAL
JEFFERSON PARISH**

REQUEST FOR PROPOSAL

**Class B Office Space of approximately 5000
Square Feet situated in Elmwood Parkway area
for the Jefferson Parish Inspector General**

**Deadline for Receipt: July 20, 2018 4:30 PM
Written Proposals Submitted to:
Jefferson Parish Office of Inspector General
5401 Jefferson Highway, Suite C
Jefferson, LA 70123**



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**REQUEST FOR PROPOSAL FOR
Class B Office Space of approximately 5000 Square Feet situated in Elmwood
Parkway area for the Jefferson Parish Inspector General**

1 Background

The Jefferson Parish Office of the Inspector General (JPOIG) is Jefferson Parish department which is operationally independent from parish government. The purpose of the department is to provide a program of investigation, audit, inspections and performance to assist parish government in improving operations and to deter and identify fraud, waste, abuse and illegal activity in parish government.¹ The Jefferson Parish Ethics and Compliance Commission is an administrative, advisory and quasi-judicial parish board and is the appointing authority for the Inspector General. In order to assure the independent operations, the JPOIG receives the proceeds of a special tax which is shared with the Ethics and Compliance Commission and is dedicated to providing, maintaining, administering and operating the JPOIG and the Ethics and Compliance Commission.² The JPOIG must be located off site from the Joseph S. Yenni Building located at 1221 Elmwood Park Blvd., Jefferson, LA 70123 and the General Government Building, located at 200 Derbigny Street, Gretna, LA 70053, and shall have sufficient and necessary equipment, office supplies, and office furnishings to enable the JPOIG and the Ethics and Compliance Commission to perform their functions.³ The JPOIG and Ethics and Compliance Commission are located at 5401 Jefferson Highway, Suite C, Jefferson, Louisiana 70123 since the office first became fully operationally in 2013.

2 Purpose

The purpose of this Request for Proposal (RFP) is for the JPOIG to obtain competitive proposals for approximately 5000 square feet of useable Class B commercial space as allowed by law from bona fide, qualified PROPOSERS who meet the specifications below. By submitting, the proposer agrees to comply with any applicable provisions of Louisiana law as well as the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics.

3 Goals and Objectives

The JPOIG is operationally independent from parish government. "Operationally independent" from parish government means that neither the Jefferson Parish Council nor the Parish President may prevent, impair or prohibit the JPOIG in carrying out its purpose.⁴ As a parish department, the JPOIG is administratively dependent upon Jefferson Parish for services provided by Human Resource, Electronic Information Systems, General Service, and Accounting. JPOIG and Ethics and Compliance Commission functions also rely upon meeting space as well as ready access to parish

¹ JPCO §2-155.10(7)

² JP Charter §4.09. The proceeds of this special tax is shared with the Ethics and Compliance Commission.

³ JPCO §2-155.10(14)

⁴ JPCO 2-155.10(7).

government and by parish employees. Presently, the JPOIG is situated .8 miles from the Yenni Building, and its proximity to government operations has proven to facilitate efficiency and effectiveness of operations. The purpose of this RFP is to identify proposers who can offer Class B commercial space which is located in the area commonly referred to as "Elmwood," or the area bounded by Airline Highway and the Mississippi River and between Clearview Parkway and Edwards Avenue.

4 Definitions

Internal circulation: Internal circulation is any space used for circulation within the area designed for the agency such as corridors leading to offices and other spaces, pathways around desks or work stations, etc. that is independent to the JPOIG

Landlord: means the property owner, manger, agent, or representative who are authorized to negotiate the terms for leased space, be bound by representations made, and execute a lease.

Office space: Office space is space required by the JPOIG for use as offices, work stations, reception areas, conference rooms, storage, break areas, etc.

Usable space: Usable space is the floor area occupied by the Lessee excluding exterior walls, equipment rooms (mechanical, electrical telephone, and other building system rooms), dedicated corridors, main lobbies, entrances, rest rooms, common space, stairwells and elevators. The area is measured from the interior face of the exterior wall to the interior face of the wall defining the usable space. Usable space does not include required internal circulation.

5 General terms

5.1 Leased space

Approximately 5000 square feet of contiguous Class B commercial space in a building maintained as professional office space. Leased space does not include restrooms. Landlord will be required to provide adequate restrooms to meet code requirements based on number of JPOIG employees, clients and other building tenants who may have access. JPOIG requires ready access to restrooms to accommodate twelve (12) individuals and any others who may have access to restrooms as common space. Ready access is understood to be located outside of the leased space and on the same floor.

5.2 Desired occupancy

JPOIG to take possession of leased premises on October 1, 2018, unless otherwise agreed, but in no case later than November 1, 2018.

5.3 Desired lease term

Initial term of 5 years commencing the month in which possession is taken of the leased premises and continuing for 60 consecutive months. The JPOIG shall have two (2) five (5) year option(s) to renew the lease with respect to the whole of the leased premises under like terms and conditions.

5.4 Landlord improvements

JPOIG will require the Landlord at its expense to provide a "turn-key" office build-out to the specifications set out below.

5.5 Utilities and Janitorial

JPOIG requires the Landlord to be responsible for all utilities which should include up to 150 hours annually of non-standard hour HVAC service and in-suite janitorial services 5 days per week during business hours only. IT/Server Room shall possess its own HVAC system that operates 24/7.

5.6 Parking

JPOIG requires 24 hours/day and 7 days/week access to a minimum of four (4) reserved parking spaces which are marked (RESERVED permit # _____ 24 HR), seven (7) unreserved employee spaces, and six (6) transient spaces.

6 Space Specifications

6.1 Space Requirements

Offices and office space may be configured to maximize square footage and efficiency unless otherwise specified to meet security, privacy, or operational functions. All offices have single entrances unless otherwise noted. The terms "office" and "room" are used interchangeably and should not be misinterpreted to communicate an intended use for the space. "Preferred" and "should be" are understood to be preferences not requirements.

- | | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| <p>1. 3 - Waiting Room(s)/Reception</p> <ul style="list-style-type: none">● 1 room @ 150 sq ft = 150
Room is sufficient to accommodate at least 4-6 people. It is accessible off common corridor and is separated from other leased space by internal solid wood or metal door and metal frame.● 1 room @ 200 sq ft = 250 total sq ft
Room adjacent to waiting room and enters <i>only</i> onto waiting room.● 1 room @ 150 sq ft = 150 total sq ft
Room opens into office space, not into waiting room. Room is visible from waiting room via a solid teller style glass window. | <p>550 Total sq ft</p> |
| <p>2. 3 - Executive Offices</p> <ul style="list-style-type: none">● 1 room @ 300 sq ft = 300 total sq ft● 3 rooms @ 225 sq ft = 675 total sq ft | <p>975 Total sq ft</p> |
| <p>3. 4 Staff Office Space/File Storage</p> <ul style="list-style-type: none">● 2 rooms @ <u>500</u> sq ft = <u>1000</u> total sq ft
Each room must accommodate up to 4 work stations and | <p>1400 total sq ft</p> |

should have direct access to room with specifications that follow. (Staff office)

- 2 room(s) @ 200 sq ft = 400 total sq ft
Each room to accommodate up to 6 filing cabinets of 42W x 19.25D x 67H and a work space (table/counter) for 4 persons. Room should be adjacent to and open into rooms specified above. (Staff office file room).
4. **3 - Conference Room(s)** 615 Total sq ft
- 1 room @ 375 sq ft = 375 total sq ft
Room to accommodate table seating for 12 with perimeter seating space for 6 additional. Room should also meet the following specifications:
 - Any windows must be able to be darkened with shades.
 - Have independent temperature control.
 - May have more than one entrance. At least one entrance must be accessible from the waiting room.
 - 1 room @ 120 sq ft = 120 total sq ft
Room to accommodate seating for 6-8 with an oblong or round table. Room to be wired with 110V power overhead for a ceiling mounted camera. Room must also meet the following specifications:
 - Be located in an area which is out of view from the reception area and not have exterior windows;
 - Be located between or near "Staff office Space."
 - Be separated by a minimum of 12 feet from other conference rooms;
 - Be constructed with insulated walls and double drywall;
 - Single access by solid door.
 - 1 room @ 120 sq ft = 120 total sq ft
Conference room to accommodate seating for 6-8 with an oblong or round table. Room must be located in an area which is out of view from reception. Room is preferably located between 2 executive offices.
5. **IT/Analyst Space** 250 total sq ft
- 1 room @ 100 sq ft = 100 total sq ft
Room to be equipped with independent HVAC that maintains temperature 24/7, possess power, grounding, etc., as outlined in the OTM Guideline Requirements Document. (Room cannot be equipped with slop sinks, electrical panels or other equipment not intended to support

on a relay rack as specified by the ANSI/EIT/TIA-568-B.2-1 Category 6 mounted and connected by an installer certified with such components. Connections, color codes, and pair/pin numbers shall be as indicated in the Guideline Requirements, Specifications, and Wiring Diagrams.

6.4 Communication Requirements

- A. Number of telephone outlet locations (fax, modem, etc.): Approx. 22
- B. Number of main answering station locations (Attendant Consoles): 1
- C. Number of line monitoring locations (LSI's): TBD.
- D. Number of lines monitored per LSI: TBD.
- E. Number of telephone company data circuit outlet locations (56k, T-1, etc.): TBD.
- F. Number of telephone company fire and/or security alarm circuits: To be determined
- G. Number of paging microphone locations: TBD
- H. Number of paging loudspeaker locations: N/A
- I. Number of data terminal outlet locations (PC, printers, etc.): 15.
- J. Number of special data device outlet locations (Blumberg, RS-232, etc.): TBD.
- K. Number of radio operator locations: N/A
- L. Number of TV outlet locations (CATV, CCTV, etc.): 5

7 Additional terms

7.1 Contract Negotiations

The JPOIG will negotiate the price for a contract of lease under terms and conditions most advantageous to the Parish. In the event a contract cannot be successfully negotiated, the JPOIG may authorize negotiation of a contract with another PROPOSER.

7.2 Taxes

Any applicable taxes shall be assumed to be included within PROPOSER'S pricing schedule.

7.3 EEOC and ADA Compliance

A successful PROPOSER agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act of 1972, and the Contracting Party agrees to abide by the requirements of the American with Disabilities Act of 1990.

A successful PROPOSER shall keep informed of and comply with all federal, state and local laws, ordinances and regulations which affect his employees or prospective employees.

7.4 Record Retention

A successful PROPOSER shall maintain all records in relation to this proposed

agreement at its location for a period of at least three (3) years upon expiration or earlier termination of the contract or for a period stipulated by the governing State and Federal regulations, whichever is longer.

7.5 Force Majeure

The PROPOSER or the JPOIG through or with the Parish of Jefferson shall be exempted from performance under the terms and conditions of a negotiated agreement if either is prevented from performing in whole or in part as a result of any act of God, strike, war, civil disturbance, epidemic or court order; provided there is prudent and prompt action undertaken toward any and all corrective steps that the respective parties can perform. Subject to this provision, such nonperformance shall not be construed as considered cause or grounds for early termination of the negotiated agreement.

7.6 Governing law

All activities associated with the RFP and any negotiated contract shall be interpreted under the laws of the State of Louisiana.

7.7 Claims or Controversies

PROPOSER, as evidence by the signature on the submission, agrees that any action related to this RFP and any resulting negotiated agreement shall be made in accordance with the laws of the State of Louisiana. The PROPOSER hereby agrees to the exclusive jurisdiction and venue of the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

8 Proposal format

Proposals submitted for consideration should follow the format and order of presentation described below:

- Cover letter: Containing a summary of Proposals and PROPOSER'S ability to deliver the leased space in accordance with the specifications included herein with the time framed identified. The letter should be signed by a person having the authority to negotiate and to commit the PROPOSER to a contract.
- Project schedule and description: Proposal should include a projected time line which demonstrates PROPOSER'S ability to meet the specifications included herein within the time frame identified. PROPOSER should also describe availability and access to contractors to perform improvements, and identify any foreseeable limitations on performance of Landlord Improvements, as defined above.
- Price: Proposal should include a price per square feet for leased space and cost allowance for Landlord Improvements, as defined above.

9 Legibility/Clarity

Responses to the specifications of this RFP in the formats requested are desirable. The proposal shall demonstrate an understanding of the specifications. Proposals shall be prepared simply and economically, providing straightforward, concise descriptions of the PROPOSER(S) ability to meet the specifications of the RFP within the timeframe identified. Each PROPOSER is solely responsible for the accuracy and completeness of its proposal.

10 Inquiries regarding specifications

The JPOIG will not consider any inquiries regarding specifications outline in this proposal nor questions regarding the general or specific terms. Proposals should be prepared based upon an understanding of the specifications. If any specification is unclear, then PROPOSER may offer alternative responses and prices accordingly.

11 Schedule of Events

7/6/2018	Noon	Request for Proposals are mailed and/or delivered to prospective proposers
7/20/2018	4:30 PM (CST)	Deadline to receive submissions
7/22/2018	10:00 AM (CST)	Evaluation of proposals
(TBD)		Notice to successful proposer
(TBD)		Negotiation of contract for leased space

12 Submission

All proposals shall be received by the Jefferson Parish Office of Inspector General no later than date and time shown in the Schedule of Events in order to be considered.

Proposals will be received at:
Jefferson Parish Office of Inspector General
5401 Jefferson Highway, Suite C
Jefferson, LA 70123

PROPOSER is solely responsible for ensuring that its courier service provider makes inside deliveries to the above physical location. The JPOIG will responsible for any delays caused by the PROPOSER's chosen means of delivery.

PROPOSER is solely responsible for the timely delivery of its proposal. Late proposals will not be accepted.

13 Evaluation

The proposals will be evaluated by the JPOIG in a manner consistent with state procurement guidelines published in La. Administrative Code 34:501. The JPOIG seeks to procure leased space less than 5,000 square feet. The JPOIG is attempting to obtain at least three written proposals. Upon receipt of these proposals, the JPOIG will enter into a negotiation process to obtain the best price and terms possible under the circumstances. The JPOIG will report upon the results of its RFP and negotiations to the Ethics and Compliance Commission. Assuming the JPOIG can successfully negotiate a price for leased space under terms and conditions advantageous to the JPOIG and the Ethics and Compliance Commission, then the JPOIG will enter into a lease.



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

August 28, 2019

RE: Affidavit of Steven R Reisig

Dear Mr. McClintock,

Subsequent to the Affidavit and Sworn Statement taken from me earlier today, I have conducted additional research on the Jefferson Parish Office Building market and specifically, the Office Market rental rates in the Elmwood area dating back to 2013.

The following represents the actual rental rates being paid at that time by other tenants in comparable area office buildings and the dates their leases commenced:

880 West Commerce Rd. Building

Tenant Name	Rental Rate	Lease Start Date
Pelican State Industrial Medical	\$19.00/PSF	11/1/2012
Dolye Land Services	\$18.50/PSF	8/1/2004
State of Louisiana	\$23.60/PSF	10/1/2007

800 West Commerce Rd. Building

Retirement Strategies Group	\$18.75/PSF	7/15/2008
AGCS Marine Insurance	\$19.00/PSF	11/1/2003
Verizon Wireless	\$19.50/PSF	7/1/2013
GSA – BSEE	\$23.71/PSF	9/19/2005

990 N. Corporate Dr Building

Army Corps of Engineers	\$19.00/PSF	10/1/2013
Nurses Registry	\$19.69/PSF	6/1/2006

1201 Elmwood Towers

GSA – Minerals Management	\$24.34/PSF*	10/1/2008
*Note: Current rent (2019)	\$25.00/PSF	

Regards,

Steven R. Reisig, CCIM





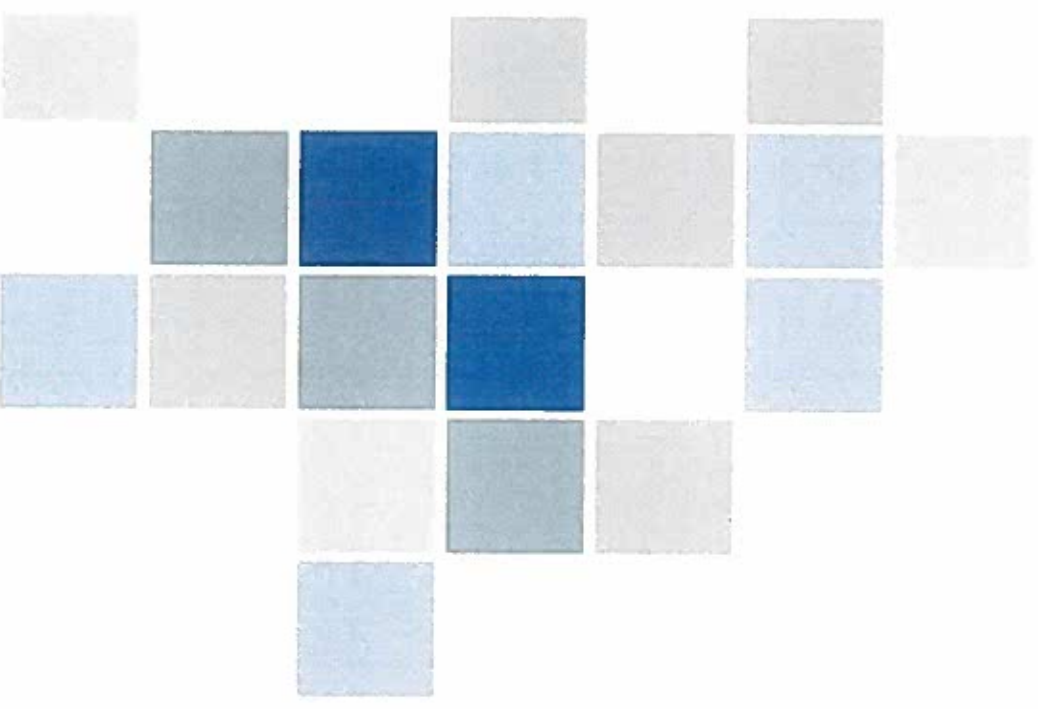
FULL COST ALLOCATION PLAN

BASED ON FY 2018 ACTUAL EXPENDITURES

JEFFERSON PARISH, LOUISIANA

All Costs Version

May 2019



Introduction

The enclosed Full Cost Allocation Plan identifies the costs of support costs provided by central service departments of Jefferson Parish, Louisiana to the operating departments, special funds and other agencies of the Parish. The Plan is based on actual expenditures for fiscal year 2018. The MGT Consulting Group (MGT) prepared this document at the request of the Parish.

The Plan is prepared in accordance with generally accepted accounting principles (GAAP) as recognized by the Governmental Accounting Standards Board (GASB). The primary principals inherent in this document are (1) costs are necessary and reasonable for proper performance of a department, division, unit and/or program (2) costs are charged to departments, divisions, units and/or programs relative to benefits received and (3) costs are consistently treated as direct or indirect.

Parish personnel provided the expenditure and allocation data to MGT consultants. MGT consultants then prepared the Plan utilizing a double step-down methodology.

JEFFERSON PARISH, LOUISIANA
FULL COST ALLOCATION PLAN

ACTUAL FY 2018
5/21/2019

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Building Depreciation
Nature and Extent of Services

Pursuant to allocation guidelines, building depreciation is an allowable cost. The following facilities are allocated-

- *General Government Building* - Allocated based on usable square feet of space occupied.
- *Donelon Building* - Allocated based on salaries of departments occupying space (weighted).
- *Yenni Building* - Allocated based on usable square feet of space occupied.
- *Juvenile Courts* - Allocated to Juvenile Courts and the Child Support division of the District Attorney's office based upon the square footage occupied by each department.

GENERAL GOVT BLDG Allocations

JEFFERSON PARISH, LOUISIANA
FULL COST ALLOCATION PLAN

ACTUAL FY 2018
5/21/2019
Dept:1 BUILDING DEPRECIATION

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 PURCHASING GF64	3,777	4.40%	\$22,388	\$0	\$22,388	\$0	\$22,388
6 CENTRAL PRINTING GF79	710	0.83%	4,208	0	4,208	0	4,208
8 PARISH PRESIDENT GF40	4,231	4.93%	25,079	0	25,079	0	25,079
10 PARISH COUNCIL GF10	14,882	17.32%	88,211	0	88,211	0	88,211
14 LAW DEPARTMENT GF21	5,212	6.07%	30,893	0	30,893	0	30,893
15 FINANCE DIRECTOR GF60	602	0.70%	3,568	0	3,568	0	3,568
16 BUDGET DIRECTOR GF62	1,939	2.26%	11,493	0	11,493	0	11,493
17 RISK MANAGEMENT GF70	1,300	1.51%	7,706	0	7,706	0	7,706
18 SAFETY & SECURITY 63560	557	0.65%	3,302	0	3,302	0	3,302
19 PERSONNEL GF66	3,715	4.32%	22,020	0	22,020	0	22,020
20 HUMAN RESOURCE MGMT GF67	718	0.84%	4,256	0	4,256	0	4,256
21 COMPUTER CENTER-63520	1,601	1.86%	9,490	0	9,490	0	9,490
22 ACCOUNTING/PAYROLL GF61	7,098	8.26%	42,072	0	42,072	0	42,072
26 GENERAL SERVICES GF80	6,508	7.58%	38,575	0	38,575	0	38,575
40 FRST PAR CT GF23	1,443	1.68%	8,553	0	8,553	0	8,553
59 BUREAU OF ADJUDICATIN GF111	515	0.60%	3,053	0	3,053	0	3,053
205 RETIRE SYSTEM FD99-9900	732	0.85%	4,339	0	4,339	0	4,339
208 CLERK OF COURT ADMIN	17,236	20.06%	102,163	0	102,163	0	102,163
209 OTHER	13,132	15.29%	77,838	0	77,838	0	77,838
Subtotal	85,908	100.00%	509,205	0	509,205	0	509,205
Direct Bills			0				0

Total Basis Units: SQUARE FOOTAGE OCCUPIED BY DEPARTMENTS

Source:

\$509,205

\$509,205



JEFFERSON PARISH, LOUISIANA
FULL COST ALLOCATION PLAN

YENNI BLDG Allocations

ACTUAL FY 2018
5/21/2019
Dept:1 BUILDING DEPRECIATION

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 PURCHASING GF64	529	0.32%	\$1,631	\$0	\$1,631	\$0	\$1,631
8 PARISH PRESIDENT GF40	11,664	7.08%	35,969	0	35,969	0	35,969
10 PARISH COUNCIL GF10	10,906	6.62%	33,631	0	33,631	0	33,631
12 CITIZENS AFFAIRS GF410	3,156	1.92%	9,732	0	9,732	0	9,732
14 LAW DEPARTMENT GF21	9,966	6.05%	30,732	0	30,732	0	30,732
16 BUDGET DIRECTOR GF62	659	0.40%	2,032	0	2,032	0	2,032
17 RISK MANAGEMENT GF70	2,299	1.40%	7,089	0	7,089	0	7,089
18 SAFETY & SECURITY 63560	1,726	1.05%	5,323	0	5,323	0	5,323
19 PERSONNEL GF66	2,213	1.34%	6,824	0	6,824	0	6,824
20 HUMAN RESOURCE MGMT GF67	7,811	4.74%	24,087	0	24,087	0	24,087
21 COMPUTER CENTER-63520	6,336	3.85%	19,538	0	19,538	0	19,538
22 ACCOUNTING/PAYROLL GF61	619	0.38%	1,909	0	1,909	0	1,909
23 INTERNAL AUDIT GF63	344	0.21%	1,061	0	1,061	0	1,061
26 GENERAL SERVICES GF80	7,099	4.31%	21,891	0	21,891	0	21,891
43 JUSTICE OF THE PEACE GF27	774	0.47%	2,387	0	2,387	0	2,387
49 VOTER'S REG GF51	3,945	2.40%	12,165	0	12,165	0	12,165
50 PLANNING GF68	5,254	3.19%	16,202	0	16,202	0	16,202
51 PLANNING ADVISOR GF69	1,559	0.95%	4,808	0	4,808	0	4,808
54 ZONING APPEALS GF105	703	0.43%	2,168	0	2,168	0	2,168
55 INSPECT & CODE GF110-21	8,897	5.40%	27,436	0	27,436	0	27,436
59 BUREAU OF ADJUDICATION GF111	1,045	0.63%	3,222	0	3,222	0	3,222
60 PROP MAINT/ZONING GF112	1,683	1.02%	5,190	0	5,190	0	5,190
61 COMM JUSTICE GF119	1,475	0.90%	4,548	0	4,548	0	4,548
71 JEFF CAP GF30	6,752	4.10%	20,821	0	20,821	0	20,821
87 CDBG FD21280	4,607	2.80%	14,207	0	14,207	0	14,207
95 WIA BOARD	852	0.52%	2,627	0	2,627	0	2,627
131 E BANK CONS FIRE FD22100	252	0.15%	777	0	777	0	777
138 EMERGENCY COMM FD22160	354	0.21%	1,092	0	1,092	0	1,092
142 STREETS FD22200-3000/2/3	1,863	1.13%	5,745	0	5,745	0	5,745
143 ENGINEERING FD22200-3005	992	0.60%	3,059	0	3,059	0	3,059
149 DRAINAGE FD22320-40	7,133	4.33%	21,996	0	21,996	0	21,996
166 CONS SEWER FD53000-3850	6,889	4.18%	21,244	0	21,244	0	21,244
171 CONS WTR DIST FD53010 (other)	9,082	5.51%	28,006	0	28,006	0	28,006
172 ENGIN GENL FD63810-128	12,732	7.73%	39,262	0	39,262	0	39,262
179 PW DIRECTOR FD63830-3970	2,121	1.29%	6,541	0	6,541	0	6,541
206 HOME MORTGAGE FD99-9901	1,398	0.85%	4,311	0	4,311	0	4,311
208 CLERK OF COURT ADMIN	1,849	1.12%	5,702	0	5,702	0	5,702
209 OTHER	17,168	10.42%	52,941	0	52,941	0	52,941



YENNI BLDG Allocations

JEFFERSON PARISH, LOUISIANA
FULL COST ALLOCATION PLAN

ACTUAL FY 2018
5/21/2019
Dept: 1 BUILDING DEPRECIATION

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
Subtotal	164,706	100.00%	507,908	0	507,908	0	507,908
Direct Bills					0		0
Total					\$507,908		\$507,908

Basis Units: SQUARE FOOTAGE OCCUPIED BY DEPARTMENT
Source:

JEFFERSON PARISH, LOUISIANA
FULL COST ALLOCATION PLAN

ACTUAL FY 2018
5/21/2019
Dept:25 PROPERTY MGMT GF65

GEN GOVT BLDG Allocations

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 PURCHASING GF64	3,777	4.40%	\$89,233	\$0	\$89,233	\$0	\$89,233
6 CENTRAL PRINTING GF79	710	0.83%	16,774	0	16,774	0	16,774
8 PARISH PRESIDENT GF40	4,231	4.93%	99,959	0	99,959	0	99,959
10 PARISH COUNCIL GF10	14,882	17.32%	351,592	0	351,592	0	351,592
14 LAW DEPARTMENT GF21	5,212	6.07%	123,135	0	123,135	0	123,135
15 FINANCE DIRECTOR GF60	602	0.70%	14,222	0	14,222	0	14,222
16 BUDGET DIRECTOR GF62	1,939	2.26%	45,809	0	45,809	0	45,809
17 RISK MANAGEMENT GF70	1,300	1.51%	30,713	0	30,713	0	30,713
18 SAFETY & SECURITY 63560	557	0.65%	13,159	0	13,159	0	13,159
19 PERSONNEL GF66	3,715	4.32%	87,768	0	87,768	0	87,768
20 HUMAN RESOURCE MGMT GF67	718	0.84%	16,963	0	16,963	0	16,963
21 COMPUTER CENTER-63520	1,601	1.86%	37,824	0	37,824	0	37,824
22 ACCOUNTING/PAYROLL GF61	7,098	8.26%	167,692	0	167,692	0	167,692
26 GENERAL SERVICES GF80	6,508	7.58%	153,753	0	153,753	2,438	156,191
40 FRST PAR CT GF23	1,443	1.68%	34,091	0	34,091	541	34,632
59 BUREAU OF ADJUDICATION GF111	515	0.60%	12,167	0	12,167	193	12,360
205 RETIRE SYSTEM FD99-9900	732	0.85%	17,294	0	17,294	274	17,568
208 CLERK OF COURT ADMIN	17,236	20.06%	407,206	0	407,206	6,457	413,663
209 OTHER	13,132	15.29%	310,247	0	310,247	4,920	315,167
Subtotal	85,908	100.00%	2,029,602	0	2,029,602	14,823	2,044,424

Direct Bills 0

Total Basis Units: SQUARE FOOTAGE OCCUPIED BY DEPARTMENTS \$2,029,602 \$2,044,424
Source: 0



YENNI BUILDING Allocations

JEFFERSON PARISH, LOUISIANA
FULL COST ALLOCATION PLAN

ACTUAL FY 2018
5/21/2019
Depi:25 PROPERTY MGMT GF65

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 PURCHASING GF64	529	0.32%	\$10,152	\$0	\$10,152	\$0	\$10,152
8 PARISH PRESIDENT GF40	11,664	7.08%	223,841	0	223,841	0	223,841
10 PARISH COUNCIL GF10	10,906	6.62%	209,294	0	209,294	0	209,294
12 CITIZENS AFFAIRS GF410	3,156	1.92%	60,566	0	60,566	0	60,566
14 LAW DEPARTMENT GF21	9,966	6.05%	191,255	0	191,255	0	191,255
16 BUDGET DIRECTOR GF62	659	0.40%	12,647	0	12,647	0	12,647
17 RISK MANAGEMENT GF70	2,299	1.40%	44,119	0	44,119	0	44,119
18 SAFETY & SECURITY 63560	1,726	1.05%	33,123	0	33,123	0	33,123
19 PERSONNEL GF66	2,213	1.34%	42,469	0	42,469	0	42,469
20 HUMAN RESOURCE MGMT GF67	7,811	4.74%	149,899	0	149,899	0	149,899
21 COMPUTER CENTER-63520	6,336	3.85%	121,592	0	121,592	0	121,592
22 ACCOUNTING/PAYROLL GF61	619	0.38%	11,879	0	11,879	0	11,879
23 INTERNAL AUDIT GF63	344	0.21%	6,602	0	6,602	0	6,602
26 GENERAL SERVICES GF80	7,099	4.31%	136,235	0	136,235	1,734	137,969
43 JUSTICE OF THE PEACE GF27	774	0.47%	14,854	0	14,854	189	15,043
49 VOTER'S REG GF51	3,945	2.40%	75,707	0	75,707	964	76,671
50 PLANNING GF68	5,254	3.19%	100,828	0	100,828	1,283	102,111
51 PLANNING ADVISOR GF69	1,559	0.95%	29,918	0	29,918	381	30,299
54 ZONING APPEALS GF105	703	0.43%	13,491	0	13,491	172	13,663
55 INSPECT & CODE GF110-21	8,897	5.40%	170,740	0	170,740	2,173	172,913
59 BUREAU OF ADJUDICATION GF111	1,045	0.63%	20,054	0	20,054	255	20,310
60 PROP MAINT/ZONING GF112	1,683	1.02%	32,298	0	32,298	411	32,709
61 COMM JUSTICE GF119	1,475	0.90%	28,306	0	28,306	360	28,667
71 JEFF CAP GF330	6,752	4.10%	129,576	0	129,576	1,649	131,225
87 CDBG FD21280	4,607	2.80%	88,412	0	88,412	1,125	89,537
95 WIA BOARD	852	0.52%	16,350	0	16,350	208	16,559
131 E BANK CONS FIRE FD22100	252	0.15%	4,836	0	4,836	62	4,898
138 EMERGENCY COMM FD22160	354	0.21%	6,794	0	6,794	86	6,880
142 STREETS FD22200-3000/2/3	1,863	1.13%	35,752	0	35,752	455	36,207
143 ENGINEERING FD22200-3005	992	0.60%	19,037	0	19,037	242	19,279
149 DRAINAGE FD22320-40	7,133	4.33%	136,887	0	136,887	1,742	138,630
166 CONS SEWER FDS3000-3850	6,889	4.18%	132,205	0	132,205	1,683	133,888
171 CONS WTR DIST FD53010 (other)	9,082	5.51%	174,290	0	174,290	2,218	176,508
172 ENGIN GENL FD63810-128	12,732	7.73%	244,336	0	244,336	3,110	247,446
179 PW DIRECTOR FDS63830-3970	2,121	1.29%	40,704	0	40,704	518	41,222
206 HOME MORTGAGE FDS9-9901	1,398	0.85%	26,829	(26,562)	267	341	608
208 CLERK OF COURT ADMIN	1,849	1.12%	35,484	0	35,484	452	35,935
209 OTHER	17,168	10.42%	329,466	0	329,466	4,193	333,660



**JEFFERSON PARISH, LOUISIANA
FULL COST ALLOCATION PLAN**

ACTUAL FY 2018
5/21/2019
Dept:25 PROPERTY MGMT GF65

YENNI BUILDING Allocations

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
Subtotal	164,706	100.00%	3,160,826	(26,562)	3,134,264	26,008	3,160,272
Direct Bills					26,562		26,562
Total					<u>\$3,160,826</u>		<u>\$3,186,834</u>

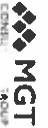
Basis Units: SQUARE FOOTAGE OCCUPIED BY DEPARTMENT
Source:

YENNI BUILDING Allocations

JEFFERSON PARISH, LOUISIANA
FULL COST ALLOCATION PLAN

ACTUAL FY 2018
5/21/2019
Depl:25 PROPERTY MGMT GF65

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 PURCHASING GF64	529	0.32%	\$10,152	\$0	\$10,152	\$0	\$10,152
8 PARISH PRESIDENT GF40	11,664	7.08%	223,841	0	223,841	0	223,841
10 PARISH COUNCIL GF10	10,906	6.62%	209,294	0	209,294	0	209,294
12 CITIZENS AFFAIRS GF410	3,156	1.92%	60,566	0	60,566	0	60,566
14 LAW DEPARTMENT GF21	9,966	6.05%	191,255	0	191,255	0	191,255
16 BUDGET DIRECTOR GF62	659	0.40%	12,647	0	12,647	0	12,647
17 RISK MANAGEMENT GF70	2,299	1.40%	44,119	0	44,119	0	44,119
18 SAFETY & SECURITY 63560	1,726	1.05%	33,123	0	33,123	0	33,123
19 PERSONNEL GF66	2,213	1.34%	42,469	0	42,469	0	42,469
20 HUMAN RESOURCE MGMT GF67	7,811	4.74%	149,899	0	149,899	0	149,899
21 COMPUTER CENTER-63520	6,336	3.85%	121,592	0	121,592	0	121,592
22 ACCOUNTING/PAYROLL GF61	619	0.38%	11,879	0	11,879	0	11,879
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143 ENGINEERING FD22200-3005	992	0.60%	19,037	0	19,037	242	19,279
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172 ENGIN GENL FD63810-128	12,732	7.73%	244,336	0	244,336	3,110	247,446
179 PW DIRECTOR FD63830-3970	2,121	1.29%	40,704	0	40,704	518	41,222
208 HOME MORTGAGE FD99-9901	1,398	0.85%	26,829	(26,562)	267	341	608
208 CLERK OF COURT ADMIN	1,849	1.12%	35,484	0	35,484	452	35,935
209 OTHER	17,168	10.42%	329,466	0	329,466	4,193	333,660



**JEFFERSON PARISH, LOUISIANA
FULL COST ALLOCATION PLAN**

YENNI BUILDING Allocations

ACTUAL FY 2018
5/21/2019
Dept:25 PROPERTY MGMT GF65

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
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Direct Bills					26,562		26,562
Total					\$3,160,826		\$3,186,834

Basis Units: SQUARE FOOTAGE OCCUPIED BY DEPARTMENT
Source:





This Office Property is no longer advertised on LoopNet.com.

834 South Clearview Parkway

New Orleans, LA 70123 · Office For Sale

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Street
View

OFFICE PROPERTY FOR SALE

Price	N/A	Property Sub-type	Office Building
Building Size	39,478 SF	Property Use Type	Vacant/Owner-User
Property Type	Office	Building Class	B

Listing ID: 18125448

Date Created: 04/15/2013

Last Updated: 02/05/2014



DESCRIPTION

Excellent owner/user building located in Harahan on Clearview. Property is located on the southbound side of Clearview near the foot of the Huey P. Long Bridge. Ample parking with 107 uncovered and 30 covered spaces. Property is in excellent condition and has been professionally maintained by the current owner.

Contact agent for additional information.

TRAFFIC

COLLECTION STREET	CROSS STREET	TRAFFIC YEAR	DISTANCE
S Clearview Pkwy	E Corporate Dr	60,386 2018	0.13 mi
Jefferson Hwy	S Clearview Pkwy	37,892 2018	0.19 mi
Jefferson Hwy	S Clearview Pkwy	39,311 2018	0.22 mi
Jefferson Hwy	St George Ave	9,719 2018	0.26 mi
Jefferson Hwy	Plantation Rd	36,332 2018	0.31 mi

SIMILAR LISTINGS



5555 Bullard Ave

New
Orleans, LA
70128
For Sale ·
\$3,600,000
40,023 SF
Building



3300 Gravier St

New
Orleans, LA
70119
For Sale ·
\$1,500,000
32,527 SF
Building



4949 Bullard Ave

New
Orleans, LA
70128
For Sale ·
\$1,980,000
33,500 SF
Building



2600-2608 Saint Claude Ave

New
Orleans, LA
70117
For Sale ·
\$1,295,000
31,128 SF
Building

NOT EXACTLY WHAT YOU'RE LOOKING FOR?
START A NEW CUSTOM SEARCH TO FIND THE
PERFECT PROPERTY

The LoopNet service and information provided therein, while believed to be accurate, are provided "as is". LoopNet disclaims any and all representations, warranties, or guarantees of any kind.

11355648

FILED BY: Bayou Title, Inc.
1820 Belle Chasse Hwy. Ste. 205
Gretna, LA 70053
504-393-0315
FILE NUMBER WB759-13/

ACT OF CASH SALE

BE IT KNOWN, that before us, the undersigned Notaries Public, duly commissioned in and qualified for our respective jurisdictions, and in the presence of the undersigned competent witnesses, personally came and appeared:

STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY (XX-XXX3100), a corporation which is organized under the laws of the State of Illinois and domiciled in McLean County, Illinois herein represented by Michael A. Jones duly authorized by virtue of a Corporate Resolution, an original of which is annexed hereto and made a part hereof. Mailing Address: One State Farm Plaza, 112 E. Washington Street, Bloomington, IL 61710. (Vendor),

who, being by me first duly sworn, declared that Vendor does, by these presents grant, bargain, sell, convey, transfer, set over, assign, abandon and deliver, without any warranties of title (except for acts arising by, through or under Vendor) but with full substitution and subrogation in and to all rights and actions of warranty which Vendor has or may have against all preceding owners and vendors, unto:

EAST BANK CONSOLIDATED SPECIAL SERVICE FIRE PROTECTION DISTRICT OF JEFFERSON PARISH, LOUISIANA, appearing herein through Christopher L. Roberts, Chairman, Jefferson Parish Council, acting on behalf of EAST BANK CONSOLIDATED SPECIAL SERVICE FIRE PROTECTION DISTRICT OF JEFFERSON PARISH, LOUISIANA, on authority of Resolution No. 119942 adopted on the 28th day of August, 2013, a copy of which is annexed hereto.

Mailing Address: Parish Attorney's Office, Attn: Property Section, 1221 Elmwood Park Blvd., Ste. 701, Jefferson, Louisiana 70123 (Purchaser),

here present and accepting, purchasing for Purchaser, Purchaser's successors, heirs and assigns, and acknowledging due delivery and possession thereof, all and singular the following described property, to-wit:

THAT PORTION OF GROUND, together with all the buildings and improvements thereon and all the rights, ways, privileges, servitudes, appurtenances and advantages thereunto belonging or in anywise appearing, situated in the Parish of Jefferson, State of Louisiana, in an area known as ELMWOOD CORPORATE VILLAGE, designated as PARCEL CV-7B2, in accordance with a plan of resubdivision recorded in COB 1369, folio 268 under Ordinance No. 16658. Said Parcel is located and measures as follows:

Commencing from the intersection of the south right of way line of East Corporate Drive and the west right of way of Clearview Parkway, this point being a point of curve; thence along said curve to the right, having a radius of 35.00 feet, an arc length of 54.98 feet to the point; Thence along the westerly right of way for Clearview Parkway South 18 degrees 16'39" East for a distance of 77.72 feet to a point; Thence along the arc of a curve to the left having a radius of 1207.92 feet, an arc length of 61.45 feet to a point, this point being and referenced to hereafter as the point of beginning; Thence continuing along the westerly right of way line for Clearview Parkway along the arc of a curve to the left, having a radius of 1207.92 feet, an arc length of 261.82 feet to a point; Thence turning away from the west right of way for Clearview Parkway South 71 degrees 43.21" west for a distance of 383.76 feet to a point; Thence North 07 degrees 32'28.8" West for a distance of 130.28 feet to a point; Thence North 18 degrees 16'39" West for a distance of 130.28 feet to a point; Thence North 18 degrees 16'39" West for a distance of 130.00 feet to a point; Thence North 71 degrees 43'21" East for a distance of 318.05 feet to a point on the west right of way line for Clearview Parkway and returning to the point of beginning and all more clearly shown on a plan of resubdivision by Varisco, Incorporated, Engineers, Planners, and Land Surveyors dated August 27, 1985, the property has the same measurements and locations, except the Parcel CV-7B2 contains 87,721,1247 square feet which is equal to 2.0138 acres.

Being the same property acquired by State Farm Mutual Automobile Insurance Company by act dated February 6, 1986 and recorded at COB 1414, page 277, Jefferson Parish, Louisiana.

LESS AND EXCEPT:

Landscaping, situated in Section 43, Township 13 South, Range 10 East, Southeastern Land District East of the River, Jefferson Parish, Louisiana, located on Parcel No. 22-05-C-1 as shown on Sheet No. 22 of the property map for STATE PROJECT NOS. 005-10-0037, 06-04-0035, 063-03-0051, 006-01-0021, 006-02-0064, 006-30-0041, HUEY P. LONG BRIDGE WIDENING, EASTBANK APPROACH, ROUTE US 90, JEFFERSON PARISH, LOUISIANA, prepared by Stephen P. Flynn, Professional Land Surveyor, dated September 19, 2006, and revised through May 25, 2007, said map being attached hereto and made a part hereof. The aforesaid improvement is located on Parcel No. 22-05-C-1, said Parcel No. 22-05-C-1 is more particularly described as

11/08/2013 12:13:34 PM JEFF PAR 3821855 h.b. \$98.00
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8

EXHIBIT
12

11355648

follows:

PARCEL NO. 22-05-C-1

From a point on the centerline of State Project No. 006-25-0001, at Station 112+57.31, proceed S 55 degrees 46' 50" W a distance of 52.25 feet to the point of beginning; thence proceed S 71 degrees 43' 21" W a distance of 56.78 feet to a point and corner; thence proceed N 17 degrees 56' 30" W a distance of 40.59 feet to a point and corner; thence proceed N 65 degrees 43' 40" E a distance of 45.32 feet to a point and corner; thence proceed along a curve to the left having a radius of 1207.92 feet, whose length is 46.76 feet and whose chord length is 46.75 feet and bears S 32 degrees 28' 32" E to the point of beginning. All of which comprises Parcel No. 22-05-C-1 as shown on Sheet No. 22 of the Right of Way Plans of State Project No. 006-25-0001, and contains an area of 2194.1 square feet.

In accordance with an act of sale from State Farm Mutual Automobile Insurance Company to the Department of Transportation and Development by act dated September 18, 2007 and recorded at COB 3204, page 244, Jefferson Parish, Louisiana.

To have and to hold the Property unto Purchaser, Purchaser's successors, heirs and assigns forever.

This sale is made and accepted for and in consideration of the price and sum of Three Million Six Hundred Thousand and 00/100 (\$3,600,000.00) DOLLARS cash, which Purchaser has well and truly paid, in ready and current money, to Vendor, who hereby acknowledges the sufficiency and receipt thereof and grants full acquittance and discharge therefor.

The Property is sold subject to any and all applicable covenants, conditions, restrictions, servitudes, rights of way, outstanding mineral interests and other matters which may appear in the chain of title or elsewhere in the public records of Jefferson Parish, Louisiana, including without limitation the following:

1. Reciprocal Servitude Agreement dated October 7, 1981, by act passed before Jacqueline McPherson, N. P., registered in COB 1013, folio 179.
2. 15' servitude beginning at the southwest corner of the property and widening along the easterly side of the property as shown on survey by Varisco, Inc., dated November 4, 1985, and recorded in COB 1013, folio 179.
3. 16.5' servitude adjoining the above 15' servitude at the southwest corner and narrowing to a point, as shown on the survey by Varisco, Inc., dated November 14, 1985, and recorded in COB 1013, folio 179.
4. Rights of the public and others entitled thereto in and to the use of that portion of insured premises within the bounds of E. Commerce Road, as shown on survey by Varisco, Inc., dated November 14, 1985.
5. Encroachment upon Clearview Parkway by the sign appurtenant to insured premises, as shown by plat of Varisco, Inc., dated November 14, 1985. Apparent servitude for utilities as shown by power pole & power line crossing the southeast corner of the property.
6. Right of Way by State Farm Mutual Automobile Insurance Company in favor of Louisiana Power & Light Company dated August 11, 1987, recorded at COB 1794, page 159, Jefferson Parish, Louisiana.
7. Right of Way by State Farm Mutual Automobile Insurance Company in favor of Louisiana Power & Light Company dated August 11, 1987, recorded at COB 1784, page 161, Jefferson Parish, Louisiana.
8. Amendment to Reciprocal Servitude Agreement recorded at COB 1013, page 179 between Jefferson Guaranty Bank and State Farm Mutual Automobile Insurance Company dated July 28, 1988 and recorded at COB 2014, page 37, Jefferson Parish, Louisiana.

the reference to or enumeration of which shall not serve to interrupt or revive prescription thereon, recognize the validity thereof, or acknowledge, ratify or confirm same.

All ad valorem taxes due the Parish of Jefferson up to and including the taxes due and payable in the year 2012 have been paid and have been prorated through the date of this transaction. The responsibility for the adjustment of any tax proration is assumed by Vendor and Purchaser. The responsibility for the application for a homestead exemption and/or the payment of taxes due in the year 2013 and all future years is assumed by Purchaser.

Purchaser acknowledges that the Conveyance and Mortgage Certificates are open, undated and unsigned and relieve and release Bayou Title, Inc., its members, managers, officers, agents and employees and the undersigned Notary Public from any and all responsibility in connection therewith. Purchaser waives the production of Mortgage, Conveyance and Tax Research Certificates and relieve and release Bayou Title, Inc., its members, managers, officers, agents and employees and the undersigned Notary Public from any and all responsibility in connection with the non-production of same.

Purchaser acknowledges that a current survey has not been produced in connection with this transaction and relieve and release Bayou Title, Inc., its members, managers, officers, agents and employees and the undersigned Notary Public from any and all responsibility for fence misalignments, servitudes, rights of way, encroachments, discrepancies in dimensions, rights of parties in possession and any and all other matters which might be disclosed on a current survey.

11355648

Vendor and Purchaser covenant and agree that the Property and all buildings, improvements and component parts thereon, and plumbing, electrical systems, mechanical equipment, heating and air conditioning systems, built-in appliances and all other items located on or in the Property are conveyed by Vendor and accepted by Purchaser "AS IS, WHERE IS," and "WITH ALL FAULTS," without any warranty of any kind whatsoever, even as to metes and bounds, the operation or suitability of such property for the use intended by purchaser, and without regard to the presence of apparent or hidden defects and with purchaser's full and complete waiver of any and all rights for the return of all or any part of the purchase price by the reason of any such defects. Purchaser acknowledges and declares that neither vendor nor any party whomsoever, acting or purporting to act in any capacity whatsoever on behalf of vendor, has made any direct, indirect, explicit or implicit statement, representation or declaration, whether by written or oral statement or otherwise, and upon which purchaser has relied, concerning the existence or non-existence of any quality, characteristic or condition of the property. Without limiting the foregoing, purchaser acknowledges and declares that neither vendor nor any party whomsoever, acting or purporting to act in any capacity whatsoever on behalf of vendor, has made any representation or warranty as to, and purchaser expressly waives any warranty as to: (a) the quality, nature, adequacy or physical condition of the property including, but not limited to, the structural elements, foundation, roof, appurtenances, access, landscaping, parking facilities or the electrical, mechanical, hvac, plumbing, sewage or utility systems, facilities or appliances at the property, if any; (b) the quality, nature, adequacy or physical condition of soils, sub-surface support or ground water at the Property; (c) the existence, quality, nature, adequacy or physical conditions of any utilities serving the property, or access thereto; (d) the development potential of the Property or its habitability, marketability, fitness, suitability or adequacy for any particular purpose; (e) the zoning classification, use or other legal status of the Property; (f) the property's, or its operations' compliance with any applicable codes, laws, regulations, statutes, ordinances, covenants, setback requirements, conditions or restrictions of any governmental or quasi-governmental entity or of any other person or entity; (g) the quality of any labor or materials relating in any way to the property; or (h) the nature, status and extent of any right of way, servitude, lease, right of redemption, possession, lien, encumbrance, license, reservation, covenant, condition, restriction or any other matter affecting title to the Property. Purchaser has had full, complete and unlimited access to the property for all tests and inspections which Purchaser, in Purchaser sole discretion, deems sufficiently diligent for the protection of Purchaser's interests. Purchaser expressly waives the warranty of fitness and the warranty against redhibitory vices and defects, whether apparent or latent, imposed by LSA - C.C. art. 2475, any other applicable state or federal law and the jurisprudence thereunder. Purchaser also waives any rights it may have in redemption or to a reduction of the purchase price pursuant to LSA - C.C. arts. 2520 through 2548, inclusive, in connection with the property. Purchaser declares and acknowledges that these waivers have been brought to Purchaser's attention and explained in detail and that Purchaser has voluntarily and knowingly consented to these waivers. By its signature, purchaser expressly acknowledges all such waivers. Without limiting the foregoing, Purchaser releases Vendor from any and all claims, demands, causes of action, judgments, losses, damages, liabilities, costs and expenses (including attorney's fees whether suit is instituted or not), whether known or unknown, liquidated or contingent (claims) arising from or related to (a) any defects, errors or omissions in the design or construction of the Property, whether the same are a result of negligence or otherwise; (b) other conditions (including environmental conditions) affecting the property, patent or latent, whether the same are as a result of negligence or otherwise; (c) Purchaser's ability or inability to obtain or maintain building permits, either temporary or final certificates of occupancy or other licenses for the use or operation of the property and/or certificates of compliance for the property; (d) the actual or potential income or profits to be derived from the Property; or (e) the real estate taxes or assessments now or hereafter payable thereon. The release set forth in this paragraph specifically includes any claims under any environmental laws, under the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq.), or with respect to any environmental risk. "Environmental laws" include without limitation, the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. §6901, et seq.), the Emergency Planning and Community Right to Know Act (42 U.S.C. §110, et seq.), the Clean Air Act (42 U.S.C. §7401, et seq.), the Clean Water Act (33 U.S.C. §1251 et seq.), the Toxic Substances Control Act (15 U.S.C. §260,1 et seq.), the Hazardous Materials Transportation Act (49 U.S.C. §1801, et seq.), the Occupational Safety and Health Act (29 U.S.C. §651, et seq.), the Federal Insecticide, Fungicide and Rodenticide Act (7 U.S.C. §136, et seq.), the Safe Drinking Water Act (42 U.S.C. §300, et seq.), the Comprehensive Environmental Response, Compensation and Liability Act of 1980 (42 U.S.C. §9601, et seq.), the Louisiana Environmental Quality Act (LSA -R. S. 30:2001, et seq.) and the Superfund Amendment and Reauthorization Act, as any of the same may be amended from time to time, and any state or local law dealing with environmental matters, and any regulation, order, rule, procedure, guideline and the like promulgated in connection therewith, regardless of whether the same are in existence on the date of this act. "Environmental risk" consists of any risk to persons or the environment, including without limitation (a) the presence of any friable, damaged asbestos upon the property; and/or (b) the release or discharge of any "hazardous substance" or "hazardous waste" (as defined by any environmental laws) onto or from the property of such a nature or to such an extent as to require clean-up under applicable law.

EAST BANK CONSOLIDATED SPECIAL SERVICE
FIRE PROTECTION DISTRICT OF JEFFERSON
PARISH, LOUISIANA


CHRISTOPHER L. ROBERTS


Michael A. Jones, Vice President Administrative Services

11355648

THIS DONE AND PASSED in my in Bloomington McLean, County, Illinois, on the 6 day of November, 2013, in the presence of the undersigned competent witnesses, who hereunto sign their names with Vendor and Purchaser and me, Notary Public, after due reading of the whole.

WITNESSES:

STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY

Gina L Cunningham
PRINT NAME: Gina L Cunningham

Michael A. Jones
By: _____

Michael A. Jones, vice President Administrative Services

Kathy J. Acklin
PRINT NAME: Kathy J. Acklin

Donna Brucker

NOTARY PUBLIC

OFFICIAL SEAL
Donna Brucker
NOTARY PUBLIC - STATE OF ILLINOIS
My Commission Expires January 24, 2017

11355648

THUS DONE AND PASSED in my in Gretna, Jefferson Parish, Louisiana, on the 8th day of November, 2013, in the presence of the undersigned competent witnesses, who hereunto sign their names with Vendor and Purchaser and me, Notary Public, after due reading of the whole.

WITNESSES:

EAST BANK CONSOLIDATED SPECIAL SERVICE FIRE PROTECTION DISTRICT OF JEFFERSON PARISH, LOUISIANA

Karen B. Osegue
PRINT NAME: KAREN B. Osegue, LA

[Signature]
By: CHRISTOPHER L. ROBERTS, COUNCIL CHAIRMAN

Ann H. Guidry
PRINT NAME: Ann H. Guidry

[Signature]
NOTARY PUBLIC
@ Death
Nive M. Tompa
Bar No 27113

Title Ins. Prod: Bayou Title, Inc.
Address: 1820 Belle Chasse Hwy., Suite 205, Gretna, Louisiana 70056
Prod. Lic. # 257049
Title Ins. Underwriter: COMMONWEALTH LAND TITLE INSURANCE COMPANY
Title Opinion By: BRENT J. LALIBERTE
LA Bar Roll #: 22275

11355648

STATE OF ILLINOIS)
)
COUNTY OF McLEAN)

I, Beth Lamb, Assistant Secretary of the State Farm Mutual Automobile Insurance Company, a corporation organized and existing under and by virtue of the Laws of the State of Illinois, do hereby certify that the following is a true and correct copy of a resolution adopted by the Board of Directors of said corporation on December 14, 1987, as taken by me from the Minute Book of said corporation, and that the same has not been rescinded or modified and is still in full force and effect, viz:

RESOLVED, That the President, Treasurer, a Vice President, or an Investment Officer acting in conjunction with a Vice President, the Secretary, an Investment Officer or an Assistant Secretary of this Company, be and they are hereby authorized and empowered, for, and in the name and on behalf of this Company to take any and all such steps, and to do any and all such things, as may be necessary, required and appropriate for, or in connection with, the purchase, lease, acquisition, acceptance, handling, pledging, sale, release, subordination or other disposition of mortgages, stocks, bonds, or other securities or evidences of indebtedness, or property, including but not limited to real property for development, improvement, leasing or sale and leaseback, whether individually, through partnership, either general or limited, or joint venture, belonging or to belong to the Company, or pertaining to its business, including the execution and delivery for and in the name and on behalf of this Company, of any and all endorsements, agreements, encumbrances, transfers, releases and assignments of mortgages, deeds, leases, certificates of stock, bonds, or other securities or evidences of indebtedness, standing in the name of this Company, for the purpose of development, lease, sale, transfer, or release, and all such other steps and action as may be necessary or proper in connection therewith.

I do further certify that Michael A. Jones is Vice President and that Gina L. Cunningham is Assistant Secretary of said Corporation, and on this date duly qualified and acting in such capacity.

WITNESS my hand and the corporate seal of said Corporation this 6th day of November, 2013.

Beth A Lamb
Assistant Secretary



JEFFERSON PARISH

Office of the President

Michael S. Yenni
President

August 21, 2019

Jefferson Parish Ethics & Compliance Commission
990 N. Corporate Drive, Suite 300
Jefferson, Louisiana 70123

RE: Complaint against Inspector General David McClintock for excessive spending.

Dear Members of the Ethics and Compliance Commission:

Please allow this letter to serve as a formal complaint and request for an investigation into the conduct of David McClintock, Jefferson Parish Inspector General, with regard to his leases of 5401 Jefferson Highway and 990 N. Corporate Drive, as well as various one-time purchases. As explained below, Mr. McClintock has spent, and will spend, large amounts of money to lease and renovate two separate properties unnecessarily; furthermore, he has obligated the Parish to pay for leases that extend beyond his appointment term and the Inspector General millage term. I ask that the Ethics and Compliance Commission investigate these above-referenced circumstances.

I. Jurisdiction

The Jefferson Parish Ethics and Compliance Commission (hereinafter “Commission”) is authorized by the Parish Council to “review, interpret, render advisory opinions on and enforce the ordinances, rules, regulations and policies of Jefferson Parish which regulate the ethics and standards of conduct for Jefferson Parish employees, officials and other persons who are the recipients of public funds.” Jefferson Parish Charter, Sec. 4.10(A). The Commission may refer cases for investigation, or hold hearings on violations of the ordinances, rules, regulations and policies of the Parish. Jefferson Parish Charter, Sec. 4.10(A). The Commission’s rules require it to consider any signed complaint from an elector concerning a matter within its jurisdiction. La. Admin. Code. Title 52, Pt. I, § 701; Jefferson Parish Charter, Sec. 4.10(D).

The Commission is also entrusted with the duty to appoint an Inspector General for the Parish, who must provide “a full-time program” of investigations, audits, inspections, and performance reviews of parish operations in order to improve our government, as well as to identify and prevent fraud, waste, and abuse of Parish resources. Jefferson Parish Charter, Sec. 4.09(A). Once appointed, the Inspector General may only be removed “for cause and after a public hearing” before the Commission. Jefferson Parish Charter, Sec. 4.09(B). Causes for removal may include

“abuse of power or authority . . . ethical misconduct in office, unprofessional conduct, and other acts tarnishing the integrity of the office of inspector general.” Jefferson Parish Code of Ordinances, Sec. 2-155.10(5).

II. Background

In 2013, the Inspector General opted to lease a property located at 5401 Jefferson Highway to use as an office for himself and his staff. (Ex. 1, 5401 Jefferson Highway Lease.) Before occupying the property, the Inspector General and the property owner agreed that the owner would renovate the offices to the Inspector General’s specifications; the costs of these renovations would be spread out over a base rent amount and paid off over the lifetime of the lease. (Ex. 2, 5401 Jefferson Highway Renovation Contract.) These renovations were documented as costing \$138,615.00. (Ex. 2, pg. 3.) An additional \$13,122.24 and \$3,285.00 were spent on installation of carpeting and flooring and a sound masking system, respectively, bringing the renovation total to \$155,022.24. (Ex. 3, Invoice 14-0005679 and Invoice 14-0028294.) It should be noted that the Inspector General executed the lease for this property prior to the renovations having been performed. It should be further noted that the Inspector General was offered free office space by Councilman Templet, and we expect to receive email verification regarding this issue.

Despite the significant amount of money poured into the 5401 Jefferson Highway property, and even though the OIG is welcome to use any Parish-owned building,¹ Mr. McClintock chose to move offices only four years later to 990 N. Corporate Boulevard. (Ex. 4, 990 N. Corporate Lease.) He did so after meeting with the Director of General Services, Anthony Francis, on or about August 30, 2018 to discuss the use of a Parish-owned property at no expense to the OIG. We again expect to receive email verification shortly. Mr. McClintock was informed during that discussion that the former Jefferson Parish Sheriff’s Office building on Hessmer Avenue was available and would be suitable for his needs. Nevertheless, Mr. McClintock chose not to save taxpayer dollars by using the former JPSO building. Instead, he signed a seven-year lease for his current office space at 990 N. Corporate later that same day. (Ex. 5, 990 N. Corporate Renovation Contract.) The total amount paid by Parish taxpayers for Mr. McClintock’s unnecessary leases will be \$1,095,831.00. (Table 1.)

Building	Rent and Term	Amount
Total costs of lease payments for five-year lease for 5401 Jefferson Highway	\$6,750 per month for 60 months	\$405,000.00
Total costs of lease payments for seven-year lease for 990 N. Corporate Drive.	\$8,224 per month for 84 months	\$690,816.00
Total in lease and renovation payments that could have been saved by using a Parish-owned building.		\$1,095,831.00

Again, Mr. McClintock opted to renovate this rental property with the costs of renovation incorporated into his lease payments. This time, the renovations cost \$137,747.42, and the lease included a provision that the landlord can require the OIG to remove those improvements at the

¹ Sec.2-155.10(14) states that the OIG shall not be located in the Yenni Building or the Gretna Government Building. However, this does not preclude the OIG from operating in another Parish-owned property.

end of their lease at the OIG's cost.² (Ex. 4, 990 N. Corporate Renovation Contract; Ex. 5, pg. 6, 990 N. Corporate Lease.) In the last five years, Mr. McClintock has spent at least \$289,484.66 renovating two separate offices—neither of which are owned by the Parish—for himself and his employees.

The renovation totals do not include the additional one-time expenses for items or services the Parish will never own or benefit from, such as moving costs and soundproofing. (See Table 2, below.) These decisions exemplify Mr. McClintock's pattern of spending.

Purchase Order	Date	Vendor	Amount	Description
13-0018062	9/23/2013	Hon Company	\$33,963.35	Various office furniture
13-0018098	9/24/2013	Inwood Office Environments	\$17,960.62	Various office furniture
14-0005679	3/24/2014	Mohawk Carpet & Affiliates	\$13,122.24	Carpet and Installation for 5401 Jefferson Highway
14-0016184	5/5/2014	Hon Company	\$1,189.67	Desk components
14-0028294	12/23/2014	Sound Management Group	\$3,285.00	Sound masking system
16-0002478	1/27/2016	Hon Company	\$416.16	Storage cabinets
16-0002478	1/27/2016	Hon Company	\$416.16	Storage cabinets
18-0028156	10/31/2018	Hug-Condon Moving & Storage Co.	\$4,415.00	Moving costs
18-0031863	12/7/2018	Homeland Safety Systems	\$36,147.01	Security systems for 990 N. Corporate
19-0003368	2/8/2019	Hon Company	\$2,880.70	8 chairs, 1 table top, 1 table base
19-0003368	2/8/2019	Hon Company	\$401.99	1 table top, 1 table base
19-0003368	3/6/2019	Hon Company	\$402.01	1 table top, 1 table base
Invoice	5/2/2019	Plaques & Patches	\$954.95	Custom seal and emblem plaque
Invoice	7/17/2019	AA Signs	\$875.00	Doors with privacy glass
Total			\$116,429.86	
Costs of Non-Parish Items			\$56,969.25	

It must also be noted that the lease for 990 N. Corporate expires on December 31st, 2026, long after the millage which funds the Inspector General's office is set to expire in 2021.³ This decision indicates that Mr. McClintock has assumed he will be reappointed for another term, since the lease extends well beyond his current term limit of 2022. I ask this Commission to carefully consider the wisdom of allowing a single individual, whose appointment may not be renewed in 2022, to bind the Parish into paying up to \$394,752.00 for the four years of remaining lease payments that would accrue after that individual is no longer a Parish employee and after the expiration of the millage.⁴

² Page 6 of the lease for 990 N. Corporate states: "Any and all alterations, additions, and improvements to the Premises, including any built-in furniture (collectively, "Leasehold Improvements") shall be owned by LESSOR and shall remain upon the Premises, all without compensation, allowance or credit to LESSEE. LESSOR may . . . require LESSEE to remove any Leasehold Improvements performed by or for the benefit of LESSEE . . . at LESSEE's sole cost."

³ Funds obtained from the millage in 2021 are used through 2022.

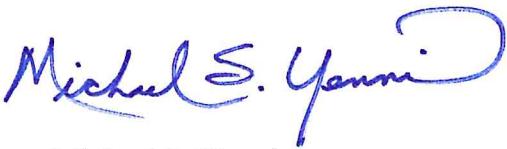
⁴ Page 14 of the 990 N. Corporate lease has a provision that says the lease will terminate if funds are not appropriated for the lease payments—that is, if the millage is not renewed by the voters in 2021. But this provision

III. Conclusion

It appears that the Inspector General has engaged in a pattern of spending unnecessary monies for leases, renovations and other expenses. The Inspector General has spent hundreds of thousands of taxpayer dollars unnecessarily renting and renovating his office space, only to move a short time later when it suited his whims. He also refused to use Parish-owned office space that would have cost the taxpayers nothing. Whether one agrees or disagrees philosophically as to where the OIG should be located, it is absolutely clear that taxpayer money would have been saved had he accepted to occupy one of the Parish-owned facilities. Accommodations for independence, privacy, and security could have easily been achieved at a much lesser cost to the public. The Jefferson Parish Sheriff's Office occupied one of the buildings offered to the IG, which we can all agree also had a need for independence, privacy and security. This building was more than adequate for the OIG.

Ironically, on August 20th, 2019, around 4:39 P.M., the Inspector General contacted me to discuss another issue. During that conversation, he made a point to tell to me that "if the Parish enters into a contract, they should have something to show for it at the end of the day." It is a travesty to the taxpayers who fund the Inspector General's millage that he apparently does not believe his own words, costing them hundreds of thousands of dollars for his unnecessary leases and renovations. The Parish certainly will have nothing to show for the \$1,095,831.00 spent renovating and leasing two privately-owned facilities. Therefore, I respectfully request that the Commission investigate this matter.

Sincerely,



Michael S. Yenni
Jefferson Parish President

also states that the OIG is still obligated to pay all costs "which have been earned prior to the termination date and the actual cost to construct Premises for LESSEE's occupancy." The OIG (or the Parish on the OIG's behalf) will still be obligated to pay work already performed, which would be the \$137,747.42 cost of renovating the property in 2018.

OFFICE RENTAL AGREEMENT
Jefferson Parish Inspector General - Jefferson Business Center, LLC.

This Office Rental Agreement ("Agreement") is made between, the Parish of Jefferson - Office of Inspector General ("Company") and Jefferson Business Center, LLC ("Landlord"), and is dated August 13, 2013.

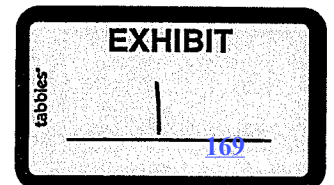
1. PERMISSION/USES: Landlord hereby grants to Company, (and its successors, assignees, licensees, employees, agents, independent contractors and suppliers, all of whom are included in the term "Company") permission to enter upon and use the following areas as administrative office space: 4,154 usable square feet of space as cross-hatched on the site-plan attached hereto and made part herewith as Exhibit A, located at 5401 Jefferson Highway, Harahan, Louisiana 70123-4241, Elmwood Side - Suite "C", (hereinafter, the "Building"), furnished with and fully wired, as is and where is, but including leasehold improvements and any related support and common areas, including but not limited to secured parking for 14 employees, ingress and egress to the building, rest rooms, for the full use and quiet enjoyment of Company (collectively, the cross-hatched area and common areas of Building shall be referred to as the "Premises"). Company will have 24 hour and seven day per week access to the Premises. The Premises will be used only for general office use. Company will not sublease the Premises, in whole or in part, or assign or pledge this lease or grant use of the Premises without the reasonable written consent of the Landlord, said consent not to be unreasonably conditioned, withheld or delayed. Additionally, Landlord agrees to provide temporary space for the company's use upon lease execution at no cost to the company until the permanent space is completed.

If requested by Company the Leased Premises shall have up to twelve (12) work stations of similar but various sizes provided for the Company use during the term of the lease or any extensions at no charge by the Landlord. Company shall pay for any workstations over twelve (12) and for cost of moving/cleaning of all workstations provided by the Landlord. The size and configurations of the workstations may vary. Landlord will allow Company the use of the workstations through the Term of the Lease and any extensions thereafter. The cost of moving and or reconfiguration of the systems furniture will be at Company's sole expense. Company accepts Landlord's systems furniture as-is and with no warranty. Initial cost of moving and set-up of any requested workstations shall be deducted from the build-out allowance.

Company shall have an ongoing right of first refusal on up to 3,196 square feet of contiguous space adjacent to the leased premises for the term of the lease. Company shall commit or refuse the space within 10 days of presentation by the Landlord.

08/27/2013 12:47:04 PM JEFF PAR 37333387HW #101
11341900 CONVEYANCE BOOK 3319 PAGE 790

V# 276999
Finance
55-14201



OFFICE RENTAL AGREEMENT
Jefferson Parish Inspector General - Jefferson Business Center, LLC.

2. **TERM:** The term of the Agreement shall be for a full sixty-one (61) months ("Term") following the date of possession as defined hereafter. For the purposes of this Section the date of possession shall be defined as the date that Landlord turns over keys to the Leasehold Premises in turn-key condition, ready for Company's occupancy. To the extent that the date of possession is a date other than the first day of any calendar month, parties agree that the sixty one month term shall commence on the first day of the full calendar month following said possession date, and that all rents payable for any partial month shall be prorated accordingly. Provided Company is not in material default of any provision of this Agreement, Company shall have two (2) five (5) year option(s) to renew the Lease (each a "Renewal Term") with respect to the whole of the Leased Premises in accordance with the rent schedule attached hereto and made part herewith as Exhibit B) in the event of any pro-rata event occurring rent shall be the current annual rate at the time of the occupancy divided by 365, currently \$224.96 per day. Each Renewal Term shall be exercised by Company upon written notice to Landlord in accordance with the notice provisions contained herein, ninety (90) days prior to the expiration of the Term or any Renewal Term.

FUND AVAILABILITY: The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of this Agreement. If funding is reduced or eliminated such that the effect is to provide insufficient monies for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds were appropriated. Such termination shall be without penalty or expense to Company except for payments, which have been earned prior to the termination date. Upon termination of this Agreement prior to the end of its term, the Company shall be relieved of its obligations under this Agreement except for payment of service/work already performed and Landlord shall be relieved of its obligations under this Agreement. Termination of this Agreement by the Company under these provisions shall not constitute an event of default in Section 12 below. Company may effect such termination by giving Landlord written notice within 30 days from the date Company learns that funds shall not be funded to fulfill the terms of this Agreement.

81,003.00**+
81,003.00 +
81,003.00 +
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81,003.00 +
81,003.00 +
6,750.00 +

3. **LEASE FEE/UTILITIES:** The lease rate will be as follows:

Month 1 of the lease shall be abated, followed by,
Years 1-5 \$ 19.50/SF/Year - \$81,003.00/Yr. \$6,750.00/Monthly

411,765.00 *

Such Lease fee will be inclusive of all utilities, security, parking, janitorial, maintenance, and common area maintenance, in connection with Company's use of the Premises. Rents due hereunder shall be due and

OFFICE RENTAL AGREEMENT

Jefferson Parish Inspector General - Jefferson Business Center, LLC.

payable monthly in equal monthly payments on or before the first day of each month during the Term or applicable Renewal Term.

Operating Expense Increases: Company shall pay its proportionate "pro-rata" share of applicable real estate tax increases within thirty (30) days following receipt of the applicable tax bill to Company commencing on the second (2nd) lease year, and each lease year thereafter. For the purposes of this section Company's pro-rata share shall be the percentage that the Company's leasehold shall bear to the gross leasable area of the property, exclusive of common areas. Company shall pay its proportionate pro-rata share of increases in operating expenses commencing with the beginning of the second (2nd) lease year, and each lease year thereafter. Adjustments to operating expenses shall include, but not be limited to, utilities, janitorial service, service contracts on Building systems, property insurance and reasonable management fees, but shall exclude those expenses that are capital in nature, which shall be the sole financial responsibility of Landlord. In no event shall Tenant's annual increase in operating expenses exceed four percent (4%) of the previous years operating expenses.

4. **LEASEHOLD:** Landlord shall provide Company the premises in accordance with the build out as shown on AGL space plan dated 07/29/2013, attached hereto and made part herewith as Exhibit C, except that up to 12 work stations shall be provided by Landlord without charge if requested by the company. The Allowance shall be limited to \$ 100,000.00 total cost and any unused portion shall be retained by the Landlord.
5. **DEPOSIT:** None required.
6. **CONDITION OF PREMISES:** Landlord hereby represents and warrants that the Premises (including but not limited to the interior and exterior structure and utility systems) are in compliance with all applicable laws, regulations and building codes and is fit for the ordinary purpose of general office use. If any aspect of the Premises is deemed to be in non-compliance with any such laws, regulations and/or building codes, such non-compliance will be the sole responsibility of the Landlord. In the event the Premises become untenable for any reason, including but not limited to failure of the utility systems, force majeure or Landlord's failure to repair the Premises, Company will be entitled to a rent abatement, proportional to the square footage rendered untenable to the total square footage of the leased premises for any such time the company is unable to utilize the premises as intended, wholly or partially. The Premises and all appurtenances contained therein, including, but not limited to, fixtures, locks, keys, and glass are accepted by Company in their present

OFFICE RENTAL AGREEMENT
Jefferson Parish Inspector General - Jefferson Business Center, LLC.

condition, except for any latent defects and any repairs or improvements as this lease requires Landlord to make.

7. **LANDLORD'S WARRANTIES:** Landlord represents, warrants and agrees that: (a) Landlord is the sole and exclusive legal owner of the Premises and has the full right, power and authority to grant Company the rights granted to Company hereunder; (b) Landlord will take no action or allow or permit or authorize any third party to take any action which might interfere with Company's full use and quiet enjoyment of the Premises in accordance with the terms hereof; (c) Landlord will maintain the Premises in useable condition for all uses by Company contemplated hereunder; (d) the Premises (roof, foundation/structure) and all systems permanently affixed thereto are in and will be maintained in good working order; (e) it is not necessary for Company to obtain the consent or permission of or to pay any amounts to, any person, firm or corporation in order to enable Company to enjoy the full rights to the use of the Premises as described herein; and (f) there are no hazardous material in, under or around the Premises; and (g) Landlord agrees to indemnify and hold Company harmless from and against any and all claims, demands, liabilities and expenses (including, without limitation, reasonable attorneys' fees and costs) arising from and in connection with any third-party claim against Company resulting from (i) a breach of any of Landlord's representations, warranties or agreements set forth herein; or (ii) the negligence or willful misconduct of Landlord, its licensees, employees, agents, independent contractors and suppliers.
8. **HOLD HARMLESS:** Except to the extent as further provided in this Section, Company will indemnify and hold Landlord harmless from and against any loss, cost or damage (including reasonable attorney's fees, court costs and claim/litigation expenses) resulting from Company's use of the premises. Notwithstanding the foregoing, Company will not indemnify Landlord for any loss, cost or damage resulting from: (a) a breach by Landlord of any of Landlord's representations, warranties and/or agreements; (b) Landlord's gross negligence or willful misconduct; or (c) any settlement entered into by Landlord without Company's written consent.
9. **INSURANCE:**
- (a) Landlord agrees to maintain liability and property damage insurance covering the Property in customary and adequate levels.
- (b) Company, at its sole cost and expense, will obtain, prior to the commencement of the Term, and will keep in full force and effect at all

OFFICE RENTAL AGREEMENT

Jefferson Parish Inspector General - Jefferson Business Center, LLC.

times during the term of this lease, the following insurance policies to protect itself and Landlord:

(I) Comprehensive General Public Liability and Property Damage Insurance providing coverage for personal injury liability and property damage coverage, with contractual liability endorsement covering Company's agreement to indemnify Landlord from and against all costs, expenses, and/or liability under the terms of this lease (unless due to the negligence and/or willful misconduct of Landlord), with minimum Combined Single Limits for bodily injury and property damage of \$1,000,000.00 per person per occurrence, or such other reasonable minimum limits as will be established from time to time by Landlord.

(II) Worker's Compensation Insurance in accordance with the statutory requirements of the State of Louisiana and Employers Liability with a limit of \$ 300,000.00

(III) All Risk Property Insurance on all of Company's improvements, equipment, fixtures, and personal property located in, upon, or about the Premises or used in the conduct of Company's business in, upon, or from the Premises, covering all risks covered by a policy of fire and extended coverage insurance (including sprinkler leakage coverage), and all other risks, with limits equal to the full insurable value thereof. Proceeds of all such insurance with respect to Company's improvements, if any, will be payable jointly to Landlord and Company, and, in the event of a casualty, providing that this lease remains in full force and effect, all proceeds will be disbursed in such manner as Landlord will reasonably require to insure restoration of Company's improvements, if any.

(c) Each insurance policy in Paragraph 10(b)(1), above, will name Landlord, and if required by mortgage, the mortgage holder, as an additional insured and will be issued by a company reasonably acceptable to Landlord and qualified to do business in the State of Louisiana. Company agrees to deliver a Certificate of Insurance evidencing each policy required hereunder, to Landlord before the Term begins and no later than fifteen (15) calendar days before any such insurance policy will expire. The certificate of insurance will state that such policies may not be cancelled except upon thirty (30) calendar days prior written notice to Landlord. Company will require each such policy of insurance and each renewal or replacement thereof to contain a clause in a form reasonable acceptable to Landlord providing that each underwriter waives all of its rights of recovery, under subrogation or otherwise, against Landlord. In

OFFICE RENTAL AGREEMENT
Jefferson Parish Inspector General - Jefferson Business Center, L.L.C.

addition, each such insurance policy and each renewal or replacement thereof will contain a "Breach of Warranty" clause stating that the interests of Landlord, if any, including its employees and agents, will not be affected by the failure of Company or any insurer to comply with any of the warranties expressed in the printed conditions of the policy.

Company will not knowingly do or cause or suffer to be done any act or thing which would cause the policies of fire or other casualty insurance covering the Premises to become void or suspended or which would increase the risk of fire or other casualty insurance applicable to the Premises, the building in which the Premises is located within.

10. COMPLIANCE WITH LAW: The Premises will not be used for any unlawful purposes. Company will not conduct any auction sale on the Premises. Company agrees to comply with all applicable requirements of the State, Parish, Municipal, Federal, and other applicable government authorities relating to Company's use and occupancy of the Premises. If it is found that Company, its agents, representatives, or employees are using the Premises for any unlawful purposes, effective upon written notice to Company, such is an event of Default in accordance with the Default provisions contained herein. Failure of Landlord to invoke its rights in accordance with the default provisions contained in this agreement shall in no way constitute waiver of any rights or affirmative obligations of the respective parties granted herein.
11. RIGHT OF ENTRY: Excepting emergency situations, defined to be imminent peril to life and property, in which no notice shall be required, Company will permit Landlord, its agents or representatives, and such other persons as may be authorized by Landlord to enter into and upon any part of the Premises upon 24 hours prior written notice, for the purposes of inspecting the same, showing the Building to prospective purchasers, mortgagees, prospective tenants during the last six months of the Term or Renewal Term, insurers, or to clean or make repairs, alterations, additions, or decorations thereto or to the Building in which the Premises is located within. Landlord shall use commercially reasonable efforts to minimize interference with Company's business activities at all times. Subject to Paragraph 6 above, Company will not be entitled to any abatement or reduction of rent or any damages whatsoever by reason thereof. Landlord will also have the right to place the usual "for sale" and "for rent" signs on the building in which the Premises is located at any time during the Term and the usual "for rent" signs on the Premises during the last month of the Term.
12. DELIVERY AT EXPIRATION OF LEASE: Upon expiration or other earlier termination of this Agreement or expiration of any applicable Renewal

OFFICE RENTAL AGREEMENT
Jefferson Parish Inspector General - Jefferson Business Center, LLC.

Term, Company shall surrender possession of the Premises immediately to Landlord in good broom-clean condition. Any holding over by Company will not operate, except by written agreement between the parties, to extend or renew this lease. Any holding over by Company without Landlord's consent, shall be a tenancy-at-will or monthly tenancy terminable by either party upon thirty (30) days notice. In such event of holding over without Landlord's consent, Lease Fees payable hereunder shall be one and one-half times the standard monthly Lease Fee payable hereunder, in addition to such other reasonable and substantiated loss or damage caused to Landlord by such holding over.

13. EVENTS OF DEFAULT; REMEDIES: If Company fails to pay the Lease Fee, or payments attributable to Real Estate Tax Increases or Operations Cost increases within fifteen (15) days following receipt of written notice (each a "Monetary Default") or fails to comply with any other provision of this lease within thirty (30) days after receipt of written notice (each a "Non-Monetary Default"), or if Company abandons the Premises or discontinues its use, or removes from the Premises any property which is owned by Landlord, or makes an assignment for the benefit of creditors or if a receiver or other custodian is appointed by Company or any of Company's creditors by a court of competent jurisdiction, then the Company shall be in Default of this agreement. In such event, Landlord will have the right, at Landlord's option effective upon written notice to Company: (a) to terminate this Agreement effective as of the date listed on said notice, (b) to proceed one or more times for past due installments of rent only, without prejudicing the right to proceed later for additional installments, or exercise any other remedy; or (c) to have recourse to any other remedy or mode of redress to which Landlord may be entitled by law.

In the event Landlord exercises the right to terminate this Agreement, then: (a) Landlord will have the right, as soon as said termination is effective, to re-enter the leased premises and re-let the same for such price and on such terms as may be immediately available, reserving its rights to any and all remedies at law. In such event, Company will be liable for the difference between the available market rent, and the Lease Fee for the balance of the applicable Term or Renewal Term, together with any reasonable and customary losses and expenses for re-letting. Failure of Landlord to exercise any right granted in this section will not be construed as a waiver of the right to subsequently enforce for a new default such right, and no indulgency the Landlord will be construed as a waiver of any right therein granted.

In the event of any claim by Landlord against Company, whether or not material, Landlord will be limited to Landlord's remedy at law for damages.

OFFICE RENTAL AGREEMENT
Jefferson Parish Inspector General - Jefferson Business Center, LLC.

Nothing in this subparagraph will limit the right of the Landlord to evict in the event of a Default by Company.

14. **NOTICE:** Notice for the purposes of this Agreement shall be by certified mail, return receipt, or via nationally recognized overnight courier service. Landlord and Company acknowledge and agree that there shall be no email or faxed notice. Notice shall be effective as of the date received by the receiving party at the following addresses:

If to Landlord: Mr. John Callegari, 5301 Jefferson Hwy, Jefferson, LA 70123

If to Company: Mr. David McClintock, Inspector General, 5401 Jefferson Hwy, Suite "C", Jefferson, LA 70123

15. **MISCELLANEOUS:** This Agreement is the entire agreement of the parties and will replace and supersede all prior arrangements, either oral or written, as to the subject matter hereof. This Agreement cannot be modified or cancelled except by written instrument signed by both parties.

Should any portion, condition or provision of this agreement be later held to be invalid by any Louisiana court, that portion, condition or provision shall be stricken and shall have no effect on the validity of the remaining terms and conditions of this agreement. Landlord acknowledges that it has not entered in this Agreement in reliance upon any representation (written or oral, express or implied) of Company not contained herein. With prior written approval, Landlord agrees that Company may assign this Agreement and its rights hereunder to any third party. This Agreement will inure to the benefit of and be binding upon the parties' respective successors, licensees and assignees. Paragraph headings are for convenience only and are of no legal force or effect whatsoever.

16. **BROKERAGE:** Tenant and Landlord hereby represent and warrant each to the other that it has not engaged, dealt with or otherwise discussed this transaction with any other broker, agent, or finder, except for SRSA Commercial Real Estate, Inc. (Broker for Company) and Don Randon Real Estate, Inc. (Broker for Landlord). Landlord agrees to pay the aforementioned Brokers pursuant to a separate commission agreement.

OFFICE RENTAL AGREEMENT
Jefferson Parish Inspector General - Jefferson Business Center, LLC.

IN WITNESS WHEREOF, the parties have signed this Agreement as of the date set forth above.
ACCEPTED AND AGREED TO:

Jefferson Business Center LLC ("Landlord")

By: [Signature] Printed: Robert S. Maloney

Title: OWNER / MEMBER

Date: AUGUST 13, 2013

Parish of Jefferson, Office of Inspector General (Company/Tenant)

By: [Signature] Printed: David McClintock

David N. McClintock,
Inspector General

Date: 8/13/2013

[Handwritten mark]

AMENDMENT NO 1
OFFICE RENTAL AGREEMENT
Jefferson Parish Inspector General – Jefferson Business Center, L.L.C.

This Amendment to Office Rental Agreement is hereby made and entered into between the Parish of Jefferson Office of Inspector General and Jefferson Business Center, LLC on February 25, 2014.

The Parish of Jefferson Office of Inspector General ("Company") and Jefferson Business Center, LLC ("Landlord") entered into an Office Rental Agreement ("Agreement") on August 13, 2013 the terms and conditions of which are fully incorporated herein as if set forth fully. Per the provisions of Paragraph 15 Miscellaneous the parties seek to modify Paragraph 1 of the Office Rental Agreement to provide as follows:

"1. PERMISSION/USES: Landlord hereby grants to Company, (and its successors, assignees, licensees, employees, agents, independent contractors and suppliers, all of whom are included in the term "Company") permission to enter upon and use the following areas as administrative office space: 4,154 usable square feet of space as cross-hatched on the site-plan attached hereto and made part herewith as Exhibit A, located at 5401 Jefferson Highway, Harahan, Louisiana 70123-4211, Elmwood Side – Suite "C", (hereinafter, the "Building"), furnished with and fully wired, as is and where is, but including leasehold improvements and any related support and common areas, including but not limited to secured parking for 14 employees (subject to permit approval, area to be secured constructed at Company's expenses). Ingress and egress to the building, rest rooms, for the full use and quiet enjoyment of Company (collectively, the cross-hatched area and common areas of Building shall be referred to as the "Premises"). Company will have 24 hour and seven-day per week access to the Premises. The Premises will be used only for general office use. Company will not sublease the Premises, in whole or in part, or assign or pledge this lease or grant use of the Premises, in whole or in part, or assign or pledge this lease or grant use of the Premises without the reasonable written consent of the Landlord, said consent not to be unreasonably conditioned, withheld or delayed. Additionally, Landlord agrees to provide temporary space for the company's use upon lease execution at no cost to the company for a period not to exceed five (5) months, or until February 1, 2014, and thereafter the company will compensate Landlord per square foot for temporary space occupied until the permanent space is completed. Temporary space to be vacated 30 days from date permanent space is completed.

This Amendment shall be effective February 1, 2014 upon execution of the Amendment by parties as evidenced by signatures below.

IN WITNESS WHEREOF, the parties have signed this Amendment to the Agreement as of the date set forth below:

ACCEPTED AND AGREED TO:

Jefferson Business Center LLC (Landlord)

By: [Signature] Printed: Robert S. Maloney

Title: OWNER

Date: 3/27/14

Parish of Jefferson, Office of Inspector General (Company/Tenant)

By: [Signature] Printed: David McIntock

Date: 3/31/14

MJones

From: Kim Chatelain <kchatelain@jpoig.net>
Sent: Wednesday, April 09, 2014 4:59 PM
To: MJones
Subject: RE: Lease with Jefferson Business Center

Occupancy occurred on September 1, 2013.

Kim Raines Chatelain

1st Assistant Inspector General
Jefferson Parish Office of Inspector General
Phone: (504) 736-8962
Direct dial: (504) 390-5200
E mail: kchatelain@jpoig.net

CONFIDENTIALITY NOTICE: This e-mail and its attachments may be privileged and confidential. It is for the sole use of the intended recipient(s). If you have received this transmission in error, you are directed to delete it from your system. It is not to be read, disclosed, reproduced, distributed, disseminated, or otherwise used. Delivery of this message to anyone other than the intended recipient(s) is not to be construed in any way to waive privilege or confidentiality. Please notify sender by reply e-mail to kchatelain@jeffparish.net if you have received this transmission in error.

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

From: MJones [mailto:MJones@jeffparish.net]
Sent: Wednesday, April 9, 2014 4:22 PM
To: Kim Chatelain
Subject: Lease with Jefferson Business Center

The lease starts on the date of possession. Do you know what date the landlord turned over the keys to the premises? Please let me know as soon as you can so I can set up the contract.

Marisa M. Jones
Accountant III
Finance Department
Jefferson Parish General Government Building
200 Derbigny Street - Suite 4200
Phone (504) 364-2771
Fax (504) 364-2815

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

MJones

From: KSchrieffe
Sent: Wednesday, April 09, 2014 3:06 PM
To: MJones
Cc: KChatelain; NWhitney
Subject: contract for OIG
Attachments: OIG- Lease Agreement.pdf; OIG-Section 2-155.10 Office of Inspector General.pdf

Good Afternoon Marisa,

Attached is a contract between the Office of Inspector General and Jefferson Business Center, LLC for the lease of an office space. You will notice that there is no resolution attached and that is because the OIG does not need a Council resolution, as stated in the attached Section 2-155.10 of the Code of Ordinances (It is on page 6, highlighted). Please set a contract up in the AS-400, using account 22600-3562-7442. Also, please let Kim Chatelain know the contract number assigned so that she can start processing payment.

Thanks!

Kerry Schrieffe, CPA
Assistant Finance Director
Jefferson Parish Finance Dept
Phone 504-364-2767
Fax 504-364-2815

Jefferson Parish, Louisiana, Code of Ordinances >> PART II - CODE OF ORDINANCES >> Chapter 2 - ADMINISTRATION >> ARTICLE V. - DEPARTMENTS >> DIVISION 2.8. OFFICE OF INSPECTOR GENERAL >>

DIVISION 2.8. OFFICE OF INSPECTOR GENERAL

Sec. 2-155.10. Office of inspector general.

Sec. 2-155.10. Office of inspector general.

- (1) *Creation of the office of inspector general.* Pursuant to Section 4.09 of the Jefferson Parish Charter, the office of office of inspector general is established.
- (2) *Purpose.* The purpose of this section is to establish a full-time program of investigation, audit, inspections, and performance review to provide increased accountability and oversight of entities of parish government or special districts or entities receiving funds through the parish, and to assist in improving agency operations and deterring and identifying, fraud, waste, abuse, and illegal acts. Further, in pursuing its mandate to prevent and detect fraud, waste, abuse and illegal acts, the office of inspector general shall use all the powers in this article to assist management in the establishment of effective systems of control.
- (3) *Appointment.*
 - (a) The appointing authority for the inspector general shall be the ethics and compliance commission.
 - (b) The ethics and compliance commission shall convene within sixty (60) days of a vacancy in the position of inspector general to initiate the national search for the inspector general.
 - (c) The appointing authority shall conduct a nationwide search to fill the position of inspector general. The appointing authority will also recommend the annual salary of the inspector general and approve the annual salary each year thereafter.
 - (d) In case of a vacancy in the position of inspector general, the chairperson of the appointing authority may appoint a first assistant inspector general, deputy inspector general, or other office of inspector general management personnel as interim inspector general until such time as a successor inspector general is appointed. The appointing authority may by majority vote of all members overrule the chairperson's appointment and appoint an alternative candidate with majority approval.
 - (e) The inspector general is to be selected without regard to political affiliation and on the basis of integrity, capability for strong leadership, and demonstrated ability in accounting, auditing, financial analysis, law, management analysis, public administration, investigation, criminal justice administration or other closely related fields. In addition, the inspector general should possess demonstrated knowledge, skills, abilities and experience in conducting audits, investigations, inspections, and performance reviews.
 - (f) Qualified candidates for inspector general shall be a person who:
 1. Has at least five (5) years of experience in any one (1), or combination, of the following fields:

- i. As an inspector general;
 - ii. As a federal law enforcement officer;
 - iii. As a federal or state court judge;
 - iv. As a licensed attorney with expertise in the areas of audit and investigation of fraud, mismanagement, waste, corruption, and abuse of power;
 - v. As a senior-level auditor or comptroller;
 - vi. Supervisory experience in an office of an inspector general or an investigative public agency similar to an office of inspector general.
2. Has a four-year degree from an accredited institution of higher learning.
- (g) Highly qualified candidates, in addition to the minimal qualifications contained in this section, shall be a person who:
1. Has managed and completed complex investigations involving allegations of fraud, waste, abuse, illegal acts, theft, public corruption, deception and conspiracy;
 2. Has demonstrated the ability to work with local, state and federal law enforcement agencies and the judiciary; and/ or
 3. Has an advanced degree in law, accounting, public administration, or other relevant field.
- (h) A former or current elected official or employee of parish government may not be appointed inspector general within five (5) years following the end of such individual's period of service. Notwithstanding the foregoing restriction, employees of the office of inspector general who have served in the office for four (4) or more years may be immediately eligible for appointment to the position of inspector general. The inspector general shall hold at appointment, professional certification as a certified inspector general (CIG), Two (2) or more other professional certifications such as certified inspector general investigator (CIGI), certified inspector general auditor (CIGA), certified public accountant (CPA), certified internal auditor (CIA), certified governmental financial manager (CGFM), and certified fraud examiner (CFE) are recommended. A former or current elected official or employee of the state or its political subdivisions may not be appointed inspector general within five (5) years following that individual's period of service. This shall not prohibit the reappointment of an inspector general currently holding the position of inspector general.
- (i) The inspector general shall not hold, nor be a candidate for, any elective office while inspector general, and no officer or employee of the office of the inspector general shall hold, or be a candidate for, any elective office while an officer or employee. The inspector general shall not hold office in any political party or political committee, nor shall he/she participate in any political campaign of any candidate for public office, nor make any campaign contribution or campaign endorsement, while inspector general. No officer or employee of the office of the inspector general shall hold office in any political party or political committee, or participate in any political campaign of any candidate for public office, or make any campaign contribution or campaign endorsement, while an officer or employee of the office of inspector general.
- (4) *Term of office.* The inspector general is appointed for a term of five (5) years, which term shall begin when the inspector general begins employment with the parish. Subsequent four-year terms may be renewed at the discretion of the appointing authority.
- (5)

Removal from office. Following a public hearing by the appointing authority, the inspector general may be removed from office for cause by two-thirds (2/3) vote of the entire membership of the ethics and compliance commission, which must then publicly report the reasons for removal to the parish council. Causes for removal may include abuse of power or authority, conviction of a state or federal felony, or entry of a guilty or nolo contendere plea to a state or federal felony charge, discrimination, ethical misconduct in office, unprofessional conduct, and other acts tarnishing the integrity of the office of inspector general.

- (6) *Resources.*
- (a) The office of inspector general shall be funded by an annual appropriation by the parish council in an amount sufficient to cover its operations pursuant to Section 4.09 (D) of the Jefferson Parish Charter.
 - (b) The inspector general shall prepare and transmit an annual operating budget to the chief operating officer, identifying in the budget all proposed expenditures.
- (7) *Organizational placement.*
- (a) The office of inspector general shall be operationally independent from the legislative and executive branches of the parish, including the parish council, and the office of the parish president, but is authorized and encouraged to work cooperatively with the ethics and compliance commission. "Operationally independent" shall mean that the neither the parish council, the parish president, nor any employee of the parish shall prevent, impair, or prohibit the inspector general from initiating, carrying out, or completing any audit, investigation, inspection or performance review.
 - (b) The office of inspector general shall conduct preliminary inquiries, inquiries or investigations on behalf of the ethics and compliance commission on all matters brought before it. For the purposes of performing the duties, powers, authority, and functions of this article, legal counsel may be retained by the ethics and compliance commission pursuant to Section 4.09 of the Jefferson Parish Charter to serve as legal counsel for the ethics and compliance commission and the office of inspector general.
 - (c) The office of the inspector general shall be considered a parish law enforcement agency for the purposes of this chapter, but shall not be a police force and shall not bear firearms. Upon the request of the inspector general, the sheriff may deputize investigative employees of the office of inspector general with limited police powers. Such deputies shall not be granted arrest power, and shall be deputized solely for the purpose of carrying out the duties of the office of inspector general and only in connection with the investigation of a matter within the purview of the office of inspector general.
- (8) *Records disclosure.* All records of the office of inspector general shall be exempt from public disclosure and shall be considered confidential, unless it is necessary for the inspector general to make such records public in the performance of his duties. Unauthorized disclosure of information by the inspector general or any employee of the office of inspector general is subject to review and disciplinary action by the appointing authority.
- (9) *Reporting the results of inspector general findings.*
- (a) The office of inspector general shall report its recommendations and results of its findings to the ethics and compliance commission.
 - (b) Prior to concluding a report or recommendation, which contains findings as to the person or entity being reported or who is the subject of the recommendation, the inspector general shall provide the affected person or entity a copy of the report or recommendation.
 - (c)

Such person or entity shall have thirty (30) working days to submit a written explanation or rebuttal of the findings before the report or recommendation is finalized, and such timely submitted written explanation or rebuttal shall be attached to the finalized report or recommendation.

- (d) This section shall not apply when the inspector general, in conjunction with a district attorney, attorney general or United States attorney, determines that supplying the affected person or entity with such report will jeopardize a pending criminal investigation.
- (10) *Annual reports.* The inspector general shall report on the activities of the office of Inspector general for the preceding calendar year to the ethics and compliance commission, on or before March 31 of each year, on matters undertaken, costs incurred, costs recovered, matters concluded, and results. The report shall describe accomplishments of the office of Inspector general. Copies of the report shall be provided to the parish council, the parish president, and any oversight agencies interested in the activities of the office of Inspector general. Upon issuance, members of the media and the public shall be promptly advised of the issuance of the report. Such reports will be provided to them upon request.
- (11) *Authority.* The office of inspector general is authorized to engage in the following specific functions:
- (a) Audit, evaluate, investigate, and inspect the activities, records, and individuals with contracts, subcontracts, procurements, grants, agreements, and other programmatic and financial arrangements undertaken by parish government and any other function, activity, process, or operation conducted by parish government.
 - (b) Audit the efficiency and effectiveness of parish government operations and functions and conduct reviews of parish government's performance measurement system.
 - (c) Review the reliability and validity of the information provided by parish government performance measures and standards.
 - (d) Initiate such investigations, audits, inspections, and performance reviews of parish government as the Inspector general deems appropriate.
 - (e) Receive and investigate complaints from any source and investigate those complaints that the Inspector general deems credible or upon his own initiative conduct investigations concerning alleged fraud, waste, abuse, illegal acts, and service deficiencies including deficiencies in the operation and maintenance of facilities.
 - (f) Engage in prevention activities, including but not limited to: the prevention of fraud, waste, abuse, and illegal acts; review of legislation; review of rules, regulations, policies, procedures, and transactions; and the supplying, providing, and conducting of programs for training, education, certification and licensing.
 - (g) Conduct joint investigations and projects with other oversight or law enforcement agencies, including, but not limited to the district attorney, attorney general, and the United States attorney.
 - (h) When efficiency problems are noted, the Inspector general has an affirmative duty to provide a standard of efficient practice to the unit in question, and assess whether adequate resources are available for implementation of a program.
 - (i) Issue reports and recommend remedial actions to be taken by the parish council, the parish president, or parish departments or agency heads to overcome or correct operating or maintenance deficiencies and inefficiencies identified by the office of Inspector general.
 - (j) Issue public reports as set forth in subsections (9) and (10).
 - (k)

- Monitor implementation of recommendations made by the office of inspector general and other audit, investigative, and law enforcement agencies.
- (l) Establish policies and procedures to guide functions and processes conducted by the office of inspector general.
 - (m) Maintain information regarding the cost of investigations and cooperate with appropriate local, state, and federal administrative and prosecutorial agencies in recouping such costs from non-governmental entities involved in willful misconduct.
 - (n) Require reports from the office of the parish president, parish council, or parish departments, agencies, special districts, boards, or commissions, regarding any matter within the jurisdiction of the inspector general.
 - (o) Upon discovering credible information of corruption, fraud, waste, abuse or illegal acts in carrying out his duties and responsibilities as inspector general, the inspector general shall report to the district attorney, or the United States attorney, or other appropriate law enforcement agency.
 - (p) Whenever the inspector general has reasonable grounds to believe there has been a violation of federal or state law, the inspector general shall refer a matter to the district attorney, the United States attorney or other appropriate law enforcement agency.
 - (q) When the inspector general has reason to believe he must recuse himself from a matter, because of a potential conflict of interest, the inspector general shall refer such matter to the district attorney, the United States Attorney or other appropriate law enforcement agency.
 - (r) The inspector general shall refer audit, investigative, inspection, or performance review findings to the ethics and compliance commission, the state ethics board, or to any other federal, state or local agency he deems appropriate.
 - (s) After referring a matter to any appropriate law enforcement agency, the inspector general may assist the law enforcement agency in concluding any investigation.
 - (t) Upon detecting a potential violation of state ethics law the office of inspector general shall notify the state ethics board pursuant to R.S. 42:1161.
 - (u) Upon detecting a potential violation of a parish ethics ordinance or code, the office of inspector general shall notify the ethics and compliance commission.
 - (v) The inspector general shall be notified in writing prior to any meeting of a selection or negotiation committee relating to the procurement of goods or services by the parish, including meetings involving third-party transactions. The notice required shall be given to the inspector general as soon as possible after a meeting has been scheduled, but in no event later than twenty-four (24) hours prior to the scheduled meeting. The inspector general may attend all parish meetings relating to the procurement of goods or services as provided herein, and may pose questions and raise concerns consistent with the functions, authority and powers of the inspector general. An audio recorder or court stenographer may be utilized to record all selection or negotiation committee meetings attended by the office of the inspector general.
 - (w) The person in charge of any department, agency, board, commission, the parish president, the parish council, or any parish council member, may request the assistance of the office of inspector general with respect to implementation of any suggested legislation or legislative policy, in such an event the inspector general may assign personnel to conduct, supervise, or coordinate such activity.
 - (x)

The inspector general may do all things necessary to carry out the functions and duties set forth in this section, including the promulgation of rules and regulations regarding the implementation of responsibilities, duties and powers of the office.

- (12) *Powers.* The office of inspector general shall have access to all records, information, data, reports, plans, projections, matters, contracts, memoranda, correspondence, audits, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, and any other material of the parish council, office of the parish president, all parish departments, agencies, boards, commissions, or of any individual, partnership, corporation, or organization involved in any financial or official capacity with parish government that the inspector general deems necessary to facilitate an investigation, audit, inspection, or performance review. The inspector general shall have access to all employees of the parish. At all times the inspector general shall have access to any building or facility that is owned, operated or leased by the parish or any department, agency, board, commission, or any property held in trust to the parish.
- (13) *Professional standards.* Standards for initiating and conducting audits, investigations, inspections, and performance reviews by the office of inspector general will conform to the Principles and Standards for Offices of Inspectors General (Green Book) promulgated by the Association of Inspectors General. The office of inspector general shall develop an operations manual available to the public that contains principles based on these standards.
- (14) *Physical facilities.* The ethics and compliance commission and the office of inspector general shall be located off site from the General Government Building and the Yenni Building, and shall have sufficient and necessary equipment, office supplies, and office furnishings to enable the ethics and compliance commission and the office of inspector general to perform their functions and duties.
- (15) *Organizational structure.*
- (a) The inspector general and the ethics and compliance commission shall have the power to establish personnel procedures and procurement procedures for each of their offices. The inspector general and the ethics and compliance commission shall have the power to appoint, employ, contract, and remove such assistants, employees, consultants, and personnel including, but not limited to legal counsel, as deemed necessary for the efficient and effective administration of the activities of each of their offices.
- (b) The office of inspector general may include, but not be limited to, a division of criminal investigations, a division of audit, a division of inspections, and a division of performance review.
- (16) *Quality review.*
- (a) Audits, investigations, inspections and performance reviews shall be subject to annual quality assurance reviews by a third-party advisory committee to include one (1) representative named by the parish council, one (1) representative named by the parish president, one (1) representative named by the Louisiana Supreme Court, one (1) representative named by the Association of Inspectors General, and one (1) representative named by the ethics and compliance commission; said committee shall be renewed annually.
- (b) The office of inspector general shall be subject to peer review by the Association of Inspectors General every three (3) years. Such peer review shall be paid for by the office of the inspector general. When completed, the Association of Inspectors General shall submit its recommendations and findings of such peer review to the ethics and compliance commission and the inspector general. The inspector general

- shall comply with the recommendations of the peer review within ninety (90) days, provided that the recommendations and findings are accepted and approved by the ethics review board. Copies of the written report resulting from this peer review shall be furnished to the ethics review board, parish council, and the parish president. This report shall also be made available to the public, when such process is completed.
- (c) Within one hundred eighty (180) days from the date of the Inspector general's employment with the parish, the Inspector general shall submit to the parish council the governing policies of the office of Inspector general for review and acceptance.
- (17) *Annual work plan.* The Inspector general shall present an annual work plan for the ensuing calendar year to the ethics and compliance commission, no later than September 1 of each year. The plan shall include:
- (a) Risk assessment criteria used in establishing the work plan;
- (b) A schedule of projects and anticipated completion dates; and
- (c) Quality assurance procedures planned for implementation.
- (18) *Subpoena power and access to information.*
- (a) For purposes of an investigation, audit, inspection, or performance review, the Inspector general may administer oaths and affirmations, subpoena witnesses, compel their attendance and testimony under oath, take evidence, and require the production of any records which the Inspector general deems relevant or material to an investigation, audit, inspection or performance review.
- (b) In carrying out the provisions of this ordinance, the Inspector general, shall have access to all records, reports, audits, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, correspondence, including information relative to the purchase of supplies and services or anticipated purchase of supplies and services from any contractor by any parish department, agency, board, or commission, and any other data and material that is maintained by or available to the parish which in any way relates to the programs and operations with respect to which the Inspector general has duties and responsibilities.
- (c) The Inspector general may request information, cooperation, and assistance from any parish department, agency, special district, board, or commission. Upon receipt of a request for such information, cooperation, and assistance from the Inspector general, each person in charge of any parish department, agency, special district, board, or commission, or shall furnish the Inspector general or his authorized representative with such information, cooperation, and assistance.
- (d) The Inspector general shall have direct and prompt access to the head of any parish department, agency, special district, board, or commission, when necessary for any purpose pertaining to the performance of his duties and responsibilities.
- (e) The Inspector general may require by summons, the attendance and testimony under oath of persons, and the production of all records, reports, audits, inspections, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, correspondence and any other data and material relevant to any matter under audit, investigation, inspection, or performance review. Such summons shall be served in the same manner as a summons for the production of documents in civil cases issued on behalf of the state. Any judge of the 24th Judicial District Court may, upon application by the Inspector general, issue an order to compel the production of records, reports, audits, reviews, papers, books, documents, computer hard drives, e-mails, instant messages, recommendations, correspondence, and any other data and material as aforesaid in the same manner and to the same extent as

before said court. Any failure to obey such order may be punished by said court as contempt.

- (f) Any person who fails to appear in response to a subpoena, fails to answer any question, fails to produce information requested, or knowingly gives false testimony during an investigation, audit, inspection or review shall be guilty of contempt of court, or chargeable with appropriate criminal offenses and subject to loss of employment with the parish.
- (19) *Cooperation.* It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to this chapter. Every parish contract and every bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program shall contain a statement that the corporation, partnership, or person understands and will abide by all provisions of this chapter. Any employee, appointed officer or elected official of the parish who violates any provision of this chapter shall be subject to discharge, in addition to any other penalty provided in the Jefferson Parish Charter or ordinances.
- (20) *Legal communications.* Providing the office of inspector general, an agency of parish government, with communications by and between any parish attorney and the parish council, parish president, or any parish officer, employee, department, agency, special district, board, or commission, pursuant to the provisions of this section, shall not be deemed or construed as a waiver of any attorney-client privilege enjoyed by the parish, the parish council, the parish president, or any parish officer, employee, department, agency, special district, board, or commission.
- (21) *Complaints by public employees.* The inspector general may receive and investigate complaints or information from any public employee concerning the possible existence of any activity constituting fraud, waste, abuse, and illegal acts. The inspector general shall not, after receipt of a complaint or information from an employee, disclose the identity of the employee without the written consent of said employee, unless the inspector general determines such disclosure is necessary and unavoidable during the course of the investigation. In such event the employee shall be notified in writing at least seven (7) days prior to such disclosure. Any employee who has authority to take, direct others to take, recommend, or approve any personnel action shall not, with respect to such authority, take or threaten to take any action against any employee as a reprisal for making a complaint or disclosing information to the inspector general, unless the complaint was made or information disclosed with the knowledge that it was false or with willful disregard for its truth or falsity.

(Ord. No. 24011, § 1, 5-11-11)

**Standard Agreement
Between Owner and Contractor
A 107**

For CONSTRUCTION PROJECTS OF LIMITED SCOPE where
the Basis of Payment is a STIPULATED SUM

This document includes General Conditions, A201-L, and should not be used with other general conditions.

AGREEMENT

made as of the 13th day of February in the year of Two Thousand and Fourteen.

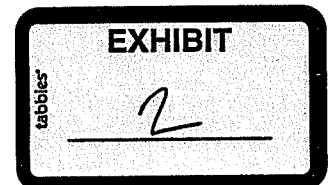
BETWEEN the Owner: Robert Maloney Sr.
5401 Jefferson Hwy.
Jefferson, LA 70123

and the Contractor: R & M Construction of Louisiana, Inc.
4821 East Judge Perez Dr.
Violet, La 70092

The Project is: JPOIG-Jefferson Parish Office of Inspector General
5401 Jefferson Hwy.
Jefferson, LA 70123

The Architect is: AGL Architectural & Interior Design
433 Metairie, Rd. Suite 206
Metairie, LA 70005
Project # 4470

The Owner and Contractor agree as set forth below.



ARTICLE 1

THE WORK OF THIS CONTRACT

1.1 The Contractor shall execute the entire Work described in the Contract Documents, except to the extent specifically indicated in the Contract Documents to be the responsibility of others, or as follows.

R & M Construction of Louisiana, Inc only scope of work included in this contract:

1. Frame walls as per plans
2. Hang rock, tape and float new framed walls
3. Paint walls
4. Wall blocking
5. Install vinyl base
6. Install new doors and hardware
7. A.C.- Duct alterations only
8. Electrical-Run switches and outlets and move ceiling lay-ins to accomodate new build-out.
9. Plumbing- Install sink in kitchen area.
10. Install cabinets and sink in kitchen
11. Install one ramp
12. Install provided bullet proof window

ARTICLE 2

DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

2.1 The date of commencement is the date from which the Contract Time of Paragraph 2.2 is measured, and shall be the date of this Agreement, as first written above, unless a different date is state below or provision is made for the date to be fixed in a notice to proceed issued by the Owner.

Work commences when permit, mobilization fee and signed contract are received.

2.2 The Contractor shall achieve Substantial Completion of the entire Work no later than

12 weeks after work commences.

The completion date is subject to adjustments of this Contract Time as provided in the Contract Documents.

ARTICLE 3
CONTRACT SUM

3.1 Subject to additions and deductions as provided in the Contract Documents, the Owner shall pay the Contractor in current funds for the Contractor's performance of the Contract Sum of One Hundred Thirty Eight Thousand, Six Hundred Fifteen & no/100 Dollars (\$ 138,615.00).

3.2 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and are hereby accepted by the Owner:

3.3 Unit prices, if any, are as follows:

ARTICLE 4
PROGRESS PAYMENTS AND PAYMENT SCHEDULE

4.1 Based upon Applications for Payment submitted to the Owner, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents:

\$13,861.00 Mobilization fee	\$13,862.00 retiainge is due after Certificate of
\$36,964.00 Rougn-in- Closed Walls	Occupancy and punch-list is complete.
\$36,964.00 Trim-out, Finishes	
\$36,964.00 Certificate of Occupancy is issued	

4.2 Documentation Required For Payment:

Invoice

4.3 Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Usury laws and requirements under the Federal Truth in Lending Act, similar state and local consumer credit laws and other regulations at the Owner's and Contractor's principal places of business, the location of the Project and elsewhere may affect the validity of this provision. Legal advice should be obtained with respect to deletions or modifications, and also regarding requirements such as written disclosures or waivers.)

ARTICLE 5
FINAL PAYMENT

5.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when the Work has been completed and the Contract fully performed, subject to the provisions listed under OTHER CONDITIONS OR PROVISIONS on page 6.

ARTICLE 6
ENUMERATION OF CONTRACT DOCUMENTS

6.1 The Contract Documents consist of this Agreement, Conditions of the Contract, Drawings, Addenda issued prior to the execution of this Agreement, and other documents listed here. Except for Modifications issued after execution of this Agreement, the documents are as follows:

6.1.1 The Agreement is this executed Abbreviated Agreement Between Owner and Contractor, A107-L.

6.1.2 The Supplementary and other Conditions of the Contract are those contained in the Project Manual dated , and are as follows:

<u>Document</u>	<u>Pages</u>	<u>Title</u>
Excursions:		
1.		Using existitng ceilings
2.		Carpet,hardwood flooring,base
3.		No Fence
4.		Sprinkler work & fire detection
5.		No Ballistic film on windows
6.		Data termination by JP
7.		Using existing blinds
8.		No flooring
9.		No light fixtures
10.		Windows

6.1.3 The Specifications are those contained in the Project Manual dated as in Subparagraph 6.1.2 and are as follows:

<u>Section</u>	<u>Pages</u>	<u>Title</u>
----------------	--------------	--------------

6.1.4 The Drawings are as follows, and are dated unless a different date is shown below:
(Either list the Drawings here or refer to an exhibit attached to this Agreement.)

<u>Number</u>	<u>Pages</u>	<u>Title</u>
T1.0	E4.0	
C1.0	M1.0	
C2.0	M2.0	
C2.1	M3.0	
LS1.0		
A1.0		
A2.0		
A3.0		
A4.0		
A5.0		
E1.0		
E2.0		
E3.0		

6.1.5 The Addenda, if any, are as follows:

<u>Number</u>	<u>Pages</u>	<u>Title</u>
1	1 & 2	Dated 12-10-13

Portions of Addenda relating to bidding requirements are not part of the Contract Documents unless the bidding requirements are also enumerated in this Article 6.

6.1.6 Other documents, if any, forming part of the Contract Documents are as follows:

ARTICLE 7

LICENSES AND INSURANCE REQUIREMENTS

7.1 Licenses, permits and bonds to be supplied and paid by as follows:

License #35399

7.2 Insurance Requirements:

Workmens compensation and liability

ARTICLE 8

GENERAL PROVISIONS

Contractor is to include all labor and approved materials, appliances and services of every kind necessary for proper execution of work. Contractor shall re-execute any work that fails to conform to the requirements of the contract. Contractor will remove all of his construction debris from the site and leave premises in broom-clean condition. All work shall be completed in a workmanship like manner and in compliance with all codes and other applicable laws. To the extent required by law, all work shall be performed by individuals duly licensed and authorized by law to perform said work. Contractor has the right to let other contracts in connection with the work contracted for. Contractor shall adequately protect the work, adjacent property and the public and shall be responsible for any damage or injury due to his act or neglect. Change Orders shall be in writing and signed by both parties to this Agreement.

To the fullest extent permitted by law, the Contractor shall hold harmless and indemnify the Owner and their Agent(s) from and against any and all claims, damages, losses, expenses and fees arising out of or resulting from performance of the Contractor's Work, including hazardous materials, Worker's Compensation claims and subrogation.

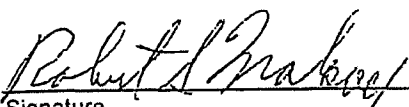
OTHER CONDITIONS OR PROVISIONS

See attachment(s) : Yes No

General Conditions A201-L Included: Yes No

This Agreement entered into as of the day and year first written above.

OWNER



Signature

Robert Maloney Sr.-Owner

Name and title

CONTRACTOR



Signature

Ronald Doane- Vice-President

Name and title

PERMIT FEES NOT REFUNDABLE

JEFFERSON PARISH INSPECTION & CODE ENFORCEMENT

EAST BANK
1221 ELMWOOD PARK BLVD.
HARAHAN, LA 70123
736-6964
FAX 736-8387

WEST BANK
300 MAPLE STREET
HARVEY, LA 70058
364-3512
FAX 364-3534

AREA INSPECTOR NO. 13

COUNCIL DISTRICT NO. 2

**NOT A PERMIT
UNTIL APPROVED**

BUILDING APPLICATION NO. 13-309994

SHADED AREAS FOR OFFICIAL USE ONLY

CASHIER NO. _____ DATE APPLIED 10/24/13 DATE ISSUED 2/7/14

PROJECT ADDRESS 5401 JEFFERSON HY. SUITE NO. C SUBDIVISION ELMWOOD PLANTATION SQ. NO. A LOT NO. 16-C-1

OWNER OR AGENT Robert Maloney Sr. ADDRESS 5301 JEFFERSON HY. PHONE 504 940-1288
JEFFERSON LA. 70123

NAME OF BUSINESS/TENANT JP Inspector Gen. TYPE OF BUSINESS Jeff. Par. Govt. NEW EXISTING IN JEFFERSON PARISH

ARCHITECT / CIVIL ENGINEER BRIAN ANDERSON ADDRESS 433 METAIRIE RD. PHONE NO. 504 888-9079 REG. NO. 6714
AG L DESIGNS METAIRIE LA. 70005 FAX 504-888-9079

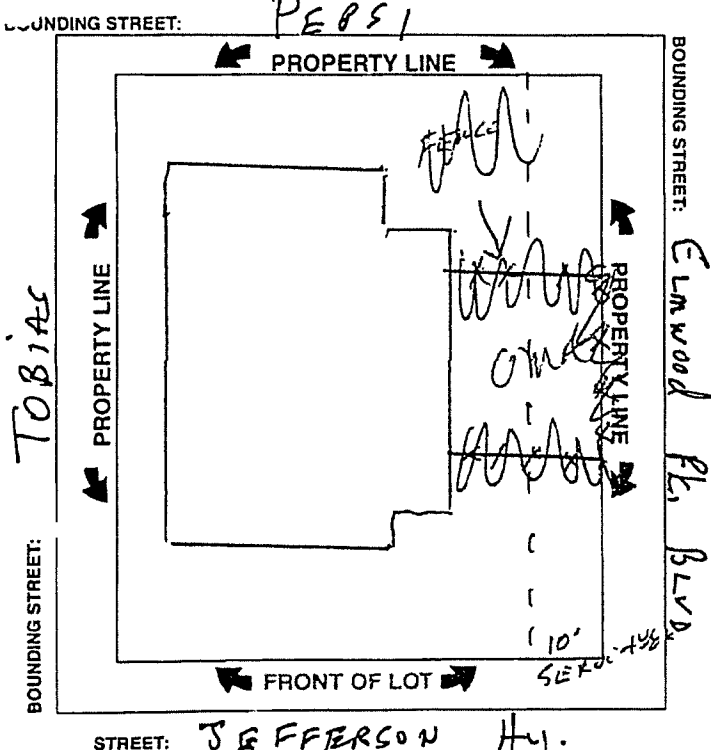
CONTRACTOR R+M CONSTRUCTION ADDRESS 4821 E JUDGE PEREZ PHONE NO. 277 1646 OCCUP. LICENSE NO. 2925
VIOLET 70092 HOMEBUILDERS NO. 35399 STATE LICENSE NO. 35399

DESCRIPTION TENANT BUILDOUT PERMITTED HEIGHT 38.615.00 STORIES 4
EST. VALUE 100,000.00

NO. OF PILES _____ ZONING M-2 PILE ZONE _____ REQ. PK. SP. 327 MISC. REMARKS _____
CDZ BOARD OF STANDARDS _____ BOARD ZONING ADJ. _____

FIA ZONE CDZ N.G.V.D OR _____ ABOVE CROWN OF STREET, WHICHEVER IS HIGHER

FILL IN PLOT PLAN BELOW
RESIDENTIAL APPLICATION MUST SHOW OFF STREET PARKING
ON PLOT PLAN



TYPE OF CONSTRUCTION	<u>1</u>	2	3	4	5	<u>A</u>				
OCCUPANCY	A	<u>B</u>	E	F	H	I	M	R	S	U

IS THIS A CORNER LOT? YES NO
KEY LOT IN REAR? YES NO servitude

SQUARE FEET PER FLOOR		COOP MT <table border="1"> <tr> <td>BUILDING FEE</td> <td><u>537.00</u></td> </tr> <tr> <td>PLAN REVIEW FEE</td> <td><u>100.00</u></td> </tr> <tr> <td>VIOLATION FEE</td> <td></td> </tr> <tr> <td>ADDITIONAL FEE</td> <td><u>233.62</u></td> </tr> </table>	BUILDING FEE	<u>537.00</u>	PLAN REVIEW FEE	<u>100.00</u>	VIOLATION FEE		ADDITIONAL FEE	<u>233.62</u>
BUILDING FEE	<u>537.00</u>									
PLAN REVIEW FEE	<u>100.00</u>									
VIOLATION FEE										
ADDITIONAL FEE	<u>233.62</u>									
1st FLOOR	<u>99,400</u>									
2nd FLOOR	<u>N/A</u>									
3rd FLOOR	<u>N/A</u>									
GARAGE, STORAGE CARPORT, ETC.	<u>N/A</u>									

TOTAL SQUARE FEET _____ BOX NO. 10/24/13

THIS PERMIT SHALL NOT EXEMPT YOU FROM ANY OBLIGATIONS UNDER ANY ORDERS OR JUDGMENTS. THE ISSUANCE OF THIS PERMIT DOES NOT NEGATE THE REQUIREMENT OF APPEARING AT ANY SCHEDULED HEARINGS.

THE SCOPE OF THIS APPLICATION REVIEW IS LIMITED TO THE PROPERTY AS SHOWN ON THE SURVEY SUBMITTED. THE ISSUANCE OF THIS PERMIT DOES NOT GRANT ANY RIGHTS INTO THIS PROPERTY THAT THE APPLICANT DID NOT HAVE AS OF THE DATE OF THE APPLICATION.

I CERTIFY THAT THE CONSTRUCTION OR RECONSTRUCTION, FOR WHICH THIS PERMIT IS ISSUED, WILL BE IN ACCORDANCE WITH THE PRESENTLY ADOPTED BUILDING CODE AND ORDINANCES GOVERNING CONSTRUCTION AND RECONSTRUCTION OF BUILDINGS IN JEFFERSON PARISH. I ACKNOWLEDGE THAT THIS PERMIT DOES NOT AUTHORIZE CONSTRUCTION CONTRARY TO EXISTING TITLE RESTRICTIONS OR ZONING LAWS OF JEFFERSON PARISH. I FURTHER ACKNOWLEDGE THAT ANY MISREPRESENTATION MADE HEREIN MAY RESULT IN THE REVOCATION OF THE PERMIT

ISSUED BY: [Signature] OWNER OR AGENT: [Signature]

CENTRAL FILE COPY



Jefferson Parish

Inspection and Code Enforcement



Permit Placard

13-309994

Address 5401 JEFFERSON HWY STE C

Project Description INTERIOR RENOVATIONS

3/7, 2014

Separate Filing /Application shall be made for Electrical, Mechanical, Gas, or Plumbing Inspections.

[Signature]
Code Official

This Placard Must Be Conspicuously Posted Continuously During Construction

Jefferson Parish
Inspections and Code Enforcement

West Bank
400 Maple Ave.
Harvey, LA 70058

Plan Review Section

East Bank
1221 Elmwood Park Blvd.
Jefferson, LA 70123

Monday, November 18, 2013

AGL Design
Brian Anderson
433 Metairie Rd.
Metairie LA 70005

Re: Permit Application # 13-309994 Jefferson Parish Inspector General
5401 JEFFERSON HWY Suite C , JEFFERSON, LA 70123
Commercial Remodeling/Renovations

This is to certify that the subject prints were received.

The following approvals are required prior to issuance of permit. Contact the individual department or agency relevant to their respective review:

Review Department	East Bank	West Bank
Plan Review	(504) 736-6959	(504) 364-3658
Mechanical	(504)736-6920	(504) 364-3520
Plumbing	(504) 736-6926	(504) 364-3507
Site Review	(504) 736-6397	(504) 736-6397
Planning	(504) 736-6320	(504) 736-6320

All plans are reviewed for compliance with the 2009 international Building Code as locally amended.

The following comments have been noted and shall be responded to by either revised plans and/or addendum letters (in duplicate), depending on the particular concern. For the type of response required, please contact the undersigned Plan Reviewer. When inquiring, please be prepared with your Jefferson Parish application number.

Commercial Building Review

- 11/18/2013 Contractor must show proof of registration for Louisiana General Sales Tax from the Louisiana Department of Revenue and Taxation. (225-219-7318)
- 11/18/2013 Contact site plan review for changes to parking lot.
- 11/18/2013 The proposed fence is on a ten (10) foot utility servitude. We will submit a request for approval to locate the fence on the servitude from 4 public works departments. Applicant must obtain approval from Atmos, Entergy and phone company.
- 11/18/2013 Contact the planning department for approval for approval of the ten (10) foot chain link fence with barb wire on top in the twenty (20) CPZ foot front yard landscape area.
- 11/18/2013 A copy of an executed contract must be provided. Permit fees may be adjusted accordingly..

Additional requirements and/or comments may follow upon receipt of the above required information. Before any permits can be issued, a copy of an executed contract must be provided and permit fees may be increased accordingly.

NOTE: This review shall in no way permit and/or authorize any omission or deviation from the specific requirements of the adopted codes.

If you require further assistance, please contact the appropriate office at the number listed above.

George Faustermann

CC:

R&M Construction, 4821 E. Judge Perez, Violet LA 70092

309994

STATE OF LOUISIANA
Department of Public Safety and Corrections
Office of State Fire Marshal Code Enforcement and Building Safety
8181 Independence Boulevard
Baton Rouge, Louisiana 70806
225-925-4920

H "BUTCH" BROWNING
FIRE MARSHAL

BUILDING REHABILITATION

BRIAN ANDERSON
AGL ARC.& INT. DESIGNS
433 METAIRIE RD
SUITE 208
METAIRIE, LA 70005

RE: P0440326
JPOIG, INTERJOR RENOVATIONS
SUITE "C"
5401 JEFFERSON HWY
JEFFERSON, LA 70123

NFPA 101, 2009
IBC, 2009 (CHAPTERS 9 & 10)

BUSINESS

Dear Applicant:

This is to advise that we have reviewed the drawings and specifications for the subject proposed construction and have determined that they appear to satisfactorily comply with the adopted laws, codes, rules and regulations of The State Fire Marshal subject to the following requirements:

1. **Scope of Work:** This review is for the renovation of a 4,845 Sq.ft tenant space within existing fully Sprinklered with fire alarm single story building, Business/ Group B.
2. 101:4.6.11.1 Buildings or portions of buildings shall be permitted to be occupied during construction, repair, alterations, or additions only if all means of egress and all fire protection features are in place and continuously maintained for the portion(s) occupied.
3. This review applies to new work indicated in the drawings and does not apply to existing non-conforming conditions.
4. This review does NOT apply to work in UNDEVELOPED SPACES, or NOTES referring to VACANT SUITE or ADJACENT TENANT NO WORK indicated in drawings. Before any work is commenced in that area, plans and specifications shall be reviewed by this office.
5. LAC 55:V:307 Periodic observation of construction shall be made by a licensed architect or civil engineer. The enclosed Certificate of Completion containing the signature(s) of the responsible design professional(s) shall be presented to the Inspector at time of final inspection for occupancy.
6. **A REVIEW FOR COMPLIANCE WITH THE FIRE PROTECTION AND EGRESS REQUIREMENTS OF CHAPTERS 9 AND 10 OF THE INTERNATIONAL BUILDING CODE IS INCLUDED IN THIS REVIEW. Review for compliance with all other requirements of the LOUISIANA STATE UNIFORM CONSTRUCTION CODE, in accordance with Act 12 of the 2005 First Extraordinary Session of the Louisiana Legislature, IS NOT INCLUDED IN THIS REVIEW. Contact the building official of the applicable political subdivision to coordinate compliance with**

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these requirements. LRS 40:1730.23 mandates the enforcement of building codes by municipalities and parishes in Louisiana, as described by LRS 40:1730.28.

Note: In accordance with LRS 40:1730.39.A, this office may establish contract agreements with municipalities and parishes in order to provide uniform construction code enforcement on their behalf, as provided in LRS 40:1730.24. Please visit our web site at <http://www.dps.state.la.us/sfm/index.htm> for a current list of jurisdictions requesting plan review by this office, a fee schedule, and a checklist of information required for review.

PROVIDE A DUPLICATE SET OF PLANS AND SPECIFICATIONS TO THE BUILDING OFFICIAL (OR THIRD-PARTY) FOR REVIEW AND/OR PERMITTING, THE STATE FIRE MARSHAL REVIEWED AND STAMPED DOCUMENTS SHALL NOT BE USED FOR THIS PURPOSE. ADDITIONAL MARKING OR ALTERATIONS MADE TO THE APPROVED STAMPED PLANS MAY CAUSE DELAYS IN FINAL ACCEPTANCE FOR OCCUPANCY.

NOTE: THE FOLLOWING COMMENTS IDENTIFY ISSUES FOR INFORMATIONAL AND CAUTIONARY PURPOSES OR ISSUES THAT COULD NOT BE VERIFIED IN THE SUBMITTED DOCUMENTS.

7. LRS 40:1731-(Effective 10/01/11) Provide access for persons with disabilities in accordance with the ADA-ABA Accessibility Guidelines, July 23, 2004 (also known as the 2010 Standards). This does not include a review for compliance with the Federal Americans with Disabilities (Civil Rights) Act of 1990. NOTE: As per ADA-ABA 2004, Section F103, Office of State Fire Marshal appeal determinations are not valid for facilities that are designed, constructed, altered, or operated with federal funds, or leased by a federal agency. The authority having jurisdiction over such appeals is the administrator of the General Services Administration (GSA). Compliance with state regulations and requirements does not guarantee compliance with federal law. "CAUTIONARY/INFORMATIONAL" items and paragraph references are noted as follows:
 - a) 302 Floor and ground surfaces shall be stable, firm, and slip-resistant.
 - b) 303 Thresholds shall comply with requirements of this section regarding changes in level. (Not more than 1/2" height and beveled if over 1/4")
 - c) 404.2.7 Handles, pulls, latches, locks, and other operable parts on doors and gates shall comply with 309.4. Hardware shall not require tight grasping, tight pinching, or twisting of the wrist to operate.
 - d) 215.2 and 215.3 Where emergency warning systems are provided, they shall include both audible alarms and visual alarms. (Employee work areas and offices shall be wired such that visible alarms can be installed as needed.)
 - e) 216.2 Where signage identifies permanent rooms or spaces OR EXITS, the signage shall comply with Sections 703.1 - 703.5 (raised characters, Braille, visual characteristics, height).
 - f) 208 Provide ONE accessible parking spaces. One of every 6 accessible spaces but not less than one shall be "Van Accessible" (96" wide space plus 96" wide aisle OR 132" wide space plus 60" wide aisle) as per section 502. And as per Section 216.5 provide signage at accessible parking as per Section 502 where there are 5 or more parking spaces on a site.
8. 101:7.2.1.2.3.2, 101:7.1.5.1, and IBC 1008.1.1 A doorway in a means of egress shall provide at least 32" in clear width (consider installing 36" wide doors) and at least 6'-8" in nominal height. Where a pair of doors is provided, at least one leaf shall comply with clear width requirement.
9. 101:7.2.1.3.1, 101:7.1.6.3, and IBC 1008.1.5 through 1008.1.7 The floor elevation shall not change by more than 1/2" from one side of a door to the other.

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10. 101:7.2.2.4.4.5 Provide a minimum clearance of 2-1/4" between the handrails and the walls or guards to which they are attached. See notes marked on drawing sheet LS1.0.
11. 101:7.2.1.5 and IBC 1008.1.9 Locks on doors in means of egress shall not require the use of a key, special device or special knowledge to open in the direction of egress.

Submit a "REQUEST FOR EXEMPTION" for special locking arrangements in accordance with Interpretive Memorandum 2009-03 available on our website at <http://www.dps.louisiana.gov/sfm/> under the PLAN REVIEW / FORMS section. Also see Interpretive Memorandum 2009-04 for clarification regarding "Magnetic Lock Releasing Devices & Electrified Locks/Latches", or Interpretive Memorandum 2009-05 for clarification regarding Special Healthcare Locking Arrangements.

NOTE: The "Life Safety and Property Protection Licensing Law" (LRS 40:1664 et seq.) requires locksmiths to be licensed. Contact the licensing section of this office at 225.925.7047 for guidance and assistance.

12. 101:7.2.1.5.9 and IBC 1008.1.94 through 1008.1.9.5 Doors shall be openable with ONLY one releasing operation. A two-step release, such as a knob and an independent slide bolt, is NOT acceptable.
13. 101:38. 2.2.2.5 and IBC 1008.1.4.4 Access-controlled egress doors complying with all provisions of NFPA 101:7.2.1.6.2 and the IBC are permitted on the ENTRANCE DOORS ONLY. Signage shall comply with ADAAG 4.1.3(16).
14. LAC 55:305 Insulation and insulation assemblies shall meet the requirements of Section 719, International Building Code, 2009 Edition.
 - a. Concealed and exposed insulation shall have a flame spread of 0-25 and a smoke developed of 0-450 in accordance with IBC 719.
 - b. Cellulose fiber thermal insulation shall meet the requirements of paragraph IBC 719.
 - c. Foam plastic insulation shall meet the requirements of IBC 719 and 2603.
 - d. Thermal barriers shall protect foam plastic insulation in accordance with IBC 2603.4.
 - e. Thermal barriers are not required if ignition barriers complying with IBC 2603.4.1.6 protect foam plastic insulation used in attics or crawl spaces, where entry is made only for service of utilities.
15. LRS 40:1711 Provide safety glazing in hazardous locations at POR verify.
16. 101:8.7.1.2 Separate Copy and File rooms with an area greater than 100 Sq.ft from other parts of the building with smoke partitions in accordance with 8.4.
17. 101:8.2.2.3 Fire compartments shall be formed by fire barriers that are continuous from foundation through all intervening construction to the roof deck or floor deck, from outside wall to outside wall or from fire barrier to fire barrier, including continuity through all concealed spaces, such as those found above a ceiling, including interstitial spaces.
18. 101:8.3.5 Penetrations through rated construction shall be sealed by approved firestop systems or devices tested in accordance with ASTM E-814 or ANSI/UL 1479 or by assemblies of firestopping materials capable of preventing the passage of flames and hot gases when tested and rated in accordance with NFPA 251. (This requirement applies for elevator controls on shaft walls, electrical outlets, light switches, etc.).
19. 101:38.3.3 Interior walls and ceilings shall have a flame spread of 0-200 except in Exit Access Corridors which shall have a flame spread of 0-75 and a smoke development rating of 0-450.

20. 101:38.3.3 Interior floor finish in corridors and exits shall be Class I or II in accordance with Section 10.2.7.
21. Modifications to the existing sprinkler system shall be in accordance with NFPA 13.
22. LRS 40:1574 and LAC 55:V:303 Submit automatic sprinkler system shop drawings with plan review application and fee prior to installation of any work to this system.

Note: See Interpretive Memorandums 2013-02 and 2013-03 for submittal requirements.

Sprinkler shop drawing submittals are required to be reviewed by the professional of record/owner before being submitted to the Office of State Fire Marshal plan review section. Shop drawings reviewed by the professional of record shall bear his/her shop drawing review stamp indicating reviewed/no exceptions taken. See Interpretive Memorandum 2013-02. In order to expedite the review process, requests by the SFM reviewer for additional information will be sent both to the professional of record/owner and the sprinkler contractor. Contractor will be permitted to respond back to the SFM reviewer and copy the professional of record/owner with their response. Additional information will not require a shop drawing review stamp. Note: this does not include the response sent as a result of Request for Information letter.

Be advised that a sprinkler system that satisfies the requirements of NFPA 101 Life Safety Code, NFPA 13, NFPA 13R and/or NFPA 13D may not necessarily be considered by the building insurance underwriters as "full coverage" or "fully sprinklered", for insurance purposes.

NFPA 13:4.3, 22.1.4 (2007 edition) Complete and submit owner's information certificate to system designer in order to identify special occupancies and commodity classifications before start of design. Form can be found in the SFM website/Building Safety/Sprinklers (<http://sfm.dps.louisiana.gov/>).

NFPA 13:10 Underground piping shall be installed in accordance with chapter 10. See 10.6 for specific requirements for piping run under buildings.

Fire Pump, if provided, to meet the requirements of NFPA 20, 2007 edition.

NFPA 25:4.1.2* Accessibility. The property owner or occupant shall provide ready accessibility to components of water-based fire protection systems that require inspection, testing, or maintenance.

23. Modifications to the existing fire alarm system shall be in accordance with NFPA 101, NFPA 72, ADA-ABA, and IBC.
24. LRS 40:1574 and LAC 55:V:303 Submit fire alarm system shop drawings with plan review application and fee prior to installation of any work of this section. Such work shall not commence until shop drawings have been found to be in compliance with applicable codes by this office. The submittal shall include a copy of this letter and shall be in accordance with the submittal requirements outlined in the memorandum dated June 24, 1993 which was distributed from this office to all state licensed fire alarm contractors, architects and engineers. Specify the "Type of Signaling System" to be utilized, identify the monitoring station, describe the evacuation system ("zoned" or "general"), and include information concerning the means of protecting fire command centers, circuitry, and other essential equipment, such as may be required for high-rise buildings, as applicable.
25. Shop drawings for fire protection systems, such as Fire Alarm, Sprinklers, and Suppression Systems, that are required to be submitted to this office for review, shall be routed through the "Professional of Record's" (Architect / Engineer) office, and shall be stamped with his "Shop Drawing Review

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Stamp" or equivalent, indicating that shop drawings have been reviewed by him for conformance with plans, specifications, and appropriate codes.

26. LRS 40:1664.4 All work and inspections of life safety and property protection systems and equipment shall be performed by a contractor licensed with the appropriate endorsement by the Office of the State Fire Marshal.
27. HVAC system shall be constructed in accordance with 101:9.2.
28. Compliance with the 2011 NFPA 70, National Electrical Code (NEC), is mandated by RS 40:1730.28.A(7). Contact the local Building Official of the applicable local political subdivision or a Louisiana State Uniform Construction Code Council registered third-party provider to verify plan review and inspection requirements of the proposed electrical work.
29. NFPA 70:720 through 820 Low voltage (less than 50 volts) wiring systems shall meet the requirements of these sections.
30. NOTE: Please mail all correspondence related with this project to:
NEW ORLEANS PLAN REVIEW
Office of State Fire Marshal
1450 Poydras St.
Suite 1500
New Orleans, LA 70112
Contact the reviewer at 504.568.8509 (fax: 504-568-8511), if you have any questions regarding this project.
31. NOTE: Please ENCLOSE A COPY OF THIS LETTER WITH FUTURE SUBMITTALS OR OTHER CORRESPONDENCE pertaining to this project.

Changes to construction in the field which are not consistent with the reviewed documents are not authorized unless reviewed by this office for compliance with Code. Modifications to reviewed plans must be submitted to this office by the Architect/Civil Engineer for review prior to final inspection. If an Architect or Civil Engineer is not required by RS 37:155, revisions shall be submitted by the Owner. Submittals shall include plans, completed application, a minimum \$55.00 review fee, and a copy of the most current plan review letter.

Compliance with code requirements for fire protection systems, such as Fire Alarm, Sprinkler and Suppression Systems, is determined by separate shop drawing submittal and is not included in this review.

This review applies to work indicated in the drawings or specifications. Existing portions of the facility or building unaffected by the new work shall comply with LAC 55:103B.

This review shall in no way permit and/or authorize any omissions or deviations from the specific requirements of the adopted codes, rules and regulations in accordance with R.S. 40:1574.1(B).

This review is valid for 180 days from the date of this letter. Construction permits must be issued and/or construction must commence within this time period.

This office requires certification of the completed project in accordance with the approved documents (certificate enclosed).

Occupancy of the project will not be permitted until we receive the completed certificate and a satisfactory inspection of the completed construction has been made by this office.

Oct 16, 2013
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PERMIT FEES NOT REFUNDABLE

JEFFERSON PARISH INSPECTION & CODE ENFORCEMENT

EAST BANK
1221 ELMWOOD PARK BLVD.
HARAHAN, LA 70123
736-6954
FAX 736-8387

WEST BANK
400 MAPLE STREET
HARVEY, LA 70058
364-3512
FAX 364-3534

AREA INSPECTOR NO. B
COUNCIL DISTRICT NO. 2

**NOT A PERMIT
UNTIL APPROVED**

BUILDING APPLICATION NO. 13-309994

CASHIER NO. _____ DATE APPLIED 10/24/13 DATE ISSUED 2/7/14

ADDED AREAS FOR OFFICIAL USE ONLY

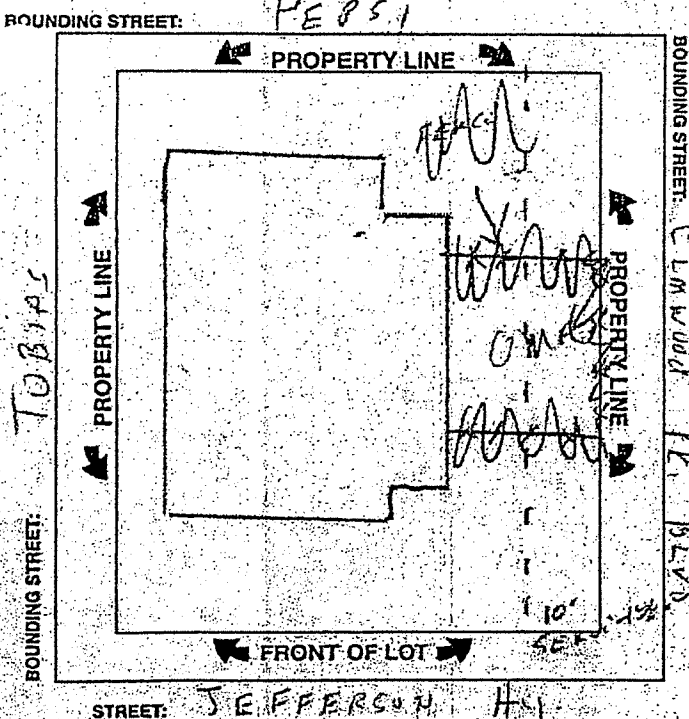
PROJECT ADDRESS <u>5401 JEFFERSON HY.</u>	SUITE NO. <u>C</u>	SUBDIVISION <u>ELMWOOD PLANTATION</u>	SG. NO. <u>A</u>	LOT NO. <u>16-C-1</u>
OWNER OR AGENT <u>Robert Maloney Sr.</u>	ADDRESS <u>5301 JEFFERSON HY.</u>		PHONE <u>504 940-1288</u>	
NAME OF BUSINESS/TENANT <u>JP Inspector Gen.</u>		TYPE OF BUSINESS <u>DATA PR. GORT.</u>		NEW <input type="checkbox"/> EXISTING <input checked="" type="checkbox"/> IN JEFFERSON PARISH

ARCHITECT / CIVIL ENGINEER <u>BRILL ANDERSON</u> <u>AG L DESIGN</u>	ADDRESS <u>433 METAIRIE RD.</u> <u>METAIRIE LA 70005</u>	PHONE NO. <u>504 888-9077</u>	REG. NO. <u>6714</u>
CONTRACTOR <u>R+M CONSTRUCTION</u> <u>VIOLET 70092</u>	ADDRESS <u>4871 E JUDGE PEREZ</u>	FAX <u>504-888-9079</u>	OCCUP. LICENSE NO. <u>3925</u>
		HOMEBUILDERS NO. <u>35399</u>	STATE LICENSE NO. <u>35399</u>

DESCRIPTION <u>TENANT BUILDOUT</u>	PERMITTED HEIGHT <u>31.38</u>	STORIES <u>615.00</u>
	EST. VALUE <u>100,000.00</u>	

NO. OF PILES	ZONING <u>M-2</u>	PILE ZONE <u>CUL</u>	REQ. PK. SP. <u>329</u>	MISC. REMARKS
FIA ZONE				N.G.V.D OR
RESIDENTIAL APPLICATION MUST SHOW OFF STREET PARKING ON PLOT PLAN				ABOVE CROWN OF STREET, WHICHEVER IS HIGHER

FILL IN PLOT PLAN BELOW
RESIDENTIAL APPLICATION MUST SHOW OFF STREET PARKING ON PLOT PLAN



TYPE OF CONSTRUCTION	<u>0</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>A</u>				
OCCUPANCY	<u>A</u>	<u>B</u>	<u>E</u>	<u>F</u>	<u>H</u>	<u>I</u>	<u>M</u>	<u>R</u>	<u>S</u>	<u>U</u>
IS THIS A CORNER LOT?	<input checked="" type="checkbox"/> YES		<input type="checkbox"/> NO							
KEY LOT IN REAR?	<input type="checkbox"/> YES		<input type="checkbox"/> NO		<u>servitude</u>					
SQUARE FEET PER FLOOR		<u>COOSA ST</u>								
1st FLOOR	<u>99,400</u>		BUILDING FEE		<u>537.00</u>					
2nd FLOOR	<u>N/A</u>		PLAN REVIEW FEE		<u>100.00</u>					
3rd FLOOR	<u>N/A</u>		VIOLATION FEE							
GARAGE, STORAGE CARPORT, ETC.	<u>N/A</u>		ADDITIONAL FEE		<u>233.62</u>					
TOTAL SQUARE FEET			BOX NO		<u>10/24/13</u>					

THIS PERMIT SHALL NOT EXEMPT YOU FROM ANY OBLIGATIONS UNDER ANY ORDERS OR JUDGMENTS. THE ISSUANCE OF THIS PERMIT DOES NOT NEGATE THE REQUIREMENT OF APPEARING AT ANY SCHEDULED HEARINGS.

5-5-14

THE SCOPE OF THIS APPLICATION REVIEW IS LIMITED TO THE PROPERTY AS SHOWN ON THE SURVEY SUBMITTED. THE ISSUANCE OF THIS PERMIT DOES NOT GRANT ANY RIGHTS INTO THIS PROPERTY THAT THE APPLICANT DID NOT HAVE AS OF THE DATE OF THE APPLICATION.

I CERTIFY THAT THE CONSTRUCTION OR RECONSTRUCTION, FOR WHICH THIS PERMIT IS ISSUED, WILL BE IN ACCORDANCE WITH THE CURRENTLY ADOPTED BUILDING CODE AND ORDINANCES GOVERNING CONSTRUCTION AND RECONSTRUCTION OF BUILDINGS IN JEFFERSON PARISH. I ACKNOWLEDGE THAT THIS PERMIT DOES NOT AUTHORIZE CONSTRUCTION CONTRARY TO EXISTING TITLE RESTRICTIONS OR ZONING LAWS OF JEFFERSON PARISH. I FURTHER ACKNOWLEDGE THAT ANY MISREPRESENTATION MADE HEREIN MAY RESULT IN THE REVOCATION OF THE PERMIT.

ED BY: [Signature] OWNER OR AGENT: [Signature]

BUILDING INSPECTOR COPY

JEFFERSON PARISH-INSPECTION & CODE ENFORCEMENT

-EAST BANK-
1221 ELMWOOD PARK BLVD.
HARRAHAN, LA 70123
736-8964

-WEST BANK-
400 MAPLE AVE.
HARVEY, LA 70058
384-3500

BUILDING ONLY

DO NOT POUR
DO NOT CLOSE WALLS
NOT COMPLETE

OK TO POUR
~~OK TO CLOSE~~
~~COMPLETE~~

ADDRESS: 5401 Jefferson Hwy PERMIT NO.: 13-309954

REMARKS: FRAME & FINAL

FRAME & FINAL

BUILDING ONLY

OK

INSPECTOR: [Signature] DATE: 5/5/14

CENTRAL FILE COPY

Jefferson Parish
Inspections and Code Enforcement


Certificate of Completion

Date Issued: 05/06/2014
Permit No.: 13-309994
Job Location: 5401 Suite C JEFFERSON HWY, JEFFERSON, LA 70123
Completion Date: 05/06/2014

Based on the records of this office, on the date of issuance, this certificate certifies the above construction was completed in accordance with the applicable provisions of the Building and Related Construction Codes of Jefferson Parish.

Certificates of Completion are issued subject to the laws, ordinances, and regulations provided by the Jefferson Parish Regulatory Division, Department of Inspection and Code Enforcement.

Sincerely,



David Williams,
Regulator Manager

JEFFERSON PARISH
DEPARTMENT OF INSPECTION AND CODE ENFORCEMENT
MECHANICAL INSPECTION SECTION

(Use separate application for each job)

Transaction No. _____

Date: 4/28/14 Hold Ready Permit No. 13-309994

Job Address: 5401 Jefferson Hwy Sta. _____ City _____

Name of Business or Customer: Jefferson Business Center Commercial: Residential: _____

Intersecting Streets: Elmwood Park Blvd and Jefferson Hwy

Proposed Work: Duct Alteration

Owner _____ Mechanical License # M-16719

Will not use 3rd party Will use 3rd party Contract Price _____

New Building Addition/Renovation Change out Fire Six Month Leak Shoring

Mechanical Contractors Name: (PLEASE PRINT CLEARLY) <u>Jeremy Ferret</u>	License No. <u>M16719</u>	State License No. <u>53222</u>
Signature <u>Jeremy Ferret</u>	Phone No. _____	Cell No. <u>238-</u>

From 1 to 5 H.P.		\$30.00
From 5 to 10 H.P.		50.00
From 11 to 100 H.P.		70.00
From 101 to 500 H.P.		130.00
Over 500 H.P.		190.00
Warm Air Heater Gas or Electric		25.00
Under 200,000 BTU's		40.00
Over 200,000 BTU's		
Elevators		
Passenger & Freight		50.00
2 Through 4 Floors		20.00
Over 4 Floors, Per Floor		
Moving Stairs		150.00
Belt Elevator (Manlift)		
2 through 5 Floors		50.00
Over 4 Floors, Per Floor		20.00
Workman's Builder's Hoist		20.00
Alteration Permit - Amount of total Contract Cost: First \$1,000.00		30.00
Each Additional \$1,000.00 of Contract Cost		10.00
hood		50.00
Air Compressor Tanks or Unfired Pressure Vessels: 5 to 20 Cubic Ft.		20.00
Pressure Vessels: Over 20 Cubic Ft.		30.00
Re-inspection		60.00
Same Day Inspection		50.00
After Hours Inspection (Mon - Fri)		150.00
Weekend (Sat & Sun)		175.00
Holiday		200.00
Takeover Fee		50.00
Sign Violation		200.00
Investigation Fee		300.00
Sign Violation Fee		200.00
Non Refundable Application Fee		21.00
<u>APR 28 2014</u>	Total Fees	<u>51.00</u>

- Defects
- Residence Close walls & ceiling approved
- Close walls only Approved
- Close Ceiling Approved
- Inspection Requested
- Rough In _____
- Ceiling _____
- Wall _____
- Slab _____
- Final 9:00 PM 5/1/14 OC

Office Notes: _____

Inspector Notes: _____

No Defects

Per 90

JEFFERSON PARISH-INSPECTION & CODE ENFORCEMENT

-EAST BANK-
1221 ELMWOOD PARK BLVD.
HARAHAN, LA 70123
736-6984

-WEST BANK-
400 MAPLE AVE.
HARVEY, LA 70058
364-3500

BUILDING ONLY

DO NOT POUR
DO NOT CLOSE WALLS
NOT COMPLETE

OK TO POUR
~~OK TO CLOSE~~
~~COMPLETE~~

ADDRESS: 5401 Jefferson Hwy PERMIT NO.: 13-309994

REMARKS: FRAME & FINAL

FRAME & FINAL

BUILDING ONLY

OK

INSPECTOR: [Signature] DATE: 5/5/14

CENTRAL FILE COPY

JEFFERSON PARISH
DEPARTMENT OF INSPECTION AND CODE ENFORCEMENT
ELECTRICAL INSPECTION SECTION
(Use separate application for each job)

Date: 3/11/14 Hold Ready Permit No. 13-309994

Job Address: 5401 Jefferson Hwy Ste. C City Jefferson

Intersecting Streets: Elmwood Park Blvd and Repsi St.

Proposed Work: Adding Circuits for New Construction work

- RESIDENTIAL COMMERCIAL
- WILL NOT USE 3RD PARTY WILL USE THIRD PARTY NO METER NEEDED METER NEEDED
- Construction Pole New Construction Trailer Vacancy Pool Service Additions Repairs

Electrician Name: (PLEASE PRINT) Travis Segura License No. E-19358

Signature Travis Segura Phone No./Cell No. 504 416-2864

Item	Quantity	Fees	Total
Construction Loop		.30 per amp	
New Service		.30 per amp	
Circuits	<u>13</u>	3.00 ea	<u>39.00</u>
Vacancy		30.00	
Illuminated Sign		50.00 ea	
Generator		30.00 ea	
Solar Panels		30.00	
Lowering Meter		30.00	
Alterations/Repairs	<u>1</u>	30.00	<u>30.00</u>
Take over fee		50.00	
Elevator/Escalator		50.00 ea	
Pool/Fountain		100.00 ea	
Storage Pool/Wading/Spa		30.00	
Same Day Inspection		50.00	
Emergency Re-connect		30.00	
After Hour Meter Release		30.00	
After Hours Inspection (M-F)		150.00	
Weekend Inspection (Sat-Sun)		175.00	
Holidays		200.00	
Additional hours-After 3 hours		50.00 per hr	
Investigation Fee		300.00	
Non Refundable Application Fee		21.00	21.00
		Total Fees	<u>90.00</u>

PAYED
3/11/14
\$60.00

1 st Re-inspection	60.00
2 nd Re-inspection	120.00
3 rd Re-inspection	180.00
TOTAL FEE	

Date 30 Day Meter Released	Meter Released by
Date Permanent Meter Released	Meter Released by
Date Emergency Reconnect	Meter Released by

INSPECTOR USE ONLY

- Inspection Requested
- Rough In _____
- Underground _____
- Ceiling _____
- Wall 3/12/14 OK to close (L6) 3/12/14
- Slab _____
- Final _____

- Results of Inspection
- Defects _____
- Close walls & ceiling approved
- Close walls only Approved
- Close Ceiling Approved

Office Notes: (L6) OK to close walls
3/12/14

Service Amps		
Circuits		
Subtotal:	\$ _____	
Application Fee:	\$21.00	
Total:	\$ _____	
Final Inspection Approved by:	Date _____	
Meter		
Needed	Net	Existing
Re-Crimp	Re-Seal	Service Drop

JEFFERSON PARISH
DEPARTMENT OF INSPECTION AND CODE ENFORCEMENT
MECHANICAL INSPECTION SECTION

(Use separate application for each job)

Transaction No. _____

Date: 4/28/14

Hold Ready

Permit No. 13-309994

Job Address: 5401 Jefferson Hwy Ste. _____ City _____

Name of Business or Customer: Jefferson Business Center Commercial: Residential _____

Intersecting Streets: Elmwood Park Blvd and Jefferson Hwy

Proposed Work: Duct Alteration

Mechanical License # M-16719

owner _____

Will not use 3rd party Will use 3rd party

Contract Price _____

New Building Addition/Renovation Change out Fire Six Month Leak Shoring

Mechanical Contractors Name: (PLEASE PRINT CLEARLY) <u>Jeremy Ferret</u>	License No. <u>M16719</u>	State License No. <u>53222</u>
Signature <u>[Signature]</u>	Phone No. _____	Cell No. _____

From 1 to 5 H.P.	\$30.00	
From 6 to 10 H.P.	50.00	
From 11 to 100 H.P.	70.00	
From 101 to 500 H.P.	130.00	
Over 500 H.P.	190.00	
Warm Air Heater Gas or Electric*		
Under 200,000 BTU's	25.00	
Over 200,000 BTU's	40.00	
Elevators		
Passenger & Freight	50.00	
2 Through 4 Floors	20.00	
Over 4 Floors, Per Floor		
Moving Stairs	150.00	
Belt Elevator (Manlift)		
2 through 9 Floors	50.00	
Over 4 Floors, Per Floor	20.00	
Workman's Builder's Hoist	20.00	
Alteration Permit -	350.00	
Amount of total Contract Cost: First \$1,000.00	30.00	30.00
Each Additional \$1,000.00 of Contract Cost	10.00	
hood	50.00	
Air Compressor Tanks or Unfired Pressure Vessels: 5 to 20 Cubic Ft.	20.00	
Pressure Vessels: Over 20 Cubic Ft.	30.00	
Re-Inspection	60.00	
Same Day Inspection	50.00	
After Hours Inspection (Mon - Fri)	150.00	
Weekend (Sat & Sun)	175.00	
Holiday	200.00	
Takeover Fee	50.00	
Sign Violation	200.00	
Investigation Fee	300.00	
Sign Violation	200.00	
Non Refundable Application Fee		21.00
Total Fees		51.00

- Defects
- Residence Close walls & ceiling approved
- Close walls only Approved
- Close Ceiling Approved
- Inspection Requested
- Rough In _____
- Ceiling _____
- Wall _____
- Slab _____
- Final _____

Office Notes:

Inspector Notes:

Per. [Signature]

5

TRANSACTION # _____



LA. LIC # 150

J.P. CERT.# 401

JEFFERSON PARISH
DEPARTMENT OF INSPECTION AND CODE ENFORCEMENT
PLUMBING SECTION

PHONE # (504) 733-9113 PERMIT # 13-309994 DATE 4-24 2014

PLEASE PRINT ALL INFORMATION CLEARLY

NAME LICENSED MASTER PLUMBER Ronald Deslatte

ADDRESS, CITY, STATE, ZIP 325 Hickory Ave Harahan 70123
A FILING TO DO PLUMBING AS HEREINAFTER SPECIFIED UPON MY PREMISES AT:

JOB ADDRESS 5401 Jefferson Hwy Suite # C 70123

BOUNDING STREETS Elmwood Park / Tobias Park

SIGNATURE OF LICENSED MASTER PLUMBER C Deslatte

NUMBER OF FIXTURES	KIND AND TYPE OF FIXTURES	INSPECTION CHARGES
	FIXTURES	
	FLOOR DRAINS	
	HUB DRAINS	
	SUBSURFACE DRAINAGE	
	GREASE TRAPS	
	CAN WASHER	
	LAWN SPRINKLER	
	ROOF DRAIN	
	SEWER LINE (REPAIR ONLY)	
	SEWER CAP	
	MAN HOLES	
	WATER LINES	
	CATCH BASIN	
	TUNNEL	
	WATER METER	
	R. P. B. P. (BACKFLOW VALVE)	
<u>1</u>	RESET	<u>50</u>
	MISCELLANEOUS	
	SEWER CARDS	
	TAKE OVER	

	FEE	DATE
SPECIAL INSPECTION		
SPECIAL INSPECTION		
SPECIAL INSPECTION		
REINSPECTION		
REINSPECTION		
REINSPECTION		
INVESTIGATION FEE		

final complete 4-24-14
R Miller

NON-REFUNDABLE APPLICATION FEE 21.00

P A I D
DISPOSAL WILL BE BY (PUBLIC SEWER) (SEWER PLANT)
STRIKE OUT ONE NOT APPLICABLE

APR 24 2014
TOTAL CHARGES \$ 71.00

Per 88

DJP 4/24/14

TOTAL CHARGES \$ _____

TOTAL CREDITS \$ _____

TOTAL AMOUNT \$ _____

OF CODE



WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

JEFFERSON PARISH
DEPARTMENT OF INSPECTION & CODE ENFORCEMENT

TIFFANY SCOT WILKIN
DIRECTOR

THIRD PARTY INSPECTIONS ACKNOWLEDGMENT

13-309994
(PERMIT/FILING NUMBER)

5401 Jefferson Hwy Suite C
(MUNICIPAL ADDRESS OF WHERE THE WORK WILL BE PERFORMED)

JPL Steve Pather - Facility Manager
(NAME OF PROPERTY OWNER)

This Third Party Inspections Acknowledgment is being executed by: (check one)

The owner of the property, who acknowledges the below, or

An authorized representative of the property owner, who acknowledges that the owner is aware of the below.

That Third Party Inspectors will be utilized on the above-referenced project for compliance with State mandated construction codes, and that for the particular trade the Third Party Inspector conducts inspections, all required inspections for that trade will be conducted to successful completion.

Owner/Authorized representative acknowledges the requirement to contact the Parish to obtain written approval prior to the pouring of slabs and/or footings, and before the closing of walls and/or ceilings to insure that all requirements have been met, including, but not limited to, FEMA, zoning, plumbing, electrical, mechanical and gas.

Owner/Authorized representative further acknowledges that the Third Party Inspector is not affiliated with the Parish of Jefferson.

[Signature]
Owner or Authorized Representative's Signature

Travis Spivey
Owner or Authorized Representative's Printed Name

4/15/14
Date

JEFFERSON PARISH
DEPARTMENT OF INSPECTION AND CODE ENFORCEMENT
ELECTRICAL INSPECTION SECTION
(Use separate application for each job)

Date: 3/11/14 Hold Ready Permit No. 13-309994

Job Address: 5401 Jefferson Hwy Ste. C City Jefferson

Intersecting Streets: Elwood Park Blvd and Repi St.

Proposed Work: Adding Circuits for New Constructing walls

- RESIDENTIAL COMMERCIAL Contract Price _____
- WILL NOT USE 3RD PARTY WILL USE THIRD PARTY NO METER NEEDED METER NEEDED
- Construction Pole New Construction Trailer Vacancy Pool Service Additions Repairs

Electrician Name: (PLEASE PRINT) <u>TRAVIS Segura</u>	License No. <u>E-19308</u>
Signature <u>Travis</u>	Phone No./Cell No. <u>504 416-7864</u>

Item	Quantity	Fees	Total
Construction Loop		.30 per amp	
New Service		.30 per amp	
Circuits	<u>13</u>	3.00 ea	<u>39.00</u>
Vacancy		30.00	
Illuminated Sign		30.00 ea	
Generator		30.00 ea	
Solar Panels		30.00	
Lowering Meter		30.00	
Alterations/Repairs	<u>1</u>	30.00	<u>30.00</u>
Take over fee		50.00	
Elevator/Escalator		50.00 ea	
Pool/Fountain		100.00 ea	
Storage Pool/Wading/Spa		30.00	
Same Day Inspection		50.00	
Emergency Re-connect		30.00	
After Hour Meter Release		30.00	
After Hours Inspection (M-F)		150.00	
Weekend Inspection (Sat-Sun)		175.00	
Holidays		200.00	
Additional hours-After 3 hours		50.00 per hr	
Investigation Fee		300.00	
Non Refundable Application Fee		21.00	21.00
		Total Fees	<u>90.00</u>
			<u>\$60.00/W</u>

PAID
12-3/11/14

1 st Re-inspection	60.00
2 nd Re-inspection	120.00
3 rd Re-inspection	180.00
TOTAL FEE	

Date 30 Day Meter Released	Meter Released by
Date Permanent Meter Released	Meter Released by
Date Emergency Reconnect	Meter Released by

INSPECTOR USE ONLY

Inspection Requested

- Rough In _____
- Underground _____
- Ceiling _____
- Wall 3/12/14 DS
- Slab _____
- Final _____

Results of Inspection

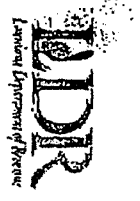
- Defects _____
- Close walls & ceiling approved
- Close walls only Approved
- Close Ceiling Approved

Office Notes:

Service Amps	
Circuits	
Subtotal:	\$ _____
Application Fee:	\$21.00
Total:	\$ _____
Final Inspection Approved by:	_____ Date _____
Meter	
Needed	Net Existing
Re-Crimp	Re-Seal Service Drop

Paul Vandenberg
Per 736-8389

R-1027-L (6/99) This certificate must be publicly displayed as provided by law.



See reverse side for important information.

State of Louisiana
Department of Revenue
Sales Tax

Registration Certificate
Date Issued 10/22/2010
Effective date 10/1/2010

400MOU Filer
7141807-001

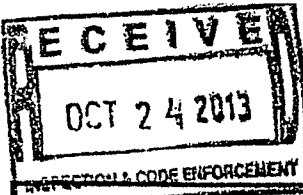
R & M CONSTRUCTION OF LOUISIANA INC

Cynthia Bilalys
Secretary of Revenue and Taxation

R & M CONSTRUCTION OF LOUISIANA INC
4821 E JUDGE PEREZ DR
VIOLET LA 70092-4037

Carol R. Ruiz
Director of Sales Tax Section

4821 E JUDGE PEREZ DR
VIOLET LA 70092-4037



13-309994
JOB #

JEFFERSON PARISH WORK SHEET

JOB ADDRESS: 5401 JEFFERSON Hwy. SUITE # C SQ. FT. 4841
 LOT: 16 SQUARE: C SUBDIVISION: Elmwood Plantation
 OWNER: Robert Maloney Sr. PHONE # (504) 940-1288
 AGENT: Steve Prather PHONE # (504) 610-0234
 ADDRESS: 5401 Jefferson Hwy. CITY: HARRAHAW ST: LA. ZIP: 70123
 ARCHITECT: AGL Designs - Brian Anderson PHONE # (504) 888-9077
 ADDRESS: 433 Metairie Rd. CITY: Metairie ST: LA ZIP: 70005
 FAX # (504) 888-9079 E-MAIL ADDRESS: agldesigns.com
 CIVIL ENGINEER: N/A PHONE # ()
 ADDRESS: _____ CITY: _____ ST: _____ ZIP: _____
 FAX # () E-MAIL ADDRESS: _____

THIS SECTION TO BE COMPLETED BY DESIGN PROFESSIONAL

PRINCIPAL INTENDED USE OF THIS BUILDING IS: RESIDENTIAL () BUSINESS (X) EDUCATIONAL () FACTORY ()
 STORAGE () INSTITUTIONAL () ASSEMBLY () HAZARDOUS () MERCANTILE () EST. VALUE: \$ 138,615.00
 IS THIS BUILDING SPRINKLED?: YES (X) NO () WILL THIS BE A NON-SMOKING BUILDING?: YES (X) NO ()

DESCRIPTION: Office space for government agency
 SUBMITTED: 4 SETS OF PLANS _____ PLOT PLANS _____ SURVEYS _____ SPECS _____

CONTRACTOR: Rt M Construction
 STATE LICENSE: 35399 PHONE # (504) 277-1646
 ADDRESS: 4821 E. Judge Pkwy. CITY: Violet ST: La ZIP: 70092
 SUBMITTED BY: Steve Prather PHONE # 504 610-0234 DATE: 10/24/13

IF THE OWNER OR ARCHITECT WISHES, REVIEW COMMENTS CAN BE SENT VIA FAX OR E-MAIL.
 FAX # () ATTN: _____
 E-MAIL: Steve.p.jbc@gmail.com PLAN REVIEWER RECEIVING PLANS: Mr. Faustmann

DO NOT WRITE BELOW THIS LINE

B2A-E-1240
 PARKING SPACES REQUIRED: 327 EXISTING PARKING SPACES: _____ PLAN REVIEWER'S INITIALS: MP
 #SPACES APPROVED BY SITE PLAN REVIEW: STANDARD _____ HANDICAP _____ COMPACT _____ TOTAL _____
 PLAN REVIEWER _____ DATE _____

JEFF PARISH
 197451
 MOHAWK CARPET & AFFILIATES
 LA 70123

JEFF PARISH
 PURCHASING DEPARTMENT
 P.O. BOX 9
 GREINA, LA 70054-0009



CONTACT:
 Kim Chatelain
 (504)736-8962

PURCHASE ORDER # 14-0005679

3/24/14

197451
 MOHAWK CARPET & AFFILIATES

F.O.B.

DELIVERY 3/20/2014
 REQ#: 600478195
 CONT#: 55STAT2014
 BID#:

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
440.0000	SQYD	001 Tile, Carpet Mohawk LA Contrat #406956 Line 00016 T Number 92506 Mohawk 24"x24" Carpet Tile "The Flow"	21.6800	✓ 9539.20
24.0000	SQYD	002 Tile, Carpet Mohawk La Contract 406956 Line 00085 T Number 92506 Carpet Tile 24"x24" Colorbeat	19.7200	✓ 473.28
4.0000	GL	003 Installation Supplies: Adhesive La Contract 406956 Line 00400 T Number 92506 Carpet Tile Adhesive	82.6000	✓ 330.40
464.0000	SQYD	004 Carpet Installation La Contract 406956 Line 00413 T Number 92506 Carpet Tile Full Spread Installation	5.9900	✓ 2779.36

TOTAL 13122.24

PHONE: 504-364-2678
 FAX: 504-364-2683
 EMAIL: PURCHASING@JEFFPARISH.NET
 WEB SITE: WWW.JEFFPARISH.NET/BIDS

EXHIBIT

3

217

SHIP TO/INVOICE TO:
 5401 Jefferson Hwy
 Suite C
 kchatelain@jeffparish.net
 Jefferson LA 70123

PARISH OF JEFFERSON
 PURCHASING DEPARTMENT
 P.O. BOX 8
 GREYSVILLE LA 70044-0008



CONTACT:
 Kim Chatelain
 (804) 736-8962

PURCHASE ORDER # 14-0028294

12/23/14

286465
 SOUND MANAGEMENT GROUP LLC

F.O.B.
 InPrice

N/30
DELIVERY
 12/30/2014

REQ#: 600499274
 CONT#:
 BID#: 6000112038

This order is placed subject to instructions and conditions attached hereto

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
1.0000	JOB	Reference all inquires to: Carol Gasper - Buyer I (504) 364-2678 0001 Sound Shadow (r) sound masking system. (1) M-101 Master Control Unit. (20) S - 201 Exposed Speaker Unit with volume control and 3 ft. chain with S-hook. (20) W - 402 20 ft Plenum grade pre-cut wire assemblies with IDC connectors. Plug in wall 24 Volt transformer. Materials, delivery, installation and tuning (Non-union labor prevailing wage). Discount offered. ATTN: MIKE BARKMAN (908) 874-7826 EMAIL: MIKEB@SOUNDMANAGEMENTGROUP.COM	3285.0000	3285.00

EXHIBIT
 tabbles
 218

V# 276999
55-17962
Finance

LEASE AGREEMENT

990 NORTH CORPORATE DRIVE, LLC * UNITED STATES OF AMERICA
AND * STATE OF LOUISIANA
JEFFERSON PARISH, through OFFICE OF * PARISH OF JEFFERSON
INSPECTOR GENERAL

This LEASE AGREEMENT for office space (hereinafter the "AGREEMENT") is made and entered this 30th day of August, 2018 by and between the 990 North Corporate Drive, LLC, a Louisiana limited liability company (hereinafter "LESSOR"), and Jefferson Parish, a political subdivision of the State of Louisiana, through the Jefferson Parish Office of Inspector General, represented by David McClintock, Inspector General, who is duly authorized to act pursuant to JPCO 2-155.10 (hereinafter "LESSEE"). For consideration and under the following terms and conditions, the LESSOR agrees to lease to the LESSEE office space hereinafter defined:

ARTICLE 1. PREMISES

The LESSOR hereby grants to the LESSEE permission to occupy and use 5,192 square feet of office space on the 3rd floor of 990 Corporate Drive, Jefferson Louisiana known as Suite 300, furnished with and fully wired, as is and where is, but including leasehold improvements and any related support and common areas, including but not limited to parking, ingress and egress to the building, and rest rooms, for the use and quiet enjoyment of LESSEE.

ARTICLE 2. TERM

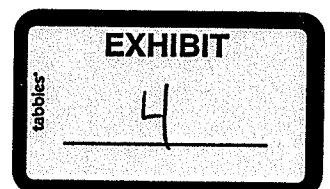
The Term of the Agreement shall be subject to an initial term of eighty-four (84) months commencing on the 1st day of January, 2018, and thereafter terminating on the 31st day of December, 2026.

Providing that (i) this Lease shall be in full force and effect; (ii) that LESSEE is not then in default of this Lease; and (iii) that LESSEE is still occupying for its own use and occupancy the entire Premises, then LESSEE shall have two (2) Five (5) year options to renew the Agreement (each a "Renewal Term") with respect to the whole of the premises for consideration defined herein. Such option to extend shall be exercised by LESSEE giving written notice of the exercise thereof (the "Exercise Notice") to LESSOR at least nine (9) months, but not more than twelve (12) months, prior to the expiration of the initial eighty-four (84) month Lease Term, time being of the essence.

If exercised, the Renewal Term shall be included in the definition of the Lease Term. The Renewal Term shall commence on the day immediately following the last day of the Lease Term. LESSOR and LESSEE agree to execute a memorandum confirming the commencement and expiration dates of the Renewal Term, such memorandum to form part of this Lease. Such Renewal Term shall be upon the same terms, covenants and conditions as set forth in this Lease, except that (i) LESSEE shall be limited to only two such Extension Terms, with the second term only being effective if LESSEE exercised the first Extension Term, (ii) LESSOR shall not be obligated to perform any alterations, improvements or work for the Building or Premises or any other space leased by LESSEE hereunder with respect to or during the Renewal Term, (iii) LESSEE shall not be entitled to any allowances, rent waivers, rent credits or other concessions with respect to the Renewal Term, (iv) only LESSOR'S Broker shall be entitled to any leasing commission from LESSOR with respect to the Renewal Term, and (v) the Base Rent for the first Extension Term shall be market rate, but not to exceed \$20.00, per square foot per annum and if so extended, the second Extension Term shall be market rate, but not to exceed \$21.00, per square foot per annum.

ARTICLE 3. RENT

LESSEE hereby agrees to a rate of \$19.01 per square foot for an annual rent of \$98,688 payable in equal installments of \$8,224 in advance, on the first (1st) day of each calendar month without setoff or delay. Payments are to be made in advance on the first day of each calendar month during the term to the Department of Finance, P.O. Box 9, Gretna, LA 70053.



The first installment shall be due upon execution of this Agreement by the parties. The rate of rent per square foot shall remain the same for the first full term of the Agreement, but it may be subject to increase at the Renewal Term.

If the term commences on a day other than the first day of the calendar month, then the lessee shall pay to lessor the rental for the number of days that exist prior to the first day of the succeeding month, with similar adjustment being made at the termination of this lease.

Payments of Rent only shall be made payable to the order of:
990 North Corporate Drive, LLC, or to such other party that Landlord may designate from time to time by written notice to Tenant. Rental payment address shall be 2555 Severn Avenue, Suite 200, Metairie, LA 70002.

ARTICLE 4. DELIVERY OF PREMISES

LESSOR agrees to deliver, and LESSEE agrees to accept, possession of the premises on the effective date of this AGREEMENT. LESSOR will deliver possession of the premises to LESSEE in as-is condition. If LESSOR encounters delays in delivering possession of the premises to LESSEE, not as a result of LESSOR's negligence, this AGREEMENT will not be void or voidable, nor will LESSOR be liable to LESSEE for any loss or damage resulting from such delay. If the delay in possession is caused by LESSEE, then the date of delivery by LESSOR to LESSEE shall be deemed to be the date such delivery would have occurred but for LESSEE'S delay.

LESSEE is deemed to have accepted the Premises upon taking possession, in its "as-is" "where-is" subject to all faults condition and agreed that the Premises is in good order and satisfactory condition, with no representation or warranty by LESSOR as to the condition of the Premises or the Building or suitability thereof for LESSEE's use. Notwithstanding the foregoing, LESSOR shall, at LESSOR's sole cost and expense, construct the Premises based on the attached Exhibit "A", utilizing building standard construction standards and finishes (collectively, the "Lessor Work").

Upon occupancy, LESSEE shall be deemed to have acknowledged all obligations of LESSOR to be performed by LESSOR on or before the opening of the premises, and that the premises are, at such time, complete and in good, sanitary and satisfactory condition, without any obligation on LESSOR's part to make any alterations, upgrades or improvements thereto.

ARTICLE 5. USE OF PREMISES

The Premises is for the use of LESSEE. LESSEE agrees that the Premises is to be used for LESSEE's general office operations, including that of the Jefferson Parish Ethics and Compliance Commission, and for no other purpose. LESSEE shall conduct its business and control its agents, servants, contractors, employees, customers, licensees, and invitees in such a manner as not to interfere with, annoy or disturb other tenants, or in any way interfere with LESSOR in the management and operation of the Building.

LESSEE will maintain the Premises in a clean and healthful condition, and comply with all laws, ordinances, orders, rules and regulations of any governmental entity with reference to the operation of LESSEE's business and to the use, condition, configuration or occupancy of the Premises, including without limitation, the Americans with Disabilities Act (collectively referred to as "Laws"). During the Term, LESSEE's obligations to comply with Laws shall include, without limitation: (a) obtaining all permits, licenses, certificates and approvals to conduct its business in the Premises, without thereby subjecting LESSOR, the Property or other occupants to any costs, requirements, liabilities or restrictions, (b) any Leasehold Improvements (or any systems or equipment exclusively serving the Premises), and (c) any work outside the Premises (if LESSOR permits such work) required by Laws based solely on LESSEE's use of, work within, or systems or equipment exclusively serving, the Premises, whether or not any such work is deemed structural, involves a capital expenditure or results in a benefit extending beyond the Term. LESSEE, within ten (10) days after receipt thereof, shall provide LESSOR with copies of any notices it receives with respect to a violation or alleged violation of any Laws.

LESSEE will comply with the rules and regulations of the Building attached hereto as Exhibit B and such other rules and regulations adopted and altered by LESSOR from time to time and will

cause all of its agents, servants, contractors, employees, customers, licensees and invitees to do so. To the extent that any such rules or regulations shall be inconsistent with the express provisions of this Lease, such provisions of this Lease shall prevail. LESSOR shall have the right, upon no less than thirty (30) days' notice to LESSEE, to reasonably amend such Rules and supplement the same with other reasonable Rules relating to the Property, or the promotion of safety, care, efficiency, cleanliness or good order therein. Nothing herein shall be construed to give LESSEE or any other LESSEE Related Party (defined below) any claim, demand or cause of action against LESSOR or other owners of portions of the Property, or any management agent thereof, arising out of the violation of such Rules by any other LESSEE or visitor of the Property, or out of the enforcement, modification or waiver of the Rules by LESSOR in any particular instance, nor obligate LESSOR or its agent to enforce such Rules and Regulations against any LESSEE provided LESSOR enforces such rules and regulations in a uniform and non-discriminatory manner.

ARTICLE 6. ACCESS

LESSEE shall have access to the Premises twenty-four (24) hours per day, seven (7) days per week (subject, however, to the rules and regulations established from time to time by LESSOR for the Building). Access to the Building entrance outside the Normal Business Hours will be by means of a security card access system, guard system or other system or arrangement as established from time to time by LESSOR. Subject to Force Majeure, there will be a minimum of one (1) elevator in operation for LESSEE's use outside of the Normal Business Hours.

ARTICLE 7. PARKING

Any areas of the Building which may be set aside by LESSOR for the parking of automobiles may be used by LESSEE and LESSEE's visitors, invitees and licensees while engaged in business in the Premises, for the parking of their automobiles, in common with like use by other LESSEES of space in the Building. The use of said automobile parking areas by LESSEE and LESSEE's visitors, invitees and licensees shall be at their sole risk and expense, and in no event shall LESSOR have any liability for damage to, theft or loss of property of the LESSEE or of LESSEE's employees, visitors, licensees or invitees suffered or sustained in or about said parking areas. Said parking areas shall be under the exclusive control of LESSOR, who shall have the right to establish rules and regulations governing the use of said parking areas, and the right to change such rules and regulations from time to time, and the right to limit or terminate the right of LESSEE, its visitors, invitees and licensees or any other parties to use such parking areas. LESSEE agrees to keep, observe and comply with all such rules and regulations so established by LESSOR, and will direct and require its employees, licensees, visitors and invitees to comply therewith. No employee of LESSOR is authorized to accept possession of any vehicle from the LESSEE or from LESSEE's employees, licensees, visitors or invitees, or to accept custody of any articles from LESSEE. Parking shall be unreserved and free of charge throughout LESSEE's initial Lease Term.

LESSEE shall be provided with the right to use four (4) reserved parking spaces and seven (7) parking spaces on a "first come", "first served" unreserved basis within the parking facilities servicing the Building. In addition, LESSOR shall provide six (6) visitor parking spaces. Upon expiration or any termination of this Lease, the LESSEE will cause all of its automobiles and those of its executives and personnel to be immediately removed from the garage or other parking areas.

ARTICLE 8. GRAPHICS

LESSEE shall have the right to install, at LESSEE's cost, (a) any LESSEE identification signage at the entrance door of the Premises and (b) LESSEE's listing on the building lobby directory located on the first floor of the Building, subject however, to LESSOR's approval of such signage and listing. LESSEE shall not be permitted to install any signs or other identification without LESSOR's prior written consent. In no event shall LESSEE be entitled to any exterior signage at the Building.

ARTICLE 9. COMPLIANCE

LESSEE represents and warrants that LESSEE will occupy Premises and conduct business in a manner compliant with applicable local, state and federal laws. LESSEE represents and warrants that LESSEE does not receive biological and medical waste or any other medical byproducts.

LESSEE further represents and warrants that LESSEE will not install, operate or use at the premises any x-ray equipment. No portion of the Premises will be used, improved, fixtured, equipped or furnished by LESSEE with proceeds of any illegal activity.

ARTICLE 10. HAZARDOUS MATERIALS

LESSEE shall not transport, use, store, maintain, generate, manufacture, handle, dispose, release, discharge, spill or leak any "Hazardous Material" (as defined below), or permit an LESSEE Related Party to engage in such activities on or about the Property.

The Term "Hazardous Material" for purposes hereof shall include, but not be limited to: (i) any flammable, explosive, toxic, radioactive, biological, corrosive or otherwise hazardous chemical, substance, liquid, gas, device, form of energy, material or waste or component thereof, (ii) petroleum-based products, diesel fuel, paints, solvents, lead, radioactive materials, cyanide, biohazards, infectious or medical waste and "sharps", printing inks, acids, DDT, pesticides, ammonia compounds, and any other items which now or subsequently are found to have an adverse effect on the environment or the health and safety of persons or animals or the presence of which require investigation or remediation under any Law or governmental policy, and (iii) any item defined as a "hazardous substance", "hazardous material", "hazardous waste", "regulated substance" or "toxic substance" under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, 42 U.S.C. §9601, *et seq.*, Hazardous Materials Transportation Act, 49 U.S.C. §1801, *et seq.*, Resource Conservation and Recovery Act of 1976, 42 U.S.C. §6901 *et seq.*, Clean Water Act, 33 U.S.C. §1251, *et seq.*, Safe Drinking Water Act, 14 U.S.C. §300f, *et seq.*, Toxic Substances Control Act, 15 U.S.C. §2601, *et seq.*, Atomic Energy Act of 1954, 42 U.S.C. §2014 *et seq.*, and any similar federal, state or local Laws, and all regulations, guidelines, directives and other requirements thereunder, all as may be amended or supplemented from time to time. Hazardous Materials shall also expressly include asbestos containing materials.

ARTICLE 11. EXCEPTED RIGHTS

This Lease does not grant any rights to light or air over or about the Building. LESSOR specifically excepts and reserves to itself the use of any roofs, the exterior portions of the Premises, all rights to the land and improvements below the improved floor level of the Premises, the improvements and air rights above the Premises and the improvements and air rights located outside the demising walls of the Premises, and such areas within the Premises as are required for installation of utility lines and other installations required to serve any occupants of the Building and the right to maintain and repair the same, and no rights with respect thereto are conferred upon LESSEE unless otherwise specifically provided herein. LESSOR further reserves to itself the right from time to time: (a) to change the Building's name or street address; (b) to install, fix and maintain signs on the exterior and interior of the Building; (c) to designate and approve window coverings; (d) to make any decorations, alterations, additions, improvements to the Building, or any part thereof (including the Premises) which LESSOR shall desire, or deem necessary for the safety, protection, preservation or improvement of the Building, or as LESSOR may be required to do by law; (e) to have access to the Premises to perform its duties and obligations and to exercise its rights under this Lease; (f) to retain at all times and to use pass-keys to all locks within and into the Premises; (g) to approve the weight, size, or location of heavy equipment, or articles in and about the Premises; (h) to close or restrict access to the Building at all times other than Normal Business Hours subject to LESSEE's right to admittance at all times under such regulations as LESSOR may prescribe from time to time, or to close (temporarily or permanently) any of the entrances to the Building; (i) to change the arrangement and/or location of entrances of passageways, doors and doorways, corridors, elevators, stairs, toilets and public parts of the Building; (j) if LESSEE has vacated the Premises during the last six (6) months of the Lease Term, to perform additions, alterations and improvements to the Premises in connection with a reletting or anticipated reletting thereof without being responsible or liable for the value or preservation of any then existing improvements to the Premises; and (k) to grant to anyone the exclusive right to conduct any business or undertaking in the Building. LESSOR, in accordance with Article XII hereof, shall have the right to enter the Premises in connection with the exercise of any of the rights set forth herein and such entry into the Premises and the performance of any work therein shall not constitute a constructive eviction or entitle LESSEE to any abatement or reduction of Rent by reason thereof.

ARTICLE 12. LESSOR MAINTENANCE AND SERVICES

Lessor's Obligation To Maintain. LESSOR shall, at its expense (except as included in Expenses), keep and maintain in good repair and working order, and make all repairs to and perform necessary maintenance upon: (a) all structural elements of the Building; and (b) all mechanical, electrical and plumbing systems that serve the Building in general; and (c) the Building facilities common to all tenants including, but not limited to, the ceilings, walls and floors in the Common Areas.

Lessor's Obligation To Furnish Services. LESSOR agrees to furnish LESSEE with the following:

A. Hot and cold water for use in the lavatories on the floor on which the Premises is located. If LESSEE desires water in the Premises for any approved reason, including a private lavatory or kitchen, cold water shall be supplied, at LESSEE's sole cost and expense, from the Building water main through a line and fixtures installed at LESSEE's sole cost and expense with the prior reasonable consent of LESSOR. If LESSEE desires hot water in the Premises, LESSEE, at its sole cost and expense and subject to the prior reasonable consent of LESSOR, may install a hot water heater in the Premises. LESSEE shall be solely responsible for maintenance and repair of any such hot water heater.

B. Central heat and air conditioning in season during Normal Business Hours, at such temperatures and in such amounts as are considered by LESSOR, in its reasonable judgment, to be standard for buildings of similar class, size, age and location, or as required by governmental authority. In the event that LESSEE requires central heat, ventilation or air conditioning at hours other than Normal Business Hours, such central heat, ventilation or air conditioning shall be furnished only upon the written request of LESSEE delivered to LESSOR at the office of the Building prior to 3:00 P.M. at least one Business Day in advance of the date for which such usage is requested. LESSOR will provide up to 50 hours of overtime HVAC per year free of charge to LESSEE. Any additional hours shall be charged at a cost presently is \$50.00 per hour.

C. Maintenance and repair of all Common Areas in the manner and to the extent reasonably deemed by LESSOR to be standard for buildings of similar class, size, age and location.

D. Janitor service in accordance with those services typically provided by other LESSORS in comparable buildings within the Harahan, Louisiana metropolitan area during normal business hours, services to be rendered and complete by no later than 4:30 PM on Business Days; provided, however, if LESSEE's use, floor covering or other improvements require special services. Janitor services may not access Premises unattended by LESSEE for purposes of delivering service.

F. Passenger elevator service in common with other tenants of the Building.

G. Electricity to the Premises.

The failure by LESSOR to any extent to furnish, or the interruption or termination of, any services in whole or in part, resulting from adherence to laws, regulations and administrative orders, wear, use, repairs, improvements, alterations or any causes beyond the reasonable control of LESSOR shall not render LESSOR liable in any respect nor be construed as a constructive eviction of LESSEE, nor give rise to an abatement of Rent, nor relieve LESSEE from the obligation to fulfill any covenant or agreement hereof. Should any of the equipment or machinery used in the provision of such services for any cause cease to function properly, LESSOR shall use reasonable diligence to repair such equipment or machinery.

LESSEE expressly acknowledges that if LESSOR, from time to time, elects to provide a lobby attendant or security services, LESSOR shall not be deemed to have warranted the efficiency of any lobby attendant, security personnel, service, procedures or equipment and LESSOR shall not be liable in any manner for the failure of any such security personnel, services, procedures or equipment to prevent or control, or apprehend anyone suspected of personal injury, property damage or any criminal conduct in, on or around the Property.

ARTICLE 13. LESSEE REPAIR AND ALTERATION

Lessee's Obligation to Repair Except to the extent such obligations are imposed upon LESSOR hereunder, LESSEE, at its sole cost and expense, shall perform all maintenance and repairs to the Premises as are necessary to keep the same in good condition and repair throughout the entire Lease Term, reasonable wear and tear excepted. LESSEE's repair and maintenance obligations with respect to the Premises shall include, without limitation, any necessary repairs with respect to: (1) any carpet or other floor covering, (2) any interior partitions, (3) any doors, (4) the interior side of any demising walls, (5) any telephone and computer cabling that serves LESSEE's equipment exclusively, (6) any supplemental air conditioning units, private showers and kitchens, including any plumbing in connection therewith, and similar facilities serving LESSEE exclusively, and (7) any alterations, additions or improvements performed by contractors retained by LESSEE. All such work shall be performed in accordance with rules, policies and procedures reasonably enacted by LESSOR from time to time for the performance of work in the Building. If LESSEE fails to make any necessary repairs to the Premises, LESSOR may, at its option, make such repairs, and LESSEE shall pay the cost thereof to the LESSOR on demand.

Lessee's Obligations Regarding Alterations. Except to the extent such work is performed prior to and/or in connection with delivery of Premises to LESSEE, LESSEE shall not make or allow to be made any alterations, additions or improvements to the Premises without first obtaining the written consent of Landlord in each such instance. All such improvements, alterations or additions shall be constructed in a good and workmanlike manner using Building Standard materials or other new materials of equal or greater quality. Landlord, to the extent reasonably necessary to avoid any disruption to the tenants and occupants of the Building, shall have the right to designate the time when any such alterations, additions and improvements may be performed and to otherwise designate reasonable rules, regulations and procedures for the performance of work in the Building. Upon completion, Tenant shall furnish "as-built" plans, contractor's affidavits and full and final waivers of lien and receipted bills covering all labor and materials. All improvements, alterations and additions shall comply with all insurance requirements, codes, ordinances, laws and regulations, including without limitation, the Americans with Disabilities Act.

Lessee's Improvements. Any trade fixtures, unattached and movable equipment or furniture, or other personal property brought into the Premises by LESSEE ("LESSEE's Property") shall be owned and insured by LESSEE. Any and all alterations, additions and improvements to the Premises, including any built-in furniture (collectively, "Leaschold Improvements") shall be owned by LESSOR and shall remain upon the Premises, all without compensation, allowance or credit to LESSEE. LESSOR may, nonetheless, at any time prior to, or within six (6) months after, the expiration or earlier termination of this Lease or LESSEE's right to possession, require LESSEE to remove any Leaschold Improvements performed by or for the benefit of LESSEE and all electronic, phone and data cabling as are designated by LESSOR (the "Required Removables") at LESSEE's sole cost. In the event that LESSOR so elects, LESSEE shall remove such Required Removables within ten (10) days after notice from LESSOR, provided that in no event shall LESSEE be required to remove such Required Removables prior to the expiration or earlier termination of this Lease or LESSEE's right to possession. In addition to LESSEE's obligation to remove the Required Removables, LESSEE shall repair any damage caused by such removal and perform such other work as is reasonably necessary to restore the Premises to a "move in" condition. If LESSEE fails to remove any specified Required Removables or to perform any required repairs and restoration within the time period specified above, LESSOR, at LESSEE's sole cost and expense, may remove, store, sell and/or dispose of the Required Removables and perform such required repairs and restoration work. LESSEE, within five (5) days after demand from LESSOR, shall reimburse LESSOR for any and all reasonable costs incurred by LESSOR in connection with the Required Removables.

ARTICLE 14. MOLD

Mold is a type of fungus. It occurs naturally in the environment and is necessary for the natural decomposition of plant and other organic material. Certain strains of mold have been shown to have potential adverse effects in susceptible persons. Mold can also have an adverse impact on real and personal property. LESSEE understands and acknowledges that the Premises are located in a region with a climate that may be conducive to the growth of mold and mildew. LESSEE further understands and acknowledges that maintaining an acceptable indoor environment is an

ongoing effort and that changes in occupancy, remodeling, maintenance procedures, and many other factors can have a significant effect on an indoor environment.

For purposes hereof, "Mold" is defined as the indoor presence or growth of mold, mildew, fungus and/or the presence of materials containing any of them. In most indoor environments, the availability of moisture becomes the limiting factor to amplification or growth of mold. Indoor mold is not always visible but it can sometimes be detected by the presence of a musty odor that is produced by microscopic volatile organic compounds ("MVOCs"), a metabolic byproduct of fungi and bacteria.

Lessee's Rights and Obligations. It is LESSEE's responsibility to keep the Premises clean, dry, well ventilated and free of contamination. LEAKS, EXCESS INDOOR RELATIVE HUMIDITY, WET FLOORING AND/OR MOISTURE WILL CONTRIBUTE TO THE GROWTH OF MOLD. LESSEE must immediately report to LESSOR any leaks, moisture or water intrusion, and any damage to or defect in the plumbing or air conditioning system. Unless there is an emergency, all notices must be provided in writing and must specify the repairs that are to be performed or required. In the case of an emergency, LESSEE may give LESSOR oral notice of the problem or defect. Within twenty four (24) hours after any emergency notification, LESSEE must provide LESSOR with written confirmation of LESSEE's oral notice to LESSOR. If any problem or defect is not corrected, or recurs, LESSEE must immediately notify LESSOR in writing of the need for additional corrective measures. LESSEE expressly understands and acknowledges that LESSOR shall not be liable for any damages which may be caused, directly or indirectly, by LESSEE's failure to maintain the Premises clean, dry, well ventilated and free of contamination.

Remediation. Any remediation or repairs required as a result of moisture or Mold must be performed by skilled professionals who are properly licensed and insured and approved by LESSOR in its sole discretion. Additionally, any remediation or repairs performed regarding the presence of moisture or Mold in the Premises shall be performed in accordance with the OSHA's Guide to Mold in the Workplace or such other industry standard as approved by LESSOR in its sole discretion. LESSOR shall have the right to inspect the Premises, upon reasonable notice to LESSEE, to determine their existing condition and whether LESSEE is complying with all of the terms contained hereinabove.

Lessor's Rights and Obligations. IF LESSEE fails to comply with the duties or notice provisions contained herein, LESSOR may (but shall not be obligated to) at any time thereafter, with or without notice or demand and without limiting LESSOR in the exercise of any right or remedy which LESSOR may have by reason of such breach or default, perform any of LESSEE's obligations on behalf of LESSEE in such manner as LESSOR shall see fit, including payment of any moneys necessary to perform such obligation or obtain legal advice, and all expenses incurred by LESSOR in connection with the foregoing, as well as any other amounts necessary to compensate LESSOR for all detriment caused by LESSEE's failure to perform which in the ordinary course would be likely to result therefrom, shall be immediately due and payable from LESSEE to LESSOR, with interest at the Maximum Rate. Such performance by LESSOR shall not cure the breach or default of LESSEE hereunder, and LESSOR may proceed to pursue any or all remedies available to LESSOR on account of LESSEE's breach or default.

LESSOR shall not be responsible or liable at any time to LESSEE, or to those claiming by, through or under LESSEE, for any claim for loss of life, bodily or personal injury, personal property damage, damage to property or business, advertising injury, or for business interruption or relocation expense and/or any other claim arising out of and/or caused directly or indirectly by the actual, alleged or threatened existence, discharge, dispersal, transmission, migration, release, or exposure to Mold, at any time now or hereafter found within, upon and/or about the Premises and/or the Building, regardless of how it got there. These provisions regarding mold apply regardless of any other cause or event, including any negligence by LESSOR, that contributes concurrently or in any sequence to the loss or damage.

ARTICLE 15. LIENS

LESSEE covenants not to do, make, engage or acquire any improvements which may be subject of a mechanic's lien. LESSEE will not permit any mechanic's liens or other liens to be placed upon the Premises or LESSEE's leasehold interest therein, the Building, or the Property. LESSOR's title to the Building and Property is and always shall be paramount to the interest of

LESSEE, and nothing herein contained shall empower LESSEE to do any act that can, shall or may encumber Landlord's title.

ARTICLE 16. RIGHT OF ENTRY

LESSOR and its agents or representatives shall not enter the Premises excepting emergency situations, defined to be imminent peril to life and property, in which no notice shall be required. LESSOR may enter Premises upon LESSEE receiving 24 hours prior written notice to inspect the same, or to show the Premises to prospective purchasers, mortgagees, LESSEEs (during the last twelve months of the Lease Term or earlier in connection with a potential relocation) or insurers, or make repairs, alterations or additions thereto, including any work that LESSOR deems necessary for the safety, protection or preservation of the Building or any occupants thereof, or to facilitate repairs, alterations or additions to the Building or any other LESSEEs' premises. If reasonably necessary for the protection and safety of LESSEE and its employees, LESSOR may request LESSEE to temporarily close the Premises to nonessential staff and/or visitors in order for LESSOR to perform repairs, alterations or additions in the Premises. At LESSEE's option, LESSOR may perform all such work during business hours, after business hours or on weekends. Right of entry by LESSOR, absent emergency situations as defined above, shall not be construed as consent by LESSEE to LESSOR to enter the Premises without prior notice, or permission, and without supervision of LESSEE's representative. Entry by LESSOR hereunder shall not constitute a constructive eviction or entitle LESSEE to any abatement or reduction of Rent by reason thereof.

ARTICLE 17. ASSIGNMENT AND SUBLETTING

LESSOR shall have the right to transfer and assign, in whole or in part, all of its rights and obligations hereunder and in the Building and Property referred to herein, and in such event and upon such transfer, Landlord shall be released from any further obligations hereunder, and Tenant agrees to look solely to such successor in interest of Landlord for the performance of such obligations.

LESSEE, to include the Ethics and Compliance Commission, represents and warrants that LESSEE will not assign, sublease, transfer or encumber the Premises or any interest therein or grant any license, concession or other right of occupancy of the Premises or any portion thereof or otherwise permit the use of the Premises or any portion thereof by anyone other than LESSEE.

ARTICLE 18. CASUALTY DAMAGE

If the Premises or any part thereof shall be damaged by fire or other casualty, LESSEE shall give prompt written notice thereof to LESSOR. In case (i) the Building shall be so damaged that in LESSOR's reasonable judgment, substantial alteration or reconstruction of the Building shall be required (whether or not the Premises has been damaged by such casualty), (ii) LESSOR will not be permitted by applicable law to rebuild the Building in substantially the same form as existed prior to the fire or casualty, or (iii) the Premises has been materially damaged and there is less than two (2) years of the Lease Term remaining on the date of such casualty, (iv) any Mortgagee should require that the insurance proceeds payable as a result of a casualty be applied to the payment of the mortgage debt, or (v) any material uninsured loss to the Building, LESSOR may, at its option, terminate this Lease by notifying LESSEE in writing of such termination within ninety (90) days after the date of such casualty.

In the event of casualty damage to the Building, but not the Leased Premises, that denies LESSEE access to the Premises for a period in excess of 90 days of the casualty damage or to not less than sixty percent (60%) of the Premises requiring more than 150 days to repair (the LESSOR being allowed full access to such area for repair) then LESSEE shall have the option to terminate this lease as of the time of the damage or the last time of LESSEE occupancy, whichever is the latter. In the event of any casualty damage giving rise to an option to terminate by either LESSEE or LESSOR, written notice of the parties' choice of exercising such option shall be delivered to the other party within sixty (60) days of the date of the casualty damage. Failure to deliver such notice timely shall constitute notice to the other party that the person having the option to terminate shall not exercise it and the conditions under this Lease shall continue as though option existed. Until LESSEE has given LESSOR notice of its intention to remain in possession after a casualty, giving rise to a right to terminate, LESSOR shall not be bound to begin any repair. If the Lease is terminated either party by any right granted under this Section, LESSEE shall vacate the Premises as expeditiously as possible but in no event later than thirty (30) days after the

delivery of the notice to terminate, and until vacated, rent shall be due on demand in accordance with terms of Lease. Any Leasehold Improvements not so removed by LESSEE shall become the property of LESSOR.

If this Lease is not terminated by either LESSOR or LESSEE as above, LESSOR shall commence and proceed with reasonable diligence to restore the Building (provided that LESSOR shall not be required to restore any unleased premises in the Building) and the Leasehold Improvements (but excluding any improvements, alterations or additions made by LESSEE in violation of this Lease) located within the Premises, if any, which LESSOR has insured to substantially the same condition they were in immediately prior to the happening of the casualty. Notwithstanding the foregoing, LESSOR's obligation to restore the Building, and the Leasehold Improvements, if any, shall not require LESSOR to expend for such repair and restoration work more than the insurance proceeds actually received by the LESSOR as a result of the casualty. When repairs to the Premises have been completed by LESSOR, LESSEE shall complete the restoration or replacement of all LESSEE's Property necessary to permit LESSEE's reoccupancy of the Premises, and LESSEE shall present LESSOR with evidence satisfactory to LESSOR of LESSEE's ability to pay such costs prior to LESSOR's commencement of repair and restoration of the Premises. LESSOR shall not be liable for any inconvenience or annoyance to LESSEE or injury to the business of LESSEE resulting in any way from such damage or the repair thereof, except that, subject to the provisions of the next sentence, LESSOR shall allow LESSEE a fair diminution of Rent on a per diem basis during the time and to the extent any damage to the Premises causes the Premises to be rendered untenantable and not used by LESSEE. If the Premises or any other portion of the Building is damaged by fire or other casualty resulting from the negligence of LESSEE or any LESSEE Related Parties, the Rent hereunder shall not be diminished during any period during which the Premises, or any portion thereof, is untenantable (except to the extent LESSOR is entitled to be reimbursed by the proceeds of any rental interruption insurance), and LESSEE shall be liable to LESSOR for the cost of the repair and restoration of the Building caused thereby to the extent such cost and expense is not covered by insurance proceeds. LESSOR and LESSEE hereby waive the provisions of any law from time to time in effect during the Lease Term relating to the effect upon leases of partial or total destruction of leased property. LESSOR and LESSEE agree that their respective rights in the event of any damage to or destruction of the Premises shall be those specifically set forth herein.

The remedies provided LESSEE herein in the event of casualty damage shall be the sole and only rights possessed by LESSEE, and LESSEE hereby renounces others that may now or subsequent to any casualty damage exist by law or contract against LESSOR or LESSOR's insurers.

ARTICLE 19. SURRENDER OF PREMISES

At the expiration or earlier termination of this Lease or LESSEE's right of possession hereunder, LESSEE shall remove all LESSEE's Property from the Premises, remove all Required Removables designated by LESSOR and quit and surrender the Premises to LESSOR, broom clean, and in good order, condition and repair, ordinary wear and tear excepted. If LESSEE fails to remove any of LESSEE's Property within one (1) day after the termination of this Lease or LESSEE's right to possession hereunder, LESSOR, at LESSEE's sole cost and expense, shall be entitled to remove and/or store such LESSEE's Property and LESSOR shall in no event be responsible for the value, preservation or safekeeping thereof. LESSEE shall pay LESSOR, upon demand, any and all expenses caused by such removal and all storage charges against such property so long as the same shall be in the possession of LESSOR or under the control of LESSOR. In addition, if LESSEE fails to remove any LESSEE's Property from the Premises or storage, as the case may be, within ten (10) days after written notice from LESSOR, LESSOR, at its option, may deem all or any part of such LESSEE's Property to have been abandoned by LESSEE and title thereof shall immediately pass to LESSOR.

ARTICLE 20. LESSOR INSURANCE

Throughout the Term, LESSOR shall carry and maintain such insurance (the cost of which being an Insurance Cost) as it deems necessary, which may include:

- Commercial General Liability Insurance applicable to the Property and its appurtenances providing, on an occurrence basis, a minimum combined single limit of Three Million Dollars (\$3,000,000.00), with a contractual liability endorsement covering LESSOR's indemnity obligations under this Lease.

- All Risk of Physical Loss Insurance written at replacement cost value and with a replacement cost endorsement covering the Building (including the Base Building and Building Central Systems but excluding all Leasehold Improvements including the LESSOR's Work), and all of LESSOR's personal property at the Property.
- Rent Loss Insurance as may be required by LESSOR's Mortgagee or ground lessor, or in such commercially reasonable amounts as may be determined appropriate by LESSOR recognizing that it is the express intent of the parties that LESSOR shall obtain rent-loss insurance for at least a one (1) year period insuring the continued payment of rent notwithstanding a fire or other casualty damaging the Building.
- Such additional insurance coverage as prudent LESSORs of other similar office buildings in the Harahan, Louisiana metropolitan area would maintain.

Payments for losses and recoveries under LESSOR's All Risks of Physical Loss Insurance shall be made solely to LESSOR or the Mortgagees of LESSOR as their interests shall appear. The cost of all such insurance shall be born by LESSOR.

ARTICLE 21. LESSEE INSURANCE

LESSEE, at its sole cost and expense, will obtain and maintain in full force and effect at all times during the term of this Agreement the following insurance policies to protect LESSEE and LESSOR:

- Comprehensive General Public Liability and Property Damage insurance providing coverage for all personal injury liability and property damage coverage, with contractual liability endorsement covering LESSEE's agreement to indemnify LESSOR from and against all costs, expenses, and/or liability under the terms of this Agreement (unless due to the negligence and/or willful misconduct of LESSOR), with a minimum Combined Single Limits for bodily injury and property damage of \$1,000,000.00 per person per occurrence, or such other reasonable minimum limits as may be established from upon Renewal Term by LESSOR. Policy(ies) to name LESSOR as additional insured.
- Worker's Compensation Insurance in accordance with the statutory requirements of the State of Louisiana and the Employers Liability with a limit of \$300,000.00.
- All Risk Property Insurance on all of LESSEE's improvements, equipment, fixtures, and personal property located in, upon, or about the Premises or used in the conduct of LESSEE's operations in, upon, or from the Premises, covering all risks covered by a policy of fire and extended coverage insurance (including sprinkler leakage coverage), and all other risks with limits equal to full insurable value thereof. Proceeds of all such insurance with respect to LESSEE's improvements, if any, will be payable jointly to the LESSEE and LESSOR, and, in the event of a casualty, providing that this Agreement remains in full force and effect, all proceeds will be disbursed in such manner as LESSOR will reasonably require to insure restoration of LESSEE's improvements, if any.

LESSEE shall not do or fail to do anything in, upon or about the Premises which will: (1) violate the terms of any of LESSOR's insurance policies; (2) prevent LESSOR from obtaining policies of insurance acceptable to LESSOR or any Mortgagees; or (3) result in an increase in the rate of any insurance on the Premises, the Building, any other property of LESSOR or of others within the Building. In the event of the occurrence of any of the events set forth in this Section, LESSEE shall pay LESSOR upon demand, as Additional Base Rental, the cost of the amount of any increase in any such insurance premium, provided that the acceptance by LESSOR of such payment shall not be construed to be a waiver of any rights by LESSOR in connection with a default by LESSEE under the Lease.

ARTICLE 22. INDEMNITY

LESSEE shall indemnify, defend and hold LESSOR, its members, principals, beneficiaries, partners, officers, directors, employees, Mortgagee(s) and agents, and the respective principals and members of any such agents (collectively the "LESSOR Related Parties") harmless against and from all liabilities, obligations, damages, penalties, claims, costs, charges and expenses, including, without limitation, reasonable attorneys' fees and other professional fees (if and to the extent

permitted by law), which may be imposed upon, incurred by, or asserted against LESSOR or any of the LESSOR Related Parties and arising, directly or indirectly, out of or in connection with the use, occupancy or maintenance of the Premises by, through or under LESSEE including, without limitation, any of the following: (1) any work or thing done in, on or about the Premises or any part thereof by LESSEE or any of its transferees, agents, servants, contractors, employees, customers, licensees or invitees; (2) any use, non-use, possession, occupation, condition, operation or maintenance of the Premises or any part thereof; (3) any act or omission of LESSEE or any of its transferees, agents, servants, contractors, employees, customers, licensees or invitees, regardless of whether such act or omission occurred within the Premises; (4) any injury or damage to any person or property occurring in, on or about the Premises or any part thereof; or (5) any failure on the part of LESSEE to perform or comply with any of the covenants, agreements, terms or conditions contained in this Lease with which LESSEE must comply or perform. In case any action or proceeding is brought against LESSOR or any of the LESSOR Related Parties by reason of any of the foregoing, LESSEE shall, at LESSEE's sole cost and expense, resist and defend such action or proceeding with counsel.

LESSOR and the LESSOR Related Parties shall not be liable for, and LESSEE hereby waives, all claims for loss or damage to LESSEE's business or damage to person or property sustained by LESSEE or any person claiming by, through or under LESSEE (including LESSEE's principals, agents and employees (collectively, the "LESSEE Related Parties")) resulting from any accident or occurrence in, on or about the Premises, the Building or the Property, including, without limitation, claims for loss, theft or damage resulting from: (1) the Premises, Building, or Property, or any equipment or appurtenances becoming out of repair; (2) wind or weather; (3) any defect in or failure to operate, for whatever reason, any sprinkler, heating or air-conditioning equipment, electric wiring, gas, water or steam pipes; (4) broken glass; (5) the backing up of any sewer pipe or downspout; (6) the bursting, leaking or running of any tank, water closet, drain or other pipe; (7) the escape of steam or water; (8) water, snow or ice being upon or coming through the roof, skylight, stairs, doorways, windows, walks or any other place upon or near the Building; (9) the falling of any fixture, plaster, tile or other material; (10) any act, omission or negligence of other tenants, licensees or any other persons or occupants of the Building or of adjoining or contiguous buildings, or owners of adjacent or contiguous property or the public, or by construction of any private, public or quasi-public work; or (11) any other cause of any nature except as otherwise provided by this Agreement, where such loss or damage is due to LESSOR's willful failure to make repairs required to be made pursuant to other provisions of this Lease, after the expiration of a reasonable time after written notice to LESSOR of the need for such repairs. To the maximum extent permitted by law, LESSEE agrees to use and occupy the Premises, and to use such other portions of the Building as LESSEE is herein given the right to use, at LESSEE's own risk.

ARTICLE 23. SUBROGATION

Notwithstanding anything set forth in this Lease to the contrary, LESSOR and LESSEE do hereby waive any and all right of recovery, claim, action or cause of action against the other, their respective principals, beneficiaries, partners, officers, directors, agents, and employees, and, with respect to LESSOR, its Mortgagee(s), for any loss or damage that may occur to LESSOR or LESSEE or any party claiming by, through or under LESSOR or LESSEE, as the case may be, with respect to their respective property, the Building, the Property or the Premises or any addition or improvements thereto, or any contents therein, by reason of fire, the elements or any other cause, regardless of cause or origin, including the negligence of LESSOR or LESSEE, or their respective principals, beneficiaries, partners, officers, directors, agents and employees and, with respect to LESSOR, its Mortgagee(s), which loss or damage is (or would have been, had the insurance required by this Lease been carried) covered by insurance. Since this mutual waiver will preclude the assignment of any such claim by subrogation (or otherwise) to an insurance company (or any other person), LESSOR and LESSEE each agree to give each insurance company which has issued, or in the future may issue, policies of insurance, with respect to the items covered by this waiver, written notice of the terms of this mutual waiver, and to have such insurance policies properly endorsed, if necessary, to prevent the invalidation of any of the coverage provided by such insurance policies by reason of such mutual waiver. For the purpose of the foregoing waiver, the amount of any deductible applicable to any loss or damage shall be deemed covered by, and recoverable by the insured under the insurance policy to which such deductible relates. In the event that LESSEE is permitted to and self-insures any risk which would have been covered by the insurance required to be carried by LESSEE, or if LESSEE fails to carry any insurance required to be carried by LESSEE, then all loss or damage to LESSEE, its leasehold interest, its business, its property, the Premises or any additions or improvements thereto or contents thereof

shall be deemed covered by and recoverable by LESSEE under valid and collectible policies of insurance.

ARTICLE 24. CONDEMNATION

If (a) the whole or any substantial part of the Premises or (b) any portion of the Building or Property which would leave the remainder of the Building unsuitable for use as an office building comparable to its use on the Commencement Date, shall be taken or condemned for any public or quasi-public use under governmental law, ordinance or regulation, or by right of eminent domain, or by private purchase in lieu thereof, then LESSOR may, at its option, terminate this Lease effective as of the date the physical taking of said Premises or said portion of the Building or Property shall occur. In the event this Lease is not terminated, the Rentable Area of the Building, the Rentable Area of the Premises and LESSEE's Pro Rata Share shall be appropriately adjusted. In addition, Rent for any portion of the Premises so taken or condemned shall be abated during the unexpired term of this Lease effective when the physical taking of said portion of the Premises shall occur. All compensation awarded for any such taking or condemnation, or sale proceeds in lieu thereof, shall be the property of LESSOR, and LESSEE shall have no claim thereto, the same being hereby expressly waived by LESSEE, except for any portions of such award or proceeds which are specifically allocated by the condemning or purchasing party for the taking of or damage to trade fixtures of LESSEE, which LESSEE specifically reserves to itself.

ARTICLE 25. "FORCE MAJEURE"

Whenever a period of time is herein prescribed for the taking of any action, LESSOR and LESSEE shall not be liable or responsible for, and there shall be excluded from the computation of such period of time, any delays due to events of Force Majeure. Events of "Force Majeure" shall include strikes, riots, acts of God, shortages of labor or materials, war, governmental law, regulations or restrictions and any other cause whatsoever that is beyond the control of Landlord.

ARTICLE 26. EVENTS OF DEFAULT AND REMEDIES:

Should LESSEE fail to timely pay rent to LESSOR within fifteen (15) days following receipt of written notice, "Notice of Monetary Default," or fails to comply with any other provision of this Agreement within thirty (30) days after receipt of written notice ("Notice of Non-Monetary Default"), or

LESSEE abandons the Premises or discontinues its use, or removes from the Premises any property which is owned by the LESSOR, or makes any assignment for the benefit of another, then the LESSEE shall be in default of this Agreement,

LESSOR will have the right, at LESSOR's option effective upon written notice to LESSEE: (a) to terminate this Lease effective as of the date listed on said notice, (b) to proceed one or more times for past due installments of rent only, without prejudicing the right to proceed later for additional installments, or exercise any other remedy; or (c) to have recourse to any other remedy or mode of redress to which LESSOR may be entitled by law.

In the event LESSOR exercises the right to terminate this Agreement, then: (a) LESSOR will have the right, as soon as said termination is effective, to re-enter the leased premises and re-let the same for such rights to any and all remedies at law. In such event, LESSOR shall provide LESSEE no less than 7 days to remove any confidential or privileged material or material which may be evidence in a local, state or federal enforcement proceedings. LESSEE will be liable for the difference between the available market rent, if less, and the Rent for the balance of the applicable Term or Renewal Term, together with any reasonable and customary losses and expenses for re-letting. Failure of LESSOR to exercise any right granted in this section will not be construed as a waiver of right to subsequently enforce for a new default such right, and no indulgency the LESSOR will be construed as a waiver of any right therein granted.

In the event of any claim by Lessor against Lessee, whether or not material, LESSOR will be limited to LESSOR's remedy at law for damages.

ARTICLE 27. NO WAIVER

Failure of LESSOR to declare any default immediately upon its occurrence, or delay in taking any action in connection with an event of default shall not constitute a waiver of such default, nor shall it constitute an estoppel against LESSOR, but LESSOR shall have the right to declare the default at any time and take such action as is lawful or authorized under this Lease. Failure by LESSOR to enforce its rights with respect to any one default shall not constitute a waiver of its rights with respect to any subsequent default. Receipt by LESSOR of LESSEE's keys to the Premises shall not constitute an acceptance or surrender of the Premises.

ARTICLE 28. WAIVER OF JURY TRIAL

LESSOR and LESSEE hereby waive any right to a trial by jury in any action or proceeding based upon, or related to, the subject matter of this Lease. This waiver is knowingly, intentionally, and voluntarily made by LESSEE, and LESSEE acknowledges that neither LESSOR nor any person acting on behalf of LESSOR has made any representations of fact to induce this waiver of trial by jury or in any way to modify or nullify its effect. LESSEE further acknowledges that it has been represented (or has had the opportunity to be represented) in the signing of this Lease and in the making of this waiver by independent legal counsel, selected of its own free will, and that it has had the opportunity to discuss this waiver with counsel.

ARTICLE 29. LIMITATION OF LIABILITY

NOTWITHSTANDING ANYTHING TO THE CONTRARY CONTAINED IN THIS LEASE, THE LIABILITY OF LESSOR (AND OF ANY SUCCESSOR LESSOR HEREUNDER) TO LESSEE SHALL BE LIMITED TO THE INTEREST OF LESSOR IN THE BUILDING, AND LESSEE AGREES TO LOOK SOLELY TO LESSOR'S INTEREST IN THE BUILDING FOR THE RECOVERY OF ANY JUDGMENT OR AWARD AGAINST THE LESSOR, IT BEING INTENDED THAT NEITHER LESSOR NOR ANY MEMBER, PRINCIPAL, PARTNER, SHAREHOLDER, OFFICER, DIRECTOR OR BENEFICIARY OF LESSOR SHALL BE PERSONALLY LIABLE FOR ANY JUDGMENT OR DEFICIENCY. LESSEE HEREBY COVENANTS THAT, PRIOR TO THE FILING OF ANY SUIT FOR AN ALLEGED DEFAULT BY LESSOR HEREUNDER, IT SHALL GIVE LESSOR AND ALL MORTGAGEES WHOM LESSEE HAS BEEN NOTIFIED HOLD MORTGAGES OR DEED OF TRUST LIENS ON THE PROPERTY, BUILDING OR PREMISES NOTICE AND REASONABLE TIME TO CURE SUCH ALLEGED DEFAULT BY LESSOR.

ARTICLE 30. SUBORDINATION TO MORTGAGES

LESSEE accepts this Lease subject and subordinate to any mortgage, deed of trust, ground lease or other lien presently existing or hereafter arising upon the Premises, or upon the Building and/or the Property and to any renewals, modifications, refinancings and extensions thereof (any such mortgage, deed of trust, lease or other lien being hereinafter referred to as a "Mortgage", and the person or entity having the benefit of same being referred to hereinafter as a "Mortgagee"), but LESSEE agrees that any such Mortgagee shall have the right at any time to subordinate such Mortgage to this Lease on such terms and subject to such conditions as such Mortgagee may deem appropriate in its discretion provided the mortgagee for itself and any party claiming by, through or under such mortgagee agrees in writing to recognize this Lease in the event it or such party acquires the Building by foreclosure or deed-in-lieu of foreclosure. LESSEE agrees upon demand to execute such further instruments subordinating this Lease, acknowledging the subordination of this Lease or attorning to the holder of any such Mortgage as LESSOR may reasonably request. If any person shall succeed to all or part of LESSOR's interests in the Premises whether by purchase, foreclosure, deed in lieu of foreclosure, power of sale, termination of lease or otherwise, and if and as so requested or required by such successor-in-interest, LESSEE shall, without charge, attorn to such successor-in-interest.

If the LESSOR's leasehold interest in any ground lease shall be terminated, LESSEE agrees that this Lease shall, at the option of the ground lessor, remain in full force and effect (or if terminated by law as a result of LESSOR's interest being terminated, LESSEE will enter into a new Lease with the identical terms and conditions of this Lease). LESSEE agrees to give any Mortgagee, by certified mail, return receipt requested, a copy of any notice of default served upon LESSOR, provided that prior to such notice LESSEE has been notified in writing (by way of notice of Assignment of Rents and Leases, or otherwise) of the address of such mortgagees and/or trust deed

holders. LESSEE further agrees that if LESSOR shall have failed to cure such default within the time provided for in this Lease, then the mortgagees and/or trust deed holders shall have an additional thirty (30) days within which to cure such default or if such default cannot be cured within that time, then such additional time as may be necessary if within such thirty (30) days, the mortgagee and/or trust deed holder has commenced and is diligently pursuing the remedies necessary to cure such default (including but not limited to commencement of foreclosure proceedings, if necessary, to effect such cure), in which event this Lease shall not be terminated while such remedies are being so diligently pursued. LESSEE agrees that in the event of the sale of the Land or the Building, by foreclosure or deed in lieu thereof, the purchaser at such sale shall only be responsible for the return of any Security Deposit paid by LESSEE to LESSOR in connection with this Lease to the extent that such purchaser actually receives such Security Deposit. LESSEE further agrees that any successor to LESSOR's interest shall not be bound by (i) any payment of monthly Rent or Additional Rent for more than one (1) month in advance, except prepayments in the nature of security for the performance by LESSEE of its obligations under this Lease or (ii) any amendment or modification of this Lease made without the consent of LESSOR's mortgagee or such successor in interest.

ARTICLE 31. FUND AVAILABILITY

The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of this Agreement. If funding is reduced or eliminated such that the effect is to provide insufficient monies for the continuation of this Agreement, the Agreement shall terminate on the last day of the fiscal year for which funds were appropriated. Such termination shall be without penalty or expense to the LESSEE except for payments, which have been earned prior to the termination date and the actual cost to construct Premises for LESSEE's occupancy, up to \$30.00 per square foot, amortized over the first term. Upon termination of this Agreement prior to the end of its term, the LESSEE shall be relieved of its obligations under this Agreement except for payment of service/work already performed and LESSOR shall be relieved of its obligations under this Agreement. Termination of the Agreement by the LESSEE under these provisions shall not constitute an event of default. LESSEE may effect such termination by giving LESSOR written notice within thirty (30) days from the date LESSEE learns that funds shall not be funded to fulfill the terms of this Agreement.

ARTICLE 32. RECORDATION

Parties to this Agreement may, but shall not be obligated, to record the Agreement lease in the office of the recorder for Jefferson Parish.

ARTICLE 33. MISCELLANEOUS

Whenever applicable, the terms below have the following meaning:

"Building Standard" shall mean the type, grade, brand, quality and/or quantity of materials Landlord designates from time to time to be the minimum quality and/or quantity to be used in the Building.

"Business Day(s)" shall mean Mondays through Fridays, exclusive of Holidays. The term "Holidays" means New Year's Day, Mardi Gras, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day, together with any other days hereafter commonly recognized as holidays by a majority of the other office tenants in the Building.

"Common Areas" shall mean those areas provided by Landlord for the common use or benefit of all tenants generally and/or the public, such as corridors, elevator foyers, common mail rooms, restrooms, vending areas, lobby areas (whether at ground level or otherwise) and other similar facilities. Landlord reserves the right to periodically modify the Common Areas; provided, however that no such modification to the Common Areas shall render the Common Areas not befitting an office building of similar size, class and age.

"Lease Year" shall refer to each consecutive twelve (12) month period commencing with the Commencement Date (if such date is the 1st day of a calendar month) or on the first day of the calendar month in which such Commencement Date shall occur (if such date is other than on the first day of a calendar month) and each successive anniversary thereof; provided, however that the first Lease Year shall commence as of the Commencement Date.

"Normal Business Hours" for the Building shall mean 6 a.m. to 6 p.m. on Business Days and 8:00 a.m. to 1:00 p.m. on Saturdays (excluding Holidays").

"Permitted Use" shall mean general office use.

"Property" shall mean the Building and the parcel(s) of land on which it is located, and all other improvements owned by Landlord and serving the Building and the tenants thereof and the parcel(s) of land on which they are located.

ARTICLE 34. ENTIRE AGREEMENT

This Agreement, including any exhibits attached hereto, sets forth all promises, Agreements, conditions and understanding between the parties concerning the Premises. There are no oral Agreements between the parties hereto affecting this Agreement, and this Agreement supersedes and cancels any and all previous negotiations, arrangements, letters of intent, lease proposals, Agreements, representations, promises, warranties and understanding between the parties hereto with respect to the subject matter hereof. No alteration, amendment, change or addition to this Agreement shall be binding upon the parties unless reduced in writing, mutually executed and delivered between them.

ARTICLE 35. SEVERABILITY

Should any provision or portion of this Agreement be held by a court of competent jurisdiction to be illegal, invalid, or unenforceable under Law or Regulation, the remaining provisions or portions shall remain in full force and effect upon the parties who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. This Agreement represents the result of negotiations between LESSOR and LESSEE, each of which has been (or has had opportunity to be) represented by counsel of its own selection, and neither of which has acted under duress or compulsion, whether legal, economic or otherwise. Consequently, LESSOR and LESSEE agree that the language in all parts of the Agreement shall in all cases be construed as a whole according to its fair meaning and neither strictly for nor against LESSOR or LESSEE.

ARTICLE 36. GOVERNING LAW

This Agreement shall be deemed to be a contract made under the laws of the State of Louisiana, and for purposes shall be interpreted in its entirety in accordance with the laws of said state. The parties hereto agree that the sole and exclusive venue of any suit or proceeding brought pursuant to this contract shall be the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

ARTICLE 37. NOTICES

Whenever any demand, request, approval, consent or notice ("Notice") shall or may be given to either of the parties by the other, each such Notice shall be in writing and shall be sent by registered or certified mail with return receipt requested, or sent by overnight courier service (such as Federal Express) at the respective addresses of the parties for notices as set forth below:

LESSOR

c/o SRSA Commercial Real Estate, Inc.
ATTN: Steve Reisig
2555 Severn Avenue, Suite 200
Metairie, LA 70002

with copy to:
c/o 990 North Corporate Drive, LLC
100 N Centre Ave., Suite 502
Rockville Centre, NY 11570
ATTN: Jody Grass and Jeff Coleman

LESSEE

Jefferson Parish Office of Inspector General
ATTN: Inspector General
990 Corporate Drive, Suite 300
Jefferson, LA 70123

with copy to:
Jefferson Parish Ethics and Compliance
Commission
P.O. Box 1674
Metairie, LA 70004-1674

If, however, LESSEE has vacated the Premises or is in default of this Lease, then LESSOR may serve Notice by any manner permitted by law. Any Notice under this Lease delivered by registered or certified mail shall be deemed to have been given, delivered, received and effective on the earlier of (a) the third day following the day on which the same shall have been mailed with sufficient postage prepaid or (b) the delivery date indicated on the return receipt. Notice sent by overnight courier service shall be deemed given, delivered, received and effective upon the day after such notice is delivered to or picked up by the overnight courier service. Either party may, at any time, change its Notice Address by giving the other party Notice stating the change and setting forth the new address.

IN WITNESS WHEREOF, the parties hereto have signed their names on the dates listed below, in the presence of the undersigned competent witnesses:

WITNESSES:

LESSOR: 990 North Corporate Drive,
LLC

Eileen Grass Eileen Grass
Printed name:

[Signature]
By: JONNY GRASS

S.G. CORIGAN S.G. Corigan
Printed name:

8/30/18
Date:

WITNESSES:

LESSEE: Jefferson Parish Office of
Inspector General

James M. Mitchell Jr. James M. Mitchell Jr.
Printed name:

[Signature]
By: David McClintock, Inspector General

Jeffrey Adolph Jeffrey Adolph
Printed name:

8/30/18
Date:

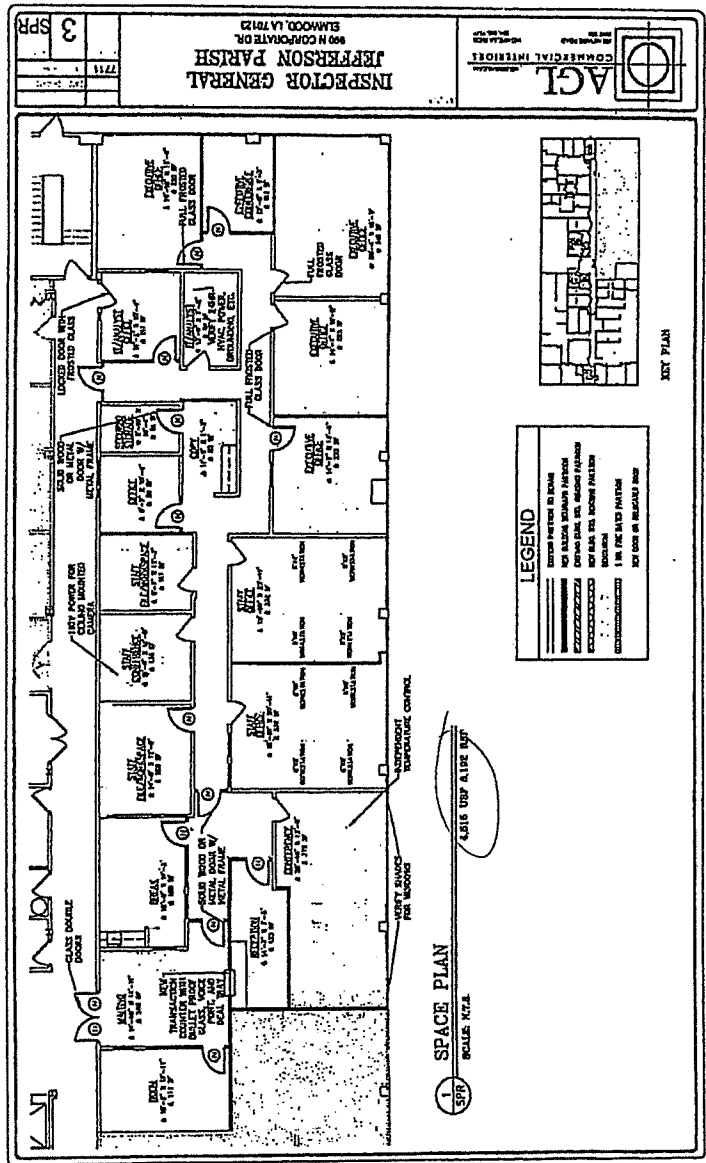


EXHIBIT A

Form

HIGHLAND COMMERCIAL CONSTRUCTION

909 S. Causeway Blvd, Jefferson, LA 70121
Office (504) 837-5567 Fax (504) 837-5569

PROPOSAL

August 20, 2018

Proposal submitted to: By: K Laborde

Work to be performed at:

Name	SRSA	Name	Inspector General
Street	2555 Severn Ave, suite 200	Street	990 Corporate Dr.
City, State Zip Code	Metairie, La	City, State Zip Code	Elmwood, La
Phone/Fax	504-831-2363		
Attention	Sandra	Estimate	\$137,747.42

All work is guaranteed to be as specified, and the work to be performed in accordance with the drawings and specifications submitted for the above referenced project and completed in a substantial work manlike manner.

Scope of Work:

General Condition, Supervision:	\$7,677.74
Demolition:	\$11,850.00
Framing, drywall and acoustical:	\$24,800.00
Door, Frames, & Hardware: Includes Lite Kits and frosted glass.	\$5,075.00
Wall coverings:	\$0.00
Float and paint:	\$20,200.00
Millwork: Includes reception counter and conference room.	\$1,200.00
Glazing: Includes relocating bulletproof transaction window. Does not include voice port.	\$600.00
Electrical and lighting:	\$13,800.00
HVAC/Plumbing:	\$12,113.00
Fire Alarm:	\$3,450.00
Sprinkler:	\$9,981.00
Floor cover & base: Includes labor only to patch public corridor w/ building supplied carpet tiles.	\$12,950.00
Misc:	\$0.00
Trash Removal / Clean & Detail:	\$2,100.00
	Subtotal \$125,796.74
	Contractor overhead and profit \$11,950.69
	Total Amount of Proposal: \$137,747.42

Notes: ADD TO BASE BID.

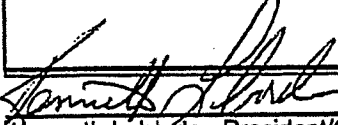
Alt: Replace existing hardware with new standard LSDA lever handle.

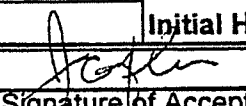
\$2,800.00

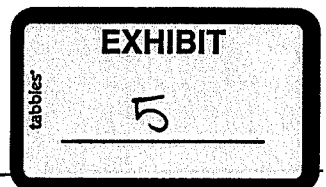
Any alterations or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

ACCEPTANCE OF PROPOSAL

Acceptance of Proposal - the above prices, specifications and conditions are satisfactory and hereby accepted. We understand that prices quoted are good for 15 days from date of this proposal. You are authorized to do the work as specified.


Kenneth Laborde President/Owner
9/26/18
Date

 Initial Here
Signature of Acceptance
9-26-18
Date



PERMIT FEES NOT REFUNDABLE
JEFFERSON PARISH INSPECTION & CODE
ENFORCEMENT

East Bank
 1221 Elmwood Park Blvd.
 Harahan, La 70123
 736-6964
 Fax 738-8387

West Bank
 400 Maple Street
 Harvey, LA 70058
 364-3512
 Fax 364-3534

Council District No. District 2

Building Permit No. 18-385900

Date Applied 10/17/2018		Date Issued 11/26/2018	
Project Address 990 CORPORATE RD, JEFFERSON, LA 70123		Subdivision ELMWOOD CORPORATE VILLAGE	Sq.No. 00
		Lot No. CV2Y1	
Owner Jody Grass jodywithalied@gmail.com	Address 45 veterans Blvd Kenner LA 70062		Phone 5044675050
Name of Business 990 Corporate Dr (Inspector General)		Type of Business	
Architect/Engineer M. Claire Pickering claire@fludarchdesign.com	Address 7500 Oak St New Orleans LA		Phone 5044302516
Contractor HIGHLAND COMMERCIAL CONSTRUCTION INC. Paula@Highland-Construction.com	Address 909 S. Causeway Blvd Jefferson LA 70121		Phone 5048375567
			State License No. 29350
Description Renovation of an existing office space on 3rd floor of existing building.	Permitted Height 41		Stories 3
	Est. Value		\$137747.00
No. of Piles 0.00	Zoning M2 (CPZ)	Req. Pk. Sp. Existing	Misc. Remarks
Board of Standards			Board Zoning Adj.
FIA Zone X -3.5 N.A.V.D OR 6 inches Above Crown of Street, Whichever is higher			
Soil Type - COMMERCE SILTY CLAY LOAM(Soil Type:6)		Type of Construction IIA	
Occupancy B			
Is this a corner lot?		Yes	
Key lot in rear?		No	
Square Feet		Fees	
Living Sq. Ft.		Building Permit	\$727.00
Accessory Sq. Ft.		Plan Review	\$137.75
Total Sq. Ft.	4515.00	Cons. Trades	\$0.00
Plan Box No.	CF	Violation Fee	\$0.00
Permit Balance		\$0.00	
This permit shall not exempt you from any obligations under any orders, consent judgments, or judgments further. This permit may not clear all violations if any such violations do not relate to this permit.			
Notice: The scope of this application review is limited to the property as encumbered on the survey submitted. Must contact Dept of Public Works prior to construction or repair of sidewalks, driveway aprons or curb cuts.			

I certify that the construction or reconstruction, for which this permit is issued, will be in accordance with the currently adopted building code and ordinances governing construction and reconstruction on buildings in Jefferson Parish. I acknowledge that this permit does not authorize construction contrary to existing title restrictions or zoning laws of Jefferson Parish. I further acknowledge that any misrepresentation made herein may result in the revocation of the permit.

Ricky Hollier

11/26/2018

Issued by

Date

JEFFERSON PARISH DEPARTMENT OF INSPECTION & CODE ENFORCEMENT

ELECTRICAL SECTION

P A I D
Per 33 T.B.

East Bank (504)736-6935

West Bank (504)364-6857

Date: 11-27-18 Permit # 18-385400

Transaction#: _____ Initials: _____

Job Address: 990 Corporate Rd.

Ste/Apt# _____ City: Elmwood

Commercial Residential

Proposed Work: Office Renovation

Contractor Name: Russell Stockton

License #: 0514 Phone #: 504-908-7576

Signature: Russell Stockton

3rd Party Provider Information: (If Used)

Name: FECI, LLC

Phone #: 504-309-3860

Email Address: denise@ieciassociates.com

Requested	Date	Failed	Passed
Rough In:	_____	_____	_____
Underground:	_____	_____	_____
Slab:	_____	_____	_____
Walls:	_____	_____	_____
Ceiling:	_____	_____	_____
Final:	_____	_____	_____

Office/Inspection Notes: _____

ITEM	FEES	QUANTITY	TOTAL
Construction Loop/Shore Power/Trailer Loop	.30 Per Amp		
New or Replacement of Service	.30 Per Amp		
Circuits New/Added	3.00 Each		
Vacancy Inspection	30.00		
Illuminated Sign	30.00 Each		
Generator	30.00 Each		
Solar Panels	30.00		
Alterations / Repairs	30.00	1	30.00
Take Over Fee	50.00		
Elevator / Escalator	50.00 Each		
Pool / Fountain	100.00 Each		
Same Day Inspection	50.00		
Emergency Re-connect	30.00		
After Hour Meter Release	30.00		
After Hours Inspection (M-F)	150.00		
Weekend Inspection (Sat - Sun)	175.00		
Holidays	200.00		
Investigation Fee	300.00		
1 st Re-inspection	60.00		
2 nd Re-inspection	120.00		
3 rd Re-inspection	180.00		
NON REFUNDABLE APPLICATION FEE	21.00	1	21.00
		TOTAL	510.00

Item	Released by:	Date:
Construction Loop		
Permanent Meter / Net Meter / Existing Meter		
Emergency Reconnect		
30 Day Meter / Reseal / Re-crimp		

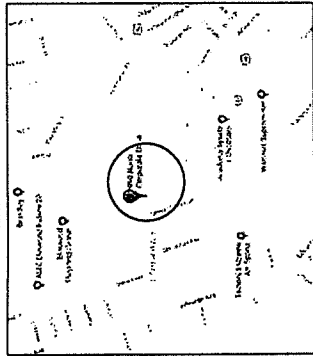
RENOVATION FOR INSPECTOR GENERAL OF JEFFERSON PARISH

FLOOR 03, SUITE 300

990 N. CORPORATE DR.
ELMWOOD, LA 70123

ISSUE DATE: 10-08-18

AREA MAP



GENERAL NOTES TO CONTRACTOR

THE OWNER CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS PRIOR TO CONSTRUCTION. REPORT DEVIATIONS FROM THE DRAWINGS TO THE ARCHITECT IMMEDIATELY UPON DISCOVERY.

WORK ONLY FROM THE BATTERY (MASONRY) BOUND. DO NOT SCALE DIMENSIONS. WORK FROM ESTABLISHED DIMENSIONS AND LEVELS. ESTABLISH DEPOSING DIMENSIONS FOR LINES AND LEVELS OF THE WORK.

VERIFY EXISTING ARCHITECTURAL, MECHANICAL, ELECTRICAL, AND STRUCTURAL, VERTICAL LOCATIONS, AND DIMENSIONS. CONSTRUCTION AND COMPONENT INSTALLATIONS ARE CONSIDERED AS WITH THE CONTRACT DOCUMENTS AND FIELD MEASUREMENTS. DIMENSIONS FOR ALL WORK SHALL NOT BE APPROVED.

THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS AND INSPECTIONS FOR THE WORK. ALL TRADES SHALL BE RESPONSIBLE FOR PERFORMANCE WORK IN ACCORDANCE WITH TRADE STANDARDS, AND ALL APPLICABLE CODES, LAWS, AND REGULATIONS. EACH TRADE MUST BE CLEARED AND RELAYED TO MATCH EXISTING UTILITIES.

THE CONTRACTOR SHALL REMOVE CLUMP, UNWANTED GROWING TREES AND OTHER TREES. LOCATE ONLY "TREE" TIES IN THE BASE ROOMS OF ABOVE. DO NOT SET EXISTING TIES WITH THE NEW ONE.

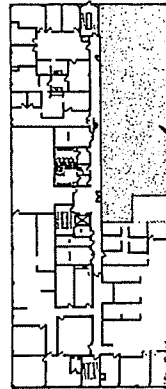
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KEY PLAN



REVIEWED BY: JOHN L. MARSHALL
STATE FIRE MARSHAL
AS PER REVIEW FOR CONSTRUCTION

PROJECT INFORMATION

AREA OF CONSTRUCTION:	LA 0300
PROJECT LOCATION:	990 N. CORPORATE DR., SUITE 300, ELMWOOD, LA 70123
OWNER:	INSPECTOR GENERAL
DESIGNER:	ARCHITECTURAL SERVICES II, INCORPORATED/LSJEEC
CONTRACTOR:	INSPECTOR GENERAL
BLUING THE PROJECTION:	SPRINKLER / FIRE ALARM
APPLICABLE CODE:	2018 INTERNATIONAL MECHANICAL, ELECTRICAL AND PLUMBING CODE (IMC) / 2018 INTERNATIONAL FIRE AND SAFETY CODE (IFSC) / 2018 INTERNATIONAL ELECTRICAL CODE (IEC) / 2018 INTERNATIONAL BUILDING CODE (IBC)

PROJECT DIRECTORY

BLUING MANAGER:	MR. JOHN DIMICK 2025 SOUTH WINDSORHURST SUITE 100 METairie, LA 70002 TEL: (504) 885-8077 FAX: (504) 885-8077 EMAIL: JDDIMICK@GCS.COM
PROJECT COORDINATOR:	MRS. LUCAS 431 COMMISSION, W/ DIMERS METairie, LA 70002 TEL: (504) 885-8077 FAX: (504) 885-8077 EMAIL: MLCAS@GCS.COM
PROJECT ARCHITECT:	M. CLARK PICKERING LA LICENSE # 6419 7500 OAK STREET METairie, LA TEL: (504) 885-2518 FAX: (504) 885-2518 EMAIL: CLARK@CLARKPICKERING.COM

PROJECT SCOPE OF WORK

THE SCOPE OF WORK FOR THIS RENOVATION PROJECT INCLUDES REVISION OF AN EXISTING MECHANICAL AND ELECTRICAL SYSTEMS TO MEET THE REQUIREMENTS OF THE 2018 INTERNATIONAL MECHANICAL, ELECTRICAL AND PLUMBING CODE (IMC) AND 2018 INTERNATIONAL FIRE AND SAFETY CODE (IFSC).

THE SCOPE OF THE ARCHITECTURAL WORK IS LIMITED TO THE CONSTRUCTION AND ADDITION OF MECHANICAL AND ELECTRICAL SYSTEMS THROUGHOUT THE SPACE.

THE SCOPE OF MECHANICAL WORK IS LIMITED TO THE RELOCATION OF EXISTING IMC CHANGES TO MEET THE REQUIREMENTS OF THE 2018 IMC AND 2018 IFSC.

THE SCOPE OF ELECTRICAL WORK IS LIMITED TO THE RELOCATION OF EXISTING ELECTRICAL SYSTEMS TO MEET THE REQUIREMENTS OF THE 2018 IFSC AND 2018 IEC.

PERMIT NOTES

ALL PERMITS SHALL BE OBTAINED FROM THE APPROPRIATE AGENCIES PRIOR TO THE START OF CONSTRUCTION. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND INSPECTIONS FOR THE WORK. ALL TRADES SHALL BE RESPONSIBLE FOR PERFORMANCE WORK IN ACCORDANCE WITH TRADE STANDARDS, AND ALL APPLICABLE CODES, LAWS, AND REGULATIONS.

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SHEET INDEX

T1.0	TITLE SHEET
T1.1	GENERAL NOTES TO CONTRACTOR
U1.1	LIFE SAFETY PLAN
B1	BOILER ROOM PLAN
A1	ARCHITECTURAL FLOOR PLAN, LEGEND, AND NOTES
ME	MECHANICAL FLOOR PLAN, LEGEND, AND NOTES
EE	ELECTRICAL FLOOR PLAN, LEGEND, AND NOTES
SI	STRUCTURAL FLOOR PLAN, LEGEND, AND NOTES
PP1	POWER FLOOR PLAN, LEGEND, AND SCHEDULE

AGL COMMERCIAL INTERIORS
4239 HENRIE ROAD
SUITE 208
METairie, LA 70002
504.885.9977

Product: M. Clark Pickering
Drawing No.: 6418
These plans and specifications are prepared by me or under my direct supervision and I am a duly Licensed Professional Engineer in the State of Louisiana. I am not responsible for any errors or omissions in these plans and specifications.

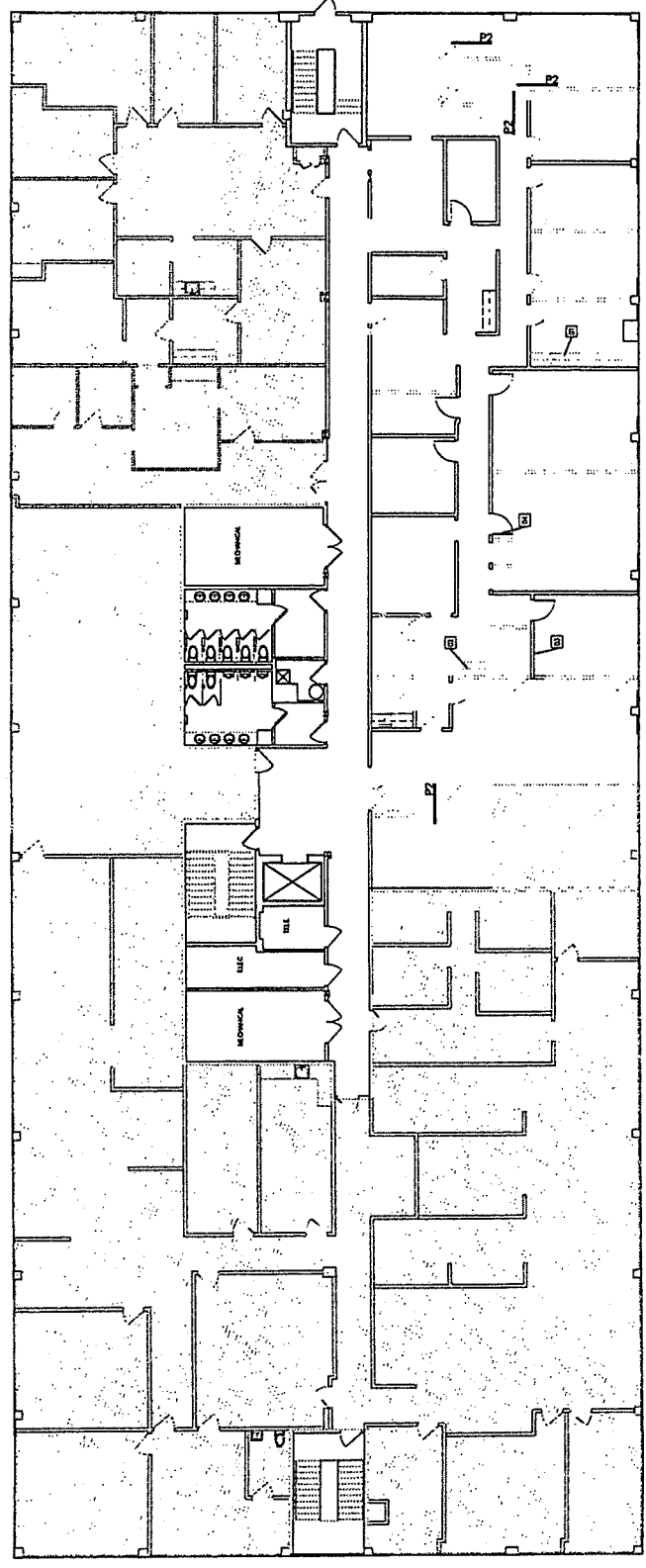


TITLE SHEET
INSPECTOR GENERAL
OF JEFFERSON PARISH
990 N. CORPORATE DR.
ELMWOOD, LA 70123

T1 OF 1
SHEET



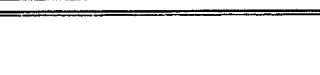
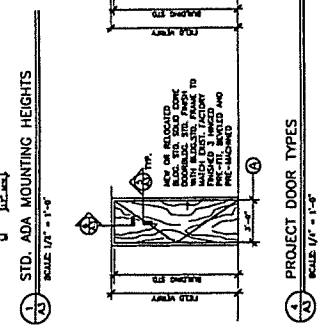
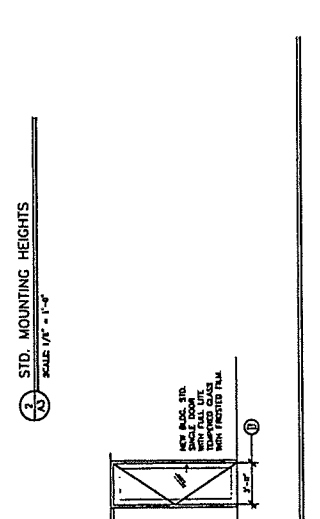
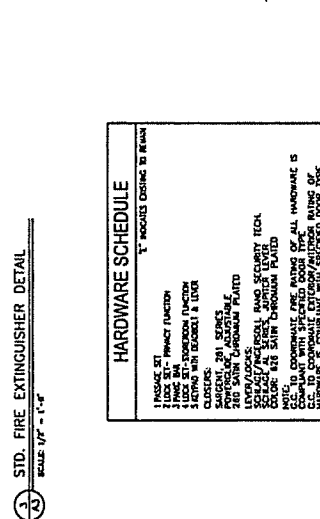
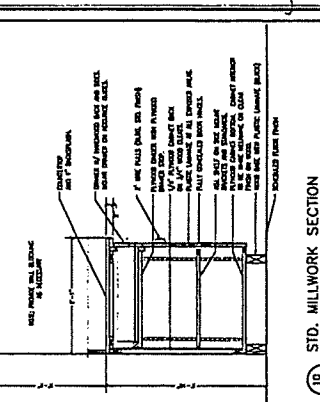
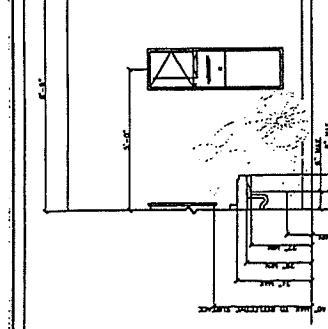
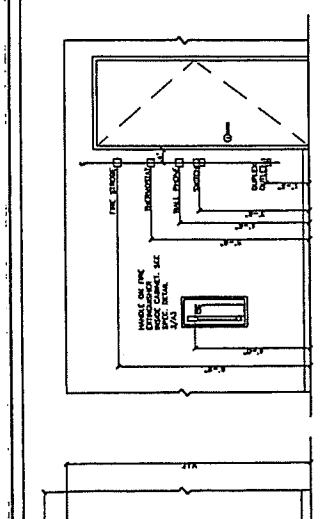
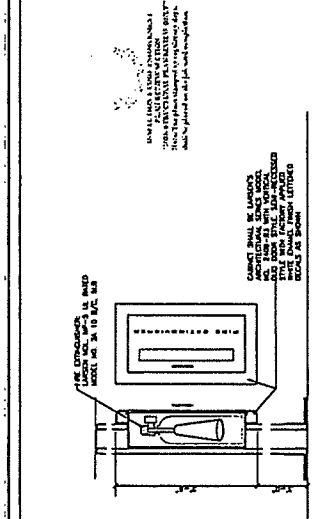
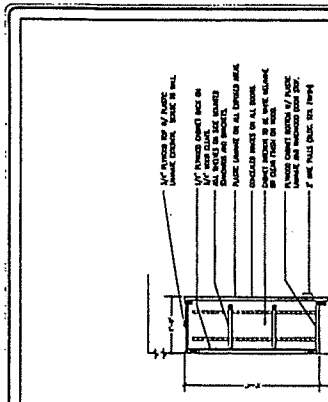
THIS PLAN IS THE PROPERTY OF AGL COMMERCIAL INTERIORS. IT IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF AGL COMMERCIAL INTERIORS.



DEMOLITION PLAN
 SCALE: 1/8" = 1'-0"
 NORTH

GENERAL DEMOLITION NOTES	PROJECT DEMOLITION NOTES	DEMOLITION KEY NOTES	ARCHITECTURAL LEGEND
<p>1. ALL EXISTING LIFE SAFETY DEVICES SHALL BE DEMOLISHED AND RELOCATED TO MEET ALL CURRENT CODES AND REGULATIONS. THE RELOCATION OF LIFE SAFETY DEVICES SHALL BE COORDINATED WITH THE LOCAL FIRE DEPARTMENT AND OTHER AGENCIES AS APPLICABLE.</p> <p>2. REMOVE AND CAP SOURCE OF ALL PRESS. VENTS, APPLIANCES OR DRINK NOT BEING REUSED.</p> <p>3. IN PARTITIONS TO BE REMOVED, REMOVE AND CAP ALL PARTITIONS, REFRIGERATION, AIR CONDITIONING, AND ALL OTHER MECHANICAL AND ELECTRICAL SYSTEMS TO BE REMOVED.</p> <p>4. REMOVE AND CAP SOURCE OF ALL PRESS. VENTS, APPLIANCES OR DRINK NOT BEING REUSED.</p> <p>5. REMOVE AND CAP SOURCE OF ALL PRESS. VENTS, APPLIANCES OR DRINK NOT BEING REUSED.</p> <p>6. REMOVE AND CAP SOURCE OF ALL PRESS. VENTS, APPLIANCES OR DRINK NOT BEING REUSED.</p>	<p>1. DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>2. DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>3. DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>4. DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p>	<p>DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p>	<p>ARCHITECTURAL LEGEND</p> <p>DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p> <p>DO TO SALVAGE ALL DOOR DOORS FOR REUSE WHERE POSSIBLE.</p>

BY JOHN L. WHITAKER, ARCHITECT
 [Signature]



HARDWARE SCHEDULE

1. FINISH: STAINLESS STEEL

2. FUNCTION: LOCK

3. TYPE: 2-LOCK SYSTEM

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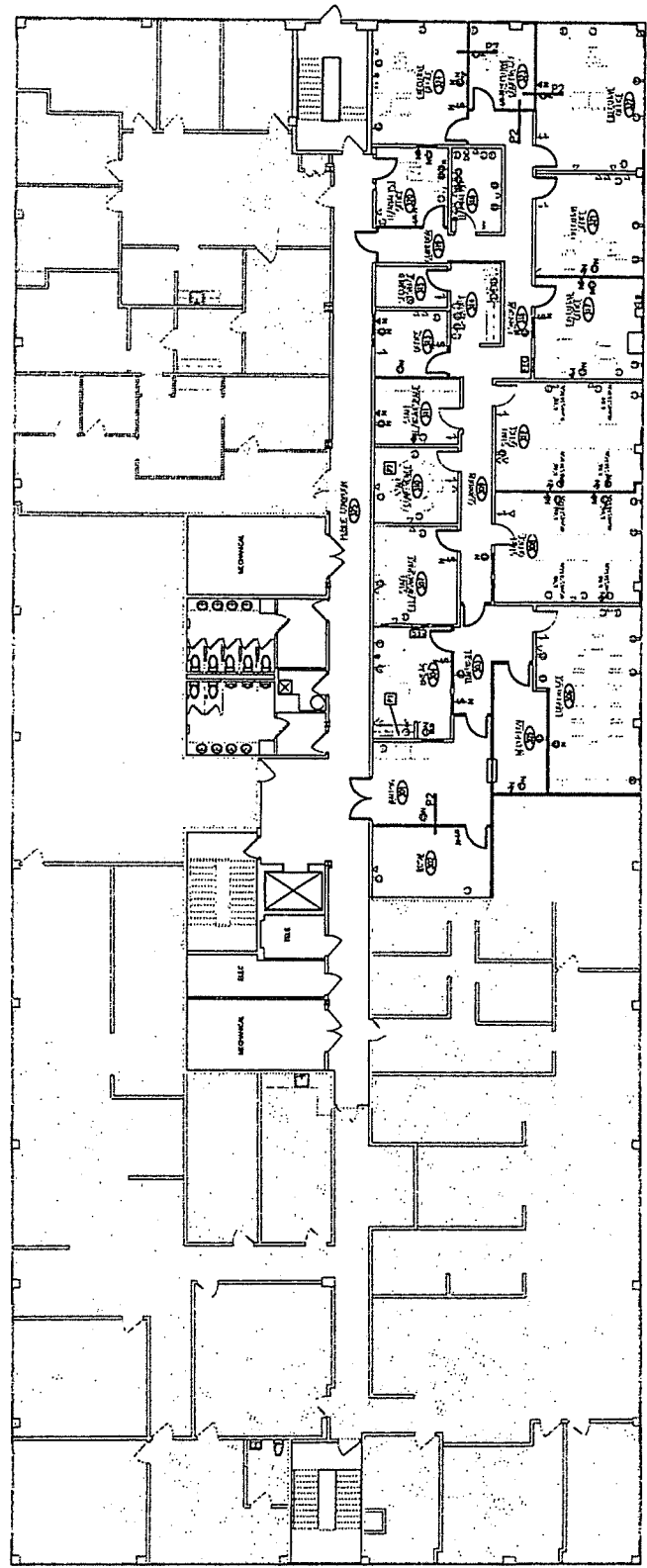
98. LOCK: 2-LOCK SYSTEM

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NOTHING IS TO BE CONSIDERED AS A GUARANTEE OF THE QUALITY OF THE WORK OR THE ACCURACY OF THE INFORMATION PROVIDED HEREON. THE CONTRACTOR SHALL BE RESPONSIBLE FOR VERIFYING THE EXISTING CONDITIONS AND FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.



POWER PLAN
 SCALE: 1/8" = 1'-0"
 NORTH

GENERAL POWER PLAN NOTES	PROJECT POWER PLAN NOTES	POWER PLAN KEY NOTES	ELECTRICAL LEGEND
<p>EXISTING OUTLETS TO REMAIN UNLESS THE POWER CONDUCTS WITH NEW CONSTRUCTION.</p> <p>COORDINATE ALL POWER AND DATA REQUIREMENTS WITH TENANT AND ARCHITECT.</p> <p>RECEIVER ROOMS SHALL BE ON DEDICATED CIRCUITS.</p> <p>VERIFY SERVER ROOM AND TELEPHONE/DATA SYSTEM POWER REQUIREMENTS WITH TENANT. BE SURE TO ACCOMMODATE FOR NEW LOADS (RFT).</p> <p>CONDUCTORS SHALL CONTAIN UNLESS OTHERWISE SPECIFIED. ELECTRICAL REQUIREMENTS CONTAINED IN THE SCHEDULE SHALL TAKE PRECEDENCE OVER ANY OTHER REQUIREMENTS. RECONSTRUCT THE EXISTING POWER TO MEET THE REQUIREMENTS OF THE SCHEDULE.</p> <p>CONDUIT RACKS AND CABINETS PROVIDED BY TENANT'S CONSULTANT SHALL BE USED.</p> <p>EXISTING OUTLETS TO REMAIN UNLESS OTHERWISE SPECIFIED.</p> <p>FOR ALL NEW WORK, ALL POWER AND DATA OUTLETS SHALL BE PROVIDED FOR FLOOR OUTLET AND OTHER SPECIFIC OUTLET TYPES AS NOTED ON THE PLAN.</p> <p>ALL NEW WORK SHALL BE INSTALLED IN ACCORDANCE WITH THE NATIONAL ELECTRICAL CODE (NEC) AND ALL APPLICABLE LOCAL, STATE AND FEDERAL CODES.</p> <p>REVISIONS: 1. 10/15/10 - REVISED FOR THE ADDITION OF THE SERVER ROOM AND TELEPHONE/DATA SYSTEM POWER REQUIREMENTS.</p> <p>DATE: 10/15/10</p> <p>BY: JOHN L. WHITAKER, ARCHITECT</p>	<p>1. VERIFY THE EXISTING POWER ABOVE SWM IS ON SEPARATE CIRCUITS.</p> <p>2. VERIFY THE EXISTING POWER ABOVE SWM IS ON SEPARATE CIRCUITS.</p> <p>3. VERIFY THE EXISTING POWER ABOVE SWM IS ON SEPARATE CIRCUITS.</p> <p>4. VERIFY THE EXISTING POWER ABOVE SWM IS ON SEPARATE CIRCUITS.</p>	<p>1. 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PERMIT FEES NOT REFUNDABLE
JEFFERSON PARISH INSPECTION & CODE
ENFORCEMENT

East Bank
 1221 Elmwood Park Blvd.
 Harahan, La 70123
 736-6964
 Fax 738-8387

West Bank
 400 Maple Street
 Harvey, LA 70058
 364-3512
 Fax 364-3534

Council District No. District 2

Building Permit No. 18-385900

Date Applied 10/17/2018		Date Issued 11/26/2018	
Project Address 990 CORPORATE RD, JEFFERSON, LA 70123		Subdivision ELMWOOD CORPORATE VILLAGE	Sq.No. 00
		Lot No. CV2Y1	
Owner Jody Grass jodywithallied@gmail.com	Address 45 veterans Blvd Kenner LA 70062		Phone 5044675050
Name of Business 990 Corporate Dr (Inspector General)		Type of Business	
Architect/Engineer M. Claire Pickering claire@fludarchdesign.com	Address 7500 Oak St New Orleans LA		Phone 5044302516
Contractor HIGHLAND COMMERCIAL CONSTRUCTION INC. Paula@Highland-Construction.com	Address 909 S. Causeway Blvd Jefferson LA 70121		Phone 5048375567
Description Renovation of an existing office space on 3rd floor of existing building.		State License No. 29350	
		Permitted Height 41	Stories 3
		Est. Value \$137747.00	
No. of Piles 0.00	Zoning M2 (CPZ)	Req. Pk. Sp. Existing	Misc. Remarks
Board of Standards			Board Zoning Adj.
FIA Zone X -3.5 N.A.V.D OR 6 inches Above Crown of Street, Whichever is higher			
Soil Type - COMMERCE SILTY CLAY LOAM(Soil Type:6)		Type of Construction IIA	
Occupancy B			
Is this a corner lot?		Yes	
Key lot in rear?		No	
Square Feet		Fees	
Living Sq. Ft.		Building Permit	\$727.00
Accessory Sq. Ft.		Plan Review	\$137.75
Total Sq. Ft.	4515.00	Cons. Trades	\$0.00
Plan Box No.	CF	Violation Fee	\$0.00
Permit Balance		\$0.00	
This permit shall not exempt you from any obligations under any orders, consent judgments, or judgments further. This permit may not clear all violations if any such violations do not relate to this permit.			
Notice: The scope of this application review is limited to the property as encumbered on the survey submitted. Must contact Dept of Public Works prior to construction or repair of sidewalks, driveway aprons or curb cuts.			

This is a duplicate.

I certify that the construction or reconstruction, for which this permit is issued, will be in accordance with the currently adopted building code and ordinances governing construction and reconstruction on buildings in Jefferson Parish. I acknowledge that this permit does not authorize construction contrary to existing restrictions or zoning laws of Jefferson Parish. I further acknowledge that any misrepresentation made herein may result in the revocation of the permit.

Ricky Hollier

11/26/2018

Issued by

Date

Jefferson Parish

Inspection and Code Enforcement

Permit Placard

18-385900

Address **990 CORPORATE RD, JEFFERSON 70123**

Project Description **Renovation of an existing office space on
3rd floor of existing building.**

11/26/2018

Separate Filings/Applications shall be
made for Electrical, Mechanical, Gas or
Plumbing Inspections.



Code Official

**This Sign Must Be Conspicuously Posted Continuously
During Construction**

HIGHLAND COMMERCIAL CONSTRUCTION

909 S. Causeway Blvd, Jefferson, LA 70121
Office (504) 837-5567 Fax (504) 837-5569

PROPOSAL

August 20, 2018

Proposal submitted to: By: K Laborde

Work to be performed at:

Name	SRSA	Name	Inspector General
Street	2555 Severn Ave, suite 200	Street	990 Corporate Dr.
City, State Zip Code	Metairie, La	City, State Zip Code	Elmwood, La
Phone/Fax	504-831-2363		
Attention	Sandra	Estimate	\$137,747.42

All work is guaranteed to be as specified, and the work to be performed in accordance with the drawings and specifications submitted for the above referenced project and completed in a substantial work manlike manner.

Scope of Work:

<u>General Condition, Supervision:</u>	\$7,677.74
<u>Demolition:</u>	\$11,850.00
<u>Framing, drywall and acoustical:</u>	\$24,800.00
<u>Door, Frames, & Hardware:</u> Includes Lite Kits and frosted glass.	\$5,075.00
<u>Wall coverings:</u>	\$0.00
<u>Float and paint:</u>	\$20,200.00
<u>Millwork:</u> Includes reception counter and conference room.	\$1,200.00
<u>Glazing:</u> Includes relocating bulletproof transaction window. Does not include voice port.	\$600.00
<u>Electrical and lighting:</u>	\$13,800.00
<u>HVAC/Plumbing:</u>	\$12,113.00
<u>Fire Alarm:</u>	\$3,450.00
<u>Sprinkler:</u>	\$9,981.00
<u>Floor cover & base:</u> Includes labor only to patch public corridor w/ building supplied carpet tiles.	\$12,950.00
<u>Misc.:</u>	\$0.00
<u>Trash Removal / Clean & Detail:</u>	\$2,100.00
Subtotal	\$125,796.74
Contractor overhead and profit	\$11,950.69
Total Amount of Proposal:	\$137,747.42

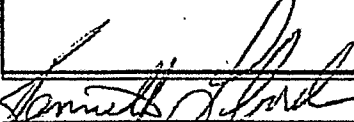
Notes: ADD TO BASE BID.


Alt: Replace existing hardware with new standard LSDA lever handle. \$2,800.00

Any alterations or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

ACCEPTANCE OF PROPOSAL

Acceptance of Proposal - the above prices, specifications and conditions are satisfactory and hereby accepted. We understand that prices quoted are good for 15 days from date of this proposal. You are authorized to do the work as specified.


Kenneth Laborde President/Owner
9/26/18
Date

Initial Here

Signature of Acceptance
9-26-18
Date



John Bel Edwards
GOVERNOR

Office of State Fire Marshal

8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



H. "Butch" Browning
FIRE MARSHAL

PLAN REVIEW REPORT

M. CLAIRE PICKERING FLUID ARCHITECTURAL
DESIGN, LLC
7500 OAK STREET
NEW ORLEANS LA 70118

Project Number: AR-18-017862
Review Type: Architectural Review
Status: Released
Date Completed: 10/30/2018
Code Edition: 2015

In accordance with L.R.S. 40:1574 et seq., satisfactory compliance with the requirements of the laws, rules, regulations and codes of the state that are entrusted to the State Fire Marshal to uphold must be achieved before any work is performed. As such, a permit shall not be issued or construction or installation of the scope of work identified herein shall not commence until the Status of this review is "Released" and the requirements of other state and local entities have been satisfied.

Project Description: INTERIOR RENOVATION OF AN OFFICE SPACE - DEMOLITION AND ADDITION OF PARTITIONS - T			
Project Name: INSPECTOR GENERAL OF JEFFERSON PARISH		Address: 990 N. CORPORATE DR., ELMWOOD, LA 70123	
Funding Type: Private Project	Within City Limits? YES	Number of Stories: 3	High Rise Building: No
Occupancy Separation Type:	Total Occupancy Square Feet: 4515	Project on which Floor(s): 3	Construction Type: I-A / I(332)
Additional Features (if applicable):	Sprinkler System - 13, Fire Alarm System		

Occupancy Type(s) and Square Feet		
Occupancy Type: Business	Square Feet: 4515	Details:

Renovation		
Renovation or Addition: Alteration Level 2 (<50% of the square footage of the building)		
Date of Original Building Construction:		
Date of Latest Major Renovation to this Building:		
Existing Square Feet: 0	Additional Square Feet:	Renovated Square Feet: 4515
Previous Occupancies:		
Generator Installation:		

Facility Licensed By DHH Health Standards Section: No


Louisiana State Uniform Construction Code Review	
Review for the LSUCCC performed by: Parish or Municipal Permitting Office	3rd Party Provider's Registration Number:

Individuals Involved in this Project		
Name: M. CLAIRE PICKERING	Role: Professional of Record (A-6418)	Address: 7500 OAK STREET, NEW ORLEANS, LA 70118
JOHN DOWNER	Owner	2555 SEVERN AVE, SUITE 200, METAIRIE, LA 70002

Changes that are inconsistent with the reviewed documents are not authorized unless reviewed by this office for compliance with adopted codes, rules and laws. The changes must be submitted to this office by the Professional of Record where required by law, otherwise by the Owner, for review prior to construction and inspection. Minor changes may be submitted as supplemental information amended to this assigned project number. Changes that alter the scope of work, or that otherwise will require another full review of the project, will require a complete resubmittal of the entire scope of work with application, revised plans, and applicable review fee.

This review shall in no way permit or authorize any omissions or deviations from the specific requirements of the adopted codes, rules and regulations of the state. Construction permits must be issued or installation must commence within 180 days from the date of the "Released" Status for this submittal.

Occupancy of the project will not be permitted until a satisfactory inspection of the completed construction has been made by this office. Please allow at least two (2) weeks advanced notice to schedule inspections.

Review Completed By	
Signature:	
Name: Jack Whitaker	Badge No.: 248

Distribution List		
Name	Firm Name	Role
JEFFERSON PARISH FIRE PREVENTION*		Fire Prevention Bureau
THIRD DISTRICT VOLUNTEER FIRE DEPT*		
CITY OF HARRAHAN PERMITS*		
NEW ORLEANS CITY PERMITS		Permit Office



John Bel Edwards
GOVERNOR

Office of State Fire Marshal
8181 Independence Blvd. Baton Rouge, LA 70806
(225) 925-4911 (800) 256-5452 Fax (225) 925-4241



H. "Butch" Browning
FIRE MARSHAL

Cautionary Codes

Project Number:	AR-18-017862
Project Name:	INSPECTOR GENERAL OF JEFFERSON PARISH

The items listed below are comments for informational purposes or identified requirements that will be verified upon final inspection by this office. These requirements need not be addressed back to the reviewer, however should be addressed prior to construction and inspection scheduling. Failure to comply with or otherwise address these items may affect final occupancy and use of the structure.

- 1 LAC 55:305 Insulation and insulation assemblies shall meet the requirements of Section 720, International Building Code, 2015 Edition.
- 2 101:4.6.10.1 Buildings or portions of buildings shall be permitted to be occupied during construction, repair, alterations, or additions only if all means of egress and all fire protection features are in place and continuously maintained for the portion(s) occupied.
- 3 101:7.2.1.5 and IBC 1010.1.9 Locks on doors in means of egress shall not require the use of a key, special device or special knowledge to open in the direction of egress.
- 4 101:7.2.1.5.10.2 and IBC 1010.1.9.4 through 1010.1.9.5 Doors shall be openable with ONLY one releasing operation. A two-step release, such as a knob and an independent slide bolt, is NOT acceptable, except under special conditions.
- 5 LRS 40:1574 Submit automatic sprinkler system shop drawings ON-LINE at <https://lasfm.louisiana.gov/>. Such work shall not commence until shop drawings have been found to be in compliance with applicable codes by this office. LINK the associated "AR" (architectural project) submittal, or reference it in the PROJECT NAME.
- 6 Modifications to the existing sprinkler system shall be in accordance with NFPA 13, 13R or 13D as applicable.
- 7 Modifications to the existing fire alarm system shall be in accordance with NFPA 101, NFPA 72, ADA-ABA, IBC, and LRS 40:1664.
- 8 LRS 40:1574 Submit fire alarm system shop drawings ON-LINE at <https://lasfm.louisiana.gov/>. Such work shall not commence until shop drawings have been found to be in compliance with applicable codes by this office. LINK the associated "AR" (architectural project) submittal, or reference it in the PROJECT NAME.
- 9 LAC 55:V:303.D Provide listed portable fire extinguishers in accordance with NFPA 10. (Refer to Appendix E for distribution information.)
 - Travel distance to a fire extinguisher shall not exceed 75 feet for Class A, C and D fires. See Table 10:6.2.1.1 and NFPA 10:6.4 and 10:6.5.
 - NFPA 10:6.1.3.3.1 Fire extinguishers shall not be obstructed or obscured from view.
 - NFPA 10:6.1.3 Fire extinguishers shall be conspicuously located where they will be readily accessible and immediately available in the event of fire. Locate portable fire extinguishers along normal paths of travel, including exits from areas.
 - NFPA 10:6.1.3.8 Top of fire extinguisher, having a gross weight less than 40 lb, shall be not more than 5 feet above the floor; if gross weight 40 lbs or greater, 3-1/2 feet above the floor. The bottom of a hand portable fire extinguisher shall not be less than 4 inches above the floor.
- 10 Compliance with the 2014 NFPA 70, National Electrical Code (NEC), is mandated by RS 40:1730.28.A(7). Contact the local Building Official of the applicable local political subdivision or a Louisiana State Uniform Construction Code Council registered third-party provider to verify plan review and inspection requirements of the proposed electrical work.
- 11 A REVIEW FOR COMPLIANCE WITH THE FIRE PROTECTION AND EGRESS REQUIREMENTS OF CHAPTERS 9 AND 10 OF THE INTERNATIONAL BUILDING CODE IS INCLUDED IN THIS REVIEW. Review for compliance with all other requirements of the LOUISIANA STATE UNIFORM CONSTRUCTION CODE, in accordance with Act 12 of the 2005 First Extraordinary Session of the Louisiana Legislature, IS NOT INCLUDED IN THIS REVIEW. Contact the building official of the applicable political subdivision to coordinate compliance with these requirements. LRS 40:1730.23 mandates the enforcement of building codes by municipalities and parishes in Louisiana, as described by LRS 40:1730.28.
- 12 This review applies to new work indicated in the drawings and does not apply to existing non-conforming conditions.

Anthony Francis

From: David N. McClintock <dmclintock@jpoig.net>
Sent: Wednesday, August 22, 2018 2:46 PM
To: Maryanne Adorno
Subject: RE: Meeting Request

Maryanne,

The Thursday 08/30/2018 at 10 is confirmed with JPSO.

From: Maryanne Adorno [mailto:MAdorno@jeffparish.net]
Sent: Monday, August 20, 2018 12:51 PM
To: David McClintock <dmclintock@jpoig.net>
Subject: RE: Meeting Request

Good Afternoon,

Anthony would prefer if you coordinate with District 1.

Thank you

Maryanne Adorno

Secretary
Department of General Services
Joseph S. Yenni Building
1221 Elmwood Park Blvd, Suite 509
Jefferson, La 70123
(504) 736-6048 Direct Phone
(504) 736-6036 Department Phone
(504) 736-6049 Fax

From: David N. McClintock [mailto:dmclintock@jpoig.net]
Sent: Thursday, August 16, 2018 12:15 PM
To: Maryanne Adorno
Subject: RE: Meeting Request

Thursday August 30 @10 works. Will you be coordinating with District 1?

From: Maryanne Adorno [mailto:MAdorno@jeffparish.net]
Sent: Wednesday, August 15, 2018 3:53 PM
To: David McClintock <dmclintock@jpoig.net>
Subject: Meeting Request

Good Afternoon Mr. McClintock,

I am trying to schedule a meeting per Anthony's request to meet @ District 1.

Please advise if you are available:

Thursday, August 30th @10am

Friday, August 31st @ 1pm

Thank you

Maryanne Adorno

Secretary

Department of General Services

Joseph S. Yenni Building

1221 Elmwood Park Blvd, Suite 509

Jefferson, La 70123

(504) 736-6048 Direct Phone

(504) 736-6036 Department Phone

(504) 736-6049 Fax

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

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