

Ouachita Council of Governments  
Regular Meeting Minutes  
July 24, 2023

Members Present:	Mayor Friday Ellis City of Monroe	Mayor Staci Mitchell City of West Monroe
	Gretchen Ezernack Monroe City Council	Shane Smiley Ouachita Parish Police Jury
	Thom Hamilton City of West Monroe	Scotty Robinson Ouachita Parish Police Jury
Staff Present:	Doug Mitchell Executive Director	Shelby Rybicki Planner I
	Jeff Maxwell CPA	Celine Flores-Robinson Planner I

A public hearing was held June 26, 2023, at the Council Chambers of the Monroe Government Plaza at 11:30 a.m. to hear comments from the public regarding the Amended FY 23 OCOG Budget and the FY 24 OCOG Budget introduced at the previous May 22, 2023, OCOG meeting. There were no comments.

The Ouachita Council of Governments meeting was called to order by Staci Mitchell. The meeting was held in the Council Chambers of the Monroe Government Plaza.

A roll call certified a quorum was present.

A motion was made by Shane Smiley and seconded by Thom Hamilton to approve the May 22, 2023, minutes. Motion carried unanimously.

A motion was made by Thom Hamilton and seconded by Shane Smiley to recess OCOG and enter into the Transportation Policy Committee. Motion carried unanimously.

**Transportation Policy Committee**

Celine Flores-Robinson reported the Technical Advisory Committee (TAC) official recommendation regarding the selection of a consultant firm for the Safe Streets and Roads for All (SS4A) project, as outlined in the Request for Proposal (RFP). Based on comprehensive evaluations, it is the unanimous recommendation of the TAC that Neel-Schaffer be selected as the consultant firm for the SS4A project.

A motion was made by Shane Smiley and seconded by Friday Ellis to approve the introduction of TAC recommendation that Neel-Schaffer be selected as the consultant firm for the SS4A project. Motion carried unanimously.

A motion was made by Friday Ellis and seconded by Shane Smiley to adjourn the Transportation Policy Committee and reconvene OCOG. Motion carried unanimously.

A motion was made by Thom Hamilton and seconded by Friday Ellis to ratify the actions of the Transportation Policy Committee. Motion carried unanimously.

OCOG members unanimously voted to adopt the Amended FY 23 OCOG Budget and the FY 24 OCOG Budget introduced by Jeff Maxwell at the previous May 22, 2023, OCOG meeting.

A motion was made by Scotty Robinson and seconded by Shane Smiley to accept the Budget to Actual Report as presented by Jeff Maxwell. Motion carried unanimously.

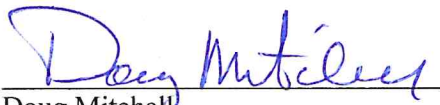
**Ambulance Advisory Board**

No report.

**Long Term Recovery Board**

No report.

There being no other business a motion was made by Shane Smiley and seconded by Scotty Robinson to adjourn. Motion carried unanimously.



Doug Mitchell  
Executive Director, OCOG

8/29/2023  
Date



# OUACHITA COUNCIL OF GOVERNMENTS

Monroe

West Monroe

Ouachita Parish

3000 KILPATRICK BLVD●MONROE, LOUISIANA 71201

OUACHITA COUNCIL OF GOVERNMENTS  
MONROE GOVERNMENT PLAZA  
COUNCIL CHAMBERS  
**JULY 24, 2023**  
**12 NOON**

## **AGENDA**

CALL TO ORDER

ROLL CALL

APPROVAL OF PRIOR MEETING MINUTES

*Action Item*

RECESS OCOG

*Action Item*

TRANSPORTATION POLICY COMMITTEE

A. SS4A ACTION PLAN CONSULTANT – INTRODUCE

*Action Item*

RECONVENE OCOG

*Action Item*

RATIFY ACTIONS OF TRANSPORTATION COMMITTEE

*Action Item*

AMENDED FY 23 OCOG BUDGET – ADOPT

*Action Item*

FY 24 OCOG BUDGET – ADOPT

*Action Item*

BUDGET TO ACTUAL REPORT

*Action Item*

PUBLIC PARTICIPATION PLAN (PPP) – INTRODUCE

*Action Item*

Ms. Celine Flores-Robinson

ADJOURNMENT

*\*HOMELAND SECURITY AND EMERGENCY PREPAREDNESS REPORT\**

**An Equal Opportunity Employer**

# NORTH DELTA

## Regional Planning and Development District Inc.

3000 Kilpatrick Blvd - Monroe, Louisiana 71201

Phone: (318) 387-2572

Fax: (318) 387-9054

### OFFICERS

**President**  
**MAYOR HAL MIMS**  
EAST HODGE, LA.

**1st Vice President**  
**WANDA STOWE**  
COLUMBIA, LA

**2nd Vice President**  
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OAK GROVE, LA

**Executive Secretary**  
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FARMERVILLE, LA

**Member at Large**  
**CHARLES SAWYER**  
FARMERVILLE, LA

**Executive Director**  
**DOUG MITCHELL**

July 24, 2023

### PROGRAMS

**Ouachita Council of Governments**  
**Economic Development Planning**  
**Delta Regional Authority**  
**LA DOTD SAFETY**  
**Mapping Services**

North Delta Regional Planning and Development District  
3000 Kilpatrick Blvd. Suite 100  
Monroe, LA 71201

**To:** Ouachita Council of Governments (OCOG)

**Subject:** Recommendation for the Results of SS4A RFP Evaluations

Dear Members of OCOG,

I am writing on behalf of the Technical Advisory Committee (TAC) of the North Delta Regional Planning and Development District (North Delta RPDD) to present our official recommendation regarding the selection of a consultant firm for the Safe Streets and Roads for All (SS4A) project, as outlined in the Request for Proposal (RFP).

The TAC was responsible for evaluating the proposals received from three consultant firms - Neel-Schaffer, ATG, and CSRS. Each member of the committee independently assessed the proposals using the specified scoring criteria, totaling 100 points. We ensured that the evaluation process was fair, unbiased, and in accordance with the stated evaluation parameters.

The scoring results for each firm are as follows:

1. Neel-Schaffer: 93.3 Points
2. ATG | DCCM: 80.6 Points
3. CSRS: 69.3 Points

Based on the comprehensive evaluations conducted by the TAC, Neel-Schaffer emerged as the highest-scoring firm, earning the top position in the ranking. Neel-Schaffer not only received the highest total points, but it also garnered the most substantial individual scores from each committee member, making it the unanimous first choice of the TAC.

The recommendation is based on the following key factors:

1. **Project Understanding and the Proposed Scope of Work:**  
Neel-Schaffer demonstrated a profound understanding of the SS4A project's requirements and presented a comprehensive scope of work tailored to address the challenges effectively.



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### PROGRAMS

Ouachita Council of Governments  
Economic Development Planning  
Delta Regional Authority  
LA DOTD SAFETY  
Mapping Services

2. **Demonstrated Experience/Knowledge/History of Completing Safety Action Plans:** Neel-Schaffer's proven track record in successfully implementing safety action plans was notable and contributed significantly to their high score in this category.
3. **Demonstrated Technical Experience to Perform a Roadway Safety Analysis:** The technical expertise exhibited by Neel-Schaffer in the area of roadway safety analysis was exceptional and instilled confidence in their ability to deliver outstanding results.
4. **Experience with Transportation Safety in the Small Urban and Rural Context:** Neel-Schaffer boasts a strong and esteemed history of working with Ouachita Parish, being locally recognized, and highly regarded for its expertise in addressing transportation safety in both small urban and rural settings.
5. **Qualifications and Knowledge of Staff/Firm Assigned to Each Task:** The qualifications and expertise of Neel-Schaffer's staff, as presented in their proposal, were exemplary and aligned precisely with the project's needs.
6. **Utilization of Technology and Software to Deliver Work Tasks:** Neel-Schaffer demonstrated a commitment to employing advanced technology and software, ensuring the highest level of efficiency and accuracy in their work processes.
7. **Proposed Project Schedule, Budget, and Work Accomplishment:** Neel-Schaffer's proposed project schedule and budget were well-structured and in line with the maximum compensation amount for consultants. Their plan for accomplishing the project's objectives was comprehensive and realistic.

Considering the above factors, it is the unanimous recommendation of the TAC that Neel-Schaffer be selected as the consultant firm for the Safe Streets for All (SS4A) project. We firmly believe that their expertise, experience, and dedication will ensure the successful execution of this critical initiative and will significantly contribute to enhancing roadway safety in the region. We kindly request that you consider this recommendation during the forthcoming voting process at OCOG. Thank you for your attention to this matter.

Sincerely,

  
Doug Mitchell

Executive Director

## OCOG - SS4A Update

7/24/2023

Entity	Percentage Breakdown	Amount Breakdown
City of West Monroe	.0991%	\$7,920.07
Monroe City	.3862%	\$30,865.11
Ouachita Parish Police Jury	.5147%	\$41,134.82

*Federal award \$319,680, Non-federal match \$79,920*

**OUACHITA COUNCIL OF GOVERNMENTS**  
**MONROE, LOUISIANA**

**GENERAL FUND**  
**BUDGETARY COMPARISON SCHEDULE**

**AMENDED BUDGET FOR THE YEAR ENDED JUNE 30, 2023**

**ORIGINAL BUDGET FOR THE YEAR ENDED JUNE 30, 2024**

	Budgeted Amounts		06/30/24
	Original	Final	Original
Budgetary Fund Balance, Beginning	\$ 110,641	\$ 136,024	\$ 195,555
Resources (inflows)			
Intergovernmental Revenues			
Federal Sources			
Federal Highway Administration	297,020	294,071	298,608
Regional Strategic Highway Safety Plan	211,669	239,500	225,000
Federal Transit Authority	45,801	45,291	45,955
Federal Transit Authority - Hum Svcs	15,000	15,000	15,000
Local Sources			
City of Monroe	79,483	90,806	73,676
City of West Monroe	21,899	21,899	21,938
Ouachita Parish Police Jury	41,914	41,914	42,118
Other Revenues			
Contributions-in-kind	14,000	14,000	14,000
Other Income	35,000	35,000	35,000
Total Revenues (Inflows)	<u>761,786</u>	<u>797,481</u>	<u>771,295</u>
Amounts available for appropriations	872,427	933,505	966,850
Charges to appropriations (outflows)			
Current			
General and Administrative	50,000	49,650	50,000
Health and Welfare	35,000	10,000	10,000
Public Works	<u>655,195</u>	<u>706,800</u>	<u>685,295</u>
Total Charges to Appropriations	<u>740,195</u>	<u>766,450</u>	<u>745,295</u>
Budgetary Fund Balance, Ending	<u>\$ 132,232</u>	<u>\$ 167,055</u>	<u>\$ 221,555</u>

## Budget to Actual

July 24, 2023

	<u>Contract Budget</u>	<u>Y-T-D Budget</u>		<u>June 2023</u>	<u>Y-T-D June 2023</u>		<u>May 2023</u>	<u>Prior Year</u>
Local	35,613	35,613	100.00%	8,904	35,613	100.00%	-	35,613
FTA	83,865	83,865	100.00%	-	83,865	100.00%	-	57,251
Human Svcs	30,000	30,000	100.00%	-	30,000	100.00%	-	15,000
FHWA	371,275	371,275	100.00%	16,600	371,275	100.00%	26,035	328,266
Safety	<u>1,020,170</u>	<u>850,142</u>	83.33%	<u>19,939</u>	<u>901,250</u>	88.34%	<u>17,621</u>	<u>664,111</u>
TOTAL	1,540,923	1,370,895	96.02%	45,443	1,422,003	92.28%	43,656	1,100,241

DOTD now want us to show the budget by the contract totals and not the yearly totals.

Safety is a 5 year contract plus a one year extension (6 years). This budget is in year 5.

1	Budgeted amounts remaining on contract per month:			
	Local	-	0	-
	Safety	118,920	12	9,910.00
	FTA	-	0	-
	Human Svcs	-	0	-
	FHWA	-	0	-
		<u>118,920</u>		<u>9,910.00</u>

- 1 Safety was originally a 5 year contact. It got extended to 6 and we are almost through with year 5. Spending is not a problem because once we spend these funds they will open the new contract up for us.



DATE: **July 24, 2023**

ROLL CALL

MEMBERS	PHONE #	EMAIL	PRESENT	ABSENT
✓ Mayor Friday Ellis	318-329-2227	lyndamcmahan@ci.monroe.la.us	✓	
✓ Mayor Staci Mitchell	318-396-2600	smitchell@westmonroe.la.gov	✓	
✓ Mr. Thom Hamilton	318-235-5998	thomhamiltonemail@gmail.com	✓	
✓ Ms. Gretchen Ezernack	318-366-1675	gretchen.ezernack@ci.monroe.la.us	✓	
✓ Mr. Scotty Robinson	318-235-0672	srobinson@oppj.org	✓	<del>SSR</del>
Mr. Shane Smiley	318-267-8659	ssmiley@oppj.org	✓	

**July 24, 2023**  
**12 NOON**

[illegible]

Publisher of

**The News-Star**  
www.thenewsstar.com

MONROE, LOUISIANA  
**PROOF OF PUBLICATION**

OUACHITA COUNCIL OF GOVERNMENT  
3000 KILPATRICK BLVD  
MONROE, LA 71201

PAID  
AUG 04 2023

Account No.: SHR-304416

Ad No.: 0005766056

Ad Total: \$15.89

PO #:

**This is not an invoice**

# of Affidavits<sup>1</sup>

The hereto attached advertisement was published in The News Star. A daily newspaper of general circulation. Published in Monroe, Louisiana. Parish of Ouachita in the issues dated:

07/13/2023



LEGAL CLERK

Subscribed and sworn to before me on this 13 day of July, 2023 AD



Notary Public. State of Wisconsin. County of Brown

8-21-24  
My commission expires

NICOLE JACOBS  
Notary Public  
State of Wisconsin

The regular meeting  
of the Ouachita  
Council of Govern-  
ments is scheduled  
for Monday, July 24,  
2023, at 12 noon, in  
the Council Cham-  
bers of the Monroe  
Government Plaza.  
Monroe, LA  
7/13/23

Publisher of

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MONROE, LOUISIANA  
**PROOF OF PUBLICATION**

OUACHITA COUNCIL OF GOVERNMENT  
3000 KILPATRICK BLVD  
MONROE, LA 71201



Account No.: SHR-304416

Ad No.: 0005782277

Ad Total: \$17.89

PO #: 9/25 PH

**This is not an invoice**

# of Affidavits 1

The hereto attached advertisement was published in The News Star. A daily newspaper of general circulation. Published in Monroe, Louisiana. Parish of Ouachita in the issues dated:

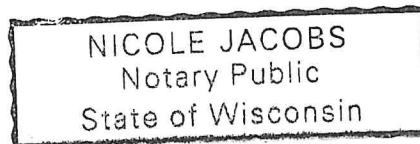
07/28/2023

LEGAL CLERK

Subscribed and sworn to before me on this 28 day of July, 2023 AD

Notary Public. State of Wisconsin. County of Brown

My commission expires



Notice is hereby given that a public hearing will be held in the Council Chamber, City Hall Building, Monroe Louisiana beginning at 11:30 a.m., on September 25, 2023, to hear comments on the Draft Public Participation Plan (PPP). The PPP will be available July 25, 2023, for review for 45 days on [www.northdelta.org](http://www.northdelta.org).  
Monroe, LA  
7/28/23  
5782277