



ST. CHARLES PARISH

PAUL J. HOGAN, PE
COUNCILMAN, DISTRICT IV

MEMORANDUM

E-MAILED
12/12/11

DATE: DECEMBER 12, 2011

TO: PARISH COUNCIL
PARISH COUNCIL-ELECT

FROM: PAUL J. HOGAN, PE
COUNCILMAN, DISTRICT IV

RE: EXPIRING PROFESSIONAL SERVICE CONTRACT NOTIFICATION

Once again, congratulations on being Elected to represent and to serve the Citizens of our Parish. I look forward to serving with each of you for the next four years for the betterment of our great Parish.

During our upcoming term in Office, there will be proposed ordinances that I will be bringing forth to the Council for consideration. Prior to them being introduced, it would be advantageous to have as much input as possible from the Council in making these proposed ordinances the best they can be. Addressing comments, concerns, and suggestions that the Council may have in advance of the proposed ordinances being introduced will lend itself to making good legislation that will reduce the amount of discussion and the working out of fine details at our Meetings. With that being the case, I will be providing the Council with a copy of all draft proposed ordinances that I will be proposing for each of you to review in order to gain your input before the proposed ordinance is introduced.

With that being said, please find attached a draft proposed ordinance requiring the Administration to inform the Council of professional service contracts that are about to expire. This proposed ordinance is self explanatory. Please review and provide any comments, concerns, or suggestions that you may have with the proposed ordinance. Please provide your comments no later than January 13, 2012.

Your help in making the best ordinances possible for the benefit of our Parish and its Citizens is greatly appreciated. Please provide your input directly to me by e-mail, telephone at 504-615-4862, or in person.

Once again, I look forward to serving with each of you!

PJH/BJT:ppd

attachment

cc: Parish President V.J. St. Pierre, Jr. w/attachment
Mr. Grant Dussom, Finance Director w/attachment
Mr. Matt Scallan w/attachment
Mr. Jonathan Menard w/attachment

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2011-

**INTRODUCED BY: PAUL J. HOGAN, PE, COUNCILMAN, DISTRICT IV
ORDINANCE NO. _____**

An ordinance to amend the Code of Ordinances, Chapter 2. Administration, Article IV. Finance, Division 1. Generally by adding Sec. 2-75 Notification of Expiration of Professional Service Contracts.

WHEREAS, it is in the best interest of the Parish Council and the citizens of St. Charles Parish that the Parish Council be made aware of Professional Service Contracts which are close to expiring; and,

WHEREAS, receiving written notification during the sixth (6th) month prior to such expirations will give the Parish Council ample time to conduct Committee Meetings to discuss the future need or lack of need for the service set to expire; and,

WHEREAS, it is the desire of the Parish Council that the Administration provides the Parish Council with a copy of Professional Service Contracts which are about to expire during the sixth (6th) month prior to its expiration via a letter notifying the Parish Council of the upcoming expiration.

THE ST. CHARLES PARISH COUNCIL HEREBY ORDAINS:

SECTION I. That the Code of Ordinances, Chapter 2. Administration, Article IV. Finance, Division 1. Generally be amended by adding Section 2-75. Notification of Expiration of Professional Service Contracts.

Notification of Expiration of Professional Service Contracts

During the sixth (6th) month prior to the expiration of Professional Service Contracts, the Department of Finance shall submit a letter informing the Parish Council of the upcoming expiration and shall attach a copy of the expiring Professional Service Contract to the letter.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

And the ordinance was declared adopted this _____ day of _____, 2012 to become effective five (5) days after publication in the Official Journal.

Amend Code - Ch. 2 Notification of Expiration of Professional Service Contracts.doc

CHAIRMAN: _____

SECRETARY: _____

DLVD/PARISH PRESIDENT: _____

APPROVED: _____ DISAPPROVED: _____

PARISH PRESIDENT: _____

RETD/SECRETARY: _____

AT: _____ RECD BY: _____