



JACKSON PARISH POLICE JURY

Jackson Parish Courthouse
500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

Notice Posted:

Thursday, June 20, 2019, 2:00 PM

June 2019 Finance Committee

MEMBERS

WARD 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

WARD 2

EDDIE M. LANGSTON
770 Taylor Road
Jonesboro, LA. 71251
(318) 259-7448

WARD 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

WARD 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

WARD 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 480-9095

WARD 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

WARD 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

DATE:

Thursday, June 27, 2019

TIME:

5:30 PM

PLACE OF MEETING:

**Police Jury Meeting Room
Jackson Parish Courthouse
500 E. Court Street, Room 301
Jonesboro, LA 71251**

AGENDA:

Call to Order

Invocation

Pledge of Allegiance

Public Comments

Agenda Items

- 1.** Consider and recommend action on 2019 tax millage
- 2.** Consider and recommend action on proposal from John J. Guth for engineering services to replace air handling units #1 and #2 in the Courthouse
- 3.** Consider and recommend action on 2019 municipal appropriations
- 4.** Discuss new building purchase
- 5.** Discuss budget for 2019 Veteran's Program

Adjourn

Committee: John McCarty, **Chair**

Todd Culpepper

Regina Rowe

Gina M. Thomas, Secretary-Treasurer

Jackson Parish Police Jury

500 E. Court Street, Room 301, Jonesboro, LA. 71251

(318) 259-2361 extension 203

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 203 describing the assistance that is necessary.

It is possible that a quorum of the Police Jury may be in attendance at the meeting, but no action of the Police Jury as a whole will be taken.

NOTICE:

The Jackson Parish Police Jury will meet on Monday, July 8th, 2019 at 5:30 P.M. at the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, LA 71251 to levy the 2019 tax millage rates

	<u>2018 Millage Rates:</u>	<u>2019 Millage Rates (Current):</u>	<u>2019 Millage Rates (Recommended):</u>
General Fund Tax	4.870	<u>4.870</u>	_____
Road & Bridges	5.230	<u>5.230</u>	_____
Road Asphalt/Paving	4.550	<u>4.550</u>	_____
Recreation District	5.230	<u>5.230</u>	_____
Library & Bookmobile	7.490	<u>8.940</u>	_____
Health Unit	0.800	<u>0.800</u>	_____

Jackson Parish Police Jury

TRIAL BALANCE BY FUND

FY 2019

FUND: TO

PERIOD ENDING: 05/31/2019

<u>ACCOUNT</u>	<u>ACCOUNT BALANCE</u>	
	<u>DEBIT</u>	<u>CREDIT</u>
004-1-901-00000 Library: Cash in Bank	2,728,789.15	
004-1-902-00000 Library: Cash - Special Funds	568,930.00	
004-2-991-00000 Library: Fund Balance		3,667,594.72
004-3-111-00000 LIBRARY TAX		18,640.59
004-3-330-00000 LIBRARY STATE REVENUE SHARING		21,902.00
004-3-346-01000 STATE GRANT - TECHNOLOGY		8,316.80
004-3-611-00000 LIBRARY INTEREST		30,057.13
004-4-506-01100 LIBRARY SALARY	206,017.68	
004-4-506-02100 DUES	2,297.28	
004-4-506-02300 UTILITIES	11,476.42	
004-4-506-02400 TELEPHONE	1,871.29	
004-4-506-02800 INSURANCE	20,658.01	
004-4-506-03200 MAINT. SUPPLIES/GROUNDS/BUILDING	20,556.63	
004-4-506-03300 TECHNOLOGY - MAINT & SUPPORT	18,809.14	
004-4-506-03400 BOOKMOBILE EXPENSES	2,313.79	
004-4-506-03500 OFFICE SUPPLIES	14,249.63	
004-4-506-03700 PROFESSIONAL SERVICES	148.75	
004-4-506-03900 PROGRAMMING	10,023.55	
004-4-506-04000 J P LIBRARY ACCOUNTING / PAYROLL	4,500.00	
004-4-506-04100 FURNITURE/EQUIPMENT	6,047.95	
004-4-506-04400 BOOKS, BINDERY, PERIODICALS	43,950.94	
004-4-506-06100 TRAVEL	6,547.41	
004-4-506-06200 MEDICARE	3,558.98	
004-4-506-06300 LIBRARY RETIREMENT	22,507.23	
004-4-506-06400 LIBRARY GROUP INSURANCE	47,137.41	
004-4-507-01000 CAP OUTLAY - BLDG RENOVATIONS	6,120.00	
004 LIBRARY FUND - 04	<u>3,746,511.24</u>	<u>3,746,511.24</u>
	<u><u>3,746,511.24</u></u>	<u><u>3,746,511.24</u></u>

BUDGET REPORT BY FUND - ALL
 Fiscal Year Start Date: 01/01/2019
 Current Period End Date: 05/31/2019

Jackson Parish Police Jury
 FY 2019
 Ideal Remaining Percent: 59 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
Fund: 004 Library Fund - 04						
Expenditure						
004-4-506-01100 Library Salary	500,000.00	49,061.66	206,017.68	0.00	293,982.32	59
004-4-506-01200 Legal Fees	1,000.00	0.00	0.00	0.00	1,000.00	100
004-4-506-02100 Dues	6,000.00	0.00	2,297.28	0.00	3,702.72	62
004-4-506-02300 Utilities	30,000.00	2,116.93	11,476.42	73.38	18,450.20	62
004-4-506-02400 Telephone	10,000.00	131.05	1,871.29	740.10	7,388.61	74
004-4-506-02800 Insurance	25,000.00	7,831.00	20,658.01	0.00	4,341.99	17
004-4-506-03200 Maint. Supplies/Grounds/Building	101,000.00	850.99	20,556.63	8,507.29	71,936.08	71
004-4-506-03300 Technology - Maint & Support	65,500.00	0.00	18,809.14	519.80	46,171.06	70
004-4-506-03400 Bookmobile Expenses	21,000.00	527.07	2,313.79	197.92	18,488.29	88
004-4-506-03500 Office Supplies	51,000.00	2,440.96	14,249.63	3,667.53	33,082.84	65
004-4-506-03600 Arts Grant - Expenditures	2,500.00	0.00	0.00	0.00	2,500.00	100
004-4-506-03700 Professional Services	5,500.00	0.00	148.75	0.00	5,351.25	97
004-4-506-03900 Programming	62,500.00	1,723.20	10,023.55	5,290.73	47,185.72	75
004-4-506-04000 J P Library Accounting / Payroll	18,000.00	0.00	4,500.00	0.00	13,500.00	75
004-4-506-04100 Furniture/Equipment	21,000.00	3,737.00	6,047.95	6,392.00	8,560.05	41
004-4-506-04300 Future Bookmobile Purchase	220,000.00	0.00	0.00	0.00	220,000.00	100
004-4-506-04400 Books, Bindery, Periodicals	160,500.00	6,058.85	43,950.94	13,689.62	102,859.44	64
004-4-506-05600 Pension/Retirement Deduction	65,000.00	0.00	0.00	0.00	65,000.00	100
004-4-506-06100 Travel	12,500.00	4,705.41	6,547.41	287.44	5,665.15	45
004-4-506-06200 Medicare	15,000.00	847.52	3,558.98	0.00	11,441.02	76
004-4-506-06300 Library Retirement	75,000.00	5,360.68	22,507.23	0.00	52,492.77	70
004-4-506-06400 Library Group Insurance	120,000.00	19,631.08	47,137.41	0.00	72,862.59	61
004-4-507-00000 Capital Outlay Projects	20,000.00	0.00	0.00	0.00	20,000.00	100
004-4-507-01000 Cap Outlay - Bldg Renovations	0.00	0.00	6,120.00	0.00	-6,120.00	0
004-4-507-02000 Cap Outlay - Parking Lot	185,000.00	0.00	0.00	0.00	185,000.00	100
004-4-642-00000 Refunds To Patrons	500.00	0.00	0.00	0.00	500.00	100
Revenue						
004-3-111-00000 Library Tax	1,500,000.00	9,692.47	18,640.59	0.00	1,481,359.41	99
004-3-112-00000 Payment In Lieu Of Property Taxes	5,000.00	0.00	0.00	0.00	5,000.00	100
004-3-330-00000 Library State Revenue Sharing	30,000.00	10,951.00	21,902.00	0.00	8,098.00	27
004-3-346-01000 State Grant - Technology	20,000.00	0.00	8,316.80	0.00	11,683.20	58
004-3-346-03000 State Grant - Arts	2,500.00	0.00	0.00	0.00	2,500.00	100
004-3-511-00000 Library Fines	30,000.00	0.00	0.00	0.00	30,000.00	100
004-3-611-00000 Library Interest	15,600.00	6,084.99	30,057.13	0.00	-14,457.13	-93
004-3-641-00000 Shirt Sales	1,000.00	0.00	0.00	0.00	1,000.00	100
004-3-642-00000 Refunds	500.00	0.00	0.00	0.00	500.00	100
Library Fund - 04 Total Revenue	1,604,600.00	26,728.46	78,916.52	0.00	1,525,683.48	95
Library Fund - 04 Total Expenditure	1,793,500.00	105,023.40	448,792.09	39,365.81	1,305,342.10	73
Library Fund - 04 Net	-188,900.00	-78,294.94	-369,875.57	-39,365.81	220,341.38	-117
Report Total Revenue	1,604,600.00	26,728.46	78,916.52	0.00	1,525,683.48	95
Report Total Expenditure	1,793,500.00	105,023.40	448,792.09	39,365.81	1,305,342.10	73
Report Totals Net	-188,900.00	-78,294.94	-369,875.57	-39,365.81	220,341.38	-117

REVENUE & EXPENDITURE STATEMENT

Jackson Parish Police Jury

01/01/2017 To 12/31/2017

FY 2019

Account	Current Period (\$)	YTD (\$)	Budget (\$)	% Used	
004 Library Fund - 04					
Revenue					
004-3-111-00000 LIBRARY TAX	99,513.22	99,513.22	1,280,000.00	8	
004-3-112-00000 PAYMENT IN LIEU OF PROPERTY TAX	2,388.08	2,388.08	0.00	0	
004-3-330-00000 LIBRARY STATE REVENUE SHARING	31,779.00	31,779.00	30,000.00	106	
004-3-346-03000 STATE GRANT - ARTS	500.00	500.00	5,250.00	10	
004-3-511-00000 LIBRARY FINES	0.00	0.00	30,000.00	0	
004-3-611-00000 LIBRARY INTEREST	16,908.97	16,908.97	10,600.00	160	
004-3-642-00000 REFUNDS	0.00	0.00	500.00	0	
Revenue Subtotal	\$151,089.27	\$151,089.27	\$1,356,350.00	11	
Expenditure					
004-4-506-01100 LIBRARY SALARY	500,687.84	500,687.84	530,000.00	94	
004-4-506-01200 LEGAL FEES	1,956.56	1,956.56	2,000.00	98	
004-4-506-02100 DUES	2,905.17	2,905.17	6,500.00	45	
004-4-506-02300 UTILITIES	25,749.79	25,749.79	30,000.00	86	
004-4-506-02400 TELEPHONE	3,416.79	3,416.79	5,000.00	68	
004-4-506-02800 INSURANCE	23,789.91	23,789.91	20,000.00	119	
004-4-506-03200 MAINT. SUPPLIES/GROUNDS/BUILDIN	55,963.87	55,963.87	61,000.00	92	
004-4-506-03300 TECHNOLOGY - MAINT & SUPPORT	45,414.36	45,414.36	45,500.00	100	
004-4-506-03400 BOOKMOBILE EXPENSES	5,226.66	5,226.66	10,000.00	52	
004-4-506-03500 OFFICE SUPPLIES	39,935.34	39,935.34	59,000.00	68	
004-4-506-03600 ARTS GRANT - EXPENDITURES	0.00	0.00	2,500.00	0	
004-4-506-03700 PROFESSIONAL SERVICES	9,554.03	9,554.03	5,000.00	191	
004-4-506-03900 PROGRAMMING	49,152.95	49,152.95	65,000.00	76	
004-4-506-04000 J P LIBRARY ACCOUNTING / PAYROLI	18,000.00	18,000.00	18,000.00	100	
004-4-506-04100 FURNITURE/EQUIPMENT	5,220.71	5,220.71	5,000.00	104	
004-4-506-04400 BOOKS, BINDERY, PERIODICALS	126,546.13	126,546.13	158,300.00	80	
004-4-506-05600 PENSION/RETIREMENT DEDUCTION	345.87	345.87	63,000.00	1	
004-4-506-06100 TRAVEL	1,989.53	1,989.53	19,200.00	10	
004-4-506-06200 MEDICARE	7,108.41	7,108.41	8,000.00	89	
004-4-506-06300 LIBRARY RETIREMENT	55,371.70	55,371.70	70,000.00	79	
004-4-506-06400 LIBRARY GROUP INSURANCE	118,186.57	118,186.57	120,000.00	98	
004-4-506-06800 FICA	4,440.42	4,440.42	7,000.00	63	
004-4-506-09500 CONTINGENCY	1,410.40	1,410.40	10,000.00	14	
004-4-507-00000 CAPITAL OUTLAY PROJECTS	-0.03	-0.03	0.00	0	
004-4-642-00000 REFUNDS TO PATRONS	0.00	0.00	100.00	0	
Expenditure Subtotal	\$1,102,372.98	\$1,102,372.98	\$1,320,100.00	84	
Before Transfers	Deficiency Of Revenue Subtotal	-\$951,283.71	-\$951,283.71	\$36,250.00	-2,624
After Transfers	Deficiency Of Revenue Subtotal	-\$951,283.71	-\$951,283.71	\$36,250.00	-2,624

REVENUE & EXPENDITURE STATEMENT

Jackson Parish Police Jury

01/01/2018 To 12/31/2018

FY 2019

Account	Current Period (\$)	YTD (\$)	Budget (\$)	% Used	
004 Library Fund - 04					
Revenue					
004-3-111-00000 LIBRARY TAX	1,634,921.63	1,634,921.63	1,517,166.60	108	
004-3-112-00000 PAYMENT IN LIEU OF PROPERTY TAX	2,421.24	2,421.24	3,000.00	81	
004-3-330-00000 LIBRARY STATE REVENUE SHARING	32,549.00	32,549.00	32,549.00	100	
004-3-346-01000 STATE GRANT - TECHNOLOGY	25,376.20	25,376.20	25,376.20	100	
004-3-346-03000 STATE GRANT - ARTS	0.00	0.00	2,500.00	0	
004-3-511-00000 LIBRARY FINES	0.00	0.00	30,000.00	0	
004-3-611-00000 LIBRARY INTEREST	36,854.77	36,854.77	36,854.77	100	
004-3-641-00000 SHIRT SALES	0.00	0.00	1,000.00	0	
004-3-642-00000 REFUNDS	0.00	0.00	500.00	0	
Revenue Subtotal	\$1,732,122.84	\$1,732,122.84	\$1,648,946.57	105	
Expenditure					
004-4-506-01100 LIBRARY SALARY	498,633.69	498,633.69	498,565.25	100	
004-4-506-01200 LEGAL FEES	0.00	0.00	2,000.00	0	
004-4-506-02100 DUES	510.00	510.00	6,000.00	9	
004-4-506-02300 UTILITIES	30,031.01	30,031.01	30,000.00	100	
004-4-506-02400 TELEPHONE	4,579.19	4,579.19	5,000.00	92	
004-4-506-02800 INSURANCE	19,435.09	19,435.09	25,000.00	78	
004-4-506-03200 MAINT. SUPPLIES/GROUNDS/BUILDIN	38,878.93	38,878.93	43,678.93	89	
004-4-506-03300 TECHNOLOGY - MAINT & SUPPORT	75,173.89	75,173.89	70,307.51	107	
004-4-506-03400 BOOKMOBILE EXPENSES	8,477.39	8,477.39	10,000.00	85	
004-4-506-03500 OFFICE SUPPLIES	49,766.10	49,766.10	51,000.00	98	
004-4-506-03700 PROFESSIONAL SERVICES	6,671.45	6,671.45	5,000.00	133	
004-4-506-03900 PROGRAMMING	61,702.59	61,702.59	67,500.00	91	
004-4-506-04000 J P LIBRARY ACCOUNTING / PAYROLI	18,000.00	18,000.00	18,000.00	100	
004-4-506-04100 FURNITURE/EQUIPMENT	27,998.56	27,998.56	27,209.20	103	
004-4-506-04400 BOOKS, BINDERY, PERIODICALS	127,557.80	127,557.80	130,439.51	98	
004-4-506-05200 Library Physicals/Tests	100.00	100.00	100.00	100	
004-4-506-05600 PENSION/RETIREMENT DEDUCTION	101,311.02	101,311.02	65,000.00	156	
004-4-506-06100 TRAVEL	3,748.13	3,748.13	4,313.33	87	
004-4-506-06200 MEDICARE	9,233.48	9,233.48	9,383.31	98	
004-4-506-06300 LIBRARY RETIREMENT	54,619.72	54,619.72	54,844.96	100	
004-4-506-06400 LIBRARY GROUP INSURANCE	119,662.61	119,662.61	119,663.03	100	
004-4-506-06710 LIBRARY UNEMPLOYMENT COMPEN	85.00	85.00	85.00	100	
004-4-507-01000 CAP OUTLAY - BLDG RENOVATIONS	20,625.53	20,625.53	26,745.53	77	
004-4-507-02000 CAP OUTLAY - PARKING LOT	112,720.07	112,720.07	112,720.07	100	
004-4-507-03000 CAP OUTLAY - HVAC	0.00	0.00	32,000.00	0	
004-4-642-00000 REFUNDS TO PATRONS	0.00	0.00	500.00	0	
004-4-642-08500 ELECTION EXPENSE	28,838.84	28,838.84	28,839.00	100	
Expenditure Subtotal	\$1,418,360.09	\$1,418,360.09	\$1,443,894.63	98	
Before Transfers	Excess Of Revenue Subtotal	\$313,762.75	\$313,762.75	\$205,051.94	153
After Transfers	Excess Of Revenue Subtotal	\$313,762.75	\$313,762.75	\$205,051.94	153



June 13, 2019

Jackson Parish Courthouse
500 East Court Street
Room 301
Jonesboro, LA 71251

Attn: Gina M. Thomas,
Secretary/Treasurer

Re: AHU #1 and AHU #2 replacement
Jackson Parish Courthouse
Jonesboro, Louisiana

Dear Ms. Thomas;

Thank you for the opportunity to provide a proposal for Mechanical and Electrical design services for referenced project. We propose a lump sum fee of \$9,500.00. The following is our understanding of the Scope of Services required:

SCOPE OF SERVICES:

Provide Bid Documents for the replacement of AHU #1 under the base bid and AHU#2 under an additive Alternate.

John J. Guth Associates, Inc. shall provide Mechanical and Electrical design services per the scope outlined above. This shall include attendance at design meetings, preparation of a M/E Statement of Probable Construction Costs, preparation of M/E draft/review documents, preparation of final M/E bidding construction documents, attendance at Pre-Bid Meeting, assistance in the evaluation of bids, attendance at Pre-Construction meeting and attendance at monthly Construction Progress meeting. Guth will make weekly construction observations to respond to questions concerning M/E construction administration questions. Guth will assist in the preparation of M/E close-out documentation and attend 1-year warranty inspection if required.

M/E bidding construction documents shall include:

- HVAC calculations, drawings and specifications.
- Electrical power drawings and specifications

ADDITIONAL SERVICES AND REIMBURSABLES:

Additional services will be considered as "authorized" only if the services are requested or confirmed in writing as "additional services".

Fees for authorized additional services will be calculated by the following formula: Mechanical and Electrical engineering fees equal man-hours times hourly rate times 3.0.

Reimbursable expenses will be paid by the Owner for expenses that are reimbursable under the agreement with the Owner. It is the consultants' responsibility to verify the reimbursability of an expense prior to the expenditure.

COMPENSATION TO ENGINEER:

Owner will pay the appropriate engineering fees and reimbursable expenses within 30 days of completion of appropriate design phase.

Progress payments in each phase shall total the percentages listed below:

Schematic	15%
Design Development Phase	30%
Const. Document Submittal Phase	41%
Construction Documents Phase	50%
Bidding and Contract Phase	70%
Construction Phase	95%
Construction Close-Out Phase	100%

Projects that may not require a Schematic Design, Design Development, or a Construction document Submittal Phase will be billed at the appropriate applicable phase percent based on estimated MEP as stipulated above with submittal of that phase. This will include the percentages of those previous phases for which there were no submittals.

If any work designed or specified by the Engineer is abandoned or suspended in whole or in part by the Owner, the Engineer is to be paid for the services rendered at the completion of the phase under design. The fee is to be based on construction costs available.

Jackson Parish Courthouse
June 13, 2019
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We appreciate the opportunity to work with your firm on this project. Please call with any questions that you may have.

Sincerely,

A handwritten signature in black ink, appearing to read "John C. Wilson", with a long horizontal flourish extending to the right.

John C. Wilson, P.E.
President
JCW/co

Accepted by

Date

**JACKSON PARISH COURT HOUSE
AIR HANDLING UNITS
EVALUATION AND REPORT**

**Ms. Gina Thomas
Secretary/Treasurer
Jackson Parish Police Jury
500 COURT STREET
JONESBORO, LOUISIANA**

JULY 16, 2018

**JOHN J. GUTH ASSOCIATES, INC.
CONSULTING ENGINEERS
208 MILAM STREET
SHREVEPORT, LA 71101-3226**

Guth PN:11-6832

SEALS

Report prepared under my responsible supervision



**BRUCE C. AYRES, P.E., C.E.M.
SENIOR ELECTRICAL ENGINEER
LA LICENSE 17333
JOHN J. GUTH ASSOCIATES, INC.**

REPORT ON THE AIR HANDLING UNITS IN THE JACKSON PARISH COURT HOUSE

FACILITY VISIT MONDAY, JULY 2, 2018, BY BRUCE C. AYRES, P.E., C.E.M.

Mr. Bubba Anderson, Maintenance Superintendent, assisted in the facility inspection of the eight air handling units located inside the Court House of Jackson Parish, Jonesboro, LA. Photos were taken, and data gathered from the units some of which were opened to check the internal condition. Load currents and voltages of the fan motors were taken. Findings are listed in the report.

Scope of Report

The purpose of this report is to give an evaluation of the condition and expected life of the air handling units and recommend priority of replacement.

Condition Report of Air Handling Units Numbers 1 Through 8

AHU #1: Located in the lower area adjacent to the Maintenance Shop. This is a Trane CCD/B06 unit manufactured in 1989, almost 30 years old, this unit serves the Clerk of Court Offices. This unit has low running vibration. There is a noticeable air leak at the flexible joint on the supply air side, which results in poor efficiency and loss of cooling air to the Clerk's offices. The coil looked good on the filters side. The latch of the door to the filters access is loose resulting in a poor seal of the door to the metal enclosure introducing unconditioned and unfiltered air into the unit. Piping insulation is missing on the chilled water and heating water lines resulting in condensation on the chilled water pipes. This should be replaced as soon as possible for improved efficiency and to eliminate the condensation. A short piece of flexible duct has been installed to connect between the supply air ducts of Air Handling Unit #1 and Air Handling Unit #2. The reason for this is questionable, although it is surmised that it was done to get more air into one or the other. This duct is probably not serving much purpose and may be reducing the air flow in AHU #1, the lower capacity unit. Measurements taken on the fan motors indicate that neither air handling unit fan motor is loaded to capacity, so by sheave adjustment, more air could be delivered to the areas served by both these units. The HVAC service company is behind in its service schedule to check the units and change air filters. Filters are scheduled to be changed every four months. At the time of this observation, five months have elapsed since the last change.

AHU #2: Located beside AHU #1, this unit serves the Sheriff's Department area. This is an ACME MC-78 unit manufactured in 1967, well past its expected life of 25 years. It has low vibration indicating the fan and bearings are in good condition for its age, but it also has air leaks at joints and flexible connections of the enclosure. One flexible joint is very badly cracked allowing quite a lot of conditioned air to escape before its intended destination. The chilled water control valve is leaking badly with deposits being left below the packing of the stem. The unit was cleaned when bearings were recently replaced. See the comments above pertaining to the flexible duct connection between the supply air duct and AHU #1. This is a multizone unit with motor-actuated dampers controlling the air flow to the

four areas served in the Sheriff's Department. This type unit is prone to problems with dampers and actuators after this many years of operation.

AHU #3: This is the largest capacity unit in the Court House serving much of the main, first floor of the facility. This also is an ACME MC-250 unit manufactured in 1967. There is some vibration on this unit with shaking noticeable. A few air leaks were noticed at joints. Some insulation was missing on panels. Pipe insulation was in poor condition along with the control valves. The primary issue with this unit is the lack of accessibility which limits the ability of the maintenance staff to check the unit and service it properly. Access to the filter and make-up air side is via a crawl-through access door on the Clerk of Court side of the unit. Also, being a multizone unit with seven zones served, the same comments apply as indicated in the narrative about AHU #2.

AHU #4: This unit is located on the second floor serving the District Attorney's Department. It is also an ACME unit, model VC-78 manufactured in 1967, and far past its normal expected life. It has some vibration, deposits on its coils, air leaks at flexible joints, and fair pipe insulation. The air filters of this unit were noticeably dirty and in need of replacement. Although the normal replacement interval is four months, due to their condition, they may need to be replaced more frequently, possibly every three months. And like the other multizone units, the same comments apply about dampers and actuators.

AHU #5: Another ACME 1967, manufactured unit, this is a single zone unit with four reheat coils located in the ductwork on the east side of the second floor. The heating water coil of this unit has been removed some time in the past and sits on the floor of the equipment room. It has low vibration and could be adjusted to give more air flow if necessary by sheave replacement or adjustment. The fan motor was only loaded to 50% of full load current. There was no cover over the side access to the filters which permits unconditioned, unfiltered air to enter the unit. Some insulation is missing on the piping and one area of duct insulation is hanging below the duct.

AHU #6: New Daiken Model CAH006GDAC recently installed with new reheat coils in the ductwork. Unit was observed to be running very well with very low noise and vibration. Some trash was noted to be caught on the chilled water coil inside the unit which Bubba will remove.

AHU #7: ACME 1967 model, single zone unit that serves the Court Room. The motor starter cover was missing along with the motor to fan belt drive cover. The vibration was low on this unit. The outside air damper was in poor condition along with some of the pipe insulation at control valves. Motor load current was approximately 80% indicating good air movement.

AHU #8: This is a Trane Model LPCAB03D1CORJ00000004CAYA010000CG000 Serial No. T02A04495 manufactured in 2002. This unit is in good condition with low vibration. One problem noted is that the discharge/supply duct is sagged down with metal resting on metal. The duct should be supported better from above so that the flexible connection between the duct and the air handler is not compressed and deformed.

Recommendations

All the ACME 1967 units should be replaced as funds are available. They are 50+ years in service and well past their expected life of 25 years. Choosing the replacement sequence based upon the observed operation results in the following:

1 Air Handling Unit #3 Cost Estimate = \$73,500

This unit serves a critical area of the Court House being the first floor where there are several employees and daily visitors. The unit is difficult to service due to the extremely small mechanical equipment room in which this unit is installed. A new unit should be designed to be more compact. Walk-around space should be provided. Better temperature control will be accomplished. New control and isolating valves along with new insulation are needed.

2 Air Handling Unit #7 Cost Estimate = \$52,500

Serving the Court Room which another critical use area, this unit has some safety issues with the exposed belt drive and open motor starter.

3 Air Handling Unit #1 Cost Estimate = \$31,500

Serving the Clerk of Court area this unit is in poor condition with very noticeable air leaks and a questionable duct connection between the supply air of this unit and AHU #2.

4 Air Handling Unit #2 Cost Estimate = \$42,000

Serving the Sheriff's Department via four damper-controlled zones, this unit has air leaks and a leaking chilled water control valve. Much better temperature control will be accomplished by this.

5 Air Handling Unit #4 Cost Estimate = \$42,000

This unit, serving the District Attorney's area, has some vibration and air leaks.

6 Air Handling Unit #5 Cost Estimate = \$31,500
Reheat Coils for AHU #5 Cost Estimate = \$9,000

This unit also has issues with air leakage, since the air filter access panel is missing. With the removal of the heating water coil, this area could get cold in the heating season. Even with the removal of this coil, the air flow is probably one-half of the design based upon the motor load current readings. Reheat coils should also be replaced as was done with AHU #6 recently due to their age.

Other benefits of the replacement of these air handling units will be better temperature and humidity control of the Court House, better indoor air quality, lower utility costs due to increased energy efficiency, and lower maintenance costs. Fewer equipment failures, which can be expected if these units continue to operate, can be expected.

Boiler and pumps

Boiler #2 Cost Estimate = \$63,000

The Court House currently operates with one boiler out of service. Should the running boiler fail during severe cold weather, the facility could experience very unpleasant temperatures for employees and visitors and could experience water line and air handling units coils freezing resulting in major equipment damage and repair cost. Recommendation is to replace the old, out-of-service boiler as soon as funds are available.

Pumps both chilled water and heating water, are also beyond their mean statistical life expectancy and should be budgeted for replacement as soon as funds are available. Disruptions in cooling and/or heating will result if both the primary and backup pump fail.

Heating Water Pumps (2) Replacement Cost Estimate = \$36,750

Chilled Water Pumps (2) Replacement Cost Estimate = \$44,100

Chiller

The Court House is currently being cooled by only one of the two compressors of the Trance chiller. This chiller has a few more years of life expectancy having been installed in 2002. But the failed compressor should be replaced as soon as possible to restore redundancy to the chilled water HVAC system.

	Municipality							Total Appropriations
	Chatham	East Hodge	Eros	Hodge	Jonesboro	North Hodge	Quitman	
2019:								
Annual Appropriation	\$ 7,500.00							
Prior Balance From Past Projects	\$ -	\$ -	\$ -	\$ 12,500.00	\$ 35,000.00	\$ -	\$ 4,127.58	
Current Year Special Project	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<i>Description/Notes:</i>								
Outstanding Coroner's Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
On Non-Compliance List (Y/N)?	N	N	N	N	N	N	N	
Annual Appropriation Amount	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	
Total Appropriation Award	\$ 7,500.00	\$ 7,500.00	\$ 7,500.00	NO AWARD	NO AWARD	\$ 7,500.00	\$ 3,372.42	\$ 33,372.42
Check Date, Number, Etc.								

2014 Louisiana Laws
Revised Statutes
TITLE 33 - Municipalities and Parishes
RS 33:7633 - Cooperative endeavor agreements

Universal Citation: [LA Rev Stat § 33:7633](#)

§7633. Cooperative endeavor agreements

A.(1) As authorized by Article VII, Section 14(C) of the Louisiana Constitution, political subdivisions and political corporations may enter into a cooperative endeavor agreement with any public or private association, corporation, or individual to carry out a local infrastructure project to achieve a public purpose. Any capital improvements shall be on public property and for local infrastructure projects as authorized in this Chapter.

(2) As used in this Chapter, a "local governmental entity" shall mean the political subdivision or political corporation authorized to execute a cooperative endeavor agreement under this Chapter.

B. This cooperative endeavor agreement may provide for the investment, pledge, use, or deposit of private funds and the guarantee by the public or private association, corporation, or individual of certain financial obligations, to achieve the goals set forth in the agreement. The agreement shall state how the donation for the project will result in the furtherance of a public purpose of the local government entity.

C. The cooperative endeavor agreement shall set forth in reasonable detail the following items:

(1) The obligations of the various parties.

(2) A showing of reasonable expectations that the benefits to be received by the local governmental entity from the donation equal or exceed any local tax rebates, tax credits, or other incentives to be awarded on the project.

(3) Consequences to the public or private association, corporation, or individual in the event of a default or breach of the agreement by the association, corporation, or individual that shall include a repayment to the local governmental entity when appropriate, of any rebates, tax credits, or other incentives awarded or expenses incurred.

Acts 2014, No. 746, §1, eff. June 19, 2014.



JACKSON PARISH POLICE JURY

Courthouse

500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

Items to Consider for New Building on Industrial Drive

MEMBERS

WARD 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

WARD 2

EDDIE M. LANGSTON
770 Taylor Road
Jonesboro, LA. 71251
(318) 259-7448

WARD 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

WARD 4

JOHN W MCCARTY
2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

WARD 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 480-9095

WARD 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

WARD 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

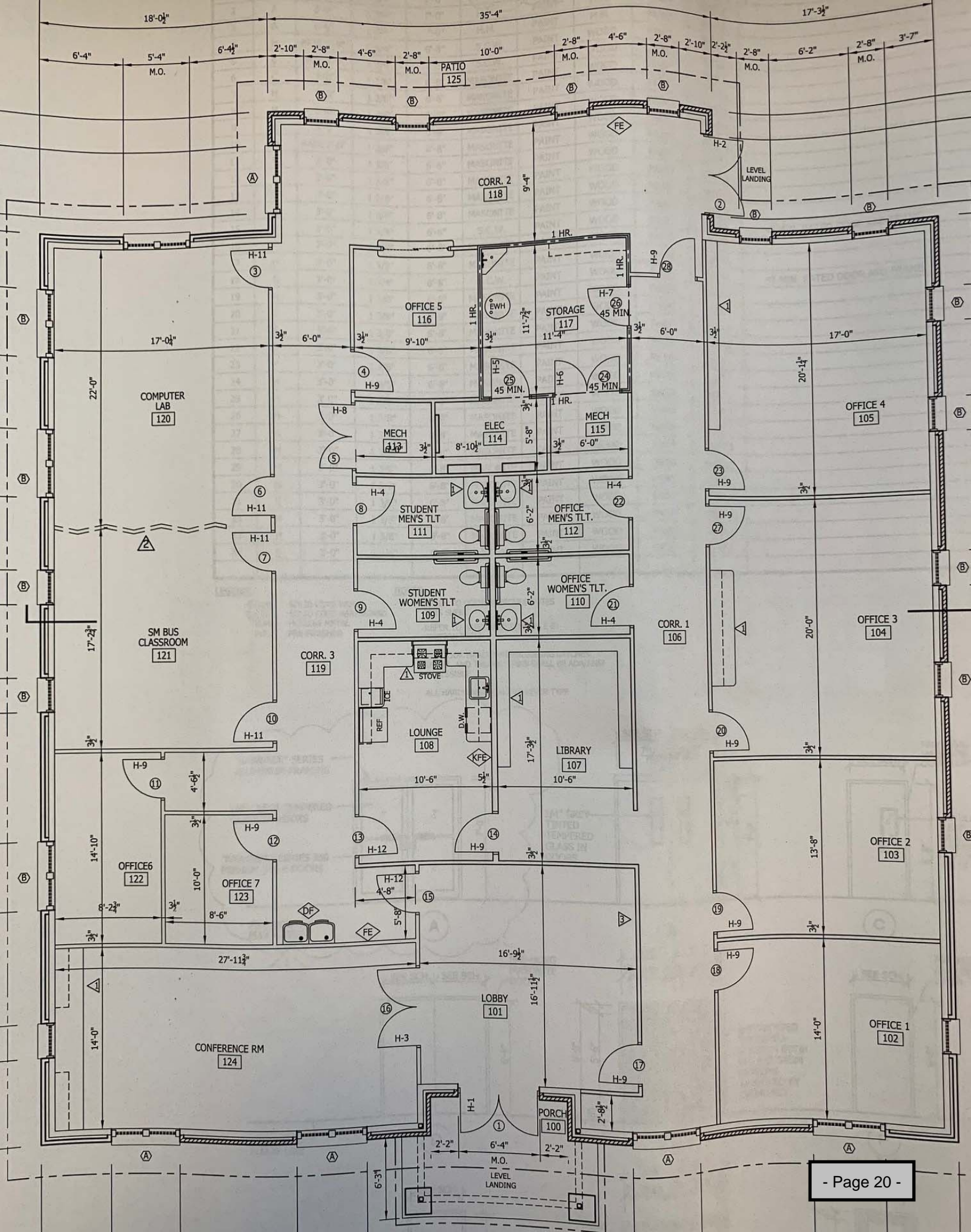
Below is a non-exhaustive list of items for the Jury to consider for plans for the new building. These are items I recommend if the Jury wants to pursue using the office space for the Administrative Department.

Utilities and Services:

- We have set up accounts with Entergy and the Town of Jonesboro to bring electricity and water into the building.
- DSC Security has provided estimates to secure the building.
 - Monthly monitoring fee: \$39.95
 - Installation and equipment fees for cameras: \$5,795.00
 - Installation and equipment fees for door access: \$4,729.50
- Fiber Optic Internet
 - TEC has provided a bid to perform the service work to bring fiber optic internet to the Industrial Dr. building and can also link it over to the Community Center.
 - We will be able to utilize the remaining bandwidth from the courthouse and split it with the new building.
 - Charge to run broadband to Industrial Drive: \$199.00
 - Charge to reduce courthouse broadband: \$199.00
- Phone service
 - With our newly purchased TEC phone system, there will be no charge to move the phones out to the new building
- Other services to consider:
 - Exterminator, water service, landscaping/grounds (Maintenance Dept.?)

Repair/Enhancement Work:

- Roof replacement – will likely be done under insurance from storm damage
- Ceiling tile replacement – some will be covered by insurance from storm damage
- General wall repair and painting– some will be covered by insurance from storm damage
- Exterior building painting
- Appliances for kitchen/break area (fridge and stove were removed)
- Flooring cleaning and/or replacement – mixture of tiles and carpet throughout
- Furnishings
 - Office spaces: desks, storage, etc.
 - Conference room: conference table & chairs, multimedia technology, etc.
 - Lobby area: reception desk, general furnishings
 - Training room: desks, computers, presentation area, projector & screen
 - General décor throughout



DSC Security & Communications, LLC

1926 Old Natchitoches Road
West Monroe, LA 71292
(318) 327-5554

Date: 5-1-19

Job Name: JPPJ Office Building

Address: Industrial Dr

Jonesboro, LA 71251

Phone: 318-259-2361

EXHIBIT A - SCHEDULE OF PROTECTION

PreWire Install Trimout

Quantity	Part Number	Equipment Description
	" IP CAMERA	SYSTEM "
1	NVR302-16E-P16-B	UNV 16CH IP Network Video Recorder W/POE and 4 Terabyte Hard Drive
12	IPC3614SR3-DPF28M	UNV 4MP 2.8mm lens, wide angle with IR (30m), metal housing, smart analytic pack
1	CM	Color Monitor with HDMI cord
1	00033	HDMI Splitter F/3
1	HDMIEX50	HDMI Over cat5 cable extender
1000'	WIRE	Cat 5
	Labor-misc-network	
		1st part due = \$ 3000.00
		2nd part due @ completion = \$ 2795.00
	(3% added for credit card transactions)	TOTAL: \$ 5795.00
<small>CUSTOMER ACKNOWLEDGES THAT: A) THE SYSTEM SHALL CONSIST ONLY OF THE EQUIPMENT DESCRIBED INSTALLED AT THE LOCATION INDICATED; B) DSC SECURITY & COMMUNICATIONS, LLC HAS DESCRIBED THE FULL RANGE OF PRODUCTS AND SERVICES AVAILABLE TO CUSTOMER; C) THE SYSTEM IS DESIGNED TO DETECT EVENTS ONLY AT THOSE OPENINGS AND/OR AREAS COVERED BY THE SYSTEM WARRANTY DOES NOT COVER POWER SURGES - THEFT - ACTS OF NATURE</small>		

Customer Name (Printed)

Customer Signature

Date

Customer Title
Bill Barrett

5-1-19

Sales Agent 318-381-6925

Date

Approval-Authorized Representative

- Page 22 -

Date

DSC Security & Communications, LLC

1926 Old Natchitoches Road
West Monroe, LA 71292
(318) 327-5554

Date: 5-1-19

Job Name: JPPJ Office Building

Address: Industrial Dr

Jonesboro, LA 71251

Phone: 318-259-2361

EXHIBIT A - SCHEDULE OF PROTECTION

PreWire Install Trimout

Quantity	Part Number	Equipment Description
	" ACCESS CONTROL	2 STATION 2 DOORS "
1	GA-68293OUS	Paxton Net2 IP Starter Kit 2 Door Readers, 10 fobs, Pro Software 1
1	AJ-LEM1DLS	1-call Access Sentry System Station
1	AJ-LEM1DL	1-call Access w/dr Station
1	AJ-DAK2S	Dual Adapter Kit
1	AJ-PT1210NA	Aiphone 12v Xformr
2	OE-MAG600	600# Maglock
1	AC-AM63	Filler plate for 600#
2	OE-PPS2450	24VAC 50VA Transformer
1	UZ-NP412	12V 4AH SLA Battery
1	CM-CXED1259L	Srfc mnt Rim Strike
1	OE-RXD	Request to exit Detector
1	SN-EEB2	Emergency exit Button w/timer
1	WIRE	18/2 STR JKT 5C BX GRY
1	WIRE	22/6 STR OAS 5C BX GRY
	Labor-misc-network	1 year warranty parts & labor
		1st part due = \$ 2365.75
		2nd part due @ completion = \$ 2365.75
(3% added for credit card transactions)		TOTAL: \$ 4729.50
<small>CUSTOMER ACKNOWLEDGES THAT: A) THE SYSTEM SHALL CONSIST ONLY OF THE EQUIPMENT DESCRIBED INSTALLED AT THE LOCATION INDICATED; B) DSC SECURITY & COMMUNICATIONS, LLC HAS DESCRIBED THE FULL RANGE OF PRODUCTS AND SERVICES AVAILABLE TO CUSTOMER; C) THE SYSTEM IS DESIGNED TO DETECT EVENTS ONLY AT THOSE OPENINGS AND/OR AREAS COVERED BY THE SYSTEM WARRANTY DOES NOT COVER POWER SURGES - THEFT - ACTS OF NATURE</small>		

Customer Name (Printed) _____

Customer Signature _____ Date _____

Customer Title
Bill Barrett

5-2-19

Sales Agent _____ Date _____

Approval-Authorized Representative _____ Date _____



Service Order

Service Address
 160 Industrial Dr (100),
 Jonesboro, LA 71251

May 2, 2019
 JACKSON PARISH POLICE JURY GINA THOMAS
 500 E Court St (100),
 Jonesboro, LA 71251
 Phone: (318) 259-2361
 Fax:

Sales Person		Customer Name		Term Agreement	
John O'Leary		JACKSON PARISH POLICE JURY GINA THOMAS		36 MO	
Qty	Product	Price	Disc	Total MRC	Total NRC
1	Managed Internet Service - 100 Mbps Ethernet	1,049.00	839.20	839.20	199.00
1	Broadband Equipment Fee	9.95	0.00	9.95	0.00

Total Monthly Recurring:	849.15
Other Non-Recurring Purchase Charges:	0.00
Voice, Data and Advanced Services Non-Recurring Charges:	199.00
Waiver of Non-Recurring Charges with applicable contract:	0.00
Total Non-Recurring Charges:	199.00

This order may be contingent upon availability and the results of a site survey performed by our Engineers. Equipment used for data services & network cabling must meet minimum standards. If special construction is required after site survey, TEC and Customer will have the option to cancel the order for this service. Additional fees may apply to improve network standards. TEC is not responsible for any charges which may result from the termination of any existing agreement. Taxes and fees including local, state, county, E911 and federal tax assessments and fees are in addition to the above charges. Term begins on date service installation is complete. This is an order on the products and services named, subject to the TEC terms and conditions. Any wiring, equipment and construction not noted in this Service Order are the responsibility of the customer. Please review the Master Service Agreement (MSA) available at <https://www.tec.com/Resources/Master-Service-Agreement.pdf>. TEC's provision of services to you is subject to all provisions set forth in the MSA, and by signing below, you indicate that you have read, understand and are in agreement with all parts of the MSA and that you will comply with all requirements set forth therein.

[Signature Line]

Authorized Signature

Gina Thomas Police Jury Treasure

Print Name & Title

[Date Line]

Date



Billing Information

Acct: JACKSON PARISH POLICE JURY GINA THOMAS
Tax ID: 726000572

Primary Contact: Gina Thomas
Business:
Mobile: (318) 259-2361 ext. 203
Fax:
Email: gthomas@jacksonparishpolicejury

Billing Address
500 E Court St (100)
Jonesboro, LA 71251

Billing Contact(s)

Name: _____ Bus Phone: _____ Email: _____

- Bill Stub Only Detailed Billing by Mail (\$5 mo)

REGISTER FOR ELECTRONIC INVOICE AT <https://ebill.tj.tec.com>

Dun and Bradstreet Number: _____

References

Bank _____ Acct# _____ Phone _____ Contact _____
Other _____ Acct# _____ Phone _____ Contact _____

The undersigned ("Customer") acknowledges that the Term Agreement is subject to approval by TEC and hereby authorizes TEC to verify all listed information and secure credit information.

X

Authorized Signature
Gina thomas

Print Name

Police Jury Treasure

Title

Date



Service Order

May 2, 2019
 Jackson Parish Police Jury
 500 E. Court St,
 Jonesboro, LA 71251
 Phone: (318) 259-2361
 Fax:

Service Address
 500 E. Court St.,
 Jonesboro, LA 71251

Sales Person		Customer Name	Term Agreement			
John O'Leary		Jackson Parish Police Jury	36 MO			
Qty	Product	Price	Disc	Total MRC	Total NRC	
1	Managed Internet Service - 100 Mbps Ethernet	1,049.00	839.20	839.20	199.00	
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Voice, Data and Advanced Services Non-Recurring Charges:	199.00
Waiver of Non-Recurring Charges with applicable contract:	0.00
Total Non-Recurring Charges:	199.00

This order may be contingent upon availability and the results of a site survey performed by our Engineers. Equipment used for data services & network cabling must meet minimum standards. If special construction is required after site survey, TEC and Customer will have the option to cancel the order for this service. Additional fees may apply to improve network standards. TEC is not responsible for any charges which may result from the termination of any existing agreement. Taxes and fees including local, state, county, E911 and federal tax assessments and fees are in addition to the above charges. Term begins on date service installation is complete. This is an order on the products and services named, subject to the TEC terms and conditions. Any wiring, equipment and construction not noted in this Service Order are the responsibility of the customer. Please review the Master Service Agreement (MSA) available at <https://www.tec.com/Resources/Master-Service-Agreement.pdf>. TEC's provision of services to you is subject to all provisions set forth in the MSA, and by signing below, you indicate that you have read, understand and are in agreement with all parts of the MSA and that you will comply with all requirements set forth therein.

[Signature Line]

Gina Thomas Police Jury Treasure

[Date Line]

Authorized Signature

Print Name & Title

Date



Billing Information

Acct: Jackson Parish Police Jury
Tax ID: 72-6000572

Primary Contact: Gina Thomas
Business: (318) 259-2361 ext. 203
Mobile:
Fax:
Email: gthomas@jacksonparishpolicejury

Billing Address
500 E. Court St
Jonesboro, LA 71251

Billing Contact(s)

Name: Gina Thomas Bus Phone: (318) 259-2361 ext. Email: gthomas@jacksonparishpolicejury.org

Bill Stub Only

Detailed Billing by Mail (\$5 mo)

REGISTER FOR ELECTRONIC INVOICE AT <https://ebill.tj.tec.com>

Dun and Bradstreet Number: _____

References

Bank _____ Acct# _____ Phone _____ Contact _____

Other _____ Acct# _____ Phone _____ Contact _____

The undersigned ("Customer") acknowledges that the Term Agreement is subject to approval by TEC and hereby authorizes TEC to verify all listed information and secure credit information.

X

Authorized Signature
Gina Thomas

Print Name

Police Jury Treasure

Title

Date



JACKSON PARISH POLICE JURY

Courthouse

500 East Court Street, Room 301
Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

Fax: (318) 259-5660

www.jacksonparishpolicejury.org

Items to consider for 2019 Veteran's Program

MEMBERS

WARD 1

TODD CULPEPPER
P. O. Box 323
Quitman, LA. 71268
(318) 259-4184 (Work)
(318) 243-1084

WARD 2

EDDIE M. LANGSTON
770 Taylor Road
Jonesboro, LA. 71251
(318) 259-7448

WARD 3

AMY C. MAGEE
2332 Walker Road
Jonesboro, LA. 71251
(318) 235-0002

WARD 4

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2766 Hwy 155
Quitman, LA 71268
(318) 259-9694

WARD 5

TARNESHALA COWANS
598 Beech Springs Road
Jonesboro, LA. 71251
(318) 480-9095

WARD 6

REGINA H. ROWE
159 Hughes Rd.
Jonesboro, LA 71251
(318) 259-7923

WARD 7

LYNN TREADWAY
505 Fifth Street
Jonesboro, LA 71251
(318) 259-7673
(318) 680-8510

Below is a list of information from historical Veteran's Programs. These are not required items, they are only provided as a guide to establish the program for the current year.

- Current 2019 Budget: **\$6,000**
 - Catering \$4,000
 - Advertising \$500
 - Decorations \$500
 - Table decorations, paper products (tablecloths, napkins, plates, etc.), displays, foyer area
 - Token for Veterans \$1,000
 - Pins, pens, etc. (select item(s) and quantities)
- Program – coordinate speakers
 - Design and printing of final program
 - Performances from Gifted & Talented Choir
 - Speakers
 - Video presentation
 - Prayer
 - Special acknowledgments
- Community Center setup
 - Arrangement of tables and chairs, reserved tables, flags
- Formal plan and timeline to guide staff on when and how to complete tasks
- Additional support from interested parties
 - Ladies Auxiliary
 - Jackson Parish Library (Emily Arnold)