



# 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](http://www.jacksonparishpolicejury.org)

## 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

Notice Posted: Tuesday, February 26, 2019, 4:30 P.M.  
Notice of Public Meeting  
March 2019 Business Session

DATE: Monday, March 04, 2019  
TIME: 5:15 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

1. Discuss procedures for Public Comments

### Continued Business (Discussion and Review)

2. Discuss Sleepy Hollow drainage issues and servitudes
3. Discuss Sugar Creek and Flat Creek Roads
4. Discuss policy for school bus turnarounds
5. Discuss low bid for Road Department 4 Yard Dump Truck
6. Discuss dash cam service for selected vehicles and equipment
7. Discuss Solid Waste land purchase for bin sites and landfill expansion
8. Discuss status of CEA and pipeline for Industrial Drive Certified Site

### New Business (Discussion and Review)

9. Discuss 2019 tax election and millage
10. Discuss request for signs on Siloam Church Road
11. Discuss remaining payment to Lagrandier Fence Company for Watershed LGAP project
12. Discuss rug service at the Courthouse and Community Center
13. Discuss recommended Debt Services Policy
14. Discuss recommended Capital Assets Policy
15. Discuss recommended Call-Out Policy
16. Discuss Post Offer Pre-Employment Medical Examination policy
17. Discuss services contract with Kenneth Folden & Co.
18. Discuss financial software support



# 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](http://www.jacksonparishpolicejury.org)

## 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

- [19.](#) Discuss training for government officials
- [20.](#) Discuss requests for J.P. and Constable Training Conference
21. Discuss LCDBG Grant process: standard resolutions
- [22.](#) Discuss request for proclamation for National CDBG Week (grant program)
- [23.](#) Discuss request for proclamation for Fair Housing Month
24. Discuss Beautification Council

## Discussion of Other Topics

## Announcements

25. Juror photos to be taken for new website

## Adjournment

Gina M. Thomas, Secretary-Treasurer

Jackson Parish Police Jury

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

(318) 259-2361 extension 203

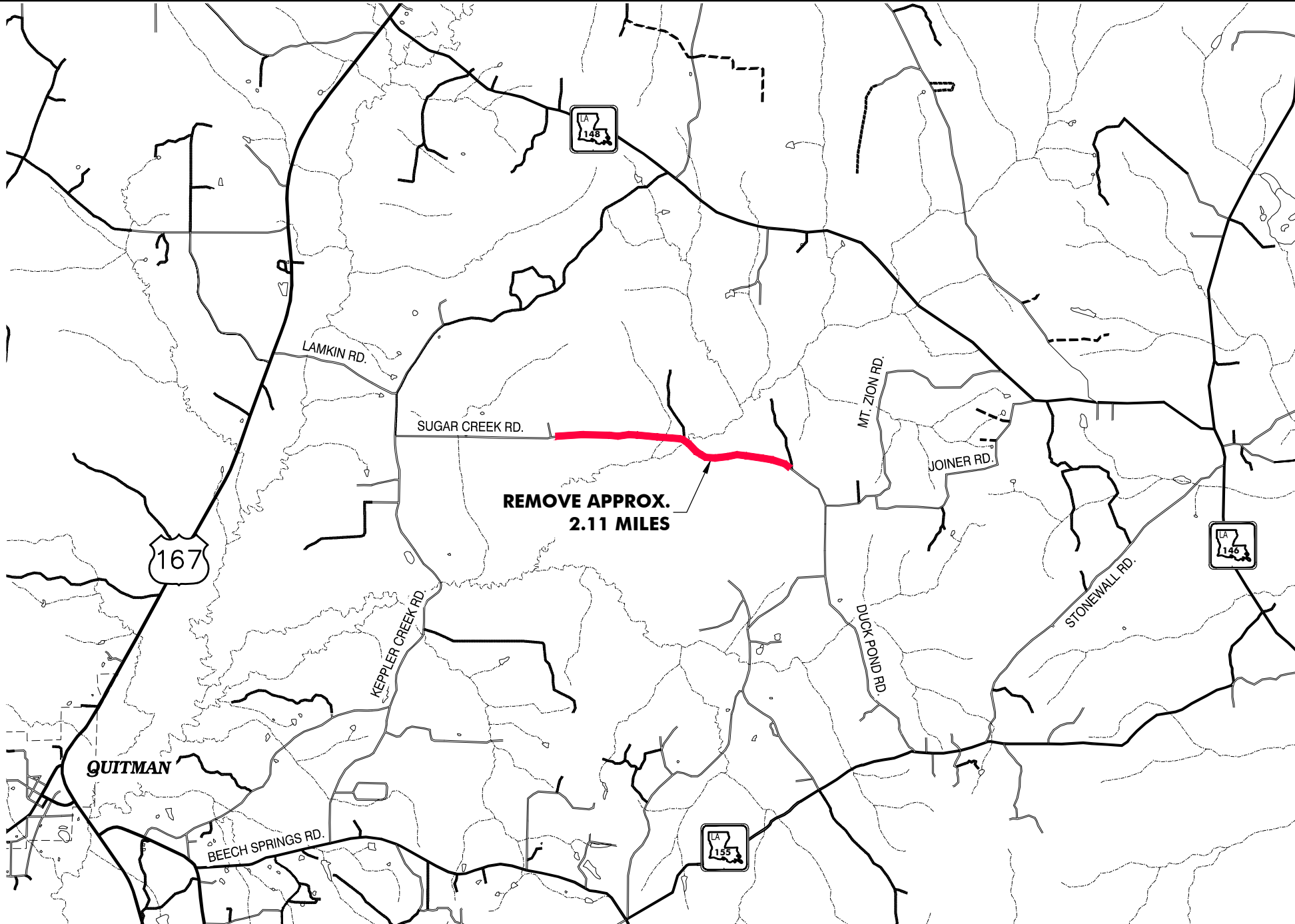
In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 203 describing the assistance that is necessary.

# Best Practices: Public Comment

Although not required by law, most municipalities have a space on their meeting agendas for “Public Comment” or “Public Input” on matters and issues in the municipality. It is important to keep in mind a couple of items when dealing with public comments.

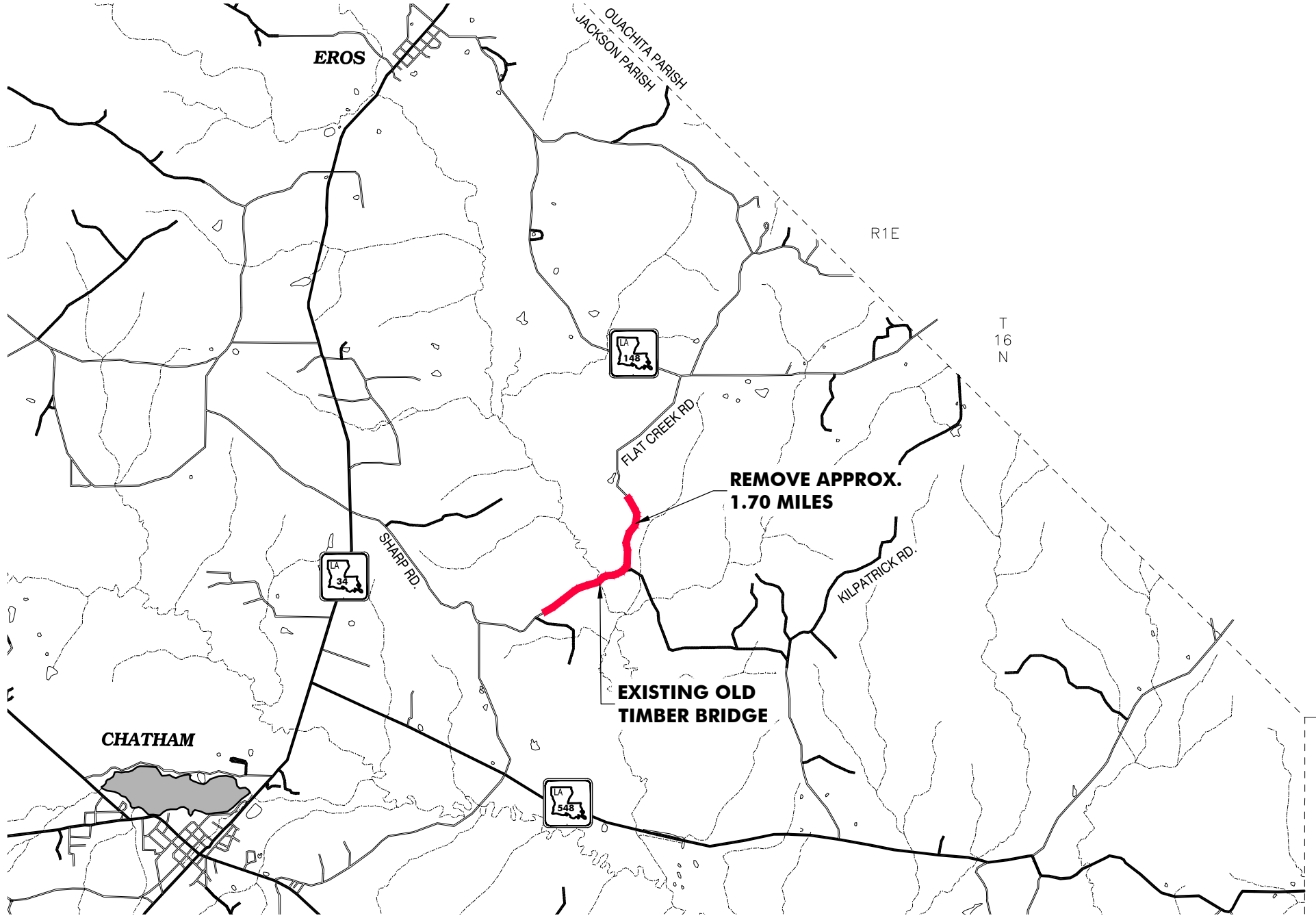
First, you should clearly set out the rules. At a minimum, you should state the maximum length of time for comment by each speaker and the total length of the comment period. In addition, during public comment, keep in mind that public comment is just that – the time for the public to comment on any issue. It is not, however, a public discussion, debate, or question-and-answer period. It is out of order for members of the board to engage with the public during this time. Resisting the temptation to respond to a member of the public can also prevent a potential open meetings violation. A discussion could become a violation if the issue being discussed is not on the agenda.

If an issue raised in the public comment session is one the board wants to follow up on or engage the audience on, other options are available. Set up a public hearing or a question- and-answer session on that narrow issue, or place the item on the agenda of a future regularly scheduled meeting. Otherwise, during public comment, board members should sit back, relax and listen to the public’s interest and thank them for their participation in the process.



**REMOVE APPROX.  
2.11 MILES**

**SUGAR CREEK ROAD**



# Bridge Inspection Report

400322  
LOCAL ROAD  
over  
FLAT CREEK



**Inspection Date:** 02/26/2018

**Inspected By:** Clayton Scott

**Inspection Type(s):** Routine



## Jackson Parish Police Jury

---

### School Bus Turnarounds

Adopted by the Jackson Parish Police Jury effective TBD

#### **Policy Statement:**

Pursuant to the requirements of R.S. 17:158, the Jackson Parish Police Jury (JPPJ) will construct school bus turnarounds at the expense of the Jackson Parish School Board (JPSB), subject to the following stipulations:

#### **CONSTRUCTION:**

- The request for construction of the school bus turnarounds shall be made by official resolution of the JPSB in legal session convened.
- The official resolution shall be accompanied by:
  - Assurance of reimbursement to the JPPJ of the cost of said construction work
  - A plat and location map (specific address) clearly indicating the location of the proposed turnaround
  - A certified copy of a right-of-way agreement and construction easement, signed by the property owner and duly recorded in the office of the Clerk of Court. Said easements shall be obtained on a form approved by the JPPJ (used by the Road Department).
- A copy of the official resolution requesting assistance of the JPPJ shall be submitted to:  
Police Jury President  
Jackson Parish Police Jury  
500 E. Court Street, Room 301  
Jonesboro, LA 71251
- Upon approval of the request by the JPPJ, a written agreement shall be prepared by the Secretary-Treasurer and submitted to the JPSB for its approval, prior to commencement of any construction by the Jackson Parish Road Department. This agreement will include a cost estimate drafted by the Road Department Superintendent.
- Upon completion and signing of said written agreement, the Secretary-Treasurer shall advise the Road Department Superintendent in order that they may authorize and schedule construction of the project
- Upon completion of the project, the Road Department Superintendent shall advise the Secretary-Treasurer and the JPSB of the completion of the project and will submit a final cost invoice including the labor hours, equipment used, and the type and quantity of materials used for the project
- It is understood that at the completion of the project, the JPSB will have ownership of the constructed bus turnaround



## Jackson Parish Police Jury

---

### MAINTENANCE:

- The request for maintenance work on school bus turnarounds shall be made by official resolution of the JPSB in legal session convened
- The official resolution shall be accompanied by:
  - Assurance of reimbursement *up to a specified amount* to the JPPJ of the cost of said maintenance work
  - The specific location (preferably by address) of the subject turnaround
  - The type of maintenance work requested and the type of quantity of materials (if any) to be used
- A copy of the official resolution requesting assistance of the JPPJ shall be submitted to:  
Police Jury President  
Jackson Parish Police Jury  
500 E. Court Street, Room 301  
Jonesboro, LA 71251
- The Secretary-Treasurer will refer the request to the Road Department Superintendent who shall review the estimated costs of the project
  - If the estimated maintenance costs are *less than or equal to* the authorized amount of the original request, the Road Superintendent will authorize and schedule said maintenance work
  - If the estimated maintenance costs are *greater than* the authorized amount of the original request, the Road Department Superintendent will notify the Secretary-Treasurer and JPSB and await a response for further action.
- Upon completion of the project, the Road Department Superintendent shall advise the Secretary-Treasurer and the JPSB of the completion of the project and will submit a final cost invoice including the labor hours, equipment used, and the type and quantity of materials used for the project



OFFICE OF THE



DISTRICT ATTORNEY

DANIEL W. NEWELL  
DISTRICT ATTORNEY  
SECOND JUDICIAL DISTRICT  
JACKSON, BIENVILLE, AND CLAIBORNE PARISHES

JACKSON PARISH ASSISTANTS  
DARRELL R. AVERY  
YUMEAKA R. WASHINGTON  
J. CLAY CARROLL

500 EAST COURT AVENUE  
ROOM 201  
JONESBORO, LOUISIANA 71251  
TELEPHONE 318-259-4112  
FAX 318-259-3024

February 6, 2019

Mr. John McCarty  
President, Jackson Parish Police Jury  
Jackson Parish Courthouse  
Jonesboro, Louisiana 71251

**IN RE: SCHOOL BUS TURNAROUNDS**

Dear Mr. McCarty,

It is my understanding that the Jackson Parish School Board has requested help in the gravelling of school bus turnarounds. The busses do not always have adequate space to turn around without encroaching upon private property. Due to the substantial rains experienced over the last several months, those turnarounds are not holding up well.

The police jury is specifically authorized by La. R.S. 33:1236 to gravel school bus turnarounds when requested to do so by the school board. The jury has the authority to gravel the turnarounds solely with parish funds, if the jury determines that doing so is in the best interest of the parish and the parish road system. There is no prohibition to the school board contributing funds to the project.

The school boards have a similar enabling statute pertaining to the police jury gravelling of school bus turnarounds, being La. R.S. 17:158 (E).

By opinion # 92-120 and by opinion dated August 30, 1973, the attorney general has opined that these turnarounds can be on private property "where necessary". Gravel may be placed on the turnarounds even when they are located on private property.

The attorney general was not posed the question and in my opinion did not address the constitutional issue of taking without just compensation. As you may recall, that became an issue in the continuing right of way case involving Arbin Culpepper Road. It is my opinion that simply gravelling an area of private property without the landowner's consent may constitute a governmental taking without just compensation. It is my opinion that the Jury should not gravel private property until a right of way has been signed and filed of record.

With kindest personal regards, I am

Sincerely yours,

  
DARRELL R. AVERY  
ASSISTANT DISTRICT ATTORNEY

West's Louisiana Statutes Annotated  
Louisiana Revised Statutes  
Title 33. Municipalities and Parishes (Refs & Annos)  
Chapter 2. Local Government (Refs & Annos)  
Part V. Police Jury (Refs & Annos)

LSA-R.S. 33:1236

§ 1236. Powers of parish governing authorities

Effective: August 1, 2017

Currentness

The police juries and other parish governing authorities shall have the following powers:

(1) To make regulations for their own government.

(2)(a) To regulate the proportion and direction, the making and repairing of the roads, bridges, causeways, dykes, dams, levees and highways when, in the opinion of the police jury, such work will further the best interests of the parish and the parish road system;

(b) To provide for the graveling of school bus turnarounds when requested to do so by the parish school board, without the necessity of the parish school board furnishing materials or contributing funds to the police jury for such purpose if it is determined by the police jury to be in the best interest of the parish and the parish road system. Provided, however, that nothing herein shall prohibit parish school boards from providing gravel or contributing funds to the local governing authority for the graveling of school bus turnarounds; and in addition,

(c) The police juries may, upon request of the governing authority of any incorporated municipality, perform all or any part of the repair, maintenance and care of roads, streets, alleys, bridges and culverts and other drainage facilities, situated within and under the jurisdiction of such incorporated municipality, and may expend for such purposes any funds made available to them for road purposes. Police juries may maintain private driveways within the right of way of a public road or highway owned by the parish when such maintenance serves a public purpose, but only to repair damage done by the public.

(3) To regulate the clearing of the banks of rivers and natural drains; for the clearing of the banks of the Mississippi River and all other navigable streams and natural drains for the purpose of securing a free passage for boats and other water crafts, and for logs and timber; to make regulations to prevent the introduction into and propagation in all such streams and natural drains of aquatic plants and other vegetation which can in any manner impede or obstruct navigation of boats and all other water craft or the towing of logs and timber, as well as to prevent the passing from one stream to another (though one or both of such streams be or be not navigable) of all such aquatic plants and vegetation; to build dams to prevent the passage or encroachment of salt water from the Gulf of Mexico or any bays, inlets, or streams connected therewith, into fresh water streams, when such salt water shall be found injurious to property.



State of Louisiana  
DEPARTMENT OF JUSTICE

Richard P. Ieyoub  
ATTORNEY GENERAL

7TH FLOOR  
2-3-4 LOYOLA BUILDING  
NEW ORLEANS 70112-2096

APRIL 02 1992

OPINION NUMBER 92-120

Mr. Phil Fontenot  
Police Juror  
District 11  
P. O. Box 463  
Welsh, LA 70591

70 - Motor Vehicle, 71 - Municipalities  
88 - Police Juries - In General  
50 - Highways - Roads  
96-A - Schools and School Districts Transportation  
101 - Schools and School Districts  
Bus Drivers, Custodians and Cafeteria Workers  
La. R.S. 17:158; La. R.S. 17:158(E)  
permits local governing authorities to place  
shell or gravel on school bus turnarounds.  
In line with a prior opinion from this office  
the turnarounds may be located and maintained  
on private property as long as it is necessary  
for the school bus to turn around there.

Dear Mr. Fontenot:

Your letter dated February 21, 1992 has been referred to me for reply. You've requested the opinion of this office as to whether it is legal for a municipality to put shell or gravel on a school bus turnaround in a municipality.

In a follow-up telephone conversation you added that the turnaround is located on your private property, and consists of a horseshoe type looped driveway in front of your residence at the end of a dead-end public street. The school bus and other traffic use the loop to turn around as there is no other place to turn around. At various times the school board and the police jury have maintained the turnaround.

Your question has been answered in an opinion of the Attorney General dated August 30, 1973 and addressed to Mr. Wilbert J. Ardoin, the Secretary-Treasurer of the Evangeline Parish School Board, and written by Frank P. Trosclair, Jr., (copy attached). That opinion cited La R.S. 17:158, governing maintenance of school bus turnarounds. The opinion stated:

"There is no restriction or limitation as to where these turnarounds may be located, and therefore, they may be located on private property where necessary. Also, gravel may be placed on the turn-arounds, even where they are located on private property."  
(emphasis added)

La. R.S. 17:158(E) states:

"E. Any parish school board may provide gravel or contribute funds to the local governing authority for the gravelling of school bus turnarounds. However, nothing in this Section shall prohibit the local police jury from gravelling school bus turn-arounds at the request of the school board without the necessity of said school board furnishing any materials or funds for the work done." (emphasis added)

Therefore, in answer to your question, La. R.S. 17:158 (E) shows that it is legal for a municipality to put shell or gravel on a school bus turnaround in a municipality. According to the prior August 30, 1973 opinion, the school bus turnaround may be located on private property, as long as it is necessary for the school bus to turn around there.

We trust that this answers your inquiry.

Very truly yours,

RICHARD P. IEYOUB  
Attorney General

BY: 

David A. Dalia  
Assistant Attorney General

DAD/mdc 1963f

ies

July 24, 1973.

ter of June 21, 1973, in on:

ish-wide road tax passes, money wherever needed, from a particular ward

that the manner of dis-  
wish-wide tax for con-  
lic roads within the par-  
the police jury. This is  
found in R.S. 33:1236

tor is the proposition as  
ou state that this is to  
imitation is that expen-  
aintenance requirements

TTY G. RATCLIFF.

it pay for medical treatment

August 17, 1973.

requesting an opinion  
een forwarded to this

or not the police jury  
prisoner confined in its  
y pre-existed his arrest  
ther or not the police  
he treats inmates and

h parish shall appoint

*Police Juries*

167

annually a physician who shall attend the prisoners whenever they are sick. His salary shall be fixed by the governing authority.

R.S. 33:1558 provides in part that:

The coroner . . . shall receive . . . a just fee or remuneration for attending parish prisoners . . .

We are therefore of the opinion that the police jury must furnish medical treatment to inmates of its parish prison whether or not the illness or injury pre-existed arrest and confinement. We are also of the opinion that the police jury must compensate the physician designated to attend the prisoners whether or not the physician also happens to be the coroner.

WILLIAM P. CURRY, JR.

(R.S. 17:158) Police juries are not permitted to use their equipment and material for private purposes, but school boards may provide gravel or contribute funds to the governing authority for graveling of school bus turnarounds. School bus turnarounds may be located on private property.

August 30, 1973.

Mr. Wilbert J. Ardoin  
Secretary-Treasurer  
Evangeline Parish School Board

Your letter of March 1, 1973, has been referred to me for reply. You requested our opinion as to the following:

1. Are the police jurors permitted to put gravel on private property?
2. Please define what a bus turnaround is according to the law.
3. How many turnabouts are allowed per bus route under the law?

In answer to your first question, police juries are not permitted to use their equipment and material for private purposes. However, R.S. 17:158 provides in part as follows:

Parish School Boards may provide gravel or contribute funds to the local governing authority for the graveling of school bus turnabouts.

There is no restriction or limitation as to where these turnarounds may be located, and therefore, they may

be located on private property where necessary. Also, gravel may be placed on the turnarounds, even where they are located on private property.

In answer to your second question, the Legislature has not defined "bus turnaround." We can therefore define it in accordance with its ordinary meaning, which is that it is an area which is used to facilitate school busses in turning around.

In answer to your third question, there is no restriction as to the number of turnarounds per bus route, and therefore, there may be as many turnarounds as are reasonably necessary.

FRANK P. TROSCLAIR, JR.

(E.S. 33:1236; E.S. 56:1; E.S. 56:721) Police jury is without authority to regulate deer hunting within its parish.

September 19, 1973.

Mr. Roy L. Johnson  
Secretary-Treasurer  
Winn Parish Police Jury

Your letter of September 13, 1973, addressed to the Honorable William J. Guste, Jr., has been referred to this office for reply.

In your letter you ask whether the Wildlife and Fisheries Commission or the Winn Parish Police Jury has the authority to regulate which sex deer is to be killed in Winn Parish during the hunting season.

The general powers of the Police Jury are set forth in Revised Statutes 33:1236, and a reading of that statute discloses no authority for the Police Jury to regulate fish and wildlife. Under Revised Statute 56:721 a parish may establish, maintain, and operate a game and fish preserve in the parish and may make rules and regulations with the approval of the Commissioner of Wildlife and Fisheries. However, this deals with a preserve created within the parish and not the parish as a whole. Parishes are vested with no powers and possess no authority, except such as are conferred upon them or delegated to them by the Constitution and statutes.

Conversely, Revised Statutes 56:1, et seq., give the



## Jackson Parish Police Jury

---

### Bid Tabulation Form

#### **Bid Item: 4 Yard Dump Truck**

**Bid Opening Date: February 7, 2019, 2:00 P.M.**



**Vendor:**

Cooper Truck Center  
600 Frontage Road  
Monroe, LA 71202

**Total Bid Amount:**

\$76,511.00

**Other Notes/Instructions:**

Delivery in 120-150 days

Kenworth of Louisiana  
2109 Center Street  
Monroe, LA 71202

\$76,720.00

Delivery date 5/8/2019

Peterbilt Tuck Centers of Louisiana  
5520 Industrial Dr. Ext.  
Bossier City, LA 71112

\$85,566.00

Delivery date 5/31/2019 (pending PO)

## Gina Thomas

---

**To:** Josh Boudreaux  
**Subject:** RE: Dash Camera Pricing and Info with Acadian

**From:** Josh Boudreaux <josh.boudreaux@acadian.com>  
**Sent:** Wednesday, January 30, 2019 3:09 PM  
**To:** Gina Thomas <gthomas@jppj.org>; Gina Thomas <gthomas@jppj.org>  
**Subject:** Re: Dash Camera Pricing and Info with Acadian

Gina,  
Thanks for joining the webinar earlier today. Listed below is pricing per vehicle:

### Dash Cam Equipment:

- \$599 upfront purchase or
- \$28.70/month bundled financed purchase with no upfront purchase for minimum agreement of 24 months

### Monthly Fee Options:

#### **Event Plan: \$29.99/month**

- All Geotab based exceptions will automatically be uploaded directly into the Geotab user interface with a 20 second video clip.
- Snapshots will also be provided depicting the moment an exception was captured.
- 10GB cloud storage per vehicle.
- Pooled data so you will not incur any vehicle overage charges (we have had very little overages to date)
- The ability to call for a custom video request. (This is where you can request video from any date and time and provided that video is still on the SD card it will upload directly into the Geotab interface)

#### **Live-Streaming Plan: \$38.99/month**

- Includes Event Plan above plus an additional 100 minutes per month per vehicle of real-time live streaming video.

Let me know if you have any questions.

Thanks,

**Josh B. Boudreaux**  
National Account Manager  
GPS Vehicle Tracking | ELD Compliance | Dash Cameras  
Acadian Total Security - A Division of Acadian Ambulance  
300 Hopkins Street | Lafayette, LA | 70501  
O: 337.356.5442 | Technical Service: 866.347.5252

[AcadianTotalSecurity.com/Fleet](http://AcadianTotalSecurity.com/Fleet)





Excerpt from February 21, 2019 Jackson Independent

Lynn Treadway, representing the Jackson Parish Police Jury, who brought two people from the Louisiana Economic Development Organization to help verify the need to have the 80 acre industrial site he was speaking about, certified by the state in order for the parish to sell it, asked the council for help to fix a problem associated with raw sewage not being diverted correctly on Industrial , which was hindering the effort of the property being sold. Both Christine Rambo of the Monroe division and Daniel Michel from the state department assured the Town Council that once certified the tract would gain immediate interest from prospective buyers as it had all the amenities that industrial companies are looking for. When Treadway and Town Engineer Brad Graff outlined what it would take for the town to do the work that was needed within the City Limits and even offering that the Police Jury would work with them through a cooperative economic development program, Mayor Thompson said that they had to further review the request before any decisions could be made, but pledged to have an answer soon.

STATE OF LOUISIANA  
PARISH OF JACKSON

COOPERATIVE ENDEAVOR AGREEMENT  
BETWEEN THE JACKSON PARISH POLICE JURY AND THE TOWN OF JONESBORO

WHEREAS, The Jackson Parish Police Jury entered into a cooperative endeavor agreement with the North Louisiana Economic Partnership, (NLEP), dated the 16th day of May, 2017, for the purpose of promoting economic development, economic growth, added investment and new jobs in Jackson Parish;

WHEREAS, pursuant to that agreement The Jackson Parish Police Jury and NLEP, are attempting to certify two sites for future economic development pursuant to the Louisiana Economic Development Certified Site Program;

WHEREAS, pursuant to a site inspection conducted at the request of NLEP, it was determined that a certain outflow line and discharge from a sewer containment pond owned and operated by The Town of Jonesboro must be relocated, and only upon such relocation could the two properties be certified pursuant to the Louisiana Economic Development Certified Site Program;

WHEREAS, The Town of Jonesboro desires to relocate the outflow line and ultimate point of out flow discharge, but is financially unable to pay the entire expense of same;

WHEREAS, The Jackson Parish Police Jury, pursuant to the economic development authority granted to them by the Louisiana Administrative Code, Title 13, Part 3, and pursuant to La. R.S. 51:2301, being the Louisiana Economic Development Act and in particular, La. R.S. 51: 2302(10), and further, pursuant to the authority granted by La. R.S. 33: 9031, desires to assist The Town of Jonesboro with limited funding to accomplish the relocation of the outflow line and the ultimate outflow point of discharge;

WHEREAS, this agreement has statutorily been declared to be for a public purpose and in the public interest;

WHEREAS, the ultimate goal of The Jackson Parish Police Jury is to have a site(s) certified pursuant to the Louisiana Economic Development Certified Site Program.

COOPERATIVE ENDEAVOR AGREEMENTpage 2

The Jackson Parish Police Jury and the Town of Jonesboro do hereby state and declare that, in consideration of the potential for economic growth and development in Jackson Parish, they have agreed as follows:

I. The Town of Jonesboro shall:

1. Apply for and secure at their expense all licenses and permits of every nature and kind for the relocation of the current outflow line as it exits the sewer containment pond, which pond is located on the south side of Jonesboro and north of Industrial Drive;
2. Secure all rights-of-way / servitudes necessary for the relocation of the outflow line and ultimate discharge point south of Industrial Drive;
3. Secure all discharge permits and governmental clearances for the discharge content and the ultimate point of discharge from the outflow line;
4. Provide all labor and materials necessary to relocate the outflow line;
5. Perform any and all other functions, duties, requirements, and work necessary to relocate the outflow line and the ultimate point of discharge;

II. The Jackson Parish Police Jury shall:

1. Contribute a sum not to exceed \$15,000.00, for payment of the necessary and proper expenses involved in the relocation of the outflow line beginning at Industrial Drive and proceeding south to the ultimate point of discharge;
2. The Jackson Parish Police Jury shall not be a party to, but shall be authorized to review the contract entered into by the Town of Jonesboro for the completion of this project;
3. Said payment shall be made when the relocation project has been declared as substantially complete;
4. The Jackson Parish Police Jury shall have no responsibility for any aspect of the project, other than the payment of said funds when due.

III. MAINTENANCE OF FINANCIAL RECORDS; USE OF FUNDS

The Town of Jonesboro shall maintain appropriate financial records pertaining to all matters relative to this Agreement in accordance with generally accepted governmental accounting principles and procedures.

The funds contributed by the Jackson Parish Police Jury shall be used solely for the project related to this Agreement.

The Town of Jonesboro recognizes, understands, and agrees that it has an affirmative duty to comply with all applicable provisions of state, federal and local law in the performance of this Agreement and agrees that any funds contributed by the Parish and not used in accordance with the terms of this Agreement shall be reimbursed to The Jackson Parish Police Jury.

The Town of Jonesboro shall not execute any contract(s) or agreement(s) which would expend or commit Parish funds in excess of the amount stated herein without the prior written approval of the Parish. The Town of Jonesboro shall be wholly responsible for any amount(s) that exceed the amount of funds provided herein by the Parish.

IV. Hold Harmless and Indemnity Agreement

The Town of Jonesboro obligates and binds itself to protect, defend, hold harmless and indemnify The POLICE JURY, its successors and assigns, from any and all damages to any person or property, firm or corporation or other legal entity caused by The Town of Jonesboro, its agents, employees, guests, visitors, participants, contractors or any other person arising from or in any manner related to this cooperative endeavor agreement, whether such occurs by negligence or an intentional act. The Town of Jonesboro further agrees to comply with all governmental laws, rules and regulations incident to or in any manner related to this cooperative endeavor agreement and to protect, defend, hold harmless and indemnify the POLICE JURY from all loss incident to the violation of any such laws, rules and regulations. This indemnification agreement shall include but not be limited to any and all attorney fees, expert witness fees, court costs, litigation expenses and any and all other expenses, including any judgment that may be

COOPERATIVE ENDEAVOR AGREEMENT page 4

rendered against the Jackson Parish Police Jury, for any claim, injury, death or violation of any governmental law, rule or regulation.

- V. This contract embodies the complete agreement between the parties hereto, superseding all oral or written agreements between them relating to matters in this Agreement.

STATE OF LOUISIANA

PARISH OF JACKSON

THUS DONE AND SIGNED by the Jackson Parish Police Jury at my office in Jonesboro, Louisiana this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

JACKSON PARISH POLICE JURY

BY: \_\_\_\_\_  
John McCarty, President

\_\_\_\_\_  
NOTARY PUBLIC

STATE OF LOUISIANA

PARISH OF JACKSON

THUS DONE AND SIGNED by the Mayor, Town of Jonesboro at my office in Jonesboro, Louisiana this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

WITNESSES:

\_\_\_\_\_  
\_\_\_\_\_

BY: \_\_\_\_\_  
Leslie Thompson, Mayor

\_\_\_\_\_  
NOTARY PUBLIC



**Office of the Legislative Auditor**  
**2018 Maximum Millage Report (Prior to Reassessment)**  
**Jackson Parish**

Report Generated on 01/24/2018 02:54:54 PM

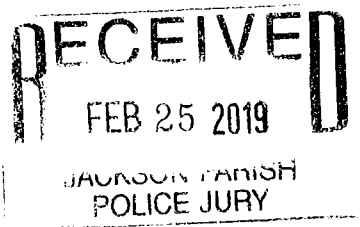
*The Maximum Millage Reports are meant for informational purposes only.  
 Each taxing district has the responsibility of maintaining and ensuring the accuracy of all millage information.*

Millage Key	Tax Description	Purp	Type	Auth Rate	# Yrs	Levy 1st	Expires	Election Date	Par Wide	Reassess Year	Roll Up	Slot Year	Max Mill	Adj Max Mill	Levy
1043 001	FORESTRY	AC	C	2.000	0	0000	0000			0000		2018	.000	.000	.000
1043 002	GENERAL ALIMONY	OP	C	5.000	0	0000	0000		X	2016	2000	2017	5.390	5.390	4.870
1043 005	AMBULANCE SERVICE DIST	AM	V	4.750	10	2009	2018	07/15/2006	X	2016	2001	2018	5.370	5.370	5.370
1043 006	ROADS & BRIDGES	MT	V	5.060	10	2010	2019	11/14/2009	X	2016		2018	5.730	5.730	5.230
1043 007	ROADS ASPHALT/PAVING	MT	V	4.400	10	2010	2019	11/14/2009	X	2016		2017	4.980	4.980	4.550
1043 009	RECREATION DIST	MO	V	4.630	10	2018	2027	03/25/2017	X	2016		2018	4.630	.000	5.230
1043 010	LAW ENFORCEMENT DIST	MT	L	9.380	0	1977	0000		X	2016	2000	2017	12.520	12.520	12.520
1043 011	LAW ENFORCEMENT DIST	AF	V	8.430	10	2016	2025	11/04/2014	X	2012	2000	2018	8.430	.000	8.430
1043 012	SCHOOL DIST REGULAR	SP	C	5.000	0	0000	0000		X	2016	1996	2017	5.620	5.620	4.980
1043 015	SCHOOL DIST NO 1 CONSOL PARWIDE	MO	V	5.460	10	2017	2026	04/09/2016	X	2016		2018	5.460	.000	5.460
1043 016	SCHOOL DIST NO 1 CONSOL	MO	V	7.700	10	2014	2023	10/19/2013		2016		2017	8.240	8.240	8.240
1043 018	SCHOOL DIST JONESBORO-HODGE	BD	V	0.000	15	1999	2013	01/16/1999		0000		2018	.000	.000	.000
1043 021	FIRE PROT DIST NO 1 QUITMAN	MO	V	10.850	10	2016	2025	10/24/2015		2012		2017	10.850	.000	10.850
1043 022	FIRE PROT DIST WARD 4	MO	V	10.000	10	2008	2017	11/02/2004		2016	2000	2018	10.280	.000	10.280
1043 023	FIRE PROT DIST WARD 2	AM	V	10.000	10	2008	2017	07/21/2007		2016		2017	13.190	13.190	11.640
1043 024	FORESTRY TAX	AC	L	8.000	0	1990	0000			0000		2018	.000	.000	.000
1043 025	HOSPITAL SERVICE DIST NO 1	MO	V	10.000	10	2009	2018	07/21/2007	X	2016	2000	2017	11.310	11.310	11.310
1043 026	FIRE PROT DIST WARD 3	MO	V	10.000	10	2009	2018	11/04/2008		2016		2018	10.460	10.460	10.460
1043 030	SCHOOL DIST QUITMAN	BD	V	0.000	20	1997	2016	05/03/1997		0000		2017	10.460	10.460	10.460
1043 031	LIBRARY & BOOKMOBILE	MO	V	8.940	10	2009	2018	07/19/2008	X	2016	2000	2018	10.110	10.110	7.490

**TENTATIVE  
SCHEDULE OF EVENTS  
FOR  
OCTOBER 12, 2019 ELECTION  
PARISH OF JACKSON, STATE OF LOUISIANA  
(Police Jury meets 2<sup>nd</sup> Monday of each month @ 5:30 p.m.)**

04/08/19	Police Jury announces and notifies the State Legislators of intent to call election
04/18/19	Publish notice in official journal of intent to call election <i>(Deadline to submit for publication - Thurs. 04/11 by Noon)</i>
05/13/19	Police Jury calls election
05/21/19	File application with the State Bond Commission and notify election officials
06/20/19	State Bond Commission approves election
07/09/19	Secretary of State deadline
07/25/19	Publish Notice of Special Election in official journal
08/01/19	Publish Notice of Special Election in official journal
08/08/19	Publish Notice of Special Election in official journal
08/15/19	Publish Notice of Special Election in official journal <i>(Deadline to submit for publication - Thurs. 07/18 by Noon)</i>
10/12/19	Election
11/12/19	Police Jury canvasses returns of election and promulgates results with Post-Election filings being made by Foley & Judell

**FOLEY & JUDELL, LLP**  
Attorneys & Counsellors at Law  
One Canal Place, Suite 2600  
New Orleans, Louisiana 70130-1138  
Tel: (504) 568-1249 • Fax: (504) 565-3900



Carol Buller  
2618 Siloam Ch. Rd.  
Jonesboro, La. 71251

February 22, 2019

**Jackson Parish Police Juror:**

Siloam Church Road takes a right from 147 south. As you take the right at this intersection there is a 15 MPH sign. My concern is the curve in the road further down. There are curve signs, warning drivers of the curve, but the problem is they are driving above the speed limit. Coming from the other direction, my house is the last one before the curve as you are leaving the Siloam Church Road. I see drivers that are not driving the speed limit. **I believe by placing speed limit signs at both ends of the curve then maybe drivers will reduce their speed.**

**Several years ago a young man was killed in the curve.** He was a rescue volunteer and was coming to an emergency when his vehicle left the road and he was killed.

Please help to make my road safer for all the people traveling on it. I would hate to see another accident here because people are driving too fast.

**Thank You**

  
Carol Buller





# 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](http://www.jacksonparishpolicejury.org)

## 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

## Timeline of Events:

- December 2015: LGAP Grant was applied for in the amount of **\$40,000**
- September 2016: LGAP Grant was awarded in the amount of **\$20,640**
- Sometime during the grant period, the Watershed went out for bid and awarded the bid to Lagrandier Fence Company for the amount of **\$29,189**
- January 2019: work was completed and the invoice of **\$29,189** was submitted to the Jury Office for payment
- February 2019: reimbursement for the approved **\$20,640** was awarded and the LGAP project was closed
- Remaining **\$8,549** due to Lagrandier Fence Company

## Gina Thomas

---

**To:** Watkins, Charlie  
**Subject:** RE: Aramark mats quote

---

**From:** Watkins, Charlie <Charlie.Watkins@ameripride.com>  
**Sent:** Wednesday, February 06, 2019 4:12 PM  
**To:** Gina Thomas <gthomas@jppj.org>  
**Subject:** Fwd: Aramark mats quote

Mrs. Thomas,

My name is Charlie. I am the sales rep for Aramark, & Ameripride uniforms. Mr. Bubba asked for a quote for having mats added to the account & i sent him the info & pricing. I never heard anything back so i am forwarding you my email i sent him. Let me know if you would like us to add this service to your account & please feel free to reach out to me with any questions. Thanks so much & have a blessed day.

Best regards,

Charlie Watkins  
Sales Executive  
318-537-4616

Begin forwarded message:

**From:** "Watkins, Charlie" <[Charlie.Watkins@ameripride.com](mailto:Charlie.Watkins@ameripride.com)>  
**Date:** January 29, 2019 at 1:08:49 PM CST  
**To:** "[maintenance@jppj.org](mailto:maintenance@jppj.org)" <[maintenance@jppj.org](mailto:maintenance@jppj.org)>  
**Subject:** Aramark mats quote

Bubba,

After looking at it further I think I understand what you need now. I have the totals listed and your cost is on here for you to review.

4 – 3x5 Scraper mats @ \$2.00 each  
4 – 3x5 Carpeted mats @ \$2.00 each  
8 – 4x6 Carpeted mats @ \$ 3.00 each

Your total would be \$40 weekly to add this to your account and would not require you to sign a contract. Let me know if you would like to proceed and I can set this up for you. Thanks so much!

Best regards,

Charlie Watkins, Sales Executive  
AmeriPride Services  
811 Louisville Avenue  
Monroe, LA 71201  
P: 800.844.0341

All ▾ Enter keyword or product number

Departments

Buy Again Today's Deals Gift Cards Manage Team

EN

Hello, Gina

Account for Jackson Pari...

Lists

16



Gina, Buy now and pay later using check, ACH, or wire transfer, with no interest

Apply now

Amazon Business Pay by Invoice


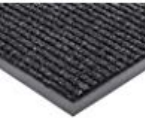

Your order qualifies for FREE Shipping. Choose this option at checkout. See details

Subtotal (16 items): \$782.32

This order contains a gift

Proceed to checkout

Shopping Cart


	Price	Quantity
 <p><b>casa pura Premium Entry Mat   Entrance Mat Comparison Test Score: Very Good (A-/1.3)   Ideal as Front Door Mat or Entry Rug   Charcoal Gray - 48" x 72"</b></p> <p><b>\$57.80</b> Business Price</p> <p>In Stock Eligible for FREE Shipping <input type="checkbox"/> This is a gift <a href="#">Learn more</a></p> <p>Delete Save for later <a href="#">Compare with similar items</a></p>		8
 <p><b>Extra Large Heavy Duty Front Door Mat Outdoor Indoor Entrance Doormat Waterproof Low Profile Entrance Rug Patio Grass Snow Scraper Rubber Back - Durable and Easy to Clean (36" x 60", Grey)</b></p> <p><b>\$40.18</b> Business Price</p> <p>In Stock Eligible for FREE Shipping <input type="checkbox"/> This is a gift <a href="#">Learn more</a></p> <p>Delete Save for later <a href="#">Compare with similar items</a></p>		4
 <p><b>casa pura Premium Entry Mat   Entrance Mat Comparison Test Score: Very Good (A-/1.3)   Ideal as Front Door Mat or Entry Rug   Charcoal Gray - 36" x 60"</b></p> <p><b>\$39.80</b> Business Price</p> <p>In Stock Eligible for FREE Shipping <input type="checkbox"/> This is a gift <a href="#">Learn more</a></p> <p>Delete Save for later <a href="#">Compare with similar items</a></p>		4


Subtotal (16 items): \$782.32


The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. Learn more  
Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.


Your recently viewed items

**Sponsored Products related to items in your cart**

- 

casa pura Entrance... 348  
**\$69.80**  
[See all buying options](#)
- 

casa pura Carpet... 116  
**\$16.89**  
[See all buying options](#)
- 

Front Door Mat Large... 698  
**\$18.69**  
[See all buying options](#)
- 

Gorilla Grip Original... 637  
**\$27.99**  
[See all buying options](#)



## Jackson Parish Police Jury

---

### Debt Service

Adopted by the Jackson Parish Police Jury effective March 11, 2019

#### **Policy:**

The Jackson Parish Police Jury (JPPJ) intends to follow all state and federal laws including IRS regulations regarding the issuance and servicing of debt. Debt for the JPPJ is usually issued for a certain infrastructure project and an ad valorem (property) tax or sales tax is dedicated to pay the debt.

In accordance with state law, the JPPJ will obtain State Bond Commission's approval for issuance of debt after the JPPJ has approved the debt in an open, public meeting. In addition, the JPPJ will hire an attorney in good standing with the state BAR Association to serve as bond counsel. The JPPJ will also engage a Municipal Advisor to assist with the state sale of bonds.

After bonds have been sold, the JPPJ will follow the bond indenture or after other debt is issued, the JPPJ will follow the requirements of the debt agreement which may include continuing disclosure/EMMA reporting requirements, debt service agreements and debt service requirements.

The taxes that are dedicated for amortization of the debt and the debt will be accounted for separately and in a manner that will facilitate the audit of the funds and give accountability to the elected officials that the debt will be paid in full in a timely manner or as outlined in the debt agreements.

The debt will be used in the manner as approved in the resolution approving the debt.

The Police Jury maintains a listing of bonds or notes issued and management's representation that the listing is complete. All bonds or notes, supporting documentation, and state bond approval should be kept on file in the administration office.

<b><u>Debt Service</u></b>	<b><u>Date and Person Responsible</u></b>
<ul style="list-style-type: none"><li>• The Police Jury must authorize the Secretary-Treasurer to work with the designated bond attorney to acquire the necessary debt.</li><li>• Under the direction of the bond attorney, advertise for bids.</li><li>• Present the winning bid to the Jury to accept.</li><li>• The lending agency contract will specify a minimum re-payment schedule, instructions to set up a separate fund for the debt, etc.</li></ul>	



## Jackson Parish Police Jury

---

### Capital Assets

Adopted by the Jackson Parish Police Jury effective TBD

#### **Policy:**

A capital asset is a tangible asset of the Jackson Parish Police Jury that has a cost threshold and estimated useful life as defined in the Asset Classifications below. Examples include land, buildings and improvements, and equipment used in the operations of the Police Jury. Also, capital assets include the infrastructure assets (roads, bridges, etc.) of the Parish.

The Jackson Parish Police Jury will maintain records of its capital assets. The Secretary-Treasurer will be responsible for marking or tagging all fixed assets, maintaining an accounting record, and the annual taking of a physical inventory.

All fixed assets will be assigned a number and be tagged or marked as property of the Jackson Parish Police Jury.

The accounting record shall include purchase date, costs, and disposition. In addition, descriptions, tag numbers, serial numbers, method of acquisition, and primary location shall be recorded. All pertinent data shall be recorded on a current basis.

The physical inventory will be accomplished by the Secretary-Treasurer and one other person. These persons will inspect and note the general condition of the assets annually.

#### **Objective:**

- (1) To provide physical control of the general fixed assets that is the responsibility of the Police Jury.
- (2) To provide accountability on a continuing basis for the capital expenditures of the Police Jury.

#### **Legal Basis:**

Louisiana Revised Statutes 24:515 B (1)

B. (1) The head of every public entity subject to examination and audit under the provisions of RS 24:515 (A) shall maintain records of all land, buildings, improvements other than buildings, equipment and any other general fixed assets which were purchased or otherwise acquired, and for which such entity is accountable. The records shall include information as to the date of purchase of such property or equipment, the initial cost, the disposition, if any, the purpose of such disposition, and the recipient of the property or equipment disposed of. When ascertaining the exact cost, exact selling price, or any other relevant information on property or equipment obtained prior to January 1, 1980, creates a hardship on the agency involved, such agency may provide estimates of the information which cannot be ascertained. The records shall be made available to the Legislative Auditor or, where the audit is conducted by a Certified Public Accountant, the CPS, at the time of examination and audit of the public entity or at any such time as the Legislative Auditor or Certified Public Accountant requests that copies of such records be furnished. The records shall not include office supplies and shall be used as one of the criteria in determining the rating which the entity being audited will be given.



## Jackson Parish Police Jury

### Asset Classifications:

Asset Category	Threshold	Useful Life
Vehicles		7 yrs.
Heavy Equipment/Machinery		5 yrs.
Building Purchase or Construction	\$15,000	40 yrs.
Building Improvements	\$15,000	20 yrs.
Land Purchase	Any	Perpetual
Land Improvements & Infrastructure	\$15,000	15 -20 yrs.
Infrastructure: Parish Roads		10 yrs.
Infrastructure: Model Bin Site		20 yrs.
Office Equipment/Furniture	\$5,000	7 yrs.
Computers/IT Equipment	\$5,000	3 yrs.
Internal Use Software (Minor)	\$5,000 - \$25,000	5 yrs.
Internal Use Software (Major)	Over \$25,000	10 yrs.
Construction In Progress		Once completed

### Definitions:

**Vehicles:** Capitalized if cost is \$ or more – 7 year life. Vehicles are classified as light-duty trucks and automobiles used primarily for transport of personnel and light equipment and supplies.

**Heavy Equipment/Machinery:** Capitalized if cost is \$ or more – 5 year life. Heavy equipment and machinery refer to “industrial fixtures” attached to a building or to land or a “device” that is not attached to a building or site. Examples of “industrial fixtures” are boilers, air handling units, heat pumps, generators, etc. Examples of devices are forklifts, boom trucks, compact trucks, air compressors, heavy-duty trucks, dump trucks, tractors, mowers, trailers, etc.

**Building Purchase or Construction:** Capitalized if cost is \$15,000 or more – 40 year life. All direct costs of construction should be included in calculating the capitalized cost of the asset. Direct costs include architect/engineering/legal fees, permits, interest incurred as a result of the building project, as well as actual construction costs. Included with this category are all permanently attached fixtures, machinery, and other components that cannot be removed without damage resulting to the building. If a component can be removed without damage, then it should be considered equipment and not included in the cost of the building. The cost of a building should not be adjusted for repairs, maintenance, or replacement of component parts that do not extend the building’s original useful life or significantly enhance its net value. For example, work to maintain buildings in their existing condition, such as painting, repairs, or roof repairs should be expensed in the period in which the work is completed.

**Building Improvements:** Capitalized if cost is \$15,000 or more – 20 year life. Building improvements are significant alterations, renovations, or structural changes that meets or exceeds \$15,000 and that increase the usefulness of the asset, enhance its efficiency, or prolong its useful life. For example, the complete replacement of a roof would be capitalized if the cost exceeds the capitalization threshold (\$15,000). Building improvements may include interior or exterior construction of a building or building systems, such as communication wiring, electrical or plumbing systems. They may also include the completion of interior or exterior appointments or finishes, so long as they are done as part of a significant alteration or renovation. Material remodeling or renovation that exceeds \$15,000 in cost should be capitalized as a building improvement. Remodeling is defined as the changing of existing facilities by rearrangement of spaces and their use. Examples include the conversion of an office suite to a storage building or the conversion of a closed plan arrangement to an open



## Jackson Parish Police Jury

---

configuration. Renovation is defined as rejuvenating or upgrading existing facilities by installation or replacement of materials and equipment and includes, but is not limited to, interior or exterior reconditioning of facilities and spaces, air conditioning, heating, or ventilating equipment.

Maintenance and renovations and costs below the threshold should be expensed. Distinguish between an expenditure that is a repair versus an improvement that extends the useful life of the asset.

Land Purchase: Capitalized for all costs – perpetual useful life. All direct costs of acquiring and preparing the land for service should be included in the capitalized cost of the asset. Direct costs include broker/architect/engineering/legal fees, permits, as well as actual purchase cost. Land is deemed to have a perpetual useful life and is therefore not depreciated.

Land Improvement & Infrastructure: Capitalized if cost is \$15,000 or more – 15 year life. Land improvements and infrastructure includes assets such as model bin sites, parking lots, fencing, gates, athletic field's lighting, utility distribution systems, cabling and networking between buildings, sidewalks, roads, drainage and sewer systems. All direct costs of construction or alteration should be included in calculating the cost of the land improvement. DOES NOT INCLUDE Parish Roads.

Work to maintain land improvements in their existing condition, for example, resurfacing a parking lot or repairing a fence should be expensed.

Infrastructure/Model Bin Site: Capitalized if cost is \$50,000 or more – 20 year life. Infrastructure of Parish Model Bin Sites refers to the major construction of a solid waste dumping site within the Parish. All direct costs of acquiring and preparing the site for service should be included in the capitalized cost of the asset. Direct costs include engineering, legal fees, permits, contracted work, land purchase, as well as any other costs.

Infrastructure/Parish Roads: Capitalized if cost is \$50,000 or more – 10 year life. Infrastructure of Parish Roads refers to the major construction performed through the annual Road Program of a Parish Road. All direct costs of acquiring and preparing the road for service should be included in the capitalized cost of the asset. Direct costs include engineering, legal fees, permits, contracted work, as well as any other costs.

Office Equipment/Furniture: Capitalized if cost is \$5,000 or more – 7 year life. Office equipment/furniture is a movable or fixed unit of furniture or furnishings, instrument, machine, apparatus, or set of articles which generally meets all of the following conditions:

- It retains its original shape and appearance with use.
- It is nonexpendable; that is if the article is damaged or some of its parts are lost or worn out, it is usually more feasible to repair it than to replace it within an entirely new unit.
- It represents a substantial investment of money.
- It does not lose its identity through incorporation into a different or more complex unit or substance.
- It must be non-expendable, tangible personal property having an economic useful life of more than one year.

A group of assets that in total cost \$5,000 or more (e.g., 10 chairs costing \$500 each or 5 computers costing \$1,200 each) is not capitalized unless they fall under the criteria of a pooled asset (defined below).

Computers/IT Equipment: Capitalized if cost is \$5,000 or more – 3 year life. IT equipment that is purchased with a unit price greater than \$5,000 including but not limited to servers, telecommunications equipment, copiers, printers and multi-functional machines are capitalized.



## Jackson Parish Police Jury

---

This includes stand-alone units or a combination of equipment for a system. Such as a conference room media installations where the total cost of the components that make up the media “system” are \$5000 or greater.

A group of assets that in total cost \$5,000 or more (e.g., 10 computer \$800 each or 5 treadmills costing \$2,000 each) is not capitalized unless they fall under the criteria of a pooled asset (defined below).

***Internal Use Software (Minor):*** Capitalized if cost is \$5,000 - \$25,000 – 5 year life. The software is acquired, internally developed, or modified solely to meet the entity’s internal needs. Direct costs include conversion fees, training, support, and hosting.

***Internal Use Software (Major):*** Capitalized if cost is more than \$25,000 – 10 year life. The software is acquired, internally developed, or modified solely to meet the entity’s internal needs. Direct costs include conversion fees, training, support, and hosting.

***Pooled Asset:*** A pooled asset is defined as a group of assets (furniture, furnishings, equipment, and fixtures) that individually do not meet the capitalization threshold but are purchased in a large quantity for a specific space that will transform or upgrade the space. The pooled asset method provides for small dollar/large quantity assets to be appropriately reflected on the financial statements without imposing the unnecessary tracking of each asset individually as a practical expedient. All purchases handled under the pooled asset method are to be capitalized into a pool that is given a unique name for tracking purposes. The cost should include full acquisition cost, including, where applicable, such items as design costs, outside installation costs, furniture assembly, freight charges, warehousing, and insurance. The total cost of the pooled assets must be greater than \$5,000.

### **Procedures:**

#### **Capital Asset Additions**

1. During the year, the Department Superintendents are to notify the Secretary-Treasurer when a capital asset is purchased and received.
2. The Secretary-Treasurer is to obtain the supporting documentation (e.g., purchase order, invoice, etc.) to record the asset information on the capital asset listing. Information recorded should include the asset description, date of acquisition, location, department, cost (or fair value if donated), salvage value, and estimated useful life.
3. The Secretary-Treasurer is to assign an identification number to the asset and record that number on the listing. The Secretary-Treasurer (or designee) is to affix a tag/sticker to the asset that displays the identification number and the name of the municipality.

#### **Capital Asset Deletions/Disposals**

1. During the year, the Department Superintendents are to notify the Secretary-Treasurer when a capital asset is no longer useful in operations and thus available for disposal.
2. The Secretary-Treasurer is to consult with legal counsel to ensure compliance with state laws that pertain to the disposal (e.g., sell, exchange, etc.) of Parish property/assets.
3. The Secretary-Treasurer will present all documentation to the Police Jury in an Open Meeting session to request permission to dispose of the asset(s).
4. All disposal related documentation (e.g., board resolutions, appraisals, advertisements, bids received, etc.) is to be maintained by the Secretary-Treasurer.
5. The Secretary-Treasurer is to identify the asset on the listing and document its disposal (e.g., date, proceeds, etc.).





## Jackson Parish Police Jury

---

### Annual Physical Inventory of Capital Assets

The Secretary-Treasurer is responsible for ensuring that a physical inventory of capital assets is conducted at or near the end of each fiscal year.

1. Approximately 15 days before the end of each fiscal year, Department Superintendents are to be provided with a complete listing of the capital assets for which they are held accountable. These inventory lists are to be used to document their physical inventory.
2. Department Superintendents (or designees) are to conduct the inventory by touring the department/premises and locating each asset listed. Every effort is to be made to locate all assets of the Police Jury.
  - a. For each asset that is observed, place a check-mark on the inventory listing next to the description of the asset
  - b. Verify that the asset's location is the same location shown on the inventory listing. If not the same location, make a note of the change.
  - c. For an asset that is missing, place an "x" on the listing next to the description of the asset.
  - d. Department Superintendents are to immediately notify the Secretary-Treasurer of any missing assets.
3. The Secretary-Treasurer is to notify the District Attorney and Legislative Auditor of any misappropriation of assets.
4. Upon completion of the physical inventory Department Superintendents are to sign and date their inventory lists and return to the Secretary-Treasurer.
5. The Secretary-Treasurer is to review the inventory lists for completeness and for any notes made by Department Superintendents. The Secretary-Treasurer updates the capital assets listing for any changes and prints a final listing.
6. Annually, the listing of capital assets is to be reconciled/agreed with the assets account balance(s) recorded in the accounting system (general ledger).
7. The inventory lists and the final capital assets listing are to be made available to the auditor upon request.

## Call-Out Procedure and Policy

Adopted by the Jackson Parish Police Jury effective \_\_\_\_\_

**PURPOSE:** An emergency call-out is defined as an unscheduled request made by an appropriate department superintendent of the Jackson Parish Police Jury for any regular hourly or nonexempt employee to return to work to perform any unforeseen or emergency work after leaving the building or work location at the end of his regular shift and before the beginning of the next regularly scheduled shift. The purpose of this policy is to identify a minimum amount of pay for employees who respond to any call-out for work between the time they leave their shift and begin their next shift.

**SCOPE:** This policy applies to all regular hourly and nonexempt Jackson Parish Police Jury employees. Salaried, temporary, and probationary employees are not eligible. Scheduled, off-shift work that has been pre-planned will be considered approved overtime and will not be subject to this policy (ex: Maintenance staff scheduled to work at the Community Center for a pre-scheduled event).

**POLICY STATEMENT:** When responding to an emergency call-out, the qualified employee will be given a flat payment of 4 hours' pay at the higher of their regular job rate or the rate of the job assigned. Multiple call-outs during this timeframe will be covered under the same 4 hour flat payment unless a review is performed by the Secretary-Treasurer and a determination of unrelated, separate events is established. Additionally, hours actually worked will be calculated and paid at an overtime rate *in addition* to the 4 hour flat payment.

### **PROCEDURES:**

- A. Any eligible employee who is called out to work outside their normal work schedule should be paid for the time worked (at the applicable overtime rate) and a flat payment of four (4) hours (at the applicable regular rate of pay). Department superintendents are responsible for approving all call outs and should establish reasonable maximum response times (between 15 and 60 minutes) for their departments.
- B. Multiple call-outs occurring during the same 4-hour timeframe will be considered as one call-out unless a review is performed by the Secretary-Treasurer and a determination of unrelated, separate events is established.
- C. Time worked as a result of a call-out(s) will be calculated at the employee's regular rate of pay for a flat payment of four hours. Additional overtime compensation is applicable only for those hours actually worked. Only the hours worked will calculate towards the weekly overtime calculation.
- D. For purposes of time input, the employee will punch the actual time worked during the call-out(s). These hours will be paid at the employee's overtime rate. The supervisor will input the flat rate of 4 hours to be paid at the employee's regular rate on a separate

pay line designated as Call-Out Pay, paid at straight time, and not included in the calculation of overtime.

- a. Example: Employee is called out for an emergency situation and works 1 hour. Pay will be calculated as follows: receive 1 hour at overtime rate and 4 hours at regular time. Employee receives a second call-out occurring within the same 4-hour timeframe and works another 2 hours. Pay will be re-calculated as follows: receive 3 hours pay at overtime rate and 4 hours regular time.
- E. Employees who are called out must adhere to all Jackson Parish Police Jury's policies, including substance abuse and testing. Any variance from such policies may result in disciplinary action, up to and including termination.
- F. The Department Superintendent will summarize all call-out occurrences in a report and present the report to the Police Jury at the Regular Monthly Meeting.

**Other Considerations – Need Jury Guidance:**

- Window of time before/after a shift that would be considered “approved OT” and not “emergency call-out”
  - Example: an employee’s shift ends at 3:30, if they are called back at 4:00, is that OT or call-out?
- Procedure on which employees are assigned to the call-out
  - Seniority?
  - Superintendent determines which job position is required for the work and starts with those employees first? Example: if it does not require an Operator II, they need to select an employee in a different job classification
- Having a call-out sign up (or opt out) list that that if an employee does/does not want to be called, we have documentation that we are not “skipping over” anyone
- 
-



# 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](http://www.jacksonparishpolicejury.org)

## Emergency Call-Out Log

### 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

An emergency call-out is defined as an unscheduled request made by an appropriate department superintendent of the Jackson Parish Police Jury for any regular hourly or nonexempt employee to return to work to perform any unforeseen or emergency work after leaving the building or work location at the end of his regular shift and before the beginning of the next regularly scheduled shift.

Refer to the Call-Out Policy for more details on the calculations of Call-Out pay.

Date	Department Superintendent	Description of Emergency Work	# of Employees	Total Cost of Call-Out



## Jackson Parish Police Jury

---

### Post Offer Pre-employment Medical Examination Policy

Adopted by the Jackson Parish Police Jury effective \_\_\_\_\_

#### I. Introduction

It is the policy of the Jackson Parish Police Jury (Police Jury) that certain prospective employees submit to a post-offer, pre-employment medical examination to determine whether they possess the fitness to perform the essential functions of the jobs for which they have been offered employment when the essential duties of the job involve substantial physical requirements.

#### II. Affected Classifications

For each job classification listed below, candidates will be offered employment on a conditional basis, pending the results of a work-related medical examination. Other classifications may be added as the Policy Jury deems necessary and appropriate.

- A. General Laborer
- B. Operator I
- C. Operator II
- D. Specialty Equipment Operator
- E. Mechanic
- F. Administrative Clerk
- G. Supervisor
- H. Superintendent

#### III. Procedure

- A. A functional job analysis for the position at issue will be completed showing how much lifting, bending, twisting, and other physical requirements are involved in the affected positions. The job analysis will be provided to the health care practitioner(s) conducting the medical examination so that their exam is effective and work-related. The analysis will also be used to communicate essential qualifications on personnel requisitions, postings and during interviews.
- B. Each position description in the affected job classifications shall designate the physical requirements of the job as determined by the functional job analysis. Position announcements for jobs in these classifications are to state, "Job will be offered on condition of meeting the predetermined essential physical requirements for the job. A medical examination is required."
- C. The examination will be required of all candidates in the designated job classification. In addition to candidates, this policy also applies to current Police Jury employees transferring



## Jackson Parish Police Jury

---

from another job classification, unless they have previously passed probation in the affected classification.

- D. The Police Jury will use the results of the medical examination to:
1. Ensure that applicants who have received employment offers can perform, with or without accommodation, the essential functions of the job in question.
  2. Determine whether there are any accommodations which would permit the employee to perform the essential functions of the job.
  3. Sensitize applicants to their physical limitations so that they can avoid activities leading to injury or illness.
  4. Identify if the applicant would pose a direct threat to health or safety of themselves or others.
- E. All medical examinations will be performed by medical practitioners as designated by the Police Jury and will be paid by the employer. Only job specific information, based on the on-site job analysis, will be given to the Police Jury by the physician.
- F. At the time of verbal offer, the applicant will be advised that, as a condition of offer for the position, the Police Jury will require the applicant to have a medical examination to evaluate his / her ability to perform the essential job functions. Once a verbal offer has been made, a written offer letter will be prepared and mailed to the applicant. This letter will indicate that the position has been offered on a conditional basis, contingent upon the satisfactory results of a medical examination and drug screen. The results will be considered satisfactory if it is determined that the applicant can perform the essential functions of the position, with or without accommodation.
- G. The offer letter will explain how medical examination appointments are arranged and that failure to appear for the medical examination may be considered a rejection of the conditional job offer. The Medical Examination Consent Form will be enclosed. The applicant will fill out one section, the physician, the other. Upon completion, this form will be returned to the Secretary-Treasurer.
- H. A copy of the offer letter, job description and the functional job analysis form will be sent to the health care practitioner conducting the examination, notifying them that the Police Jury has extended a conditional offer and the need for this applicant to have a pre-employment medical examination.

### IV. Results of Medical Exam

- A. All applicants that receive a satisfactory result on the post offer, pre-employment medical examination are to be placed in the job.



## Jackson Parish Police Jury

---

- B. If the medical examination is not satisfactory, the Police Jury may withdraw the offer of employment. Disqualification from the job offer will be job related and consistent with business necessity, including, but not necessarily limited to, failure to meet the physical requirements, inability to perform the essential functions, with or without reasonable accommodation, posing a direct threat to the safety of themselves or others, or if accommodations would place an undue hardship on the Police Jury, in accordance with the American's with Disabilities Act.
  
- C. The Police Jury is committed to compliance with the American's with Disabilities Act and similar state laws and will engage in the interactive process with an employee who requests accommodation.



# 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](http://www.jacksonparishpolicejury.org)

## Cost Benefit Analysis: Payroll Services

### 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

Payroll management is a critical role of the Jackson Parish Police Jury. As our payroll and benefits costs make up the highest costs in the organization, it is no surprise that this also comes with additional analysis, review, and requirements. In a dynamic environment where rules and regulations are constantly changing, it is crucial that we not only process payroll in a timely and accurate manner, but we are also required to keep up with the changes in laws and policies as well.

Reasons why many mid-sized Parishes (and private businesses) have moved to outsourcing their payroll process:

### Strategic:

- Staff is struggling to maintain compliance and accuracy
- Payroll process exceeds the software's capabilities
- Additional employees and staff are required to maintain the level of business

### Cost Savings:

- Software savings by eliminating the payroll and HR modules: \$2,836.71
- Reduction in penalties for late reporting: \$4,000+
- Annual conferences and supplemental training on payroll/retirement: \$1,100
- A clean audit is difficult to monetize, but is a direct reflection on the financial stability of our organization

Management Savings: are a non-monetary value, but by relieving the management team of the time-consuming work of ongoing payroll functions, there will be an increase in overall productivity. Payroll being outsourced will release a substantial number of hours that our administrative staff can use to engage in tasks and projects that provide more long-term benefits to our organization such as the new website, updating policies and procedures, and administering to Police Jury boards and commissions.

Time Savings: can be seen as another side of cost savings. The average time spent processing payroll for an organization our size is about 40 – 50 hours monthly and that does not include additional time for ongoing changes in payroll, administering benefits, compliance, and other associated tasks. While we do have a dedicated staff member assigned to this process each week, that is not their sole job duties, so any additional time spent to complete payroll, takes away from other assigned tasks and projects.





# 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](http://www.jacksonparishpolicejury.org)

## 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

Software Support Issues: have contributed to the lack of timeliness in our payroll processing. The average days for resolution to a payroll item is over a week, which then exacerbates the problems when we are required to continue with the next weekly payroll run before the issues have been properly resolved.

### Planned Job Duty Re-assignments:

Alleviating the payroll process does not eliminate a job position. On average for the year 2018, our payroll clerk worked an average of 46 hours per week, that is almost an extra day given every single week (no overtime is paid for these hours). We have also temporarily shifted many duties to our AP Clerk during the conversion to try to alleviate some of the workload.

The recommended job duties if weekly payroll processing and reporting is outsourced would include (but not be limited to):

- Update and maintenance of Personnel Records (we have new regulations of how to file and maintain personnel records and we have not been able to dedicate resources to this project)
- Establish on-boarding procedures for new hires including pre-employment screenings, an orientation program, new hire packet, general checklists for the probation period, and follow-up with new hires
- Update and maintain general payroll/personnel related documents (electronic copies, forms on letterhead, updated to be in compliance with new laws)
- Administration of annual employee events (health insurance open enrollment, ethics training, sexual harassment training) – including coordinating with presenters and planning luncheons
- Working with Secretary-Treasurer to present new and updated policies to employees
- Community Center Rentals – also working on recommended updates to the contract for clarity and to streamline rental process

Recommended job duties to take back over from AP Clerk:

- Building Permit processing (also establishing detailed instructions and procedures on this process that can be clearly communicated to the public)
- Account reconciliations for monthly bank statements

Additional shifts in job duties will be made as the AP Clerk is alleviated of some of these duties, they will take on more duties assigned by the Secretary-Treasurer. This will involve many staff meetings and clear direction on who will be doing what. By the end of this process, we should have three cross-trained staff members with established procedures and increased efficiency.

# Kenneth D. Folden & Co.

Kenneth D. Folden, CPA

Certified Public Accountants

Alayna C. Huckaby, CPA

Members  
Society of Louisiana  
Certified Public Accountants  
EMAIL: [kfolden@foldencpa.com](mailto:kfolden@foldencpa.com)

302 Eighth Street  
Jonesboro, LA 71251  
(318) 259-7316  
FAX (318) 259-7315

Members  
American Institute of  
Certified Public Accountants  
EMAIL: [tsanderlin@foldencpa.com](mailto:tsanderlin@foldencpa.com)

February 6, 2019

Mr. John McCartney, President  
Jackson Parish Police Jury  
500 Court Street  
Jonesboro, Louisiana 71251

Dear Mr. McCartney:

We are pleased that you and the Jackson Parish Police Jury are considering our firm for payroll services. The purpose of this letter is to describe briefly our accounting practices and fees and to let you know about our firm and our experience with governmental accounting and auditing. Our accounting and payroll procedures will be outlined fully in an engagement agreement if you are satisfied with this proposal.

Our firm is located in Jonesboro, Louisiana, and we have three full-time certified public accountants and seven full-time staff accountants. Our office currently has approximately 30 governmental engagements, including compilations, reviews, audits, and payroll and accounts payable processing. The governmental agencies that we have completed work for include police juries, school boards, municipalities, tax assessors, sheriffs, district attorneys, and special governmental districts such as water districts, fire districts, and service districts. In addition, we have experience as auditors, so we can assist the Jackson Parish Police Jury by insuring that the audit and the statewide agreed-upon procedures components of payroll and accounts payable are completed timely and accurately. With more than 30 years' experience with governmental accounting and auditing, Kenneth D. Folden will be the engagement partner for your payroll services.

Based on our discussion with the Secretary/Treasurer, Gina Thomas, we have enclosed a detailed proposal of our anticipated services including hours and fees.

Thank you for your consideration of our firm in this matter.

Sincerely,

*Kenneth D. Folden & Co., CPAs*

Kenneth D. Folden & Co., CPAs

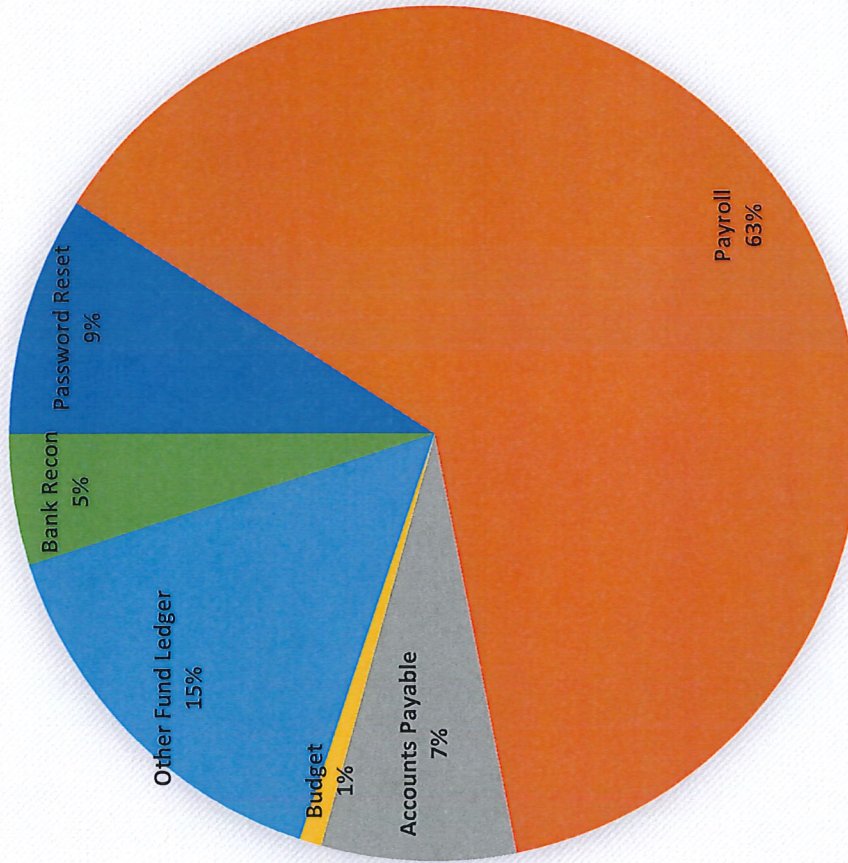
Our monthly services will include processing payroll weekly and monthly, as it applies to each employee; maintaining the leave time balances for each employee; processing payments for any and all deductions, including payroll taxes, retirement, garnishments, and insurance deductions; and the preparation of a month-end summary and appropriate journal entries for the Jackson Parish Police Jury. We will also reconcile the payroll bank account monthly. For these services, we anticipate it will take approximately 40 to 50 hours monthly. Our hourly rate for these services is \$85.00. Therefore, we anticipate a monthly fee of between \$3,825.00 and \$4,250.00

We anticipate the initial setup of all employees, insurances, and all withholdings to take 75 -85 hours at \$85.00. This would be between \$7,500.00 to \$8,500.00

For months in which quarterly payroll tax returns are due, there will be approximately an additional ten hours of accounting time that includes completing and filing quarterly payroll tax returns at \$85.00 an hour.

Lastly, at year-end, we will issue W-2s to employees, file appropriate annual payroll tax returns, and issue the Affordable Care Act forms (Form 1095-C) as necessary. For the year-end activities, there will be approximately an additional 40 hours of accounting time.

## Tickets by Area



### Total Number of Tickets by Area:

Payroll: 76  
 Other Fund Ledger: 18  
 Password Reset: 11  
 Accounts Payable: 9  
 Bank Reconciliation: 6  
 Budget: 1

### Average Days to Resolve by Area:

Payroll: 10  
 Other Fund Ledger: 4  
 Password Reset: 4  
 Accounts Payable: 15  
 Bank Reconciliation: 14

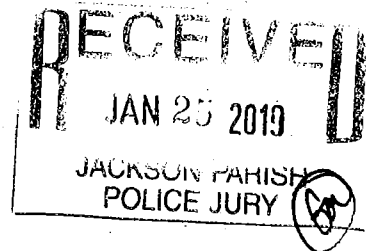


Jeff Landry  
Attorney General

## State of Louisiana

DEPARTMENT OF JUSTICE  
CIVIL DIVISION  
P.O. BOX 94005  
BATON ROUGE  
70804-9005

January 23, 2019



Regina Rowe  
President  
Jackson Parish  
500 E. Court St., Rm. 301  
Jonesboro, LA 71251

Dear Mrs. Rowe:

On behalf of Attorney General Jeff Landry, the Civil Division of the Louisiana Department of Justice is pleased to announce the availability of trainings for state and local government officials on the following topics:

- Open Meetings
- Public Records
- Public Bid Law
- Dual Officeholding
- Attorney General Opinions

These training sessions will be conducted by Assistant Attorneys General at no cost to you. We simply request your assistance in locating a public space available to conduct the trainings.

If you are interested in scheduling a training in your area, please contact Executive Secretary Amanda Williams at [williamsam@ag.louisiana.gov](mailto:williamsam@ag.louisiana.gov). In your response, please include your name, title, entity, phone number, and email address, and a representative from our office will follow-up with you to discuss a training date and time.

We look forward to working with you. If you have any questions feel free to contact us at (225)326-6000.

Sincerely,

Angelique D. Freel  
Director, Civil Division

## Gina Thomas

---

**To:** Gina Thomas  
**Subject:** RE: local government officials training

---

**From:** Gina Thomas  
**Sent:** Tuesday, February 12, 2019 10:07 AM  
**To:** 'hernandezted@bellsouth.net' <hernandezted@bellsouth.net>  
**Subject:** RE: local government officials training

Absolutely.

April 16<sup>th</sup>  
May 22<sup>nd</sup>  
June 12<sup>th</sup>

Mid-month and mid-week tend to be the best availability for our interested parties.

Warm regards,  
Gina

~~~~~

### Gina M. Thomas

Jackson Parish Police Jury  
Secretary-Treasurer  
500 E. Court Street, Room 301  
Jonesboro, LA 71251  
P (318) 259-2361 ext. 203

---

**From:** [hernandezted@bellsouth.net](mailto:hernandezted@bellsouth.net) <[hernandezted@bellsouth.net](mailto:hernandezted@bellsouth.net)>  
**Sent:** Tuesday, February 12, 2019 9:36 AM  
**To:** Gina Thomas <[gthomas@jppj.org](mailto:gthomas@jppj.org)>  
**Subject:** Re: local government officials training

Gina,  
Can you give me four dates in April, May or June. Dates would be better if not all in same month.  
Ted ( 318-840-8154)

Sent from Windows Mail



Jeff Landry  
Attorney General

49<sup>TH</sup> ANNUAL ATTORNEY GENERAL'S  
JUSTICES OF THE PEACE AND CONSTABLES TRAINING CONFERENCE  
FEBRUARY 19 - 22, 2019 ★ LAKE CHARLES, LOUISIANA



LOUISIANA  
JUSTICE COURT  
Training Conference

The 49<sup>th</sup> Annual Attorney General's Justices of the Peace and Constables Training Conference will be held at the L'Auberge Resort in Lake Charles, Louisiana. Please carefully review the information contained in this packet regarding the 2019 training conference. As always, if we can assist you in any way, please do not hesitate to contact us at (225) 326-6048.

### GENERAL CONFERENCE INFORMATION

➤ **ONLINE REGISTRATION NOW AVAILABLE! Quick and Easy!**

- You may now submit your registration form and payment\* online!  
\*Only Visa and MasterCard credit/debit cards accepted.

Please visit [www.regonline.com/2019jpc](http://www.regonline.com/2019jpc) to register  
and submit your payment online.

**Access Code: 2019**

Do not type the above web address into a search engine (ex: Google, Yahoo)  
Type the address into the address bar in your web browser.

- You will need an email address in order to complete online registration.
- Justices of the Peace may register for the arrest warrants class in the Agenda section of the website.
- If you need assistance, please call Natalie Manda Bourgeois (225) 326-6724 or email [bourgeoisn@ag.louisiana.gov](mailto:bourgeoisn@ag.louisiana.gov).
- If you complete your registration online, you do not need to mail your registration form to the AG's office.
- You will not receive a mailed receipt if you submit your registration online. You will be able to print and/or save a copy of your receipt from the website.
- **Online registration will close on February 6, 2019.**

**Guests:** Online registration is not available for guest registration. You must complete the guest registration form included in this packet and mail the form and payment to the address indicated on the guest registration form.

- **All other applicable forms (guest registration, service award, and judicial award) must be mailed to the attorney general's office.**
- If you choose to complete the included registration form and mail your payment, once it has been processed you will receive a letter of confirmation in the mail. Your receipt will be printed on the back of the confirmation letter. Please keep for your records.

## Gina Thomas

---

**From:** Judge David D. Womack <JudgeDavidWomack@aol.com>  
**Sent:** Friday, January 11, 2019 6:56 AM  
**To:** Gina Thomas  
**Subject:** Permission for training class

Hello Mrs. Gina,

I hope this email finds you doing well. I got your letter and would like to ask that myself and Constable Ponder get permission to go to the training conference this year. As we have discussed, we hear a few hundred cases per year and really need to keep the training up every chance we can. Also, I never sent any pics of our building, so I have attached a few. I didn't see any off hand on my phone of the benches(seating area), but several pics of the theme and vibe. Thank you for everything and please let me know if you need me to do anything.

Thanks,  
Judge David D. Womack  
Justice of the Peace  
Jackson Parish, LA  
District "D"  
318-259-9609  
318-278-2156  
[www.DWomack.com](http://www.DWomack.com)  
Sent from my iPhone



I Am requesting permission to attend  
the Attorney General's Justice of the Peace  
and Constable Conference February 19-22  
in Lake Charles LA.

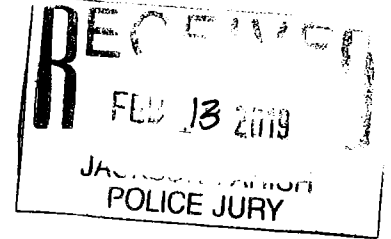
Robert J. Williams  
Constable District E

Office of Community Development  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION



MEMORANDUM

**TO:** ALL LCDBG RECIPIENTS  
**FROM:** TRACI M. WATTS, DIRECTOR, LCDBG PROGRAM  
**DATE:** FEBRUARY 13, 2019  
**SUBJECT:** NATIONAL COMMUNITY DEVELOPMENT WEEK – APRIL 22-26, 2019

Given the federal deficit and budget climate, all federal programs are at risk of receiving less money in the coming year, if not being eliminated completely. Community Development Block Grant (CDBG) Program funding has been reduced substantially over the years. In 2007, the CDBG program received \$3.58 billion; however in 2018 only \$3.3 billion was appropriated for CDBG. In honor of the CDBG program that has provided local governments resources in an effort to meet the needs of low and moderate income persons within their jurisdictions for the past 45 years, I encourage all CDBG grantees to celebrate and recognize the good work of the program during the 2019 National Community Development Week of April 22-26, 2019.

Through the CDBG Program, funding for sewer, water, street improvements, and economic development projects has allowed local governments within the state of Louisiana to address infrastructure issues within their boundaries. These projects improve the quality of life for low and moderate income persons as well as for all their citizens, which would otherwise not be possible without the Program.

To ensure that CDBG stays on the minds of all citizens, I am asking those that have benefited from the CDBG Program to join in promoting the visibility of CDBG in your community. Inform your citizens as well as federal, state, and local officials of the benefits your community has received from the CDBG Program by:

- Creating a fact sheet summarizing your community's CDBG accomplishments (sample attached).
- Proclaiming April 22-26, 2019 as National Community Development Week (sample attached).
- Contacting your local media by sending a press release (sample attached) to your newspaper, television and/or radio stations and neighborhood and ethnic publications (use public service announcements).
- Passing a resolution referencing the benefits of CDBG and the negative impacts which it would cause by funding cuts (sample attached).

- Sending letters to your congressional delegation (sample attached).
- Holding a public event, such as a breakfast, or a ground-breaking or ribbon cutting and discuss the activities and projects that have been accomplished with CDBG funds.
- Posting copies of the proclamation, news releases and letters to your congressional delegation in the town hall and post office.
- Taking pictures of CDBG funded activities for publication and displays.

We ask that you write us and tell us of your community's activities in the National Community Development Week of April 22-26, 2019. If you have any questions, please call me at 225-342-7412.

TW/jm

Attachments

c: Jimmy Martin, Office of Community Development

Motion \_\_\_\_\_, seconded \_\_\_\_\_ to adopt the following proclamation request to promote the visibility of LCDBG grants in the community. Motion carried.

**PROCLAMATION**

**WHEREAS,** the Community Development Block Grant Program has operated since 1974 to provide local governments with the resources required to primarily meet the needs of low and moderate income person; and

**WHEREAS,** the Community Development Block Grant Program is among the few remaining federal programs available to address the needs of low and moderate income persons and small cities; and

**WHEREAS,** the Community Development Block Grant Program has provided the state of Louisiana with important and flexible assistance to meet the needs of low and moderate income residents of small cities by funding sewer, water, and street improvements project, economic development projects, and other public improvement projects; and

**WHEREAS,** Congress and the nation acknowledge the critical value of the Community Development Block Grant Program and the significant projects that rely on its funds for support; and

**WHEREAS,** the week of April 22-26, 2019 has been reserved for recognition and appreciation of the Community Development Block Grant Program

**NOW THEREFORE,** the Jackson Parish Police Jury does hereby proclaim the week of April 22-26, 2019 as

**National Community Development Week**

In the Parish of Jackson.

ATTEST:

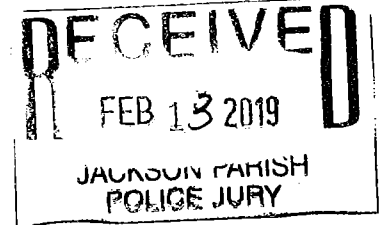
/s/  
Mr. John McCarty, President

Office of Community Development  
State of Louisiana  
Division of Administration

JOHN BEL EDWARDS  
GOVERNOR



JAY DARDENNE  
COMMISSIONER OF ADMINISTRATION



MEMORANDUM

**TO:** ALL LCDBG RECIPIENTS  
**FROM:** TRACI M. WATTS, DIRECTOR, LCDBG PROGRAM  
**DATE:** FEBRUARY 13, 2019  
**SUBJECT:** FAIR HOUSING MONTH – APRIL 2019

April 15, 2019, marks the fifty-first milestone of the National Fair Housing Law of 1968 that prohibits discrimination in housing and declares a national policy to provide, within constitutional limits, for fair housing in the United States.

The principle of Fair Housing is not only national law and national policy but a fundamental human concept and should be available for all Americans.

The Fair Housing Law, as amended, states that it is illegal to discriminate against any person because of race, color, religion, sex, national origin, handicap, or familial status in the sale or rental of housing, in the financing of housing, or in the provision of real estate brokerage services. Blockbusting is also illegal.

Equal Housing Opportunity is the achievement of a condition in which individuals of similar income levels, in the same housing market area, have a like range of housing choices available to them regardless of their race, color, religion, sex, national origin, or because they are physically disabled or have children.

In honor of this event, I am requesting that on this occasion your community adopt a Fair Housing Proclamation similar to the one proposed for adoption by the State of Louisiana (see attachment). Please display your proclamation in a prominent place. You do not need to provide this office with a copy of your proclamation.

As always, we are available to provide technical assistance to support your efforts. We believe that together we can improve and strengthen our efforts and provide constructive changes. With your involvement and leadership, we will show steady and sustained progress throughout our State in promoting Fair Housing and Equal Opportunities for all citizens.

Attachment

c: Jimmy Martin, Office of Community Development

UNITED STATES OF AMERICA

*The State of Louisiana*

GOVERNOR

John Bel Edwards

**PROCLAMATION**

- WHEREAS,** the 51<sup>st</sup> Anniversary of the National Fair Housing Law, Title VIII of the Civil Rights Act of 1968, during the month of April, is an occasion for all Americans – individually and collectively – to rededicate themselves to the principle of freedom from housing discrimination whenever it exists; and
- WHEREAS,** this law guarantees for each citizen the critical, personal element of freely choosing a home; and
- WHEREAS,** a fair housing law has been passed by the State of Louisiana, and implementation of the law requires the positive commitment, involvement, and support of each of our citizens; and
- WHEREAS,** the department and agencies of the State of Louisiana are to provide leadership in the effort to make fair housing not just an idea, but an ideal for all our citizens; and
- WHEREAS,** barriers that diminish the rights and limit the options of any citizen to freely choose a home will ultimately diminish the rights and limit the options of all.
- NOW, THEREFORE,** I, John Bel Edwards, Governor of the State of Louisiana do hereby proclaim the month of April 2019, as

**FAIR HOUSING MONTH**

in the State of Louisiana.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol in the City of Baton Rouge this (*numbered*) day of (*month*) A.D. two thousand nineteen.

Attest By  
The Governor

---

John Bel Edwards  
Governor of Louisiana

---

R. Kyle Ardoin  
Secretary of State

Motion \_\_\_\_\_, seconded \_\_\_\_\_ to adopt the following proclamation request to promote the 51<sup>st</sup> anniversary of the National Fair Housing Law, Title VIII of the Civil Rights Act of 1968.  
Motion carried.

**PROCLAMATION**

**WHEREAS,** the 51<sup>st</sup> Anniversary of the National Fair Housing Law, Title VIII of the Civil Rights Act of 1968, during the month of April, is an occasion for all Americans – individually and collectively – to rededicate themselves to the principle of freedom from housing discrimination wherever it exists; and

**WHEREAS,** the law guarantees for each citizen the critical, personal element of freely choosing a home; and

**WHEREAS,** a fair housing law has been based by the State of Louisiana, an implementation of the law requires the positive commitment, involvement, and support of each of our citizens; and

**WHEREAS,** the department and agencies of the State of Louisiana are to provide leadership in the effort to make fair housing not just an idea, but an ideal for all our citizens; and

**WHEREAS,** barriers that diminish the rights and limit the options of any citizen to freely choose a home will ultimately diminish the rights and limit the options of all.

**NOW THEREFORE,** the Jackson Parish Police Jury does hereby proclaim the month of April 2019 as

**FAIR HOUSING MONTH**

In the Parish of Jackson.

ATTEST:

/s/  
Mr. John McCarty, President