



**JACKSON PARISH POLICE JURY**  
Jackson Parish Police Jury Administrative Building  
160 Industrial Drive  
Jonesboro, Louisiana 71251-3446  
Phone: (318) 259-2361  
[www.jacksonparishpolicejury.org](http://www.jacksonparishpolicejury.org)

**April 12, 2021 Regular Police Jury Meeting**

**MEMBERS**

**District 1**  
TODD CULPEPPER  
P. O. Box 323  
Quitman, LA. 71268  
(318) 259-4184 (Work)  
(318) 243-1084

**District 2**  
LEWIS CHATHAM  
1575 Mariah Road  
Chatham, LA. 71226  
(318) 235-0254

**District 3**  
AMY C. MAGEE  
2332 Walker Road  
Jonesboro, LA. 71251  
(318) 235-0002

**District 4**  
JOHN W MCCARTY  
2766 Hwy 155  
Quitman, LA 71268  
(318) 259-9694

**District 5**  
TARNESHALA COWANS  
598 Beech Springs Road  
Jonesboro, LA. 71251  
(318) 475-0893

**District 6**  
REGINA H. ROWE  
159 Hughes Rd.  
Jonesboro, LA 71251  
(318) 259-7923

**District 7**  
LYNN TREADWAY  
505 Fifth Street  
Jonesboro, LA 71251  
(318) 259-7673  
(318) 680-8510

**DATE:** Monday, April 12, 2021  
**TIME:** 5:30 PM  
**LOCATION:** Dr. Charles H. Garrett Community Center  
182 Industrial Drive  
Jonesboro, LA 71251

**AGENDA:**

**Call to Order**

**Invocation & Pledge of Allegiance**

**Public Comments**

**Approve Minutes**

1. Adopt the minutes of the March 8<sup>th</sup> and April 5<sup>th</sup> Jury Meetings, monthly purchase orders, and the payment of all bills

**Approve Committee Reports:**

**Policy & Personnel Committee**

2. Adopt the minutes of the March 5<sup>th</sup> and 26<sup>th</sup> Policy & Personnel Committee meetings
3. Consider and act on posting the transfer opportunity and vacancy for the open position of Road Department Operator I
4. Consider and act on adopting the amended COVID-19 Policy
5. Consider and act on adopting the amended Accrual Leave Date Policy and authorizing a one-time true up to update affected balances
6. Consider and act on adopting the amended Attendance and Punctuality Policies for Hourly and Salary personnel
7. Consider and act on accepting the retirement of Ms. Linda Blackstock, effective March 31, 2021
8. Consider and act on adopting the amended Organization Chart
9. Consider and act on adopting the Community Center Staffing Policy

**Operations Committee**

10. Adopt the minutes of the March 11<sup>th</sup> and 26<sup>th</sup> Operations Committee meeting
11. Consider and act on adopting the Solid Waste Commercial Billing Policy
12. Consider and act on authorizing the notification to the Delta Community College for their commercial bin
13. Consider and act on adopting the recommendations for the sales tax results:

**Recommendation if the tax passes:**

- a. To not renew the existing 0.6% sales tax when it expires*

**Recommendations if the tax fails:**

- b. To begin charging contractors \$45/ton to cross the scales at the landfill, and continue*



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- allowing residents to dump for free if present with a Jackson Parish ID
- c. To pick up all remaining road-side sites and consolidate them to the four properties for future model bin sites
  - d. To request proposals from disposal companies to take over part or all of the solid waste operation
  - e. To notify all municipalities that they and their contractors will be charged \$45/ton to cross the scales at the landfill and transfer station

14. Consider and act on amending the 2021 Road Program to exclude the chip seal treatment projects

15. Consider and act on authorizing the work requested by the Recreation District

16. Consider and act on removing the white pole lights from the Courthouse grounds

**Finance Committee**

17. Adopt the minutes of the March 19<sup>th</sup> Finance Committee meeting

**Project Committee**

18. Adopt the minutes of the March 26<sup>th</sup> Project Committee meeting

19. Consider and act on approving the request from the Town of Chatham for the placement of their sign

20. Consider and act on procuring North Delta Regional Planning Commission for re-apportionment and mapping services and authorize the President to execute an agreement with the Jackson Parish School Board for cost sharing

**Management Reports**

21. March 2021 Road Superintendent Report - *Mr. Jody Stuckey*

*a. Accept the March 2021 Emergency/Off-Schedule Report*

22. March 2021 Solid Waste Superintendent Report - *Mr. Robin Sessions*

23. March 2021 Office of Emergency Preparedness Report

24. March 2021 Financial Report - *Ms. Gina Thomas*

*(report includes budget to actual comparisons for all funds)*

**Other Business**

25. March 2021 Engineering Report - *Mr. Paul Riley*

26. Consider and act on authorizing the Parish Engineer to advertise for bids for the 2021 Road Program

27. Consider and act on resolution to enter into agreements associated with administration and engineering services for the FY 2022-2023 LCDBG program

28. Consider and act on accepting the low bid for oversized gravel

29. Consider and act on adopting a proclamation declaring May 1, 2021 as Loyalty Day

30. Consider and act on Parish Board appointments

31. Consider and act on representative from the Police Jury for the Broadband Steering Committee

32. Consider and act on nominees for Jackson Parish Broadband Steering Committee



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**Announcements & Notifications**

- 33. Announcement: 2020 Audit Fieldwork April 12th - 16th
- 34. Announcement: 2021 Police Jury Convention: May 12th - 14th
- 35. Announcement: all Personal Financial Disclosure Statements are due June 8, 2021

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**Juror Comments**

**Adjourn**

In accordance with the Americans with Disabilities Act, if you need special assistance, please contact Gina Thomas at (318) 259-2361, extension 3 describing the assistance that is necessary.

The Jackson Parish Police Jury met on Monday, March 8, 2021 at 5:15 PM in Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana to conduct a public hearing to receive comments on the sales tax proposition. Members Present: Mr. Todd Culpepper, Ms. Amy Magee, Mr. John McCarty, Ms. Tarneshala Cowans, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: Mr. Lewis Chatham. Also present, Mr. Darrell Avery, Assistant D.A.

The President, Ms. Amy Magee, called the public hearing to order. Mr. Culpepper gave the invocation and Ms. Cowans led in the recitation of the Pledge of Allegiance.

The President presented information on the history of the Solid Waste department including services and financials.

Ms. Rowe arrived at the hearing.

Members of the public addressed the Police Jury with their comments and questions.

Motion Mr. Culpepper, seconded Ms. Rowe to close the public hearing and adjourn. Motion carried.



The Jackson Parish Police Jury met in regular session on Monday, March 8, 2021 at 5:30 PM in the Dr. Charles H. Garrett Community Center, 182 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper (arrived at item 18), Ms. Amy Magee, Mr. John McCarty, Ms. Tarneshala Cowans, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: Mr. Lewis Chatham. Also present, Mr. Darrell Avery, Assistant D.A.

The President, Ms. Amy Magee, called the meeting to order.

The President opened the floor for public comments.

Mr. James Ginn, Alderman for District A, Jonesboro, discussed the water issues during the emergency declarations and thanked the Police Jury for the water they provided.

Mr. Lester Allen discussed issues with Shenandoah Lane.

The President moved to the approval of minutes.

Motion Mr. Treadway, seconded Ms. Rowe to adopt the minutes of the February 8<sup>th</sup>, February 11<sup>th</sup>, and March 1<sup>st</sup> Jury Meetings, monthly purchase orders, and the payment of all bills. Motion carried.

The President moved to Committee Reports.

Motion Mr. Treadway, seconded Ms. Cowans to adopt the following minutes from the February 11<sup>th</sup> Operations Committee meeting. Motion carried.

*Operations Committee  
February 11, 2021*

*The Operations Committee met Thursday, February 11, 2021 at 3:00 PM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham, Ms. Amy Magee, and Mr. John McCarty. Absent: none. Also in attendance: Mr. Jody Stuckey, Road Superintendent, Mr. Robin Sessions, Solid Waste Superintendent, and Mr. Robert "Bubba" Anderson, Maintenance Supervisor.*

*The meeting was called to order by the Chair, Ms. Amy Magee. Mr. McCarty gave the invocation and Mr. Chatham led in the recitation of the Pledge of Allegiance.*

*There were no public comments.*

*The Chair stated that the trustee program had been temporarily suspended by the Sheriff's Office and that if reinstated, it would have more restrictions. The Committee discussed the extra workload for the Maintenance Staff. Mr. Chatham asked if they had considered a temp agency or high school student workers.*

*The Chair stated that the contract for the Maintenance Department uniforms through AmeriPride ended. Mr. Anderson stated that they would like to work with a different vendor. The Committee asked that they present something once the new contract was selected. The Secretary-Treasurer stated that they would stay within the current year's budget.*

*The Chair opened the floor for additional concerns and requests from the Maintenance Department. Ms. Magee stated the importance of schedules for the staff to keep things running smoothly.*

*The Chair asked for an update on the relocation of the Administrative Clerks. The Secretary-Treasurer stated that the Solid Waste Administrative Clerk had been relocated and that they were waiting on the desk to be completed for the Road Administrative Clerk. She stated that the Police Jury would need to decide if they wanted to upgrade the existing road program software to a cloud-based system or upgrade to a new system that could be utilized by all departments. Mr. Sessions detailed the changes in operations due to the relocation of the Administrative Clerk. The Committee discussed re-allocating a portion of the salary for the Solid Waste Administrative Clerk to the General Fund since their role would take on some general administrative duties. The Committee discussed the relocation of the Road Administrative Clerk.*

*The Chair opened the floor for additional concerns and requests from the Administrative Department. The Secretary-Treasurer discussed the office hours and rotating lunch breaks to allow public access throughout the day without closing from 12:00 – 1:00. The Committee stated the department can work out their own schedules.*

*The Chair presented the letter of request from Plum Hill Missionary Baptist Church requesting road work to the Jackson Parish side of the road. The Committee discussed that this road is on the Road Department Maintenance List for 2022 and could possibly be completed in 2021 if it is within budget. Motion Mr. McCarty, seconded Mr. Chatham to recommend the Jury authorize the President to send a response letter to Plum Hill Missionary Baptist Church.*

*The Chair opened the floor for additional concerns and requests from the Road Department. The Committee discussed the policy for missed punches in lieu of the current suspensions issued. The Committee requested the Policy and Personnel Committee to review this policy.*

*The Chair opened the floor to discuss strategies for the Solid Waste Department. Mr. Sessions presented the operational changes for moving the Administrative Clerk and the requirements for the DEQ Landfill Permit. He stated that there is possibly an extra truck that used to be dedicated to the Recycle Program that could be used by the Administrative Staff to go back and forth between departments.*

*The Chair discussed the practice of charging the public for mixed garbage. Mr. Sessions updated the Committee on the current practice to first request the garbage be separated and if not separated, it would either be refused or the person would be charged. Ms. Magee asked if they had a sign with the fees and regulations. Mr. Sessions stated it was at the entrance to the landfill.*

*Ms. Magee stated that Mr. John Moore would be out of town but that he had requested a discussion regarding the mixed garbage fees.*

*The Chair opened the floor for additional concerns and requests from the Solid Waste Department. Mr. Sessions stated that the grinder was beginning to show wear and tear and asked that the Jury consider putting a size limit for the debris accepted at the landfill. He discussed the exemption of fees for the school system, Jonesboro Housing Authority, and the municipalities.*

*The date of the next Operations Committee was set for March 11th at 3:00 PM.*

*Motion Mr. McCarty, seconded Mr. Chatham to adjourn. Motion carried.*

Motion Mr. McCarty, seconded Ms. Rowe to approve letter of response from President to Plum Hill Missionary Baptist Church. Motion carried.

Motion Ms. Cowans, seconded Mr. Treadway to adopt the following minutes from the February 26<sup>th</sup> Finance Committee meeting. Motion carried.

*Finance Committee*

*February 26, 2021*

*The Finance Committee met Friday, February 26, 2021 at 12:00 PM in The Sunshine Room of the Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members present: Ms. Amy Magee, Mr. John McCarty, and Ms. Tarneshala Cowans. Absent: none.*

*The Chairman called the meeting to order. Mr. McCarty gave the invocation and Ms. Magee led in the recitation of the Pledge of Allegiance.*

*There were no public comments.*

*The Chairman invited the Secretary-Treasurer to present the month-to-date financials. The Committee reviewed the funds' balances, and the Secretary-Treasurer discussed the timing of accruals. She stated that they were coming in favorably to the 2020 year-end forecast due to higher than projected revenues and that updated 2020 year-end reports would be reviewed at the March meeting. The Committee reviewed the monthly purchase orders and discussed month-to-date budget vs. actual.*

*Motion Ms. Magee, seconded Mr. McCarty to recommend the Jury authorize the President to execute the 2021 Cooperative Endeavor Agreement with the LSU Ag Center for \$10,000 as budgeted. Motion carried.*

*The Committee reviewed the proposal from Acadian Fleet Management to upgrade the GPS devices in the fleet for a 2-year contract commitment.*

*Motion Mr. McCarty, seconded Ms. Magee to recommend the Jury authorize the President to execute the 2-year contract with Acadian Fleet Management in exchange for upgraded GPS devices. Motion carried.*

*The Committee reviewed the proposal for a credit card system to enable the Police Jury to accept electronic and on-line payments. The Secretary-Treasurer stated that this system could be covered under the CARES act because it enables electronic forms of payment and reduces contact.*

*Motion Ms. Magee, seconded Mr. McCarty to recommend the Jury authorize the President to execute the contract with FISERV for a credit card system. Motion carried.*

*The Committee discussed upcoming grant opportunities.*

*The Chairman invited Ms. Tammy Collinsworth, member of the North Delta Regional Planning Commission Board, to present information about the North Louisiana Economic Development grant. She presented the eligibility information for projects and discussed the need for the municipalities to submit projects. She stated the board's preference for infrastructure projects, especially for water systems. The Committee discussed applying for maintenance on the remaining portion of Gansville Road from Industrial Drive to the airport.*

*Ms. Magee stated that she had notified the Town of Jonesboro and Alderman Nia Johnson about the opportunity.*

*The Secretary-Treasurer presented the information for the LCDBG grant for HVAC units and requested that the Police Jury submit an application for the remaining air handling units at the courthouse to be replaced and/or upgraded.*

*Motion Mr. McCarty, seconded Ms. Magee to recommend the Police Jury submit grant applications for the maintenance of Gansville Road and for the courthouse air handling units. Motion carried.*

*The Committee reviewed the appraisal for the land adjacent to the Blake Building for a value of \$19,750. Ms. Magee said she did not see a benefit to them owning the property. Mr. McCarty said that he would like to see the price come down.*

*Motion Ms. Magee, seconded Mr. McCarty to recommend the Police Jury decline the offer to purchase the land adjacent to the Blake Building. Motion carried.*

*The Committee reviewed the letter of request from the Jackson Parish Library for financial emancipation. Ms. Magee stated that she does not want to proceed with this until the Parish Attorney has time to review it.*

*Motion Ms. Magee, seconded Mr. McCarty to table discussion on the Library's request for financial emancipation until the Parish Attorney can provide guidance. Motion carried.*

*The date and time for the next Finance Committee was set for Friday, March 19th at 12:00 PM.*

*Motion Ms. Magee, seconded Mr. McCarty to adjourn. Motion carried.*

Motion Ms. Rowe, seconded Ms. Cowans to authorize the President to sign and execute the 2021 Cooperative Endeavor Agreement with the LSU Ag Center for \$10,000. Motion carried.

Motion Mr. Treadway, seconded Ms. Rowe authorize the President to execute the 2-year contract with Acadian Fleet Management in exchange for upgraded GPS devices at no cost to the Jury. Motion carried.

Motion Mr. Treadway, seconded Ms. Rowe to authorize the President to execute the contract with FISERV for a credit card system to be covered by the CARES Act. Motion carried.

Motion Ms. Rowe, seconded Mr. Treadway to authorize the DRA Federal Assistance grant application for road maintenance on Gansville Road. Motion carried.

Motion Mr. Treadway, seconded Mr. McCarty to authorize the LCDBG grant application for courthouse HVAC units. Motion carried.

Motion Mr. Treadway, seconded Ms. Cowan decline the offer to purchase the land adjacent to the Blake Building. Motion carried.

With the conclusion of Committee Reports, the President called for monthly management reports.

Mr. Jody Stuckey, Road Department Superintendent, gave the February 2021 Road report noting that \$24,339.79 had been spent on emergency call-outs/off-schedule work. He stated the crews had begun the prep work for the 2021 road program.

Motion Ms. Rowe, seconded Mr. Treadway to accept the February 2021 emergency/off-schedule reports. Motion carried.

Mr. Robin Sessions, Solid Waste Superintendent, gave the February 2021 Solid Waste report noting the rise in tonnage from year to year.

The President updated the Jury on the activities of the OEP Department giving details on the water distributed throughout the parish during the emergency declaration.

Ms. Gina Thomas, Secretary-Treasurer, presented the February 2021 Maintenance and Financial Reports highlighting the actual vs. budget comparisons for all funds and discussed the pending accruals. She presented the spending-to-date for the Hurricane Laura debris removal project.

The President moved on to Other Business.

Motion Mr. McCarty, seconded Mr. Tredway to authorize the advertisement for bids for oversized gravel material. Motion carried.

Motion Mr. Treadway, seconded Mr. McCarty to accept the price of \$100 for the sale of recycled bins. Motion carried.

Motion Ms. Rowe, seconded Mr. Treadway to adopt a resolution of support for the Village of Hodge for their application for the Louisiana Watershed Initiative Round 1. Motion carried.

Mr. Culpepper arrived at the meeting.

Motion Mr. Treadway, seconded Ms. Cowans to appoint the following Parish Board members:

- Re-appoint Ms. Dawn Slezak to the Tourism Board for a one-year term ending 12/31/2021.
- Re-appoint Mr. Rickey Cash to the Recreation District Board for a 3-year term ending 2/28/2024.
- Re-appoint Mr. Oswald "Bert" Brown to the Watershed District Board for a 2-year term ending 12/31/2022.
- Re-appoint Ms. DeNeise Barlow to the Tourism Board for a 3-year term ending 12/31/2022.

Motion carried.

Motion Mr. Culpepper, seconded Mr. Treadway to leave the Regular Police Jury meetings at the Community Center with no virtual option. Motion carried.

The Police Jury reviewed the updated photos for the nuisance complaint on 833 Hodge School Road, Hodge, LA. Motion Ms. Rowe, seconded Mr. Treadway to accept the property of 833 Hodge School Road, Hodge, LA as abated and clear it from open complaints with no further action taken. Motion carried.

The President opened the floor for announcements and notifications.

Mr. McCarty discussed the Parish cleanup event and asked each Juror to appoint two people from their district to assist with the event. The tentative date was set for June 12<sup>th</sup>.

The President opened the floor for to Juror Comments.

Motion Mr. Culpepper, seconded Mr. Treadway to adjourn. Motion carried.

Motion Mr. Culpepper, seconded Ms. Rowe to adjourn. Motion carried.

The Jackson Parish Police Jury met in Business Session Monday, April 5, 2021 at 5:15 PM at the Dr. Charles H. Garrett Community Center, Jonesboro, Louisiana. Members present: Mr. Todd Culpepper, Mr. Lewis Chatham, Ms. Amy Magee, Mr. John McCarty, Ms. Tarneshala Cowans, Ms. Regina Rowe, and Mr. Lynn Treadway. Absent: none. Also in attendance: Mr. Darrell Avery, Assistant D.A.

The meeting was called to order by the President, Ms. Magee.  
There were no public comments.

The President opened the floor to Mr. Matt Johns from the Rapides Area Planning Commission. Mr. Johns presented information from the Region 2 Watershed Initiative Steering Committee and received feedback on the plans for the future Regional Watershed Commission.

The President called for Committee Reports.

Ms. Rowe, Chairman of the Policy and Personnel Committee provided a summary of the March 5<sup>th</sup> and 26<sup>th</sup> meetings. The Jury clarified the changes on the Organization Chart to remove the Road Department Administrative Clerk and move the Solid Waste Administrative Clerk to the Administrative Department.

Ms. Magee, Chairman of the Operations Committee, provided a summary of the March 11<sup>th</sup> and 26<sup>th</sup> meetings. The Jury discussed the recommendations for the results of the sales tax proposition.

Ms. Cowans, Chairman of the Finance Committee, provided a summary of the March 19<sup>th</sup> meeting.

Mr. Chatham, Chairman of the Project Committee, provided a summary of the March 26<sup>th</sup> meeting. He announced the dedication for Highway 34 in honor of Second Lieutenant Harvel Moore.

Mr. Culpepper, Chairman of the Veterans Committee, provided a summary of the April 5<sup>th</sup> meeting.

The Jury reviewed items from the other committees and boards.

Mr. McCarty announced a Parish-wide cleanup event on June 12<sup>th</sup> at 8:00 am. He asked each Juror to appoint two members from their district to assist with the event.

The Jury reviewed the committee assignments.

With the conclusion of Committee Reports, the President moved on to Continued Business.  
The Jury reviewed the nominees and actions needed for parish board appointments.

The President moved to New Business.

Mr. Paul Riley presented information for infrastructure projects to be covered under the American Recovery Plan and stated that he would bring more information to future meetings. He requested the Police Jury hire the Riley Company and Frye Magee for engineering and grant consulting at the April Regular Meeting.

The President opened the floor for discussion of other topics and announcements.

Ms. Magee reiterated the dedication for Highway 34.

Ms. Magee announced that Jackson Parish would be establishing a steering committee for rural broadband as part of the American Recovery Plan and asked the Jurors to submit nominations for members.

Motion Mr. Culpepper, seconded Ms. Rowe to adjourn. Motion carried.

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

DUPLICATE

**PURCHASE ORDER NO: 2673**

This PO number must appear on all packages  
and correspondence

Page 1 of 1

**VENDOR:** 1478

AMETHYST CONSTRUCTION  
215 INDUSTRIAL PARKWAY  
WEST MONROE LA 71291

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 10/15/2020      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		ASPHALT	HOT MIX HOT MIX HAULED TO VARIOUS ROADS. (APPROX. 1172 TONS @ \$81.00/TON)	95,000.0000	95,000.00
SubTotal					95,000.00
Sales Tax					0.00
Order Total					<u>95,000.00</u>

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	006-4-312-01000	ASPHALT - MATERIALS	95,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

DUPLICATE

**PURCHASE ORDER NO: 2745**

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and correspondence

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PHONE: (318) 259-2361      FAX: (318) 259-5660

**VENDOR:** 2553

JACKSON PARISH BANK  
201 JIMMIE DAVIS BLVD  
JONESBORO LA 71251

**SHIP TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

(318) 259-2361

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 11/23/2020      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	Interest	Cost for debt	14,513.4300	14,513.43
				SubTotal	14,513.43
				Sales Tax	0.00
				Order Total	14,513.43

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	015-4-310-04400	INTEREST - CERT OF INDEBT	14,513.43

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_



**PURCHASE ORDER**

**DUPLICATE**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

**PURCHASE ORDER NO: 2817**

This PO number must appear on all packages  
and correspondence

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PHONE: (318) 259-2361 FAX: (318) 259-5660

**VENDOR:** 2841

Southland Truck Leasing, LLC  
DBA Southland Paclase  
PO Box 1450  
Gray LA 70359

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:** The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/07/2021 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
12.00		LEASE	LEASE /T-880 BLANKET LEASE PAYMENTS FOR KENWORTH TRUCK T-880. (12) @ \$1850.00 EA.	1,850.0000	22,200.00
SubTotal					22,200.00
Sales Tax					0.00
Order Total					22,200.00

Requested By:

**Account Distribution**

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-02500	Road: Lease Equipment	22,200.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

DUPLICATE

**PURCHASE ORDER NO: 2821**

This PO number must appear on all packages  
and correspondence

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PHONE: (318) 259-2361      FAX: (318) 259-5660

**VENDOR:** 2362

RUSTON ROCK IT, LLC  
POB 2772  
POB 2772  
RUSTON LA 71273

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/07/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	YDS.	GRAVEL	PIT RUN	100,000.0000	100,000.00
			PIT RUN TO BE HAULED TO WESTON BARN TO BE STOCKPILED AND USED ON VARIOUS ROADS.		
SubTotal					100,000.00
Sales Tax					0.00
Order Total					100,000.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-04000	Road: Gravel/Reclaimed Asphalt	100,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

DUPLICATE

**PURCHASE ORDER NO: 2823**

This PO number must appear on all packages  
and correspondence

Page 1 of 1

**VENDOR:** 2362

RUSTON ROCK IT, LLC  
POB 2772  
POB 2772  
RUSTON LA 71273

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/07/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	TONS	GRAVEL	A-STONE A-STONE HAULED AND STOCKPILES @ WESTON YARD.	100,000.0000	100,000.00
SubTotal					100,000.00
Sales Tax					0.00
Order Total					100,000.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-04000	Road: Gravel/Reclaimed Asphalt	100,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

DUPLICATE

**PURCHASE ORDER NO: 2824**

This PO number must appear on all packages  
 and correspondence

Page 1 of 1

**VENDOR:**

2362  
 RUSTON ROCK IT, LLC  
 POB 2772  
 POB 2772  
 RUSTON LA 71273

**SHIP TO:**

ROAD BARN  
 230 FITZPATRICK ROAD  
 JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/07/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	T	GRAVEL	SB-2 ROCK	100,000.0000	100,000.00
			SB-2 TO BE HAULED AND STOCKPILED @ WESTON BARN TO BE USED ON VARIOUS ROADS.		
				SubTotal	100,000.00
				Sales Tax	0.00
				Order Total	100,000.00

Requested By:

Account Distribution				
REVIEWED BY	APPROVED BY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
JStuckey	GThomas	002-4-310-04000	Road: Gravel/Reclaimed Asphalt	100,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

DUPLICATE

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

**PURCHASE ORDER NO: 2825**

This PO number must appear on all packages  
and correspondence

Page 1 of 1

PHONE: (318) 259-2361 FAX: (318) 259-5660

**VENDOR:** 1183

CATERPILLAR FINANCIAL SERVICES CORP  
PO BOX 730681  
DALLAS TX 75373-0681

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:** The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/07/2021 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
12.00	LEASE		CW16-LEASE PAYMT. (12) LEASE PAYMENTS FOR PNEUMATIC ROLLER (CW16) @ 1210.00 EA.	1,210.0000	14,520.00
				SubTotal	14,520.00
				Sales Tax	0.00
				Order Total	14,520.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-02500	Road: Lease Equipment	14,520.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

DUPLICATE

**PURCHASE ORDER NO: 2826**

This PO number must appear on all packages  
and correspondence

Page 1 of 1

**VENDOR:** 1183

CATERPILLAR FINANCIAL SERVICES CORP  
PO BOX 730681  
DALLAS TX 75373-0681

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/07/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
12.00	LEASE		LEASE PYMT. - R315 (12) LEASE PAYMENTS FOR HYDRAULIC EXCAVATOR @ \$2245.95 EA.	2,245.9500	26,951.40
				SubTotal	26,951.40
				Sales Tax	0.00
				Order Total	26,951.40

Requested By:

**Account Distribution**

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-02500	Road: Lease Equipment	26,951.40

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

**DUPLICATE**

**PURCHASE ORDER NO: 2843**

This PO number must appear on all packages  
 and correspondence

Page 1 of 1

**VENDOR:** 2533

MOBILE MONITORING  
 POB 93088  
 LAFAYETTE LA 70509

**SHIP TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

(318) 259-2361

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/08/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	Mo Monitoring	January 2021	13,602.9600	13,602.96
SubTotal					13,602.96
Sales Tax					0.00
Order Total					<u>13,602.96</u>

Requested By:

**Account Distribution**

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	001-4-194-02820	Maintenance: GPS Fleet Tracking	971.64
GThomas	GThomas	002-4-310-05500	Road: GPS Fleet Tracking	4,048.56
GThomas	GThomas	006-4-312-05500	GPS FLEET TRACKING	4,372.32
GThomas	GThomas	011-4-341-05500	GPS FLEET TRACKING	4,210.44

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

**DUPLICATE**

**PURCHASE ORDER NO: 2846**

This PO number must appear on all packages  
 and correspondence

Page 1 of 1

**VENDOR:** 1108

HI-TECH COMPUTERS OF RUSTON  
 316 E GEORGIA AVENUE  
 RUSTON LA 71270

**SHIP TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

(318) 259-2361

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/12/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	Monthly Svc	January 2021	12,528.0000	12,528.00
SubTotal					12,528.00
Sales Tax					0.00
Order Total					12,528.00

Requested By:

**Account Distribution**

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	001-4-111-03200	Jury: Supplies	819.00
GThomas	GThomas	001-4-151-04300	Finance: Technology	3,852.60
GThomas	GThomas	001-4-194-04300	Maintenance:Technology	546.24
GThomas	GThomas	002-4-310-04200	Road: Tools/Technology (Non-Ec	4,272.96
GThomas	GThomas	011-4-341-04200	TOOLS/TECHNOLOGY (NON I	1,842.72
GThomas	GThomas	017-4-600-00000	OFFICE SUPPLIES, MISC. EXP	546.24
GThomas	GThomas	001-4-160-04300	OEP: Technology	648.24

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_



**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

PHONE: (318) 259-2361 FAX: (318) 259-5660

**DUPLICATE**

**PURCHASE ORDER NO: 2847**

This PO number must appear on all packages  
 and correspondence

Page 1 of 1

**VENDOR:**

1015  
 TEC  
 P. O. BOX 940  
 JACKSON MS 39205-0940

**SHIP TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

(318) 259-2361

**Notes to Vendor:** The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/12/2021 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		Monthly svc	January 2021	40,208.3200	40,208.32
SubTotal					40,208.32
Sales Tax					0.00
Order Total					40,208.32

Requested By:

**Account Distribution**

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	001-4-141-02400	Registrar: Telephone/Internet	1,608.00
GThomas	GThomas	001-4-194-04700	Courthouse: Telephone/Internet	13,200.00
GThomas	GThomas	001-4-194-04700	Courthouse: Telephone/Internet	1,000.00
GThomas	GThomas	001-4-654-02400	LSU Ag Center: Telephone/Intern	5,400.00
GThomas	GThomas	002-4-310-02400	Road: Telephone/Internet/Mobile	4,200.00
GThomas	GThomas	011-4-341-02400	TELEPHONE	3,000.00
GThomas	GThomas	017-4-716-00000	Coroner's Office Telephone	3,000.00
GThomas	GThomas	001-4-151-02200	Finance: Telephone/Internet	6,000.00
GThomas	GThomas	001-4-195-02200	Community Center: Telephone/In	2,800.32

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

DUPLICATE

**PURCHASE ORDER NO: 2853**

This PO number must appear on all packages  
and correspondence

Page 1 of 1

**VENDOR:** 821

WALPOLE TIRE SERVICE, INC.  
511 E GEORGIA AVENUE  
RUSTON LA 71270

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/13/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		TIRES	TRUCK & TRACTOR TIRES TIRES FOR TRUCKS AND TRACTORS.	14,000.0000	14,000.00

SubTotal	14,000.00
Sales Tax	0.00
<b>Order Total</b>	<b>14,000.00</b>

Requested By:

**Account Distribution**

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-03700	Road: Parts & Repairs	9,100.00
JStuckey	GThomas	006-4-312-03700	PARTS & REPAIRS	4,900.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

DUPLICATE

**PURCHASE ORDER NO: 2867**

This PO number must appear on all packages  
and correspondence

Page 1 of 1

**VENDOR:**

1183  
CATERPILLAR FINANCIAL SERVICES CORP  
PO BOX 730681  
DALLAS TX 75373-0681

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/20/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
12.00	LEASE		LEASE PYMT./R305 LEASE PYMT. FOR FOR EXCAVATOR 305.5E2CR-CR506868 (12) @ \$1073.18. (BLANKET)	1,073.1800	12,878.16
				SubTotal	12,878.16
				Sales Tax	0.00
				Order Total	12,878.16

Requested By:

**Account Distribution**

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-02500	Road: Lease Equipment	12,878.16

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

DUPLICATE

**PURCHASE ORDER NO: 2882**

This PO number must appear on all packages  
and correspondence

Page 1 of 1

PHONE: (318) 259-2361      FAX: (318) 259-5660

**VENDOR:** 806

RILEY COMPANY OF LOUISIANA, INC  
P O DRAWER 1303  
RUSTON LA 71273-1303

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/21/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		Engineer	Services Rendered	50,000.0000	50,000.00
For Services Rendered in Connection w/ 2021 Road Program for period ending December 27,2020. (P.O. 1 of 2)					

SubTotal	50,000.00
Sales Tax	0.00
<b>Order Total</b>	<b>50,000.00</b>

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	008-4-403-07300	ENGINEERING FEES	50,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**DUPLICATE**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

**PURCHASE ORDER NO: 2883**

This PO number must appear on all packages  
and correspondence

Page 1 of 1

PHONE: (318) 259-2361 FAX: (318) 259-5660

**VENDOR:** 2662

Deere Credit, Inc  
dba John Deere Financial  
PO Box 650215  
Dallas TX 75265-0215

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:** The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 01/22/2021 Date Required: Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
12.00	LEASE		GRADER LEASE BLANKET LEASE PAYMTS. FOR GRADERS JD1 & JD2. (\$4659.23 FOR BOTH)	4,659.2300	55,910.76
				SubTotal	55,910.76
				Sales Tax	0.00
				Order Total	55,910.76

Requested By:

**Account Distribution**

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-02500	Road: Lease Equipment	55,910.76

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

DUPLICATE

**PURCHASE ORDER NO: 2887**

This PO number must appear on all packages  
and correspondence

Page 1 of 1

**VENDOR:** 2998

Graham County Land Company LLC  
750 Tallulah Road  
Robbinsonville NC 28771

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 12/31/2020      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00		Dec 2020-2	Debris clearing	122,254.8000	122,254.80
				SubTotal	122,254.80
				Sales Tax	0.00
				Order Total	122,254.80

Requested By:

Account Distribution

REVIEWED BY	APPROVED BY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
GThomas	GThomas	002-4-313-09000	Road: Debris Hauling & Monitor:	122,254.80

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

**DUPLICATE**

**PURCHASE ORDER NO: 2910**

This PO number must appear on all packages  
 and correspondence

Page 1 of 1

**VENDOR:** 227

MCCARTNEY OIL CO., INC.  
 P O BOX 128  
 JONESBORO LA 71251

**SHIP TO:**

ROAD BARN  
 230 FITZPATRICK ROAD  
 JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 02/05/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	FUEL		GAS & DIESEL GASOLINE AND DIESEL (ON ROAD & OFF ROAD) DELIVERED TO THE BARN AND STORED IN TANKS.	60,000.0000	60,000.00
				SubTotal	60,000.00
				Sales Tax	0.00
				Order Total	60,000.00

Requested By:

Account Distribution				
REVIEWED BY	APPROVED BY	ACCOUNT NUMBER	ACCOUNT DESCRIPTION	AMOUNT
GThomas	GThomas	002-4-310-03400	Road: Gas and Oil	38,400.00
GThomas	GThomas	006-4-312-03400	FUEL & OIL	21,600.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

**DUPLICATE**

**PURCHASE ORDER NO: 2924**

This PO number must appear on all packages  
 and correspondence

Page 1 of 1

**VENDOR:** 806

RILEY COMPANY OF LOUISIANA, INC  
 P O DRAWER 1303  
 RUSTON LA 71273-1303

**SHIP TO:**

ROAD BARN  
 230 FITZPATRICK ROAD  
 JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 02/11/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	Engineer		Day to Day Services Professional Services Rendered in connection w/ day to day engineer work. Blanket P.O. for 2021.	50,000.0000	50,000.00
				SubTotal	50,000.00
				Sales Tax	0.00
				Order Total	50,000.00

Requested By:

**Account Distribution**

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	002-4-313-01000	Road: Engineering Fees - Contrac	40,000.00
GThomas	GThomas	006-4-313-01000	ENGINEERING FEES - CONTR	10,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_



**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

DUPLICATE

**PURCHASE ORDER NO: 2941**

This PO number must appear on all packages  
 and correspondence

Page 1 of 1

**VENDOR:** 3003

A & E Office Machines, Inc.  
 PO Box 2532  
 Morgan City LA 70381

**SHIP TO:**

JACKSON PARISH POLICEJURY  
 500 EAST COURT STREET ROOM 301  
 JONESBORO LA 71251-

(318) 259-2361

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 12/31/2020      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
1.00	1	AEG100UHD	White board	12,000.0000	12,000.00
				SubTotal	12,000.00
				Sales Tax	0.00
				Order Total	12,000.00

Requested By:

Account Distribution

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
GThomas	GThomas	016-4-400-00000	HAZARD MITIGATION GRAN	12,000.00

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

**PURCHASE ORDER**

**BILL TO:**

JACKSON PARISH POLICEJURY  
500 EAST COURT STREET ROOM 301  
JONESBORO LA 71251-

PHONE: (318) 259-2361      FAX: (318) 259-5660

**DUPLICATE**

**PURCHASE ORDER NO: 2949**

This PO number must appear on all packages  
and correspondence

Page 1 of 1

**VENDOR:** 2362

RUSTON ROCK IT, LLC  
POB 2772  
POB 2772  
RUSTON LA 71273

**SHIP TO:**

ROAD BARN  
230 FITZPATRICK ROAD  
JONESBORO LA 71251-

(318) 259-5661

**Notes to Vendor:**      The Jackson Parish Police Jury is exempt from all sales taxes.

Order Date: 03/01/2021      Date Required:      Ship Via:

Quantity	U/M	Catalog No	Description	Unit Price	Total
570.00	T	Gravel	Rip Rap Rip Rap Hauled by Ruston Rock It and stockpiled @ yard.	52.5500	29,953.50
				SubTotal	29,953.50
				Sales Tax	0.00
				Order Total	29,953.50

Requested By:

**Account Distribution**

<u>REVIEWED BY</u>	<u>APPROVED BY</u>	<u>ACCOUNT NUMBER</u>	<u>ACCOUNT DESCRIPTION</u>	<u>AMOUNT</u>
JStuckey	GThomas	002-4-310-04000	Road: Gravel/Reclaimed Asphalt	29,953.50

The listed account(s) are hereby encumbered for payment of this purchase order in compliance with the purchasing policy of the Jackson Parish Police Jury.

Authorized Signature: \_\_\_\_\_

Jackson Parish Police Jury

FY 2021

AP ACCOUNT DISTRIBUTION BY ACCOUNT OPEN & PAID VOUCHERS

CHECK DATES 03/01/2021 TO 03/31/2021 PAY DATES 03/01/2021 TO 03/31/2020

BOTH ACCRUALS AND NON ACCRUALS

CHECK RUN 0 TO 2147483647

<u>VOUCHER</u> <u>NUMBER</u>	<u>VENDOR</u>	<u>PO</u> <u>NUMBER</u>	<u>CHECK</u> <u>NUMBER</u>	<u>PAY DATE/</u> <u>CHECK DATE</u>	<u>AMOUNT</u>
		FUND 001	TOTAL		73,952.80
		FUND 002	TOTAL		610,058.03
		FUND 004	TOTAL		49,743.34
		FUND 006	TOTAL		9,391.14
		FUND 007	TOTAL		1,818.47
		FUND 008	TOTAL		41,559.43
		FUND 009	TOTAL		582.01
		FUND 011	TOTAL		49,561.47
		FUND 012	TOTAL		250.00
		FUND 016	TOTAL		1,447.03
		FUND 017	TOTAL		2,155.11
		GRAND TOTAL			<u><u>840,518.83</u></u>

Policy & Personnel Committee  
March 26, 2021

The Policy & Personnel Committee met Friday, March 26, 2021 at 11:00 AM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper and Ms. Regina Rowe. Absent: Mr. Lynn Treadway.

The meeting was called to order by the Chair, Ms. Rowe. Mr. Culpepper gave the invocation and Ms. Rowe led in the recitation of the Pledge of Allegiance.

There were no public comments.

Motion Mr. Culpepper, seconded Ms. Rowe to recommend the Police Jury accept the retirement of Ms. Linda Blackstock from the Road Department, effective March 31, 2021. Motion carried.

Motion Mr. Culpepper, seconded Ms. Rowe to recommend the Police Jury adopt the updated Organization Chart as presented. Motion carried.

Motion Mr. Culpepper, seconded Ms. Rowe to recommend the Police Jury continue to have Maintenance Staff on-premises during all Community Center events, including governmental events, and to allow the management team to flex their weekly schedules if needed. Motion carried.

The date of the next Policy & Personnel Committee was not set at this time.

Motion Mr. Culpepper, seconded Ms. Rowe to adjourn. Motion carried.



## Jackson Parish Police Jury

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### Notice of Transfer Opportunity

#### **POSITION: Operator I – Road Department**

Road Department

4/13/2021

#### **Description:**

***Under close supervision, the Road Department Operator I is a semi-skilled to skilled position consisting of equipment operation, manual labor, and maintenance repair of various pieces of light and heavy motorized equipment and trucks used in road construction, road maintenance, inclement weather, and other generalized work. Incumbent may be used as a relief operator on equipment of a higher class if qualified and trained.***

#### **Minimum Qualifications:**

- In good standing as an employee in current position
- Class B CDL Driver's License required; progression towards Class A CDL a plus

#### **Explanation of Work Duties**

- The Operator I is responsible for operating Class B light and medium-sized, self-propelled equipment such as boom trucks, bobtail trucks, dozers, excavators, single axle, tandem axle, dump trucks, flatbed trucks, self-propelled rollers, forklifts, backhoes, and other trucks of like-kind.
  - Basic operating skills include hauling, loading, mowing, an picking up and transporting debris and scrap metal
- Operation of end dump truck single axle (5 yard) and tandem axle (15 yard) to haul asphalt from plant in Ruston to job location within the Parish
- Back up into the asphalt paver and dump asphalt as needed, clean off tailgate and help with raking asphalt or directing traffic, continue the process until job is completed.
- Haul gravel, A-stone and rip-rap to job locations as needed, haul off ditch dirt to the yard
- Load truck using wheeled loader safely
- Operate the boom truck loader as needed removing debris from road-side. Be able to operate chain saw and lift 100 lbs.
- Performing walkaround safety checks at the beginning of every day noting any deficiencies found on equipment and report to Supervisor
- Complete daily paperwork noting equipment and materials used each day and daily equipment forms
- Must have good working knowledge of equipment and safety habits

*Detailed Job Description available upon request to Department Superintendent.*

**Those interested in transferring must notify the Secretary-Treasurer in writing with the completed Transfer Request Form by close of business on:**

**DEADLINE: 4/20/2021**



## Jackson Parish Police Jury

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### COVID-19 (Coronavirus) Policy

Adopted by the Jackson Parish Police Jury effective March 20, 2020  
Amended by the Jackson Parish Police Jury effective August 10, 2020  
Amended by the Jackson Parish Police Jury effective April 12, 2021

**PURPOSE:** In response to the global pandemic of Coronavirus (COVID-19) and in the interest of protecting our employees and residents of Jackson Parish, the Jackson Parish Police Jury has established a policy to safely allow our employees to continue to work and to return to work following a positive test for COVID-19, following self-imposed quarantine after being exposed to someone with the virus, or after experiencing COVID-19 symptoms.

**SCOPE:** This policy applies to all full-time and part-time employees of the Jackson Parish Police Jury, including hourly, salary exempt, and salary non-exempt classifications.

#### PROCEDURES

##### ***Prevention:***

- A. As a preventative measure, all employees are to abide by the Coronavirus Contingency Plan adopted by the Police Jury as well as the guidelines put forth by the Federal Government, State of Louisiana, Louisiana Department of Health, and the Governor's Office. As additional guidance is released, it will be implemented at the department level.
  - a. General guidance includes, but is not limited to:
    - i. Split shifts: staff is divided into shifts to ensure smaller groups of people exposed to each other
    - ii. Face Coverings/Masks: Various styles of face coverings have been supplied to all staff and it is mandatory that they be worn when sharing a vehicle/equipment and/or when mandated by the Governor's Office. *Employees with a bona fide doctor's excuse will be exempt unless a modified alternative can be provided.*
    - iii. Social Distancing: Workspaces have been modified to ensure 6 ft. separation whenever possible in order to alleviate "close contact".
      1. "Close contact" is defined as a person who was within 6 feet of an infected person for at least 15 minutes starting two days before symptom onset or two days before test collection date if asymptomatic until the case isolated
    - iv. Cleaning & Sanitization: Vehicles, equipment, shared spaces, and commonly touched surfaces are to be disinfected frequently. Increased personal hygiene including frequent handwashing and use of hand sanitizer is encouraged and available at each department.
    - v. Stay Home When Ill: Employees are encouraged to stay home if they are exhibiting symptoms of COVID-19 or any other illness.
    - vi. Restrict Unnecessary Exposure: Employees are restricted from entering truck stops and gas stations during working hours.

##### ***Exposure to Close Contact***

- B. If an employee is exposed to close contact with someone with a confirmed positive case or with someone that is awaiting test results, or is presumed positive by a medical doctor – **excluding people who have had COVID-19 within the past 3 months or who are fully vaccinated:**

##### Quarantine Without Testing:

- a. If the employee has no symptoms and does not take a COVID test, they can return to work after a 10-day quarantine (they can return on the 11<sup>th</sup> day after exposure).



## Jackson Parish Police Jury

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- b. The employee should continue to monitor their symptoms for 14 days, continue with increased sanitation measures, and avoid unnecessary interactions with other employees.
- c. If the employee exhibits symptoms, they should immediately self-isolate and contact their healthcare provider.

### Quarantine With Testing:

- d. If the employee has no symptoms and opts to take a COVID test (either rapid or overnight), they can take the test on day 5 or later. If the result is negative, their quarantine can end after day 7 (they can return on the 8<sup>th</sup> day after exposure).
- e. The employee should continue to monitor their symptoms for 14 days, continue with increased sanitation measures, and avoid unnecessary interactions with other employees.
- f. If the employee exhibits symptoms, they should immediately self-isolate and contact their healthcare provider.

### Other Quarantine Guidance:

- g. If symptomatic, the employee should request a self-imposed quarantine for up to 14 days or until they receive a negative test result on or after the 5<sup>th</sup> day, whichever occurs first.
- h. If the employee is eligible for teleworking, they should make the request in writing to continue working remotely. *See the Telecommuting Policy.*
- i. If an employee has been exposed to or tests positive for COVID-19 a second time, a second quarantine and testing period will be required.

### ***Experiencing Symptoms:***

- C. If an employee feels ill and has symptoms (fever, cough, shortness of breath, severe chills and/or fatigue, complete loss of taste and smell), they should alert their Department Superintendent, immediately self-isolate, and contact their healthcare provider.
  - a. The employee should stay home and stay away from others, call their local medical facility, explain their symptoms, and follow the treatment prescribed, up to and including testing.
  - b. The Department and Secretary-Treasurer will perform Contact Tracing to determine other employees who may have had close contact (details about Contact Tracing are below).
  - c. The employee's workspace should be thoroughly cleaned and sanitized.
  - d. All employees should monitor their health for symptoms, self-isolate if they develop any symptoms, and consult their doctor.
  - e. All efforts should be made to keep strict social distancing and increase sanitization.
  - f. If another employee begins to exhibit symptoms, these same procedures will apply for them as a separate event.

### ***Positive Test Result***

- D. If an employee tests positive for COVID-19:
  - a. The employee should stay home and stay away from others, follow the guidance of their medical facility, and alert their Department Superintendent.
  - b. The employee will have a mandatory 10-day quarantine.
  - c. The employee's workspace should be thoroughly cleaned, and contact tracing will be performed. Any employees with close contact will follow the procedures above.
  - d. All employees should monitor their health for symptoms, self-isolate if they develop any symptoms, and consult their doctor.



## Jackson Parish Police Jury

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### **Returning to Work**

- E. An employee can be allowed to return to work after a positive COVID case when the following criteria are met:
- Fever free without the use of fever-reducing medications for at least 24 hours, and
  - Improvement in other symptoms (e.g., cough, shortness of breath), and
  - At least 10 days have passed since symptoms first appeared, and
  - Medical release from physician and/or one (1) negative COVID-19 test result, *if possible*
- F. The Return-to-Work Self-Certification form must be completed before the employee is allowed back.

### **Contact Tracing**

- G. Contact tracing is an important part of supporting our employees who may have been in close contact with someone suspected of having COVID-19 or who have received a positive test result. The following steps will be used by the Department Superintendent and Secretary-Treasurer to contact trace:
- Interview the employee who tested positive to help them recall everyone who they have been in close contact with during the timeframe they may have been infectious. (CDC states 48 hours prior)
  - Notify those individuals of their potential exposure as quickly and sensitively as possible.
  - Protect the privacy of the employee who tested positive.
  - Contacts are only informed that they may have been exposed to the virus.
  - Contacts are to follow the procedures in item B. Close Contact

### **Employee Benefits**

- H. Employees are to utilize their paid sick and/or vacation leave provided through the Police Jury personnel policies as needed for quarantine (either mandated or self-imposed).
- Is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;
  - Has been advised by a health care provider to self-quarantine related to COVID-19;
  - Is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  - Is caring for an individual subject to an order described in (a) or self-quarantined as described in (b)
- I. It is the responsibility of the employee to provide the proper documentation including request letters and doctor's notes to ensure property coding in the payroll system.
- J. The Police Jury will comply with any additional federal or state mandates and policies.

### **Resources:**

#### Clinics:

- Jackson Parish Hospital COVID Clinic: (318) 259-9939, Contact: Melissa Porter
- Mercy Medical: (318) 259-1100, Contact: Brittany
- Green Clinic, Hodge: (318) 395-1168, Contact: Kelly

#### Personnel:

- 2021 Police Jury President, Amy Magee (318) 235-0002
- Police Jury Secretary-Treasurer, Gina Thomas (318) 395-6020





Jackson Parish Police Jury

Employee Request for COVID Paid Sick Leave

This form is to be filled out by the **EMPLOYEE**

<b>Employee Name:</b>		
<b>Employee Home Address:</b>		
<b>Home Phone:</b>	<b>Cell Phone:</b>	
<b>Department:</b>	<b>Title:</b>	<b>Supervisor:</b>
<b>This is a (<i>chose one</i>):</b> <input type="checkbox"/> New Request for Leave <input type="checkbox"/> Request for an extension		
<b>Anticipated Begin Date of Leave:</b>	<b>Expected Return to Work Date:</b>	
<b>Notes:</b>		



## Jackson Parish Police Jury

### Contact Tracing Interview Questions

Were you in direct contact with the person ( <i>within 6 feet for 15 minutes or more</i> )?	
When was the last time you were in direct contact with the person?	
Were you in direct contact with this person any time prior to this? ...in the last week?	
Who else have you worked around in the last week?	
Have you had any symptoms?	
Have you been tested for COVID-19?	
If yes, when?	
When was the last time you were at work?	
Were you in direct contact with anyone in your department or any other department since you've potentially been exposed? (within 6 feet for 15 minutes or more)	
If yes, who?	
When was the last time you were at work?	
Have you been in direct contact with an employee outside of work since the potential exposure?	
What areas/crews did you work? <i>Get as specific as you can on this one to allow us to clean the areas.</i>	
Have you touched or worn any shared PPE, radio, cell phone of the employee?	
Do you have any symptoms of COVID-19 (dry cough, shortness of breath, fever)?	
Is there any other information that might be helpful?	



## Jackson Parish Police Jury

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### Return-to-Work Self-Certification for COVID-19

Persons with laboratory-confirmed positive COVID-19 results who were directed to care for themselves at home may end self-isolation after their 10-day quarantine and when at least 24 hours have passed since recovery, meaning:

- Fever free without the use of fever-reducing medications, and
- Improvement in symptoms (e.g., cough, shortness of breath), and
- At least 10 days have passed since symptoms first appeared, and
- Have a medical release from a physician OR a negative test result.

Persons with laboratory-confirmed negative COVID-19 results who have not had any symptoms may discontinue self-isolation when at least 7 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness.

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#### Employee Self-Certification

Test Date: \_\_\_\_\_ / \_\_\_\_ / 2020

Test Result (circle one):            Positive            Negative            Not Tested

Date of Symptom Onset: \_\_\_\_\_ / \_\_\_\_ / 2020

Date of Recovery (as defined above): \_\_\_\_\_ / \_\_\_\_ / 2020

By signing this document, I verify that I have been symptom-free for the appropriate number of days and that the information reported above is correct. Therefore, I can be released from isolation and may resume work-related activities.

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Signature

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Print Name

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Date



## Jackson Parish Police Jury

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### Accrual Leave Date Policy

Adopted by the Jackson Parish Police Jury effective April 12, 2021

**PURPOSE:** In accordance with the Jackson Parish Police Jury Personnel Policy Manual, eligible employees accumulate an allocation of paid time off to be used for sick or vacation. This annual allocation is based on years of service. This policy will determine the accrual date that the years of service are based on.

**SCOPE:** This policy applies to all full-time employees of the Jackson Parish Police Jury, including hourly, salary exempt, and salary non-exempt classifications.

**POLICY:**

- A. The allocation of years of service as it applies to all full-time employees' Vacation hours will be based on the years of service starting with the employee's initial hire date and will include their probation period, if completed successfully. No probationary employee will be able to use any accumulated leave until they have successfully completed their probation.
  - a. Example: If an employee is hired on June 1<sup>st</sup>, their probation will end on July 31<sup>st</sup>. Their vacation leave accrual to calculate years of service will be June 1<sup>st</sup> and they will be eligible to use accumulated leave on August 1<sup>st</sup>.
- B. The allocation of years of service as it applies to all salaried, full-time employees' Sick hours will be based on the years of service starting with the employee's initial hire date and will include their probation period, if completed successfully.
  - a. Example: If an employee is hired on June 1<sup>st</sup>, their probation will end on July 31<sup>st</sup>, and their sick leave accrual to calculate years of service will be June 1<sup>st</sup>.
- C. Full-time hourly employees will accrue five (5) days of sick leave per calendar year, not based on years of service.

**PROCEDURE:**

- A. This policy will go in effect May 1, 2021.
- B. The timekeeping software will be reviewed to verify previous leave balances that were in effect from prior periods where the leave date was based on calendar year or another date.
- C. A one-time true-up will be performed to match the employees' leave balances to reflect the policies of prior periods.
- D. From May 1, 2021 and forward the timekeeping software will accrue the leave balances as defined in this policy.



## Jackson Parish Police Jury

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### Attendance and Punctuality Policy (Salaried Employees)

Adopted by the Jackson Parish Police Jury effective June 11, 2018

Amended by the Jackson Parish Police Jury effective April 12, 2021

**PURPOSE:** Policy to establish attendance tracking for employees of the Jackson Parish Police Jury (clocking in/out).

**SCOPE:** This policy applies to all full-time salaried personnel employed by the Jackson Parish Police Jury, regardless of position or type of employment. This policy excludes all classes of hourly personnel.

**POLICY STATEMENT:** Timely and regular attendance is an expectation of performance for all Jackson Parish Police Jury employees and ensures adequate staffing, positive employee morale, and the ability to meet expected productivity standards throughout the organization. Arriving late, being tardy, and absences cause disruptions.

#### **DEFINITIONS AND PROCEDURES:**

- **Excused Absence:** An employee has an excused absence when he/she adheres to the leave request policies outlined in the Personnel Policy Manual.
  - Applicable accumulated leave will be applied to ensure the salaried employee receives full compensation for the pay period, in accordance with the Fair Labor Standards Act (FLSA).
  - The Secretary-Treasurer may also flex employee schedules as needed. These are considered “excused”.
  
- **Unexcused Absence:** An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedures.
  - If an employee has an unexcused absence, their accumulated leave will be applied, and the salaried employee will receive full compensation for the pay period (FLSA).
  - Employees who have unexcused absence will be counseled by their manager and the incident(s) will be recorded on the Corrective/Disciplinary Action Form (below) and filed in their personnel file.
  
- **Tardiness:** refers to failing to report for work at the assigned/scheduled work time, leaving work prior to the end of the assigned/scheduled work time without prior supervisory approval, and/or taking longer break periods than entitled to. It is expected that all personnel of the Jackson Parish Police Jury adhere to their assigned work schedule.
  - Employees who are tardy will be counseled by their manager and the incident(s) will be recorded on the Corrective/Disciplinary Action Form (below) and filed in their personnel file.
  - Excessive tardiness (10 incidents within a 12-month period) will be presented to the Jackson Parish Personnel Committee (or other appropriate meeting of the body) for review and recommendations for discipline up to and including un-paid suspension of up to 3 days.
  
- **Exhausted Leave:** refers to an employee that has used up their entire leave accruals for both vacation and sick.
  - In the event that a salaried employee exhausts all of their paid leave and continues to take time off from work in full-day increments, the full day (8-hour shift) of that employee will be deducted for that pay period.
  - Salaried employees are **NOT** permitted to take partial days off without pay. In the event that they do, they will have a counseling session with the Secretary-Treasurer to determine if they qualify for Family Medical Leave as defined by the Family Medical Leave Act (FMLA). Together, they will develop a



## Jackson Parish Police Jury

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schedule of attendance that meets with policy requirements and meets the employee's needs. If an agreement cannot be met, the employee will be presented to the Jackson Parish Personnel Committee (or other appropriate meeting of the body) for review and recommendations.

- In accordance with FLSA, the employee will receive full compensation for the partial day.

**TIME CLOCKS:** Salaried employees are required to utilize the biometric timekeeping clock system to track their attendance, paid leave, and punctuality.

**DEPARTMENTAL NOTIFICATION PROCEDURE:** Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request in advance of their beginning shift time by phone or in person to their supervisor or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift.

**NOTE:** Text, email, and other forms of electronic notification will **NOT** be accepted as an appropriate primary means for contacting your supervisor regarding leave requests.

At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g., Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three (3) consecutively scheduled workdays will be viewed as having abandoned their position and employment will be terminated. The supervisor should consult with the Secretary-Treasurer if this situation occurs.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Personnel Policy Manual.

### **UNFORESEEN ABSENCES:**

The Jackson Parish Police Jury understands that there are sometimes extenuating circumstances that require an absence that may be reported after your shift starts. Those reasons usually involve serious accidents and family or acute medical emergencies. Management may request doctor's notes or other verification, and, in these cases, we will record your absence as "excused".

### **MANAGEMENT'S RESPONSIBILITY:**

Superintendents should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If supervisors notice a pattern of unscheduled usage of accrued time off banks, they should discuss this concern with the employee.

When an employee has been previously counseled under the Progressive Discipline Policy, the totality of the circumstances will be assessed when determining further action. For situations involving suspension or termination of employment, the supervisor should consult with the Secretary-Treasurer prior to implementing disciplinary action.

Timely and regular attendance is a performance expectation of all Jackson Parish Police Jury employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) during the course of the year may have the behavior documented in their annual evaluation.





## Jackson Parish Police Jury

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### Attendance and Punctuality Policy (Hourly Employees)

Adopted by the Jackson Parish Police Jury effective June 11, 2018

Amended by the Jackson Parish Police Jury effective: April 12, 2021

**PURPOSE:** Policy to establish attendance and punctuality for employees of the Jackson Parish Police Jury (clocking in/out).

**SCOPE:** This policy applies to all full-time and part-time hourly personnel employed by the Jackson Parish Police Jury, regardless of position or type of employment. This policy excludes all classes of *salaried* personnel.

**POLICY STATEMENT:** Timely and regular attendance is an expectation of performance for all Jackson Parish Police Jury employees. To ensure adequate staffing, positive employee morale, and to meet expected productivity standards throughout the organization, employees will be held accountable for adhering to their workplace schedule. In the event an employee is unable to meet this expectation, he/she must obtain approval from their supervisor in advance of any requested schedule changes (see "*Unforeseen Absences*" below for details). Arriving late, being tardy, and absences cause disruptions.

#### **DEFINITIONS:**

- **Excused Absence:** An employee has an excused absence when he/she adheres to the leave request policies outlined in the Personnel Policy Manual.
- **Unexcused Absence:** An employee is deemed absent when he/she is unavailable for work as assigned/scheduled and such time off was not scheduled/approved in advance as required by department notification procedures. This includes taking excessive sick leave without being able to submit doctor's notes. Repetitive unexcused absences (three (3) within a 12-month period) may be sufficient reason for termination. Termination recommendations will be reviewed at the discretion of the Police Jury.
- **Tardiness:** refers to failing to report for work at the assigned/scheduled work time, leaving work prior to the end of the assigned/scheduled work time without prior supervisory approval, and/or taking longer break periods than entitled to. A nonexempt employee who is tardy will be docked for the actual number of minutes that he/she is tardy and will receive a Tardy Form (see "*Progressive Discipline Action*" below for details).
- **Presenteeism:** refers to being present at work beyond your schedule even when we do not require overtime. This can cause you to overwork and have an impact on your productivity and job satisfaction. We want to ensure that you keep your schedule both when coming to work and leaving.

**TIME CLOCKS AND FAILURE TO CLOCK IN/OUT:** Employees are required to follow established guidelines for recording their actual hours worked. A missed clock in/out is a violation of this policy and includes:

- Failure to clock in/out on their designated time clock (i.e., TimeClock Plus station located at each department) at the beginning and/or end of their assigned shift.
- Failure to clock in/out on their designated time clock for the meal break.
  - *NOTE:* employees assigned to off-site locations do not need to return to their department to clock in/out, but their time will be adjusted down for this break period.
- Failure to accurately and timely report time worked.
- Clocking in/out early (or late) of assigned shift without prior approval.

**DEPARTMENTAL NOTIFICATION PROCEDURE:** Employees are expected to follow departmental notification procedures if they will be late for work, will not be at work, or are requesting planned time away from work. Employees must request





## Jackson Parish Police Jury

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in advance of their beginning shift time by phone or in person to their supervisor or designee and in accordance with departmental procedure if they wish to arrive early or leave early from an assigned shift.

**NOTE:** Text, email, and other forms of electronic notification will **NOT** be accepted as an appropriate means for contacting your supervisor regarding leave requests.

At the time of notification/call, the employee must notify their supervisor when an absence is due to a documented/approved leave of absence (e.g., Military Leave, FMLA) in order to ensure appropriate tracking of leave utilization and absenteeism.

An employee who fails to call in and report to work as scheduled for three (3) consecutively scheduled workdays will be viewed as having abandoned their position and employment will be terminated. The supervisor should consult with the Secretary-Treasurer if this situation occurs.

Incidents of not following the departmental notification procedures, including No-Call/No-Show, will be addressed in accordance with the Personnel Policy Manual.

### **UNFORESEEN ABSENCES:**

The Jackson Parish Police Jury understands that there are sometimes extenuating circumstances that require an absence that may be reported after your shift starts. Those reasons usually involve serious accidents and family or acute medical emergencies. Management may request doctor's notes or other verification, and, in these cases, we will record your absence as "excused".

The following list, although not exhaustive, includes reasons that we **DO NOT** consider excused absence:

- Waking up late.
- Stopping on the way to work for personal reasons.
- Traffic or transportation delays excluding situations that result in closing of roads.
- Bad weather, excluding extreme weather conditions like hurricanes, floods, etc.
- Holidays that have not been approved.

### **MANAGEMENT'S RESPONSIBILITY:**

Superintendents should monitor their employees' attendance on a regular basis and address unsatisfactory attendance in a timely and consistent manner. If supervisors notice a pattern of unscheduled usage of accrued time off banks, they should discuss this concern with the employee.

When an employee has been previously counseled under the Progressive Discipline Policy, the totality of the circumstances will be assessed when determining further action. For situations involving suspension or termination of employment, the supervisor should consult with the Secretary-Treasurer prior to implementing disciplinary action.

Timely and regular attendance is a performance expectation of all Jackson Parish Police Jury employees. Consequently, those employees who have exhibited unsatisfactory attendance which resulted in disciplinary action (written or final) during the course of the year may have the behavior documented in their annual evaluation.

**CLOCKING IN/OUT WINDOW:** In the TimeClock Plus system, employees will clock in within the window of seven (7) minutes before or seven (7) minutes after their shift begins/ends and the system will automatically round their time to the quarter hour.

**Example:** If an employee's shift begins at 7:00 am, they can clock in as early as 6:53 am or as late as 7:07 am and their recorded time in the system will be 7:00 am.



## Jackson Parish Police Jury

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This allows time for employees to arrive to work on time and get clocked in/out while avoiding a “line up” at the clock. It also avoids short-time or overtime being assigned to employees based on the minutes it takes to clock in/out during their shift.

A nonexempt employee who clocks in beyond the window will be considered “tardy” and will follow the progressive disciplinary action outlines below.

Although not considered “tardy”, employees and managers should be cognizant of habitual clocking in/out near or at the end of the allowed window of time.

Employees are NOT ALLOWED to punch in before or after their appointed time without prior approval from their Superintendent.

**PROGRESSIVE DISCIPLINARY ACTION:** Tardiness will not be tolerated. A nonexempt employee who is tardy will be docked for the actual number of minutes that he/she is tardy and will receive a Corrective/Disciplinary Action Form.

An occurrence of tardiness, unexcused absence, or missed time clock in/out will be documented. The following grid is designed to provide guidelines when addressing the total number of occurrences in a rolling 12-month period, provided that the reason for an occurrence is not protected under FMLA or ADAAA.

	# of Occurrences	Discipline Step and Action
Occurrence  1 Occurrence is equal to:  <ul style="list-style-type: none"> <li>• 1 Unexcused Absence</li> <li>• 1 Tardy</li> <li>• 1 Missed Clocking In/Out</li> </ul>	1 Occurrence	Step 1: Verbal Warning
	2 – 3 Occurrences	Step 2: Written Warning
	4 Occurrences	Step 3: Pink Slip and 1 working day suspension without pay
	5 Occurrences	Step 4: Pink Slip and 2 working days suspension without pay
	6 Occurrences	Step 5: Pink Slip and 5 working days suspension without pay
	7 Occurrences	Step 6: <b>Final Pink Slip and termination</b> upon receipt of the 4 <sup>th</sup> pink slip, by Superintendent



Jackson Parish Police Jury

CORRECTIVE/DISCIPLINARY ACTION FORM

EMPLOYEE: \_\_\_\_\_

DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_

**Reason for Warning or Counseling:**

- |                          |                            |                          |                            |                          |                               |
|--------------------------|----------------------------|--------------------------|----------------------------|--------------------------|-------------------------------|
| <input type="checkbox"/> | <u>Unexcused Absence</u>   | <input type="checkbox"/> | <u>Tardiness</u>           | <input type="checkbox"/> | <u>Missed Clocking In/Out</u> |
| <input type="checkbox"/> | 1 <sup>st</sup> Occurrence | <input type="checkbox"/> | 1 <sup>st</sup> Occurrence | <input type="checkbox"/> | 1 <sup>st</sup> Occurrence    |
| <input type="checkbox"/> | 2 <sup>nd</sup> Occurrence | <input type="checkbox"/> | 2 <sup>nd</sup> Occurrence | <input type="checkbox"/> | 2 <sup>nd</sup> Occurrence    |
| <input type="checkbox"/> | 3 <sup>rd</sup> Occurrence | <input type="checkbox"/> | 3 <sup>rd</sup> Occurrence | <input type="checkbox"/> | 3 <sup>rd</sup> Occurrence    |
| <input type="checkbox"/> | 4 <sup>th</sup> Occurrence | <input type="checkbox"/> | 4 <sup>th</sup> Occurrence | <input type="checkbox"/> | 4 <sup>th</sup> Occurrence    |
| <input type="checkbox"/> | 5 <sup>th</sup> Occurrence | <input type="checkbox"/> | 5 <sup>th</sup> Occurrence | <input type="checkbox"/> | 5 <sup>th</sup> Occurrence    |
| <input type="checkbox"/> | 6 <sup>th</sup> Occurrence | <input type="checkbox"/> | 6 <sup>th</sup> Occurrence | <input type="checkbox"/> | 6 <sup>th</sup> Occurrence    |
| <input type="checkbox"/> | 7 <sup>th</sup> Occurrence | <input type="checkbox"/> | 7 <sup>th</sup> Occurrence | <input type="checkbox"/> | 7 <sup>th</sup> Occurrence    |

**Summary of Reason:**

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**Employee Comments:**

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Employee Please Note: You have been officially warned for this violation. Future violations shall constitute cause for penalty as outlined in the Jackson Parish Police Jury Personnel Manual. Please familiarize yourself with them, as it is not the desire of the parish to inflict disciplinary measures unless forced to do so.

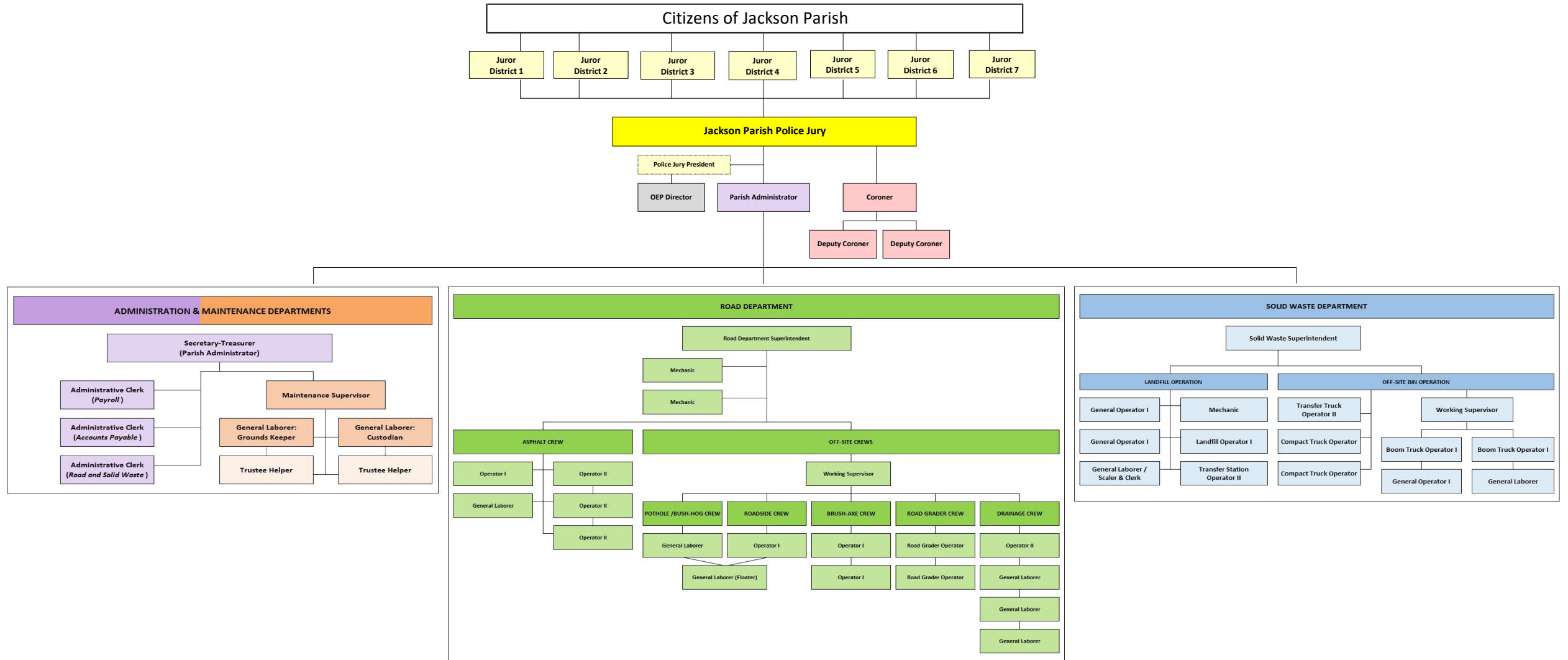
\_\_\_\_\_  
Supervisor

I certify that I have received a copy of the above Warning.

\_\_\_\_\_  
Employee

	# of Occurrences	Discipline Step and Action
Occurrence  1 Occurrence is equal to: <ul style="list-style-type: none"> <li>• 1 Unexcused Absence</li> <li>• 1 Tardy</li> <li>• 1 Missed Clocking In/Out</li> </ul>	1 Occurrence	Step 1: Verbal Warning
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	6 Occurrences	Step 5: Pink Slip and 5 working days suspension without pay
	7 Occurrences	Step 6: <b>Final Pink Slip</b> and <b>termination</b> upon receipt of the 4 <sup>th</sup> pink slip, by Superintendent

# Jackson Parish Police Jury Organization Chart



**ADMINISTRATION & MAINTENANCE DEPARTMENTS**

**Secretary-Treasurer  
(Parish Administrator)**  
Gina Thomas

**Administrative Clerk**  
Bonnie Paggett

**Administrative Clerk**  
Tammy Collinsworth

**Administrative Clerk**  
Sheila Huddleston

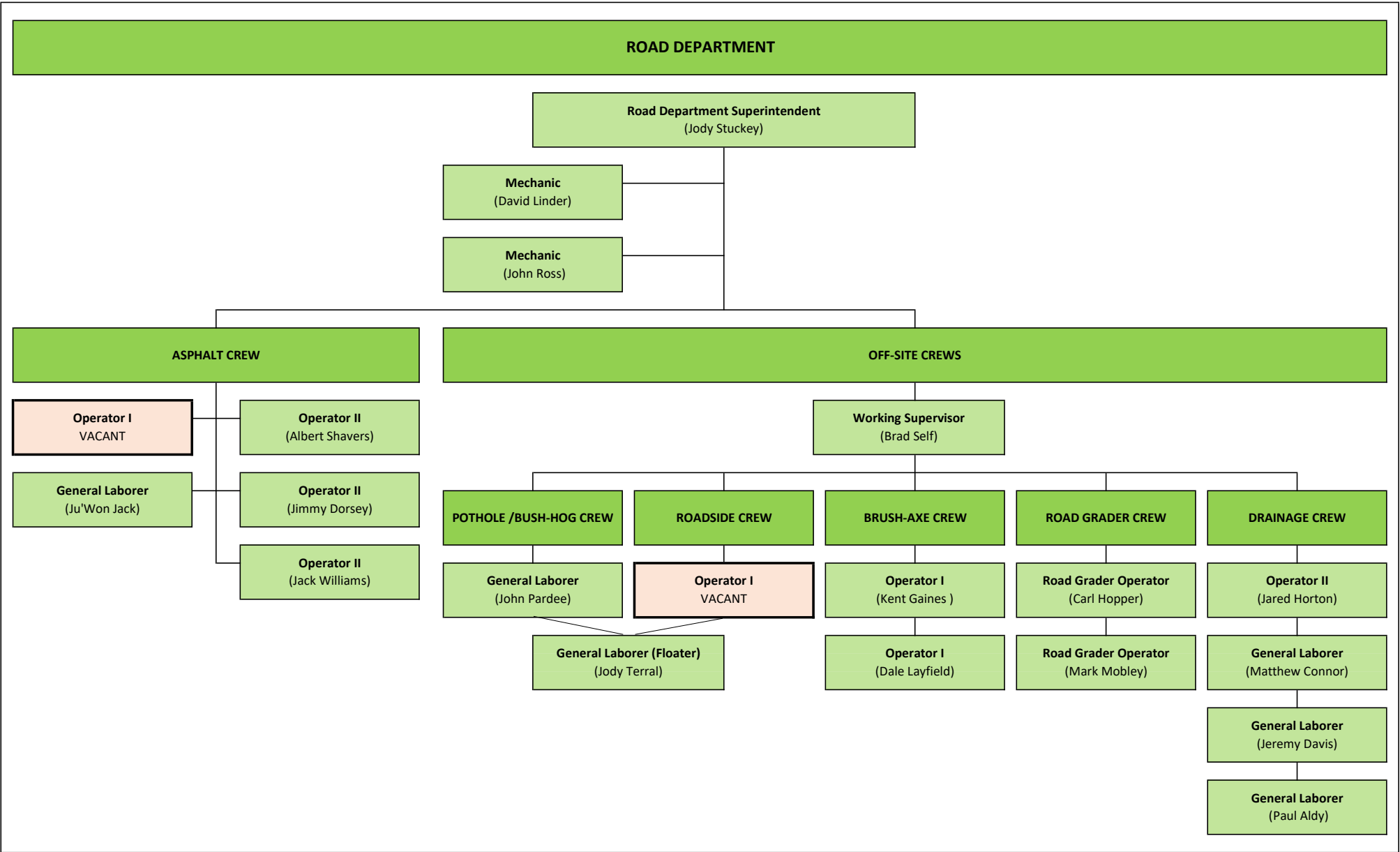
**Maintenance Supervisor**  
Robert "Bubba" Anderson

**General Laborer:  
Grounds Keeper**  
Bradley Sessions

**General Laborer:  
Custodian**  
Summer Bradley

**Trustee Helper**

**Trustee Helper**



**SOLID WASTE DEPARTMENT**

**Solid Waste Superintendent**  
(Robin Sessions)

**LANDFILL OPERATION**

**OFF-SITE BIN OPERATION**

**General Operator I**  
(Shane Lowrey)

**Mechanic**  
(Jeffrey Harlan)

**Transfer Truck Operator II**  
(Gene Robertson)

**Working Supervisor**  
(Edquado Howard)

**General Operator I**  
(Tim Hartness)

**Landfill Operator I**  
(Lee Johnson)

**Compact Truck Operator**  
(Stacy Jones)

**Boom Truck Operator I**  
(Ronnie Qualls)

**Boom Truck Operator I**  
(Rodney Boatner)

**General Laborer / Scaler & Clerk**  
(Katherine Bond)

**Transfer Station Operator II**  
(Paul Martin)

**Compact Truck Operator**  
(Romaine Grant)

**General Operator I**  
(Edward Pepper)

**General Laborer**  
(Kelvin Calahan)



## Jackson Parish Police Jury

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### Community Center Staffing Policy

Adopted by the Jackson Parish Police Jury effective April 12, 2021

**PURPOSE:** In accordance with the Jackson Parish Police Jury's Dr. Charles H. Garrett Community Center (herein referred to as "Community Center") rental agreement, the facility is to be staffed by Maintenance Department personnel for all after-hours events. This policy will outline and define the details on staffing.

**SCOPE:** This policy applies to all employees of the Jackson Parish Police Jury's Maintenance Department, including hourly, salary exempt, and salary non-exempt classifications. This policy also applies to all events, whether public, private, governmental, or other.

**POLICY:**

- A. As detailed in item 2, page 2 of the Community Center rental agreement, the staff of the Maintenance Department will be available at the Community Center during the event.
- B. The staffing requirement applies to all events held at the Community Center, including events held by governmental and/or Police Jury events including, but not limited to, Clerk of Court training sessions, board meetings, etc. There are no exceptions.

**PROCEDURE:**

- A. Events that take place during working hours for the Maintenance Department (as defined in the Personnel Policy Manual), will have a Maintenance staff member "on-call", but it is not necessary for them to be present for the entirety of the event. They should be present for the beginning of the event, and the end.
  - a. Contact information for the specific Maintenance Staff assigned to the event along with general contact information for the Maintenance Supervisor and the Police Jury Office will be clearly posted and made available to the renter.
- B. The Maintenance Department will keep a rotating calendar of events and will assign staff based on an equal rotation. Staff has the option to decline after-hours events if, and only if, other staff are available and willing to work the event. If no other staff are available, the employee is responsible for their assigned events.
  - a. The rotations and staff that work events will be logged and filed by the Maintenance Supervisor and turned in to the Secretary-Treasurer as requested.
- C. The Maintenance Supervisor, along with the Secretary-Treasurer, have the authority to flex staff schedules for the week if an event will force an employee into overtime. If the current workload permits, the employee may request a "flex" to allow them to either come in later or leave earlier on a different day in the same pay period in order to keep their weekly hours total at 40.
- D. If an event results in an employee working over 40 hours for the week, the employee will receive eligible overtime pay.
- E. The employee is responsible for utilizing a manual timecard to record their worked hours for Community Center events. This timecard will be turned in to the Maintenance Supervisor who will have the Secretary-Treasurer sign it and manually record it in the timekeeping system.
- F. The hours for Community Center events will be coded to the Community Center Salaries account, along with any applicable overtime.



Operations Committee  
March 11, 2021

The Operations Committee met Thursday, March 11, 2021 at 3:00 PM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham and Ms. Amy Magee. Absent: Mr. John McCarty. Also in attendance: Mr. Robin Sessions, Solid Waste Superintendent.

The meeting was called to order by the Chair, Ms. Amy Magee. Ms. Magee gave the invocation and Mr. Chatham led in the recitation of the Pledge of Allegiance.

There were no public comments.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury adopt a policy to send a notice with the Solid Waste customer's 2<sup>nd</sup> invoice for non-payment notifying them that the bin will be picked up if not paid by the third month and that there would be a \$75.00 re-location fee to have the bin returned. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury notify the Delta Community College about their commercial bin being charged at the regular rate. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to amend the agenda to include recommendations for the results of the sales tax proposal election. Motion carried unanimously.

The Committee made the following recommendation in the event the sales tax proposal passes:

- Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury not renew the existing 0.6% sales tax when it expires if the existing sales tax proposal passes.
  - The Committee discussed the amount of revenue needed to run the operation and how much revenue would be estimated from the 1% sales tax. The Committee determined that the surplus collections from the current year until the expiration of the existing tax would be enough to cover the capital needs of the department and that the 1% would cover the annual expenses for the operation.

Motion carried.

The Committee made the following recommendation in the event the sales tax proposal fails:

- Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury modify the residential dumping permit for the landfill and begin charging contractors at the rate of \$45/ton for dumping, but continue allowing residents to dump for free if they are present and have a Jackson Parish ID. Motion carried.
- Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury pick up all bins at the existing road-side sites and consolidate them to one site on the existing properties designated for future bin sites. Motion carried.
- Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury request proposals for disposal companies to take over waste disposal for Jackson Parish. Motion carried.

- Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury notify all municipalities that they will begin being charged for dumping at the same rate as the contractors, currently \$45/ton for disposal to the Union Parish landfill. Motion carried.

The date of the next Operations Committee was set for March 25<sup>th</sup> at 3:00 PM.

Motion Mr. Chatham, seconded Ms. Magee to adjourn. Motion carried.

Operations Committee  
March 26, 2021

The Operations Committee met Friday, March 26, 2021 at 12:15 PM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Lewis Chatham and Ms. Amy Magee. Absent: Mr. John McCarty.

The meeting was called to order by the Chair, Ms. Amy Magee.

There were no public comments.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury amend the 2021 Road Program to exclude the asphaltic surface treatment program. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury authorize the Riley Company to advertise for bids for the 2021 Road Program. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury authorize the Road Department to perform the requested work for the Recreation District and they would provide the materials. Motion carried.

Motion Mr. Chatham, seconded Ms. Magee to recommend the Police Jury have the inoperable exterior lamp posts removed from the Courthouse lawn. Motion carried.

The date of the next Operations Committee was set for Friday, April 23<sup>rd</sup> at 12:15 PM.

Motion Mr. Chatham, seconded Ms. Magee to adjourn. Motion carried.



Jackson Parish Police Jury  
Administrative Building  
160 Industrial Drive  
Jonesboro, LA 71251

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## COMMERCIAL BILLING TERMS & CONDITIONS

**Invoicing** Invoices will be mailed out prior to the 1<sup>st</sup> of the month.

**Payment** All customers have net/30 terms and payments are due by the **20<sup>th</sup> of each month** that the invoice is received.

In the event that an invoice has gone unpaid for two consecutive months, the customer will be sent a notification letter advising them that if their entire balance is not paid by the 15<sup>th</sup> of the following month (3<sup>rd</sup> month), their bin will be collected. An additional \$75.00 reinstatement fee will be assessed to their past due amount.

**Reinstatement** All past due amounts plus the \$75.00 reinstatement fee, per bin, must be paid in full prior to the bin(s) being returned for continued service.

**Bin Locations** Jackson Parish personnel will not clean up at the commercial bin location, this is the sole responsibility of the business owner.

If bins/gates are kept locked, they must be opened before the truck arrives to empty them. If the driver finds the bin/gates locked, the truck will leave and will not return to empty the bin that day.

The Jackson Parish Solid Waste Department will not be liable for damages to property due to the weight of the truck.

**Extra Dumping** Additional services (extra dumps from the normal schedule) will be \$75.00 each, per bin.

---

I have read, understand, and agree to the above terms and conditions for the Jackson Parish Commercial Bin program.

---

Printed Name

---

Date

---

Signature



Jackson Parish Police Jury  
Administrative Building  
160 Industrial Drive  
Jonesboro, LA 71251

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## COMMERCIAL WASTE AGREEMENT

Customer Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Primary Contact: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_

CHECK ONE	SERVICE PROVIDED	COST PER MONTH
_____	One bin picked up once per week/month	\$115.50
_____	Two bins picked up once per week/month	\$231.00
_____	One bin picked up twice per week/month	\$190.50
_____	One bin picked up three times per week/month	\$265.50

**NOTE:** The base rate is \$115.50 per bin per month for a once-a-week pickup.  
Additional pickups are \$75.00 each.

All customers have net/30 terms and payments are due by the 20th of each month.

Non-payment for two consecutive months will result in the bin being collected on the 15th of the following month (3rd month) and an additional \$75.00 reinstatement fee will be assessed to the past due balance.

---

I hereby authorize the Jackson Parish Police Jury to provide my business with the service that I have indicated above. I agree to pay the invoice for the service by 20<sup>th</sup> of each month.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



**JACKSON PARISH POLICE JURY**  
Jackson Parish Police Jury Administrative Building  
160 Industrial Drive  
Jonesboro, Louisiana 71251-3446  
Phone: (318) 259-2361  
[www.jacksonparishpolicejury.org](http://www.jacksonparishpolicejury.org)

April 13, 2021

Louisiana Delta Community College  
Jonesboro Campus  
236 Industrial Drive  
Jonesboro, LA 71251

**MEMBERS**

**District 1**

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

**District 2**

LEWIS CHATHAM  
1575 Mariah Road  
Chatham, LA. 71226  
(318) 235-0254

**District 3**

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

**District 4**

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

**District 5**

TARNESHALA COWANS  
598 Beech Springs Road  
Jonesboro, LA. 71251  
(318) 475-0893

**District 6**

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

**District 7**

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

Dear Director Ruiz,

The Jackson Parish Police Jury has recently inventoried our commercial bin collection program and we have determined that the solid waste bin located at the Jonesboro Campus of the Delta Community College is not in our billing system.

After further review we have managed to track down when the bin was placed there and when the un-invoiced collections began.

In accordance with our policies, we would like to offer you the opportunity to continue utilizing our commercial bin program, but we will need to begin charging you at the current rate of \$115.50 per bin per month for a once-a-week pickup. Enclosed you will find the terms and conditions as well as the bin rental agreement.

If you decide not to participate in the program, please let us know and we will arrange for the bin to be picked up.

You can contact our office directly at:

Jackson Parish Police Jury  
Administrative Office  
160 Industrial Drive  
Jonesboro, LA 71251  
(318) 259-5662  
shuddleston@jppj.org

Sincerely,

---

Amy Magee  
President  
Jackson Parish Police Jury

Recommendations from Operations Committee 3/11/2021:

- If the sales tax election passes:
  - Do not renew the existing 0.6% sales tax once it expires. Use the surplus funds to complete the capital projects and immediate needs of the department and then continue operations using only the new 1.0% sales tax.
  
- If the sales tax election fails:
  - Consolidate all road-side sites to single locations, utilize the land purchased for the future model bin sites.
  
  - Modify the dumping permit so that only homeowners that are bringing items out themselves will receive a free permit. Contractors will pay a disposal cost per ton.
  
  - Notify the municipalities that their contracted waste management companies will no longer be able to bring municipal garbage to the transfer site free of charge. They will be charged the disposal cost per ton, the same as the contractors.
  
  - Request proposals from waste management companies to assess the parish and provide proposals for taking over the parish waste management.





# Jackson Parish Recreation District

5254 Hwy 4 • PO Box 315 • Jonesboro, LA 71251

Phone: (318) 259-3031

Fax: (318) 259-3073

JPREC.ORG



March 10, 2021

Dear Jackson Parish Police Jury Members,

The Jackson Parish Recreation District is requesting your help with spreading rock to expand one of our parking lots at the sports complex. If you have any questions about this matter, please don't hesitate to call Tommy Smith at (318)259-3031 or (318)737-8493. Thank you for your help in this matter.

Brent Barnett

A handwritten signature in black ink, enclosed in a hand-drawn oval. The signature appears to read "Brent Barnett".

Board President

Finance Committee  
March 19, 2021

The Finance Committee met Friday, March 19, 2021 at 12:00 PM in The Sunshine Room of the Jackson Parish Police Jury Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members present: Ms. Amy Magee, Mr. John McCarty, and Ms. Tarneshala Cowans. Absent: none. Also in attendance, Mr. Darrell Avery, Assistant D.A and Mr. Jody Stucky, Road Department Superintendent.

The Chairman, Ms. Tarneshala Cowans, called the meeting to order. Mr. McCarty gave the invocation and Ms. Magee led in the recitation of the Pledge of Allegiance.

There were no public comments.

The Chairman invited Enterprise to give a presentation on a cost savings program for fleet leasing.

The Secretary-Treasurer presented the financials to-date and stated they were making final adjustments to the accrued receivables and payable for the upcoming FEMA reimbursements.

The Committee reviewed the letter of request from the Library and Mr. Avery stated that he would research the options for the Police Jury.

The Committee reviewed the recommendations from the Operations Committee for the results from the sales tax proposal.

The date and time for the next Finance Committee was set for Wednesday, April 21<sup>st</sup> at 12:00 PM.

Motion Mr. McCarty, seconded Ms. Magee to adjourn. Motion carried.

Project Committee  
March 26, 2021

The Project Committee met Friday, March 26, 2021 at 12:00 PM in The Sunshine Room, Jackson Parish Administrative Building, 160 Industrial Drive, Jonesboro, Louisiana. Members Present: Mr. Todd Culpepper, Mr. Lewis Chatham, and Ms. Amy Magee. Absent: none.

The meeting was called to order by the Chair, Mr. Chatham. Mr. Culpepper gave the invocation and Ms. Magee led in the recitation of the Pledge of Allegiance.

There were no public comments.

The Committee reviewed the notification for the Lieutenant Moore Memorial Highway and agreed to the April 9<sup>th</sup> date. Ms. Magee stated she would announce the date at the Business Session.

Motion Mr. Culpepper, seconded Ms. Magee to recommend the Police Jury approve the request from the Town of Chatham for the placement of their sign on the Police Jury's land in the right-of-way, pending approval from the state DOTD. Motion carried.

Motion Mr. Culpepper, seconded Ms. Magee to recommend the Police Jury contact North Delta about re-apportionment after the census results are accepted and to seek an agreement with the Jackson Parish School Board to share service costs. Motion carried.

The Committee reviewed and discussed the noted requests for office spaces in the Courthouse and other Police Jury buildings. No action was taken.

The date of the next Policy & Personnel Committee was tentatively set for the week of April 19<sup>th</sup>.

Motion Mr. Culpepper, seconded Ms. Magee to adjourn. Motion carried.

**Chief of Police  
Brandon Myers**

**Clerk  
Lynette Roberts  
Bobbie Chatham**

**Attorney  
Gary Nunn**

**TOWN OF CHATHAM  
Gregory Harris, Mayor  
P.O. Box 7  
Chatham, La. 71226  
Ph: (318) 249-2541  
Fax: (318) 249-4436**

**Board of Aldermen  
Marvin Davis  
Toni Malone  
Laverne Mixon  
Sue Ann Proffer  
Mike Wilson**

March 22, 2021

Jackson Parish Police Jury  
VIA Email: [gthomas@jacksonparishpolicejury.org](mailto:gthomas@jacksonparishpolicejury.org)

RE: Welcome sign

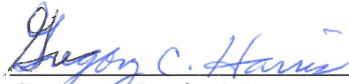
Dear Jackson Parish Police Jury:

The Town of Chatham would like to ask permission to install a "Welcome to Chatham" sign on the property owned by the Jackson Parish Police Jury. The sign will be located at the dumpsters at the intersection of Hwy 34 and Chatham Lake Road.

We are trying to make positive changes to our community and hope this is something you will consider approving. Thank you for all that you have done to help our community in the past.

Sincerely,

Town of Chatham

  
\_\_\_\_\_  
Gregory Harris, Mayor

# JACKSON PARISH POLICE JURY

April 6, 2021

## Road Superintendent Report

For Month Of: \*\*\*\*\*March\*\*\*\*\*

Total Spent on Emergency Call Outs: **\$5,251.33**

Major Asphalt Repairs Performed On: Prep work completed on Asphalt maint. list

Special Requests/Board Projects: none

Upcoming Current Projects: Overlay of Maint List

Other Items of Note: Posted load limit on Keppler Creek Bridge changed to 3 tons as per DOTD.

# JACKSON PARISH POLICE JURY

## Work Performed by Task Code by Township/Precinct

1

Date Range: 3/01/2021  
3/31/2021

April 6, 2021

Local Code	Task Description	Regular Hrs	OT Hrs	Labor Cost	Eqp Cost	Material Cost	Total Cost
<b>ASPH-1</b>	OVERLAY WITH PAVER						
<b>ASPH-2</b>	SURFACE PATCHING	20.00		281.80	470.00	663.50	1,415.30
<b>ASPH-4</b>	ROUTINE POT HOLES	310.00		3,930.84	3,064.31	2,463.45	9,458.60
<b>ASPH-6</b>	SHAVE SHOULDERS	22.00		340.70	774.80		1,115.50
<b>ASPH-7</b>	CRACK SEAL	10.00		132.20	346.25	385.04	863.49
<b>ASPHALT MAINT.</b>							
<b>BRDG-3</b>	SIGNING ON BRIDGES	1.00		31.61	19.00	56.00	106.61
<b>BRUSH AX</b>							
<b>CULV-1</b>	CULVERT WORK GRAVEI	56.00		789.04	1,116.00	1,729.35	3,634.39
<b>CULV-2</b>	CULVERT WORK ASPHAL	349.00		5,211.26	17,474.00	15,240.90	37,926.16
<b>CULV-5</b>	CLEAN CULVERT OUT	10.00		141.25	391.25		532.50
<b>CULV-6</b>	INST. DRIVEWAY CULVEI	40.00		555.24	1,471.00	464.45	2,490.69
<b>DRAIN-1</b>	OPEN DITCH , GRAVEL	128.00		1,811.88	3,179.00	72.60	5,063.48
<b>DRAIN-2</b>	OPEN DITCH , ASPHALT	204.00		2,918.96	5,958.00	2,254.80	11,131.76
<b>DRAIN-4</b>	WASHOUTS/ UNDERMINE	99.00		1,444.53	2,896.00	3,345.50	7,686.03
<b>DRAINAGE</b>							
<b>EMERG-0</b>	LIMBS/DEBRIS	4.00		60.89	174.25		235.14
<b>EMERG-1</b>	EMERG. GRAVEL	14.00		225.26	2,172.50	2,179.50	4,577.26
<b>EMERG-2</b>	EMERG. ASPHALT	3.00		48.57	240.00		288.57
<b>EMERG-3</b>	CULVERT/DRAIN.	4.00		56.36	94.00		150.36
<b>EQUIP-2</b>	EQUIP. MAINTENANCE	20.00		370.75	671.75		1,042.50
<b>GRAVEL</b>							
<b>GRD-1</b>	GRADED/CLOSE OUT	175.00		2,968.38	13,680.00		16,648.38
<b>GRD-6</b>	SPREAD GRAVEL	3.00		53.07	240.00		293.07
<b>GRD-7</b>	GRADING INCOMPLETE	2.00		35.38	160.00		195.38
<b>GRD-8</b>	LOGGER DAMAGE	31.50		542.24	1,101.60		1,643.84
<b>GRVL-1</b>	GRAVEL SURFACE	65.50		1,080.13	5,069.25	13,815.00	19,964.38
<b>GRVL-2</b>	POT HOLES	16.00		211.52	194.02	78.63	484.17
<b>GRVL-5</b>	STOCKPILE MATERIAL	8.00		132.24	600.00		732.24
<b>GRVL-8</b>	BASE REPAIR	3.00		48.57	225.00	594.75	868.32
<b>INSPECT-1</b>	CHECK ROADS / DRAIN.	14.00		226.52	182.00		408.52
<b>INSPECT-5</b>	CHECK WORK SITES	136.00		2,974.37	2,375.00		5,349.37
<b>INSPECT-6</b>	CHECK LOGGER DAMAG	65.00		1,092.43	586.00		1,678.43
<b>INSPECT-8</b>	CK ROAD TRAFFIC	53.00		1,159.19	877.35		2,036.54
<b>MEETINGS-1</b>	JURY/COMM./EMPLOYEE	32.00		512.76			512.76
<b>OFFICE-2</b>	OFFICE WORK	295.00		7,364.69			7,364.69
<b>ONE CALL</b>	MARK LINES	8.00		174.96	133.00		307.96
<b>POT HOLES</b>							
<b>PREP</b>	PREP WORK	162.00		2,470.57	6,136.98	3,506.00	12,113.55
<b>R/W-1</b>	RIGHT OF WAY GRAVEL	3.00		44.36	73.70		118.06
<b>R/W-2</b>	RIGHT OF WAY ASPHALT	12.50		185.62	302.48		488.10
<b>R/W-3</b>	STORM DAMAGE	34.50		510.14	789.22		1,299.36
<b>R/W-4</b>	ROUTINE DEBRI PICKUP	57.00		863.06	1,892.05		2,755.11
<b>SHOP-1</b>	EQUIPMENT REPAIR	4.00		47.78			47.78
<b>SHOP-2</b>	SHOP MAINT.	44.00		939.22	152.50		1,091.72
<b>SIGN-1</b>	SIGN WORK GRAVEL	12.00		182.14	153.90	237.25	573.29
<b>SIGN-2</b>	SIGN WORK ASPHALT	8.00		127.61	102.95	198.50	429.06

# JACKSON PARISH POLICE JURY

## Work Performed by Task Code by Township/Precinct

2

Date Range: 3/01/2021  
3/31/2021

April 6, 2021

Local Code	Task Description	Regular Hrs	OT Hrs	Labor Cost	Eqp Cost	Material Cost	Total Cost
<b>TRAINING-1</b>	TRAINING IN HOUSE	15.00		227.79			227.79
<b>TRUCKING-1</b>	HAULING SUPPLIES	7.00		123.44	446.75		570.19
<b>TRUCKING-2</b>	HAULING EQUIPMENT	2.00		28.53	120.00		148.53
<b>WEED-0</b>	B.H. & B.A. CUTTING	54.00		739.69	1,836.00		2,575.69
<b>WEED-1</b>	BRUSH AX R.O.W.	183.00		2,865.94	10,065.00		12,930.94
<b>WEED-3</b>	MOWING	2.00		27.40	68.00		95.40
	Report Totals	2,801.00	0.00	\$46,310.88	\$88,074.86	\$47,285.22	<b>\$181,670.96</b>

**Jackson Parish Transfer Station  
Monthly Report: MARCH 2021**

Tons of solid waste transported to Union Parish Landfill 1,040.18

Number of loads transported to Union Parish Landfill 49

Dumping fees paid to Union Parish \$ 28,116.05

Commercial Pickup fees collected \$ 23,032.00

Dumping fees paid by contractors \$ 1,379.25

**The following cost figures are estimated cost and these totals are not collected:**

Construction debris dumped at landfill and buried.

Contractors 21.19 \$ 953.55  
(Tons)

Public 24.97 \$ 1,123.65  
(Tons)

**Town of Jonesboro**

Solid Waste hauled by Waste Management 99.21 \$ 4,464.45  
(Tons)

Solid Waste hauled by Town of Jonesboro 11.14 \$ 501.30  
(Tons)

Construction debris hauled by Town of Jonesboro 40.74 \$ 1,833.30  
(Tons)

**Town of Chatham**

Solid Waste 0 \$ 0  
(Tons)

Construction Debris 0 \$ 0  
(Tons)

**Town of Quitman**

Solid Waste 0 \$ 0  
(Tons)

Construction Debris 0 \$ 0  
(Tons)

**Town of Hodge**

Solid Waste 16.29 \$ 733.05  
(Tons)

Construction Debris 27.05 \$ 1,217.25  
(Tons)

**Town of North Hodge**

Solid Waste 0 \$ 0  
(Tons)

Construction Debris 0 \$ 0  
(Tons)

**Town of East Hodge**

Solid Waste 0 \$ 0  
(Tons)

Construction Debris 0 \$ 0  
(Tons)





## Jackson Parish Police Jury

### March 2021 Financial Report

- Total Cash in Master Bank Account at month end: \$7,904,886

<b>RESTRICTED Funds:</b>		<b>Police Jury Department Funds (UNRESTRICTED):</b>	
<b>Boards/Departments:</b>		<b>Operations Departments:</b>	
Library	\$ 2,651,236	General	\$ 673,435
	<i>(Not including Special Funds)</i>	Road	641,281
Tourism	129,699	Asphalt	1,032,767
Health Unit	420,195	Solid Waste	298,104
Coroner	20,995	Homeland Security/OEP	(54,383) *
		Federal Grants (SHSP)	(32,725) *
		<b>Capital Reserve/Projects:</b>	
<b>Reserved Funds:</b>		Current Year Road Program	(3,623) **
Landfill Closure	715,854	Statutory Reserve	300,000
Pavilion/Arena	250,000		
		<b>Specific Purpose:</b>	
<b>Mandated:</b>		Road Sales Tax	522,477
Court Witness Fees	10,055	Certificates of Debt	331,787
<b>Total RESTRICTED Funds:</b>	<b>\$ 4,198,034</b>	<b>Total Police Jury Funds:</b>	<b>\$ 4,457,221</b>

\* Account will be negative until OEP grant requests are submitted and reimbursed

\*\* Account will be negative until 2021 Road Program is adopted and funded

NOTE: 2020 Year-End balances will change as accrued items are processed throughout January and February.

- Total cash receipts (*cash in*): \$322,214 – primarily insurance premium tax, ad valorem, state transportation funds, and sales taxes
- Total checks (*cash out*): (\$840,519) – primarily final payments for debris hauling project and Union Parish dumping fees

#### **Budget vs. Actual Highlights:**

- Ideal Remaining Percent Budget is 76% other than annual items like insurance payments.
- The Finance Committee will review over-budget items at the April Meeting to adjust: final insurance payments, adjusted technology charges, and Road and Asphalt allocations.

#### **Business Updates:**

- Projected health insurance increase is 2% vs. the 5% budget. We will have more information on this as we get closer to May/June open enrollment.
- 1<sup>st</sup> quarter budget transfers were booked to fund the Coroner's Office and processing accounting & payroll fees
- 2020 Audit Fieldwork is taking place April 12 – 16<sup>th</sup>. Please be available for interviews if needed.

*Please see Jury packet for additional materials including detailed Trial Balance, Revenue & Expenditure Report, and Budget Report.*



## Jackson Parish Police Jury

### Final 2020 Budget vs. Actual by Fund:

Fund	Variance	Comments
<b>General</b> <i>(including Coroner and OEP)</i>	\$158,667	Primarily higher tax collections \$107k, lower final billing for prisoner housing \$19k, and lower general building costs \$38k
<b>Road</b>	(\$89,079)	Primarily due to lower ad valorem collections (\$29k), pending reimbursement from FEMA for Jury's 90% portion of Hurricane Laura damages (\$96k), offset by lower fleet costs \$24k
<b>Asphalt</b>	\$5,474	Primarily due to lower ad valorem collections (\$25k), offset by lower pension costs \$6k, and lower fleet costs \$18k
<b>Solid Waste</b>	\$170,556	Primarily increased sales tax collections due to holiday and internet sales and timing of final accrual \$169k
<b>Health Unit</b>	\$2,226	Primarily lower utility costs \$3k
<b>Library</b>	(\$325,207)	Primarily lower ad valorem collections due to drop in millage (\$372k), lower state revenue sharing (\$22k), offset by lower pension costs \$33k, and incomplete capital project for parking lot \$30k
<b>Tourism</b>	(\$296)	Primarily travel costs for board members
<b>Petit/Grand Jury Fees</b>	\$775	Fluctuations on fees paid
<b>Law Enforcement Witness Fees</b>	\$558	Fluctuations on fees paid
<b>Sales &amp; Use Tax</b>	\$35,938	Primarily increased sales tax collections due to holiday sales and timing of final accrual \$36k
<b>Office of Emergency Preparedness</b>	\$17,506	Primarily accounting for Louisiana Cares Funding (re-classified)
<b>Federal Grants (SHSP)</b>	(\$1,911)	Timing of purchase for 2020 award
<b>Current Year Road Program</b>	(\$279)	Final fees for contractors
<b>TOTAL 2020 VARIANCE</b>	<b>(\$25,072)</b>	<i>See detail above</i>

Total Variance to Budget: 1%

**TRIAL BALANCE BY FUND**

Period ending: 03/31/2021

Jackson Parish Police Jury

FY 2021

Account	Account Balance	
	Debit(\$)	Credit(\$)
<b>Fund: 020 MASTER BANK - 20</b>		
020-1-901-00000 CASH IN MASTER BANK ACCOUNT	7,905,101.42	
020-1-902-00000 NET PAYROLL CLEARING	2,052.74	
020-2-991-00100 GENERAL FUND CASH IN BANK		673,435.48
020-2-991-00200 ROAD FUND CASH IN BANK		641,280.62
020-2-991-00300 ROAD SALES TAX CASH IN BANK		522,476.84
020-2-991-00400 LIBRARY CASH IN BANK		2,651,236.35
020-2-991-00500 STATUTORY RESERVE CASH IN BANK		300,000.00
020-2-991-00600 ASPHALT CASH IN BANK		1,032,766.72
020-2-991-00700 HEALTH UNIT CASH IN BANK		420,194.91
020-2-991-00800 CURRENT ROAD PROGRAM CASH IN BANK	3,622.98	
020-2-991-00900 TOURISM CASH IN BANK		129,699.02
020-2-991-01000 LANDFILL CLOSURE CASH IN BANK		715,854.00
020-2-991-01100 SOLID WASTE CASH IN BANK		298,104.40
020-2-991-01200 WITNESS FEE FUND - CASH IN BANK		10,054.82
020-2-991-01500 2015 ROAD CERT OF INDEBT. CASH		331,786.63
020-2-991-01600 JACKSON HOMELAND SEC & O.E.P.	54,382.88	
020-2-991-01700 CORONER'S OFFICE - CASH IN BANK		20,994.95
020-2-991-01800 PAVILION / ARENA CASH IN BANK		250,000.00
020-2-991-02400 FEDERAL GRANTS	32,724.72	
<b>Fund: 020 MASTER BANK - 20 Subtotal:</b>	<b>\$7,997,884.74</b>	<b>\$7,997,884.74</b>
<b>GRAND TOTAL:</b>	<b>\$7,997,884.74</b>	<b>\$7,997,884.74</b>

**BUDGET REPORT BY FUND - ALL**  
 Fiscal Year Start Date: 01/01/2021  
 Current Period End Date: 03/31/2021

Jackson Parish Police Jury  
 FY 2021  
 Ideal Remaining Percent: 76 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
<b>Fund: 001 General Fund - 01</b>						
<b>Expenditure</b>						
001-4-111-01100 Jury: Salary	102,600.00	8,550.00	25,650.00	0.00	76,950.00	75
001-4-111-02810 Jury: Professional Insurance	12,000.00	0.00	12,964.00	0.00	-964.00	-8
001-4-111-03200 Jury: Supplies	1,500.00	120.83	588.47	614.25	297.28	20
001-4-111-03300 Jury: Special Events	4,500.00	0.00	0.00	0.00	4,500.00	100
001-4-111-06100 Jury: Travel & Training	2,500.00	0.00	0.00	0.00	2,500.00	100
001-4-111-06200 Jury: Medicare & Fica	7,848.90	654.08	1,962.23	0.00	5,886.67	75
001-4-111-07000 Jury: Legal & Professional Fees	10,000.00	585.00	1,575.00	0.00	8,425.00	84
001-4-111-08000 Jury: Publications	7,500.00	120.00	666.00	0.00	6,834.00	91
001-4-111-09000 Jury: Dues & Memberships	8,450.00	0.00	8,450.00	0.00	0.00	0
001-4-121-03500 District Court: Office Expense	300.00	50.00	58.00	0.00	242.00	81
001-4-123-01100 District Attorney: Salary	13,699.92	1,141.66	3,424.98	0.00	10,274.94	75
001-4-123-03500 District Attorney: Office Expense	112,000.00	0.00	0.00	0.00	112,000.00	100
001-4-123-06200 District Attorney: Medicare & Fica	198.65	16.55	49.66	0.00	148.99	75
001-4-123-06300 District Attorney: Retirement	548.00	45.67	137.01	0.00	410.99	75
001-4-124-02100 Clerk Of Court: Publications	4,650.00	6.00	6.00	0.00	4,644.00	100
001-4-124-03500 Clerk Of Court: Office Expense	4,000.00	568.28	962.95	0.00	3,037.05	76
001-4-124-04300 Clerk Of Court: Telephone/Internet	1,000.00	0.00	0.00	0.00	1,000.00	100
001-4-124-05400 Clerk Of Court: Court Attendance	2,200.00	0.00	160.00	0.00	2,040.00	93
001-4-126-01100 J.P./Constable: Salary	24,000.00	2,100.00	6,300.00	0.00	17,700.00	74
001-4-126-06100 J.P./Constable: Travel & Supplies	3,000.00	0.00	0.00	0.00	3,000.00	100
001-4-126-06200 J.P./Constable: Medicare & Fica	1,836.00	153.00	474.30	0.00	1,361.70	74
001-4-141-01100 Registrar: Salary	13,141.80	1,095.15	3,285.45	0.00	9,856.35	75
001-4-141-02100 Registrar: Dues & Legal Fees	550.00	0.00	250.00	0.00	300.00	55
001-4-141-02400 Registrar: Telephone/Internet	1,608.00	134.64	266.44	1,341.56	0.00	0
001-4-141-03500 Registrar: Office Expense	4,500.00	848.44	1,228.61	560.89	2,710.50	60
001-4-141-06100 Registrar: Travel & Training	650.00	0.00	0.00	0.00	650.00	100
001-4-141-06200 Registrar: Medicare & Fica	190.56	15.88	47.64	0.00	142.92	75
001-4-141-06300 Registrar: Retirement	2,365.52	197.13	591.39	0.00	1,774.13	75
001-4-142-00000 Election Expenses	3,000.00	600.80	970.00	0.00	2,030.00	68
001-4-151-01100 Finance: Salary	169,811.20	16,328.00	39,840.32	0.00	129,970.88	77
001-4-151-02200 Finance: Telephone/Internet	6,000.00	685.26	1,493.31	4,506.69	0.00	0
001-4-151-02300 Finance: Utilities	6,000.00	1,518.24	2,472.24	0.00	3,527.76	59
001-4-151-02700 Finance: Contracted Services	5,000.00	627.18	822.18	600.00	3,577.82	72
001-4-151-02800 Finance: General Liab. Insurance	5,000.00	0.00	2,909.49	0.00	2,090.51	42
001-4-151-02840 Finance: Workmen'S Comp Ins.	1,130.00	0.00	1,001.32	0.00	128.68	11
001-4-151-03200 Finance: Building Supplies	5,000.00	394.45	1,443.58	0.00	3,556.42	71
001-4-151-03500 Finance: Office Expense	12,000.00	3,371.52	4,716.32	0.00	7,283.68	61
001-4-151-03700 Finance: Professional Services	15,000.00	0.00	5,275.00	6,365.56	3,359.44	22
001-4-151-03800 Finance: Audit Fees	5,100.00	0.00	346.00	0.00	4,754.00	93
001-4-151-04300 Finance: Technology	37,500.00	1,560.03	7,905.96	2,889.45	26,704.59	71
001-4-151-04500 Finance: Security	1,500.00	0.00	119.85	0.00	1,380.15	92
001-4-151-05200 Finance: Physicals/Testing	150.00	0.00	0.00	0.00	150.00	100
001-4-151-05300 Finance: Dues/Memberships	250.00	0.00	50.00	0.00	200.00	80
001-4-151-06100 Finance: Travel & Training	2,000.00	0.00	55.55	0.00	1,944.45	97
001-4-151-06200 Finance: Medicare & Fica	2,462.26	235.79	575.35	0.00	1,886.91	77
001-4-151-06300 Finance: Retirement	20,801.87	2,000.15	4,880.37	0.00	15,921.50	77
001-4-151-06400 Finance: Health Insurance	45,328.45	7,340.64	11,010.96	0.00	34,317.49	76

**BUDGET REPORT BY FUND - ALL**  
 Fiscal Year Start Date: 01/01/2021  
 Current Period End Date: 03/31/2021

Jackson Parish Police Jury  
 FY 2021  
 Ideal Remaining Percent: 76 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
001-4-160-01100 Oep: Director Salary	21,078.00	2,719.56	2,719.56	0.00	18,358.44	87
001-4-160-03500 Oep: Director Office Expenses	0.00	469.44	469.44	0.00	-469.44	0
001-4-160-04300 Oep: Technology	0.00	304.02	432.06	486.18	-918.24	0
001-4-160-06200 Oep: Director Medicare	305.63	39.43	39.43	0.00	266.20	87
001-4-160-06800 Oep: Director Fica	1,306.84	168.61	168.61	0.00	1,138.23	87
001-4-194-01100 Maintenance: Salary	107,580.00	10,256.10	25,067.27	0.00	82,512.73	77
001-4-194-02200 Maintenance: Telephone/Internet	900.00	119.93	166.79	0.00	733.21	81
001-4-194-02300 Maintenance: Utilities	90,000.00	7,726.21	15,439.52	0.00	74,560.48	83
001-4-194-02400 Maintenance: Contracted Services	25,000.00	0.00	2,303.20	5,452.80	17,244.00	69
001-4-194-02500 Maintenance: Uniforms	2,800.00	0.00	207.01	2,308.81	284.18	10
001-4-194-02700 Maintenance: Building Repairs	15,000.00	0.00	0.00	0.00	15,000.00	100
001-4-194-02810 Maintenance: General Insurance	36,000.00	0.00	33,067.35	0.00	2,932.65	8
001-4-194-02820 Maintenance: Gps Fleet Tracking	971.64	80.97	242.91	728.73	0.00	0
001-4-194-02840 Maintenance: Worker'S Comp Insuræ	2,500.00	0.00	2,540.68	0.00	-40.68	-2
001-4-194-03200 Maintenance: Supplies	28,000.00	1,485.31	3,786.91	0.00	24,213.09	86
001-4-194-03300 Maintenance: Fleet Supplies	4,000.00	130.27	183.89	0.00	3,816.11	95
001-4-194-04300 Maintenance:Technology	250.00	45.52	206.51	409.68	-366.19	-146
001-4-194-04500 Maintenance: Security	1,500.00	0.00	0.00	0.00	1,500.00	100
001-4-194-04700 Courthouse: Telephone/Internet	18,000.00	1,324.68	2,614.69	11,692.32	3,692.99	21
001-4-194-05200 Maintenance: Physicals/Tests	350.00	0.00	0.00	0.00	350.00	100
001-4-194-05300 Maintenance:Christmas Decor	1,500.00	0.00	0.00	0.00	1,500.00	100
001-4-194-06100 Maintenance: Travel & Training	100.00	0.00	0.00	0.00	100.00	100
001-4-194-06200 Maintenance: Medicare & Fica	1,559.91	145.59	353.29	0.00	1,206.62	77
001-4-194-06300 Maintenance: Retirement	13,178.55	1,271.35	3,085.71	0.00	10,092.84	77
001-4-194-06400 Maintenance: Health Insurance	28,113.54	4,552.80	6,829.20	0.00	21,284.34	76
001-4-195-01100 Community Center: Salary	3,300.00	122.34	122.34	0.00	3,177.66	96
001-4-195-02200 Community Center: Telephone/Interr	2,800.32	233.35	466.70	2,333.62	0.00	0
001-4-195-02300 Community Center: Utilities	15,000.00	1,654.34	3,376.47	0.00	11,623.53	77
001-4-195-02700 Community Center: Repairs	1,500.00	0.00	75.00	0.00	1,425.00	95
001-4-195-03200 Community Center: Supplies	1,000.00	59.00	722.00	0.00	278.00	28
001-4-201-05200 Sheriff: Parish Prisoner Housing	570,000.00	45,957.01	94,839.38	0.00	475,160.62	83
001-4-201-05210 Sheriff: Parish Prisoner Medical	27,000.00	1,195.94	3,001.34	0.00	23,998.66	89
001-4-201-05400 Sheriff: Court Attendance	3,500.00	306.00	578.00	0.00	2,922.00	83
001-4-201-08500 Sheriff: Courthouse Security Guard	20,500.00	0.00	1,360.00	0.00	19,140.00	93
001-4-221-00000 Fire Protection Allocation	60,000.00	0.00	0.00	0.00	60,000.00	100
001-4-313-05600 Sheriff: Pension	43,000.00	0.00	0.00	0.00	43,000.00	100
001-4-408-00000 Office Of Veteran Affairs	4,056.00	0.00	0.00	0.00	4,056.00	100
001-4-654-01200 Lsu Ag Center: Personnel Support	10,000.00	0.00	0.00	0.00	10,000.00	100
001-4-654-02400 Lsu Ag Center: Telephone/Internet	6,650.00	430.63	856.80	4,543.20	1,250.00	19
001-4-654-02500 Lsu Ag Center: Utilities	800.00	22.85	47.33	0.00	752.67	94
001-4-654-03500 Lsu Ag Center: Supplies	1,082.52	90.21	180.42	0.00	902.10	83
001-4-670-00000 Lgap Grant Expenditures	45,000.00	0.00	-45,700.00	0.00	90,700.00	202
001-4-670-10000 Fema Grant Expenditure	0.00	1,700.00	1,700.00	0.00	-1,700.00	0
001-4-671-00000 Emergency Medical Clearing	490.03	0.00	0.00	0.00	490.03	100
001-4-694-01700 Transfer To Coroner	85,445.00	21,361.25	21,361.25	0.00	64,083.75	75
001-4-700-00000 Watershed Board	240.00	0.00	0.00	0.00	240.00	100
<b>Revenue</b>						
001-3-111-00000 Ad Valorem Tax	1,048,333.44	9,868.76	9,868.76	0.00	1,038,464.68	99
001-3-112-00000 Payment In Lieu Of Property Tax	540.40	0.00	0.00	0.00	540.40	100
001-3-143-00000 Alcohol Beverage Tax	2,400.00	0.00	0.00	0.00	2,400.00	100

**BUDGET REPORT BY FUND - ALL**  
 Fiscal Year Start Date: 01/01/2021  
 Current Period End Date: 03/31/2021

Jackson Parish Police Jury  
 FY 2021  
 Ideal Remaining Percent: 76 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
001-3-185-00000 Insurance Premium Tax	75,000.00	59,219.66	59,429.66	0.00	15,570.34	21
001-3-200-00000 Franchise Fees Tax	1,600.00	0.00	0.00	0.00	1,600.00	100
001-3-211-00000 Alcohol Permit Fees	2,188.00	0.00	0.00	0.00	2,188.00	100
001-3-215-00000 Telecommunication Permit	0.00	0.00	600.00	0.00	-600.00	0
001-3-221-00000 Fire Insurance Rebate (2%)	60,000.00	0.00	0.00	0.00	60,000.00	100
001-3-310-00000 Justice/Constable Reimbursement	12,000.00	2,133.00	3,133.00	0.00	8,867.00	74
001-3-330-00000 State Revenue Sharing	21,000.00	0.00	0.00	0.00	21,000.00	100
001-3-331-00000 Lgap Grant Reimbursement	45,000.00	0.00	-45,700.00	0.00	90,700.00	202
001-3-351-00000 Severance Tax - General	135,000.00	0.00	0.00	0.00	135,000.00	100
001-3-351-01000 Severance Tax - Timber	515,000.00	0.00	0.00	0.00	515,000.00	100
001-3-400-20000 La Cares Reimbursement	362,293.00	0.00	0.00	0.00	362,293.00	100
001-3-500-00000 Community Center Rental Fees	8,000.00	350.00	1,750.00	0.00	6,250.00	78
001-3-510-00000 Accounting & Payroll Services	69,424.48	17,356.12	17,356.12	0.00	52,068.36	75
001-3-611-00000 Interest	6,000.00	300.93	879.66	0.00	5,120.34	85
001-3-621-00000 Office Rental/Lease Fees	1,200.00	100.00	300.00	0.00	900.00	75
001-3-645-00000 Emergency Medical Clearing	490.03	0.00	0.00	0.00	490.03	100
001-3-651-00000 Miscellaneous Revenue	15,000.00	384.98	845.32	0.00	14,154.68	94
001-3-694-00300 Transfer From Sales Tax	250,000.00	0.00	0.00	0.00	250,000.00	100
001-3-800-00000 Building Permit Fees	4,700.00	600.00	925.00	0.00	3,775.00	80
General Fund - 01 Total Revenue	2,635,169.35	90,313.45	49,387.52	0.00	2,585,781.83	98
General Fund - 01 Total Expenditure	1,991,729.11	155,037.08	337,896.99	44,833.74	1,608,998.38	81
General Fund - 01 Net	643,440.24	-64,723.63	-288,509.47	-44,833.74	976,783.45	152
<b>Fund: 002 Road Fund - 02</b>						
<b>Expenditure</b>						
002-4-310-01100 Road: Salaries	418,366.40	36,136.87	88,419.91	0.00	329,946.49	79
002-4-310-01500 Road: Legal Fees	1,500.00	0.00	0.00	0.00	1,500.00	100
002-4-310-02300 Road: Utilities	10,000.00	1,292.65	4,112.42	0.00	5,887.58	59
002-4-310-02400 Road: Telephone/Internet/Mobile	10,750.00	988.65	2,285.78	7,600.33	863.89	8
002-4-310-02500 Road: Lease Equipment	147,460.32	12,297.91	34,511.45	97,948.87	15,000.00	10
002-4-310-02800 Road: Insur:Liab/Vehicle/Wc/Genera	56,250.00	0.00	53,193.47	0.00	3,056.53	5
002-4-310-02840 Road: Workmen'S Comp Insurance	41,000.00	0.00	38,269.00	0.00	2,731.00	7
002-4-310-02900 Road: Culverts	25,000.00	0.00	9,865.00	0.00	15,135.00	61
002-4-310-03400 Road: Gas And Oil	45,000.00	5,476.45	11,504.85	27,719.38	5,775.77	13
002-4-310-03500 Road: Office Expense	4,000.00	384.88	1,104.84	776.20	2,118.96	53
002-4-310-03600 Road: Road Signs	2,500.00	292.29	1,500.49	851.25	148.26	6
002-4-310-03700 Road: Parts & Repairs	60,000.00	3,128.85	10,140.25	8,664.82	41,194.93	69
002-4-310-03800 Road: Supplies	12,000.00	838.24	4,593.99	0.00	7,406.01	62
002-4-310-04000 Road: Gravel/Reclaimed Asphalt	425,000.00	33,784.31	134,064.20	221,060.44	69,875.36	16
002-4-310-04200 Road: Tools/Technology (Non-Equip)	6,133.57	425.11	2,957.90	3,204.72	-29.05	0
002-4-310-05200 Road: Employee Physicals/Testing	1,200.00	295.00	295.00	0.00	905.00	75
002-4-310-05500 Road: Gps Fleet Tracking	4,048.56	337.38	1,012.14	3,036.42	0.00	0
002-4-310-06200 Road: Medicare & Fica	6,066.31	706.21	1,737.08	0.00	4,329.23	71
002-4-310-06300 Road: Retirement	51,249.88	4,064.15	9,947.12	0.00	41,302.76	81
002-4-310-06400 Road: Group Insurance	102,174.64	15,412.69	23,307.48	0.00	78,867.16	77
002-4-310-06700 Road: Unemployment	2,250.00	0.00	0.00	0.00	2,250.00	100
002-4-310-08500 Road: Contract Payments	22,000.00	316.00	1,239.00	2,200.00	18,561.00	84
002-4-313-01000 Road: Engineering Fees - Contractor	40,000.00	248.50	2,293.68	37,706.32	0.00	0
002-4-313-02000 Road: Professional Services	10,500.00	0.00	520.00	0.00	9,980.00	95
002-4-313-05600 Road: Retirement/Pension Charges	41,000.00	0.00	0.00	0.00	41,000.00	100

**BUDGET REPORT BY FUND - ALL**  
 Fiscal Year Start Date: 01/01/2021  
 Current Period End Date: 03/31/2021

Jackson Parish Police Jury  
 FY 2021  
 Ideal Remaining Percent: 76 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
002-4-313-06100 Road: Employee Travel	250.00	0.00	100.00	0.00	150.00	60
002-4-313-08300 Road: Surveillance/Security	750.00	0.00	0.00	0.00	750.00	100
002-4-313-09000 Road: Debris Hauling & Monitoring	0.00	19,000.00	-201,473.49	0.00	201,473.49	0
002-4-316-00000 Road: Roadside Litter Pickup	34,000.00	0.00	0.00	0.00	34,000.00	100
002-4-500-00000 Road: Membership Dues/Fees	300.00	0.00	0.00	0.00	300.00	100
<b>Revenue</b>						
002-3-111-00000 Road: Ad Valorem Tax	1,017,214.08	9,575.45	9,575.45	0.00	1,007,638.63	99
002-3-112-00000 Road: Payment In Lieu Of Prop. Tax	500.00	0.00	0.00	0.00	500.00	100
002-3-330-00000 Road: State Revenue Sharing	21,000.00	0.00	0.00	0.00	21,000.00	100
002-3-400-10000 Federal Grant Reimbursement	0.00	0.00	-1,362,219.68	0.00	1,362,219.68	0
002-3-611-00000 Road: Interest	6,000.00	149.11	711.05	0.00	5,288.95	88
Road Fund - 02 Total Revenue	1,044,714.08	9,724.56	-1,351,933.18	0.00	2,396,647.26	229
Road Fund - 02 Total Expenditure	1,580,749.68	135,426.14	235,501.56	410,768.75	934,479.37	59
Road Fund - 02 Net	-536,035.60	-125,701.58	-1,587,434.74	-410,768.75	1,462,167.89	-273
<b>Fund: 003 Sales Tax Fund - 03</b>						
<b>Expenditure</b>						
003-4-312-05500 Sales Tax: Collection Expense	25,050.00	552.83	552.83	0.00	24,497.17	98
003-4-694-00100 Sales Tax: Trans To General	250,000.00	0.00	0.00	0.00	250,000.00	100
003-4-694-00600 Sales Tax: Trans To Asphalt	77,500.00	0.00	0.00	0.00	77,500.00	100
003-4-694-00800 Sales Tax: Trans To Cy Road Progra	650,000.00	0.00	0.00	0.00	650,000.00	100
003-4-694-01100 Sales Tax: Transfer To Solid Waste	375,000.00	0.00	0.00	0.00	375,000.00	100
003-4-694-01500 Sales Tax: Trans To Cert Of Debt	331,945.50	0.00	0.00	0.00	331,945.50	100
<b>Revenue</b>						
003-3-131-00000 Sales Tax: Tax Receipts	1,670,000.00	67,840.96	67,840.96	0.00	1,602,159.04	96
Sales Tax Fund - 03 Total Revenue	1,670,000.00	67,840.96	67,840.96	0.00	1,602,159.04	96
Sales Tax Fund - 03 Total Expenditure	1,709,495.50	552.83	552.83	0.00	1,708,942.67	100
Sales Tax Fund - 03 Net	-39,495.50	67,288.13	67,288.13	0.00	-106,783.63	270
<b>Fund: 004 Library Fund - 04</b>						
<b>Expenditure</b>						
004-4-506-01100 Library Salary	535,000.00	49,827.15	121,465.14	0.00	413,534.86	77
004-4-506-01200 Library Legal Fees	1,000.00	0.00	0.00	0.00	1,000.00	100
004-4-506-02100 Library Dues & Memberships	6,000.00	42.00	2,339.28	0.00	3,660.72	61
004-4-506-02300 Library Utilities	30,000.00	3,636.12	6,797.90	0.00	23,202.10	77
004-4-506-02400 Library Telephone	12,100.00	938.31	1,897.37	0.00	10,202.63	84
004-4-506-02800 Library Liability Insurance	25,000.00	0.00	12,908.00	0.00	12,092.00	48
004-4-506-03200 Maint Supplies/Building & Grounds	80,000.00	3,521.59	11,006.83	25,241.28	43,751.89	55
004-4-506-03300 Technology - Maint. & Support	65,500.00	3,417.30	18,274.56	12,071.21	35,154.23	54
004-4-506-03400 Bookmobile Expenses	10,000.00	0.00	138.39	0.00	9,861.61	99
004-4-506-03500 Office Supplies	51,000.00	4,235.44	10,561.42	13,786.64	26,651.94	52
004-4-506-03600 Grant Expenditures	0.00	1,197.01	1,807.11	0.00	-1,807.11	0
004-4-506-03700 Professional Services	2,500.00	0.00	0.00	0.00	2,500.00	100
004-4-506-03900 Programming	62,500.00	4,320.90	8,052.60	12,525.17	41,922.23	67
004-4-506-04000 Library Accounting & Payroll Fees	51,229.38	8,490.56	8,490.56	0.00	42,738.82	83
004-4-506-04300 Bookmobile Purchase	201,650.00	0.00	0.00	197,077.60	4,572.40	2
004-4-506-04400 Books, Bindery, & Periodicals	120,000.00	21,532.07	38,730.10	71,114.25	10,155.65	8
004-4-506-05200 Library Physicals/Tests	1,000.00	0.00	0.00	0.00	1,000.00	100

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
004-4-506-05600 Pension/Retirement Deduction	70,000.00	0.00	0.00	0.00	70,000.00	100
004-4-506-06100 Library Travel	12,500.00	715.00	715.00	0.00	11,785.00	94
004-4-506-06200 Library Medicare	8,000.00	706.11	1,721.27	0.00	6,278.73	78
004-4-506-06300 Library Retirement	66,000.00	5,799.45	14,158.97	0.00	51,841.03	79
004-4-506-06400 Library Group Insurance	120,000.00	21,305.49	31,942.77	0.00	88,057.23	73
004-4-506-06750 Library Workmen'S Comp	0.00	0.00	1,117.00	0.00	-1,117.00	0
004-4-506-06800 Library Fica	1,000.00	123.15	333.81	0.00	666.19	67
004-4-507-00000 Capital Outlay Projects	70,000.00	0.00	0.00	70,200.00	-200.00	0
004-4-507-02000 Capital Outlay: Parking Lot	0.00	8,266.80	8,266.80	0.00	-8,266.80	0
<b>Revenue</b>						
004-3-111-00000 Library Ad Valorem	970,800.00	8,971.67	8,971.67	0.00	961,828.33	99
004-3-112-00000 Payments In Lieu Of Property Taxes	1,000.00	0.00	0.00	0.00	1,000.00	100
004-3-330-00000 Library State Revenue Sharing	30,000.00	0.00	0.00	0.00	30,000.00	100
004-3-346-01000 Grant Reimbursements	31,775.00	2,079.20	6,237.60	0.00	25,537.40	80
004-3-611-00000 Library Interest	20,000.00	616.48	1,702.99	0.00	18,297.01	91
Library Fund - 04 Total Revenue	1,053,575.00	11,667.35	16,912.26	0.00	1,036,662.74	98
Library Fund - 04 Total Expenditure	1,601,979.38	138,074.45	300,724.88	402,016.15	899,238.35	56
Library Fund - 04 Net	-548,404.38	-126,407.10	-283,812.62	-402,016.15	137,424.39	-25
<b>Fund: 006 Asphalt Fund - 06</b>						
<b>Expenditure</b>						
006-4-312-01000 Asphalt - Materials	260,000.00	2,230.34	4,424.19	4,475.81	251,100.00	97
006-4-312-01100 Asphalt - Salaries	408,366.40	36,136.87	88,419.91	0.00	319,946.49	78
006-4-312-02500 Equipment - Rental	3,500.00	0.00	0.00	0.00	3,500.00	100
006-4-312-02900 Asphalt - Culverts	20,000.00	0.00	9,865.00	0.00	10,135.00	51
006-4-312-03000 Supplies - Asphalt	5,000.00	-2.50	2,587.00	0.00	2,413.00	48
006-4-312-03100 Signs - Asphalt	4,000.00	203.82	1,351.69	1,518.75	1,129.56	28
006-4-312-03400 Fuel & Oil	30,000.00	3,278.73	6,199.72	15,722.56	8,077.72	27
006-4-312-03600 Office Expense	0.00	253.00	253.00	0.00	-253.00	0
006-4-312-03700 Parts & Repairs	35,000.00	2,956.89	19,704.81	5,987.83	9,307.36	27
006-4-312-04300 Tools / Technology (Non Equipment)	2,633.57	0.00	1,682.57	0.00	951.00	36
006-4-312-05200 Physicals/Drug Tests	1,200.00	0.00	0.00	0.00	1,200.00	100
006-4-312-05500 Gps Fleet Tracking	4,372.32	364.36	1,093.08	3,279.24	0.00	0
006-4-312-05600 Pension/Retirement Deductions	40,000.00	0.00	0.00	0.00	40,000.00	100
006-4-312-06100 Travel	250.00	0.00	0.00	0.00	250.00	100
006-4-312-06200 Asphalt - Medicare	5,921.31	706.20	1,737.03	0.00	4,184.28	71
006-4-312-06300 Asphalt - Retirement	50,024.88	4,064.15	9,947.12	0.00	40,077.76	80
006-4-312-06400 Asphalt - Insurance	102,174.64	15,412.67	23,307.85	0.00	78,866.79	77
006-4-312-06700 Asphalt - Unemployment	2,250.00	0.00	0.00	0.00	2,250.00	100
006-4-313-01000 Engineering Fees - Contracted	12,500.00	106.50	617.80	9,382.20	2,500.00	20
006-4-313-02000 Professional Services	7,700.00	0.00	0.00	0.00	7,700.00	100
<b>Revenue</b>						
006-3-111-00000 Asphalt Tax	884,956.80	8,330.45	8,330.45	0.00	876,626.35	99
006-3-112-00000 Payment In Lieu Of Property Taxes	500.00	0.00	0.00	0.00	500.00	100
006-3-330-00000 Asphalt - State Revenue Sharing	19,000.00	0.00	0.00	0.00	19,000.00	100
006-3-611-00000 Asphalt Interest	13,200.00	437.94	1,160.67	0.00	12,039.33	91
006-3-694-00300 Transfer From Sales Tax	77,500.00	0.00	0.00	0.00	77,500.00	100
Asphalt Fund - 06 Total Revenue	995,156.80	8,768.39	9,491.12	0.00	985,665.68	99



Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
Asphalt Fund - 06 Total Expenditure	994,893.12	65,711.03	171,190.77	40,366.39	783,335.96	79
Asphalt Fund - 06 Net	263.68	-56,942.64	-161,699.65	-40,366.39	202,329.72	76,733
<b>Fund: 007 Health Unit - 07</b>						
<b>Expenditure</b>						
007-4-194-00000 Building & Grounds	7,500.00	239.00	763.00	0.00	6,737.00	90
007-4-194-01100 Salaries - Jury Funded Health Unit	75,773.36	7,375.76	17,510.13	0.00	58,263.23	77
007-4-194-02840 Health Unit: Worker'S Comp Ins.	200.00	0.00	151.00	0.00	49.00	25
007-4-194-05600 Pension / Retirement Tax Deduction	6,700.00	0.00	0.00	0.00	6,700.00	100
007-4-194-06200 Employer'S Share - Medicare	1,098.71	106.96	253.90	0.00	844.81	77
007-4-194-06300 Employer'S Share - Retirement	6,061.87	560.60	1,359.45	0.00	4,702.42	78
007-4-194-06800 Employer'S Share - Fica	3,182.48	315.44	737.23	0.00	2,445.25	77
007-4-194-06900 Employee Health Insurance Benefits	18,742.36	3,035.20	4,552.80	0.00	14,189.56	76
007-4-194-07100 Physicals / Drug Testing	200.00	0.00	0.00	0.00	200.00	100
007-4-401-02300 Utilities	15,500.00	1,392.55	3,568.57	0.00	11,931.43	77
007-4-401-02800 Insurance - Lia/Bldg	7,000.00	0.00	5,401.00	0.00	1,599.00	23
007-4-401-03500 Health Unit Supplies	125.00	0.00	0.00	0.00	125.00	100
007-4-401-04000 Technology & Tools	500.00	0.00	0.00	0.00	500.00	100
007-4-401-05000 Telephone / Internet Service	2,250.00	186.92	429.84	0.00	1,820.16	81
007-4-699-04000 Audit & Accounting Services	35,662.24	8,490.56	8,490.56	0.00	27,171.68	76
<b>Revenue</b>						
007-3-111-00000 Ad Valorem Property Tax	155,596.80	1,464.58	1,464.58	0.00	154,132.22	99
007-3-112-00000 Payment In Lieu Of Property Taxes	100.00	0.00	0.00	0.00	100.00	100
007-3-611-00000 Health Unit Interest	1,065.00	97.71	268.89	0.00	796.11	75
Health Unit - 07 Total Revenue	156,761.80	1,562.29	1,733.47	0.00	155,028.33	99
Health Unit - 07 Total Expenditure	180,496.02	21,702.99	43,217.48	0.00	137,278.54	76
Health Unit - 07 Net	-23,734.22	-20,140.70	-41,484.01	0.00	17,749.79	-75
<b>Fund: 008 Current Year Road Project - 08</b>						
<b>Expenditure</b>						
008-4-403-07100 Contractual - Projects	815,000.00	0.00	0.00	0.00	815,000.00	100
008-4-403-07300 Engineering Fees	70,000.00	0.00	12,139.60	37,860.40	20,000.00	29
008-4-403-07400 Laboratory Testing Fees	5,000.00	0.00	2,500.00	0.00	2,500.00	50
<b>Revenue</b>						
008-3-600-10000 State Transportation Act Funds	240,000.00	19,997.99	38,605.43	0.00	201,394.57	84
008-3-694-00300 Curr Yr Road Proj: Trans From Sales	650,000.00	0.00	0.00	0.00	650,000.00	100
Current Year Road Project Total Revenue	890,000.00	19,997.99	38,605.43	0.00	851,394.57	96
Current Year Road Proj Total Expenditure	890,000.00	0.00	14,639.60	37,860.40	837,500.00	94
Current Year Road Project - 08 Net	0.00	19,997.99	23,965.83	-37,860.40	13,894.57	0
<b>Fund: 009 Tourism Fund - 09</b>						
<b>Expenditure</b>						
009-4-655-02100 Tourism: Advertising	15,000.00	0.00	0.00	0.00	15,000.00	100
009-4-655-03100 Tourism: Education/Recreation/Cultu	15,000.00	0.00	0.00	0.00	15,000.00	100
009-4-655-03500 Tourism: Office Expense	1,000.00	177.01	177.01	0.00	822.99	82
009-4-655-06000 Tourism: Dues, Memberships, Regis	2,000.00	405.00	405.00	0.00	1,595.00	80
009-4-655-06100 Tourism: Travel Expense	5,000.00	0.00	0.00	0.00	5,000.00	100
009-4-699-00000 Audit & Accounting Services	2,050.00	375.00	375.00	0.00	1,675.00	82

**BUDGET REPORT BY FUND - ALL**  
 Fiscal Year Start Date: 01/01/2021  
 Current Period End Date: 03/31/2021

Jackson Parish Police Jury  
 FY 2021  
 Ideal Remaining Percent: 76 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
<b>Revenue</b>						
009-3-341-00000 Tourism: Grant Reve nue	23,000.00	0.00	0.00	0.00	23,000.00	100
009-3-611-00000 Tourism: Interest	1,000.00	30.16	80.25	0.00	919.75	92
Tourism Fund - 09 Total Revenue	24,000.00	30.16	80.25	0.00	23,919.75	100
Tourism Fund - 09 Total Expenditure	40,050.00	957.01	957.01	0.00	39,092.99	98
Tourism Fund - 09 Net	-16,050.00	-926.85	-876.76	0.00	-15,173.24	95
<b>Fund: 010 Landfill Closure - 10</b>						
<b>Revenue</b>						
010-3-694-01000 Landfill Closure: Trans From Solid	22,000.00	0.00	0.00	0.00	22,000.00	100
Landfill Closure - 10 Total Revenue	22,000.00	0.00	0.00	0.00	22,000.00	100
Landfill Closure - 10 Total Expenditure	0.00	0.00	0.00	0.00	0.00	0
Landfill Closure - 10 Net	22,000.00	0.00	0.00	0.00	22,000.00	100
<b>Fund: 011 Solid Waste - 11</b>						
<b>Expenditure</b>						
011-4-151-05500 Admin Collection Cost & Commissior	16,500.00	829.25	829.25	0.00	15,670.75	95
011-4-341-01100 Salary	665,993.60	62,813.74	152,054.64	0.00	513,938.96	77
011-4-341-01500 Engineer	9,000.00	0.00	0.00	0.00	9,000.00	100
011-4-341-02000 Fees / Permits / Audit Fees	10,800.00	0.00	0.00	0.00	10,800.00	100
011-4-341-02100 Publications	500.00	0.00	0.00	0.00	500.00	100
011-4-341-02300 Utilities	19,000.00	2,441.95	3,605.70	0.00	15,394.30	81
011-4-341-02400 Telephone	6,276.00	482.71	1,197.02	2,584.17	2,494.81	40
011-4-341-03200 Credit Card Fees	0.00	0.55	0.55	0.00	-0.55	0
011-4-341-03300 Tires	18,000.00	367.35	3,277.42	0.00	14,722.58	82
011-4-341-03400 Gas & Oil	110,000.00	17,273.41	20,260.66	889.72	88,849.62	81
011-4-341-03500 Office Expense	2,000.00	1,013.21	1,470.72	0.00	529.28	26
011-4-341-03700 Parts, Repairs, Supplies, Etc.	120,000.00	5,462.65	12,476.28	1,412.80	106,110.92	88
011-4-341-04200 Tools/Technology (Non Equipment)	6,900.71	1,007.44	6,900.33	1,382.04	-1,381.66	-20
011-4-341-04350 Lease Of Equipment	53,351.40	2,245.95	11,401.85	2,200.00	39,749.55	75
011-4-341-04400 Non-Capitalized Assets	5,500.00	0.00	0.00	0.00	5,500.00	100
011-4-341-05200 Physicals/Tests	1,000.00	145.00	145.00	0.00	855.00	86
011-4-341-05500 Gps Fleet Tracking	4,210.44	350.87	1,052.61	3,157.83	0.00	0
011-4-341-06100 Travel, Conference, Training	1,200.00	0.00	0.00	0.00	1,200.00	100
011-4-341-06200 Medicare	9,656.91	906.40	2,194.63	0.00	7,462.28	77
011-4-341-06300 Retirement	81,584.22	7,694.69	18,626.69	0.00	62,957.53	77
011-4-341-06400 Group Insurance	149,733.50	25,765.94	37,890.11	0.00	111,843.39	75
011-4-341-06500 Solid Waste: Workmen'S Comp Ins	35,000.00	0.00	37,155.00	0.00	-2,155.00	-6
011-4-341-08200 Testing Fees	1,000.00	0.00	0.00	643.00	357.00	36
011-4-341-08300 Surveillance / Enforcement Costs	2,000.00	800.00	800.00	0.00	1,200.00	60
011-4-341-08600 Dumping Fees	315,000.00	17,970.93	42,746.90	0.00	272,253.10	86
011-4-341-08700 Insurance/Lia/Veh/Wc	51,250.00	0.00	44,391.63	0.00	6,858.37	13
011-4-694-01000 Solid Waste: Trans To Landfill Clos	22,000.00	0.00	0.00	0.00	22,000.00	100
<b>Revenue</b>						
011-3-131-00000 Sales Tax Receipts	1,100,000.00	101,761.41	101,761.41	0.00	998,238.59	91
011-3-341-08400 Recycling Metal/Plastic/Paper/Etc	16,000.00	2,238.00	5,326.80	0.00	10,673.20	67
011-3-441-00000 Dumping Fee Charged	10,000.00	1,383.95	2,656.45	0.00	7,343.55	73
011-3-441-01000 Commercial Collection Fees	200,000.00	24,610.50	64,750.95	0.00	135,249.05	68

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
011-3-611-00000 Interest	3,000.00	235.77	647.13	0.00	2,352.87	78
011-3-641-00000 Sale Of Equip/Scrap	1,000.00	0.00	0.00	0.00	1,000.00	100
011-3-643-00000 Recycled Wood Products - Fuel	8,500.00	0.00	0.00	0.00	8,500.00	100
011-3-694-00300 Solid Waste: Transfer From Sales Ta	375,000.00	0.00	0.00	0.00	375,000.00	100
Solid Waste - 11 Total Revenue	1,713,500.00	130,229.63	175,142.74	0.00	1,538,357.26	90
Solid Waste - 11 Total Expenditure	1,717,456.78	147,572.04	398,476.99	12,269.56	1,306,710.23	76
Solid Waste - 11 Net	-3,956.78	-17,342.41	-223,334.25	-12,269.56	231,647.03	-5,854
<b>Fund: 012 Off Duty Witness Fees - 12</b>						
<b>Expenditure</b>						
012-4-350-00000 Agency Reimbursement - Off Duty F	9,000.00	250.00	1,700.00	0.00	7,300.00	81
<b>Revenue</b>						
012-3-200-00000 Sheriff - Court Fees / Fines	9,000.00	160.00	614.50	0.00	8,385.50	93
Off Duty Witness Fees - 12 Total Revenue	9,000.00	160.00	614.50	0.00	8,385.50	93
Off Duty Witness Fees Total Expenditure	9,000.00	250.00	1,700.00	0.00	7,300.00	81
Off Duty Witness Fees - 12 Net	0.00	-90.00	-1,085.50	0.00	1,085.50	0
<b>Fund: 015 2015 Road Cert. Of Indebtedness - 15</b>						
<b>Expenditure</b>						
015-4-310-04300 Certificates Of Indebtedness	305,000.00	0.00	0.00	0.00	305,000.00	100
015-4-310-04400 Interest - Cert Of Indebtedness	26,786.63	0.00	0.00	0.00	26,786.63	100
<b>Revenue</b>						
015-3-694-00300 Cert. Of Debt: Trans From Sales Tax	331,945.50	0.00	0.00	0.00	331,945.50	100
2015 Road Cert. Of Indebte Total Revenue	331,945.50	0.00	0.00	0.00	331,945.50	100
2015 Road Cert. Of Ind Total Expenditure	331,786.63	0.00	0.00	0.00	331,786.63	100
2015 Road Cert. Of Indebtedness - 15 Net	158.87	0.00	0.00	0.00	158.87	100
<b>Fund: 016 Jackson O.E.P - 16</b>						
<b>Expenditure</b>						
016-4-310-01100 Salary - O.E.P. Director	0.00	-2,033.32	0.00	0.00	0.00	0
016-4-310-02300 Conferences / Workshops	1,000.00	0.00	0.00	0.00	1,000.00	100
016-4-310-03500 Office Supplies	0.00	-119.55	0.00	0.00	0.00	0
016-4-310-06200 Employer'S Share - Medicare	0.00	-29.48	0.00	0.00	0.00	0
016-4-310-06300 Employer'S Share - Par Retirement	2,582.06	0.00	0.00	0.00	2,582.06	100
016-4-310-06800 Employer'S Share - Fica	0.00	-126.07	0.00	0.00	0.00	0
016-4-400-00000 Hazard Mitigation Grant Program	362,293.00	-250.00	780.00	0.00	361,513.00	100
<b>Revenue</b>						
016-3-340-00000 Empg - Gohsep - State Of La	26,270.26	0.00	-26,191.22	0.00	52,461.48	200
Jackson O.E.P - 16 Total Revenue	26,270.26	0.00	-26,191.22	0.00	52,461.48	200
Jackson O.E.P - 16 Total Expenditure	365,875.06	-2,558.42	780.00	0.00	365,095.06	100
Jackson O.E.P - 16 Net	-339,604.80	2,558.42	-26,971.22	0.00	-312,633.58	92
<b>Fund: 017 Coroner Fund - 17</b>						
<b>Expenditure</b>						
017-4-125-01100 Salaries - Coroner'S Office	30,000.00	2,500.00	7,600.00	0.00	22,400.00	75
017-4-125-06200 Medicare - Employer'S Share	435.00	36.26	110.21	0.00	324.79	75
017-4-125-06800 Fica - Employer'S Share	1,860.00	155.00	471.20	0.00	1,388.80	75

**BUDGET REPORT BY FUND - ALL**  
 Fiscal Year Start Date: 01/01/2021  
 Current Period End Date: 03/31/2021

Jackson Parish Police Jury  
 FY 2021  
 Ideal Remaining Percent: 76 %

Account	Budgeted	Current	Year To Date	Encumbrance	Remaining Balance	PCT
017-4-125-10000 Dues - Coroner'S Association	350.00	0.00	350.00	0.00	0.00	0
017-4-200-00000 Contracted Workers	300.00	0.00	0.00	0.00	300.00	100
017-4-300-00000 Autopsy Professional Charges	24,000.00	0.00	6,020.00	0.00	17,980.00	75
017-4-310-00000 Indigent Disposition	1,500.00	0.00	0.00	0.00	1,500.00	100
017-4-350-00000 Forensic Assault Specialists	350.00	0.00	0.00	0.00	350.00	100
017-4-355-00000 Toxicology	500.00	0.00	0.00	0.00	500.00	100
017-4-500-00000 Opc'S - Out-Of-Parish	9,450.00	600.00	1,200.00	0.00	8,250.00	87
017-4-600-00000 Office Supplies, Misc. Exp	2,000.00	130.51	321.55	409.68	1,268.77	63
017-4-610-00000 Computer Software	1,500.00	0.00	1,170.00	0.00	330.00	22
017-4-650-00000 Medical Supplies	9,000.00	553.80	1,655.16	0.00	7,344.84	82
017-4-700-00000 Travel Expense - Coroners	3,300.00	0.00	0.00	0.00	3,300.00	100
017-4-705-00000 Vehicle / Liability Insurance	2,000.00	0.00	491.52	0.00	1,508.48	75
017-4-710-00000 Vehicle Expense - Repairs Etc	1,000.00	29.55	67.04	0.00	932.96	93
017-4-715-00000 Utilities (Phone/Gas/Water/Electric	3,600.00	433.22	1,043.91	0.00	2,556.09	71
017-4-716-00000 Coroner'S Office Telephone	3,800.00	408.03	656.02	2,584.02	559.96	15
017-4-800-00000 Building Repairs And Renovations	4,000.00	0.00	724.54	0.00	3,275.46	82
<b>Revenue</b>						
017-3-100-10000 Coroner: Municipal Fees	12,000.00	2,147.01	2,517.05	0.00	9,482.95	79
017-3-100-20000 Coroner: Coroner'S Fees	1,500.00	340.00	390.00	0.00	1,110.00	74
017-3-694-00100 Coroner: Transfer From General Fur	85,445.00	21,361.25	21,361.25	0.00	64,083.75	75
Coroner Fund - 17 Total Revenue	98,945.00	23,848.26	24,268.30	0.00	74,676.70	75
Coroner Fund - 17 Total Expenditure	98,945.00	4,846.37	21,881.15	2,993.70	74,070.15	75
Coroner Fund - 17 Net	0.00	19,001.89	2,387.15	-2,993.70	606.55	0
<b>Fund: 024 Federal Grants Fund - 24</b>						
<b>Expenditure</b>						
024-4-200-02020 2020 Shsp Grant Expenditures	30,500.00	0.00	0.00	0.00	30,500.00	100
<b>Revenue</b>						
024-3-100-02019 2019 Shsp Grant Reimbursement	0.00	0.00	-30,556.43	0.00	30,556.43	0
024-3-100-02020 2020 Shsp Grant Reimbursement	30,500.00	0.00	0.00	0.00	30,500.00	100
Federal Grants Fund - 24 Total Revenue	30,500.00	0.00	-30,556.43	0.00	61,056.43	200
Federal Grants Fund - Total Expenditure	30,500.00	0.00	0.00	0.00	30,500.00	100
Federal Grants Fund - 24 Net	0.00	0.00	-30,556.43	0.00	30,556.43	0
<b>Fund: 026 Court Fees Fund - 26</b>						
<b>Expenditure</b>						
026-4-400-00000 Petit / Grand Jury Fees	5,500.00	0.00	553.16	0.00	4,946.84	90
<b>Revenue</b>						
Court Fees Fund - 26 Total Revenue	0.00	0.00	0.00	0.00	0.00	0
Court Fees Fund - 26 Total Expenditure	5,500.00	0.00	553.16	0.00	4,946.84	90
Court Fees Fund - 26 Net	-5,500.00	0.00	-553.16	0.00	-4,946.84	90
<b>Report Total Revenue</b>	<b>\$10,701,537.79</b>	<b>\$364,143.04</b>	<b>\$-1,024,604.28</b>	<b>\$0.00</b>	<b>\$11,726,142.07</b>	<b>110</b>
<b>Report Total Expenditure</b>	<b>\$11,548,456.28</b>	<b>\$667,571.52</b>	<b>\$1,528,072.42</b>	<b>\$951,108.69</b>	<b>\$9,069,275.17</b>	<b>79</b>
<b>Report Totals Net</b>	<b>\$-846,918.49</b>	<b>\$-303,428.48</b>	<b>\$-2,552,676.70</b>	<b>\$-951,108.69</b>	<b>\$2,656,866.90</b>	<b>-314</b>

**CASH RECEIPTS REGISTER FOR ALL CASH ACCOUNTS BY DEPOSIT NUMBER**

Jackson Parish Police Jury

Deposit Dates: 3/1/2021 to 3/31/2021

FY 2021

Deposit Numbers: 640 to 667

User IDs: All

Deposit # / Date / Cash Account						Deposit Amount (\$)
640	03/01/2021	020-1-901-00000				7,192.00
643	03/02/2021	020-1-901-00000				6,839.64
644	03/04/2021	020-1-901-00000				168,220.29
645	03/04/2021	020-1-901-00000				5,294.33
646	03/05/2021	020-1-901-00000				3,351.50
647	03/08/2021	020-1-901-00000				28,384.00
648	03/10/2021	020-1-901-00000				1,912.50
649	03/12/2021	020-1-901-00000				6,598.08
650	03/15/2021	020-1-901-00000				11,998.20
651	03/16/2021	020-1-901-00000				2,821.00
652	03/16/2021	020-1-901-00000				38,210.91
653	03/18/2021	020-1-901-00000				4,215.35
654	03/22/2021	020-1-901-00000				2,369.67
655	03/19/2021	020-1-901-00000				1,874.83
656	03/17/2021	020-1-901-00000				19,997.99
657	03/24/2021	020-1-901-00000				1,923.75
658	03/26/2021	020-1-901-00000				1,067.37
659	03/29/2021	020-1-901-00000				2,033.05
660	03/31/2021	020-1-901-00000				3,385.50
661	03/30/2021	020-1-901-00000				1,433.00
662	03/01/2021	020-1-901-00000				700.00
663	03/15/2021	020-1-901-00000				550.00
665	03/31/2021	020-1-902-00000				29.47
666	03/31/2021	020-1-901-00000				1,838.63
667	03/10/2021	020-1-901-00000				-26.67
<b>GRAND TOTAL:</b>						<b>\$322,214.39</b>



# JACKSON PARISH POLICE JURY

Jackson Parish Administrative Building

160 Industrial Drive

Jonesboro, Louisiana 71251-3446

Phone: (318) 259-2361

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

Motion \_\_\_\_\_, seconded \_\_\_\_\_ to adopt the following resolution entering into agreements associated with administration and engineering services for the FY 2022-2023 LCDBG program. Motion carried.

## MEMBERS

### District 1

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

### District 2

LEWIS CHATHAM  
1575 Mariah Road  
Chatham, LA. 71226  
(318) 235-0254

### District 3

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

### District 4

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

### District 5

TARNESHALA COWANS  
598 Beech Springs Road  
Jonesboro, LA. 71251  
(318) 475-0893

### District 6

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

### District 7

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

## RESOLUTION

**WHEREAS,**

the Jackson Parish Police Jury (“Police Jury”) desires to submit a fiscal year 2022/2023 Louisiana Community Development Block Grant Public Facilities application (the “Application”); and,

**WHEREAS,**

the Police Jury intends to use local funds to pay for administrative costs including pre-agreement costs, administrative consultant fees, and any other administrative costs incurred by the Police Jury associated with the Application; and,

**WHEREAS**

the Police Jury intends to use local funds to pay for engineering costs including pre-agreement costs, basic engineering design, surveying, project representation, construction phase services and any other engineering costs incurred by the Police Jury associated with the Application; and,

**WHEREAS,**

the Police Jury desires to enter into an agreement with Frye Magee, LLC, to perform all administrative consulting services associated with the Application, including but not limited to assistance with developing the Application, and thereafter performing all administrative consulting duties following a grant award; and,

**WHEREAS,**

the Police Jury desires to enter into an agreement with Riley Company of Louisiana, Inc. to perform all engineering consulting services associated with the Application, which includes assistance with developing the Application, and thereafter performing all engineering consulting services, including but not limited to basic engineering design, surveying, project representation, construction phase services and any other engineering costs incurred by the Police Jury, following a grant award.

## **NOW THEREFORE BE IT RESOLVED BY THE JACKSON PARISH POLICE JURY**

1. The Police Jury enters into an agreement with Frye Magee, LLC to develop and submit the Application, and thereafter to perform all administrative consulting duties following a grant award.



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2. The Police Jury enters into an agreement with Riley Company of Louisiana, Inc. to assist with the development of the Application, and thereafter to perform all engineering consulting services, including basic engineering design, topographic surveying, project representation, construction phase services and any other engineering costs incurred by the Police Jury, following a grant award.
3. The President is authorized to execute respective agreements with Frye Magee, LLC and Riley Company of Louisiana, Inc. and to execute and submit the Application, as well as all related documents, to be on such other terms and conditions as he shall deem advisable, and to do any and all things necessary and proper to carry out this Resolution and to fulfill its objectives and purposes.
4. This Resolution shall become effective upon final adoption and signature of the President.

The recorded vote thereon being as follows:

District 1:   Absent  , District 2:   Yea  , District 3:   Yea  , District 4:   Yea  ,  
District 5:   Absent  , District 6:   Yea  , District 7:   Yea  .

This resolution was declared adopted   April 12  , 2021.

ATTEST:

\_\_\_\_\_  
Ms. Amy Magee  
President



Jackson Parish Police Jury

2021 Material Bid: Bidder's Proposal

Item: Oversize Gravel

1.) The undersigned bidder does hereby declare and stipulate that this proposal is made in good faith, without collusion or connection with any other person or persons bidding for the same work, and that it is made in pursuance of and subject to all the terms and conditions of the Bid Advertisement and the Specifications, all of which have been examined by the undersigned.

2.) Schedule of Bid Prices:

	FOB <u>Parish Trucks</u>	Delivered to <u>Road Barn</u>	Delivered to <u>Various Roads</u>
Oversize Gravel (per ton)	\$ _____	\$ <u>34.95</u>	\$ <u>38.95</u>

Company Name: Ruston Rock It, LLC

Address: P.O. Box 2772 Ruston, LA 71273

Phone: (318) 245-6090 Fax: (318) 224-7037

Contact Name & Title: Kenny Merchant Kenny Merchant



RUSTON ROCK IT, LLC  
P. O. BOX 2772  
RUSTON, LA 71273

SEALED BID - April 7, 2021 : OVER SIZE  
Gravel

RECEIVED  
APR 07 2021  
JACKSON PARISH  
POLICE JURY

1123  
*[Signature]*

RECEIVED  
APR 07 2021  
JACKSON PARISH  
POLICE JURY

123





**JACKSON PARISH POLICE JURY**  
**Jackson Parish Police Jury Administrative Building**  
**160 Industrial Drive**  
**Jonesboro, Louisiana 71251-3446**  
**Phone: (318) 259-2361**  
[www.jacksonparishpolicejury.org](http://www.jacksonparishpolicejury.org)

Motion \_\_\_\_\_, seconded \_\_\_\_\_ to honor May 1st as National Loyalty Day. National Loyalty Day is set aside for the reaffirmation of loyalty to the United States and the recognition of the heritage of American Freedom. Motion carried.

**MEMBERS**

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**District 7**

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(318) 680-8510

**PROCLAMATION**

**WHEREAS,** America was founded by patriots who risked their lives to bring freedom to our Nation and our citizens are grateful for our Founding Fathers and confident in the principles that lead us forward.

**WHEREAS,** we believe deeply in freedom and self-government, values embodied in our cherished documents and defended by our troops over the course of generations.

**WHEREAS,** we are inspired by the patriotic service of the men and women who wear our Nation's uniform with honor and decency. The military spouses and families who stand by their loved ones represent the best of the American spirit, and we are profoundly grateful for their sacrifice.

**WHEREAS,** all citizens can express their loyalty to the United States by flying the flag, participating in our democracy, and learning more about our country's grand story of courage and simple dream of dignity.

**WHEREAS,** the Congress, by Public Law 85-529, as amended, has designated May 1 of each year as "Loyalty Day." This Loyalty Day, and throughout the year, we ask all Americans to join us in reaffirming our allegiance to our Nation.

**NOW THEREFORE,** we, the Jackson Parish Police Jury do hereby proclaim May 1, 2021, as

**Loyalty Day**

In the Parish of Jackson.

We call upon the people of Jackson Parish to participate in this national observance and to display the flag of the United States on Loyalty Day as a symbol of pride in our Nation.

ATTEST:

/s/ \_\_\_\_\_  
Amy Magee, President

## TIER 3 PERSONAL FINANCIAL DISCLOSURE STATEMENT (ANNUAL)

### GENERAL INFORMATION

- ❖ You are required to file a Tier 3 Personal Financial Disclosure Statement if you serve as an elected official representing a voting district having a population of fewer than 5,000.
- ❖ You are required to file a Tier 3 Personal Financial Disclosure Statement if you serve as a member of the governing authority or management board of a charter school created pursuant to Chapter 42 of Title 17 of the Louisiana Revised Statutes.
- ❖ You are required to file a personal financial disclosure statement in the prior calendar year **on or before May 15** of each year you hold office, **AND** by May 15 of the year following the termination of the holding of such office.
- ❖ You are only required to complete the schedules that are applicable to your personal financial status. If additional copies of the schedules are needed, copies are available at [www.ethics.la.gov](http://www.ethics.la.gov).
- ❖ If you hold another position/office that requires you to file a financial disclosure statement, you are only required to file one financial disclosure statement. Such financial disclosure statement shall be filed under the highest tier. Tier levels (highest to lowest): Tier 1, Tier 2, Tier 2.1, Tier 3.
- ❖ You may not request an extension to file your personal financial disclosure statement.
- ❖ **If your holding of office ends in January**, you may file your “final” personal financial disclosure statement for the days served in January, if the disclosure statement is filed on or before May 15 of the year in which your service ends. By filing this “final” personal financial disclosure statement, you are not required to file the year following the termination of the holding of such office.

- ❖ For additional information, call our office at 225-219-5600 or visit our website, [www.ethics.la.gov](http://www.ethics.la.gov), and view the *Disclosure—Frequently Asked Questions* section or the information sheets provided under *General Information—Publications*.
- ❖ Acceptable methods for filing a personal financial disclosure statement:
  - Fax: 225-381-7271
  - Mail: Board of Ethics, Post Office Box 4368, Baton Rouge, Louisiana 70821
  - Commercial or Hand-delivery: 617 North Third Street, LaSalle Building, Suite 1036, Baton Rouge, LA 70802
  - Upload: Instructions for uploading are on the agency website ([www.ethics.la.gov](http://www.ethics.la.gov)) (pdf format only)
  - Electronic Filing: Instructions for electronic filing are on the agency website ([www.ethics.la.gov](http://www.ethics.la.gov))

# INSTRUCTIONS

## COVER SHEET

- You are required to disclose financial information related to the **PREVIOUS CALENDAR YEAR**.
- You are required to disclose whether you have filed your federal and state income tax returns for the previous year.
- You are required to sign the cover sheet certifying that the information provided is true and correct to the best of your knowledge and belief.

## Schedule A: Employment Information

- You are required to disclose employment information related to both you and your spouse (if applicable).
- List the name of the employer; the title of the position; a brief description of the job; and disclosure as to whether the position is full-time or part-time.

## SCHEDULE B: FILER/SPOUSE INCOME FROM THE STATE, POLITICAL SUBDIVISIONS, AND/OR

### GAMING INTERESTS

- You are required to complete Schedule B if you or your spouse (if applicable) received income (which exceeded \$250 from each source) from the State, a political subdivision, and/or a gaming interest.
- Income received must be reported as an exact dollar figure.
- **“Income” (for an individual) means** taxable income and shall not include any income received pursuant to a life insurance policy.
- **“POLITICAL SUBDIVISION” MEANS** a parish, municipality, or any other unit of local government, including a school board or a special district authorized by law to perform governmental functions, e.g., hospital service districts, school boards (and schools under its authority), police juries, parish councils, boards of aldermen, cities, towns, villages, clerks of court, special districts, etc.
- **“GAMING INTEREST” MEANS** [as defined in La. R.S. 18:1505.2L(3)(a)] (i) Any person who holds a license or permit as a distributor of gaming devices, who holds a license or permit as a manufacturer of gaming devices, who holds a license or permit as a device service entity, and any person who owns a truck stop or a licensed pari-mutuel or off-track wagering facility which is a licensed device establishment, all pursuant to the Video Draw Poker Devices Control Law; (ii) Any person who holds a license to conduct gaming activities on a riverboat, who holds a license or permit as a distributor or supplier of gaming devices or gaming equipment including slot machines, or who holds a license or permit as a manufacturer of gaming devices or gaming equipment including slot machines issued pursuant to the Louisiana Riverboat Economic Development and Gaming Control Act, and any person who owns a riverboat upon which gaming activities are licensed to be conducted; or (iii) Any person who holds a license or entered into a contract for the conduct of casino gaming operations, who holds a license or permit as a distributor of gaming devices or gaming equipment including slot machines, or who holds a license or permit as a manufacturer of gaming devices or gaming equipment including slot machines issued pursuant to the Louisiana Economic Development and Gaming Corporation Act, and any person who owns a casino where such gaming operations are licensed.

## SCHEDULE C: Income from Gaming Interests to Business

- You are required to complete SCHEDULE C if a business in which you or your spouse (either individually or collectively) owned at least 10% received income from a gaming interest.

- **“Business” means** any corporation, limited liability company, partnership, sole proprietorship, firm, enterprise, franchise, association, business, organization, self-employed individual, holding company, trust, or any other legal entity or person.
- **“Income” (for a business) means** gross income less costs of goods sold, and operating expenses.

#### **SCHEDULE D: CONTRACT BETWEEN BUSINESS AND STATE/POLITICAL SUBDIVISION**

- You are required to complete Schedule D if a business, in which you or your spouse (either individually or collectively) owns at least 10%, enters into a contract in the previous year with the state or political subdivision.
- **“Business” means** any corporation, limited liability company, partnership, sole proprietorship, firm, enterprise, franchise, association, business, organization, self-employed individual, holding company, trust, or any other legal entity or person.
- **“POLITICAL SUBDIVISION” MEANS** a parish, municipality, or any other unit of local government, including a school board or a special district authorized by law to perform governmental functions, e.g., hospital service districts, school boards (and schools under its authority), police juries, parish councils, boards of aldermen, cities, towns, villages, clerks of court, special districts, etc.

**LOUISIANA BOARD OF ETHICS**

Post Office Box 4368  
Baton Rouge, Louisiana 70821

**TIER 3 PERSONAL FINANCIAL DISCLOSURE STATEMENT (ANNUAL)**

THIS REPORT COVERS CALENDAR YEAR: \_\_\_\_\_

- ORIGINAL REPORT
- AMENDED REPORT
- FINAL REPORT WHERE TERM ENDS IN JANUARY (COVERING JANUARY 1 THROUGH JANUARY \_\_\_\_)  
Final reports must be filed on or before May 15 of the year in which your service to that office ends.  
Refer to the "GENERAL INFORMATION" sheet of this form to determine eligibility.

OFFICE/POSITION HELD: \_\_\_\_\_

NAME (print full name): \_\_\_\_\_

MAILING Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Spouse (if applicable) (print full name) \_\_\_\_\_

Spouse's Occupation \_\_\_\_\_

Principal Business Address \_\_\_\_\_

City, State Zip \_\_\_\_\_

**CHECK ALL THAT APPLY**

- I have filed my federal income tax return for the previous year.
- I have filed for an extension of my federal income tax return for the previous year.
- I have filed my state income tax return for the previous year.
- I have filed for an extension of my state income tax return for the previous year.

**NOTE: La. R.S. 42:1124.3 does not provide you the opportunity to request an extension in filing your personal financial disclosure statement.**

**CERTIFICATION OF ACCURACY**

I do hereby certify that the information contained in this personal financial disclosure statement is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
SIGNATURE OF FILER

## Schedule A: Employment Information

Check if not applicable

<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Name of Employer: _____ Job Title: _____ Job Description: _____ _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Name of Employer: _____ Job Title: _____ Job Description: _____ _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Name of Employer: _____ Job Title: _____ Job Description: _____ _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time Name of Employer: _____ Job Title: _____ Job Description: _____ _____

- You are required to disclose employment information related to both you and your spouse (if applicable).
- List the name of the employer; the title of the position; a brief description of the job; and disclosure as to whether the position is full-time or part-time.



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**Schedule B: Filer/Spouse Income from the State, Political Subdivisions, and/or Gaming Interests**

(Income which exceeded \$250 from each source)

<input type="checkbox"/> Filer <input type="checkbox"/> Spouse Type of Income: <input type="checkbox"/> State <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Gaming Interest Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse Type of Income: <input type="checkbox"/> State <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Gaming Interest Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse Type of Income: <input type="checkbox"/> State <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Gaming Interest Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____
<input type="checkbox"/> Filer <input type="checkbox"/> Spouse Type of Income: <input type="checkbox"/> State <input type="checkbox"/> Political Subdivision <input type="checkbox"/> Gaming Interest Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____

- \* You are required to complete SCHEDULE B if you or your spouse received income (includes any income from public source such as employment income, retirement, etc.) from the State, any political subdivision, and/or a gaming interest.
- \* "Income" (for an individual) means taxable income and shall not include any income received pursuant to a life insurance policy.
- \* The definition for (and examples of) political subdivision, gaming interest, and business are found in the *Instructions Section* of this form.

**LOUISIANA BOARD OF ETHICS**

Post Office Box 4368  
Baton Rouge, Louisiana 70821

**Schedule C: INCOME FROM GAMING INTERESTS TO BUSINESS**

(Income which exceeded \$250 from each source)

Check if not applicable

<input type="checkbox"/> Business    Name of business _____ Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____
<input type="checkbox"/> Business    Name of business _____ Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____
<input type="checkbox"/> Business    Name of business _____ Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____
<input type="checkbox"/> Business    Name of business _____ Name of Income Source: _____ Address: _____ City, State, Zip: _____ Amount of Income (exact dollar amount): \$ _____

\* You are required to complete SCHEDULE C if a business in which you or your spouse (either individually or collectively) owned at least 10% received income from a gaming interest.

\* "Income" (for a business) means gross income less costs of goods sold, and operating expenses.

\* The definition for gaming interest and business are found in the *Instructions Section* of this form.

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**SCHEDULE D: CONTRACT BETWEEN BUSINESS AND STATE/POLITICAL SUBDIVISION**

Check if not applicable.

<input type="checkbox"/> Business      Name of business _____ Amount or Value of Contract: _____  Duration of Contract: _____ Description of goods or services provided: _____ _____
<input type="checkbox"/> Business      Name of business _____ Amount or Value of Contract: _____  Duration of Contract: _____ Description of goods or services provided: _____ _____
<input type="checkbox"/> Business      Name of business _____ Amount or Value of Contract: _____  Duration of Contract: _____ Description of goods or services provided: _____ _____
<input type="checkbox"/> Business      Name of business _____ Amount or Value of Contract: _____  Duration of Contract: _____ Description of goods or services provided: _____ _____

- You are required to complete Schedule D if a business, in which you or your spouse (either individually or collectively) owns at least 10%, enters into a contract in the previous year with the state or political subdivision.
- The definition for business and political subdivision are found in the *Instructions Section* of this form.