1. ADMINISTRATIVE COMMITTEE

A. Call to Order

<table>
<thead>
<tr>
<th>Juror</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Ernel Jones, District 4C, Chairman</td>
<td></td>
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<tr>
<td>Charlie Roberts, District 1A</td>
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<td>B. D. Mitchell, District 1B</td>
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<td>J.O. Burch, District 1C</td>
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<tr>
<td>Jim &quot;Jimbo&quot; Davlin, District 2</td>
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<td>Greg Baker, District 3</td>
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<tr>
<td>Richard Fuller, District 4A</td>
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<td>Jeri Burrell, District 4B</td>
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<td>Thomas Jones, District 4D</td>
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<tr>
<td>Reggie Roe, District 5</td>
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<tr>
<td>Rodriguez Ross, District 6</td>
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</tbody>
</table>

B. Invocation
C. Pledge of Allegiance
D. Call for Additions and Deletions to the Agenda
E. Guest and Public Comments

1. Bob Brotherton - Region 4 Executive Board
2. Mark Moore and Steve Nations - Pinnergy Fluid Management Division

F. Administrative Items

1. Authorize a Resolution of Support for Pinnergy Transfer Station Expansion

G. Motion to Adjourn

2. BUDGET AND FINANCE COMMITTEE

A. Call to Order
B. Call for Additions and Deletions to the Agenda

C. Guest and Public Comments

1. Kimberly Hicks - Bee Gum Festival

D. Budget and Finance Items

1. Authorize the payment of approved bills

2. Consider funding request for the Mansfield Alive Celebration.

3. Consider funding request for DeSoto Habilitation.

E. Adjourn

3. ROAD COMMITTEE

A. Call to Order

B. Call for Additions and Deletions to the Agenda

C. Department Head Report

D. Guest and Public Comments

E. Road Items

1. Approve E911 naming of Docs Pvt. Dr. off of Hall Road in Stonewall.

2. Approve E911 naming of Sweet Life St. in Frierson (Maple Leaf Subdivision)

F. Adjourn

4. SOLID WASTE COMMITTEE
A. Call to Order

<table>
<thead>
<tr>
<th>Juror</th>
<th>Status</th>
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<tbody>
<tr>
<td>Greg Baker, District 3</td>
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<tr>
<td>Charlie Roberts, District 1A</td>
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<td>B. D. Mitchell, District 1B</td>
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<tr>
<td>Thomas Jones, District 4D</td>
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<tr>
<td>Ernel Jones, District 4C</td>
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</tbody>
</table>

B. Call for Additions and Deletions to the Agenda

C. Department Head Report

D. Guest and Public Comments

E. Solid Waste Items
   1. Authorize a Resolution to writing off Uncollectible Tipping Fees.
   2. Waive disposal fees for waste from the demolition of the New Elizabeth Church

F. Adjourn

5. PERSONNEL COMMITTEE

A. Call to Order

<table>
<thead>
<tr>
<th>Juror</th>
<th>Status</th>
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<tbody>
<tr>
<td>Charlie Roberts, District 1A</td>
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<td>B. D. Mitchell, District 1B</td>
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<td>J. O. Burch, District 1C</td>
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<tr>
<td>Jim &quot;Jimbo&quot; Davlin, District 2</td>
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<tr>
<td>Ernel Jones, District 4C</td>
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</tbody>
</table>

B. Call for Additions and Deletions to the Agenda

C. Department Head Report

D. Guest and Public Comments

E. Personnel Items
   1. Authorize Jennifer Woods and April Freeman to attend the Louisiana Government Finance Officers Association of Louisiana (GFOA) Spring Conference on May 3-5, 2017 in Lake Charles, La. (Training)

F. Adjourn

6. BUILDING AND PROPERTIES COMMITTEE
A. Call to Order

<table>
<thead>
<tr>
<th>Juror</th>
<th>Status</th>
</tr>
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<tbody>
<tr>
<td>B D. Mitchell, District 1B, Chairman</td>
<td></td>
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<tr>
<td>Ernel Jones, District 4C</td>
<td></td>
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<tr>
<td>Rodriguez Ross, District 6</td>
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<tr>
<td>Jim &quot;Jimbo&quot; Davlin, District 2</td>
<td></td>
</tr>
<tr>
<td>Charlie Roberts, District 1A</td>
<td></td>
</tr>
</tbody>
</table>

B. Call for Additions and Deletions to the Agenda

C. Department Head Report

D. Guest and Public Comments

E. Building and Properties Items

1. Approve funding for the Jury's electronic voting board.

2. Discuss and approve the proposed changes for the 4H Building Facilities Use Agreement.

3. Discuss the Clerk of Courts alternative and the Children and Family Support Agreement for the Archives Building (Old Library)

4. Discuss accepting a donation of Neighbors Trailers Property from Coordinating Development Corporation.

F. Adjourn

7. AIRPORT COMMITTEE

A. Call to Order

<table>
<thead>
<tr>
<th>Juror</th>
<th>Status</th>
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<tbody>
<tr>
<td>Rodriguez Ross, District 6, Chairman</td>
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<tr>
<td>Greg Baker, District 3</td>
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<tr>
<td>Richard Fuller, District 4A</td>
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<tr>
<td>Jim &quot;Jimbo&quot; Davlin, District 2</td>
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</tbody>
</table>

B. Call for Additions and Deletions to the Agenda

C. Department Head Report

D. Guest and Public Comments

E. Airport Items

F. Adjourn

8. ANIMAL & MOSQUITO CONTROL COMMITTEE
A. Call to Order

<table>
<thead>
<tr>
<th>Juror</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Rodriguez Ross, District 6, Chairman</td>
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<tr>
<td>Thomas Jones, District 4D</td>
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<tr>
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<td></td>
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<tr>
<td>J. O. Burch, District 1C</td>
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</tbody>
</table>

B. Call for Additions and Deletions to the Agenda

C. Department Head Report

D. Guest and Public Comments

E. Animal & Mosquito Control Items

F. Adjourn

9. INSURANCE COMMITTEE

A. Call to Order

<table>
<thead>
<tr>
<th>Juror</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Jeri Burrell, District 4B, Chairperson</td>
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<tr>
<td>Charlie Roberts, District 1A</td>
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</tbody>
</table>

B. Call for Additions and Deletions to the Agenda

C. Guest and Public Comments

1. David Platt - Short Term Disability Proposal

D. Insurance Items

E. Adjourn

10. COMMUNITY SERVICES COMMITTEE

A. Call to Order

<table>
<thead>
<tr>
<th>Juror</th>
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</thead>
<tbody>
<tr>
<td>Richard Fuller, District 4A, Chairman</td>
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<td>Thomas Jones, District 4D</td>
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</tbody>
</table>
B. Call for Additions and Deletions to the Agenda
C. Department Head Report
D. Guest and Public Comments
E. Community Services Items
F. Adjourn

11. ZONING COMMITTEE

A. Call to Order

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>Rodriguez Ross, District 6</td>
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</tbody>
</table>

B. Call for Additions and Deletions to the Agenda
C. Guest and Public Comments
D. Zoning Committee Items
E. Adjourn

12. PUBLIC HOUSING COMMITTEE

A. Call to Order

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Jeri Burrell, District 4B, Chairman</td>
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<td>Thomas Jones, District 4D</td>
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</table>

B. Call for Additions and Deletions to the Agenda
C. Guest and Public Comments
D. Public Housing Item
E. Adjourn

13. PARKS AND RECREATION COMMITTEE

A. Call to Order
B. Call for Additions and Deletions to the Agenda

C. Guest and Public Comments

D. Parks and Recreation Items

E. Adjourn

14. ECONOMIC DEVELOPMENT COMMITTEE

A. Call to Order

<table>
<thead>
<tr>
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<td>Jim &quot;Jimbo&quot; Davlin, District 2, Chairman</td>
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<td>J. O. Burch, District 1C</td>
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</table>

B. Call for Additions and Deletions to the Agenda

C. Guest and Public Comments

D. Economic Development Items

E. Adjourn
RESOLUTION

WHEREAS, Mr. Bob Brotherton, Bossier Parish Police Jury member since 2012, has announced his candidacy for Region 4 Executive Board Member of the Police Jury Association of Louisiana; and

WHEREAS, Mr. Brotherton served as Vice President of the Bossier Parish Police Jury in 2016 and is currently serving as President of the Bossier Parish Police Jury for 2017. He currently serves as Chairman or a member on 15 standing committees of the Bossier Parish Police Jury; and

WHEREAS, Mr. Brotherton has earned the respect and admiration of fellow members of the Bossier Parish Police Jury and of his constituents in District 1; and

WHEREAS, Mr. Brotherton and his wife of 45 years, Billie Jo Cryer Brotherton, have two sons, two grandsons, and two granddaughters. After 33 years of teaching/coaching, Bob retired from the Bossier Parish School Board.

NOW, THEREFORE, BE IT RESOLVED, that the Bossier Parish Police Jury in regular session, on this 15th day of March, 2017, that it does hereby support and recommend the election of Mr. Bob Brotherton as Region 4 Executive Board Member of the Louisiana Police Jury Association.

The resolution was offered by Mr. Benton, seconded by Mr. Shewmake. Upon unanimous vote, it was duly adopted on this 15th day of March, 2017.

RACHEL D. HAUSER
PARISH SECRETARY

BOB BROTHERTON, PRESIDENT
BOSSIER PARISH POLICE JURY

This is to certify that this is a true and correct copy of an extract of the minutes of the Bossier Parish Police Jury Meeting held in the Bossier Parish Courthouse in Benton La. on the 15th day of March, 2017. Given under my hand and seal of the Bossier Parish Police Jury on the 15th day of March, 2017.

[Signature]
Secretary
March 16, 2017

I talked with Mr. Davlin on March 15 about a new road name off of Hall rd in Stonewall.

We are asking to name this Docs Pvt dr. We do not have any other road names like this in the parish.

Thank you

Angel Jackson
Office Manager
March 21, 2017

I talked with Mr. Reggie Roe on March 21, 2017 about a new road name in a subdivision in Frierson. He said it was fine with him. Mr. Joe Beaubouef would like this named Sweet Life st. We do not have any roads named this in the parish.

Thank you

Angel Jackson
Office Manager
Person name Mark Racy phone number 1-218-5222 is tearing down New Elizabeth Baptist Church in Mr. Richard Fuller district, He contact me to ask that we put this on Jury Agenda for Waving of C&D DUMPING FEE'S. Location address is to follow!
LOUISIANA GFOA
Spring Conference
MAY 3-5, 2017

“Strategies for Financial Success”

GOLDEN NUGGET HOTEL  •  2550 GOLDEN NUGGET BLVD.  •  LAKE CHARLES, LA 70601  •  844-777-4653
SPONSORED BY Government Finance Officers Association of Louisiana (GFOA)
Wednesday, May 3

5:00-7:00 p.m.
× Complimentary Social (Willowick Room)

Thursday, May 4

7:30-8:15 a.m.
Registration / Coffee and Pastries

8:15 a.m.
× Welcome and Introductory Remarks
  » Paul Governale, CPA, CGFO, LA GFOA President
  » Finance Director, St. Mary Parish Government

8:20-10:00 a.m.
× "Legislative Auditor Update"
  An update on Legislative Auditor issues that impact
government accountants and auditors. Topics will
include Statewide Agreed-Upon Procedures; Key Audit
Issues; Legislative Acts; Early Warning System; and
Upcoming Initiatives.
  » Bradley Cryer, CPA, Director of Local Government
  » Services, Louisiana Legislative Auditor

10:20-11:10 a.m.
× "Innovation in Payables and Receivables"
  Mobile technology
  Automation
  Reconciliation
  » Mikki Ceaar Mathews, Vice President
  » Treasury Services, J.P. Morgan

11:10-12 noon
× "Equipment Financing Basics"
  - Structures
  - Tax exempt considerations
  - Typical terms
  » Russell A. Nolan, Industry Executive
  » Government Banking, J.P. Morgan

12:1-15 p.m.
Luncheon & Recognitions

1:20-3:00 p.m.
× "Fraudulent Disbursements"
  Fraudulent disbursement schemes involve an employee
making a cash disbursement for a dishonest purpose.
The payment method is legitimate and the disbursement
may look like a normal distribution of cash. However,
the purpose is fraudulent. There are five major categories
of fraudulent disbursements according to the Association
of Certified Fraud Examiners. These categories include:

1) check tampering schemes; 2) payroll schemes; 3)
billing schemes; 4) expense reimbursement schemes;
and 5) register disbursement schemes.
  » Dr. Jo Ann McGee, Professor, Armand and Lynn Roos
  » Professor of Business and Health Administration
  » Chair, Department of Accounting and Business Law
  » Louisiana State University Shreveport

3:20-5:00 p.m.
× "Conflict Management"
  Do you struggle with conflict in the workplace? This
  workshop will help you learn your unique conflict styles,
strengths, and growth areas, along with strategies to
improve your effectiveness in difficult conversations.
  » Christina Joyce-Wilson, SHRM-SCP, SHRM
  » HUMAN Resources Director, Calcasieu Parish
  » Police Jury

5:30-8:30 p.m.
× Complimentary Social (pool side)
  sponsored by Capital One Bank

Friday, May 5

7:30-8:30 a.m.
Coffee and Pastries

8:20-10:00 a.m.
× "GASB Update"
  - Statement 72 - Fair Value
  - Statement 73 - Pensions NOT covered by Statements 67/68
  - Statement 76 - The GAAP Hierarchy
  - Statement 79 - External Investment Pools
  - Statement 80 - Blending of Certain Component Units
  - Statement 81 - Split-interest Agreements
  - Statement 82 - Pensions – other issues
  - Statement 83 – Asset Retirement Obligations
  - Exposure Draft on Debt Extinguishment
  » J. Michael Inzina, CPA, CEO/President, ALTEC, Inc.

10:20-12 noon
× "A Closer Look at..."
  - GASB's Leases Project
  - Tax Abatement
  - OPEB
  - Uniform Guidance – 2 CFR 200
  » J. Michael Inzina, CPA, CEO/President, ALTEC, Inc.

ADJOURN
Louisiana Government Finance Officers Association (GFOA)
P.O. Box 1029
Gonzales, LA 70707-1029

April Freeman
DeSoto Parish Police Jury
101 Franklin St
Mansfield LA 71052-2046

Registration Form

Name ________________________________

Badge Nickname ________________________

Title _________________________________

Agency _______________________________

Address _______________________________________
Street or P.O. Box _______________________

City ______________________ State _______ Zip code ____________

Telephone ( ) ____________________ Fax ( ) ____________________

Email ________________________________

LA GFOA Member □ Yes □ No

To assist in planning, please indicate your attendance at the following:

Wednesday evening social (hotel) □ Yes □ No
Thursday luncheon □ Yes □ No
Thursday evening social (Capital One) □ Yes □ No

MAKE CHECK PAYABLE TO:
GFOA Conference
P.O. Box 1029
Gonzales, LA 70707-1029

ATTN: Billie Tripp, Coordinator
225-644-0619 | Fax: 225-644-0122
cctripp@eatel.net | www.lagfoa.org

Registration Fees
LA GFOA Member □ $200
Non-member □ $225
GFOA Retiree* □ $150
Guest fee per social/lunch □ $30
Late Fee (after 4/18) □ $30

Total Amount $ __________

(*Retiree - retired as a member of GFOA while employed with a governmental entity and currently not employed)

Credit Card Payment
□ VISA □ MasterCard □ Am Express
Account # ____________________________
Exp. Date ____________________________
CVVC# ______________________________
1. The DeSoto Parish Police Jury, as the owner and operator of the Parish 4-H Exhibition Facility, hereby establishes the following policies for the use of the facility.

2. The day-to-day management of the DeSoto Parish Police Jury's 4-H Exhibition Facility will be performed by the Parish Administrator or his/her designee. The Jury's Building & Property Committee is responsible for recommending policy changes to the Jury. The Police Jury may modify this policy at any time upon recommendation by the Building and Property Committee.

3. The Jury's staff will maintain a master schedule of events for the facility. Users will be accommodated on a first-come, first-served basis no more than one (1) year in advance. The User's preferred date(s) may not conflict with 4-H Extension Office sponsored events. The official 4-H calendar of events is published in January of each year. Additionally, no event will be confirmed as scheduled by staff until all requirements of this policy are met. An organization may place their request for a date already scheduled for another User and the staff will notify said organization(s) of a cancellation by the scheduled User on a first-come, first-served basis. Any User who cancels an event less than 30 days before said event will forfeit its deposit unless the cancellation was caused by an Act of God (e.g. ice storm). In such case, the User may reschedule the event or request a refund.

4. The person, agency or group (User) desiring to use the 4-H Exhibition Facility shall provide the central office of the Police Jury with a complete application form (attached) stating the group name, person in charge, address, telephone number, certificate of liability insurance (minimum $1,000,000), copy of valid driver's license, assurance of clean-up after the event, and any other requirements of the Police Jury.

5. The person, agency or group (User) desiring to use the 4-H Exhibition Facility shall submit a refundable deposit of $300.00. This $300.00 deposit shall be returned to the User of the facility within five (5) business days of all facility keys being returned to the Extension Office and a satisfactory inspection of the facility by Jury staff.

6. The person, agency or group (User) desiring to use the 4-H Exhibition Facility shall be charged a User fee of $150.00 per day (24 hours from the beginning of the event, excluding set-up time) to cover expenses of utilities, depreciation and inspection. The User fee will be waived if the event is sponsored by a non-profit organization or a resident of DeSoto Parish and DeSoto Parish residents will constitute a majority of the attendees. The burden of proof for these restrictions rests with the User.

7. Upon receiving confirmation of their scheduled event the person, agency, or group (User) shall contact the 4-H Extension Office (318-872-0533) to arrange for access to the facility. Door keys will be provided to the User not more than one (1) business day before the event. The User shall return said keys not more than one (1) business day after the event. Arrangements for access to the building more than one (1) business day before or after the event can be made directly with the 4-H Extension Office.

8. When the keys are returned to the 4-H Extension Office, the User's representative will affirm that the facility is in its pre-event condition and that no damage was done to the facility. Each User shall be responsible for any damage done to the facility during the User's scheduled event. The User shall, at the direction of the Jury staff, either be charged for necessary repairs or shall have the repairs made in accordance with Police Jury construction standards. A designated employee of the Police Jury
shall inspect the facility after each use and determine if any repairs and/or additional clean-up is required. If the inspection finds that the facility has been left in satisfactory condition, a refund of the deposit will be made not more than five (5) business days after the keys are returned.

9. No person, agency, or group (User) or vendor shall sell food, beverage, merchandise, or services during their event unless so indicated on the event application form. If said items are sold, each User/vendor shall contact the DeSoto Parish Sales and Use Tax Commission about sales tax collections and obtain an occupational license (fee determined by the State of Louisiana) from the Jury. (The occupational license for non-profits is provided by the Police Jury at no cost. However, an annual exemption from the collection of Louisiana Sales Taxes at certain fundraising events must be obtained by application to the Louisiana Department of Revenue.) Additionally, if alcoholic beverages are sold, the vendor must obtain a liquor license from the State of Louisiana for such sales.

10. Security personnel are required for events held after 5:00 p.m. on weekdays, any time on weekends, and any time alcohol is consumed (whether sold or not) in accordance with the following table:

<table>
<thead>
<tr>
<th># Attendees</th>
<th>Conditions</th>
<th># Officers/Guard</th>
</tr>
</thead>
<tbody>
<tr>
<td>≤ 100</td>
<td>Alcohol</td>
<td>2</td>
</tr>
<tr>
<td>≤ 100</td>
<td>No Alcohol</td>
<td>0</td>
</tr>
<tr>
<td>101-150</td>
<td>Alcohol</td>
<td>3</td>
</tr>
<tr>
<td>101-150</td>
<td>No Alcohol</td>
<td>2</td>
</tr>
<tr>
<td>151-200</td>
<td>Alcohol</td>
<td>4</td>
</tr>
<tr>
<td>151-200</td>
<td>No Alcohol</td>
<td>2</td>
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<tr>
<td>201-250</td>
<td>Alcohol</td>
<td>5</td>
</tr>
<tr>
<td>201-250</td>
<td>No Alcohol</td>
<td>3</td>
</tr>
<tr>
<td>&gt; 250</td>
<td>With or Without Alcohol</td>
<td>*</td>
</tr>
</tbody>
</table>

*Due to Louisiana State Fire Marshal restrictions, any event anticipating more than 250 attendees shall provide an "event floor plan" to the Parish Engineer for approval of means of egress and number of officers/guards.

Security personnel may be arranged with any DeSoto Parish law enforcement officer, Louisiana State Police officer, or security guard licensed by the Louisiana Board of Private Security Examiners. Appropriate documentation shall be provided to the Police Jury by the User for confirmation of said credentials for the appropriate number of officers/guards. If at any time during the event an appropriate number of officers/guards is not maintained, the event shall cease operations until said number is obtained.

11. Official 4-H sponsored events are exempt from the refundable deposit, User fee, and certificate of liability insurance. Additionally, as the primary building tenant, the 4-H Extension office is a keeper of the master building key.

12. Each prospective User will be provided with an application and a copy of this policy by the Jury staff.

13. Non-profit organizations must provide appropriate US Internal Revenue Service and/or LA Department of Revenue documents prior to receiving confirmation of the scheduled event.

14. Confirmed Users are entitled to the use of specified areas inside the building and parking areas outside the building. Other areas outside the building and in proximity to said building are generally available to the User if pre-approved by Jury staff.

15. Tables and chairs may be rented from the 4-H Extension Office for a fee. Contact said office directly at (318) 872-0533.
I have read and understand the Desoto Parish Police Jury Policy for use of the David Means 4-H facility. Please sign below:

_________________________________________ Date ____________________
# DESEO PARISH 4-H EXHIBITION FACILITY
## APPLICATION FOR USE

Return to:
DeSoto Parish Police Jury
P.O. Box 898
Mansfield, LA 71052

<table>
<thead>
<tr>
<th>Group Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Telephone:</td>
</tr>
<tr>
<td>Person Responsible:</td>
<td>Age:</td>
</tr>
<tr>
<td>Mailing Address:</td>
<td></td>
</tr>
<tr>
<td>City, State, Zip:</td>
<td>Telephone:</td>
</tr>
</tbody>
</table>

*Must be at least 25 years old.*
*Must provide copy of Drivers License.*

**Purpose:** Describe in detail the event or activity that will be held in the 4-H Exhibition Facility. The DeSoto Parish Police Jury reserves the right to deny certain types of functions.

**Event Name:**

<table>
<thead>
<tr>
<th>Number of Attendees anticipated:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) &amp; hours requested for use of facility:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is your group a non-profit organization?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Will admission be charged?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Will food be served?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Will non-alcoholic beverages be served?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If food is served, will the food be for sale?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If non-alcoholic beverages are served, will the beverages be for sale?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Will alcoholic beverages be served?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

The undersigned, representing the reserving group, agrees to assume the responsibility for clean-up and repairs that result from use of the facility. The undersigned further agrees that the security deposit may be used to correct problems resulting from the reserving groups' use of the facility if so required by the Police Jury. The security deposit held by the Police Jury will be returned after an inspection by a designated Police Jury employee has confirmed that the facility is in pre-event condition.

**For Office Use Only**

<table>
<thead>
<tr>
<th>Group Representative</th>
<th>Date</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Security Deposit ($300.00) Attached?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Fee ($150.00 per day) Attached?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Certificate of Liability insurance Attached?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Revision Date: 3/01/2012

Approved By __________________________ Date __________________________
To rent 4-H building Desoto Parish Police Jury requires you to provide the following:

- A completed Application Desoto Parish 4-H Exhibition Facility Policy with Renters signature and date at bottom.
- Copy of valid Driver's License
- Deposit of 300.00 (must have deposit to hold date)

- Payment Type (office use only)
  - Deposit
    - Deposit # __________ Deposit Date __________
  - Credit Card
    - Credit Card Date ________

User Fee (due 15 days prior to event date) due by ________

- NON-PROFIT EXEMPT FROM USER FEE

- Payment Type (office use only)
  - Deposit
    - Deposit # __________ Deposit Date __________
  - Credit Card
    - Credit Card Date ________

Receipt from sheriff's office for security (must provide 7 days prior to event date) security guards are $25.00 or $30 per guard per hour.

Certificate of Liability (minimum of 1,000,000)

Return Deposit (office use only)

- Refund date ________ Check # ____________

*Tables and chairs can be rented from the 4-H Extension Office for a fee. For more information call 318-872-0533.
March 16th, 2017

Re: Records Storage for the Desoto Parish Clerk of Court

Dear Steve,

Regarding the above, I wanted to give you some numbers I have been researching for our record storage issue we have here at the clerk's office. Initially we talked about cost sharing on renovating the "old library" for storage. After actually measuring the space needed, we require more space than anticipated. If we did in fact pursue this venture in using a portion of the library, we would only be able to house a select amount of our records and would allow no room for growth. In addition to this proposal, not only would I incur additional cost with staffing, the Police Jury would have continuous maintenance. My office has proposed a $50,000 cost share to use a portion of the building but this does not include an estimated $20,000 or more for shelving the office would absorb.

My staff and I have inquired about an offsite records management company based out of Shreveport. The Caddo Parish Commission has been providing for their clerk's office at this same facility for over 20 years. Our proposed cost are as follows:

* Start Up (which I will agree to pay in full)
  -$14,500.00

* Annual Proposed Storage Contract
  -$1,200-$1,300 monthly (I am asking the Jury to cover this amount.)

I will be glad to sit down and go over any questions you or the Jury may have in detail. I have attached for your review a company brochure, explaining fees and images of actual facility storage. This endeavor would allow for many years of storage growth here in the court house.

Respectfully Submitted

Jeremy M. Evans
The answer to your records and computer tape storage problems

* The Distribution Center is a full service records and electronic data storage facility.

* No charge for initial records pick up if they are readily accessible.

* Your records are stored on steel racks, in a safe, secure environment. Our 70,000 sq. ft. building is sprinklered and equipped with central station security alarm system.

* The Records Center is centrally located within 5 minutes of downtown Shreveport.

* 24 hour access, 7 days per week—Courier delivery service available.

* Your numbering system remains unchanged—Just request file retrieval using your number.

* References available on request.
Each client's records are stored in a rack section with a capacity of 140 legal/letter storage boxes or 56 legal boxes. Your records are not commingled with others.
This is a Customer Rack Section containing 140 file boxes. Your files are always in your section(s) ready for retrieval and delivery upon request.

**ADDITIONAL SERVICES**

* **DATA VAULT**
  Vault storage for computer tapes, other electronic data and important documents, such as Disaster Recovery Plans. With 24 hour access, your tapes are always available in an emergency.

* **PICK UP AND DELIVERY**
  We provide prompt, dependable courier service. Emergency deliveries are available for records or computer tapes 24 hours every day, 7 days a week.

* **FILES RETRIEVAL AND REFILL**
  Just call or FAX—we will have your box or file ready for pick up or we will deliver to you.

* **CONFERENCE ROOM**
  Available for use by appointment at no charge for our customers

* **DESTRUCTION SERVICE**
  Secured and unsecured destruction at a per lb. rate. We pick up.

* **COMPUTERIZED INVENTORY**
  Your file storage boxes are assigned a space slot, then entered into our computer locator file for easy retrieval. We respond to your numbering system for file retrieval.

* **FAX TRANSMISSIONS**
  Files can be pulled, copied and faxed to you same day.

* **FILES LISTING**
  Our trained staff will record your boxes and/or contents then mail you a list for your files. Each time we receive additional files the list is updated.

* **BAR CODE**
  A current bar code project will soon be available to more quickly trace all boxes and files.

* **STORAGE CONTAINERS**
  Are available for records, microfiche/microfilm and computer tapes.

* **X-RAY FILES**
  Are stored in an A/C Vault area. Special x-ray file boxes are available.

* **DUST AND MOISTURE COVERS**
  Are available for an extra charge; each cover encloses a 20 box shelf section.

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**Distribution Center, Inc.**

225 N. Common  P.O. Box 1219  Shreveport, LA 71163-1219  FAX (318)222-6080  
(318) 424-3453