1. Administrative Committee

A. Call to Order

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<td>Ernel Jones, District 4C, Chairman</td>
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<td>Reggie Roe, District 5</td>
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<td>Rodriguez Ross, District 6</td>
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B. Invocation

C. Pledge of Allegiance

D. Call for Additions and Deletions to the Agenda

1. Mr. Jeremy Evans – Clerk of Court

E. Guest and Public Comments

F. Administrative Items

1. Authorize the President to sign the State Project No. RU-18-16-18 Public Transportation Operating Assistance Program Agreement with La DOTD for the Non-Urbanized Area of DeSoto Parish. (Council on Aging)

2. Authorize the President to execute a Resolution approving an election in the Parish of DeSoto, State of Louisiana, to authorize the levy of a special tax therein (continuation of 1.26 mil or renewal of 1.02 mil Courthouse Maintenance Tax)
G. Motion to Adjourn

2. BUDGET AND FINANCE COMMITTEE

A. Call to Order

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B. Call for Additions and Deletions to the Agenda

C. Guest and Public Comments

1. Ms. Sharon Slacks - Regarding DeSoto Habilitation Services Funding

D. Budget and Finance Items

1. Authorize payment of approved bills.
3. Consider the request for DeSoto Habilitation Services funding request.
4. Consider the Mansfield Alive Celebration funding request.
5. Consider the Stonewall Bee Gum Festival funding request.

E. Adjourn

3. PERSONNEL COMMITTEE

A. Call to Order

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<td>Charlie Roberts, District 1A, Chairman</td>
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</table>
B. Call for Additions and Deletions to the Agenda
C. Department Head Report
D. Guest and Public Comments

1. Authorize Human Resources & Animal Control to post, advertise and fill the vacant Animal Control Officer position.

E. Personnel Items
F. Adjourn

4. BUILDING AND PROPERTIES COMMITTEE

A. Call to Order

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<td>B D. Mitchell, District 1B, Chairman</td>
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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. Authorize the Clerk of Court to obtain storage space in Caddo Parish for his records and amend the Budget for the Jury to pay a monthly rate of $1,200-$1,300 and the Clerk to pay all other costs.

3. Discuss accepting a donation of Nabors Trailers Property from Coordinating Development Corporation and authorizing the Jury staff to perform its due diligence on said property.

F. Adjourn

5. ROAD COMMITTEE

A. Call to Order

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<td>J.O. Burch, District 1C, Chairman</td>
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B. Call for Additions and Deletions to the Agenda
C. Department Head Report
D. Guest and Public Comments
E. Road Items

1. Reject all bids for Road Oil due to deficiencies in the specifications and authorize re-advertising.

2. Accept low bids for Oil Sand, Prime, CRS-2, CRS-2P, Rip Ra[ #55 Glaunite Road Base and Hot Mix.

3. Lower the speed limit from 35 mph to 25 mph on Thames Road and install signs.

F. Adjourn

6. SOLID WASTE COMMITTEE

A. Call to Order

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<td>Greg Baker, District 3, Chairman</td>
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B. Call for Additions and Deletions to the Agenda
C. Department Head Report
D. Guest and Public Comments
E. Solid Waste Items
F. Adjourn

7. AIRPORT COMMITTEE

A. Call to Order

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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

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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. COMMUNITY SERVICES COMMITTEE

A. Call to Order

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B. Call for Additions and Deletions to the Agenda
C. Department Head Report
D. Guest and Public Comments
E. Community Services Items
F. Adjourn

10. INSURANCE COMMITTEE
A. Call to Order

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<td>Jeri Burrell, District 4B, Chairperson</td>
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B. Call for Additions and Deletions to the Agenda

C. Guest and Public Comments

D. Insurance Items

E. Adjourn

11. ZONING COMMITTEE

A. Call to Order

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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

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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

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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

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B. Call for Additions and Deletions to the Agenda
C. Guest and Public Comments
D. Economic Development Items
E. Adjourn
State of Louisiana
Department of Transportation and Development
Public Transportation Section

State Project No. RU 18-16-18
Public Transportation Operating Assistance Program
For the Non-Urbanized Area
Of DeSoto Parish, Louisiana
(Catalog of Federal Domestic Assistance No. 20.509)

This Agreement, made and executed in two (2) original copies on this ______ day of__________, 2017, by and between the Department of Transportation and Development, hereinafter referred to as "DOTD", and the DeSoto Parish Police Jury, a political subdivision of the State of Louisiana providing public transportation services within the non-urbanized portion of the service area, hereinafter referred to as the "Grantee";

Witnesseth: That;

Whereas, public financial resources have been made available to the State of Louisiana under authority of Title 49, U.S.C. Section 5311 for the purpose of providing financial assistance for public transportation in non-urbanized areas of the State; and

Whereas, the DOTD has been designated by the Governor of the State of Louisiana as the agency responsible for the administration and coordination of this program for the State; and

Whereas, the DOTD has developed a set of guidelines relating to the procedures that must be adhered to by the Grantee before receiving any financial assistance under this program; and

Whereas, the purpose of this agreement is to establish a formal understanding between the two parties that the terms and conditions set forth in the guidelines will be followed;

Now, Therefore, in consideration of the premises and mutual dependent covenants herein contained, the parties hereto agree as follows:
ARTICLE I - PROJECT IDENTIFICATION

State Project No. RU 18-16-18 has been assigned to this project involving public transportation services to the citizens in the non-urbanized area of DESOTO PARISH. This project number is for record keeping and accounting purposes and, for this reason, all correspondence and invoices or vouchers relating to this project shall be identified by these project numbers.

ARTICLE II - SCOPE OF SERVICES

The services to be undertaken or performed by the Grantee under the terms of this agreement are as specified in the Grantee's approved application for this project which is hereby made a part of this contract by reference.

Regulations governing this program are as specified in the "Administrative Handbook" dated July 2017, formal guidance issued by the DOTD Public Transportation Section, the applicable provisions of the Federal Transit Administration Circular 4220.1F dated March 18, 2013; FTA Circular 9040.1G dated October 2014; and the specific requirements of this agreement. Any departures from these regulations must have the prior written approval of the DOTD's Project Coordinator who will be assigned to monitor this project for the DOTD. The Project Coordinator will be identified at the time the executed contract is transmitted to Grantee.

The format of the subcontract to be executed between the Grantee and its subrecipients is attached as Exhibit A, if applicable.

ARTICLE III - PERIOD OF PERFORMANCE

The financial assistance as provided for herein shall apply to the net operating deficit experienced by the Grantee during the period of July 1, 2017 to June 30, 2018. For new Section 5311 grantees, this agreement shall become effective contingent upon the receipt of an approved accounting system survey from the DOTD Audit Section. The Grantee shall be notified by the DOTD of the effective date of approval.

ARTICLE IV - COMPENSATION

Compensation to the Grantee for services and expenses related to this project will be based on the actual costs of the eligible net operating deficit incurred by the Grantee with a maximum limitation of $252,916.00. The DOTD will reimburse Grantee 50% of its eligible net operating deficit subject to a maximum reimbursement of $126,458.00 and, the Grantee is obligated to pay the balance.

The Grantee agrees that it will provide half of its share (25% of the 50% match) of the funding from non-federal sources, in the amount sufficient to assure payment of the actual Project costs. The Grantee shall initiate and prosecute to completion all actions necessary to provide its full share of Project costs at or prior to the time that reimbursement is requested from the DOTD. The Grantee further agrees that no reduction of Grantees share of the Project costs will be made without prior written approval of the DOTD. The allowable costs shall be in accordance with the cost principles and procedures set forth in Federal Acquisition Regulation (FAR) Part 31, Contract Cost Principles and Procedures for State and Local Governments.

All costs charged to the project shall be supported by applicable documentation which is to be retained by the Contractor in the official project file. Such documentation shall include copies of employee time sheets, and
invoices for other direct costs (telephone, materials, travel expenses, etc.) charged to the project. The official project file, subject to inspection and audit by DOTD and/or Legislative Auditor, FTA, the U.S. General Accounting Office or other federal agency, shall be retained for a period of three years from the date of project completion, as determined by DOTD.

The maximum limitation specified herein may, at DOTD’s discretion and with the concurrence of the FTA, be revised in the event of justifiable increases in the Contractor's cost of performing the work, and only upon receipt of the prior written approval of the DOTD.

**ARTICLE V – REIMBURSEMENT**

Reimbursement to the Grantee for services and expenses related to this project will be made on a monthly basis upon receipt of itemized and certified invoices for operating expenditures as outlined in the "Administrative Handbook" and other DOTD guidance applicable during the terms of this agreement. The Grantee shall submit final invoices to DOTD within fifteen (15) days after termination of contract.

**ARTICLE VI – PROMPT PAYMENT**

The contractor agrees to pay each subcontractor under this prime contract within fourteen (14) calendar days after receiving payment from LA DOTD for amounts previously invoiced for work performed or materials furnished under the Contract. Failure to pay subcontractors within fourteen (14) days will be considered in the review of the Contractor’s performance of the contract and may result in the withholding of payment to the Contractor.

Under no circumstances shall a contractor appropriate for its own use any DOTD Federal Transit Administration funds intended for the subcontractor transit provider without prior approval from DOTD.

**ARTICLE VII - PROJECT MONITORING AND REPORTING**

The DOTD and/or Federal Transit Administration shall monitor and inspect the performance of the Grantee at its convenience to assure that performance goals are being achieved in an approved manner and that equipment is being properly maintained.

When requested by either the DOTD or the FTA, the Grantee shall submit a performance report to the Project Coordinator in such manner as may be required. Additionally, all relevant forms outlined in the "Administrative Handbook" will be submitted to the DOTD on a monthly basis by the fifteenth day of the following month on all vehicles providing public transportation or unless approved in writing by DOTD.

**ARTICLE VIII - COST RECORDS & ACCESS TO RECORDS**

The Grantee and its subgrantees shall maintain all books, documents, papers, accounting records, and other evidence pertaining to cost incurred relative to this project and shall make such material available at their respective offices at all reasonable times throughout the duration of this project and for three years from the date of final payment, for inspection by the DOTD, Legislative Auditor and/or the Office of Governor, Division of Administration Auditors, the Federal Transit Administration (FTA), the U. S. General Accounting Office or other
Federal Agency under State and Federal Regulations effective as of the date of this contract and copies thereof shall be furnished if requested.

The periods of access and examination described above, for records which relate to (1) appeals under the "Dispute" clause of this agreement, (2) litigation of the settlement of claims arising out of the Grantee's performance, or (3) costs and expenses to which exception has been taken by the Comptroller General or any of his duly authorized representatives, shall continue until such appeals, litigation, claims, or exceptions have been finally resolved. The Grantee shall furnish DOTD with two (2) copies of all Subgrantee audits or program review results within thirteen (13) months of the fiscal year ending date.

All audits shall include a compliance and internal control review as required by OMB 2 CFR 200, as applicable.

Audits will be reviewed to ensure that all costs used to calculate reimbursements under this contract were allowable. The Grantee will be required to reimburse to the State any funds which were overpaid to the Grantee under this contract by the inclusion of costs which are found unallowable during the audit review process. The Grantee shall be notified in writing of any reimbursements required and shall have 30 days after receipt of notification to reimburse the funds.

ARTICLE IX - PROJECT CHANGES

Occasionally, during the course of this project, it may become necessary to effect certain changes and/or modifications in the original application statements. All such changes in budget, time, personnel, objective, and scope shall be justified by the Grantee and forwarded to the DOTD and FTA for approval.

Any extensions in the scope of services required or increases in Project costs will require a fully executed supplemental agreement. The supplemental agreement will establish the extent of changes, extensions, and modifications and the compensation therefore.

ARTICLE X - TERMINATION OR SUSPENSION

(1) Suspension.

The DOTD reserves the right to suspend the grant, and withhold further payments, or prohibit the Grantee from incurring additional obligations pending corrective action by the Grantee.

(2) Termination for Default.

The DOTD reserves the right to terminate the grant in whole, or in part, at any time before the date of completion, upon written notice to the Grantee that it has failed to comply with the conditions of the grant. In connection with such termination, payments made to the Grantee or recoveries by the DOTD, and/or FTA shall be in accord with the legal rights and liabilities of the parties.

(3) Termination by Consent of the Parties.

The DOTD or the Grantee may terminate the grant in whole, or in part, if both parties agree that the continuation of the grant program will not produce beneficial results commensurate with the further expenditure of funds. The
DOTD and the Grantee shall agree upon the termination conditions, including the effective date and, in the case of partial terminations, the portion to be terminated. The Grantee shall not incur new obligations for the terminated portion after the effective date, and shall cancel as many outstanding obligations as possible. The DOTD shall allow full credit to the Grantee for the Federal share of the non-cancellable obligations properly incurred by the Grantee prior to termination.

(4) Termination for Convenience.

DOTD may terminate the grant in whole, or in part, upon 30 days written notice by certified mail.

(5) Termination for Reasons Beyond the Control of Both Parties.

ARTICLE XI - FUNDING CONTINGENCY

The grant is contingent upon FTA approval and appropriation of funds. The DOTD reserves the right to terminate the grant for failure by the Department to receive appropriate federal funding and/or state budgetary authority.

ARTICLE XII - DISPUTES

Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the parties hereto shall be referred to the DOTD's Secretary for determination, whose decision in the matter shall be final and conclusive on the parties hereto.

ARTICLE XIII - DISADVANTAGED BUSINESS ENTERPRISE REQUIREMENTS

It is the policy of the U. S. Department of Transportation that disadvantaged business enterprises, including small businesses as defined in Title 49, Code of Federal Regulations, Part 26 (49 CFR 26), shall be afforded reasonable opportunity to participate in the performance of projects financed in whole or in part with federal funds, consequently, the DBE requirements of 49 CFR 26 apply to this project.

The Grantee agrees to comply with 49 C.F.R. Part 26 U.S. Department of Transportation regulations, "Participation by Disadvantaged Business Enterprises including small businesses in Department of Transportation Financial Assistance Programs." The Grantee agrees that it shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any DOT assisted contract or in the administration of its DBE Program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT assisted contracts. The recipient’s DBE Program, as required by 49 CFR Part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the Grantee of its failure to carry out its approved program, the Department may impose sanction as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).
The Grantee agrees to ensure that disadvantaged business enterprises including small businesses, as defined in 49 CFR be afforded reasonable opportunity to participate in the performance of this project and any subcontracts that may be let. In this regard, the Grantee shall take all necessary and reasonable steps in accordance with 49 CFR 26 to ensure that disadvantaged business enterprises have reasonable opportunity to compete for and perform services relating to this project. Failure by the grantee to carry out these requirements is a material breach of the Agreement which may result in the termination of this Agreement or such other remedy as the DOTD deems appropriate.

After proper notification by DOTD, immediate remedial action shall be taken by the Grantee as deemed appropriate by DOTD or the agreement shall be terminated. The option will rest with the DOTD. The above requirements shall be incorporated by reference in all subcontracts entered into by the Grantee.

ARTICLE XIV – COMPLIANCE WITH CIVIL RIGHTS

The Grantee agrees to comply with all applicable civil rights statutes and implementing regulations including, but not limited to, the following:

(1) Nondiscrimination – Federal Transit Programs and Title VI of the Civil Rights Act. In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Grantee agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Grantee agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity. The following equal employment opportunity requirements apply to the underlying contract:

   (1) Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Grantee agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor,” 41 C.F.R. Parts 60 et seq. (which implement Executive Order No. 11246, “Equal Employment Opportunity,” as amended by Executive Order No. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Grantee agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Grantee agrees to comply with any implementing requirements FTA may issue.

Grantee agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Grantee agrees to comply with any implementing requirements FTA may issue.

(b) **Disabilities.** In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Grantee agrees that it with comply with the requirements of U.S. Equal Employment Opportunity Commission, “Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act,” 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Grantee agrees to comply with any implementing requirements FTA may issue.

(3) **Access Requirements:**


(b) **Persons with Limited English Proficiency.** The Grantee agrees to comply with Executive Order No. 13166, “Improving Access to Services for Persons with Limited English

(c) **Environmental Justice.** The Grantee agrees to comply with the policies of Executive Order No. 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, “42 U.S.C. § 4321 note.

(d) Other Nondiscrimination Statutes. The Grantee agrees to comply with all applicable requirements of any other nondiscrimination statute(s) that may apply to the Project.

(4) **Nondiscrimination – Title IX of the Education Amendments of 1972**

The Grantee agrees to comply with all applicable requirements of Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. §§ 1681 et seq., with implementing U.S. DOT regulations, “Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance,” 49 C.F.R. Part 25, and with any implementing directives that U.S. DOT or FTA may promulgate, which prohibit discrimination on the basis of sex.

(5) The Grantee agrees to comply with all applicable requirements of any other nondiscrimination statute(s) that may apply to the Project. The Grantee also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

**ARTICLE XV – AMERICANS WITH DISABILITIES ACCESS**


Facilities to be used in public transportation service must comply with 42 U.S.C. Sections 12101 et seq. and DOT regulations, “Transportation Services for Individuals with Disabilities (ADA),” 49 CFR Part 37; and Joint ATBCB/DOT regulations, “Americans with Disabilities (ADA) Accessibility Specifications for Transportation Vehicles,” 36 CFR Part 1192 and 49 CFR Part 38. Notably, DOT incorporated by reference the ATBCB’s “Americans with Disabilities Act Accessibility Guidelines” (ADAAG), revised November 2006, which include accessibility guidelines for buildings and facilities, and are incorporated into Appendix A to 49 CFR Part 37. DOT also added specific provisions to Appendix A modifying the ADAAG, with the result that buildings and facilities must comply with both the ADAAG and amendments thereto in Appendix A to 49 CFR Part 37.
ARTICLE XVI - LOBBYING

Grantees who receive an award of $100,000 or more Federal funds are required to file the certification required by 49 CFR part 20, "New Restriction on Lobbying." Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier shall also disclose the name of any registrant under the Lobbying Disclosure Act of 1995 who has made lobbying contracts on its behalf with non-Federal funds with respect to that Federal contract, grant or award covered by 31 U.S.C. 1352. Such disclosures are forwarded from tier to tier up to the recipient.

ARTICLE XVII - HOLD HARMLESS AND INDEMNITY AGREEMENT

The Grantee hereby agrees to hold DOTD harmless, to indemnify DOTD, and to defend DOTD at Grantee's sole cost for and against any and all claims, demands, suits, and judgments of sums of money to any party for loss of life or injury or damage to person or property growing out of, resulting from, or by reason of, any negligent act or omission, operation or work of the Grantee, its agents, servants or employees while engaged upon or in connection with the services required or performed by the Grantee hereunder and/or from any liability or responsibility for damages, costs or expenses arising out of or in any way related to the providing of funds, equipment and/or services by DOTD to Grantee, including, but not limited to, economic damages, and damages or injuries to persons or property or for loss of life. The obligations herein are in addition to all other obligations or agreements, written or verbal, between DOTD and Grantee.

ARTICLE XVIII - TAX LIABILITY

Grantee hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be grantee's obligation and identified under grantee's federal tax identification number.

ARTICLE XIX - CLAIM FOR LIENS

The Grantee shall hold the DOTD harmless from any and all claims for liens for labor, services or material furnished to the Grantee in connection with the performance of its obligations under this agreement.

ARTICLE XX - FEDERAL CHANGES

Grantee shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement (Form FTA MA (23) dated October, 2016) between DOTD and FTA, as they may be amended or promulgated from time to time during the term of this contract. Grantee's failure to so comply shall constitute a material breach of this contract.
ARTICLE XXI - ENERGY CONSERVATION

The Grantee shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued in compliance with the Energy Policy and Conservation Act (42 USC Section 6321 et seq.). (Public Law 94-63).

ARTICLE XXII - CLEAN AIR AND WATER

The Grantee of Federal Funds in excess of $100,000 agrees to comply with all applicable standards, orders or regulations issued pursuant to Section 114 of the Clean Air Act, as amended, 42 U.S.C. § 7414, as well as other applicable provisions of the Clean Air Act, as amended by 42 U.S.C. § 7401 et seq.; and Section 308 of the Federal Water Pollution Control Act, as amended, 33 U.S.C. § 1318, as well as other provisions of the Federal Water Pollution Control Act, as amended, 33 U.S.C. §§ 1251 et seq. The Grantee agrees to report each violation to DOTD and understands and agrees that DOTD will, in turn, report each violation as required to assure notification to FTA and the appropriate EPA Regional Office. The Grantee also agrees to include these requirements in each subcontract exceeding $100,000 financed in whole or in part with Federal assistance provided by FTA.

ARTICLE XXIII - DRUG AND ALCOHOL TESTING

The Grantee agrees to establish and implement a drug and alcohol testing program that complies with 49 CFR Part 655, as amended; produce any documentation necessary to establish compliance with Part 655, as amended, June 25, 2013; and permit any authorized representative of the United States Department of Transportation or its operating administrations, the State Oversight Agency of Louisiana, or the DOTD, to inspect the facilities and records associated with the implementation of the drug and alcohol testing program as required under 49 CFR Part 655, as amended; and review the testing process. The Grantee agrees further to certify its compliance with Part 655, as amended, before December 31, 2017 and submit the signed Management Information System (MIS) reports before March 1, 2018 to the DOTD Section 5311 Program Manager. To certify compliance the contractor shall use the "Substance Abuse Certifications" in the "Annual List of Certifications and Assurance for Federal Transit Administration Grants and Cooperative Agreements," which is published annually in the Federal Register and may also be accessed on the Internet at http://www.fta.dot.gov/library/legal/ca.htm.

Confidentiality and Other Civil Rights Protections. The Recipient agrees to comply with the confidentiality and any other civil rights protections of the Drug Abuse Office and Treatment Act of 1972, as amended, 21 U.S.C. §§ 1174 et seq., with the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended, 42 U.S.C. §§ 4581 et seq., and with the Public Health Service Act of 1912, as amended, 42 U.S.C. §§ 290dd-3 and 290ee-3, and any subsequent amendments to these acts.

ARTICLE XXIV - CHARTER BUS REQUIREMENTS

The Grantee agrees to comply with 49 U.S.C. 5323(d) and 49 CFR Part 604, which provides that recipients and subrecipients of FTA assistance are prohibited from providing charter service using federally funded equipment or facilities if there is at least one private charter operator willing and able to provide the service, except under
one of the exceptions at 49 CFR 604.9. Any charter service provided under one of the exceptions must be "incidental," i.e., it must not interfere with or detract from the provision of mass transportation.

ARTICLE XXV - SCHOOL BUS REQUIREMENTS

Pursuant to 49 U.S.C. 5323(f) and 49 CFR Part 605, recipients and subrecipients of FTA assistance may not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating exclusive school bus service under an allowable exemption, recipients and subrecipients may not use federally funded equipment, vehicles, or facilities.

ARTICLE XXVI - CONTRACT WORK HOURS AND SAFETY STANDARDS

(1) Overtime requirements - No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages - In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any subcontractor responsible therefore shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages - The subrecipient shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts - The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.
ARTICLE XXVII - NO GOVERNMENT OBLIGATION TO THIRD PARTIES

(1) The DOTD and Grantee acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to DOTD, Grantee, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The Grantee agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

ARTICLE XXVIII - PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS

(1) Civil Fraud. The Grantee acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq and U.S. DOT regulations, “Program Fraud Civil Remedies,” 49 C.F.R. Part 31, apply to its activities pertaining to this Project. Upon execution of the underlying contract, the Grantee certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the grantee further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Grantee to the extent the Federal Government deems appropriate.

(2) Criminal Fraud. If the Recipient makes a false, fictitious, or fraudulent claim, statement, submission, certification, or agreement with or to the Federal Government involving a project authorized by 49 U.S.C. chapter 53 or any other Federal statute, the Federal Government reserves the right to impose on the Recipient the penalties of 18 U.S.C. § 1001 or other applicable Federal statute to the extent the Federal Government deems appropriate.

(3) The Grantee agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to the provisions.

ARTICLE XXIX - SUSPENSION AND DEBARMENT

This contract is a covered transaction for purposes of 49 CFR Part 29. As such, the contractor is required to verify that none of the contractor, its principals, as defined at 49 CFR 29.995, or affiliates, as defined at 49 CFR 29.905, are excluded or disqualified as defined at 49 CFR 29.940 and 29.945.
The contractor is required to comply with 49 CFR 29, Subpart C and must include the requirement to comply with 49 CFR 29, Subpart C in any lower tier covered transaction it enters into.

**ARTICLE XXX - PRIVACY ACT**

The following requirements apply to the Grantee and its employees that administer any system of records on behalf of the Federal Government under any contract.

1. The Grantee agrees to comply with, and assures the compliance of its employees with, the information restrictions and other applicable requirements of the Privacy Act of 1974, 5 U.S.C. § 552a. Among other things, the Grantee agrees to obtain the express consent of the Federal Government before the Grantee or its employees operate a system of records on behalf of the Federal Government. The Grantee understands that the requirements of the Privacy Act, including the civil and criminal penalties for violation of that Act, apply to those individuals involved, and that failure to comply with the terms of the Privacy Act may result in termination of the underlying contract.

2. The Grantee also agrees to include these requirements in each subcontract to administer any system of records on behalf of the Federal Government financed in whole or in part with Federal assistance provided by FTA.

**ARTICLE XXXI - STATE AND LOCAL LAW DISCLAIMER**

The Grantee shall comply with all applicable Federal, State and local laws and ordinances, as shall all others employed by it, in carrying out the provisions of this agreement.

**ARTICLE XXXII - INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS**

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, dated March 18, 2013, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Grantee shall not perform any act, fail to perform any act, or refuse to comply with any DOTD requests which would cause DOTD to be in violation of the FTA terms and conditions.
ARTICLE XXXIII - CONFLICT OF INTEREST

No employee, officer, or agent of the grantee shall participate in selection, or in the award or administration of a contract if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

a. The employee, officer, board member or agent;
b. Any member of his immediate family;
c. His or her partner, or
d. A corporation which employs, or is about to employ, has a financial or other interest in the firm selected for award.

The grantee's officers, employees or agents shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties of sub agreements.

The grantee’s code or standards of conduct must include procedures for identifying and preventing real and apparent organizational conflicts of interest. An organizational conflict of interest exists when the nature of the work to be performed under a proposed third party contract or sub agreement may, without some restrictions on future activities, result in an unfair competitive advantage to the third party contractor or sub recipient or impair its objectivity in performing the contract work.

ARTICLE XXXIV - 49 U.S.C. 5333(b) WARRANTY

If the contract involves transit operations financed in whole or in part with Federal assistance authorized by 49 U.S.C. § 5311, the Grantee agrees to comply with the terms and conditions of the Special Warranty for the Non-urbanized Area Program agreed to by the U.S. Secretaries of Transportation and Labor, dated May 31, 1979, and the procedures implemented by U.S. DOL or any revision thereto.

The Grantee also agrees to include any applicable requirements in each subcontract involving transit operations financed in whole or in part with Federal assistance provided by FTA.

The Grantee shall indemnify and save harmless the DOTD, its officers and employees from all suits, actions, or claims of any character brought under the terms and conditions of the Special Section 5333(b) Warranty.

ARTICLE XXXV – EMERGENCY DISASTER COOPERATION

The DOTD and Grantee acknowledge and agree that in the event of any emergency, any FTA funded transit vehicles delivered to the DOTD Headquarters, but not yet titled to the Grantee may be utilized by DOTD to provide charter service transportation to emergency areas throughout the state in response to health, safety, and other needs of the public.
ARTICLE XXXVI - AMENDMENT

The parties hereto agree that any change in the project shall be in writing and signed by both parties. DOTD funding participation increase will be approved via a fully executed contract amendment from DOTD.

ARTICLE XXXVII - SUCCESSORS AND ASSIGNS

This agreement shall be binding upon the successors and assigns of the respective parties hereto.

IN WITNESS HEREOF, the parties hereto have caused these presents to be executed by their respective officers, who are authorized to execute any and all subsequent documents relative to this project, and whose authority is deemed to be continuing as of the day and year first above written. Certification of this document is by Grantee’s Resolution herein included.

STATE PROJECT NO. RU 18-16-18
PUBLIC TRANSPORTATION OPERATING ASSISTANCE PROGRAM
FOR THE NON-URBANIZED AREA
OF DESOTO PARISH, LOUISIANA
(CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO. 20.509)

WITNESSES:

DeSoto Parish Police Jury

BY:

(Witness for First Party)  (Typed Name and Title)

FEDERAL ID #  72-6000339

DUNS #  010491728
STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT

BY:

(Witness for Second Party) 

Deputy Secretary

RECOMMENDED FOR APPROVAL

BY:

(Witness for Second Party)

Division Head

APPROVED AS TO FORM:

BY:

Public Transportation Section

BY:

Public Transportation Section
Exhibit A

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
PUBLIC TRANSPORTATION SECTION

SUBCONTRACT FOR
STATE PROJECT NO. RU 18-16-18
PUBLIC TRANSPORTATION OPERATING ASSISTANCE PROGRAM
FOR THE NON-URBANIZED AREA
OF DESOTO PARISH, LOUISIANA
(CATALOG OF FEDERAL DOMESTIC ASSISTANCE NO. 20.509)

THIS SUBAGREEMENT, made and executed in two (2) original copies on this ______ day of
____________________, 2017, by and between Desoto Parish Police Jury, the public body named in
the primary agreement, the Contractor hereinafter referred to as “Recipient”, and Desoto Parish Council
on Aging, Inc., the local transit operator named in the current application to DOTD, the Subcontractor
hereinafter referred to as “Sub recipient”;

WITNESSETH: That;

WHEREAS, the Recipient, a political subdivision of the State of Louisiana, agrees to enter into formal
contract with the Louisiana Department of Transportation and Development, hereinafter referred to as
“DOTD”, to accept Federal Transit Administration funds to provide public transportation services within
the non-urbanized portion of the service area; and

WHEREAS, the Sub recipient is named as a direct transit operator providing service in the non-urbanized
area; and

WHEREAS, the purpose of this agreement is to establish a formal understanding between the two parties
that all terms and conditions set forth will be followed;

NOW, THEREFORE, in consideration of the premises and mutual dependent covenants herein
contained, the parties agree as follows:

ARTICLE I - ADHERENCE TO TERMS OF PRIMARY PROJECT AGREEMENT

The primary contract entered into by the Recipient and DOTD, and bearing the State and Federal project
numbers indicated above, is herein incorporated by reference in its entirety. Both parties to the Sub
agreement are subject to the terms of the primary contract as applicable.
ARTICLE II - CHANGES TO SUBAGREEMENT

No changes or adjustments either to this Sub agreement, or to the identity of either Recipient or Sub recipient, shall be allowed without prior review and written approval of intended changes by DOTD.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

DeSoto Parish Council on Aging, Inc.

By: __________________________

(Witness for First Party)

By: __________________________

(Witness for First Party)

(Underlined text: Typed Name and Title)

FEDERAL ID# 72-0720486

DeSoto Parish Police Jury

By: __________________________

(Witness for Second Party)

By: __________________________

(Witness for Second Party)

(Underlined text: Typed Name and Title)

FEDERAL ID# 72-6000339
DeSOTO PARISH
SALES AND USE TAX COMMISSION

BUDGET
2017 - 2018

MANSFIELD, LOUISIANA
April 5, 2017

Board of Commissioners
DeSoto Parish Sales & Use Tax Commission
Post Office Box 927
Mansfield, LA 71052

RE: Budget Message for the
2017-18 Operating Budget

Dear Board of Commissioners:

The budget of the DeSoto Parish Sales and Use Tax Commission for the fiscal year July 1, 2017 through June 30, 2018, is hereby submitted.

You will be asked to approve this budget on Tuesday, April 11, 2017 at our regular Board Meeting. Once you have approved this budget, it will then be submitted for final approval to each governmental body on the dates as shown below:

- City of Mansfield - presented on April 24, 2017
- DeSoto Parish Police Jury - presented on May 8, 2017
- DeSoto Parish School Board - presented on May 9, 2017

Before the resolution is approved, the Board must receive comments and recommendations from the public. A public hearing will be held at the Board Meeting on April 11th prior to a vote being taken.

Financial Goals and Objectives

The development, review, and consideration of the 2017-18 Operating Budget was completed with a detailed and exhaustive review of every revenue and expenditure item within the context of the Board’s mission, goals, and financial policies.

The administration is required by state law and board policy to submit a balanced budget. A balanced budget is defined as, “a budget with total expenditures not exceeding total revenues and monies available in the fund balance within an individual fund.”

We are proud to publish and present each individual fund as having met the definition of a balanced budget. Information on each individual fund is provided in this document.
Funds and Fund Types

The DeSoto Parish Sales and Use Tax Commission records and reports all financial transactions using standards set by the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP).

Accordingly, these standards require that individual funds must be categorized into one of 11 fund types. Each fund type and the number of individual funds operated by the Commission for FY 2017-18 are listed below. An overview of each fund type can be found in the Organization Section of this budget.

All Fund Types

Governmental Funds
- General Fund 1 fund
- Special Revenue Funds do not have
- Debt Service Funds do not have
- Capital Projects Funds do not have
- Permanent Funds do not have

Proprietary Funds
- Internal Service Fund 1 fund
- Enterprise Funds do not have

Fiduciary Funds
- Agency Fund 1 fund
- Pension (and Other Employee Benefit) Trust Fund do not have
- Investment Trust Funds do not have
- Private Purpose Trust Funds do not have

Sales & Use Tax Collection Trend

As shown on the chart below, total sales & use tax collections for FY 2013-14 were just over $39.5 million. Through February of this year, there has been a decrease in collections of about $2.7 million or -10.9% as compared to last year. For FY 2017-18, it is anticipated that total collections will slightly increase and begin to follow the trend of previous years.

![Sales & Use Tax Collection Chart]

The collection of sales & use tax is different from other taxes in that it is a transaction tax and is based solely on the economy. When the economy is good, sales tax collections are good and when the
economy slows down, sales tax collections slow down. The Commission reviews a sampling of oil & gas related businesses each month. As you can see from Table 7 shown in the back of this document, the nature of the oil & gas industry has a direct impact on our total collections.

**Audit Collections**

In an effort to aggressively seek out and recover all tax revenue due the taxing authorities, the Commission implemented an audit program in 1992 with one on-staff auditor and one contract audit firm. The Commission currently has two on-staff auditors and agreements with three contract audit firms.

A ten year review of our audit program is shown in Table 8 of this document. Over the last three fiscal years that ended for 2013-14 through 2015-16, we have averaged $2.3 million in total audit revenue. Since July of this year, we have completed a total of 62 audits, collected almost $500,000 thousand in revenue and currently have 150 audits in progress.

**New and Inactive Accounts**

Another way to increase collections is to verify that all companies doing business within DeSoto Parish are registered to collect and remit the proper amount of tax. Normally, businesses register on a voluntary basis. However, the Commission uses a number of sources to help identify new businesses, which include; the local and regional newspaper, DeSoto Legal News, contact each month with the Louisiana Department of Revenue, and information exchange meetings each quarter with adjoining parishes in the northwest region of the state.

A five year review of our new and inactive accounts is shown in Table 9 of this document. As shown in the table, new accounts peaked for the fiscal year that ended 2010-11 at the height of the oil & gas activity. The number of inactive accounts increased for the fiscal year that ended 2013-14 which reflects the slowdown of activity. For this year, we are averaging about 15 new accounts each month and have a total of over 5,200 businesses registered. Our total number of accounts continues to increase each year.

**Collection Forecasts**

The Commission currently collects the local sales and use tax for the nine (9) taxing authorities listed below and on the following page. As shown in the table, collections next fiscal year for the parish-wide authorities are projected to increase and then begin to level off and follow the historical collection trends consistent with previous years.

<table>
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<th>Budget FY 2016-17</th>
<th>Budget FY 2017-18</th>
<th>Percent Change</th>
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<tr>
<td>DeSoto Parish Police Jury</td>
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<td>City of Mansfield</td>
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<td>3.0%</td>
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<tr>
<td></td>
<td>Budget FY 2016-17</td>
<td>Budget FY 2017-18</td>
<td>Percent Change</td>
</tr>
<tr>
<td>------------------</td>
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<td>----------------</td>
</tr>
<tr>
<td>Town of Logansport</td>
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<td>$29,575,000</td>
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</table>

**Personnel Trends**

The number of employees working for the DeSoto Parish Sales and Use Tax Commission is expected to remain at five (5) for FY 2017-18.

The administrator and two (2) auditors represent the professional staff and make up 60% of the total, while the bookkeeper and secretary represent the clerical staff and make up 40%.

**Short-Term Financial Changes**

The total operating budget for FY 2017-18 is approximately $587,000, which is a decrease of about $4,300 or .7% under the current budget. The short-term financial changes include the following:

- The Retirement Contribution rate will increase from 25.5% to 26.6% and this increase is reflected in the budget at a cost of about $3,800.

- An additional $15,000 payment will be made to the Pension and Other Employee Benefit Trust Fund administered by the DeSoto Parish School Board to fund the Commission’s responsibility for healthcare coverage to future retirees.

- The Severance Pay account has been adjusted at a cost of about $3,106.

**Estimated Fee to be Charged in FY 2017-18**

Every taxing jurisdiction in the Parish pays the same percentage (also known as a fee) for the DeSoto Parish Sales & Use Tax Commission to collect sales & use taxes regardless of how much tax is collected.

The fee changes from month-to-month and is based on the ratio of expenses paid to collect the tax to the taxes collected for all jurisdictions. It is anticipated that the fee to be charged to collect the tax for FY 2017-18 will decrease from 2.00% to 1.88% as shown in the table on the next page.
<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Expenses Paid</th>
<th>Ratio</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sales &amp; Use Tax Collected</td>
<td></td>
</tr>
<tr>
<td>2016-17</td>
<td>$591,822</td>
<td>2.00%</td>
</tr>
<tr>
<td></td>
<td>$29,575,000</td>
<td></td>
</tr>
<tr>
<td>2017-18</td>
<td>$587,495</td>
<td>1.88%</td>
</tr>
<tr>
<td></td>
<td>$31,230,000</td>
<td></td>
</tr>
</tbody>
</table>

**For Your Information (FYI)**

In accordance with Louisiana Revised Statute 33:2721.6, local taxing authorities are authorized to levy and collect additional sales and use taxes if an election is held and approved by a majority of the voters in a parish, city, or town. However, the maximum tax rate allowed, excluding the State and Law Enforcement District (L.E.D.), cannot exceed five percent (5%).

The chart below represents what tax rates are presently being levied and what, if any, additional sales & use tax rate that could be offered to the public for approval.

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Current Local Tax Rate</th>
<th>Maximum Local Tax Rate</th>
<th>Additional Sales Tax Rate Available For the Public to Approve</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(Excluding State &amp; L.E.D.)</td>
<td>5%</td>
<td>.5%</td>
</tr>
<tr>
<td>Grand Cane</td>
<td>4.5%</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keachi</td>
<td>4.5%</td>
<td>5%</td>
<td>.5%</td>
</tr>
<tr>
<td>Logansport</td>
<td>4.5%</td>
<td>5%</td>
<td>.5%</td>
</tr>
<tr>
<td>Mansfield</td>
<td>5%</td>
<td>5%</td>
<td>----</td>
</tr>
<tr>
<td>South Mansfield</td>
<td>4.5%</td>
<td>5%</td>
<td>.5%</td>
</tr>
<tr>
<td>Stonewall</td>
<td>4.5%</td>
<td>5%</td>
<td>.5%</td>
</tr>
<tr>
<td>Cities or Towns Not Listed Above But Within DeSoto Parish</td>
<td>3.5%</td>
<td>5%</td>
<td>1.5%</td>
</tr>
<tr>
<td>All of DeSoto Parish But Outside the Cities &amp; Towns</td>
<td>3.5%</td>
<td>5%</td>
<td>1.5%</td>
</tr>
</tbody>
</table>

**Taxes Paid Under Protest**

<table>
<thead>
<tr>
<th>FYE</th>
<th>Number of Protests</th>
<th>Number of Companies</th>
</tr>
</thead>
<tbody>
<tr>
<td>2011-12</td>
<td>11</td>
<td>1</td>
</tr>
<tr>
<td>2012-13</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>2013-14</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2014-15</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>2015-16</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>2016-17</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

As of March 15, 2017, there are only eight (8) protests from five (5) companies remaining. From these protests, there are three (3) lawsuits with the District Court and four (4) with the local Board of Tax Appeals. These funds, with a liability of $2,593,409, have been placed in an escrow account as shown in Table 10 of this document.
According to the Commission attorney, “Interest does accrue on the money paid under protest, and we have been reviewing the protest payments and refunding that portion of the money paid under protest that we feel is not due. Thus far, we have not been required to pay any interest on the refunded money and we feel we have strong arguments that the tax is due”.

Since this time last year, the Commission has successfully resolved another $1,104,050 in protest payments, reduced the number of protests by 28, the number of companies by 2, and the number of lawsuits by 2.

**Refund Claims**

Also shown in Table 10, there is a total net amount of $5,619,683 in refund claims. Of these claims, there is a total of $4,444,013 in which lawsuits have been filed for the recovery of taxes that were remitted without being paid under protest and distributed to the respective taxing authorities. The remaining balance, $1,175,670, is for claims where lawsuits have not been filed.

Our attorney states that, “We feel very good about the defense of these claims, but with all litigation there is some risk. In the event we are not successful in the defense of the refund claims, we would have to refund the money plus interest. This means we would have to ask the respective taxing authorities to return the money to us, or withhold the money from future collections reducing the amount of money the taxing authorities would receive until the refund claims and the interest have been paid in full”. As a result, the Commission adopted Policy No. D-500 to establish a Refund Reserve account to fund up to a minimum of 50% of the total net amount of all refund claims.

As of March 15, 2017, there are only nine (9) claims from six (6) companies remaining. From these claims, there are three (3) lawsuits with the District Court and two (2) with the local Board of Tax Appeals.

Since this time last year, the Commission has successfully resolved another $4,370,778 in refund claims, reduced the number of claims by 5, the number of companies by 2, and the number of lawsuits by 4.

**Acknowledgements**

The preparation of this report could not have been accomplished without the efficient and dedicated services of the entire staff of the Commission. I would like to express appreciation to them and the Board for their support in planning and conducting the financial operations of the Commission in a responsible manner.

Chris W. Robinette
Administrator
DeSOTO PARISH SALES AND USE TAX COMMISSION

GENERAL FUND
Fiscal Year 2017-18

<table>
<thead>
<tr>
<th></th>
<th>Actual 2015-16</th>
<th>Budget 2016-17</th>
<th>Budget 2017-18</th>
<th>Percent of Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fees, charges, and commissions for services</td>
<td>$595,241</td>
<td>$581,301</td>
<td>$587,483</td>
<td>1.1%</td>
</tr>
<tr>
<td>Use of money and property</td>
<td>13</td>
<td>12</td>
<td>12</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>$595,254</td>
<td>$581,313</td>
<td>$587,495</td>
<td>1.1%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel services &amp; related benefits</td>
<td>$480,578</td>
<td>$477,531</td>
<td>$485,002</td>
<td>1.6%</td>
</tr>
<tr>
<td>Operating services</td>
<td>$111,854</td>
<td>$93,541</td>
<td>$85,243</td>
<td>-8.9%</td>
</tr>
<tr>
<td>Materials and supplies</td>
<td>5,228</td>
<td>9,250</td>
<td>5,750</td>
<td>-37.8%</td>
</tr>
<tr>
<td>Travel and other charges</td>
<td>10,378</td>
<td>9,500</td>
<td>9,500</td>
<td>0.0%</td>
</tr>
<tr>
<td>Capital outlay</td>
<td>14,813</td>
<td>2,000</td>
<td>2,000</td>
<td>0.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>$622,851</td>
<td>$591,822</td>
<td>$587,495</td>
<td>-0.7%</td>
</tr>
</tbody>
</table>

EXCESS (Deficiency) OF REVENUES OVER EXPENDITURES
($27,597) ($10,509) $0

Beginning Fund Balance
$38,106 $10,509 $0

Ending Fund Balance
$10,509 $0 $0

Rate Charged to Collect Tax
1.98% 2.00% 1.88% -0.12%

Purpose of General Fund
The General Fund is used to account for and pay the operating expenditures of the Commission. Fees for the collection of sales and use taxes is the Commission's only source of revenue and it collects only enough revenue to cover its expenses and can't budget or project a profit.
## DeSoto Parish Sales and Use Tax Commission
### Information Section
#### Fiscal Year 2017-18

### Table 2

**Gross Sales and Use Tax Collections Over a Ten (10) Year Period**
**For Fiscal Years Ended June 30, 2009 through June 30, 2018**

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Parishwide School</th>
<th>Police</th>
<th>Law</th>
<th>Enf Dist</th>
<th>Mansfield</th>
<th>Logansport</th>
<th>Mansfield Stonewall</th>
<th>Cane</th>
<th>Keachi</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>25,810,503</td>
<td>10,382,643</td>
<td>5,162,962</td>
<td>1,418,932</td>
<td>284,753</td>
<td>49,890</td>
<td>198,296</td>
<td>69,364</td>
<td>48,504</td>
<td>43,425,848</td>
</tr>
<tr>
<td>2010</td>
<td>50,637,444</td>
<td>20,256,897</td>
<td>10,121,940</td>
<td>2,088,200</td>
<td>354,672</td>
<td>110,193</td>
<td>229,193</td>
<td>115,220</td>
<td>135,211</td>
<td>84,048,971</td>
</tr>
<tr>
<td>2011</td>
<td>72,757,851</td>
<td>29,103,717</td>
<td>14,551,222</td>
<td>2,543,632</td>
<td>275,838</td>
<td>176,516</td>
<td>284,863</td>
<td>230,139</td>
<td>102,345</td>
<td>120,026,122</td>
</tr>
<tr>
<td>2012</td>
<td>53,414,120</td>
<td>21,365,989</td>
<td>10,678,856</td>
<td>2,970,180</td>
<td>281,155</td>
<td>132,505</td>
<td>256,758</td>
<td>202,787</td>
<td>86,324</td>
<td>89,388,875</td>
</tr>
<tr>
<td>2013</td>
<td>22,295,659</td>
<td>8,919,134</td>
<td>4,460,405</td>
<td>1,937,732</td>
<td>195,311</td>
<td>72,169</td>
<td>254,865</td>
<td>123,297</td>
<td>85,270</td>
<td>38,343,861</td>
</tr>
<tr>
<td>2014</td>
<td>23,382,299</td>
<td>9,353,079</td>
<td>4,676,745</td>
<td>1,587,892</td>
<td>208,834</td>
<td>56,227</td>
<td>306,221</td>
<td>68,793</td>
<td>44,880</td>
<td>39,784,970</td>
</tr>
<tr>
<td>2015</td>
<td>24,128,675</td>
<td>9,651,967</td>
<td>4,826,488</td>
<td>1,708,294</td>
<td>216,909</td>
<td>74,420</td>
<td>367,431</td>
<td>80,140</td>
<td>27,374</td>
<td>41,081,698</td>
</tr>
<tr>
<td>2016</td>
<td>18,196,896</td>
<td>7,279,426</td>
<td>3,640,438</td>
<td>1,663,241</td>
<td>192,814</td>
<td>60,713</td>
<td>387,949</td>
<td>68,105</td>
<td>29,744</td>
<td>31,519,330</td>
</tr>
<tr>
<td>2017</td>
<td>17,000,000</td>
<td>6,800,000</td>
<td>3,400,000</td>
<td>1,650,000</td>
<td>193,000</td>
<td>51,000</td>
<td>389,000</td>
<td>60,000</td>
<td>32,000</td>
<td>29,575,000</td>
</tr>
<tr>
<td>2018</td>
<td>18,000,000</td>
<td>7,200,000</td>
<td>3,600,000</td>
<td>1,700,000</td>
<td>194,000</td>
<td>51,000</td>
<td>392,000</td>
<td>60,000</td>
<td>33,000</td>
<td>31,230,000</td>
</tr>
</tbody>
</table>

**Notes:**
1. The fiscal years ending 2017 and 2018 reflect budgeted collections rather than actual collections.
2. Reflects the City of Mansfield's 1/2% tax which went into effect January 1, 2009.

### Historical Sales Tax Collections

![Historical Sales Tax Collections Graph](image_url)

For Fiscal Years Ending June
### DeSoto Parish Sales and Use Tax Commission
#### Information Section
#### Fiscal Year 2017-18

**Actual Fee % Summary Report**

*Fiscal Years Ending June 30, 2009 through June 30, 2018*

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Total Collections</th>
<th>Actual Fees Collected</th>
<th>YTD Actual %</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>43,425,848</td>
<td>410,843</td>
<td>0.95%</td>
</tr>
<tr>
<td>2010</td>
<td>84,048,971</td>
<td>544,595</td>
<td>0.65%</td>
</tr>
<tr>
<td>2011</td>
<td>120,026,122</td>
<td>535,497</td>
<td>0.45%</td>
</tr>
<tr>
<td>2012</td>
<td>89,388,675</td>
<td>577,521</td>
<td>0.65%</td>
</tr>
<tr>
<td>2013</td>
<td>38,343,861</td>
<td>540,673</td>
<td>1.41%</td>
</tr>
<tr>
<td>2014 (1)</td>
<td>39,784,970</td>
<td>542,886</td>
<td>1.36%</td>
</tr>
<tr>
<td>2015</td>
<td>41,081,688</td>
<td>569,182</td>
<td>1.39%</td>
</tr>
<tr>
<td>2016</td>
<td>31,519,330</td>
<td>622,851</td>
<td>1.98%</td>
</tr>
<tr>
<td>2017</td>
<td>29,575,000</td>
<td>591,822</td>
<td>2.00%</td>
</tr>
<tr>
<td>2018</td>
<td>31,230,000</td>
<td>587,495</td>
<td>1.88%</td>
</tr>
</tbody>
</table>

**Notes:**

(1) Fees collected for the fiscal years ending 2017 and 2018 reflect budgeted fees rather than actual fees.
## PROTEST PAYMENTS
### By Respective Taxing Authorities

<table>
<thead>
<tr>
<th>Net Amount of Protest Payments</th>
<th>School Board</th>
<th>Police Jur</th>
<th>Law Enforcement</th>
<th>Mansfield</th>
<th>Logansport</th>
<th>South Mansfield</th>
<th>Stonewall</th>
<th>Grand Cane</th>
<th>Keachi</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1,256,148</td>
<td>785,092</td>
<td>314,037</td>
<td>157,018</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>202,906</td>
<td>126,816</td>
<td>50,727</td>
<td>25,363</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>241,975</td>
<td>151,235</td>
<td>60,494</td>
<td>30,247</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>155,616</td>
<td>97,260</td>
<td>38,904</td>
<td>19,452</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>13,965</td>
<td>8,728</td>
<td>3,491</td>
<td>1,746</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>670,645</td>
<td>419,153</td>
<td>167,561</td>
<td>83,831</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>$46,313</td>
<td>28,946</td>
<td>11,578</td>
<td>5,789</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>5,842</td>
<td>3,651</td>
<td>1,460</td>
<td>730</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$2,593,409</td>
<td>$1,620,881</td>
<td>$648,352</td>
<td>$324,176</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>% of Total Protests</td>
<td>62.50%</td>
<td>25.00%</td>
<td>12.50%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
</tr>
</tbody>
</table>

## REFUND CLAIMS
### By Respective Taxing Authorities

<table>
<thead>
<tr>
<th>Net Amount of Refund Request</th>
<th>School Board</th>
<th>Police Jur</th>
<th>Law Enforcement</th>
<th>Mansfield</th>
<th>Logansport</th>
<th>South Mansfield</th>
<th>Stonewall</th>
<th>Grand Cane</th>
<th>Keachi</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>55,148</td>
<td>25,605</td>
<td>10,241</td>
<td>5,120</td>
<td>11,821</td>
<td>2,381</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>1,122,797</td>
<td>701,748</td>
<td>280,699</td>
<td>140,350</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>1,330,188</td>
<td>831,355</td>
<td>332,542</td>
<td>166,271</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>1,291,281</td>
<td>807,050</td>
<td>322,820</td>
<td>161,410</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>644,621</td>
<td>402,888</td>
<td>161,155</td>
<td>80,578</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>85</td>
</tr>
<tr>
<td>6.</td>
<td>895,046</td>
<td>559,404</td>
<td>223,762</td>
<td>111,881</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>10,081</td>
<td>6,247</td>
<td>2,499</td>
<td>1,250</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>20,821</td>
<td>15,467</td>
<td>6,187</td>
<td>3,093</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>249,721</td>
<td>158,076</td>
<td>62,430</td>
<td>31,215</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$5,619,683</td>
<td>$3,505,840</td>
<td>$1,402,336</td>
<td>$701,169</td>
<td>$11,821</td>
<td>$2,446</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>% of Total Claims</td>
<td>62.39%</td>
<td>24.95%</td>
<td>12.48%</td>
<td>0.21%</td>
<td>0.04%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
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</table>
RESOLUTION APPROVING THE 2016-17 REVISED AND THE 2017-18 SALES AND
USE TAX COMMISSION BUDGET

BE IT KNOWN AND REMEMBERED BY THESE PRESENTS that on this
day of ______________, 2017, before me Stephen Flanders, Notary Public, in and for
the aforesaid Parish and State, and in the presence of the undersigned competent witnesses,
personally came and appeared:

CITY OF MANSFIELD, STATE OF LOUISIANA, a political corporation and
subdivision of the State of Louisiana, created, organized and existing under the
laws of the State of Louisiana, represented herein and appearing through its
mayor, Honorable Curtis McCoy, and hereinafter referred to as the "City";

and

PARISH SCHOOL BOARD OF THE PARISH OF DESOTO, STATE OF
LOUISIANA, a political subdivision of the State of Louisiana, created, organized
and existing under the laws of the State of Louisiana, represented herein and
appearing through Honorable Dudley M. Glenn, President of said School Board,
and hereinafter referred to as the "School Board";

and

PARISH POLICE JURY OF THE PARISH OF DESOTO, STATE OF
LOUISIANA, a political subdivision of the State of Louisiana, created, organized
and existing under the laws of the State of Louisiana, represented herein and
appearing through Honorable Reggie Roe, President of said Police Jury, and
herein after referred to as the "Police Jury".

and did declare and say that they have adopted, finalized and approved the budgets of the DeSoto
Parish Sales & Use Tax Commission for the 2016-17 revised and the 2017-18 fiscal years, and
effect a contract and resolution under the following terms and conditions:

WHEREAS, Chris W. Robinette, in his capacity as Administrator of the DeSoto
Parish Sales & Use Tax Commission prepared a proposed General Fund budget for (a) the fiscal
year beginning July 1, 2016 and ending June 30, 2017 and (b) the fiscal year beginning July 1,
2017 and ending June 30, 2018, and

WHEREAS, the proposed General Fund Budget as shown in the Annual Operating
Budget document after the budget adoption resolution shows the revenues itemized by source
and the expenditures itemized by function as required by Louisiana R.S. 39:1305; and
WHEREAS, the proposed budget has been submitted to the Board of Commissioners of the DeSoto Parish Sales and Use Tax Commission and approved (see Attachment A), and

WHEREAS, the proposed budget and the accompanying budget adoption resolution have been submitted to the City, School Board and Police Jury for review and consideration; and

WHEREAS, notice of a public hearing on the proposed General Fund and Special Revenue Fund Budgets, notice of the availability of the proposed budgets for review at such hearing and a general summary of the proposed budgets have been timely published in The Enterprise; and

WHEREAS, a public hearing on the proposed General Fund and Special Revenue Fund Budgets has now been reviewed and considered; now

THEREFORE, BE IT RESOLVED by the City, School Board and Police Jury that the proposed budget, a copy of which is attached to this agreement, hereby approved, adopted, and finalized.

BE IT FURTHER RESOLVED that the Administrator of the DeSoto Parish Sales and Use Tax Commission, or his successor, be and he is hereby authorized subject to approval of the Board, to make such changes within the various budget classifications as he may deem necessary provided that any reallocation of funds affecting in excess of five percent (5%) of the projected revenue collections must be approved in advance by action of the City, School Board and the Police Jury at a meeting duly noticed and convened.

BE IT FURTHER RESOLVED that the Administrator of the DeSoto Parish Sales & Use Tax Commission, in his capacity as chief administrative officer of the Commission, shall and he is hereby directed to advise the City, School Board and Police Jury in writing when:

1. Revenue collections plus projected revenue collections for the remainder of the year, within a fund are failing to meet estimated annual budgeted revenues by five percent (5%) or more,

2. Actual expenditures plus projected expenditures for the remainder of the year, within a fund, are exceeding the estimated budgeted expenditures by five percent (5%) or more, or

3. The actual beginning fund balance, within a fund, fails to meet the estimated beginning fund balance by five percent (5%) or more and the fund balance is being used to fund current year expenditures.

BE IT FURTHER RESOLVED that the City, School Board and Police Jury shall allocate sufficient funds, in accordance with the Joint Agreement dated February 13, 1991, in their respective budgets to pay the costs of establishing, operating, maintaining and administering the DeSoto Parish Sales & Use Tax Commission.
BE IT FURTHER RESOLVED that the Administrator of the Commission shall certify completion of all actions required by Louisiana R.S. 39:1306 by publishing a notice of the minutes of the meeting in The Enterprise.

IN WITNESS WHEREOF, the parties hereto have caused this instrument to be executed by their duly authorized officers on the day and year first above written.

______________________________  ________________________________
Dudley M. Glenn, President        Curtis McCoy, Mayor
DeSoto Parish School Board        City of Mansfield

______________________________
Reggie Roe, President
DeSoto Parish Police Jury

THUS DONE AND SIGNED in the presence of me, Notary Public, in multiple originals, on this ___ day of __________________, 2017 DeSoto Parish, Louisiana, all after due reading of this whole.

______________________________
NOTARY PUBLIC in and for
DeSoto Parish, Louisiana
Scope: DeSoto Parish Police Jury

Category: Animal Services

Job Title: Animal Control Officer (ACO)

Salary: $15.00 - $19.00 per hour

DESCRIPTION:
Under policies and guidelines established by the Police Jury and under the supervision of the Animal Control Director, the Animal Control Officer strives to promote the safe treatment of animals, and protect those community members who cannot speak for themselves. ACO’s respond to citizen complaints and apprehend animals in accordance with the animal control code of ordinances for the Parish of DeSoto and local municipalities.

DUTIES AND RESPONSIBILITIES:
- When ACO’s respond to citizens complaints, they evaluate the animals condition by observing and monitoring the animals in the field, evaluating the animals for illness, injury, or neglect, observing temperament, providing emergency veterinarian care as needed.
- When necessary the ACO apprehends the animals by using traps, nets, catch poles, bite sticks, and other humane methods and transports the animal to the Animal Services Facility.
- The ACO is tasked to thoroughly understand and effect the application of all animal control state statutes and local ordinances.
- The ACO prepares manual and computerized reports and documents in a neat, timely and accurate manner.
- When not in the field, the ACO assists in the daily operation of the kennel area: cleaning and disinfecting the kennels daily; ensures animals have food and water; bathes and grooms animals. While ensuring safe and humane handling of all animals; while assisting in the intake, care and disposition of animals under the care of the animal services facility.
- Assists veterinarian with routine and emergency animal care.
- Coordinates and assists the Director with public education programs; (i.e. low cost spay/neuter, community education, etc.)
- Contributes to team effort by accomplishing related duties as assigned while maintaining effective working conditions and relationships with other employees.
- Responsible for maintaining ACO vehicle cleanliness and regular maintenance; i.e oil change, etc.
- Provides assistance to the community in locating lost pets or viewing pets for adoption.
- Assists the Director in cross training all staff in the performance of job duties and responsibilities.
- Contributes to team effort by accomplishing related duties as assigned.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and or ability required.
- Five (5) years, minimum, experience in a kennel environment or in animal care field.
- Must possess a valid Driver’s License.
- Must have a High School Diploma or GED.
- Must possess a Louisiana State Certified Euthanasia Technician Certificate (CAET) or be able to obtain certification within (1) year from date of hire.
- The ability to provide medical treatment of animals, custodial care, adoption or euthanasia of animals within standard operating guidelines and policies.
- Basic computer skills.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will need to be able to lift fifty (50) pounds and assist with up to one-hundred-fifty (150) pounds.
Date: 3/28/2017  
To: Norman Ellis III/Desoto Parish Police Jury  
Phone: 318-461-2882  

From: Scott Albarado (salbarado@summit-sys.com)  
Re: Quote for New Wireless Police Jury Voting System-Updated to use Owner Furnished Monitors

<table>
<thead>
<tr>
<th>Qty</th>
<th>Description</th>
<th>Line #</th>
<th>*Unit Price</th>
<th>*Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>State Contract #440000563</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Summit - SIS-BENQ-GW2265HM- 21.5&quot; LED Desktop Monitor</td>
<td>1010938</td>
<td>$142.00</td>
<td>$284.00</td>
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<tr>
<td>1</td>
<td>Summit-SIS-Mount3- Mount for Display Device</td>
<td>955904</td>
<td>$266.65</td>
<td>$266.65</td>
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<tr>
<td>3</td>
<td>Owner Furnished TV Monitors with Mounts</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Summit-SIS-MuDATLPD215-Ultra Compact , 2 Outlet</td>
<td>1010940</td>
<td>$95.85</td>
<td>$287.55</td>
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<tr>
<td></td>
<td>Display Surge Protector</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>Summit - SIS-CEI CEIHDDA44KE-1 to 4 4K HDMI Distribution Amplifier</td>
<td>1015367</td>
<td>$356.00</td>
<td>$356.00</td>
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<td>3</td>
<td>Summit-SIS-AVCBL14-HDMI Cable14</td>
<td>957386</td>
<td>$250.60</td>
<td>$751.80</td>
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<td>3</td>
<td>Summit-SIS-PC-INT- Interconnect Cables</td>
<td>955939</td>
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<td>$105.00</td>
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<tr>
<td>1</td>
<td>Summit-SIS-WARR2-One Year On-site Labor Extended</td>
<td>956543</td>
<td>$1,142.85</td>
<td>$1,142.85</td>
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<tr>
<td>32</td>
<td>Summit Onsite Installation &amp; System Testing</td>
<td>957000</td>
<td>$90.00</td>
<td>$2,880.00</td>
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<td></td>
<td>Total on State Contract</td>
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<td>$6,073.85</td>
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Non Contract Items:

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<tr>
<th>Qty</th>
<th>Description</th>
<th>Line #</th>
<th>*Unit Price</th>
<th>*Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Live-Tally Wireless Voting System Package with 12 Keypads</td>
<td></td>
<td>$1,154.00</td>
<td>$1,154.00</td>
</tr>
</tbody>
</table>

Grand Total  

$7,227.85
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

Another Service of Distribution Center, Inc.
225 N. Common  P.O. Box 1219  Shreveport, LA 71163-1219  FAX (318)222-6080
(318) 424-3453
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 REFILE**
  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.

**Distribution Center, Inc.**

225 N. Common  P.O. Box 1219  Shreveport, LA 71163-1219  FAX (318)222-6080  
(318) 424-3453
Recommendation: **Recommend all bids for Road Oil need to revise specifications and bid form to add the use of West Louisiana Aggregates LLC.**

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Delivery Fees</th>
<th>Other Fees</th>
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</table>

**West Louisiana Aggregates LLC**

<table>
<thead>
<tr>
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<th>Delivery Fees</th>
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**Asphalt Products**

<table>
<thead>
<tr>
<th>Unit Price</th>
<th>Delivery Fees</th>
<th>Other Fees</th>
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<tbody>
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**East Texas Asphalt Co., LTD**

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<thead>
<tr>
<th>Unit Price</th>
<th>Delivery Fees</th>
<th>Other Fees</th>
</tr>
</thead>
<tbody>
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</table>

Note: We recommend to take travel distance into consideration upon awarding bid.

— 2017 Materials Bid Tabulation

DeSoto Parish Police Jury
**Road Dept Recommends awarding to low bid.**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Location</th>
<th>Distance To Location</th>
<th>Mix Type</th>
<th>Price Per Ton (Picked Up)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Madden Construction</td>
<td>PG 64-22</td>
<td>22'</td>
<td>Asphaltic Concrete (PG 70)</td>
<td>$70.00</td>
</tr>
<tr>
<td>East Texas</td>
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</table>

**Road Dept Recommends awarding to low bid.**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Mix Type</th>
<th>Price Per Ton (Picked Up)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allied Construction</td>
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</tr>
</tbody>
</table>

Glauconite Road Base, price per ton (picked up)
AN ORDINANCE ESTABLISHING A MAXIMUM SPEED LIMIT OF 25 MILES PER HOUR ON THAMES ROAD DISTRICT 5.

BE IT ORDAINED by the Police Jury of DeSoto Parish, Louisiana in Regular Session convened:

SECTION 1.
The maximum speed limit for Thames Road District 5 shall be 25 miles per hour,

SECTION 2.
All ordinances or parts of ordinances in conflict herewith are hereby repealed. Upon motion by __________, duly seconded, __________ the above and foregoing ordinance was duly adopted on the 8th day of May, 2017 with the following vote:

YEAS:    NAYS:    ABSENT:    ABSTAIN:

REGGIE ROE, PRESIDENT
DESGOTO PARISH POLICE JURY

JODI ZEIGLER, SECRETARY
DESGOTO PARISH POLICE JURY

CERTIFIED
I, Jodi Zeigler, hereby certify in my capacity as the Secretary of the DeSoto Parish Police Jury that the above and foregoing is a true and correct copy of the Ordinance passed by the DeSoto Parish Police Jury at a regular meeting held on the 8th day of May 2017, a quorum being present.

Jodi Zeigler, Secretary
DeSoto Parish Police Jury