

**CADDO PARISH COMMISSION**  
**505 TRAVIS STREET, GOVERNMENT PLAZA**  
**PUBLIC NOTICE**  
**WORK SESSION AGENDA**  
Streaming at [www.caddo.org](http://www.caddo.org)  
June 6, 2022  
**3:30 P.M.**

1. ROLL CALL:

**Commissioners:**

Hopkins	District 1	Gage-Watts	District 7
Johnson	District 2	Taliaferro	District 8
Jackson	District 3	Atkins	District 9
Young	District 4	Chavez	District 10
Burrell	District 5	Lazarus	District 11
Jones	District 6	Epperson	District 12

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

Veterans and active military members saluting during recitation of the Pledge of Allegiance would be appropriate, should you wish to do so.

4. AGENDA ADDITIONS:

5. CITIZENS COMMENTS:

Citizens who wish to address the Commission on any issue other than zoning, please fill out a comment card located in the chamber foyer and return to the President or the Clerk of the Commission. Individual comments are limited to 3 minutes

6. VISITORS:

6.I. Cedric Floyd To Provide Update On Redistricting  
(Atkins)

6.II. Latronia Durham  
(Jones)

7. REPORTS:  
Administrator Report

7.I. Administrative Report

Documents:

[ADMINISTRATION REPORT 06.06.22.PDF](#)

8. COMMISSION REMARKS:  
Communiques, reports, and other items related to Work Session Agenda.

8.I. Discuss Status Of Additional Early Voting Site

9. PRESIDENT'S REPORT:

10. OLD BUSINESS:

11. NEW BUSINESS:

11.I. Authorize Introduction Of Ordinance No. 6239 Of 2022  
AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND  
EXPENDITURES FOR THE RIVERBOAT FUND TO PROVIDE AN APPROPRIATION  
FOR CHARLES JOHNSON MINISTRIES, INC. AND TO OTHERWISE PROVIDE  
WITH RESPECT THERETO

(Johnson)

Documents:

[ORD- 6239-CEJAY MINISTRIES.PDF](#)  
[ORD 6239- FACT SHEET - CEJAY MINISTRIES, INC..PDF](#)  
[3-29-2022 CEEJAY MINISTRIES NGO APP.PDF](#)

11.II. Authorize Resolution 33 Of 2022

A RESOLUTION TO AUTHORIZE THE CADDO PARISH ADMINISTRATOR TO  
CONSENT TO THE ASSIGNMENT OF STATE AGENCY LEASES 22029 AND 22030,  
AND OTHERWISE PROVIDING WITH RESPECT THERETO

(Districts 2, 7 and 12)

Documents:

[RESOLUTION 33 OF 2022- ASSIGN\\_OGML\\_MULTIPLE.PDF](#)  
[RESOLUTION 33 OF 2022- FACT SHEET RES. ASSIGN\\_OGML.PDF](#)

11.III. Authorize Resolution No. 34 Of 2022

A RESOLUTION TO URGE AND REQUEST THE DISTRICT ATTORNEY TO CEASE  
DISMISSING GUN RELATED CHARGES AS PLEA BARGAINS AND TO URGE AND  
REQUEST THE LEGISLATURE TO PROHIBIT DISMISSAL OF GUN RELATED  
CHARGES AS PART OF PLEA BARGAINS, AND OTHERWISE PROVIDING WITH  
RESPECT THERETO.

(Young)

Documents:

[RESOLUTION 34 OF 2022- PLEA BARGAINS.PDF](#)

11.IV. Authorize Special Resolution Of Recognition Of Appreciation For Rho Omega & Friends  
For Celebrating The Juneteenth Holiday For 35 Years

(Johnson)

11.V. Special Resolution Proclaiming And Celebrating The Juneteenth Holiday

(Jackson)

11.VI. Authorize Special Resolution Of Recognition For Reigning Mrs. Shreveport Jessica Latin

(Chavez)

11.VII. Authorize Special Resolution Of Recognition For Valencia High School

(Jackson)

11.VIII. Authorize Special Resolution Proclaiming Pride Month

(Jackson)

- 11.IX. Authorize Reappointment To The Lakeview Waterworks District  
Reappoint Robert Fowler to the Lakeview Waterworks Board, term to expire 3-17-2027

(Johnson)

Documents:

[REAPPOINT ROBERT FOWLER TO LWB.PDF](#)

- 11.X. Authorize Appointment Of Susannah Poljak As The District 10 Representative To The  
Citizen's Advisory Committee On Juvenile Justice  
(Chavez)

Documents:

[SWP RESUME.PDF](#)

- 11.XI. Authorize Appoint To The North Caddo Hospital Service District Board Of Directors  
Appoint Jennifer Fant to the North Caddo Hospital Service District Board of Directors  
to fill the term currently held by Mary Elizabeth Irvin expiring 7-1-2022, term to expire  
7-1-2028

(Hopkins)

Documents:

[JENNIFERFANTNCMCAAPPLICATION.PDF](#)  
[JCF CV.PDF](#)

- 11.XII. Review Proposals Submitted For Selection Of The 2022-2023 Caddo Parish Official  
Journal  
Review Proposals Submitted For Selection Of The Official Journal For Regular  
Session For The Parish Of Caddo For The Year July 1, 2022 – June 30, 2023

Caddo Citizen/Shreveport Sun

(Commission Clerk)

Documents:

[CADDO CITIZEN AND SHREVEPORT SUN OFFICIAL  
JOURNALPROPOSAL.PDF](#)

- 11.XIII. Authorize The Juneteenth Coalition As Visitors For June 9th Regular Session

(Jackson)

- 11.XIV. Authorize Ms. Mayquie Jackson Of Humanity 2020 As A Visitor For The June 9th Regular Session To Speak Regarding Mental Health  
(Johnson)

- 11.XV. Authorize Action Item To Authorize Administration To Fund Community Juneteenth Celebration And Let The Good Times Roll Festival With ARPA Funds  
(Jackson)

- 11.XVI. Direct Administration To Make Proposed Changes To The NGO Application Process  
(Audit and Finance Committee)

Documents:

[2022 NGO PROCESS SUGGESTED UPDATES.PDF](#)

12. COMMUNIQUES AND COMMITTEE REPORTS:

13. CITIZENS COMMENTS (Late Arrivals):

Citizens who wish to address the Commission on any issue other than zoning, please fill out a comment card located in the chamber foyer and return to the President or the Clerk of the Commission. Individual comments are limited to 3 minutes

14. CONSENT AGENDA:

14.I. Ordinance No. 6230 Of 2022

AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND AND THE OIL AND GAS FUND IN THE AMOUNT OF \$6,500 TO PROVIDE AN APPROPRIATION FOR WILDLIFE EDUCATION AND REHABILITATION OF LOUISIANA AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Epperson)

Documents:

[ORD 6230 OF 2022-WERLA 2.PDF](#)  
[ORD 6230 OF 2022 FACT SHEET - WERLA 2.PDF](#)

14.II. Ordinance No. 6231 Of 2022

AN ORDINANCE SETTING THE PARISH MILLAGE FOR THE PURPOSE OF PAYING PRINCIPAL AND INTEREST, DUE IN 2022 ON OUTSTANDING PARISH BOND ISSUES AND TO INSTRUCT THE ASSESSOR TO INCLUDE SAID MILLAGE ON THE TAX ROLL OF THE PARISH OF CADDO FOR THE YEAR 2022, AND TO

OTHERWISE PROVIDE WITH RESPECT THERETO

(Finance)

Note: Each year the Commission must set the necessary tax millage to produce enough ad valorem revenue to pay the principal and interest due for the current year. For 2022, a millage rate of 1.50 mills will produce the necessary ad valorem revenue to pay the 2022 principal and interest.

Documents:

[ORD 6231 OF 2022-BOND MILLAGE.PDF](#)  
[ORD 6231 OF 2022 FACT SHEET-BOND MILLAGE.PDF](#)

14.III. Ordinance No. 6232 Of 2022

AN ORDINANCE TO SET THE GENERAL PURPOSE AND SPECIAL PURPOSE MILLAGES PROVIDING FOR MILLAGE RATE ADJUSTMENTS, AS ALLOWED BY ARTICLE VII, SECTION 23 OF THE LOUISIANA CONSTITUTION OF 1974 AND LA R.S. 47:1705 (B), LEVYING AND IMPOSING TAXES AND ASSESSMENTS FOR 2022 ON ALL THE PROPERTY SUBJECT TO TAXATION IN THE PARISH OF CADDO, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Finance)

Documents:

[ORD 6232 OF 2022-TAX MILLAGES.PDF](#)  
[ORD 6232 OF 2022- FACT SHEET-TAX MILLAGES.PDF](#)

14.IV. Ordinance No. 6233 Of 2022

AN ORDINANCE TO ADOPT THE VALUES FIXED, OR TO BE FIXED BY THE LOUISIANA TAX COMMISSION ON ALL ASSESSMENTS FOR RAILWAYS AND OTHER PUBLIC SERVICE CORPORATIONS, AND TO INSTRUCT THE ASSESSOR TO EXTEND SUCH ASSESSMENTS AND VALUES ON THE TAX ROLL OF THE PARISH OF CADDO FOR THE YEAR 2022, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Finance)

Documents:

[ORD 6233 OF 2022- RAIL MILLAGE.PDF](#)  
[ORD 6233 OF 2022- FACT SHEET-RAIL MILLAGE.PDF](#)

14.V. Ordinance No. 6234 Of 2022

AN ORDINANCE SETTING THE ASSESSMENT OF PROPERTY CLASSIFIED AS TIMBERLANDS AND TO INSTRUCT THE ASSESSOR TO INCLUDE SAID ASSESSMENT ON THE TAX ROLL OF THE PARISH OF CADDO FOR THE YEAR 2022, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Finance)

Documents:

[ORD 6234 OF 2022- TIMBER MILLAGE.PDF](#)  
[ORD 6234 OF 2022 FACT SHEET-TIMBER MILLAGE.PDF](#)

14.VI. Ordinance No. 6235 Of 2022

AN ORDINANCE TO DEEM PROPERTY SURPLUS AND AUTHORIZE THE SALE OF SURPLUS PROPERTY OWNED BY THE PARISH OF CADDO AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

(Public Works)

Documents:

[ORD 6235 OF 2022- CADDO PARISH SURPLUS EQUIPMENT 5.12.22.PDF](#)  
[ORD 6235 EXHIBIT A- VEHICLE LIST FOR AUCTION.PDF.PDF](#)

14.VII. Ordinance No. 6236 Of 2022

AN ORDINANCE REQUIRING THAT ALL PARISH EMPLOYEES HIRED, APPOINTED OR PROMOTED TO PARISH ATTORNEY, ASSISTANT PARISH ADMINISTRATOR, PARISH ADMINISTRATOR/CEO, DEPARTMENT DIRECTOR OR COMMISSION CLERK, MUST BE RESIDENTS OF CADDO PARISH, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

(Johnson)

Documents:

[ORD 6236 OD 2022 RESIDENCY ORDINANCE AMENDMENT 2021 \(GRANDFATHER LANGUAGE\) \(AMENDMENT 1\).PDF](#)

14.VIII. Ordinance No. 6237 Of 2022

AN ORDINANCE REGARDING AN EXCHANGE OF ROADWAYS WITH THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT IN CONNECTION WITH EXTENDING LA. 3276 TO LA. 1, TO AUTHORIZE THE EXCHANGE OF CERTAIN PORTIONS OF PARISH ROADS IN RETURN FOR CERTAIN PORTIONS OF STATE HIGHWAYS; TO AUTHORIZE THE PARISH ADMINISTRATOR TO EXECUTE AGREEMENTS AS NECESSARY TO ACCOMPLISH THAT EXCHANGE, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

(Administration)

Documents:

[ORD 6237 OF 2022- AUTHORIZING TRANSFER OF PARISH ROADS.PDF](#)  
[CADDO EXCHANGE CEA 2022-01-27 I69 - FINAL.PDF](#)  
[COMBINED FOR PRESETATION 5-16-2022.PDF](#)  
[I-69 PROJECT.PDF](#)

14.IX. Ordinance No. 6238 Of 2022

AN ORDINANCE ADOPTING SECTION 32-62 OF THE CODE OF ORDINANCES PROHIBITING POSSESSION OR CARRIAGE IN A MOTOR VEHICLE ON PUBLIC ROADS OF FIREARMS WITH A MAGAZINE CAPABLE OF HOLDING MORE THAN 20 ROUNDS OF AMMUNITION, TO PROVIDE FOR PENALTIES FOR VIOLATION

OF THE ORDINANCE, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

(Johnson)

Documents:

[ORDINANCE 6238 PROHIBITING LOADED HIGH CAPACITY FIREARMS IN VEHICLES ON PARISH ROADS.PDF](#)

15. ADJOURN:

To all persons desiring to attend and observe a meeting of the Caddo Parish Commission, or who wish to present information to the body: If you have physical limitations that require special accommodations in order for you to attend and participate in a meeting of the Caddo Parish Commission, please contact the office of the Caddo Parish Commission Clerk at (318) 226-6596, at least 24 hours in advance of the meeting so that an effort can be made to provide those accommodations.

INTER-OFFICE CORRESPONDENCE

PARISH OF CADDO

ADMINISTRATION REPORT

DATE: JUNE 6, 2022

TO: CADDO PARISH COMMISSION

FROM: ADMINISTRATION

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INFORMATION

- 1.) Disparity Study update
- 2.) Juvenile Detention

**ORDINANCE NO. 6239 OF 2022**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND TO PROVIDE AN APPROPRIATION FOR CHARLES JOHNSON MINISTRIES, INC. AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, the Caddo Parish Commission would like to amend the 2022 Riverboat Fund Budget to provide an appropriation of \$5,000 for Charles Johnson (CeJay) Ministries, Inc.; and

WHEREAS, CeJay Ministries is a nonprofit organization that uplifts the community through empowerment, employment, and community engagement while providing necessary resources to those in need; and

WHEREAS, CeJay Ministries intends to use this appropriation to fund educational and social programs that address the needs of women and children within the Parish; and

WHEREAS, CeJay Ministries also intends to use these funds to bring economic development within the Parish by providing educational and financial assistance to women who wish to open their own business within the Parish; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Riverboat Fund for the year 2022 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Riverboat Fund</u></b>	
NGO Appropriations	
Charles Johnson Ministries, Inc.	\$5,000
Fund Balance	(\$5,000)

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

**ORDINANCE AND RESOLUTION AUTHORIZATION FORM**

**CADDO PARISH COMMISSION**

**TITLE**

ORDINANCE AMENDING THE 2021 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND TO PROVIDE AN APPROPRIATION FOR CHARLES JOHNSON MINISTRIES, INC. AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

**(Ordinance No. 6239 of 2022)**

**ORIGINATING DEPARTMENT:** Commissioner Lyndon Johnson

**BACKGROUND INFORMATION:** Amending the budget of Estimated Revenues and Expenditures for the 2022 Riverboat Fund Budget to provide an appropriation of \$5,000 for Charles Johnson (CeJay) Ministries, Inc.

**KEY STAFF CONTACT:** Hayley Barnett

**AUTHORIZATION**

Department Head Hayley B. Barnett Date 06/03/2022

Legal \_\_\_\_\_ Date \_\_\_\_\_

Parish Administrator \_\_\_\_\_ Date \_\_\_\_\_

**PARISH OF CADDO, LOUISIANA**

**GUIDELINES FOR APPROPRIATION APPLICATIONS**

Name of Entity: Charles Johnson Ministries, Inc. (CeJay Cares)

Please review the following guidelines for funding and initial indicating you have read and understand each item prior to submitting an application:

1. Appropriations are made on an annual basis; **receiving funding one year does not guarantee that the organization will receive funds in the same amount, or at all during the next year.**

2. Funds are appropriated for specific programs that an organization sponsors and **cannot be used for the day-to-day operating expenses of the organization (i.e. salaries, office expenses, rent).**

3. The program for which an appropriation is requested must provide services to unskilled poor, low-income persons, unemployed persons or students from those families; alternatively, the program must provide a measurable means of economic development for Caddo Parish.

4. Funds cannot be used for the following:  
a. Capital purchases/improvements such as building repairs/renovations, playground equipment (even if for the parish-funded program) of an organization;  
b. Equipment used in any other program other than the one the Parish is funding;  
c. To benefit non-Caddo citizens.

5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.

6. An organization receiving monies through the Caddo Parish Commission's appropriation process must give two reports detailing the use of those funds: a report detailing the use of the funds from January 1<sup>st</sup> - June 30<sup>th</sup> of the appropriation year (due July 31<sup>st</sup>), and a report detailing the use of the funds from July 1<sup>st</sup> - December 31<sup>st</sup> of the appropriation year (due January 31<sup>st</sup> of the year following the appropriation). A subsequent appropriation application will **not** be considered if the July 31<sup>st</sup> report has not been timely submitted; an approved appropriation will **not** be funded if the January 31<sup>st</sup> report has not been timely submitted. These reports must include invoices, receipts cancelled checks and any other documents related to the expenditure of Parish funds, and the Parish reserves the right to audit all organization records related to the appropriation at any time.

7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.

8. Funds must be spent **in accordance with the provisions outlined in the Cooperative Endeavor Agreement (CEA)**. Listing items in the detailed budget does not make them eligible for reimbursement; the items must be covered in the CEA.

## SECTION I: INTRODUCTION AND FUNDING PURPOSE

It is important that each section of this request be completed.

1. **Name of Entity:** Charles Johnson Ministries, Inc. (CeJay Cares)

**Commission District:** District 3

**Address:** 202 N. Thomas Drive, Suite 9

Shreveport, Louisiana 71107

**Is this the address of the organization's headquarters?**  Yes  No

*If not, please list headquarter address:* \_\_\_\_\_

**Does your organization provide services in more than one commission district?**

Yes  No

*If yes please list other districts served and addresses (if available):*

- Charles Johnson Ministries, Inc.'s mission is to serve parish-wide even though we are headquartered in District 3. We've served families in districts 2, 3, 4, 5, 6, 7, 9, 10, & 12

**Contact Person:** Mr. / Mrs. / Ms. Shanda Taylor

**Title:** Programs Coordinator

**Phone Number:** (318) 318-588-7685 **Fax:** (\_\_\_\_) \_\_\_\_\_

**Email:** shanda@iamcejay.com **Past Grant Recipient?**  Yes  No

2. **Purpose for which Parish funds would be used (Check one and give brief description):**

**Economic Development:** X **Education:** X **Social Welfare:** X

The purpose for which these funds will be used is to bring economic development within the parish by providing educational and financial assistance to women with a desire to open their own business within the parish. Furthermore, the funds will also be used for education and social programs that address the needs of women and children within the parish of Caddo.

3. **Amount of this funding request:** \$10,000.00

4. **During what time period will the funds be used:** April 2022 (Q2) through December 2022 (Q4)

5. **Are audited financial statements available?**  Yes  No

Please furnish most recent financial statement period covered:

January 2021 through December 2021

6. Are you exempt from Federal Income Tax?  Yes  No

Under IRS Code Section: 501 C3

7. Have you filed form 990 (Return of Organization Exempt from Income Tax)?  Yes  No

Date of last time filed: March 2022

8. Quarterly drawdowns are agreed to be acceptable:  Yes  No

*(If not, please propose an alternate drawdown schedule and explain)*

9. Does the organization have any outstanding tax claims (City, Parish, State, or Federal)?

Yes  No *(If so, please explain claim)*

10. Are you in good standing with the State of Louisiana?  Yes  No

*Please provide a copy of your Certificate of Good Standing.*

11. Please attach any other information that you wish to submit in support of your application.

## SECTION II: PROPOSAL NARRATIVE

The proposal narrative must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed three pages, double spaced in 12-font. The application outline must address all of the following items below:

### **Background and Capacity of Organization**

Briefly describe your organization. This description should include the length of existence, the number of officers, members, and mission. Explain the organization's capacity to successfully implement the proposed project in a timely manner.

### **Prior Experience of Organization**

Description of past completed projects involving community and Parish activities in the past three (3) years, including the type of project, project location, and how it benefited the Parish.

### **Extent of Neighborhood Involvement**

Describe the manner in which you will attract volunteers to your project. Describe how a significant number of people with diverse interests in the neighborhood will be involved in and benefit from this project.

### **Description of Project and Soundness of Project**

This summary should provide an overview of entire project(s), including project location and how this project will benefit the Parish. This project must be clearly understood, well planned, and ready to proceed.

### **Joint Group Application and Collaboration**

State whether your organization is submitting this application along with another Parish-based organization. Also, describe any partnerships that were formed or will be formed to plan and implement this project. Please include names of all partnerships, consultants and other organizations that Caddo Parish appropriations will fund with the amount of monies going to each.

### **Identify Needs and Gaps in Services in Neighborhood**

List the priority needs that the organization has identified in the neighborhood along with any gaps of services that have been noted.

**ATTACHMENT A: CONTACT INFORMATION**

List the names, addresses, and Commission District (if applicable) of all board members.

<b>Name</b>	<b>Address</b>	<b>Commission District</b>
<b>Charles Edward Johnson</b>	1320 Harvard Avenue Shreveport, LA 71103	District 3
<b>Marilyn Jackson</b>	6314 Border Lane Shreveport, LA 71119	District 12
<b>Betenia Bolden</b>	2931 Round Grove Lane Shreveport, Louisiana 71107	District 2
<b>Loretta Johnson</b>	1714 Sheperd Place Shreveport, Louisiana 71107	District 2
<b>LaKrishna White-Rasheed</b>	2311 Fernbrook Circle Shreveport, Louisiana 71118	District 11

## ATTACHMENT B: PROJECT TIMELINE

**This summary should provide a written timeline to show benchmarks for project implementation and completion. Describe any recent, relevant and successfully demonstrated experience in undertaking similar projects. Include the knowledge and experience of the proposed day-to-day project team leader.**

**ATTACHMENT C:**  
**Caddo Parish Appropriation BUDGET FORM**  
 Please provide detailed explanation of each line item.

Organization Name Charles Johnson Ministries

Budget Year 2027

**Funding Amount**

<b>Line Item Object</b>	<b>Parish Amount</b>	<b>Other Amounts*</b>	<b>In-Kind (Including Food Bank)</b>	<b>Total</b>
Community Memberships & Sponsorships	\$0	\$3030 (CeJay Enterprises)		\$3000
Programs	\$7000	\$24050 (CeJay Enterprises, Public & Private Funding)		\$29050
Salaries & Wages	\$3000	\$28057 (CeJay Enterprises, Public & Private Funding)		\$31057
Monthly Utility & Bills	\$0	\$15106 (CeJay Enterprises)		\$15106
Marketing	\$0	\$500 (CeJay Enterprises)		\$500
<b>Total</b>	\$10000	\$70743		\$78713

\*Please provide a detailed listing of the funding source for other amounts. \*If funding tuition for low-income persons to attend your program, please provide a detailed listing of the items covered by the tuition.

**AFFIDAVIT**

I hereby certify that the information provided in this application and all accompanying forms is true and accurate as of the date of completion.

Signature:

A handwritten signature in black ink, appearing to be 'C. J. C.', written over a horizontal line.

Title:

Chairman

Date:

3-25-2022

## CHECKLIST OF REQUIRED DOCUMENTS

Guidelines For Appropriation Applications

Application

Proposal Narrative (See application outline on page 3)

Attachment A

Attachment B

Attachment C

Copy of current IRS 501(c)(3) tax exempt statement indicating that you are not a private foundation and an explanation of any changes in your IRS status (if applicable)

Affidavit

Copy of Certificate of Good Standing with State of Louisiana

## **Background and Capacity of Organization**

Charles Johnson Ministries, Inc.'s (CeJay Cares) mission is to uplift the community through empowerment, employment, and community engagement while providing necessary resources to those in need. Our organization has been in existence since 2007 and operated for more than ten years off private contributions. Today, we are a 501 (c) 3 organization within Northwest Louisiana. CJ Ministries has the experience and capacity to meet our mission. We have space, private financial resources, human resources, and testimonies of families we've supported. We've helped more than one hundred women, over thirty youth girls, over twenty youth boys, over twelve diverse pastors, and dozen domestic violence victims. The organization is managed by six boards of directors and operates on the following core values: compassion, integrity, dignity, service, excellence, unity, support, partnership, advocacy, hope, love, and generosity.

## **Past Prior Experience of Organization**

1. In 2016, we organized, the Women of Massive Believe Initiative to empower women within Caddo Parish. We created women's small groups to create dialogue and solutions to women's issues. From that, we started a women empowerment luncheon that was known as the Women of Worth where we select twelve women and esteemed them through parish-wide recognition, photoshoots, a customized calendar, and a luncheon that recognized their contribution to women and the parish. Thirty-six women have been recognized for this initiative and more than one hundred women have been empowered by the small groups and luncheons.
2. In 2017, we organized the FuelMan Initiative to provide lifetime support to youth males in Caddo Parish. This program was birthed out by single mothers needing support for their sons who lacked a male role model in their lives. Every week we monitor the personal progress of the young men we mentor through assisting with decision making,

encouragement, and providing assistance. Fifteen youth males have been impacted by this initiative.

3. In 2020, we organized CommUNITY365 as a solution to race relations within the parish. Our aim was to bring faith leaders together along with their congregations to help build healthy relationships amongst people of different races. We created a monthly fellowship program for pastors to join so that they can become closer and build a dialogue that will promote a renewed commitment to healing the racial divide in Caddo Parish. Today, the fellowship has grown to over twelve pastors in Caddo that have been meeting for the last eighteen months. Because of this program, the group is now planning a united community service project for the entire parish.

### **Extent of Neighborhood Involvement**

While our programs target a small group of participants a part of our process is to work with neighborhood schools, churches, and neighborhood organizations to identify individuals who will be best served by our programs. We have a strong commitment to diversity which is why our projects have attracted more than forty volunteers for various communities within Caddo Parish especially since one of our programs aims to build healthy relationships between people of different races.

### **Description of Project and Soundness of Project**

**WOMEN:** WOMB (Women of Massive Belief) Initiative: *Economic Empowerment Program*

We plan to do that through Financial Education, Vocational Training, Cooperative Savings

Groups, and Providing Start-Up Assistance. *Family Health Empowerment Program* CJ

Ministries trains and educates women, including expectant mothers, in early childhood

development, nutrition, health, hygiene, literacy, cooking, and even small-scale agriculture. We

do that by Providing Food, Providing Vitamins, Providing Support. **Eligibility: Women /**

**Program Size: 3-4 Women Per Year**

***Girls Empowerment Program*** - Girls in this program develop life skills and learn about culturally relevant issues like the ones listed. General Health, Nutrition, Emotional Health, Positive Decision Making, Self-Esteem, Gender-base Violence, Harmful beliefs and practices, Feminine health and hygiene **Eligibility: 5th Grade / Program Size: 3-4 Girls Per Year**

**YOUNG BLACK MEN:** The ***FuelMan Initiative*** trains and mentors Black male youth in technology creation, entrepreneurship, and leadership skills to transform their lives and communities. Entrepreneurship Program provides computer science, software development, and entrepreneurship training to Black male elementary school students. ***Mentorship4Life Initiative*** is designed to help black single mothers with their sons for life. Young black males will be mentored on a weekly basis, helped with resources, and given holistic guidance to live productive lives. **Eligibility: Black Males / 5th Grade / Program Size: 3-4 Black Males Per Year**

**RACE RELATIONS:** ***CommUNITY365 Program*** is designed to bring people together beyond race, age, gender, and beliefs to work together to serve the community. We do that through Annual Community Service Project, Monthly Fellowships, Partner with Race Relations Initiatives.

**Our programs are located at neighborhood churches all over Caddo Parish and our office.**

### **Join Group Application and Collaboration**

This is not a joint application with another group within Caddo Parish. This application is solely to support the programs of Charles Johnson Ministries, Inc.

### **Identify Needs and Gaps in Services in Neighborhood:**

1. Investment in women-owned businesses within Caddo Parish.
2. Life-time mentorship to young African American males within Caddo Parish.
3. Building healthy relationships between different races within Caddo Parish.

## **Benchmarks for Project Implementation and Completion:**

Charles Johnson Ministries, Inc. has a full-time and part-time staff that ensures the day-to-day operations of the nonprofit. We have an Administrator who's responsible for ensuring the organization is meeting its mission and fulfilling all of its obligations. We also have a Programs Coordinator whose sole responsibility is to ensure the weekly and/or monthly execution of our programs and ensure service to our program participants.

Our administrative offices are open Monday through Friday. Many of our programs are administered every Saturday and sometimes scheduled throughout the week. Below is a schedule of when our programs are held each month:

### **Programs Schedule:**

Every First Saturday - Women Programs

Every Second Saturday - Girls Programs

Every Third Saturday - Black Youth Male Programs

Every Fourth Saturday - Community Service & Assistance

Every Third Wednesday - Healthy Relationships Fellowship (Race Relations)

### **Our nonprofit implementation outlook:**

Quarter One:

Prior Year Follow Up, New Year Recruiting and Registering Program Participants

Quarter Two:

Programs Begin

Quarter Three:

Programs Continue

Quarter Four:

Programs End



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

CHARLES JOHNSON MINISTRIES INC  
C/O CHARLES JOHNSON  
3500 MILAM STREET APT W202  
SHREVEPORT, LA 71109-0000

Date: 04/05/2021  
Employer ID number: 32-0251481  
Person to contact: Name: Customer Service  
ID number: 31954  
Telephone: 877-829-5500  
Accounting period ending: December 31  
Public charity status: 509(a)(2)  
Form 990 / 990-EZ / 990-N required: Yes  
Effective date of exemption: December 21, 2020  
Contribution deductibility: Yes  
Addendum applies: No  
DLN: 26053758003670

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

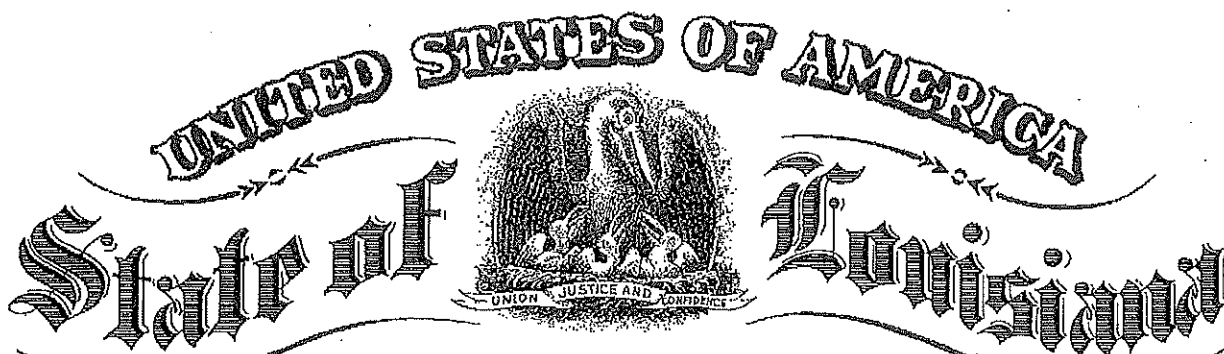
If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

*Stephen A. Martin*

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements



**R. Kyle Ardoin**  
SECRETARY OF STATE

*As Secretary of State of the State of Louisiana, I do hereby Certify that*

the attached document(s) of

**CHARLES JOHNSON MINISTRIES**

are true and correct and are filed in the Louisiana Secretary of State's Office.

40442201N ORIGF 2/28/2011 3 page(s)

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

July 30, 2020

*Secretary of State*

WEB 40442201N



Certificate ID: 11247759#J6Q83

To validate this certificate, visit the following web site, go to **Business Services**, Search for **Louisiana Business Filings**, Validate a **Certificate**, then follow the instructions displayed.

[www.sos.la.gov](http://www.sos.la.gov)



## CHARLES JOHNSON MINISTRIES

### General Information

Name: CHARLES JOHNSON MINISTRIES  
Type: Corporation - Domestic Nonprofit  
City: SHREVEPORT  
Status: ACTIVE  
Previous Names: N/A  
Charter Number: 40442201N  
Registration Date: 02/28/2011

### Domicile Address

202 N. THOMAS DRIVE, SUITE 9  
SHREVEPORT, LA 71107

### Mailing Address

1320 HARVARD AVENUE  
SHREVEPORT, LA 71103

### Status

Status: ACTIVE  
Annual Report Status: Yes  
Last Report Filed: 03/28/2022  
Type: Corporation - Domestic Nonprofit

### Registered Agents

CHARLES JOHNSON appointed on 02/28/2011  
1320 HARVARD AVENUE  
SHREVEPORT, LA 71109

## Officers

CHARLES JOHNSON  
DIRECTOR  
1320 HARVARD AVENUE  
SHREVEPORT, LA 71103

MARILYN JACKSON  
DIRECTOR  
6314 BORDER LANE  
SHREVEPORT, LA 71119

LORETTA JOHNSON  
TREASURER, DIRECTOR, OFFICER  
1714 SHEPHERD DRIVE  
SHREVEPORT, LA 71107

BETINA BOLDEN  
DIRECTOR  
2931 ROUND GROVE LANE  
SHREVEPORT, LA 71107

LAKRISHNA WHITE-RASHEED  
DIRECTOR  
2311 FERNBROOK CIRCLE  
SHREVEPORT, LA 71118

## Amendments on File

Description	Date
Domicile, Agent Change or Resign of Agent	05/07/2021



RESOLUTION NO. 33 OF 2022

BY THE CADDO PARISH COMMISSION:

A RESOLUTION TO AUTHORIZE THE CADDO PARISH ADMINISTRATOR TO CONSENT TO THE ASSIGNMENT OF STATE AGENCY LEASES 22029 AND 22030, AND OTHERWISE PROVIDING WITH RESPECT THERETO

WHEREAS, the Parish of Caddo is a Lessor in those certain oil, gas and mineral leases described as State Agency Leases 22029 and 22030 recorded under various Registry Numbers in the Conveyance Records of Caddo Parish, Louisiana, and

WHEREAS, the Parish of Caddo has received a written request seeking consent from the Parish of Caddo of an assignment of State Agency Leases 22029 and 22030.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that the Administrator is hereby authorized to consent to the assignment of State Agency Leases 22029 and 22030.

BE IT FURTHER RESOLVED if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

---

Office of the Parish Attorney

---

Date

**ORDINANCE AND RESOLUTION FACT SHEET**

**CADDO PARISH COMMISSION**

<b>TITLE</b>	
<b>Resolution No. 33 of 2022</b>	
<b>A RESOLUTION TO AUTHORIZE THE CADDO PARISH ADMINISTRATOR TO CONSENT TO THE ASSIGNMENT OF TWO STATE AGENCY LEASES, AND OTHERWISE PROVIDING WITH RESPECT THERETO (Districts 2, 7 and 12)</b>	
<b>DATE: 6/1/2022</b>	<b>ORIGINATING DEPARTMENT: Public Works</b>
<b>BACKGROUND INFORMATION</b>	
The Parish of Caddo has received a request to consent to the assignment of two State Agency Leases in which the Parish of Caddo was the Lessor. This property was leased by the Parish in September, 2021 to Mammoth Minerals, LLC. Mammoth is now assigning a 30% interest in the leases to FPCC USA, INC.	
<b>FINANCIAL IMPACT AND SOURCE OF FUNDING</b>	
None	
<b>EFFECT(S) OF PROPOSED ACTION</b>	
Will grant consent for the assignment of the Leases.	
<b>ALTERNATIVES/STAFF RECOMMENDATION</b>	
Staff recommendation: Consent to the assignment as required by the State Agency Leases.	
<b>KEY STAFF CONTACT</b>	
Jimmy Whittington/Ken Ward	
<b>COORDINATION</b>	
Department Head	
Parish Administrator/CEO	

**RESOLUTION NO. 34 of 2022**

BY THE CADDO PARISH COMMISSION:

A RESOLUTION TO URGE AND REQUEST THE DISTRICT ATTORNEY TO CEASE DISMISSING GUN RELATED CHARGES AS PLEA BARGAINS AND TO URGE AND REQUEST THE LEGISLATURE TO PROHIBIT DISMISSAL OF GUN RELATED CHARGES AS PART OF PLEA BARGAINS, AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, plea bargains with criminal defendants may include dismissal of gun-related criminal charges;

WHEREAS, gun violence in Caddo Parish has increased dramatically; and

WHEREAS, dismissal of those charges is not in the public's best interest.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that the Caddo Parish Commission does hereby respectfully urge and request the District Attorney to cease dismissing gun-related charges as part of plea bargains;

BE IT FURTHER RESOLVED that the Caddo Parish Commission does hereby urge and request the Louisiana Legislature to adopt legislation prohibiting or restricting the dismissal of gun-related charges;

BE IT FURTHER RESOLVED that a copy of this resolution be sent to members of the Caddo Parish legislative delegation as well as Clay Schexnayder, Speaker of the House of Representatives, and Patrick Page Cortez, President of the Senate.

BE IT FURTHER RESOLVED if any provision or item of this resolution or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this resolution are hereby declared severable.

BE IT FURTHER RESOLVED that this resolution shall take effect immediately.

BE IT FURTHER RESOLVED that all resolutions or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

Parish Attorney

Date

Lakeview Waterworks District

3205 Lorraine Street

Shreveport, LA 71107

(318) 222-4871 Fax (318) 222-4826

May 17, 2022

Jeff Everson  
Caddo Parish Commission Clerk  
505 Travis Street, Suite 110  
Shreveport, LA 71101

Dear Mr. Everson:

This is to advise that Robert L. Fowler's term expired on March 17, 2022, and the Lakeview Waterworks Board is recommending Mr. Fowler be reappointed to the Board. Our Board feels he is an asset, attends all meetings and is qualified to continue to serve on our Board as Secretary.

Thank you in advance for your prompt attention to this matter.

Sincerely,



Lawrence Anderson  
President

CC: Commissioner Lyndon B. Johnson  
Robert Lewis Fowler, Jr.

**SUSANNAH WALTER POLJAK**  
**820 Slattery Boulevard, Shreveport, LA 71104**  
**(318) 675-9142(c)**  
**Susannah71@gmail.com**

**EXPERIENCE**

**NORTHWEST LOUISIANA EARLY CHILDHOOD POLICY SUMMIT**

January-November 2019

*Chair*

Collaborate with Step Forward and the Community Foundation to create a policy summit to educate business and governmental leaders on infant to 5 year old brain development and the necessity of education and care of very young children as well as the effects that education or the lack thereof has on the greater community. Research and find speakers for meeting; weekly meeting to develop strategies for and creation of summit.

**CADDO PARISH SCHOOL BOARD**

January 2015-December 2018

*Member for District 4*

Responsible for oversight of the Caddo Parish School system, which includes 61 elementary, middle, and secondary schools. Responsibilities include bi-monthly meetings to discuss and vote on budgetary matters, discuss and vote on district educational and administrative policies, hear student disciplinary appeals, and review pending legal matters.

**COOK, YANCEY, KING & GALLOWAY**

January 2014-April 2015

**BLANCHARD, WALKER, O'QUINN & ROBERTS**

January 2008-April 2012

**BAKER, DONELSON, BEARMAN, CALDWELL & BERKOWITZ**

March 2007-December 2007

**LEMLE & KELLEHER, LLP**, New Orleans, LA

October 2003-March 2007

**STROOCK & STROOCK & LAVAN LLP**, New York, NY

January 2001-January 2003

**COUDERT BROTHERS**, San Francisco and Palo Alto, CA

October 1998-December 2000

*Litigation Associate/Of Counsel*

Substantive areas of experience include railroad litigation, hospital litigation, trust litigation, banking litigation, employment litigation, environmental litigation, complex contract litigation, antitrust, trademark, copyright, trade secret, and patent litigation, bankruptcy, and general commercial law. Representation of wide variety of individual and corporate clients including railroads, banks, consumer electronics, consumer products, energy and telecom companies, insurance companies, and entrepreneurs. Involved in all phases of civil litigation in federal and state courts. Responsibilities include: developing trial strategy, preparing direct and cross examinations, preparing jury instructions, working with damages experts, and interviewing and preparing witnesses for both trials and depositions. Experience taking and defending depositions; drafting both trial and appellate briefs; arguing motions; negotiating and documenting settlement; communicating with opposing counsel and clients; and supervising junior associates. Representative matters include:

- defending Trustee of Louisiana spendthrift trust against creditor action
- defending casino against various employment claims
- representing railroad in all aspects of litigation, including CERCLA, preemption, and personal injury
- defending bank against suit for civil conspiracy, breach of fiduciary duty
- defending former Big Four accounting firm partner against allegations of fraud, civil conspiracy, and breach of fiduciary duty
- defending healthcare system against claims of fraud and breach of contract by hospital
- defending the trademark interests of the United States Olympic Committee against potential infringers
- defending actor/producer/playwright against claims of copyright infringement
- acting on behalf of large format printer manufacturer/seller against Hewlett-Packard involving allegations of state law unfair business practices
- acting on behalf of energy company against Enron for breach of a large scale securitized contract for the production of synthetic fuel; breach of contract involved analysis of complex tax issues

**NEW YORK CITY CORPORATION COUNSEL**, New York, NY

October 2002-January 2003

Pro bono trial work for the Corporation Counsel, Torts Division. Experience taking and defending depositions for a variety of matters including personal injury. Prepare cases for all aspects of trial, including settlement. Select jurors for trial cases. Obtained defense verdict for New York City in a motor vehicle accident trial.

**UNITED STATES COURT OF APPEALS, FIFTH CIRCUIT**, Lafayette, Louisiana

August 1997 - August 1998

*Law Clerk to the Honorable John M. Duhé*

Assisted judge in researching and writing opinions on various legal topics such as First Amendment forced speech claims, the Foreign Sovereigns Immunity Act, Title VII, ADEA, CERCLA, and bankruptcy. Wrote bench memoranda summarizing and evaluating arguments to be made at oral argument.

## **EDUCATION**

**FORDHAM UNIVERSITY SCHOOL OF LAW**, New York, NY

*Juris Doctor* 1997

**Honors:** Notes and Articles Editor, *Fordham University Intellectual Property Law Journal*, 1996-1997

**VANDERBILT UNIVERSITY**, Nashville, TN

Bachelor of Arts, History, 1994

## **HONORS**

Athena Finalist

2018

Council for a Better Louisiana's Leadership Louisiana

Class of 2020

Air Force Global Strike Honorary Command Chief

May 2022-present

## **AFFILIATIONS**

Red River STEM (aka SciPort), Board Member

2019-present

Ellevate Louisiana, Board Member

May 2020-present

Shreveport Opera Guild, President

May 2015-May 2017

Opera Guild 65<sup>th</sup> Gala, Chair

May 2013-May 2014

Volunteers for Youth Justice, Board Member

February 2009-February 2012

Junior League

April 2005-July 2012

## **ADMISSIONS**

States of California, Louisiana, and New York; federal courts in California and Louisiana

## **LANGUAGES**

Conversant in French and Italian

## North Caddo Medical Center Board of Directors

Thank you for your interest and willingness to be considered! Please complete the form to share information about yourself.

Your name: Jennifer Cooper Fant

Cell number: 318 455 5915 Work Phone N/A

Your address: 345 Butler St, Belcher, LA 71004

Your email address:

jenniferfant345@gmail.com

Preferred way to communicate: text or email (ex. text, email, etc)

Educational Background: BS -Ouachita Baptist University, Post Graduate Work SW Baptist Theological Seminary

Work History: Retired, 28 years, Investigator at the Caddo District Attorney's Office

Community Activities: Belcher Baptist Church, Belcher Mardi Gras Parade, Belcher Veteran's Memorial

Other Memberships/Achievements:

Have been the Mayor of Belcher for over 30 years,

Briefly describe why you would be willing to join our Board of Directors:

As I long time resident of North Caddo Parish, I am extremely concerned about the issues that

affect the daily living of our residents and our ability to attract new citizens to this area.

---

---

Your current organizational affiliations (names of the organization and your role(s):

1. Belcher Baptist Church - Music Minister
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Skills that you feel you could be utilized and benefit NCMC ?

---

My organizational skills along with my ability to work with others should be beneficial in this role.

---

What would you like to get for yourself out of your participation on the Board, e.g., what types of experiences, skills to develop, interests to cultivate for you, etc.?

---

I would like to gain a greater knowledge of the services available to our residents in the area so

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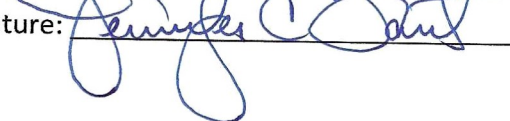
I will be more able to communicate these when promoting northern Caddo Parish.

---

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If you join the Board, you agree that you can provide at least 2-4 hours a month in attendance to Board and Committee meetings, and that you do not have any conflict-of-interest in participating on the Board.

Your signature:  Date: 3-17-22

Jennifer C Fant  
345 Butler St.  
Belcher, Louisiana 71004

Curriculum Vitae

Jennifer Cooper Fant  
(318)455-5915  
jenniferfant345@gmail.com

**Currently:** Mayor of the Village of Belcher. As the Mayor of the Village of Belcher I am responsible for the overseeing of the village budget and the appropriate expenditures of funds. I have seen to the construction of the Belcher Veterans Memorial and the construction of our playground within our village park. I have also overseen many LCDBG, LGAP and CWEF grants along with our most recent joint project with the Shreve Memorial Library System. I have worked with all levels of government, the Caddo Commission, The State of Louisiana and the federal government. I have served as mayor continuously since 1990.

**Previous Experience:** Investigator with the Caddo District Attorney's Office (retired 2012)  
During my tenure with the Caddo District Attorney's Office, I was responsible for the "Hot Check" division and the Diversion Program ran by the District Attorney. The purpose of these programs was to minimize jail time for minor offenders.

In my spare time, I serve as the Music Minister at the Belcher Baptist Church and serve on many committees within the church. My personal hobbies are quilting, gardening and camping in our family RV. I have been married for over forty years to R. Major Fant, a retired lieutenant with the Caddo Parish Sheriff's Office. Public service has been a lifestyle with our family.

I wish to serve on this board, to make medical services widely available to our citizens of north Caddo Parish and to ensure the citizens that all actions taken by this board are in the best interest of all concerned. I have been a resident of the Village of Belcher for over forty years and I am deeply invested in serving the community and promoting the best life for all the residents of the area.

# The Caddo Citizen

Serving North Caddo since 1912

203 S. Spruce St. • Vivian, La. 71082

318.375.3294 • FAX 318.375.3308 • email - CaddoCitizen@centurytel.net

Caddo Parish Commission  
Official Legal Journal Proposal  
ATTN: Jeff Everson, Commission Clerk  
PO Box 1127  
Shreveport, La. 71163

Dear Mr. Everson:

Thank you for your invitation to submit a proposal to serve as the Caddo Parish Commission's Official Legal Journal for the upcoming fiscal year.

Please find attached our bid information. If you have any questions, please feel free to contact me at 318.375.3294 or 318.393.0508 (cell).

Sincerely,  
Mary Haddox  
The Caddo Citizen



The Caddo Citizen  
Serving North Caddo since 1912  
203 S. Spruce St. • Vivian, La. 71082  
318.375.3294 • FAX 318.375.3308 • email - CaddoCitizen@centurytel.net

Parish of Caddo  
Official Legal Journal  
FY 2022-2023

- The Caddo Citizen has served Caddo Parish for nearly 100 years publishing news and public notices for the municipality and surrounding areas. We are pleased to offer a proposal for fiscal year 2022-2023. We publish The Caddo Citizen from 203 S. Spruce, Vivian, La. and Shreveport Sun publishes from 2224 Jewella, Shreveport, La. 71109.

- The Caddo Citizen and the Shreveport Sun have not missed more than three publications and have printed weekly for the past three years.

Paid circulation for the last five years:

The Caddo Citizen -

2018 - 1000

2019 - 1000

2020- 1000

2021 - 1000

2022 - 1000

The Shreveport Sun -

2018 - 5000

2019 - 5000

2020 - 5000

2021 - 4500

2022 - 4500

- The Caddo Citizen mails from Vivian, La. 70182. The Shreveport Sun mails from Shreveport, La.

- The Caddo Citizen charges 50 cents per issue. Subscriptions to The Caddo Citizen are \$24.00 per year. The Shreveport Sun is 50 cents per issue and subscriptions are \$23.69. Both publications are weekly.

- The publication rate for The Caddo Citizen/Shreveport Sun will remain unchanged at \$3.36 per column inch/24 cents per agate line.

- The Caddo Citizen has and will continue to upload all of the Parish of Caddo's public notices and legals to the internet via the Louisiana Press Association, the state's centralized location for all public notices in Louisiana. This offers all interested engineers, bidders and others to search a database of public notices from across the state both serving the Caddo Parish Commission

and those who are looking for your public notice. The website is [www.louisianapublicnotice.com](http://www.louisianapublicnotice.com).

- The Caddo Citizen will offer (2) complimentary subscriptions for the Parish of Caddo should the Parish of Caddo select The Caddo Citizen/Shreveport Sun as its official legal journal for the fiscal year 2022-2023.
- The Caddo Citizen serves as the official legal journal for the entire region of North Caddo. We serve as the official legal journal for the Caddo Parish Fire Districts Seven and Eight, North Caddo Ambulance District, North Caddo Hospital District, the Villages of Belcher, Gilliam, Ida, Rodessa and Hosston and the Town of Oil City. We are the official legal journal for the Town of Vivian. We publish the official tax sale for the Caddo Parish Sheriff's Office. All of these are also uploaded to the internet for anyone to access.
- It is our hope that we offer you the lowest bid. But in the event that ours is slightly higher, we ask that you consider our experience in dealing with public notices; our continued support of your community and our working relationship that we have established with the Parish of Caddo. Law does not require you to accept the lowest bid.
- Please remember the requirements for serving as legal journal. A publication must be a general interest newspaper with a regular paid readership through rack sales and subscriptions. This eliminates the "free classifieds" publications from serving as legal journal.
- We have enjoyed serving your community in the past and hope to continue to do so in the future.

Mary Haddox  
The Caddo Citizen  
203 South Spruce St.  
Vivian, La. 71082  
318-375-3194  
318-393-0508 (cell)



CADDO PARISH  
GRANT MANAGEMENT  
POLICY & PROCEDURES

DRAFT

## **Introduction**

The purpose of these Grant Management policies and procedures is to develop, implement and maintain meaningful Non-Governmental Organization (NGO) grant oversight and coordination for the Parish in order to improve the efficiency and impact of programs and services funded through grants.

## **Policy Statement**

To ensure consistency and accountability in managing grant funds, all grant applications must be submitted through the Finance Office, which shall oversee all requests, application submissions, acceptances, and post award and closeout requirements.

## **Grant Management Roles and Responsibilities**

### *Non-Governmental Organizations (NGOs)*

NGOs that apply for and utilize grant funds are responsible for conducting all grant-related activity including: planning for grant acquisition; preparation and submission of grant proposals including proposals for continuing current awards; grant writing; preparing departmental budget revision requests to accept grant funds; preparing the Parish's agenda items to accept grant awards; developing grant implementation plans; managing grant programs and projects; preparing and submitting programmatic reports to grantors; and properly closing out grant projects as detailed in this policy and in the grant agreement or award letter that delineates the terms and conditions of the grant. Department heads are assisted with the financial and technical management of the grant by the Grants Administration staff and the Finance Department.

### *Finance Department – Grant Coordinator*

Grant Coordinator is responsible for general management and administration of the Parish's NGO grant activities; provides "pre-award" and "post-award" technical assistance to NGOs to ensure compliance with the Parish Cooperative Endeavour Agreements (CEAs).

## **Application Submission**

The purpose of this policy is to ensure that each grant application submitted by an NGO is aligned with an established Parish priority, meets the Parish's expectations of document quality, and that the means for continuation of the project or program after the grant period ends has been given realistic consideration.

## **NGO Eligibility Requirements**

1. **Contractual age.** All applicants must be of legal contractual age as defined by the state of Louisiana (18 years).
2. **Conflicts of Interest.** Parish of Caddo employees are not eligible to receive grant funding.
3. **Good standing.** Applicants must be in good standing with the Louisiana Secretary of State.

4. **Compliance with law and policy.** All applicants, organizations, and the content of all projects must comply with the ordinances and policies of the Parish of Caddo.
5. **Service area.** The product funded in whole or in part by the Parish of Caddo must be provided for and accessible to the Parish of Caddo citizens and takes place in Caddo Parish.
6. **Eligibility.** The program for which an appropriation is requested must provide services to unskilled poor, low-income persons, unemployed persons or students from those families; alternatively, the program must provide a measurable means of economic development for Caddo Parish. Funds are appropriated for specific programs that an organization sponsors and cannot be used for the day-to-day operating expenses (i.e. salaries, office expenses, etc.) of an organization.
  - a. The organization has community-oriented mission and goals, services, and programming.
  - b. The organization is currently active and has conducted programming consistently for at least two (2) years.
  - c. The organization has oversight from a board, advisory committee, or other stewardship group. That group must include community representation.

#### **How to Apply**

1. Applications for funding in the upcoming budget year will only be accepted during the application period ending in July of the current year.
2. Review the application requirements in full on the Department of Finance NGO website.
3. Applications must be submitted electronically using our online DocuSign portal at [www.caddo.org](http://www.caddo.org).
4. Applications must be completed by 11:59 p.m. on the date of the deadline. Each application must include the following criteria to be considered complete:
  - a. Online application form
  - b. Budget
  - c. Contributors
  - d. In-kind contributions
  - e. Board of Directors list
  - f. Audited Financials
  - g. Proof of IRS Status
  - h. Proof of Good Standing with Louisiana Secretary of State
  - i. Staff List
5. Once the application has been completed and submitted, look for an automated email message confirming receipt of your application.
6. After the application period has ended, Parish staff will send all completed applications to the appropriate NGO committee for scoring and comments. The NGO committees consist

of Parish Commissioners.

7. If you are awarded a grant, staff from the Finance Department will contact you to complete any necessary paperwork.

#### **Additional Information about the Application Process**

1. **Application.** Submit your application online no later than 11:59 p.m. on the deadline date. Applications are made through the Department of Finance NGO website. **Late applications will not be considered.**
2. **Staff review.** Staff reviews all applications for completeness and compliance with grant requirements.
3. **Grant revisions.** Staff will contact applicants if any revisions are necessary.
4. **Questions or concerns about application.** Applicants with questions or concerns about the status of their application may contact staff.
5. **Funding decisions.** The Caddo Parish Commission makes final decisions on NGO grants at budget adoption which takes place in early December. **Awards are only made once a year.** No awards will be made outside of the annual grant cycle.

#### **Scoring Applications**

Applications submitted to the Parish for consideration will be scored based on four criteria.

- A. Organization Capacity
- B. Program Design
- C. Outcomes
- D. Compliance

#### **Organization Capacity (50 points)**

- a. The NGO has a proven history of management and implementation capacity.
- b. The NGO has credibility for this kind of work (strength, name recognition, a history or track record of achievements, related mission and goals).
- c. The human (internal staff and or volunteers) and physical resources allocated to this project are appropriate.
- d. The project is sustainable.
- e. Alternative sources of funding will be pursued. The likelihood of a continuation in the stream of benefits produced by the project after the period of external support has ended.
- f. In-kind contributions.

### **Program Design (50 points)**

- a. Demonstration of a real need or problem.
- b. Innovation/Creativity/Uniqueness.
- c. The concept is innovative and not redundant with other projects within the targeted area.
- d. The objectives are clear, appropriate, and measurable. The objectives should explain why it is important to the community. The objective should also include measurable indicators for monitoring & evaluation purposes (quantity, quality, target group(s), time, and place).
- e. Methodology. The proposed methods, approaches, and strategies are realistic, reasonable, effective, outcome-oriented; drawing on best practice and the latest thinking and research.
- f. The project activities can reasonably be expected to achieve the outputs, outcomes, and results indicated on the application.
- g. The target group(s) in the project is/are well defined.
- h. The project activities are reflected in the estimated budget.

### **Outcomes (50 points)**

- a. The project outputs, outcomes, and results are clear, tangible, and include measurable indicators.
- b. The outputs, outcomes, and results are direct products of the activities undertaken as part of the project. Ultimately, the activities undertaken should achieve the stated objectives of the project and demonstrate measurable and sustainable benefits for the target groups.
- c. The actions (and means) that have to be taken or provided to produce the desired results of the program are adequately summarized.

### **Influence and Impact (50 points)**

- a. There is a long-term, wide-spread, and measurable impact on the community being served.
- b. Community and/or economic improvements are demonstrated through the measurable impact of the project on the targeted area.
- c. The expected risks (internal and/or external factors and events that could potentially and negatively affect the progress or success of the project) and the tools necessary to overcome them are well defined.

### **Award Notification, Review, and Acceptance**

Grant agreements are legal contracts. It is the NGOs responsibility to carry out the project and/or activities associated with a grant to accomplish its objectives, while adhering to all of the terms and conditions prescribed by the Parish. Failure to do so increases the NGOs exposure to legal liability and compromises current and future grant funding. Therefore, the NGO carries a significant legal and ethical responsibility when accepting grant funding.

Grant workshops will be hosted by the Parish for awardees. Attendance of a grant workshop is highly encouraged. You may contact the grants coordinator with any questions you may have including, but not limited to, award disbursement process, CEA clarifications, eligible

expenditures, and required reporting .

### Grant Awards

1. **Notifications and dispersal of funds.** The Parish notifies all applicants if their application has been successful and begins the process of securing supporting information and issuing payment for successful applicants. Grantees must submit a request for funds through the grant coordinator to arrange for payment. Checks are sent by mail or electronically to bank accounts designated by the applicant.
2. **Communications.** All official communications and notifications will be made to the named individual applicant or the individual designated as the organization's point of contact. It is this individual's responsibility to communicate the Parish of Caddo's requirements for the grant award to collaborators or other participants. This includes, but is not limited to, requirements for compliance with grant agreements, and reporting.
3. **Implementation.** Grantees shall implement programs and/or projects as outlined in the CEA. Any change to the project, venue, Grantee address, schedule, and/or changes to staff or team members must be reported to [grants@caddo.org](mailto:grants@caddo.org).
4. **Award amount.** The Parish of Caddo reserves the right to adjust the amount of a grant award offered to an Applicant. **The grant(s) awarded by the Parish of Caddo must not exceed 50% of the NGOs budget for more than three (3) years.**
5. **Vendor forms.** Grantees must submit a current IRS W-9 form in order to receive the grant award. The W-9 must be in the same name as the Grantee named on the grant application. Failure to supply a proper W-9 may invalidate the grant award.
6. **Agreement.** When a grant award is made by the Caddo Parish Commission, the successful Applicant will be contacted by staff to sign a Cooperative Endeavor Agreement (CEA). In that agreement, the Grantee will be informed of the scope of services covered by the grant. Grantees must carefully review the program/project scope on the CEA as it may be different from the proposed scope on the original application.
7. **Issuance of funding checks.** Once the agreement is signed, the agreement along with an invoice should be submitted to the Parish Finance Department. **Payment of grant will be paid in two payments.** The first payment of ½ the award will be disbursed within 30 days of invoice receipt. The second payment (the remaining balance) will be made at the end of the program after final report is received. Failure to submit a final grant report will result in ineligibility to apply for future grants.

### Reporting

Grants awarded to NGOs require that semi-annual financial reports be submitted to the Parish. Accurate and timely reporting is critical to maintaining a good working relationship with the Parish. Late or inaccurate reports may negatively impact current or future funding.

In addition to financial reports, an NGO Outcome Report is also due at the end of the project/program. This report should restate the goals in the application and document and support the outcome of the program. The report template can be found on the Finance website at [www.caddo.org](http://www.caddo.org).

### **Grant Reporting Procedure**

1. An NGO receiving grant funds through the Caddo Parish Commission's appropriation process must submit two separate reports detailing the use of those funds as follows:
2. Funds used from January 1 – June 30 of the appropriation year (due by July 31st),
3. Funds used from July 1 – Dec. 31 of the appropriation year (due by Jan. 31st of the next fiscal year).  
*Note: Each NGO must submit both reports, regardless of the amount and timing of program expenditures during the reporting period.*
4. The NGO must include detailed expense ledgers along with receipts and proof of payment with any other supporting documentation to the Finance Department for review. An expense ledger template has been made available to download on the Finance website at [www.caddo.org](http://www.caddo.org).
5. Each expense listed on the ledger should include the purpose of the expense. This ensures that the expense is related to the program scope as listed on the CEA.
6. The Grant Coordinator is responsible for reviewing semi-annual reports for completeness, accuracy and compliance. Any delinquencies or deficiencies should be reported to the Director of Finance and the Parish Attorney's Office.
7. The NGO Outcome Report will be used to evaluate the project/program achievements against proposed and expected results.

### **File Management, Access and Retention**

The Parish Administration, Commission or their designee may review the files, activities, equipment, and facilities, and interview relevant personnel and contracted entities of any NGO project or program that is funded with grants awarded by the Parish.

### **File Management Procedure**

The NGO master file shall be maintained by the Grant Coordinator. A copy of all grant applications, award letters, contracts, and financial reports shall be maintained in this file.

All files associated with a grant award must maintain a file structure that includes, at minimum, the following four sections, with clear separations between different fiscal years,

unless otherwise directed by the Grantor:

- A. Application
- B. Award
- C. Finance
- D. Financial Reports

**File Retention Procedure**

The Parish, in accordance with State records retention policies, maintains its records for at least three (3) years following the closure date of the grant award. Accounting records are maintained for at least five (5) years following the closure of its most recent audit report.

DRAFT

and we went through this change  
I chaired New Year's  
city  
the city and we had  
and I have answers to many of these  
questions

**THE PARISH OF CADDO**

**NON-GOVERNMENTAL ORGANIZATION**

**PROPOSAL RATING FORM**

Reviewer: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Applicant Funded in Prior Year: Y / N Amount: \$ \_\_\_\_\_

Number of Years Receiving Parish Funding: \_\_\_\_\_

Agency/Organization: \_\_\_\_\_

Project: \_\_\_\_\_

Target Pop: \_\_\_\_\_

**Overall Recommendations**

A

B

C

Fund

Possible

Do Not Fund

CRITERIA	Possible Points	Rating	COMMENTS
<b>ORGANIZATION CAPACITY</b>			
Number of Staff and volunteers?			
Does the organization have ability to receive amount of request?			
Solely funded with Parish funds?			
Secured funding support from other organizations?			
Duplication of service within targeted area?			
Credibility within community?			
<b>PROGRAM DESIGN</b>			
Clear, specific robust set of goals and objectives?			
Timeline is clear and obtainable?			
Specific use of funds is clear?			
Budget is realistic and reasonable?			
Proposed cost is reasonable?			
Impact is measurable with obtainable data to support impact?			
Reporting results to the Commission and community articulated?			
<b>OUTCOMES</b>			
Identifies indicators for success? Measurable?			
Last years participation?			
Goals achieved?			
Within budget?			
<b>INFLUENCE AND IMPACT</b>			
Long-term impact on the community?			
Population clearly defined with numerics in place?			
Mission of NGO?			
<b>COMPLIANCE (if applicable)</b>			
Timely complied with prior year reporting requirements?			
<b>ECONOMIC DEVELOPMENT (if applicable)</b>			
Positive economic impact on the Parish?			
Ability to substantiate economic impact? Study available?			
<b>TOTAL</b>			

## PARISH OF CADDO, LOUISIANA

### GUIDELINES FOR APPROPRIATION APPLICATIONS

Name of Entity: \_\_\_\_\_

Please review the following guidelines for funding and initial indicating you have read and understand each item prior to applying:

- \_\_\_\_\_ 1. Appropriations are made on an annual basis; **receiving funding one year does not guarantee that the organization will receive funds in the same amount, or at all during the next year.**
- \_\_\_\_\_ 2. Funds are appropriated for specific programs that an organization sponsors and **cannot be used for the day-to-day operating expenses of the organization (i.e. salaries, office expenses, rent).**
- \_\_\_\_\_ 3. The program for which an appropriation is requested must provide services to unskilled poor, low-income persons, unemployed persons or students from those families; alternatively, the program must provide a measurable means of economic development for Caddo Parish.
- \_\_\_\_\_ 4. Funds cannot be used for the following:
  - a. Capital purchases/improvements such as building repairs/renovations, playground equipment (even if for the parish-funded program) of an organization;
  - b. Equipment used in any other program other than the one the Parish is funding;
  - c. To benefit non-Caddo citizens.
  - d. Payments to organizational board members and employees.
- \_\_\_\_\_ 5. Funds cannot be used directly or indirectly in any trade or business carried on by any person or entity other than Grantee.
- \_\_\_\_\_ 6. An organization receiving monies through the Caddo Parish Commission's appropriation process must give two reports detailing the use of those funds: a report detailing the use of the funds from January 1<sup>st</sup> - June 30<sup>th</sup> of the appropriation year (due July 31<sup>st</sup>), and a report detailing the use of the funds from July 1<sup>st</sup> - December 31<sup>st</sup> of the appropriation year (due January 31<sup>st</sup> of the year following the appropriation). A subsequent appropriation application will **not** be considered if the July 31<sup>st</sup> report has not been timely submitted; an approved appropriation will **not** be funded if the January 31<sup>st</sup> report has not been timely submitted. These reports must include a detailed expense ledger with invoices, receipts cancelled checks and any other documents related to the expenditure of Parish funds, and the Parish reserves the right to audit all organization records related to the appropriation at any time. The organization will also complete an Outcome Report for the program.
- \_\_\_\_\_ 7. No funds will be paid until all required reports have been received and approved by the Parish of Caddo.

- \_\_\_\_\_ 8. Funds must be spent in accordance with the provisions outlined in the Cooperative Endeavor Agreement (CEA). Listing items in the detailed budget does not make them eligible for reimbursement; the items must be covered in the CEA.

**SECTION I: INTRODUCTION AND FUNDING PURPOSE**

It is important that each section of this request be completed.

Select one:

RECURRING REQUEST

NON-RECURRING (ONE-TIME REQUEST)

1. Name of Entity: \_\_\_\_\_

Commission District: \_\_\_\_\_

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

Is this the address of the organization's headquarters?  Yes  No

*If not, please list headquarter address:* \_\_\_\_\_

Does your organization provide services in more than one commission district?

Yes  No

*If yes please list other districts served and addresses (if available):*

District \_\_\_\_\_

District \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

Contact Person: Mr. / Mrs. / Ms. \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_

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

Past Grant Recipient?  Yes  No

2. Purpose for which Parish funds would be used (Check one and give brief description):

\*Economic Development:  Education:  Social Welfare:

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\*Economic Impact Study required with application.

3. Amount of this funding request: \_\_\_\_\_

4. During what time period will the funds be used: \_\_\_\_\_ through \_\_\_\_\_

5. Are audited financial statements available?  Yes  No If no, who prepares the financial statements for your organization? \_\_\_\_\_

Please furnish most recent financial statement period covered:

\_\_\_\_\_ through \_\_\_\_\_

6. Are you exempt from Federal Income Tax?  Yes  No

Under IRS Code Section: \_\_\_\_\_

7. Have you filed form 990 (Return of Organization Exempt from Income Tax)?  Yes  No

Date of last time filed: \_\_\_\_\_

8. Semi-annual drawdowns are agreed to be acceptable:  Yes  No

9. Does the organization have any outstanding tax claims (City, Parish, State or Federal)?

Yes  No (If so, please explain claim)

10. Are you in good standing with the State of Louisiana?  Yes  No

Please provide a copy of your Certificate of Good Standing.

11. Please attach Outcomes of prior year programs. Outcome Report template is located at [www.caddo.org](http://www.caddo.org)

12. Please attach any other information that you wish to submit in support of your application.

## **SECTION II: PROPOSAL NARRATIVE**

The proposal narrative must be formatted as outlined below. Proposals that are not submitted in the following format will not be reviewed. This section shall not exceed three pages, double spaced in 12-font. The application outline must address all of the following items below:

### **Background and Capacity of Organization**

Briefly describe your organization. This description should include the length of existence, the number of officers, members, and mission. Explain the organization's capacity to successfully implement the proposed project in a timely manner.

### **Prior Experience of Organization**

Description of past completed projects involving community and Parish activities in the past three (3) years, including the type of project, project location, and how it benefited the Parish.

### **Extent of Neighborhood Involvement**

Describe the manner in which you will attract volunteers to your project. Describe how a significant number of people with diverse interests in the neighborhood will be involved in and benefit from this project.

### **Description of Project and Soundness of Project**

This summary should provide an overview of entire project(s), including project location and how this project will benefit the Parish. This project must be clearly understood, well planned, and ready to proceed.

### **Joint Group Application and Collaboration**

State whether your organization is submitting this application along with another Parish-based organization. Also, describe any partnerships that were formed or will be formed to plan and implement this project. Please include names of all partnerships, consultants and other organizations that Caddo Parish appropriations will fund with the amount of monies going to each.

### **Identify Needs and Gaps in Services in Neighborhood**

List the priority needs that the organization has identified in the neighborhood along with any gaps of services that have been noted.



## ATTACHMENT B: PROJECT TIMELINE

**This summary should provide a written timeline to show benchmarks for project implementation and completion. Describe any recent, relevant and successfully demonstrated experience in undertaking similar projects. Include the knowledge and experience of the proposed day-to-day project team leader.**



**ATTACHMENT C:  
Caddo Parish Appropriation BUDGET FORM**  
Please provide detailed explanation of each line item.

Organization Name \_\_\_\_\_

Budget Year \_\_\_\_\_

Line Item Object	Funding Amount			Total
	Parish Amount	Other Amounts*	In-Kind (Including Food Bank)	
<b>Total</b>				

\*Please provide a detailed listing of the funding source for other amounts.

\*If funding tuition for low-income persons to attend your program, please provide a detailed listing of the items covered by the tuition.

## CHECKLIST OF REQUIRED DOCUMENTS

### Guidelines for Appropriation Applications

#### Application

Proposal Narrative (See application outline on page 3)

Attachment A

Attachment B

Attachment C

Copy of current IRS 501(c)(3) tax exempt statement indicating that you are not a private foundation and an explanation of any changes in your IRS status (if applicable)

Affidavit

Copy of Certificate of Good Standing with State of Louisiana

\*Economic Impact Study (required for all applications with Economic Development purpose)

**ORDINANCE NO. 6230 OF 2022**  
BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT FUND AND THE OIL AND GAS FUND IN THE AMOUNT OF \$6,500 TO PROVIDE AN APPROPRIATION FOR WILDLIFE EDUCATION AND REHABILITATION OF LOUISIANA AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, Wildlife Education and Rehabilitation of Louisiana (WERLA) was established in 2013 as a non-profit organization whose mission is to rescue, rehabilitate, and release sick, injured, or orphaned wildlife back into their natural habitat, and to educate our community about the conservation and preservation of Louisiana wildlife; and

WHEREAS, WERLA maintains relationship with Parish animal control agencies, city agencies and LA Department of Wildlife and Fisheries; and

WHEREAS, WERLA has provided support to Caddo Parish Animal Services by caring for an average of 137 wildlife cases per year over the past 2 years; and

WHEREAS, the appropriation was recommended by the Animal Services Committee; and

WHEREAS it is necessary to amend the 2022 Riverboat Fund and Oil and Gas Fund Budget to provide an appropriation of \$6,500 for WERLA; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Riverboat Fund for the year 2022 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<b><u>Riverboat Fund</u></b>	
NGO Appropriations	
WERLA	\$6,500
Transfer from Oil and Gas	\$6,500
<b><u>Oil and Gas Fund</u></b>	
Transfer to Oil and Gas	\$6,500

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

**ORDINANCE AND RESOLUTION FACT SHEET**

**CADDO PARISH COMMISSION**

<b>TITLE</b>	
ORDINANCE AMENDING THE 2022 BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE RIVERBOAT AND OIL AND GAS FUND TO APPROPRIATE FUNDS FOR WERLA  (Ordinance No. 6230 of 2022)	
<b>ORIGINATING DEPARTMENT:</b> Commissioner John Paul Young / Ken Epperson	
<b>BACKGROUND INFORMATION:</b> Amending the budget of Estimated Revenues and Expenditures for the Riverboat Fund in the amount of \$6,500 to provide an appropriation for WERLA.  Recommended by Animal Service Committee	
<b>KEY STAFF CONTACT:</b> Hayley Barnett	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley B. Barnett</u> Date 05/10/2022
Legal	_____ Date _____
Parish Administrator	_____ Date _____

**ORDINANCE NO. 6231 of 2022**

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE SETTING THE PARISH MILLAGE FOR THE PURPOSE OF PAYING PRINCIPAL AND INTEREST, DUE IN 2022 ON OUTSTANDING PARISH BOND ISSUES AND TO INSTRUCT THE ASSESSOR TO INCLUDE SAID MILLAGE ON THE TAX ROLL OF THE PARISH OF CADDO FOR THE YEAR 2022, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, on August 1, 2007, the Parish of Caddo issued general obligation bonds in the total aggregate sum of \$10,000,000; and

WHEREAS, on August 1, 2008, the Parish of Caddo issued general obligation bonds in the total aggregate sum of \$10,000,000; and

WHEREAS, on September 17, 2009, the Parish of Caddo issued general obligation bonds in the total aggregate sum of \$10,000,000; and

WHEREAS, on May 15, 2015, the Parish of Caddo sold Refunding Bonds in the total aggregate sum of \$6,850,000; and

WHEREAS, on February 25, 2015 the Parish of Caddo sold Refunding Bonds in the total aggregate sum of \$6,345,000; and

WHEREAS, on May 19, 2016 the Parish of Caddo sold Refunding Bonds in the total aggregate sum of \$7,250,000; and

WHEREAS, it is necessary to levy a millage tax for the year 2022 in order to pay the principal and interest on said bonds, which will fall due in the year 2022.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission, in due, legal, and regular session convened, that a special tax of 1.5 mills on the dollar on assessed valuation of all property subject to taxation within the whole of Caddo Parish, Louisiana, be and the same is hereby levied for the year 2022, for the purpose of paying principal and interest which will become due in the year 2022 on the aforesaid public improvement bonds and refunding bonds.

BE IT FURTHER ORDAINED, that the Commission Clerk shall give notice of this ordinance to the Assessor of Caddo Parish, Louisiana, and instruct him to levy and assess each tax as set forth herein for the year 2022.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect ten (10) days after publication in the official journal.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date



**ORDINANCE NO. 6232 OF 2022**

BY THE CADDO PARISH COMMISSION:

**AN ORDINANCE TO SET THE GENERAL PURPOSE AND SPECIAL PURPOSE MILLAGES PROVIDING FOR MILLAGE RATE ADJUSTMENTS, AS ALLOWED BY ARTICLE VII, SECTION 23 OF THE LOUISIANA CONSTITUTION OF 1974 AND LA R.S. 47:1705 (B), LEVYING AND IMPOSING TAXES AND ASSESSMENTS FOR 2022 ON ALL THE PROPERTY SUBJECT TO TAXATION IN THE PARISH OF CADDO, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO**

WHEREAS, it is necessary for the Caddo Parish Commission (the "Commission") acting as the governing authority of Caddo Parish, Louisiana (the "Parish"), to levy various taxes for the year 2022; and

WHEREAS, it is necessary to adjust the Parish millages as a result of the quadrennial reappraisal and valuation of the property subject to taxation within the Parish, in proportion to the increase in the 2022 taxable assessed valuation of the Parish;

WHEREAS, a public hearing was held by the Commission on the subject of the proposed millage adjustment in accordance with the open meetings law and the additional requirements of Article VII, Section 23(C) of the Louisiana Constitution of 1974 and LA R.S. 47:1705(B).

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission, in due, legal and regular session convened, that the following general purpose and special millages (that is, fractional mills on the dollar) on the assessed valuation of all property subject to taxation in the whole of Caddo Parish, Louisiana be and the same are hereby levied at the following adjusted rates for the year 2022, in accordance with Article VII, Section 23(C) of the Louisiana Constitution of 1974 and LA R.S. 47:1705, as applicable:

	<b><u>2022 Levy Rate</u></b>	<b><u>Maximum Authorized Rate</u></b>
<b>General:</b>		
<b>General Alimony</b> - For all property lying outside of cities and towns, as described below	6.13 mills	6.13 mills
<b>Exempted Municipalities</b> - For all property lying within the confines of incorporated cities and towns having a population in excess of 1,000 and which maintain a system of street paving and those being Shreveport, Vivian and Bossier City	3.06 mills	3.06 mills
<b>Special Purpose:</b>		
<b>Public Health:</b>		
For the creation and support of public health centers in the parish	.87 mills	.87 mills
For the maintenance and operation of public health centers in the Parish and portion rededicated for payment of mandatory costs of the criminal justice system	1.29 mills	1.29 mills
<b>Shreve Memorial Library:</b>		
For the acquiring, equipping, construction, improving, maintaining and operating the public library system	4.71 mills	4.71 mills
For the maintenance and operation of parish library facilities and portion rededicated to payment of mandatory costs of the criminal justice system	4.63 mills	4.63 mills

**Juvenile Court:**

For the maintenance and operation for the juvenile court, and juvenile detention home facilities 2.00 mills 2.00 mills

**Detention Facilities:**

For the maintenance and operation of detention facilities and portion rededicated for payment of mandatory costs of the criminal justice system 5.48 mills 5.48 mills

**Courthouse Maintenance:**

For the maintenance and operation of parish courthouse and other building facilities 2.76 mills 2.76 mills

**Public Works:**

For the maintenance and operation of road, bridge, drainage, garbage collection, and mandatory costs of the criminal justice system 5.92 mills 5.92 mills

**Public Facilities:**

For the maintenance and operation of public facilities, specifically road and bridge, parks and recreation, garbage collection and drainage .84 mills .84 mills

**Biomedical Research:**

For the promotion of economic development through the Biomedical Research Foundation of Northwest Louisiana and portion rededicated to mandatory costs of the criminal justice system 1.73 mills 1.73 mills

BE IT FURTHER ORDAINED, that the Commission Clerk shall give notice of this ordinance to the Assessor of Caddo Parish, Louisiana, and instruct him to levy and assess each tax as set forth herein for the year 2022, and the tax collector of Caddo Parish, Louisiana shall collect and remit the same to said taxing authority in accordance with law.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect ten (10) days after publication in the official journal.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

**Approved as to legal form:**

\_\_\_\_\_  
**Parish Attorney**

\_\_\_\_\_  
**Date**

**ORDINANCE AND RESOLUTION FACT SHEET**

**CADDO PARISH COMMISSION**

<b>TITLE</b>	
ORDINANCE TO SET THE GENERAL PURPOSE MILLAGES AND SPECIAL PURPOSE MILLAGES  (Ordinance No. 6232 of 2022)	
<b>ORIGINATING DEPARTMENT:</b> Finance	
<b>BACKGROUND INFORMATION:</b> Ordinance to set the general purpose millages and special purpose millages and to instruct the tax assessor to include said millages on the tax roll of the Parish of Caddo for the year 2022	
<b>KEY STAFF CONTACT:</b> Hayley B. Barnett, Director of Finance	
<b>AUTHORIZATION</b>	
Department Head	_____ <i>Hayley B. Barnett</i> _____ Date <u>5/11/22</u> _____
Legal	_____ Date _____
Parish Administrator	_____ Date _____

**ORDINANCE NO. 6233 of 2022**

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO ADOPT THE VALUES FIXED, OR TO BE FIXED BY THE LOUISIANA TAX COMMISSION ON ALL ASSESSMENTS FOR RAILWAYS AND OTHER PUBLIC SERVICE CORPORATIONS, AND TO INSTRUCT THE ASSESSOR TO EXTEND SUCH ASSESSMENTS AND VALUES ON THE TAX ROLL OF THE PARISH OF CADDO FOR THE YEAR 2022, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

BE IT ORDAINED, by the Caddo Parish Commission in due, legal, and regular session convened, that the Caddo Parish Commission hereby adopts any and all assessments covering property owned by railways, tank car lines, and other public service corporations, and that the values named, fixed and reported be accepted and adopted as the values for all Parish purposes.

BE IT FURTHER ORDAINED, that the Commission Clerk shall give notice of this ordinance to the Assessor of Caddo Parish, Louisiana, and instruct him to levy and assess each applicable tax millage upon these values as set forth herein for the year 2022.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect ten (10) days after publication in the official journal.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date



**ORDINANCE NO. 6234 OF 2022**

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE SETTING THE ASSESSMENT OF PROPERTY CLASSIFIED AS TIMBERLANDS AND TO INSTRUCT THE ASSESSOR TO INCLUDE SAID ASSESSMENT ON THE TAX ROLL OF THE PARISH OF CADDO FOR THE YEAR 2022, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

BE IT ORDAINED, by the Caddo Parish Commission in due, legal, and regular session convened, that the Tax Assessor of Caddo Parish be authorized and instructed to assess property in Caddo Parish, classified as timberlands at eight cents (\$.08) per acre for the year 2022.

BE IT FURTHER ORDAINED, that, the Commission Clerk shall give notice of this ordinance to the Assessor of Caddo Parish, Louisiana, and instruct him to levy and assess the applicable tax, at the above stated rate, upon these values as set forth herein for the year 2022.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions; items or applications which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect ten (10) days after publication in the official journal.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Parish Attorney

\_\_\_\_\_  
Date

**ORDINANCE AND RESOLUTION FACT SHEET**

**CADDO PARISH COMMISSION**

<b>TITLE</b>	
ORDINANCE TO SET THE ASSESSMENT FOR PROPERTY CLASSIFIED AS TIMBERLANDS  (Ordinance No. 6234 of 2022)	
<b>ORIGINATING DEPARTMENT: Finance</b>	
<b>BACKGROUND INFORMATION:</b> Ordinance to set the 2022 assessment for property classified as timberlands at eight cents (\$.08) per acre. There is an annual tax of eight cents per acre on each acre of timberland in the State of Louisiana to be paid by the owners known as the forest protection tax. This tax is in addition to the assessment of timberland at its use value. The Commission must adopt an ordinance each year to set the forest protection tax at eight cents per acre. The revenue from this tax is remitted to the Louisiana Forestry Commission.	
<b>KEY STAFF CONTACT:</b> Hayley Barnett, Director of Finance	
<b>AUTHORIZATION</b>	
Department Head	<u>Hayley B. Barnett</u> Date 5/11/2022
Legal	_____ Date _____
Parish Administrator	_____ Date _____

**ORDINANCE NO. 6235 of 2022**

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO DEEM PROPERTY SURPLUS AND AUTHORIZE THE SALE OF SURPLUS PROPERTY OWNED BY THE PARISH OF CADDO AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the Parish of Caddo owns equipment that is no longer being used;

WHEREAS, that equipment is enumerated in the attached Exhibit A;

WHEREAS, the Parish of Caddo no longer needs the above equipment, and said equipment should be deemed surplus, obsolete or unused for present and future parish needs;

WHEREAS, the Parish of Caddo is authorized to dispose of certain supplies, materials, and equipment determined to be surplus;

WHEREAS, the Parish of Caddo desires to dispose of the above-listed equipment by public auction; and

WHEREAS, the Caddo Parish Commission concurs in the finding that the items described above are surplus and are no longer needed for public purposes.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal, and regular session convened that the property itemized in Exhibit A is no longer needed for parish public purposes and is declared surplus property which is to be disposed of by public auction.

BE IT FURTHER ORDAINED, that the items described above are being offered on an "as is" basis, without warranty of title or recourse whatsoever.

BE IT FURTHER ORDAINED, that the Caddo Parish Administrator or his designee shall be authorized to do any and all things and to sign any and all contracts and other documents in a form acceptable to the Caddo Parish Attorney necessary to effectuate the purposes set forth herein.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items, or applications which can be given effect without the invalid provisions, items, or applications, and to this end, the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall become effective upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

Approved as to legal form:

\_\_\_\_\_  
Office of The Parish Attorney

\_\_\_\_\_  
Date

## Customers and Vehicles

Caddo Parish Fleet Service

ADMIN 4/27/2022 9:13AM

Customer Name	Address 1	Address 2	City	State	Zip	Phone	Ext.
---------------	-----------	-----------	------	-------	-----	-------	------

Auction 2

	<u>Year, Make, Model</u>	<u>License</u>	<u>VIN</u>	<u>Mileage</u>
<u>TL-961</u>	1990 Gooseneck Trailer	PP101522	16GL58E22LB030399	1
<u>PC-010</u>	1999 Ford Crown Victoria	PP151051	2FAFP72W0XX162194	174804
<u>PC-146</u>	2002 Chevrolet Impala <b>CORONERS</b>	PP166086	2G1WF52EX29311449	124074
<u>HC-998</u>	1998 Bandit Perkins 110 Chipper Shredde	PP156726	013540	387
<u>PC-204</u>	2007 Ford Taurus	PP190059	1FAFP53U87A138770	82403
<u>PC-007</u>	2008 Ford Explorer	PP244340	1FMEU63EX8UA26741	166183
<u>PC-8414</u>	2008 Ford Explorer <b>DA</b>	SVS261	1FMEU63E08UA38414	140750
<u>PC-143</u>	2008 Ford Fusion	PP210296	3FAHP07158R230678	211649
<u>PU-323</u>	2008 Ford F-350 4X2 REG CAB	PP210632	1FTWF32R88ED92729	107406
<u>PC-804</u>	2008 Dodge Durango <b>CORONERS</b>	PP211068	1D8HD36N68F155087	183540
<u>PC-801</u>	2007 Ford SPORT TRAC <b>CORONERS</b>	PP202015	1FMEU53817UB01782	122045
<u>PC-5829</u>	2009 Chevrolet Trailblazer LT <b>DA</b>	SRS952	1GNDS13S982225829	69838
<u>RD-142</u>	2009 Mack GU713 Granite	PP229470	1M2AX04C19M006007	185764
<u>PC-6421</u>	2010 Chevrolet Impala <b>DA</b>	TRE782	2G1WD5EMXA1236421	66599
<u>TK-822</u>	2012 International 7400 6x4	B749142	1HTWHAZT3CJ649024	31622
<u>PU-272</u>	2012 Ford F350 4x2 Super Duty	PP172973	1FDRF3G60CEB88497	247157
<u>PC-3523</u>	2011 Ford Crown Victoria <b>DA</b>	VPS524	2FABP7BVXBX143523	88785
<u>PC-1364</u>	2011 Ford Crown Vic Police Interceptor <b>DA</b>	ZMB386	2FABP7BV8BX181364	148220
<u>N/A</u>	1997 Alamo Flail Mower		28000020	N/A
<u>PC-800</u>	2011 Dodge Durango Citadel Coroners	VEB015	1D4RD5GG8BC652977	110368

ORDINANCE NO. 6236 OF 2021

BY THE CADDO PARISH  
COMMISSION:

AN ORDINANCE REQUIRING THAT ALL PARISH EMPLOYEES HIRED, APPOINTED OR PROMOTED TO PARISH ATTORNEY, ASSISTANT PARISH ADMINISTRATOR, PARISH ADMINISTRATOR/CEO, DEPARTMENT DIRECTOR OR COMMISSION CLERK, MUST BE RESIDENTS OF CADDO PARISH, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the Parish of Caddo seeks to ensure that the broadest pool of potential candidates for public employment are invested in the community in which they live and with the government which employs them; and

WHEREAS, the Parish of Caddo seeks to also extend opportunities for advancement to persons who may reside in another parish but are best qualified for the open position.

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish Commission in due, regular and legal session convened, enacts Section 2-60 of the Caddo Parish Code of Ordinances as follows, to wit:

2-60 Residency Requirement for Certain Positions

- a. Employees permanently hired, appointed, or promoted to any of the following listed positions shall be residents of Caddo Parish within one year from the date of commencement of employment, appointment, or promotion and throughout the course of their employment with the Parish: Parish Administrator/CEO, Assistant Parish Administrator, Parish Attorney, Department Director, Commission Clerk.
- b. As a condition of hiring, appointment, or promotion to the positions listed in subsection (a), parish employees will be required to show proof of residency within the guidelines established by the Human Resources Department. Falsifying, materially misrepresenting, or submitting misleading proof of residency could be cause for disciplinary action, up to and including termination.
- c. All external and internal employment applications for the positions listed in subsection (a) shall require a statement thereon indicating that residency is a required condition.
- d. Persons employed by Caddo Parish as of October 21, 2021 and promoted to the position of Department Director are not subject to the requirements of this ordinance.

**ORDINANCE NO. 6237 of 2022**

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE REGARDING AN EXCHANGE OF ROADWAYS WITH THE LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT IN CONNECTION WITH EXTENDING LA. 3276 TO LA. 1, TO AUTHORIZE THE EXCHANGE OF CERTAIN PORTIONS OF PARISH ROADS IN RETURN FOR CERTAIN PORTIONS OF STATE HIGHWAYS; TO AUTHORIZE THE PARISH ADMINISTRATOR TO EXECUTE AGREEMENTS AS NECESSARY TO ACCOMPLISH THAT EXCHANGE, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the State of Louisiana, through the Department of Transportation and Development, wishes to extend La. 3276 to La. 1;

WHEREAS, that project will aid and assist economic development in the Parish;

WHEREAS, that project will require the exchange of certain highways and roads between the Parish and the Department of Transportation and Development; and

WHEREAS, the Caddo Parish Home Rule Charter requires the conveyance or of any lands or property of the parish government to be done by ordinance.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that it does hereby authorize the exchange of roads with the State of Louisiana, through the Department of Transportation and Development.

BE IT FURTHER ORDAINED that the following segments of highways are to be transferred from the State to the Parish:

Segment I: The portion of LA 530, beginning at the junction with US 71 and proceeding east approximately 0.73 miles to its junction with LA 3049.

Segment II: The portion of Box Rd, beginning at the junction with Mount Zion Rd and proceeding south approximately 0.39 miles to the end of DOTD maintenance at Brookwood Church Way.

Segment III: The portion of Barron Road Cutoff, beginning at the junction with US 171 and proceeding southeasterly approximately 0.20 miles to the junction with Barron Rd.

Segment IV: The portion of former LA 169, beginning at the Dead End Installation at LA 1 and proceeding east approximately 0.34 miles to its junction with relocated LA 169.

Segment V: The portion of LA 173, beginning at the junction with US 71 and proceeding northeasterly approximately 0.70 miles to its junction with LA 3049.

Segment VI: The portion of LA 530, beginning at the junction with LA 1 and proceeding east approximately 0.40 miles to its junction with LA 538.

Segment VII: The portion of LA 3049, beginning at the junction with US 71 and proceeding east and then southerly approximately 0.89 miles to its junction with Douglas Rd.

BE IT FURTHER ORDAINED that the following segments of highways are to be transferred from the Parish to the State:

Segment VIII: Any portion(s) of existing Parish routes chosen under the selected alternative route for S.P. No. H.014054, beginning at or near Ellerbe Rd and proceeding east to its junction with LA 1 and further shown in Exhibit "A".

BE IT FURTHER ORDAINED that the transfers stated herein shall only occur if and only when the following conditions are met:

CONDITION I: Provide necessary repairs, including a thin asphaltic concrete application, to the portion of Segment I, LA 530, to be transferred to the Parish of Caddo.

CONDITION II: Provide necessary repairs, including a medium asphaltic concrete application, to the portion of Segment V, LA 173, to be transferred to the Parish of Caddo.

CONDITION III: Provide necessary repairs, including a medium asphaltic concrete application, to the portion of Segment VII, LA 530, to be transferred to the Parish of Caddo.

BE IT FURTHER ORDAINED that the transfers authorized herein shall only be of whatever rights owned by the respective transferors and that the transferees accept all duties, obligations, and responsibilities for the operation, maintenance, and future liability associated therewith as of the date of recordation in the conveyance records of Caddo Parish of the respective Acts of Transfer and Acceptance for each segment identified above.

BE IT FURTHER ORDAINED that the Caddo Parish Commission authorizes the Parish Administrator to execute such documents as are necessary to accomplish the provisions of this ordinance including, without limitation, the attached Intergovernmental Cooperative Endeavor Agreement (Exhibit A) and any and all Acts of Transfer and Acceptance.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

**Approved as to legal form:**

\_\_\_\_\_  
**Parish Attorney**

\_\_\_\_\_  
**Date**

**INTERGOVERNMENTAL COOPERATIVE ENDEAVOR AGREEMENT**  
**between the**  
**STATE OF LOUISIANA**  
**through the**  
**DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**  
**and**  
**PARISH OF CADDO**  
**LA 3276 Road Exchange**

This **INTERGOVERNMENTAL COOPERATIVE ENDEAVOR AGREEMENT** (“Agreement”), is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2022, in duplicate originals, by and between the State of Louisiana, through the Department of Transportation and Development (“DOTD” or “Department”), represented herein by its Secretary, and the Parish of Caddo (sometimes referred to hereinafter as “Entity”), a political subdivision of the State of Louisiana, represented herein by its Parish Administrator, Dr. Woodrow Wilson, Jr., for the public purposes hereinafter declared. DOTD and Entity are each sometime referred to herein as “Party” or collectively as “Parties”.

**WITNESSETH:**

**WHEREAS**, Article VII, Section 14(C) of the Constitution of the State of Louisiana provides that, “[f]or a public purpose, the state and its political subdivisions or political corporations may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;” and

**WHEREAS**, the actions and agreements provided for herein promote greater efficiency in the performance of DOTD’s mandated functions, as set forth in La. R.S. 48:21 *et seq.*, and La. R.S. 48:191 – 193, in particular; and

**WHEREAS**, in an effort to extend LA 3276 and connect I-49 to a future I-69 frontage road; and

**WHEREAS**, the Parish of Caddo wishes to cooperate with DOTD in its aforesaid effort under the terms and conditions as set forth herein below; and

**WHEREAS**, the Entity, by resolving to and entering into this Agreement, hereby request the proposed transfer of the ownership, operation, and maintenance of certain property, as set forth herein below, and pursuant to Ordinance No. \_\_\_\_\_ authorizing the Entity to enter into this Agreement with DOTD for the transfer of said property, a copy of which is attached hereto and made a part hereof by reference as Exhibit “1”, which Ordinance evidences the Entity’s willingness to accept same as a binding agreement pursuant to La. R.S. 48:224.1; and

**WHEREAS**, by entering into this Agreement, the Secretary accepts the provisions of Ordinance No. \_\_\_\_\_ in accordance with La. R.S. 48:224.1; and

**WHEREAS**, as part of said transfer, DOTD desires to relinquish ownership of whatever

rights it has, with the exception of any and all mineral rights, in and to certain property, as set forth herein below, in favor of Entity; and

**WHEREAS**, DOTD has determined that the conditions and requirements for the proposed road transfer are acceptable, that there is equity in the obligations exchanged, and that the mission of DOTD and the interests of the citizens of the State of Louisiana are best served by the exchange of rights and obligations contained herein.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

## **ARTICLE I PURPOSE**

**1.1** The Recitals set forth above are hereby incorporated herein and expressly made a part of this Agreement.

**1.2** DOTD agrees that it shall relinquish ownership of whatever rights it has, with the exception of any and all mineral rights, in and to the following described property (hereinafter, "Property") and all future liabilities, including, but not limited to, all future operation, maintenance, and repairs, associated therewith to the Entity, and the Entity agrees that it shall accept same:

Segment I: The portion of LA 530, beginning at the junction with US 71 and proceeding east approximately 0.73 miles to its junction with LA 3049.

Segment II: The portion of Box Rd, beginning at the junction with Mount Zion Rd and proceeding south approximately 0.39 miles to the end of DOTD maintenance at Brookwood Church Way.

Segment III: The portion of Barron Road Cutoff, beginning at the junction with US 171 and proceeding southeasterly approximately 0.20 miles to the junction with Barron Rd.

Segment IV: The portion of former LA 169, beginning at the Dead End Installation at LA 1 and proceeding east approximately 0.34 miles to its junction with relocated LA 169.

Segment V: The portion of LA 173, beginning at the junction with US 71 and proceeding northeasterly approximately 0.70 miles to its junction with LA 3049.

Segment VI: The portion of LA 530, beginning at the junction with LA 1 and proceeding east approximately 0.40 miles to its junction with LA 538.

Segment VII: The portion of LA 3049, beginning at the junction with US 71 and proceeding east and then southerly approximately 0.89 miles to its junction with Douglas Rd.

**1.3** Additionally, DOTD certifies that Conditions I, II, and III required under the third “BE IT FURTHER ORDAINED” paragraph of Ordinance No. \_\_\_\_\_ of 2022 have been or will be accomplished and met prior to the transfer of segments of highways from the State to the Parish.

**1.4** The Parish of Caddo agrees that it shall relinquish ownership of whatever rights it may own, with the exception of any and all mineral rights, in and to the following described property and all future liabilities, including, but not limited to, all future operation, maintenance, and repairs, associated therewith to the State of Louisiana, and the State of Louisiana agrees that it shall accept same:

Segment VIII: Any portion(s) of existing Parish routes chosen under the selected alternative route for S.P. No. H.014054, beginning at or near Ellerbe Rd and proceeding east to its junction with LA 1 and further shown in Exhibit “A”.

## **ARTICLE II RESPONSIBILITIES OF THE PARTIES**

### **2.1 Responsibilities of DOTD**

**2.1.1** DOTD hereby agrees, at the proper time and under the conditions specified herein, to transfer ownership of each of the above described segments of the Property by executing for each an Act of Transfer and Acceptance transferring the Property; and DOTD shall record each of the said Acts of Transfer and Acceptance in the conveyance records for the Parish of Caddo, State of Louisiana, and shall provide Entity with a certified copy of same, and no additional monitoring of the Property by DOTD will be performed due to the Property’s future maintenance as a Parish Road.

### **2.2 Responsibilities of Entity**

**2.2.1** Entity hereby agrees to provide notification to public utilities and other holders of recorded right-of-way agreements or permits affected by the transfers contemplated herein.

**2.2.2** Entity represents that it has notified each member of the state legislature in whose district the Property is located; and by execution of this Agreement, Entity further represents it has received approval from a majority of the state legislative delegation from Caddo Parish to participate in the road exchange contemplated herein.

**2.2.3** Entity will execute documents necessary to effectuate the transfer of the ownership of

each portion of roadway, and shall accept all future liabilities, including, but not limited to, all future operation, maintenance, and repairs, associated with the ownership, operation and maintenance of the Property described herein above as a Parish Road.

**2.2.4** Entity hereby agrees that, in the event Entity fails to execute any transfer and acceptance provided for or contemplated by this Agreement regarding any portion of roadway owned by Entity prior to the term of this Agreement that is taken into the state highway system pursuant to this Agreement, said portion of roadway shall revert back to Entity in full ownership and as part of Entity's system of roads.

### **ARTICLE III TERM**

This Agreement shall commence on the date first written above and shall remain in effect until all obligations contained herein have been performed, unless terminated earlier in accordance with Articles IV, VIII or written mutual consent of the parties.

### **ARTICLE IV TERMINATION**

**4.1** Termination for Cause. DOTD or the Entity may terminate this Agreement for cause based upon the failure of the other party to comply with the terms and conditions of the Agreement, provided that the party wishing to terminate shall give the other party written notice specifying the other party's failure. If within thirty (30) days after receipt of such notice, the other party shall not have either corrected such failure or thereafter proceeded diligently to complete such correction, then the party wishing to terminate the Agreement may, at its option, place the other party in default, and the Agreement shall terminate on the date specified in such notice.

**4.2** Termination for Convenience. This Agreement may be terminated by mutual consent of the Parties which requires a written agreement executed by the Parties hereto.

### **ARTICLE V OWNERSHIP OF DOCUMENTS**

All records, reports, documents and other material delivered or transmitted to the Entity by DOTD shall remain the property of DOTD and shall be returned by the Entity to DOTD, at the Entity's expense, at termination or expiration of this Agreement.

### **ARTICLE VI ASSIGNMENTS**

Neither party may assign any interest in this Agreement by assignment, transfer, or novation without prior written consent of the other party.

## **ARTICLE VII AUDITORS**

It is hereby understood and agreed that the Legislative Auditor of the State of Louisiana and/or the Office of the Governor, Division of Administration, auditors shall have the option of auditing all accounts of the Entity and DOTD that relate to this Agreement. The Entity shall be audited in accordance with La. R.S. 24:513.

## **ARTICLE VIII FUNDING CERTIFICATION**

The execution of this Agreement shall serve as certification by DOTD of the availability of funds sufficient to fulfill the requirements of the Agreement, as of the date written above. Nonetheless, the continuation of this agreement is subject to the conditions of Article IX herein.

## **ARTICLE IX FISCAL FUNDING AND APPROVAL CONTINGENCIES**

The continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the Agreement, or if such appropriation is reduced by veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the Agreement, the Agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated. The continuation of this Agreement is also conditioned upon the approval of the director of the Office of State Procurement or the Commissioner of Administration.

## **ARTICLE X INDEMNIFICATION**

The Entity shall indemnify and save harmless DOTD against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money growing out of, resulting from, or by reason of any act or omission of the Entity, its agents, servants, independent contractors, or employees while engaged in, about, or in connection with the

discharge or performance of the terms of this Agreement. Such indemnification shall include the DOTD fees and costs of litigation, including, but not limited to, reasonable attorney fees.

## **ARTICLE XI DISCRIMINATION CLAUSE**

**11.1** The parties agree to abide by the requirements of the following as applicable: Titles VI and Title VII of the Civil Rights Act of 1964, as amended; the Equal Opportunity Act of 1972, as amended; Federal Executive Order 11246, as amended; the Rehabilitation Act of 1973, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; the Americans with Disabilities Act of 1990, as amended, and Title II of the Genetic Information Nondiscrimination Act of 2008.

**11.2** The parties agree not to discriminate in employment practices, and shall render services under this contract without regard to race, color, age, religion, sex, national origin, veteran status, genetic information, political affiliation, or disabilities.

**11.3** Any act of discrimination committed by either party, or failure to comply with these statutory obligations, when applicable, shall be grounds for termination of this Agreement.

## **ARTICLE XII SEVERABILITY**

If any term, covenant, condition, or provision of this Agreement or the application thereof to any person or circumstances shall, at any time or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term, covenant, condition, or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term, covenant, condition, and provision of this Agreement shall be valid and be enforced to the fullest extent of the law.

## **ARTICLE XIII**

## **ENTIRE AGREEMENT/MODIFICATIONS**

This Agreement, including any attachments that are expressly referred to in this Agreement, contains the entire agreement between the parties and supersedes any and all agreements or contracts previously entered into between the parties on the same subject matter. No representations were made or relied upon by either party, other than those that are expressly set forth herein. Any modification or amendment of this Agreement shall be valid only when it has been reduced to writing and executed by both parties and approved by the Director of the Office of State Procurement, or the Commissioner of Administration, as appropriate.

## **ARTICLE XIV CONTROLLING LAW, LEGAL COMPLIANCE, AND VENUE**

**14.1** The validity, interpretation, and performance of this Agreement shall be controlled by and construed in accordance with the laws of the State of Louisiana. In the event of default by either party, the aggrieved party shall have all rights granted by the general laws of the State of Louisiana.

**14.2** DOTD and the Entity shall comply with all applicable federal, state, and local laws and regulations, including, specifically, the Louisiana Code of Governmental Ethics (La. R.S. 42:1101 *et seq.*) in carrying out the provisions of this Agreement.

**14.3** The exclusive venue for any suit arising out of this Agreement shall be in the Nineteenth Judicial District Court for the Parish of East Baton Rouge, State of Louisiana.

## **ARTICLE XV PROVISION REQUIRED BY LAW DEEMED INSERTED**

Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein, and the agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then upon the application of either Party, the agreement shall forthwith be amended to make such insertion or correction.

**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the day, month and year first written above.

**WITNESSES:**

**CADDO PARISH**

\_\_\_\_\_  
(Witness for First Party)

By: \_\_\_\_\_  
Dr. Woodrow Wilson, Jr., Administrator

\_\_\_\_\_  
(Witness for First Party)

**WITNESSES:**

**STATE OF LOUISIANA  
DEPARTMENT OF TRANSPORTATION AND  
DEVELOPMENT**

\_\_\_\_\_  
(Witness for Second Party)

By: \_\_\_\_\_  
Shawn D. Wilson, Ph.D., Secretary

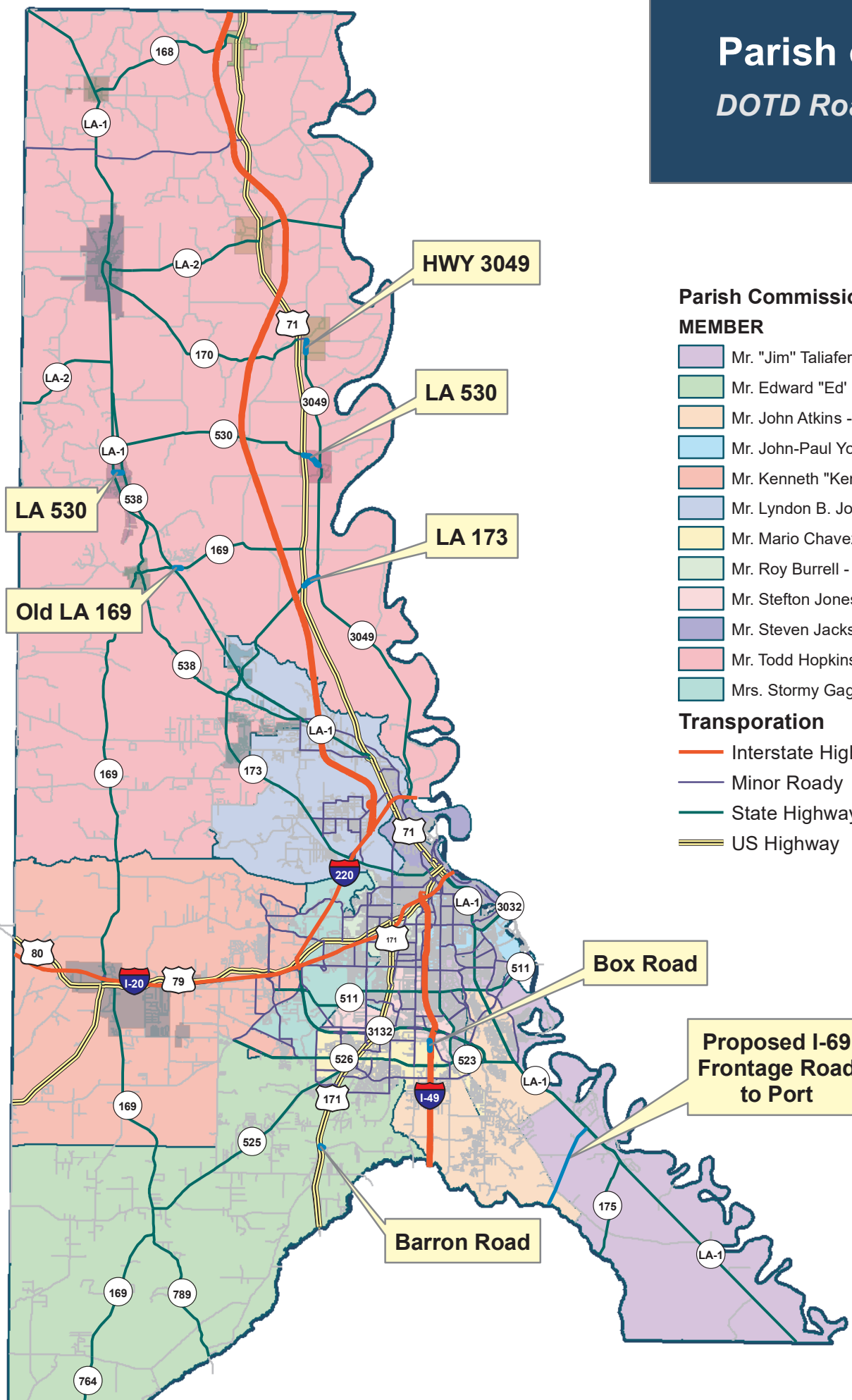
\_\_\_\_\_  
(Witness for Second Party)

**RECOMMENDED FOR APPROVAL**

By: \_\_\_\_\_  
Division Head

# Parish of Caddo

## DOTD Road Exchange



### Parish Commissioners

#### MEMBER

- Mr. "Jim" Taliaferro
- Mr. Edward "Ed" Lazarus
- Mr. John Atkins - President
- Mr. John-Paul Young Parliamentarian
- Mr. Kenneth "Ken" Epperson
- Mr. Lyndon B. Johnson
- Mr. Mario Chavez
- Mr. Roy Burrell - Vice President
- Mr. Stefton Jones (Interim)
- Mr. Steven Jackson
- Mr. Todd Hopkins
- Mrs. Stormy Gage-Watts

#### Transportation

- Interstate Highway
- Minor Road
- State Highway and Route
- US Highway





HWY 3049  
Length: 0.577 Miles

LA HWY 170  
170

HWY 71  
71

1ST

2ND

PEARCE

SARTOR

LAY

HWY 3049  
3049

DOUGLAS



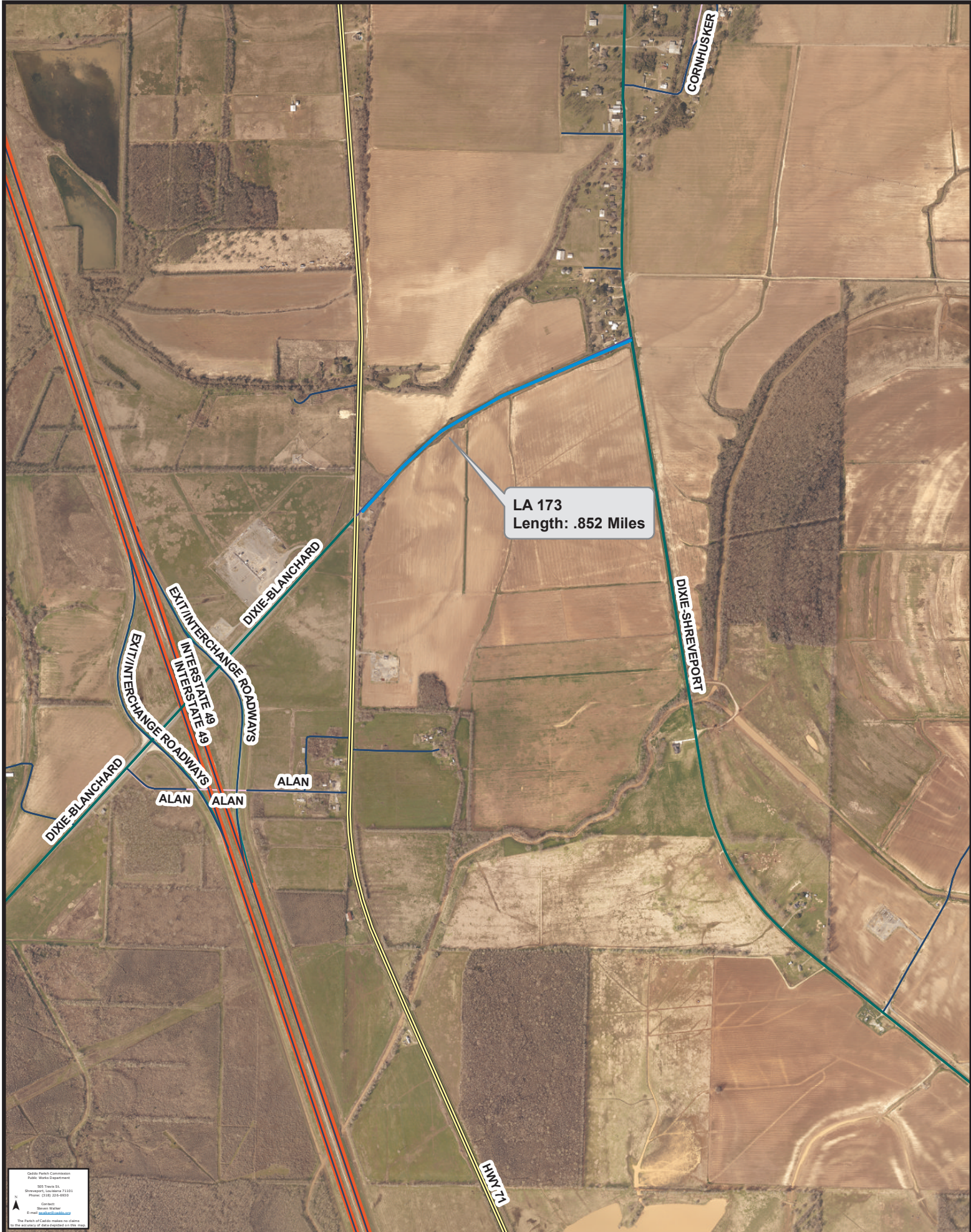






Dixie-Mooringsport  
Length: 0.300

Guido Parish Commission  
Public Works Department  
301 Thruway B  
Shreveport, Louisiana 71201  
Phone: (504) 735-6900  
Contact:  
Steven Walker  
E-mail: [swalker@parishofcaddo.gov](mailto:swalker@parishofcaddo.gov)  
The Parish of Caddo makes no claims  
to the accuracy of data depicted on this map.



LA 173  
Length: .852 Miles





Barron Road  
Length: 0.199 Miles

BLED SOE

OLD MANSFIELD

BARRON

BARRON

MANSFIELD

171

MANSFIELD

OLD MANSFIELD

OAK HOLLOW

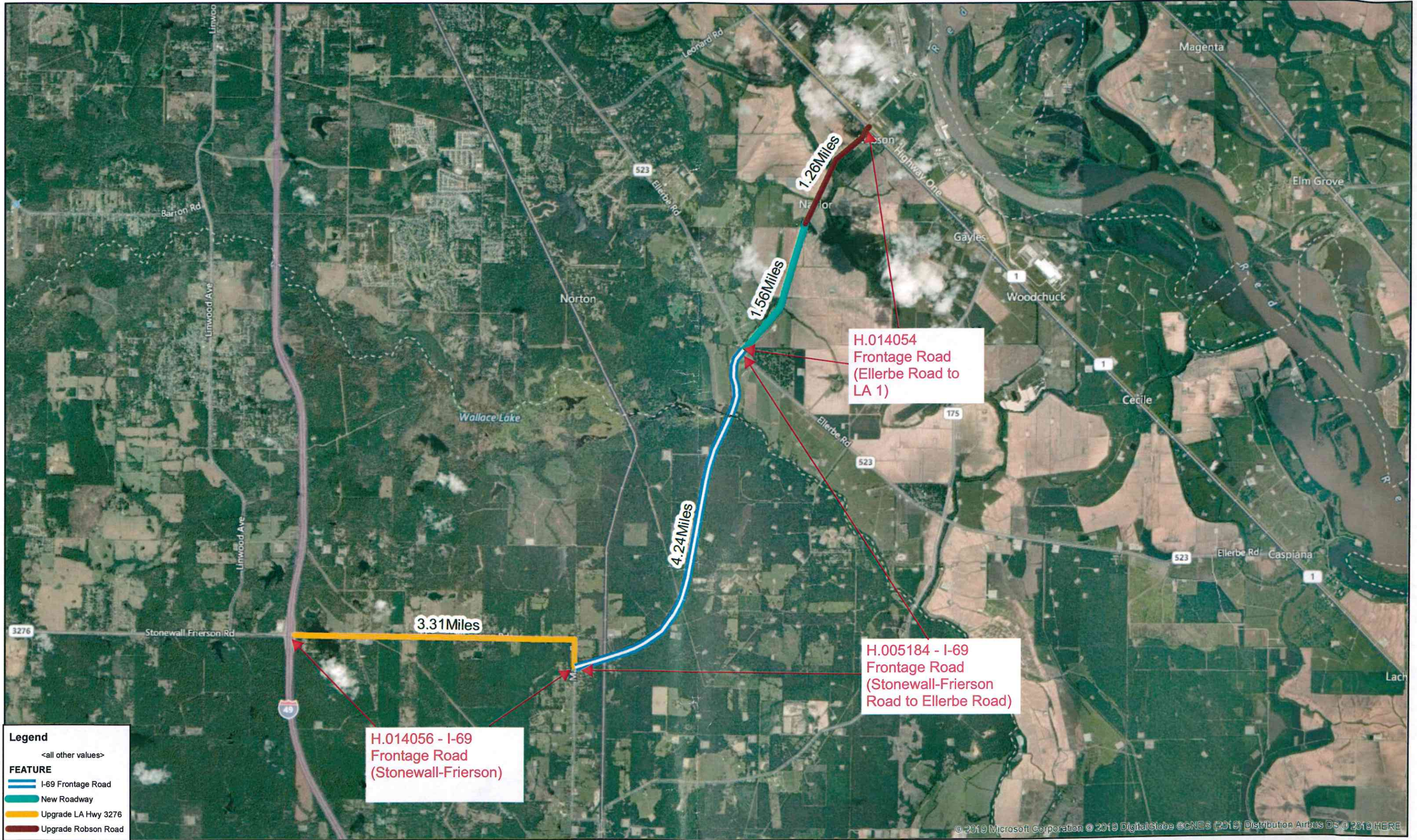
OLD MANSFIELD

UNKNOWN NAME

UNKNOWN NAME

UNKNOWN NAME





**Legend**

<all other values>

**FEATURE**

- I-69 Frontage Road
- New Roadway
- Upgrade LA Hwy 3276
- Upgrade Robson Road

H.014056 - I-69  
Frontage Road  
(Stonewall-Frierson)

H.005184 - I-69  
Frontage Road  
(Stonewall-Frierson  
Road to Ellerbe Road)

H.014054  
Frontage Road  
(Ellerbe Road to  
LA 1)

1 inch = 5,000 feet

Map Showing  
**Proposed I-69 Frontage Road Alignment**

**PRELIMINARY**  
Not to be used for construction, bidding, recordation,  
conveyance, sales, or as the basis for the issuance of a permit.



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- The Record of Decision (ROD) for Section of Independent Utility (SIU) 15 for the I-69 Interstate Highway was finalized a number of years ago and contains not only Interstate 69 itself but also the I-69 Service Road Project from Ellerbe Road to Stonewall Frierson.
- 
- There was approximately \$15 million of federal/State of Louisiana funding remaining in the SIU evaluation account for the I-69. These funds can be and are intended to be used by DOTD towards the construction of the service road.
- 
- Pre-covid, Bossier City, Caddo and Desoto Parishes, NLCOG and the port committed funds for the service road project, which totaled approximately \$32 million. Caddo Parish, along with the Port and Desoto Parish each committed \$2.25 million and Bossier City committed \$10.5 million through NLCOG. These funds were matched with the existing \$15 million of state/federal funds and other NLCOG funds to equal the approximate \$32 million estimate for the service road cost.
- 
- As part of the process for the State of Louisiana to commit \$15 million of state/federal funds, LADOTD requested Road Swaps be completed with Caddo and Desoto Parishes. By law, the state cannot increase mileage throughout the State Highway system, therefore, given that the I-69 Frontage Road is going to be a State Highway, DOTD requires each respective parish to swap an equal amount of existing State Highway into the Parish system roadway network for the project to proceed.
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- Caddo Parish and LADOTD negotiated and the roads to be swapped are included in the proposed Caddo Parish Ordinance.
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- In order to move the project forward to the next step, which includes design, ROW acquisition and environmental, Caddo Parish needs to adopt the Ordinance.
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- LADOTD, in these situations of having multiple local partners on a project, prefers to have one governing authority take the lead. The port has taken this role and is responsible for collecting the partnering governing authority's funds and then enter into an agreement with LADOTD to provide these funds to them. In this case, this includes \$2.25 million from Caddo Parish.
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- The Caddo Parish Ordinance needs to be adopted ASAP in order for the port to enter into an agreement with LADOTD to provide the local match (\$6.75 million from Caddo, Desoto and the Port) to begin the design, ROW acquisition and environmental.
  - In addition to the above, due cost increases associated with the Covid-19 pandemic, the cost estimate has increased approximately 80% and the port is finalizing an INFRA grant to be submitted later this month for the cost difference.

**ORDINANCE NO. 6238 of 2022**

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE ADOPTING SECTION 32-62 OF THE CODE OF ORDINANCES PROHIBITING POSSESSION OR CARRIAGE IN A MOTOR VEHICLE ON PUBLIC ROADS OF FIREARMS WITH A MAGAZINE CAPABLE OF HOLDING MORE THAN 20 ROUNDS OF AMMUNITION, TO PROVIDE FOR PENALTIES FOR VIOLATION OF THE ORDINANCE, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, there is an increase in deaths from firearms and gun violence generally in this jurisdiction;

WHEREAS, citizens are calling on the various governments, agencies and elected officials to address the increase in gun violence;

WHEREAS, the Caddo Parish Commission is authorized to address gun violence by ordinance; and

WHEREAS, adoption of this ordinance limiting the magazine capacity of firearms on Parish roads would aid in addressing the gun violence that the citizens are experiencing.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Section 32-62 of the Caddo Parish Code of Ordinances is hereby adopted as follows:

“Sec. 32-62. – Possession or carriage of certain firearms prohibited.

- (a) It shall be unlawful for any person to possess or carry in or on a motor vehicle operated or otherwise present on the roads of this Parish a loaded firearm or firearms with a magazine capable of holding more than 20 rounds of ammunition.
- (b) Whoever is found guilty of violating this section of the Code of Ordinances shall be fined not more than \$500.00, imprisoned in the parish jail for not more than six months, or both.

BE IT FURTHER ORDAINED, that if any provision or item of this ordinance or the application thereof is held invalid, such invalidity shall not affect other provisions, items or applications which can be given effect without the invalid provisions, items or applications, and to this end the provisions of this ordinance are hereby declared severable.

BE IT FURTHER ORDAINED, that this ordinance shall take effect upon adoption.

BE IT FURTHER ORDAINED, that all ordinances or parts thereof in conflict herewith are hereby repealed.

**Approved as to legal form:**

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**Parish Attorney**

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**Date**