

BOSSIER PARISH POLICE JURY
BENTON, LOUISIANA
MINUTES
November 3, 2004
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The Bossier Parish Police Jury met in regular and legal session on this 3rd day of November, 2004, at 2:00 p.m., in the Police Jury Meeting Room, Bossier Parish Courthouse, Benton, Louisiana. The President, Mr. Rick Avery, called the meeting to order. The invocation was given by Mr. Eddy Shell and the pledge of allegiance was led by Mr. Henry Mitchell. The Secretary-Treasurer, Cheryl Martin, called the roll, with all members present, as follows:

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| Mr. William Altimus | Mr. Winfred Johnston |
| Mr. Rick Avery | Mr. Hank Meachum |
| Mr. Jimmy Cochran | Mr. Henry Mitchell |
| Mr. Brad Cummings | Mr. Jeff Rogers |
| Mr. Jerome Darby | Mr. Eddy Shell |
| Mr. Wayne Hammack | Mr. Jesse Williams |

Others present were Mr. Bill Altimus, Parish Administrator; Mr. Patrick Jackson, Parish Attorney, Mr. Joe E. "Butch" Ford, Jr., Parish Engineer; Cheryl Martin, Secretary-Treasurer.

Motion was made by Mr. Rogers, seconded by Mr. Hammack, to amend the agenda to add Mr. Don Pierson, Greater Bossier Economic Development Foundation. Motion carried unanimously.

Mr. Wayne Davis, police jury representative to the Caddo/Bossier Port Commission, introduced Mr. Ken Guidry, Red River Waterway Commission and Mr. Richard Brontoli, Red River Valley Association. Mr. Davis stated that the police jury should be kept informed of the various projects along the Red River.

Mr. Ken Guidry stated that the Red River Waterway Project is 92% complete. He stated that there are currently four projects in progress, which they hope will increase product transport along the Red River. He stated that they hope to extend navigation into Arkansas.

Mr. Richard Brontoli stated that the Red River Valley Association has helped to obtain funding for a feasibility study for the Arkansas navigation project, and stated that the State of Arkansas has also provided funding. He advised that plans are to extend navigation of the Red River to the Fulton, Arkansas area and stated that three locks/dams are needed. Mr. Brontoli stated that upon completion of this project, Bossier Parish would have a pool in the river for recreation and industry.

Mr. Don Pierson, Greater Bossier Economic Development Foundation, advised of the request of Audiometrics, Inc., to purchase two acres in the Viking Drive Industrial Park. He stated that Audiometrics, Inc., outfits trailers with medical equipment which are taken on the road and used for on-site employment physicals. Mr. Pierson stated that two acres are needed for construction of the proposed 10,000 square foot facility and requested that the police jury approve the conveyance of two acres in the Viking Drive Industrial Park to Audiometrics, Inc., for \$15,000 per acre. He stated that Audiometrics, Inc. currently employs six full-time employees and four part-time employees, and that additional job growth is anticipated. **Motion was made by Mr. Shell, seconded by Mr. Hammack, to approve the conveyance of a two acre tract in the Viking Drive Industrial Park to Audiometrics, Inc., for a price of \$15,000 per acre. Motion carried unanimously.**

RESOLUTION

BE IT RESOLVED by the Bossier Parish Police Jury in regular and legal session convened on this 3rd day of November, 2004, that it does hereby approve the sale of 2.00 acres in the Viking Drive Industrial Park to Audiometrics, Inc., for a price of \$15,000 per acre, and does authorize Bill Altimus, Parish Administrator, to execute any necessary documents in connection with the sale of said property, being described as follows:

Lot 3, Viking Drive Industrial Park, Bossier City, Bossier Parish, LA.

The resolution was offered by Mr. Shell, seconded by Mr. Hammack. Upon vote, it was duly adopted on this 3rd day of November, 2004.

CHERYL G. MARTIN
SECRETARY-TREASURER

RICK AVERY, PRESIDENT
BOSSIER PARISH POLICE JURY

There was discussion of the advertising for bids for Fiscal Agent of the Bossier Parish Police Jury for 2005. Mr. Altimus stated that Mr. Jackson, Parish Attorney, has reviewed this matter and advised that the police jury is not required to bid this service since the population of Bossier Parish is fewer than 100,000. **Motion was made by Mr. Altimus, seconded by Mr. Mitchell, to continue the current agreement with six banks located in Bossier Parish for fiscal agent services for the calendar year 2005, with Citizens National Bank acting as administrator bank. Motion carried, with Mr. Williams abstaining from vote.**

Motion was made by Mr. Altimus, seconded by Mr. Rogers, to authorize the advertising for bids for annual supplies for the Bossier Parish Highway Department; bids to be received December 1, 2004. Motion carried unanimously.

Motion was made by Mr. Darby, seconded by Mr. Shell, to authorize the advertising for bids for the annual supply of tires and tubes for the Bossier Parish Highway Department; bids to be received December 1, 2004. Motion carried unanimously.

Ms. Martin announced the public hearing to consider approval of the application of Bruce Logan to the Bossier City-Parish MPC for a zoning amendment to change the zoning classification of a 8.80 acre tract of land and a 13.81 acre tract of land located in the NE ¼ of the NE ¼ of Section 8, Township 18 North, Range 12 West, Bossier Parish, LA, from R-A, Residence-Agriculture District, to R-LD, Residential-Low Density District, for a single family subdivision addition; southeast of Dogwood South, Unit 3. The application received a favorable recommendation from the Bossier

City-Parish MPC.

Mr. Bruce Logan advised that the proposed development consists of 82 lots and is a continuation of the existing Dogwood South Subdivision. Mr. Altimus asked if a plat of the proposed development is available. Mr. Logan advised that the plat, along with testing results, will be submitted to Mr. Ford, Parish Engineer, next week. Mr. Altimus advised Mr. Logan that he is required to remit to the police jury payment for inspection and testing fees. There being no opposition, **motion was made by Mr. Meachum, seconded by Mr. Rogers, to approve the application of Bruce Logan for a zoning amendment, as presented. Motion carried unanimously.**

ORDINANCE NO. 3983

AN ORDINANCE TO AMEND BOSSIER PARISH ORDINANCE NO. 3908 OF 2003, WHICH ADOPTED A UNIFIED DEVELOPMENT CODE FOR THE BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION AND THE PARISH OF BOSSIER, LOUISIANA, BY CHANGING THE ZONING CLASSIFICATION OF AN 8.80 ACRE TRACT OF LAND AND A 13.81 ACRE TRACT OF LAND LOCATED IN THE NE ¼ OF THE NE ¼ OF SECTION 8, TOWNSHIP 18 NORTH, RANGE 12 WEST, BOSSIER PARISH, LA, FROM R-A, RESIDENCE-AGRICULTURE DISTRICT, TO R-LD, RESIDENTIAL-LOW DENSITY DISTRICT

BE IT ORDAINED by the Bossier Parish Police Jury in regular and legal session convened on this 3rd day of November, 2004, that Ordinance No. 3908 of 2003 (Unified Development Code) of the Police Jury of Bossier Parish, is hereby amended to change the zoning classification an 8.80 acre tract of land and a 13.81 acre tract of land located in the NE ¼ of the NE ¼ of Section 8, Township 18 North, Range 12 West, Bossier Parish, LA, from R-A, Residence-Agriculture District, to R-LD, Residential-Low Density District, as follows:

Two tracts of land described as follows: (1) A tract of land located in the northeast quarter of the northeast quarter of Section 8, T18N-R12W, Bossier Parish, Louisiana and more particularly described as follows: Begin 536.25 feet north of the southwest corner of the northeast quarter of the northeast quarter of Section 8, T18N-R12W, Bossier Parish, Louisiana, thence, north a distance of 451.68 feet; thence, east for a distance of 1330.87 feet; thence, south a distance of 452.13 feet; thence, west a distance of 1329.12 feet to the point of beginning. This tract contains 13.81 acres. (2) A tract of land located in the northeast quarter of the northeast quarter of Section 8, T18N-R12W, Bossier Parish, Louisiana and more particularly described as follows: Begin at the southwest corner of the northeast quarter of the northeast quarter of Section 8, T18N-R12W, Bossier Parish, Louisiana, thence north 89° 55' 55" east a distance of 579.12 feet; thence, south 00° 29' 58" east a distance of 660 feet; thence, south 89° 30' 02" west a distance of 578.26 feet; thence north 00° 33' 54" west a distance of 634.36 feet to the point of beginning. This tract contains 8.80 acres, from R-A, Residence-Agriculture District, to R-LD, Residential-Low Density District, for a single family residential subdivision.

Applicant: Bruce Logan

Purpose: Residential Subdivision

The ordinance was offered by Mr. Meachum, seconded by Rogers. Upon unanimous vote, it was duly adopted on this 3rd day of November, 2004.

CHERYL G. MARTIN
SECRETARY-TREASURER

RICK AVERY, PRESIDENT
BOSSIER PARISH POLICE JURY

Ms. Martin announced the public hearing to consider approval of the application of Tri-State Sand & Gravel, LLC, to the Bossier City-Parish MPC for a zoning amendment to change the zoning classification of a tract of land located in Sections 13 and 14, Township 18 North, Range 12 West, Bossier Parish, LA, from R-A, Residence-Agriculture District, to R-LD, Residential-Low Density District, for a single family subdivision addition; east of Forest Hills, Unit 3. Mr. Ed Kennon, Tri-State Sand & Gravel, LLC, was present. There being no opposition, **motion was made by Mr. Rogers, seconded by Mr. Mitchell, to approve the application of Tri-State Sand & Gravel, LLC, for a zoning amendment, as presented. Motion carried unanimously.**

ORDINANCE NO. 3984

AN ORDINANCE TO AMEND BOSSIER PARISH ORDINANCE NO. 3908 OF 2003, WHICH ADOPTED A UNIFIED DEVELOPMENT CODE FOR THE BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION AND THE PARISH OF BOSSIER, LOUISIANA, BY CHANGING THE ZONING CLASSIFICATION OF A TRACT OF LAND LOCATED IN SECTIONS 13 AND 14, TOWNSHIP 18 NORTH, RANGE 12 WEST, BOSSIER PARISH, LA, FROM R-A, RESIDENCE-AGRICULTURE DISTRICT, TO R-LD, RESIDENTIAL-LOW DENSITY DISTRICT

BE IT ORDAINED by the Bossier Parish Police Jury in regular and legal session convened on this 3rd day of November, 2004, that Ordinance No. 3908 of 2003 (Unified Development Code) of the Police Jury of Bossier Parish, is hereby amended to change the zoning classification of a tract of land located in Sections 13 and 14, Township 18 North, Range 12 West, Bossier Parish, LA, from R-A, Residence-Agriculture District, to R-LD, Residential-Low Density District, as follows:

A tract of land located in the southwest quarter of the northwest quarter and the southwest quarter of Section 14, Less and Except all rights expropriated by the State of Louisiana for Interstate Highway 20 (I-20) as more particularly described in Order of Expropriation recorded in Conveyance Records of Bossier Parish, Louisiana in Volume 438, Page 550, Registry No. 212797, all in T18N-R12W, Bossier Parish, Louisiana, containing 181.82 acres, more or less AND All the west half of the northwest quarter and the west half of the southwest quarter, Section 13, T18N-R12W, Less and Except land described in deeds recorded in Volume 252, Page 445, Registry No. 98635; Volume 313, Page 49, Registry No. 140585; Volume 315, Page 84, Registry No. 138984; Volume 317, Page 49, Registry No. 141430; Volume 580, Page 171, Registry No. 295958; Volume 632, Page 116, Registry No. 326562; Volume 650, Page 280, Registry No. 336465; and less and except all rights expropriated by the State of Louisiana for Interstate Highway 20 (I-20) as more particularly described in Volume 438, Page 550, Registry No. 212797; and less and except .23 acres described in a deed recorded in Volume 906, page 390 of the Conveyance Records of Bossier Parish, Louisiana; and less and except Commercial Lots A and B of South Merrywoods Subdivision, Unit No. 1 containing 10.594 acres, more or less, as per plat thereof recorded in Conveyance Book 450, Pages 526 and 527, Records of Bossier Parish, Louisiana, and less 1.143 acre tract conveyed to James C. Tyler, et ux, per deed recorded under Registry No. 490415, Records of Bossier Parish, Louisiana, containing 94.301 acres, more or less; AND southeast quarter of the northwest quarter, southeast quarter and

south half of the northeast quarter, less than part described in deed to Bossier Parish School Board recorded in Volume 313, Page 49, Registry No. 140585, and in deed to John S. Miller recorded in Volume 580, Page 171, Registry No. 295958, and less all rights expropriated by the State of Louisiana for Interstate Highway 20 (I-20) as more particularly described in Volume 438, Page 550, Registry No. 212797, as recorded in the Conveyance Records of Bossier Parish, Louisiana, all in Section 14, T18N-R12W, Bossier Parish, Louisiana, containing 255.715 acres, more or less; AND a tract of land in the southeast quarter of the southwest quarter of Section 13, T18N-R12W, Bossier Parish, Louisiana, described as follows; from the northwest corner of the southeast quarter of the southwest quarter, run thence south along the west line of the southeast quarter of the southwest quarter, a distance of 440 feet to the point of beginning of tract herein described; Continue thence east a distance of 250 feet, run thence south a distance of 75 feet, run thence west a distance of 250 feet to a point on the west line of the southeast quarter of the southwest quarter, run thence north and along the west line of the southeast quarter of the southwest quarter, a distance of 75 feet to the point of beginning, containing 0.430 acres, more or less; less and except the following tracts previously rezoned: Forest Hills Subdivision, Unit No. 1, as recorded in Conveyance Book 808, Pages 713 and 714 of the records of Bossier Parish, Louisiana; AND Forest Hills Subdivision, Unit No. 2, as recorded in Conveyance Book 1207, Pages 64 and 65 of the records of Bossier Parish, Louisiana; AND Forest Hills Subdivision, Unit No. 3, as recorded in Conveyance Book 1207, Pages 564 and 565 of the records of Bossier Parish, Louisiana; AND A tract of land located in Section 14, T18N-R12W, Bossier Parish, Louisiana, being more fully described as follows: Beginning at the northwest corner of Lot 1, Forest Hills Subdivision, Unit 2, as recorded in Conveyance Book 1207, Pages 64 and 65 of the records of Bossier Parish, Louisiana; run thence along the westerly property line of said Forest Hills Subdivision, Unit 2 the following courses and distances: south a distance of 1,555.79 feet; run thence south 27° 14' 38" east a distance of 218.24 feet and south 53° 06' 10" east a distance of 954.06 feet; thence leaving said westerly property line run south 36° 54' 23" west a distance of 780.00 feet; run thence north 53° 06' 10" west a distance of 1,379.27 feet; run thence north 27° 14' 38" west a distance of 156.11 feet; run thence north a distance of 1,987.75 feet; run thence south 89° 23' 26" east a distance of 780.04 feet to the point of beginning of tract, containing 56.43 acres, more or less, from R-A, Residence-Agriculture District, to R-LD, Residential-Low Density District, for a single family residential subdivision.

Applicant: Tri-State Sand & Gravel, LLC

Purpose: Subdivision addition (east of Forest Hills, Unit 3)

The ordinance was offered by Mr. Rogers seconded by Mr. Mitchell. Upon unanimous vote, it was duly adopted on this 3rd day of November, 2004.

CHERYL G. MARTIN
SECRETARY-TREASURER

RICK AVERY, PRESIDENT
BOSSIER PARISH POLICE JURY

Ms. Martin announced the public hearing to consider approval of the application of the Bossier City-Parish Metropolitan Planning Commission for a zoning amendment to change the zoning classification of a 1.14 acre tract of undeveloped land located in Section 22, Township 17 North, Range 12 West, Bossier Parish, LA, from B-3, General Business District, to R-A, Residential-Agriculture District, to revert to the original zoning, located at the northeast corner of Mayflower Road and Sligo Road. Mr. Sam Marsiglia, Bossier City-Parish MPC, stated that in 1988, the property was zoned B-3, General Business District, for an automotive repair shop, at the request of Mr. Ricky Earnest. He stated that the property was never used for that purpose and advised that the current property owner is in favor of reverting the zoning classification back to R-A, Residential-Agriculture District. There being no opposition, **motion was made by Mr. Meachum, seconded by Mr. Darby, to approve the application of the Bossier City-Parish Metropolitan Planning for a zoning amendment, as presented. Motion carried unanimously.**

ORDINANCE NO. 3985

AN ORDINANCE TO AMEND BOSSIER PARISH ORDINANCE NO. 3908 OF 2003, WHICH ADOPTED A UNIFIED DEVELOPMENT CODE FOR THE BOSSIER CITY-PARISH METROPOLITAN PLANNING COMMISSION AND THE PARISH OF BOSSIER, LOUISIANA, BY CHANGING THE ZONING CLASSIFICATION OF A TRACT OF LAND LOCATED IN SECTION 22, TOWNSHIP 17 NORTH, RANGE 12 WEST, BOSSIER PARISH, LA, FROM B-3, GENERAL BUSINESS DISTRICT, TO R-A, RESIDENCE-AGRICULTURE DISTRICT.

BE IT ORDAINED by the Bossier Parish Police Jury in regular and legal session convened on this 3rd day of November, 2004, that Ordinance No. 3908 of 2003 (Unified Development Code) of the Police Jury of Bossier Parish, is hereby amended to change the zoning classification of a tract of land located in Section 22, Township 17 North, Range 12 West, Bossier Parish, LA, from B-3, General Business District, to R-A, Residence-Agriculture District, as follows: Beginning at the Northeast corner of Section 22, run thence South 89° 47' West a distance of 396 feet, run thence South 0° 06' 30" West a distance of 999.38 feet to the northerly right-of-way of Sligo Road, run thence north 81° 47' 51" West a distance of 505.03 feet along the northerly right-of-way of Sligo Road to point of beginning, run thence North 81° 47' 51" West a distance of 132.66 feet along northerly right-of-way of Sligo Road, thence North 7° 30' 42" West a distance of 309.99 feet along easterly right-of-way of Mayflower Road, run thence North 82° 29' 18" East a distance of 173.98 feet, thence South 0° 06' 30" West a distance of 349 feet to point of beginning, Township 17 North, Range 12 West. (Tr. 9-A, northeast corner of Mayflower and Curtis-Sligo Roads)

Applicant: Bossier City-Parish Metropolitan Planning Commission

Purpose: To revert to original zoning (Original Applicant: Mr. Ricky Earnest)

The ordinance was offered by Mr. Meachum, seconded by Mr. Darby. Upon unanimous vote, it was duly adopted on this 3rd day of November, 2004.

CHERYL G. MARTIN
SECRETARY-TREASURER

RICK AVERY, PRESIDENT
BOSSIER PARISH POLICE JURY

Ms. Martin announced the public hearing to consider approval of the plats of the proposed development of Bossier Farms, Units 2 and 3, located in Section 25, Township 16 North, Range 11 West, Bossier Parish, LA. Mr. Ford, Parish Engineer, stated that the developer, Mr. Kennon Harvill, is unable to attend the hearing. He stated that the proposed units are a continuation of Unit No. 1, and that he has received all required information.

Mr. Ford stated that the Louisiana Department of Transportation and Development has recommended that there

be one driveway per two lots because all driveways exit onto a state highway, and stated that the driveways must be built to state specifications. Mr. Rogers expressed concern regarding lot size and possible problems in the future regarding maintenance of these driveways. After discussion, **motion was made by Mr. Meachum, seconded by Mr. Shell, to table this matter for further review. Motion carried unanimously.**

Ms. Martin announced the public hearing to consider approval of the plat of the proposed development of Family Estates, located in Section 34, Township 20 North, Range 13 West, Bossier Parish, LA. Mr. John Bowman, Sr., John R. Bowman and Associates, Inc., was present, advising that the proposed development consists of 200' lots. He stated that sidewalks are planned, and that street lights will be placed at the junction of Family Circle Drive. Mr. Ford, Parish Engineer, stated that all parish requirements are met. There being no opposition, **motion was made by Mr. Williams, seconded by Mr. Hammack, to approve the plat of the proposed development of Family Estates, as presented. Motion carried unanimously.**

Mr. Rogers presented a report on a meeting of the Policy and Procedures Committee, advising that adoption of the following amended policies is recommended:

191 GRIEVANCE PROCEDURE

It is the intent of the Bossier Parish Police Jury to be equitable in the supervision and management of all employees. If an employee believes that he or she has been treated unfairly with regard to personnel actions, working conditions or supervision, he/she may request a conference with his/her or her immediate supervisor. If the employee is not satisfied after meeting with his/her immediate supervisor, he or she may request a meeting with the next higher level of supervisor (ie: the supervisor's supervisor). If sexual harassment is the complaint, please also refer to Sexual Harassment Policy 703 for further information. If the employee is still not satisfied, he/she may file a written grievance using the following procedure:

1. If the employee is not satisfied with the outcome of the meetings with his/her supervisors, he/she may submit a Grievance Form to the Administrator of the Bossier Parish Police Jury within three (3) working days of the last meeting with a supervisor. Please use the form provided following this policy or request one from the Human Resource Department.
2. The Administrator will notify the employee of his/her decision in writing within five (5) working days.
3. If the grievance is with the Administrator, the employee should submit his/her grievance form to the President of the Police Jury. The President will notify the employee of his/her decision in writing within five (5) working days.

305 HOLIDAYS

The Police Jury will grant holiday time off to all eligible employees on the holidays listed below:

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (3rd Monday in January)
- President's Day (3rd Monday in February)
- Good Friday (Friday before Easter)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Day (December 25)

The Police Jury will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

Regular full-time employees

Regular part-time employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If an eligible nonexempt employee works on a recognized holiday, he or she will receive the holiday pay for which he is eligible plus 1.5 times his or her straight-time rate for the hours worked on the holiday. Or, the employee's supervisor may give the employee a day off later in the year to compensate him/her for the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Due to the nature of the services provided by the Johnny Gray Jones Youth Shelter and the Juvenile Detention Center, holidays are observed differently in these two departments. These employees will be given two holidays per quarter rather than the above scheduled holidays.

306 WORKERS' COMPENSATION INSURANCE

The Police Jury provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers employees of the Police Jury who sustain work-related injuries. After employment is secured, a new employee must notify the Police Jury of any prior workers' compensation injuries sustained with prior employers. This information will not be made available during the hiring process and will not impact the employee's employment with the Police Jury.

Employees who sustain work-related injuries or illnesses are required to inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither the Police Jury nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Police Jury.

Once an employee becomes eligible to receive workers' compensation benefits as determined by the worker's compensation

carrier, they will be placed on a leave of absence without pay by the Police Jury and will begin receiving their workers' compensation benefit checks directly.

If the employee qualifies for Family & Medical Leave, the guidelines in Section 602 will also apply.

If the employee does not qualify for Family & Medical Leave, they may be granted a leave of absence if approved by the Administrator. However, if they choose to maintain optional benefits such as; health and/or dental insurance, they will be required to pay the entire premium.

If at any time during the leave of absence it is determined that an employee will not be able to return to work in his/her previous capacity, he/she may be offered an alternative position/salary if available. If an alternative position/salary is not available, the employee may be administratively terminated.

Employees will be required to submit a doctor's release prior to returning to work in any capacity.

702 ALCOHOL AND DRUG TESTING

It is the desire of the Bossier Parish Police Jury to provide a drug-free, healthful and safe workplace. The use or possession of alcohol or any controlled and dangerous substance (hereinafter referred to as CDS) during normal working hours by any employee of the Bossier Parish Police Jury, either part-time or full-time, temporary or permanent, is strictly forbidden. It will also be considered a serious violation of policy for a person to report for work while under the influence of alcohol or CDS.

Drug or alcohol tests will be administered for prospective employees, when any treatable injury occurs, or when there is reasonable suspicion that the employee is intoxicated, impaired or using drugs or alcohol.

Employees in the Highway, Maintenance and Juvenile Detention Departments must willingly submit to random drug testing as a condition of their employment. The tests will be administered by professionals in accordance with the law. Test results and information may be given to law enforcement authorities for investigation or prosecution, may be used as evidence and may be obtained and disclosed in any public or private administrative or disciplinary proceeding or hearing or in court where drug or alcohol use by the employee or applicant is relevant. Violations of this policy may be a basis under the law for disqualification from unemployment benefits or worker's compensation benefits.

Any employee that violates this policy, refuses to take a test, tries to alter or contaminate a specimen or interferes with testing procedures, or tests positive for alcohol or an illegal or unauthorized drug will be subject to disciplinary action, up to and including discharge, and may be disqualified from unemployment and worker's compensation benefits. Compliance with this policy is a condition of employment.

All test results will remain the property of the Bossier Parish Police Jury and all test results will be kept confidential. Any disciplinary action taken as a result of this policy may be appealed by the employee to the Bossier Parish Police Jury.

Any deviation from this policy will require prior approval by the Bossier Parish Police Jury.

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

Over-the-counter or prescription medications

If any employee is taking over-the-counter or prescription medications which may alter his job performance in any way, the employee is to report this fact to his supervisor immediately upon arriving for work, and advise his supervisor how long he is to take this medication. It will be at the discretion of the supervisor whether the employee is allowed to work and under what conditions.

Use of alcohol and/or CDS before or during working hours

Use of alcohol by an employee of the Bossier Parish Police Jury within four (4) hours prior to reporting for duty or during working hours, as suspected by his supervisor with probable cause, or as confirmed by an alcohol test, will result in mandatory suspension without pay for a five (5) day period. The penalty for a second offense may be immediate termination.

Use of CDS by an employee of the Bossier Parish Police Jury during working hours while on duty, as suspected by his supervisor with probable cause, or as confirmed by a drug test, may result in immediate termination.

Any employee, who operates a parish vehicle or parish-owned mechanical equipment while under the influence of alcohol or CDS, as confirmed by an alcohol and drug screen, or as confirmed by arrest and conviction of a charge of driving under the influence of alcohol or CDS, may be terminated immediately.

Purchasing or transporting alcohol and/or CDS during working hours

Any employee who purchases or transports alcohol in a parish vehicle during working hours, as confirmed by his supervisor, will be suspended for five (5) working days without pay. Penalty for the second offense may be immediate termination.

Any employee, who purchases or transports CDS in a parish vehicle, as confirmed by his supervisor, may be terminated immediately.

Arrests for using and/or selling CDS

Any employee arrested for using and/or selling CDS will be immediately suspended without pay until disposition of the charge has been made at district court level. Any employee convicted at district court level of using and/or selling CDS may be immediately terminated.

Prospective employees

Before being hired as a full-time employee of the Bossier Parish Police Jury, prospective employees will be given a mandatory drug screen, at the expense of the police jury. Any person who refuses to submit to such test may not be hired. Any person for whom such test is positive may not be hired.

Post-Accident

Any employee who sustains a treatable injury must take a drug/alcohol test within two (2) hours of the accident. Alcoholic beverages shall not be consumed until drug/alcohol test is completed.

"Positive" results for drugs/alcohol will be determined by the provider

For the purpose of this policy, the following will apply:

Reasonable Suspicion

If an employee reports to work and is suspected by his supervisor, with probable cause, of being under the influence of alcohol or CDS, except as stated in the above paragraph, he will be taken immediately by his supervisor to the drug screen provider as authorized by the Police Jury, where an alcohol and drug screen will be administered immediately. Refusal to comply with this test may result in immediate termination.

Positive Alcohol Test Result

For the 1st offense the employee will be suspended for five (5) working days without pay

For the 2nd offense the employee may be terminated

Positive CDS Test Result

For the 1st offense the employee will:

- 1) Be suspended for five (5) working days without pay,
- 2) Undergo a substance abuse professional evaluation at his own expense,
- 3) Receive at least six (6) random observed drug screens in the next 12-month period

Note: The employee cannot drive a vehicle until he has had a negative random observed drug screen

For the 2nd offense the employee may be terminated

Rehabilitation

After the effective date of this policy, any employee of the Bossier Parish Police Jury who freely and willingly communicates to his supervisor, the fact that he currently has an alcohol or substance abuse problem, will be eligible to participate in an alcohol or substance abuse rehabilitation program at their own expense (Health insurance programs may cover a portion of this expense.) Such employee will be allowed to enter such facility for up to thirty (30) days. The employee will not be paid for any additional time necessary for completion of the required treatment, but may return to work at his original salary and position upon completion of the required treatment program.

Conditions for continued employment for employees with an established alcohol or chemical dependency

Defined as: An employee who has freely and willingly communicated to his supervisor the fact that he currently has an alcohol or substance abuse problem and has completed the required rehabilitation program at the facility of his choice and has returned to his employment with the Bossier Parish Police Jury; and/or an employee who has been suspended for a five (5) day period following a test, as authorized by his supervisor, for use of alcohol or CDS during working hours while on duty, or for reporting to work under the influence of alcohol or CDS), will be placed on a one-year probation with the following provisions:

1. The employee must pass a drug/alcohol screen with a verified negative test result to return to duty.
2. Confirmation of the use of CDS on or off the job may result in immediate termination.
3. Confirmation by testing of the use of alcohol on the job may result in immediate termination.
4. Refusal to take a drug/alcohol test may result in immediate termination.
5. An employee, who has entered a drug and/or alcohol rehabilitation program for the required period of time, must attend AFTER-CARE meetings as required by the treatment facility where he participates in the rehabilitation program for a period of time as required by the treatment facility. (These after-care meetings are not to be attended during regularly scheduled working hours.)

706 CELLULAR TELEPHONE POLICY

To ensure that the Parish Administrator or his designated appointee have the ability to readily communicate with key employees during times of need, certain employees may be required to carry a cellular telephone (cell phone).

Occasionally, an employee may need to make or receive personal calls on their parish-owned cell phone. This is permissible as long as personal use is kept to a minimum and the parish is reimbursed.

Payment for personal calls

Department heads will be responsible for tracking and verifying their employees' personal cell phone usage. Employees will be responsible for payment of all costs incurred from personal usage. Payment must be received from the employee within three (3) months of the date of the invoice

707 CALL BACK POLICY

Each time FLSA nonexempt personnel are called out after their normal working hours, they shall be entitled to a minimum of two (2) hours of pay at the appropriate rate. Call back hours shall be added to the employee's workweek. Minimum call back guarantees do not apply when the additional work assignment has been scheduled and agreed to prior to the completion of the employee's shift. The supervisor will be required to sign off on all call out hours worked before the employee can be compensated.

Motion was made by Mr. Cummings, seconded by Mr. Darby, to adopt amendments to the Bossier Parish Police Jury Policy and Procedures Manual, as recommended. Motion carried unanimously.

Motion was made by Mr. Cochran, seconded by Mr. Altimus, to table a report from the Insurance Committee, to be presented at the November 17, 2004 regular meeting. Motion carried unanimously.

Motion was made by Mr. Williams, seconded by Mr. Altimus, to approve the reappointment of Mr. Luke Turner as police jury representative to the Shreveport-Bossier Convention and Tourist Bureau Board of Directors, for a three year term which expires December 31, 2004. Motion carried unanimously.

Mr. Avery stated that Mr. Turner currently represents the police jury on three different boards and recommended that a resolution be adopted expressing appreciation for his services. **Motion was made by Mr. Shell, seconded by Mr. Williams, to adopt a resolution expressing appreciation to Mr. Luke Turner for his willingness to serve on various boards in the parish. Motion carried unanimously.**

RESOLUTION

WHEREAS, Mr. Luke Turner currently serves as Bossier Parish Police Jury representative to the Bossier City-Parish Metropolitan Planning Commission Board of Appeals; and

WHEREAS, Mr. Turner currently serves as Bossier Parish Police Jury representative to the Shreveport-Bossier Convention and Tourist Bureau; and

WHEREAS, Mr. Turner currently serves as a Bossier Parish Police Jury/City of Bossier City appointee to the Bossier Parish Communications District No. 1 Board of Directors; and

WHEREAS, Mr. Turner is diligent in his duties and willingly gives of his time to attend meetings and fulfill his responsibilities as a board member.

NOW, THEREFORE, BE IT RESOLVED, on this 3rd day of November, 2004, that the Bossier Parish Police Jury does hereby express its sincere appreciation to Mr. Luke Turner for his willingness to serve his community and the citizens of Bossier Parish, and for his sincere interest in the many aspects of community growth and development.

The resolution was offered by Mr. Shell, seconded by Mr. Williams. Upon unanimous vote, it was duly adopted on this 3rd day of November, 2004.

CHERYL G. MARTIN
SECRETARY-TREASURER

RICK AVERY, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Johnston recommended that the Ark-La-Tex Beagle Club be directed to move their operation from the Ivan Lake property. **Motion was made by Mr. Johnston, seconded by Mr. Mitchell, to authorize the Parish Attorney to write a letter to Ark-La-Tex Beagle Club ordering them to cease and desist all operations at Ivan Lake. Motion carried unanimously.**

Mr. Altimus discussed the police jury's current lease with the Corps of Engineers for the leasing of the Ivan Lake property, advising that the Corps of Engineers has indicated that they would like to regain control of this property. **Motion was made by Mr. Johnston, seconded by Mr. Altimus, to send a letter to the Corps of Engineers advising them that per their request, the Bossier Parish Police Jury will not renew its lease for the Ivan Lake property. Motion carried unanimously.**

Mr. Altimus advised jurors of invitations received to various events, as follows:

Swearing in of Judge Cox, Thursday, November 04, 2004, 6:30 p.m., at the Minden Civic Center

Juvenile Crime Enforcement Coalition luncheon, Friday, November 5, 12:00 noon at the Bossier Civic Center
Bossier City State of the City Dinner on November 9, 2004

Mr. Altimus updated jurors on the recent hiring of a pharmacist for the jail facilities, advising that the pharmacist is currently working on a formulary to reduce the cost of prescriptions. He stated that a permit has been obtained through the Pharmacy Board, and that application has been made for DEA authorization to obtain prescription drugs.

Mr. Altimus advised there were only minor problems at the precinct polling places during the Presidential election. He stated that there were complaints regarding the long lines at the precinct polling place at Curtis Elementary.

Mr. Altimus advised of a proposal to renovate the storage area of the courthouse annex for location of the LSU Extension Service Office kitchen, which is currently located on the third floor of the courthouse. He stated that the current facility on the third floor is used for various meetings and will not be suitable for use during courthouse renovations. Mr. Altimus further stated that Mr. Jackson, Parish Attorney, is in need of a conference room at his office in the courthouse annex. He stated that the work can be done in-house and recommended that funding for the project be taken from the Capital Projects Fund. **Motion was made by Mr. Hammack, seconded by Mr. Cummings, to approve an expenditure of up to \$15,000 for renovations at the courthouse annex for a conference room for the parish attorney and a kitchen area for the LSU Extension Service. Motion carried unanimously.**

Mr. Ford, Parish Attorney, presented Plan Change No. 2 from Walton Construction on the courthouse renovation/addition project, advising that this change results in a contract credit amount of \$35,197.78. He further stated that 15 additional days were added due to adverse weather in the month of June. **Motion was made by Mr. Altimus, seconded by Mr. Rogers, to approve Change Order No. 2 from Walton Construction Company on the courthouse renovation/addition project. Motion carried unanimously.**

Motion was made by Mr. Mitchell, seconded by Mr. Hammack, to accept the streets and drainage in Lakewood Subdivision, Unit No. 7, into the parish road system for permanent maintenance. Motion carried unanimously.

RESOLUTION

WHEREAS, the Bossier Parish Police Jury in regular and legal session convened on the 3rd day of November, 2004, has received a request from Coyle Engineering Company, Inc., that the parish accept into its system for permanent maintenance the streets and drainage in Lakewood Subdivision, Unit No. 7, Bossier Parish, Louisiana.

WHEREAS, the said streets and drainage have been completed in accordance with the specifications of the Bossier Parish Police Jury; and

WHEREAS, a two-year maintenance bond has been executed in favor of the Bossier Parish Police Jury to guarantee against failure of said streets and drainage as to material and workmanship as required by Chapter 110, Section 110-201 of the Bossier Parish Code of Ordinances.

NOW, THEREFORE, BE IT RESOLVED, by the Bossier Parish Police Jury that it does accept the two-year maintenance bond of Benton and Brown, L.L.C., for maintenance, including labor and materials, for the above captioned streets and drainage.

BE IT FURTHER RESOLVED, that the Bossier Parish Police Jury does hereby accept into the parish maintenance system for continuous maintenance, the streets and drainage located in Lakewood Subdivision, Unit No. 7, Bossier Parish, Louisiana.

BE IT FURTHER RESOLVED, that a certified copy of this resolution be recorded in the Office of the Clerk of Court, Bossier Parish, Louisiana, together with the maintenance bond.

The resolution was offered by Mr. Mitchell, seconded by Mr. Hammack. Upon unanimous vote, it was duly adopted on this 3rd day of November, 2004.

CHERYL G. MARTIN

RICK AVERY, PRESIDENT

SECRETARY-TREASURER

BOSSIER PARISH POLICE JURY

Mr. Ford advised of a drainage problem on Rye Circle, advising that a property owner has installed a culvert improperly and water is backing up to the adjacent property. Mr. Ford is to notify the property owner to advise him that the culvert must be lowered.

Mr. Ford presented information on subdivision developments in the parish.

Ms. Martin presented jurors with 2005 budget requests. She advised that a preliminary budget review will be held at the November 17, 2004 regular meeting, and a public hearing is to be scheduled on December 15, 2004, to consider adoption of the 2005 Bossier Parish Police Jury budget.

Mr. Gary Cathcart, Public Works Director, advised that mosquito control crews are still spraying for mosquitoes. He reported that parish crews are performing general road maintenance and cleaning ditches. Mr. Cathcart stated that he is currently working on the 2007 road overlay program.

Motion was made by Mr. Williams, seconded by Mr. Shell, to establish a 25 mile per hour speed limit on Tammy Lane. Motion carried unanimously.

ORDINANCE NO. 3986

AN ORDINANCE REGULATING THE SPEED OF VEHICLES ON TAMMY LANE, LOCATED OFF LINTON ROAD, IN SECTIONS 35 AND 36, TOWNSHIP 20 NORTH, RANGE 13 WEST, BOSSIER PARISH, LOUISIANA, AND PROVIDING THE PENALTIES FOR VIOLATION THEREOF.

SECTION 1. BE IT ORDAINED by the Bossier Parish Police Jury in regular and legal session convened on this 3rd day of November, 2004, that from and after the effective date of this ordinance, it shall be unlawful for any person to operate or drive a vehicle upon Tammy Lane, located off Linton Road, in Sections 35 and 36, Township 20 North, Range 13 West, Bossier Parish, Louisiana, in excess of Twenty-Five (25) miles per hour.

SECTION 2. BE IT FURTHER ORDAINED, etc., that all ordinances or parts of ordinances in conflict herewith are hereby repealed.

The ordinance was offered by Mr. Williams, seconded by Mr. Shell. Upon unanimous vote, it was duly adopted on this 3rd day of November, 2004.

CHERYL G. MARTIN
SECRETARY-TREASURER

RICK AVERY, PRESIDENT
BOSSIER PARISH POLICE JURY

Mr. Rogers requested that a letter be sent to the owner of ducks and geese in a subdivision off Adner Road regarding possible violation of livestock regulations.

Mr. Rogers requested that an expenditure of \$75,000 from the Capital Projects Fund be included in the 2005 budget for Bossier Parish Sewer District No. 1.

Mr. Jackson reported that he and Mr. Altimus are currently researching the possible hiring of an employee to handle property standards issues. He stated that this employee would be trained and qualified to issue citations when necessary.

Motion was made by Mr. Hammack, seconded by Mr. Darby, to amend the agenda to adjourn into executive session to discuss the matter of Billy Brooks Hudson vs. City of Bossier City. Motion carried, with the following vote recorded:

AYES: Mr. Altimus, Mr. Avery, Mr. Cochran, Mr. Cummings, Mr. Darby, Mr. Hammack, Mr. Johnston, Mr. Mitchell, Mr. Meachum, Mr. Rogers, Mr. Shell, Mr. Williams.

NAYS: None

ABSTAIN: None

ABSENT: None

There being no further business to come before the Bossier Parish Police Jury in regular and legal session on this 3rd day of November, 2004, the meeting was adjourned by the President at 3:45 p.m.

CHERYL G. MARTIN
SECRETARY-TREASURER

JIMMY COCHRAN, PRESIDENT
BOSSIER PARISH POLICE JURY