

RAPIDES PARISH POLICE JURY

REGULAR SESSION

July 21, 2003

The Police Jury of the Parish of Rapides, State of Louisiana, met in Regular Session at its regular meeting place, the Police Jury Room of the Parish Courthouse, 701 Murray Street, Alexandria, Louisiana, on Monday, July 21, 2003, at three (3:00) o'clock p.m. (Central Standard Time).

There were present: Honorable Richard W. Billings, President; Ezra L. Reed, Vice President; and Police Jurors Davron "Bubba" Moreau, Steve P. Bordelon, Theodore Fountaine Jr., Donald H. Wilmore, Joe Fuller, Richard L. Nunnally, and Scott Perry Jr.

Also present were Mr. Tim Ware, Treasurer; Mr. Eric S. Duck, Public Works Director; Ms. Donna Andries, Sales Tax Administrator; Ms. Kay Smith, OEWD Deputy Director; Mr. Felix Mouton, WIA Operations Director; Mr. Robert Barr, Courthouse Building Superintendent; Chief David Peart, Fire District No. 2; Ms. Candy Saucier, Civil Service Director; Mr. Tom Wells, Legal Counsel; and Ms. Angie Richmond, Secretary.

The invocation was given by Mr. Joe Fuller.

The Pledge of Allegiance was led by Mr. Ezra Reed.

The Police Jury of the Parish of Rapides, State of Louisiana, was duly convened as the governing authority of said Parish by Hon. Richard Billings, President, who welcomed all present and then stated that the Police Jury was ready for the transaction of business.

A moment of silence was held in the memory of the late Mr. Robert Bolton, former President of Rapides Bank.

On motion by Mr. Don Wilmore, seconded by Mr. Scott Perry, to adopt the minutes of the Rapides Parish Police Jury held in Regular Session on June 9, 2003, and in Special Session on June 30, 2003, as published in the Official Journal. On vote the motion carried.

On motion by Mr. Don Wilmore, seconded by Mr. Scott Perry, that approved bills be paid. On vote the motion carried.

On motion by Mr. Don Wilmore, seconded by Mr. Scott Perry, to accept the Treasurer's Report. On vote the motion carried.

Mr. Reed laid over the appointment to the Ruby-Wise Recreation District to fill the vacancy in an unexpired term created by the death of the late Eddie Cannon, term will expire on February 18, 2006.

On motion by Mr. Theodore Fountaine, seconded by Mr. Joe Fuller and Mr. Scott Perry, to appoint Rev. Robert R. Perry to the Board on the Code of Ethics for one year term, term will expire on July 21, 2004. On vote the motion carried.

On motion by Mr. Richard Nunnally, seconded by Mr. Joe Fuller, to reappoint Mr. Jim Smolenski to the Rapides Area Planning Commission for a five year term, term will expire on July 21, 2008. On vote the motion carried.

Mr. Wilmore laid over the appointment to the Ward 7 Recreation District for a five year term to fill the expired term of Mr. Edward Thomas, term expired on April 13, 2003. On vote the motion carried.

The appointment to the Civil Service Board for five year term to fill the expiring term of Mr. Jerry Johnson, employee elected, term will expire on August 17, 2003, was laid over.

Mr. Moreau laid over the appointment to the Mosquito Abatement District No. 1 to fill the vacancy in the unexpired term created by the resignation of Mr. Bubba Moreau, term will expire on September 9, 2005.

Mr. Billings laid over the appointment to the Mosquito Abatement District No. 1 to fill the vacancy in the unexpired term created by the resignation of Mr. Richard Billings, term will expire on September 9, 2005.

The following appointments were announced to be made at the next meeting to:

Library Board for five year term to fill expiring term of Mrs. Diane Lawton, representing District B, term will expire on September 1, 2003;

Civil Service Board for three year term to fill the expiring term of Mr. B. D. Douglas, nominated by LSUA, term will expire on September 11, 2003;

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Buckeye Recreation District for five year term to fill expiring term of Mr. E. C. Paul, term will expire on September 13, 2003;

Buckeye Recreation District for five year term to fill the expiring term of Mr. Ken Jenkins, term will expire on September 13, 2003;

England Economic and Industrial Development District, representing Rapides Parish Police Jury, for four year term to fill expiring term of Mr. Elwood Carroll, term will expire on September 13, 2003; and

Civil Service Board for three year term to fill expiring term of Mr. Leroy J. Landry, nominated by Grambling University, term will expire on September 17, 2003.

On motion by Mr. Steve Bordelon, seconded by Mr. Joe Fuller, to waive the thirty day announcement rule and reappoint Mrs. Diane Lawton to the Library Board for a five year term, representing District B, term will expire on September 1, 2008. On vote the motion carried.

On motion by Mr. Richard Nunnally, seconded by Mr. Joe Fuller, to accept the resignation of Mr. C. F. Nunnally Jr. from the Fire District No. 2 Civil Service Board and request LSUA for a new list of nominations to fill the vacancy in the unexpired term, term will expire on July 29, 2004. On vote the motion carried.

On motion by Mr. Richard Nunnally, seconded by Mr. Don Wilmore, Mr. Ezra Reed, Mr. Scott Perry and all other Police Jurors, to express appreciation to Mr. C. F. Nunnally Jr. for over 31 years of service on the Fire District No. 2 Civil Service Board. On vote the motion carried.

On motion by Mr. Don Wilmore, seconded by Mr. Joe Fuller, to open the public hearing on proposed condemnation of properties in accordance with the Rapides Parish Code of Ordinances Section 8-1/4, as authorized by the Rapides Parish Police Jury. On vote the motion carried.

TO BE CONDEMNED:

<u>Owner</u>	<u>Location, Description & Service Report</u>
Gary and Mary Yelm	corner of Western Hills Drive and Western Hills Road, Lot 25 of Western Heights Subdivision, Section 4, T3N-R3W, Ward 5, District E, Rapides Parish (Service by Sheriff on June 7, 2003)

On motion by Mr. Don Wilmore, seconded by Mr. Joe Fuller, that the property owned by Gary and Mary Yelm, on the corner of Western Hills Drive and Western Hills Road, be removed from the condemnation process, as the problem has been eliminated. On vote the motion carried.

Gene & Dorothy Sanders	Corner of Shirley Street, Henry Street and North Bolton Avenue, Lots 1, 2, 3, 4, 5, abandoned and dilapidated buildings in (Service by Sheriff - unable to serve)
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Mr. Tom Wells, Legal Counsel, advised the Parish Inspector reported the property is still in an unsafe and unsanitary condition; Mr. Sanders was present and wished to be heard; and adjacent property owners were present and wanting to know what the Police Jury would decide.

Mr. Gene Sanders, property owner, said he was in the demolition business from which he recycled materials. He proposed to cut the grass and use herbicide, to bring the property in compliance with the grass cutting ordinance; the recycled building materials will be covered with tarps for storage. The construction equipment stored on the lot is used every day. Mr. Sanders further advised DEQ had performed an inspection three times as a result of complaints, in which he agreed to take care of the grass and the building. Mr. Wells advised he had provided Mr. Sanders a copy of Chapter 13 that provided that junk materials offered for sale must be fenced so as to screen from public view and he understood that Mr. Sanders planned to comply with the ordinance. He suggested Mr. Sanders be given thirty days for compliance and he and the Parish Inspector be brought back before the Police Jury for a report on the property.

Mr. Perry asked this proposed condemnation be brought back before the Police Jury in thirty days, to allow Mr. Sanders time to comply with Parish ordinances.

Mr. Tim Danforth, resident of KPDR Heights Subdivision, spoke of the drainage problems in the subdivision and that the condition of Mr. Sanders' property caused a levee situation and further problems.

Vernell H. Spotville	1720 Shirley St., Lot 12, Square 2, K.P.D.R. Heights Subdivision, Section 13, T4N-R1W, Ward 8, District I, Rapides Parish, abandoned and very dilapidated house in unsafe and unsanitary condition (Service by Sheriff on May 22, 2003)
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Mr. Wells stated the Parish Inspector has advised this property has been abandoned and still is in the same condition. He recommended condemnation.

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On motion by Mr. Scott Perry, seconded by Mr. Joe Fuller, the following ordinance was presented and on vote unanimously adopted:

ORDINANCE

WHEREAS, the hearing having been held and it is the opinion of the Rapides Parish Police Jury that the facts justify the condemnation of the property of Vernell H. Spotville and being an abandoned and very dilapidated house in unsafe and unsanitary condition located at 1720 Shirley Street, Lot 12, Square 2, K.P.D.R. Heights Subdivision, Section 13, T4N-R1W, Ward 8, District I, Rapides Parish;

BE IT ORDAINED that the Rapides Parish Police Jury does hereby enter an order condemning the following property:

an abandoned and very dilapidated house located at 1720 Shirley Street, Lot 12, Square 2, K.P.D.R. Heights Subdivision, Section 13, T4N-R1W, Ward 8, District I, Rapides Parish and belonging to Vernell H. Spotville,

and order it be demolished or removed in accordance with the Rapides Parish Code of Ordinances Chapter 8-1/4 Condemnation of Buildings.

BE IT FURTHER ORDAINED that the Public Works Director be and he is hereby instructed to proceed with the demolition authorized hereof.

THUS PASSED AND APPROVED on this 21st day of July, 2003.

Ida Lee
Jackson Willis,
Gregory Carl
Willis, Ida Lee
Willis
Harlem Road, Parts of Lots 4&5, Square 8,
Wardville, Section 22, T4N-R1E, Ward 9,
District B, Rapides Parish, abandoned,
dilapidated mobile home in unsafe and
unsanitary condition
(Service by Sheriff on May 15, 2003, except Gregory
Willis who was served on June 6, 2003)

Mr. Wells stated the Parish Inspector has advised this property still is in the same condition. He recommended condemnation.

On motion by Mr. Steve Bordelon, seconded by Mr. Joe Fuller, the following ordinance was presented and on vote unanimously adopted:

ORDINANCE

WHEREAS, the hearing having been held and it is the opinion of the Rapides Parish Police Jury that the facts justify the condemnation of the property of Ida Lee Jackson Willis, Gregory Carl Willis, Ida Lee Willis and being an abandoned and dilapidated mobile home in unsafe and unsanitary condition located on Harlem Road, Parts of Lots 4 & 5, Square 8, Wardville, Section 22, T4N-R1E, Ward 9, District B, Rapides Parish;

BE IT ORDAINED that the Rapides Parish Police Jury does hereby enter an order condemning the following property:

an abandoned and dilapidated mobile home located on Harlem Road, Parts of Lots 4 & 5, Square 8, Wardville, Section 22, T4N-R1E, Ward 9, District B, Rapides Parish and belonging to Ida Lee Jackson Willis, Gregory Carl Willis, Ida Lee Willis

and order it be demolished or removed in accordance with the Rapides Parish Code of Ordinances Chapter 8-1/4 Condemnation of Buildings.

BE IT FURTHER ORDAINED that the Public Works Director be and he is hereby instructed to proceed with the demolition authorized hereof.

THUS PASSED AND APPROVED on this 21st day of July, 2003.

Willie A. and
Syble Bernice
Salard
last house on left on Henry Street, Lot 1
Square 3, K.P.D.R. Heights Subdivision,
Section 13, T4N-R1W, Ward 8, District I
(Service by Sheriff on May 30, 2003)

Mr. Louis Salard, nephew, first stated that the property is located on Doris Street, not Henry Street, but the legal description was correct. He asked the Police Jury for a ninety day extension to allow repairs. Mr. Butch Daigre, Parish Inspector, advised the property has been in this condition for at least 13 years and promises have been made by the property owner to clean the property up without any results. Mr. Salard said he had three serious surgeries recently, but he would be able to bushhog the property at this time.

On motion by Mr. Joe Fuller, seconded by Mr. Don Wilmore, the following ordinance was presented and on vote unanimously adopted:

ORDINANCE

WHEREAS, the hearing having been held and it is the opinion of the Rapides Parish Police Jury that the facts justify the condemnation of the following property of:

Willie A. and Syble Bernice Salard and being a house located on Lot 1, Square 3, K.P.D.R. Heights Subdivision, Section 13, T4N-R1W, Ward 8, District I, Rapides Parish;

WHEREAS, Mr. Salard has requested an extension to allow time for his repairs and to improve the property;

WHEREAS, the Rapides Parish Police Jury grants a period of ninety days from July 21, 2003 for repairs and improvements to said property to be completed and the property to be brought back into a safe and sanitary condition;

NOW, THEREFORE, BE IT ORDAINED that the Rapides Parish Police Jury does hereby enter an order condemning the following property:

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house on Lot 1, Square 3, K.P.D.R. Heights Subdivision, Section 13, T4N-R1W, Ward 8, District I, Rapides Parish, and belonging to Willie A. and Syble Bernice Salard;

and order that it be demolished or removed after October 20, 2003, in accordance with the Rapides Parish Code of Ordinances chapter 8-1/4 Condemnation of Buildings if the property has not been brought back up to safe and sanitary standards.

THUS PASSED AND APPROVED on this 21st day of July, 2003.

Rateb Abouharb abandoned and dilapidated house on Military Highway, at Pineville Expressway, 0.196 acres adjacent to Oak Ridge Subdivision, Section 6, T4N-R1E, Ward 10, District C, Rapides Parish (Service by Sheriff on June 3, 2003)

Mr. Wells stated the Parish Inspector recommends the property be condemned, it is in the same condition.

On motion by Mr. Ezra Reed, seconded by Mr. Joe Fuller, the following ordinance was presented and on vote unanimously adopted:

ORDINANCE

WHEREAS, the hearing having been held and it is the opinion of the Rapides Parish Police Jury that the facts justify the condemnation of the property of Rateb Abouharb and being an abandoned and dilapidated house in unsafe and unsanitary condition located on Military Highway, at Pineville Expressway, 0.196 acres adjacent to Oak Ridge Subdivision, Section 6, T4N-R1E, Ward 10, District C, Rapides Parish;

BE IT ORDAINED that the Rapides Parish Police Jury does hereby enter an order condemning the following property:

an abandoned and dilapidated house located on Military Highway, at Pineville Expressway, 0.196 acres adjacent to Oak Ridge Subdivision, Section 6, T4N-R1E, Ward 10, District C, Rapides Parish and belonging to Rateb Abouharb

and order it be demolished or removed in accordance with the Rapides Parish Code of Ordinances Chapter 8-1/4 Condemnation of Buildings.

BE IT FURTHER ORDAINED that the Public Works Director be and he is hereby instructed to proceed with the demolition authorized hereof.

THUS PASSED AND APPROVED on this 21st day of July, 2003.

Alfred and Norma abandoned mobile home located on Western Gilo and Heights Drive, Lot 1 of the Western Lenora E. Challah Heights Subdivision, Section 4, T3N-R3W, Ward 5, District E, Rapides Parish (Service by Sheriff on June 6, 2003)

Mr. Wells stated the Parish Inspector recommends the property be condemned, it is in the same condition.

Ms. Lenora Bryant, property owner, said when the timber was cut, the logging company rolled the trailer to the back of the property. She had not been financially able to remove the structure. She asked for an extension to do the work.

On motion by Mr. Don Wilmore, seconded by Mr. Joe Fuller, to schedule a report from Ms. Lenora Bryant on the condition of the property proposed to be condemned, an abandoned mobile home located on Western Heights Drive, in thirty days and in sixty days. On vote the motion carried.

Mr. Wells asked that the following properties be laid over to prefect service, approximately two months from now, to which the Police Jury agreed:

Keithen A. Rosser 1911 Shirley Street, Lot 10, Square 4, K.P.D.R. Heights Subdivision, Section 13, T4N-R1W, Ward 8, District I, Rapides Parish, burnt house in unsafe and unsanitary condition (Service by Sheriff - unable to serve)

Jacob T. Sepulvado two abandoned, dilapidated houses, a dilapidated mobile home, a dilapidated travel trailer and several dilapidated bars, in various stages of decay and beginning to fall down, on the corner of Fourth Street and Cappel Road, Lots 2, 3, 4, 5, & 6 of Sepulvado Subdivision, being part of Lot 6 of Oak Isle Plantation, Section 34, T4N-R1W, Ward 8, District I, Rapides Parish (Service by Sheriff - unable to serve)

On motion by Mr. Steve Bordelon, seconded by Mr. Scott Perry, that there being no one else who wished to be heard, the public hearing be declared closed. On vote the motion carried.

After unanimous vote the following item was placed on the agenda:

On motion by Mr. Joe Fuller, seconded by Mr. Richard Nunnally, that when monies become available, the condemnations be taken care of. On vote the motion carried.

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On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize Lizzie M. Johnson, 245 Ten Mile Road, Pitkin, as a Hardship Case, pending proper certification. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to rescind the acceptance of an extension to the Gilbert McDaniel Road, approximately 500 feet, which was authorized by the Police Jury on May 12, 2003. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to award Bid Nos. 1860, 1861, 1862 and 1863 Various Road Improvements (Districts E, F, H and I) to D&J Construction, the low bidder, in the amount of \$2,342,787.25 to be paid from Road & Bridge and various maintenance funds as recommended by the Public Works Director, Treasurer and Purchasing Agent. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to accept for Parish maintenance a road in District E to be named "Cotile Cemetery Road", as recommended by the Public Works Director, subject to proper right-of-way dedication. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize Legal Counsel to take legal action to reopen the natural drain along Hopewell Road if the obstruction is not removed voluntarily by the landowners. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to accept the Secretary's Report. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the President to sign an application for continuation of the JAIBG grant to Develop Accountability-Based Sanctions. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the President to sign the letter of commitment/grant award with the Division of Administration for the grant in the amount of \$40,000 from the Governor's Office of Rural Development for purchase of two backup generators for the Lena Water System, Grant No. 0203-RPD-0003. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the submission of a STEPS to a HealthierUS grant application to the Louisiana Department of Health and Hospitals, Office of Public Health, for a walking trail at the Lena Nash Park and authorize the President to sign same. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to ratify authorization for the President to sign the Agreement to form a Juvenile Crime Enforcement Coalition for a coordinated enforcement plan to administer local JAIBG funds in favor of the Ninth Judicial District Court and to sign the Agreement to waive the intention to apply for these allocated funds. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize advertisement in the amount of \$125 for center pages in the 2003 Rapides Parish Fair Catalog, to be paid out of the General Fund as budgeted. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize to advertise for fiscal agent. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the expenses of interested Police Jurors to attend the NABCo Congressional Weekend to be held on September 24-27, 2003 in Washington, DC. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the expenditure of an amount not to exceed \$4,000 from District B Economic Development Funds in the General Fund for litter pick up stations in the Wardville Community. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following ordinance was presented, as recommended by Legal Counsel, and on vote unanimously adopted:

ORDINANCE

AN ORDINANCE TO AMEND AND REENACT SECTION 13-20 SO AS TO PROVIDE FOR OTHER ADEQUATE MEANS OF NOTICE TO AN OWNER IN VIOLATION OF CHAPTER 13 CUTTING OF GRASS AND WEEDS IN SUBDIVISIONS OUTSIDE OF MUNICIPALITIES

BE IT ORDAINED by the Rapides Parish Police Jury in Regular Session convened on the 21st day of July, 2003, that Section 13-20 is hereby amended and reenacted to read as follows:

Chapter 13 Garbage, Trash and Weeds

Article II. Cutting of Grass and Weeds in Subdivisions outside Municipalities

...

Section 13-20 Notice sent to owner; police jury to remove upon failure of owner.

A. Before proceeding to do the work described in the preceding section or to have the same done by the police jury, the police jury shall give written notice, by registered or certified mail, or other adequate means of notice, to the owner, occupant or possessor (or all), of a lot or place, at his last known address, calling upon said owner to cut, destroy or remove the weeds, grass or other obnoxious growth within fifteen (15) days from the date of the receipt of the notice. If at the end of such period of time the obnoxious weeds or grass has not been cut or removed, the police jury is authorized to have the same done and to charge the costs thereof against the property, as herein provided.

B. If the owner be absent from the state or unrepresented therein, then the notice shall be served upon an attorney at law appointed by the president of the jury to represent the absentee. Domiciliary service may be made as in ordinary cases.

BE IT FURTHER ORDAINED in all other respects Chapter 13 shall remain unchanged.

BE IT FURTHER ORDAINED that this ordinance is to be effective immediately.

BE IT FURTHER ORDAINED that our Louisiana Legislative Delegation is hereby requested to approve that grant of authority to the Rapides Parish Police Jury at the next Legislative Session.

THUS DONE AND SIGNED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, that the Rapides Parish Police Jury is in support of the City of Alexandria using water out of the Red River, ask our water districts to look at a regional plan, and ask the City of Alexandria on their progress on the idea of drawing water for use of Pineville Kraft Papermill out of the Red River instead out of Kisatchie National Forest. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, that the Rapides Parish Police Jury does hereby support the construction of a replacement facility for the Huey P. Long Hospital, copy of this resolution to be sent to the Rapides Parish Hospital Service Commission, the Louisiana State University Health Services Healthcare Division and to our Louisiana Legislative Delegation. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to lay over adoption of a resolution calling a special election in Road District 9B for continuation of the 7.23 mill ad valorem tax for 10 years beginning with the year 2005 on the November 15, 2003 balloting. On vote the motion carried.

The following resolution was offered by Mr. Theodore Fountaine Jr. and seconded by Mr. Donald H. Wilmore:

RESOLUTION

A resolution ordering and calling a special election to be held in Road District No. 1A of Rapides Parish, State of Louisiana, to authorize the levy of a special tax therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

BE IT RESOLVED by the Police Jury of the Parish of Rapides, State of Louisiana (the "Governing Authority"), acting as the governing authority of the Road District No. 1A of Rapides Parish, State of Louisiana (the "District"), that:

SECTION 1. Election Call. Subject to the approval of the State Bond Commission, and under the authority conferred by Article VI, Sections 30 and 32 of the Constitution of the State of Louisiana of 1974, the applicable provisions of Chapter 5 and Chapter 6-A of the Louisiana Election Code, and other constitutional and statutory authority, a special election is hereby called and ordered to be held in the Road District No. 1A of Rapides Parish on **SATURDAY, NOVEMBER 15, 2003**, between the hours of six o'clock (6:00) a.m., and eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, and at the said election there shall be submitted to all registered voters qualified and entitled to vote at the said election under the Constitution and laws of this State and the Constitution of the United States, the following propositions, to-wit:

ROAD DISTRICT 1A
(TAX RENEWAL)
SUMMARY

10 year 21.88 mill Property Tax for constructing, maintaining and keeping in repair the public roads, highways and bridges of Road District No. 1A

PROPOSITION

Shall Road District No. 1A of Rapides Parish, State of Louisiana, levy and collect a special ad valorem tax of twentyone and eightyeight-hundredths (21.88) mills on each dollar of assessed valuation on all the property subject to taxation in said District, said tax to constitute a renewal and continuation of a similar tax, the tax for which the levy will expire on the 2004 tax rolls, for a period of ten (10) years, beginning with the year 2005 and ending with the year 2014, for the purpose of constructing, maintaining, and keeping in repair the public roads, highways, and bridges within said District?

SECTION 2. Publication of Notice of Election. A Notice of Special Election shall be published in the "Alexandria Daily Town Talk", a daily newspaper of general circulation within the Parish, published in Alexandria, Louisiana (there being no newspaper published within said District), and being the official journal of the Parish, once a week for four consecutive weeks, with the first publication to be made not less than forty-five (45) days nor more than ninety (90) days prior to the date of the election, which Notice shall be substantially in the form attached hereto as "Exhibit A" and incorporated herein by reference the same as if it were set forth herein in full.

SECTION 3. Canvass. This Governing Authority shall meet at its regular meeting place, the Rapides Parish Courthouse, 701 Murray Street, 2nd Floor, Alexandria, Louisiana, on **MONDAY, DECEMBER 8, 2003**, at **THREE O'CLOCK (3:00) P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the results of the said special election.

SECTION 4. Polling Places. The polling places set forth in the aforesaid Notice of Special Election are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, will be the same persons as those designated in accordance with law.

SECTION 5. Election Commissioners; Voting Machines. The officers designated to serve as Commissioners-in-Charge and Commissioners pursuant to Section 4 hereof, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, shall hold the said special election as herein provided, and shall make due returns of said election for the meeting of the Governing Authority to be held on **MONDAY, DECEMBER 8, 2003**, as provided in Section 3 hereof. All registered voters in the District will be entitled to vote at the special election, and voting machines shall be used.

SECTION 6. Authorization of Officers. The Secretary of the Governing Authority is hereby empowered, authorized and directed to arrange for and to furnish to said election officers in ample time for the holding of said election, the necessary equipment, forms and other paraphernalia essential to the proper holding of said election and the President and/or Secretary of the Governing Authority are further authorized, empowered and directed to take any and all further action required by State and/or Federal law to arrange for the election, including but not limited to, appropriate submission to the Federal Department of Justice under Section 5 of the Federal Voting Rights Act of 1965, as amended.

SECTION 7. Furnishing Election Call to Election Officials. Certified copies of this resolution shall be forwarded to the Secretary of State, the Commissioner of Elections, the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines of Rapides Parish and the Registrar of Voters of Rapides Parish, as notification of the special election, in order that each may prepare for said election and perform their respective functions as required by law.

SECTION 8. Application to State Bond Commission. Application is made to the State Bond Commission for consent and authority to hold the special election as herein provided, and in the event said election carries for further consent and authority to levy and collect the special taxes provided for therein. A certified copy of this resolution shall be forwarded to the State Bond Commission on behalf of this Governing Authority, together with a letter requesting the prompt consideration and approval of this application.

SECTION 9. DISTRICT AFFIRMED That the creation and existence of the Road District No. 1A of Rapides Parish, State of Louisiana, is hereby ratified, confirmed, and approved.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Richard W. Billings, Ezra L. Reed, Davron "Bubba" Moreau, Steve P. Bordelon, Theodore Fountaine Jr., Donald H. Wilmore, Joe Fuller, Richard L. Nunnally, and Scott Perry Jr.

NAYS: None.

ABSENT: None.

And the resolution was declared adopted on this, the 21st day of July, 2003.

NOTICE OF SPECIAL ELECTION

Pursuant to the provisions of a resolution adopted by the Police Jury of the Parish of Rapides, State of Louisiana (the "Governing Authority"), acting as the governing authority of Road District No. 1A of Rapides Parish, State of Louisiana (the "District"), on July 21, 2003, NOTICE IS HEREBY GIVEN that a special election will be held within the District on **SATURDAY, NOVEMBER 15, 2003**, and that at the said election there will be submitted to all registered voters in the District qualified and entitled to vote at the said election under the Constitution and Laws of the State of Louisiana and the Constitution of the United States, the following propositions, to-wit:

ROAD DISTRICT 1A
(TAX RENEWAL)
SUMMARY

10 year 21.88 mill Property Tax for constructing, maintaining and keeping in repair the public roads, highways and bridges of Road District No. 1A

PROPOSITION

Shall Road District No. 1A of Rapides Parish, State of Louisiana, levy and collect a special ad valorem tax of twentyone and eightyeight-hundredths (21.88) mills on each dollar of assessed valuation on all the property subject to taxation in said District, said tax to constitute a renewal and continuation of a similar tax, the tax for which the levy will expire on the 2004 tax rolls, for a period of ten (10) years, beginning with the year 2005 and ending with the year 2014, for the purpose of constructing, maintaining, and keeping in repair the public roads, highways, and bridges within said District?

The said special election will be held at the following polling places situated within the corporate limits of Road District No. 1A of Rapides Parish, State of Louisiana, which polls will open at six o'clock (6:00) a.m., and close at eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, to-wit:

POLLING PLACES

Precinct	Location
S10 (A-K)	Oak Hill School (Split)
S10 (L-Z)	Oak Hill School (Split)
S21	Miller's Store, Midway (Split)
S22	Forest Hill Elementary (Split)
S23	Forest Hill Town Hall
S24	McNary Town Hall
S25	Glenmora High School
S26	Glenmora Volunteer Fire Station

The polling places set forth above and situated within the District be and the same are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, shall be those persons designated according to law.

The said special election will be held in accordance with the applicable provisions of Chapter 5 and Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, and the officers appointed to hold the said election, as provided in this Notice of Special Election, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, will make due returns thereof to said Governing Authority, and NOTICE IS HEREBY FURTHER GIVEN that the Governing Authority will meet at its regular meeting place, the Rapides Parish Courthouse, 701 Murray Street, 2nd Floor, Alexandria, Louisiana, on **MONDAY, DECEMBER 8, 2003**, at **THREE O'CLOCK (3:00) P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the results of the said special election. All registered voters of the District are entitled to vote at said special election and voting machines will be used.

THUS DONE AND SIGNED at Alexandria, Louisiana, on this, the 21st day of July, 2003.

The following resolution was offered by Mr. Theodore Fontaine Jr. and seconded by Mr. Donald H. Wilmore, as requested by the Ruby-Kolin Volunteer Fire Association:

RESOLUTION

A resolution ordering and calling a special election to be held in Fire Protection District Number 7 of the Parish of Rapides, State of Louisiana, to authorize the levy of a special tax therein; making application to the State Bond Commission in connection therewith; and providing for other matters in connection therewith.

BE IT RESOLVED by the Police Jury of the Parish of Rapides, State of Louisiana (the "Governing Authority"), acting as the governing authority of

the Fire Protection District Number 7 of the Parish of Rapides, State of Louisiana (the "District"), that:

SECTION 1. Election Call. Subject to the approval of the State Bond Commission, and under the authority conferred by Article VI, Sections 30 and 32 of the Constitution of the State of Louisiana of 1974, the applicable provisions of Chapter 5 and Chapter 6-A of the Louisiana Election Code, and other constitutional and statutory authority, a special election is hereby called and ordered to be held in the Fire Protection District Number 7 of the Parish of Rapides, on **SATURDAY, NOVEMBER 15, 2003**, between the hours of six o'clock (6:00) a.m., and eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, and at the said election there shall be submitted to all registered voters qualified and entitled to vote at the said election under the Constitution and laws of this State and the Constitution of the United States, the following propositions, to-wit:

FIRE DISTRICT NO. 7 (RUBY-KOLIN)
(TAX RENEWAL)
SUMMARY

10 YEAR 26 MILL PROPERTY TAX FOR CONSTRUCTING, OPERATING AND MAINTAINING FIRE PROTECTION FACILITIES AND PAYING THE COSTS OF OBTAINING WATER FOR FIRE PROTECTION PURPOSES IN FIRE DISTRICT NO. 7

PROPOSITION

Shall Fire Protection District No. 7 of the Parish of Rapides, State of Louisiana, levy and collect a special ad valorem tax of twentysix (26) mills on each dollar of assessed valuation on all the property subject to taxation in said District, said tax to constitute a renewal and continuation of a similar tax, the tax for which the levy will expire on the 2004 tax rolls, for a period of ten (10) years, beginning with the year 2005 and ending with the year 2014, for the purpose of constructing, operating and maintaining fire protection facilities and paying the costs of obtaining water for fire protection purposes?

SECTION 2. Publication of Notice of Election. A Notice of Special Election shall be published in the "Alexandria Daily Town Talk", a daily newspaper of general circulation within the Parish, published in Alexandria, Louisiana (there being no newspaper published within said District), and being the official journal of the Parish, once a week for four consecutive weeks, with the first publication to be made not less than forty-five (45) days nor more than ninety (90) days prior to the date of the election, which Notice shall be substantially in the form attached hereto as "Exhibit A" and incorporated herein by reference the same as if it were set forth herein in full.

SECTION 3. Canvass. This Governing Authority shall meet at its regular meeting place, the Rapides Parish Courthouse, 701 Murray Street, 2nd Floor, Alexandria, Louisiana, on **MONDAY, DECEMBER 8, 2003**, at **THREE O'CLOCK (3:00) P.M.**, and shall then and there in open and public session proceed to examine and canvass the returns and declare the results of the said special election.

SECTION 4. Polling Places. The polling places set forth in the aforesaid Notice of Special Election are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, will be the same persons as those designated in accordance with law.

SECTION 5. Election Commissioners; Voting Machines. The officers designated to serve as Commissioners-in-Charge and Commissioners pursuant to Section 4 hereof, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, shall hold the said special election as herein provided, and shall make due returns of said election for the meeting of the Governing Authority to be held on **MONDAY, DECEMBER 8, 2003**, as provided in Section 3 hereof. All registered voters in the District will be entitled to vote at the special election, and voting machines shall be used.

SECTION 6. Authorization of Officers. The Secretary of the Governing Authority is hereby empowered, authorized and directed to arrange for and to furnish to said election officers in ample time for the holding of said election, the necessary equipment, forms and other paraphernalia essential to the proper holding of said election and the President and/or Secretary of the Governing Authority are further authorized, empowered and directed to take any and all further action required by State and/or Federal law to arrange for the election, including but not limited to, appropriate submission to the Federal Department of Justice under Section 5 of the Federal Voting Rights Act of 1965, as amended.

SECTION 7. Furnishing Election Call to Election Officials. Certified copies of this resolution shall be forwarded to the Secretary of State, the Commissioner of Elections, the Clerk of Court and Ex-Officio Parish Custodian of Voting Machines of Rapides Parish and the Registrar of Voters of Rapides Parish, as notification of the special election, in order that each may prepare for said election and perform their respective functions as required by law.

SECTION 8. Application to State Bond Commission. Application is made to the State Bond Commission for consent and authority to hold the special election as herein provided, and in the event said election carries for further consent and authority to levy and collect the special taxes provided for therein. A certified copy of this resolution shall be forwarded to the State Bond Commission on behalf of this Governing Authority, together with a letter requesting the prompt consideration and approval of this application.

SECTION 9. DISTRICT AFFIRMED That the creation and existence of the Fire Protection District Number 7 of the Parish of Rapides, State of Louisiana, is hereby ratified, confirmed, and approved.

This resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: Richard W. Billings, Ezra L. Reed, Davron "Bubba" Moreau, Steve P. Bordelon, Theodore Fountaine Jr., Donald H. Wilmore, Joe Fuller, Richard L. Nunnally, and Scott Perry Jr.

NAYS: None.

ABSENT: None.

And the resolution was declared adopted on this, the 21st day of July, 2003.

EXHIBIT "A"

NOTICE OF SPECIAL ELECTION

Pursuant to the provisions of a resolution adopted by the Police Jury of the Parish of Rapides, State of Louisiana (the "Governing Authority"), acting as the governing authority of Fire Protection District Number 7 of the Parish of Rapides, State of Louisiana (the "District"), on July 21, 2003, NOTICE IS HEREBY GIVEN that a special election will be held within the District on **SATURDAY, NOVEMBER 15, 2003**, and that at the said election there will be submitted to all registered voters in the District qualified and entitled to vote at the said election under the Constitution and Laws of the State of Louisiana and the Constitution of the United States, the following propositions, to-wit:

FIRE DISTRICT NO. 7 (RUBY-KOLIN)
(TAX RENEWAL)
SUMMARY

10 YEAR 26 MILL PROPERTY TAX FOR CONSTRUCTING, OPERATING AND MAINTAINING FIRE PROTECTION FACILITIES AND PAYING THE COSTS OF OBTAINING WATER FOR FIRE PROTECTION PURPOSES IN FIRE DISTRICT NO. 7

PROPOSITION

Shall Fire Protection District No. 7 of the Parish of Rapides, State of Louisiana, levy and collect a special ad valorem tax of twentysix (26) mills on each dollar of assessed valuation on all the property subject to taxation in said District, said tax to constitute a renewal and continuation of a similar tax, the tax for which the levy will expire on the 2004 tax rolls, for a period of ten (10) years, beginning with the year 2005 and ending with the year 2014, for the purpose of constructing, operating and maintaining fire protection facilities and paying the costs of obtaining water for fire protection purposes?

The said special election will be held at the following polling places situated within the corporate limits of Fire Protection District Number 7 of the Parish of Rapides, State of Louisiana, which polls will open at six o'clock (6:00) a.m., and close at eight o'clock (8:00) p.m., in accordance with the provisions of La. R.S. 18:541, to-wit:

POLLING PLACES

Precinct	Location
N10	J. I. Barron School (Split)
N27	Ruby Wise Elementary School (Split)
N28	Ruby Wise Elementary School
N29	Ruby Wise Elementary School

The polling places set forth above and situated within the District be and the same are hereby designated as the polling places at which to hold the said election, and the Commissioners-in-Charge and Commissioners, respectively, shall be those persons designated according to law.

The said special election will be held in accordance with the applicable provisions of Chapter 5 and Chapter 6-A of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and other constitutional and statutory authority, and the officers appointed to hold the said election, as provided in this Notice of Special Election, or such substitutes therefor as may be selected and designated in accordance with La. R.S. 18:1287, will make due returns thereof to said Governing Authority, and NOTICE IS HEREBY FURTHER GIVEN that the Governing Authority will meet at its regular meeting place, the Rapides Parish Courthouse, 701 Murray Street, 2nd Floor, Alexandria, Louisiana, on **MONDAY, DECEMBER 8, 2003**, at **THREE O'CLOCK (3:00) P.M.**, and shall then and there in open and

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public session proceed to examine and canvass the returns and declare the results of the said special election. All registered voters of the District are entitled to vote at said special election and voting machines will be used.

THUS DONE AND SIGNED at Alexandria, Louisiana, on this, the 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to delete from the Ninth Judicial District Judges Asset/Inventory Listing the following equipment as no longer suitable for public use:

Asset	Description	Acquired	Disposal
1782	Executive Chair	7-1-76	scrap

On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to delete from the Courthouse Asset/Inventory Listing the following equipment as scrap no longer suitable for public use:

Asset	Description	Acquired	Disposal
8346	Washer, Kenmore	1-14-00	scrap

On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize an amendment to the Intergovernmental Agreement with the Alexandria Central Economic Development District for the sponsorship of the Central Louisiana Research Park Project, authorized by the Police Jury on January 13, 2003, so as to allow an expenditure of an amount not to exceed \$60,000 for the development of a portion of a master plan for the redevelopment of the central business district of Alexandria, to be paid out of Districts D, F and G Economic Development Funds in the General Fund. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to grant approval to The Columns Subdivision, off LA 496 and Schoolhouse Road, as recommended by the Rapides Area Planning Commission, subject to approval of Legal Counsel, and authorize signing of the plat. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to delete from the Library Asset/Inventory Program as recommended by Steve Rogge:

Description	Disposal
1997 Dodge Van VIN 2B7HB21X8vK520554	totalled by insurance after accident

On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the President to sign the grant application to the Governor's Office of Rural Development in the amount of \$40,000 for elimination of bayou vegetation and related matters in Bayou Roberts, Bayou Rapides and other bayous in the region, and authorize execution of a letter of commitment/grant award with the Division of Administration, Grant No. 0203-RPD-0004. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to grant the 2% annual longevity pay increase mandated by the State for eligible Rapides Parish Fire Protection District No. 2 employees, effective August 1, 2003, to be paid out of Fire Protection District No. 2 Funds, as recommended by the Fire Chief. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to grant the 2% annual longevity pay increase mandated by the State for eligible Rapides Parish Fire Protection District No. 4 employees, effective August 1, 2003, to be paid out of Fire Protection District No. 4 Funds. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to grant the 2% annual longevity pay increase mandated by the State for eligible Rapides Parish Fire Protection District No. 7 employees, effective August 1, 2003, to be paid out of Fire Protection District No. 7 Funds. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to grant the 2% annual longevity pay increase mandated by the State for Firefighter/Operator Glenn F. Bell, effective July 7, 2004, to be paid out of Fire Protection District No. 3 Funds. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to grant the 2% annual longevity pay increase mandated by the State for Firefighter/Operator Kenneth M. Brewer, effective May 9, 2004, to be paid out of Fire Protection District No. 3 Funds. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to grant the 2% annual longevity pay increase mandated by the State for Firefighter/Operator Samuel J. Allen, effective September 24, 2004, to be paid out of Fire Protection District No. 3 Funds. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to grant the 2% annual longevity pay increase mandated by the State for

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Firefighter/Operator Don D. Dupree, effective April 1, 2004, to be paid out of Fire Protection District No. 3 Funds. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize to enter into an Intergovernmental Agreement with the Town of Glenmora for the Glenmora Volunteer Fire Department to come under the license of Fire Protection District No. 2 in the use of the Fire House Reporting Program to the Fire Marshal and authorize the President to sign same. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize soil borings for the new Fire District No. 2 station by Geotechnical Testing Laboratory Inc. in the amount of \$1,940, as recommended by Pan American Engineers, to be paid out of Fire District No. 2 Funds. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize to purchase two (2) cab and chassis and to authorize to enter into a financing agreement with Red River Bank for the Lease-Purchase of a 1982 Mack and a 1981 Mack in the amount of \$12,000 with terms and conditions to be four (4) annual payments at an interest rate of 5%, as recommended by the Flatwoods Volunteer Fire Association Board of Directors, Treasurer and Purchasing Agent, to be paid from Fire District No. 8 Funds as budgeted. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize Fire District No. 2 to sell Asset No. 6940 (1995 Ford Service Truck) to Fire District No. 11 in the amount of \$30,000 and authorize the Treasurer to secure financing, as recommended by Chief Peart and the Spring Creek Volunteer Fire Department Board of Directors, to be paid from Fire District No. 11 Funds as budgeted. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to receive the required report from Acadian Ambulance under the Contract for May 2003:

Response Zone	Number	Required	Compliance
Zone	Responses	%	%
Alexandria - 8 minute	369	80%	90.52%
Pineville - 8 minute	107	80%	91.59%
Rapides - 12 minute	128	80%	94.53%
Rapides - 20 minute	137	80%	83.21%

On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following amendment to the Ambulance Ordinance, as approved by Legal Counsel, was presented and on vote was unanimously adopted:

ORDINANCE

AN ORDINANCE PROVIDING FOR DESIGNATION AND CONTRACT WITH SOLE PROVIDER OF AMBULANCE SERVICES IN ACCORDANCE WITH LOUISIANA REVISED STATUTE 33:4791.1

WHEREAS, in accordance with Louisiana Revised Statute 33.4791.1 the Rapides Police Jury does hereby find and declare the following:

A) The provision of consistent high quality and non-emergency ambulance service, and any and all aspects attendant to emergency and non emergency operations provided by qualified personnel with Advanced Life Support equipment is jointly essential to the health, safety, and welfare of Rapides Parish, the City of Alexandria, the City of Ball and the City of Pineville and its and their people.

B) Exclusive access by an ambulance service, for the provision of emergency medical services, to the 911 or other emergency communication dispatch of the Parish of Rapides, City of Alexandria, City of Pineville and City of Ball is essential to maintaining quick response times.

C) The Police Jury, jointly with the authority of the City of Alexandria, the City of Ball and the City of Pineville, has determined that it is in the best interest of the citizens of the Parish of Rapides, including the named cities, to contract with an exclusive provider of emergency and non-emergency ambulance service, in order to demand accountability of the provider in the area of Response Times, as well as to guarantee the stability and access to ambulance service for a set term.

THEREFORE, Rapides Parish does hereby ordain:

A) That the Code of Ordinances of Rapides Parish is hereby amended to read as follows:

The Police Jury shall, on their behalf and the behalf of the City of Alexandria, the City of Ball and the City of Pineville, every five years, select and contract with an ambulance service to be the sole provider of ambulance services (both emergency and non-emergency) for the parish, the City of Alexandria, the City of Ball and the City of Pineville, for a period of five years, with two (2) additional two-year renewal options available at the discretion of the Police Jury.

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B) The provider designated by the Police Jury shall, at a minimum, meet the following criteria:

1. Shall employ a full-time physician to serve as Medical Director of the ambulance service, who shall be responsible for all quality of care issues, and shall provide quarterly reports to the Emergency Medical Services Advisory Council appointed by the Police Jury regarding response times, complaints and any other quality of care issues. "Full time," for purposes of this paragraph, shall mean that the physician shall have no other employment outside of his employment with the ambulance service, which shall be a minimum of 40 hours per week.

2. Location of a full-time, 24-hour helicopter in Rapides Parish, specifically configured to render Advanced Life Support care, and access to a back up or spare full-time, 24 hour helicopter specially configured to render Advanced Life Support care, and stationed not more than 75 air miles from Rapides Parish in the event that the primary helicopter designated for service is inoperable. This helicopter shall be used, when medically necessary, for 911 and emergency responses. The helicopter shall be staffed at all times by an FAA licensed pilot and Nationally Registered Paramedic.

3. Compliance with a parish-wide response times zone map indicating acceptable response times for various zones throughout the parish and agreement to the penalty provisions contained within the contract, for any failure to meet monthly reporting thresholds on response times.

4. Obtaining and thereafter maintaining accreditation by the Commission on Accreditation of ambulance providers' equipment, personnel and process.

5. Agreement to regulation of rates, as provided for in the contract, for the entire term covered by the contract.

C) The Police Jury/Parish President, is hereby empowered to execute an exclusive five-year agreement, with two additional two-year options to renew for sole provider of ambulance services (for both emergency and non emergency) on behalf of Rapides Parish, the City of Alexandria, the City of Ball and the City of Pineville.

D) It shall be illegal for any person(s) and/or entity to operate an ambulance service with transport origination in Rapides Parish, the City of Alexandria, the City of Ball or the City of Pineville or to provide Public or Private standby services within Rapides Parish, the cities of Alexandria, Ball or Pineville, other than the designated Provider (or an employee thereof) under contract with Rapides Parish, the cities of Alexandria, Ball or Pineville. Any such unauthorized operation of an ambulance service shall result in a fine of not more than \$5,000 and six months in prison per violation, or both, and impoundment of vehicles for each violation. Further, the Police Jury hereby recognizes that any such unauthorized operation of ambulance service would constitute an impairment of the contract between the designated sole provider and the parish.

E) The contract for exclusive ambulance services shall include, in addition to other requirements, minimum insurance requirements. Advance Life Support equipment requirements, a parish-wide response time zone map, penalty provision for response time zone noncompliance, an agreement to train fire department personnel first responders of the parish, and an established fee schedule governing the services provided by the ambulance provider to the citizens of the parish.

All other ordinances in conflict herewith are hereby repealed.
THUS PASSED AND APPROVED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to receive requests for proposals for commercial automobile and property insurance as recommended by the Treasurer and Purchasing Agent to be paid from various funds as budgeted. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to ratify authorization for the President to sign the FindWork GED contract budget revision so as to transfer \$400 from Salaries line item to Operating Expense line item for funds needed for telephone and telecommunications and authorize the Treasurer to amend the budget. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to reallocate space at the Coliseum Office Complex formerly occupied by the Louisiana Office of Motor Vehicles, which is approximately 6,003 square feet, to the One Stop. On vote the motion carried.

After unanimous vote the following items were placed on the agenda:

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following resolution was presented and on vote unanimously adopted:

RESOLUTION

WHEREAS, the Rapides Parish Police Jury has been informed that the State of Louisiana, Division of Administration, Office of Community

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Development will be accepting applications for the FY 2004/2005 Louisiana Community Development Block Grants (LCDBG); and,

WHEREAS, the Rapides Parish Police Jury acknowledges that the Louisiana Community Development Block Grant Program is an excellent source of funding for needed community improvements; and,

WHEREAS, a public hearing was held by the Rapides Parish Police Jury on July 7, 2003 for the purpose of obtaining views on the housing and community development needs of the Parish; and,

WHEREAS, it was discussed at that certain public hearing the submission of an application for funding under the State of Louisiana FY 2004/2005 Community Development Block Grant Program;

NOW, THEREFORE, BE IT RESOLVED by the Rapides Parish Police Jury in Regular Session convened on the 21st day of July, 2003, that the submission of a grant application is hereby authorized for the sewer collection and treatment for the Kelleyland, Walnut Grove and Airbase Road area, Phase II, Project under the FY 2004/2005 LCDBG Program;

BE IT FURTHER RESOLVED the President of the Rapides Parish Police Jury is authorized to sign the grant application and all related documents required for the submission.

PASSED AND APPROVED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following Procurement Policy for the FY 2004-2005 LCDBG Kelleyland, Walnut Grove and Airbase Road Area Sewer System Improvements, Phase II, Project was presented and on vote unanimously adopted:

PROCUREMENT POLICY

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the LCDBG Program. These guidelines meet the standards established in OMB Circular A-102, Attachment O and State requirements.

CODE OF CONDUCT

No employee, officer, or agent of the Rapides Parish Police Jury shall participate in the selection or in the award or administration of a contract supported by LCDBG funds if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

No officer, employee or agent of the Rapides Parish Police Jury shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to subagreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Any alleged violations of these standards of conduct shall be referred to the District Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

PROCUREMENT PROCEDURES

The director or supervisor of each department or agency of the Rapides Parish Police Jury responsible for procurement of services, supplies, equipment, or construction obtained with LCDBG funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the Director or Supervisor, an analysis to determine which approach would be the most economical shall be undertaken.

The Rapides Parish Police Jury shall take affirmative steps to assure that small and minority firms and women-owned business enterprises are solicited whenever they are potential qualified sources. The Rapides Parish Police Jury shall also consider the feasibility of dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority firms and women's business enterprises. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses.

The Rapides Parish Police Jury shall assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms.

SELECTION PROCEDURES

ALL procurement carried out with LCDBG funds, where the Rapides Parish Police Jury is a direct party, shall be carried out in a manner that provides maximum free and open competition. Procurement procedures will not restrict or eliminate competition. The Rapides Parish Police Jury shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will the Rapides

Parish Police Jury encourage or participate in noncompetitive practices among firms. The Rapides Parish Police Jury is alert to organizational conflicts which would jeopardize the negotiation process and limit competition. The Rapides Parish Police Jury will not require unnecessary experience or bonding requirements.

Pursuant to State law, all solicitations of offers shall incorporate a clear accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and the minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. A "brand name or equal" description may be used to define the performance or other salient requirements of a procurement. The specific features of the named brand which must be met by offerers shall be clearly stated.

All solicitations of offers shall clearly set forth all requirements which offerers must fulfill and all other factors to be used in evaluating bids, proposals, or statements of qualifications.

Contracts shall be awarded only to responsible contractors/firms that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement.

Consideration shall be given to such factors as the contractor's/firm's capacity, integrity, compliance with public policy, record of past performance, and financial and technical resources.

METHODS OF PROCUREMENT

Direct procurement by the Rapides Parish Police Jury shall be made by using one of the following methods depending on the type of service to be procured.

Small Purchase Procedures.

Relatively simple, informal procurement procedures will be used where the purchase of materials, supplies, equipment, and/or other property will not cost in the aggregate more than \$15,000, and for construction with a cost of less than \$100,000, except where further limited by State law or LCDBG policy. The small purchase procedure can also be utilized to procure administrative consulting and other professional services costing less than \$100,000; the only exception to professional services is for architectural/engineering services which must be procured through competitive negotiation. The procurement officer must obtain a minimum of three oral or written price or rate quotations from qualified sources. Documentation on all quotations received (whether oral or written) shall be made a part of the file.

Competitive Sealed Bids/Formal Advertising.

Under this procedure bids are publicly advertised in accordance with the State's Public Bid Law. A firm fixed price contract (either lump sum or unit price) shall be awarded to the responsible bidder whose bid is lowest in price and which conforms to all the material terms and conditions of the advertisement for bids.

Competitive sealed bids can be used ONLY when the following criteria are met: (1) there are complete, adequate, and realistic specifications or purchase descriptions; (2) there are two or more responsible bidders who are willing and able to compete effectively; (3) the procurement can be made on a firm fixed-price contract and selection of the successful bidder can appropriately be made principally on the basis of price.

When formal advertising is used the following conditions shall be met.

1. The advertisement for bids shall be publicly advertised in accord with State law.
2. The advertisement for bids, including the specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the advertisement.
3. All bids shall be opened publicly at the time and place specified in the advertisement for bids.
4. A firm fixed-price contract award shall be made by written notice to the lowest responsible bidder whose bid conforms to the advertisement for bids. Where specified in the bid documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts shall only be used to determine low bid when prior experience indicates that such discounts are generally taken.
5. Notwithstanding the above, any or all bids may be rejected when there are sound documented business reasons in the best interest of the LCDBG Program.

Competitive Negotiation: Requests for Proposals/Qualification Statements

This method may be used when formal advertising is not appropriate. Architectural and engineering services must be procured via requests for qualification statements; administrative consulting services must be procured via requests for proposals. Other professional services may also be procured by requests for proposals. The following procedures will be used for competitive negotiation:

1. Requests for proposals or qualification statements must be advertised in a newspaper in the nearest metropolitan area in accordance with the rules of the State's LCDBG Program. All submittals will be honored and entered into the competition.
2. The package for proposals or qualification statements shall identify all significant evaluation factors or selection criteria, including the corresponding point system which will be used to rate the proposals/qualification statements.
3. The selecting official (or committee, if one is designated) shall review all proposals and statements received and make a technical evaluation of each. This shall also include a written statement that identifies the basis upon which the selection was made.
4. Contract award will be made to the responsible offerer whose submission is deemed most appropriate to the Rapides Parish Police Jury with consideration for price, qualifications, and other factors set by the local governing body. Unsuccessful offerers shall be notified in writing within ten working days of contract award. Documentation of notification shall be maintained in the contract selection file for the individual project.
5. Following the review of the qualification statements received, the most qualified competitor will be selected to enter into contract negotiation. This shall always include negotiation of price to insure cost reasonableness. At the conclusion of successful negotiation, the competitor shall be invited to enter into a contract.

Noncompetitive Negotiation/Sole Source.

Noncompetitive negotiation shall be used when small purchase, formal advertising, or competitive negotiation procedures are not feasible. Noncompetitive negotiation will involve solicitations of a proposal from only one source. This can also occur if solicitations under the competitive negotiation procedures result in only one proposal or qualification statement. Noncompetitive negotiation shall only be used when written authorization has been obtained from the State's Office of Community Development, with the one exception noted. In order to qualify for this type of procurement, one of the following circumstances must apply:

1. The item or service is available only from a single source;
2. It is determined that a public urgency or emergency exists and the urgency will not permit the delay beyond the time needed to employ one of the other three methods of procurement.
3. After solicitation of a number of sources, competition is determined to be inadequate.

The one exception to this method is that the non-competitive negotiation method may be used, without written authorization from the State, when an areawide planning agency or regional planning and development district is utilized for administrative consulting services.

CONTRACT PRICING

Cost plus percentage of cost and percentage of construction cost methods of contracting MUST NOT be used. The Rapides Parish Police Jury shall perform cost or pricing analysis in connection with EVERY procurement action including contract modifications. Costs or prices based on estimated costs for LCDBG projects shall be allowed only to the extent that the costs incurred or the cost estimates included in negotiated prices are consistent with federal cost principals. Cost reimbursement, fixed price, per diem contracts, or a combination thereof may be utilized as appropriate.

A cost reimbursement type contract is most appropriate when the scope and extent of the work to be performed are not clearly defined. A cost reimbursement contract MUST clearly establish a cost ceiling which may not be exceeded without formally amending the contract, and must identify a fixed dollar profit which may not be increased unless there is a contract amendment which increases the scope of the work.

A fixed price contract is appropriate when the scope of work is very well defined and product oriented. A fixed price contract MUST establish a guaranteed price which may not increase unless there is a contract amendment that increases the scope of the work.

A per diem contract expected to exceed \$10,000 will not be considered unless the Rapides Parish Police Jury has determined that a cost

reimbursable or fixed price contract is not appropriate. Cost and profit included in the per diem rate MUST be specifically negotiated and shown separately in the proposal. The contract must clearly establish a ceiling price which may not be exceeded without formally amending the contract.

The Rapides Parish Police Jury may use a multiplier type of compensation under either the cost reimbursement or fixed price contract. The multiplier and the portions of the multiplier applicable to overhead and profit must be specifically negotiated and separately identified in the contract.

PROCUREMENT RECORDS

The Rapides Parish Police Jury shall maintain records sufficient to detail the history of the procurement. The records shall include the following contract provisions and conditions:

1. Contracts other than small purchase shall contain provisions which allow for administrative, contractual, or legal remedies if contractors violate or breach contract terms, and provide for sanctions and penalties as appropriate.
2. All contracts in excess of \$10,000 shall provide for termination for cause and for convenience by the Rapides Parish Police Jury including the manner in which it will be done and the basis for settlement.
3. All construction contracts and subcontracts in excess of \$10,000 shall include provisions which require compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in DOL regulations (41 CFR Part 60).
4. All contracts and subcontracts for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick-Back" Act (18 USC 874) as supplemented by DOL regulations (29 CFR Part 3).
5. All contracts or subcontracts in excess of \$2,000 for construction or repair shall include a provision for compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by DOL regulations (29 CFR Part 5).
6. All construction or repair contracts or subcontracts in excess of \$2,000, and in excess of \$2,500 for other contracts which involve the employment or mechanics or laborers, shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by DOL regulations (29 CFR Part 5).
7. Each contract shall include a notice of State requirements and regulations pertaining to reporting and patent rights under any contract involving respect to any discovery or invention which arises or is developed in the course of or under such contract, and of the State requirements pertaining to copyrights and rights in data.
8. All negotiated contracts shall include a provision that makes it possible for the State, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, to have access to any books, documents, papers, or records of the contractor/firm which are directly pertinent to the contract, for the purpose of making audit examination excerpts and transcriptions. Further, the contract must include a provision that all required records will be maintained by the contractor/firm for a period of four years after the Rapides Parish Police Jury formally closes out each LCDBG program.
9. All contracts, subcontracts, and subgrants in amounts in excess of \$100,000 shall contain a provision which requires compliance with the requirements of Section 306 of the Clean Air Act (42 USC 1857 h), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
10. Contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
11. The Rapides Parish Police Jury will be permitted to require changes, remedies, changed conditions, access and record retention, and suspension of work clauses approved by the State.

CONTRACT ADMINISTRATION

The Rapides Parish Police Jury shall maintain contract administration systems which insure that contractors/firms perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The accepted performance of contractors/ firms will be a factor in subsequent contract negotiations and award. Remedial action by the Rapides Parish Police Jury through legal processes shall be considered in instances of identified significant nonperformance.

THUS PASSED AND APPROVED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following Citizen Participation Plan for the FY 2004-2005 LCDBG Kelleyland,

Walnut Grove and Airbase Road Area Sewer System Improvements, Phase II, Project was presented and on vote unanimously adopted:

CITIZEN PARTICIPATION PLAN

The Rapides Parish Police Jury has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The Rapides Parish Police Jury is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the Rapides Parish Police Jury shall:

- 1) Provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method of distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
- 2) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 3) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- 4) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- 5) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- 6) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the Rapides Parish Police Jury.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the Rapides Parish Police Jury a minimum of five calendar days prior to the hearing. In addition, notices will also be posted at the Rapides Parish Courthouse and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

I. APPLICATION:

First Notice/Public Hearing

1) The public hearing to address LCDBG application submittal will be held approximately 120 calendar days prior to the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

- a) The amount of funds available for proposed community development;
- b) The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
- c) The plans of the Rapides Parish Police Jury for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the Rapides Parish Police Jury to persons actually displaced as a result of such activities; and

d) The Rapides Parish Police Jury's prior performance of LCDBG programs funded by the State of Louisiana.

In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

Rapides Parish Police Jury
P. O. Box 1150
Alexandria, LA 71309-1150

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a day notice is received by the Rapides Parish Police Jury.

Second Notice

1) Seven calendar days, at a minimum, prior to the deadline for submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

- a) Proposed submittal date of the application;
- b) Proposed objectives;
- c) Proposed activities;
- d) Location of proposed activities;
- e) Dollar amount of proposed activities; and
- f) Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:"

Rapides Parish Police Jury
P. O. Box 1150
Alexandria, LA 71309-1150

Negative comments received will be forwarded immediately to the State Division of Administration or the application will be withdrawn if necessary.

II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the State without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

III. GRANTEE PERFORMANCE

The Rapides Parish Police Jury will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately 30 calendar days prior to the anticipated submittal of close-out documents to the State, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the Rapides Parish Police Jury's LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a 3 day notice is received by the Rapides Parish Police Jury.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

The hearing will be held no sooner than five calendar days from the publication date of said notice.

CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the State may make such objection known to:

Office of Community Development
Division of Administration
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

The State will consider objections made only on the following grounds:

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- 1) The application description of needs and objectives is plainly inconsistent with available facts and data;
- 2) The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- 3) The application does not comply with the requirements set forth in the Final Statement or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the Rapides Parish Police Jury will provide an interpreter for dissemination of information to them providing the Rapides Parish Police Jury is given sufficient notification of 3 day(s).

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the Rapides Parish Police Jury to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the Rapides Parish Police Jury with at least a one week notification. The persons who conduct the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ADEQUATE INFORMATION

The Rapides Parish Police Jury shall provide timely disclosure of records, information and documents related to the LCDBG program activities. Documents will be made available for copying upon request at the Rapides Parish Police Jury, Monday thru Friday, 8:30 a.m. to 4:30 p.m. Such documents may include the following:

- 1) All meetings and promotional materials.
- 2) Records of hearings and meetings.
- 3) All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- 4) Copies of the regulations (final statements) concerning the program.
- 5) Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

CITIZEN COMPLAINT PROCEDURE

SECTION 1

It is the policy of the Rapides Parish Police Jury to review all complaints received by the Rapides Parish Police Jury.

SECTION 2

The following procedures will be followed on all complaints received by the Rapides Parish Police Jury:

- 1) The complainant shall notify the Secretary of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The Secretary will notify the President or designated representative of the complaint within 3 working days.
- 3) The President or designated representative will investigate the complaint and will report the findings to the Secretary within 4 working days.
- 4) The Secretary will notify the complainant of the findings of the President or designated representative in writing or by telephone within 3 working days.
- 5) If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Secretary who will forward the complaint and all actions taken by the President or designated representative to the appropriate police jury committee for their review. This will be accomplished within 5 working days of receipt of the written complaint.

6) The reviewing council committee will have 10 working days to review the complaint and forward their decision to the complainant in writing.

7) If the complainant is aggrieved with the decision of the Committee, he must notify the Secretary in writing that he desires to be afforded a hearing by the Rapides Parish Police Jury. The complainant will be placed on the next regularly scheduled council meeting agenda. The Secretary will notify the complainant in writing of the date of the hearing.

8) The complainant must bring all relevant data, witnesses, etc., to the hearing. The Rapides Parish Police Jury, at the hearing, will review the complaint and forward within 7 days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the Rapides Parish Police Jury will inform complainant of an appropriate date to expect a response. Within 3 working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration
Office of Community Development
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice
Public Protection Division
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

or

Complainant may contact the Louisiana Department of Justice Division directly at the Toll Free Telephone number 1-800-273-5718 or 504-342-7900.

SECTION 4

The Secretary will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the Rapides Parish Police Jury which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the Rapides Parish Police Jury's regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by the Rapides Parish Police Jury in regular session on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following resolution was presented and on vote unanimously adopted:

RESOLUTION

WHEREAS, the Rapides Parish Police Jury has been informed that the State of Louisiana, Division of Administration, Office of Community Development will be accepting applications for the FY 2004/2005 Louisiana Community Development Block Grants (LCDBG); and,

WHEREAS, the Rapides Parish Police Jury acknowledges that the Louisiana Community Development Block Grant Program is an excellent source of funding for needed community improvements; and,

WHEREAS, a public hearing was held by the Rapides Parish Police Jury on July 7, 2003 for the purpose of obtaining views on the housing and community development needs of the Parish; and,

WHEREAS, it was discussed at that certain public hearing the submission of an application for funding under the State of Louisiana FY 2004/2005 Community Development Block Grant Program;

NOW, THEREFORE, BE IT RESOLVED by the Rapides Parish Police Jury in Regular Session convened on the 21st day of July, 2003, that the submission of a grant application is hereby authorized for the fire protection improvements (water) between the Village of Woodworth and the Town of Glenmora Project under the FY 2004/2005 LCDBG Program;

BE IT FURTHER RESOLVED the President of the Rapides Parish Police Jury is authorized to sign the grant application and all related documents required for the submission.

PASSED AND APPROVED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following Procurement Policy for the FY 2004-2005 LCDBG Fire Protection Improvements (water) between Woodworth and Glenmora Project was presented and on vote unanimously adopted:

PROCUREMENT POLICY

These procedures are intended to serve as guidelines for the procurement of supplies, equipment, construction services and professional services for the LCDBG Program. These guidelines meet the standards established in OMB Circular A-102, Attachment O and State requirements.

CODE OF CONDUCT

No employee, officer, or agent of the Rapides Parish Police Jury shall participate in the selection or in the award or administration of a contract supported by LCDBG funds if a conflict of interest, real or apparent, would be involved. Such a conflict could arise if the employee, officer or agent; any member of his/her immediate family; his/her partner; or an organization which employs or is about to employ any of the above, has a financial or other interest in the firm selected for award.

No officer, employee or agent of the Rapides Parish Police Jury shall solicit or accept gratuities, favors or anything of monetary value from contractors or firms, potential contractors or firms, or parties to subagreements, except where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value.

Any alleged violations of these standards of conduct shall be referred to the District Attorney. Where violations appear to have occurred, the offending employee, officer or agent shall be subject to disciplinary action, including but not limited to dismissal or transfer; where violations or infractions appear to be substantial in nature, the matter may be referred to the appropriate officials for criminal investigation and possible prosecution.

PROCUREMENT PROCEDURES

The director or supervisor of each department or agency of the Rapides Parish Police Jury responsible for procurement of services, supplies, equipment, or construction obtained with LCDBG funds shall review all proposed procurement actions to avoid the purchase of unnecessary or duplicative items. Such reviews shall consider consolidation or breaking out to obtain a more economical purchase. When determined appropriate by the Director or Supervisor, an analysis to determine which approach would be the most economical shall be undertaken.

The Rapides Parish Police Jury shall take affirmative steps to assure that small and minority firms and women-owned business enterprises are solicited whenever they are potential qualified sources. The Rapides Parish Police Jury shall also consider the feasibility of dividing total requirements into smaller tasks or quantities so as to permit maximum participation by small and minority firms and women's business enterprises. Where permitted by regulations, delivery schedules will be developed which will include participation by such businesses.

The Rapides Parish Police Jury shall assist the prime contractor whenever possible by providing copies of lists which identify qualified small and minority firms, women's business enterprises, and labor surplus area firms.

SELECTION PROCEDURES

ALL procurement carried out with LCDBG funds, where the Rapides Parish Police Jury is a direct party, shall be carried out in a manner that provides maximum free and open competition. Procurement procedures will not restrict or eliminate competition. The Rapides Parish Police Jury shall not place unreasonable requirements on firms in order for them to qualify to do business. Nor will the Rapides Parish Police Jury encourage or participate in noncompetitive practices among firms. The Rapides Parish Police Jury is alert to organizational conflicts which would jeopardize the negotiation process and limit competition. The Rapides Parish Police Jury will not require unnecessary experience or bonding requirements.

Pursuant to State law, all solicitations of offers shall incorporate a clear accurate description of the technical requirements for the material, service, or product to be procured. In competitive procurements, these descriptions shall not contain features which unduly limit competition. The description may include a statement of the qualitative nature of the material, product, or service and the minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications shall be avoided whenever possible. A "brand name or equal" description may be used to define the performance or other salient requirements of a procurement. The specific features of the named brand which must be met by offerers shall be clearly stated.

All solicitations of offers shall clearly set forth all requirements which offerers must fulfill and all other factors to be used in evaluating bids, proposals, or statements of qualifications.

Contracts shall be awarded only to responsible contractors/firms that possess the potential ability to perform successfully under the terms and conditions of the proposed procurement.

Consideration shall be given to such factors as the contractor's/firm's capacity, integrity, compliance with public policy, record of past performance, and financial and technical resources.

METHODS OF PROCUREMENT

Direct procurement by the Rapides Parish Police Jury shall be made by using one of the following methods depending on the type of service to be procured.

Small Purchase Procedures.

Relatively simple, informal procurement procedures will be used where the purchase of materials, supplies, equipment, and/or other property will not cost in the aggregate more than \$15,000, and for construction with a cost of less than \$100,000, except where further limited by State law or LCDBG policy. The small purchase procedure can also be utilized to procure administrative consulting and other professional services costing less than \$100,000; the only exception to professional services is for architectural/engineering services which must be procured through competitive negotiation. The procurement officer must obtain a minimum of three oral or written price or rate quotations from qualified sources. Documentation on all quotations received (whether oral or written) shall be made a part of the file.

Competitive Sealed Bids/Formal Advertising.

Under this procedure bids are publicly advertised in accordance with the State's Public Bid Law. A firm fixed price contract (either lump sum or unit price) shall be awarded to the responsible bidder whose bid is lowest in price and which conforms to all the material terms and conditions of the advertisement for bids.

Competitive sealed bids can be used ONLY when the following criteria are met: (1) there are complete, adequate, and realistic specifications or purchase descriptions; (2) there are two or more responsible bidders who are willing and able to compete effectively; (3) the procurement can be made on a firm fixed-price contract and selection of the successful bidder can appropriately be made principally on the basis of price.

When formal advertising is used the following conditions shall be met.

1. The advertisement for bids shall be publicly advertised in accord with State law.
2. The advertisement for bids, including the specifications and pertinent attachments, shall clearly define the items or services needed in order for the bidders to properly respond to the advertisement.
3. All bids shall be opened publicly at the time and place specified in the advertisement for bids.
4. A firm fixed-price contract award shall be made by written notice to the lowest responsible bidder whose bid conforms to the advertisement for bids. Where specified in the bid documents, factors such as discounts, transportation costs, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts shall only be used to determine low bid when prior experience indicates that such discounts are generally taken.
5. Notwithstanding the above, any or all bids may be rejected when there are sound documented business reasons in the best interest of the LCDBG Program.

Competitive Negotiation: Requests for Proposals/Qualification Statements

This method may be used when formal advertising is not appropriate. Architectural and engineering services must be procured via requests for qualification statements; administrative consulting services must be procured via requests for proposals. Other professional services may also be procured by requests for proposals. The following procedures will be used for competitive negotiation:

1. Requests for proposals or qualification statements must be advertised in a newspaper in the nearest metropolitan area in accordance with the rules of the State's LCDBG Program. All submittals will be honored and entered into the competition.
2. The package for proposals or qualification statements shall identify all significant evaluation factors or selection criteria, including the corresponding point system which will be used to rate the proposals/qualification statements.
3. The selecting official (or committee, if one is designated) shall review all proposals and statements received and make a technical

evaluation of each. This shall also include a written statement that identifies the basis upon which the selection was made.

4. Contract award will be made to the responsible offerer whose submission is deemed most appropriate to the Rapides Parish Police Jury with consideration for price, qualifications, and other factors set by the local governing body. Unsuccessful offerers shall be notified in writing within ten working days of contract award. Documentation of notification shall be maintained in the contract selection file for the individual project.

5. Following the review of the qualification statements received, the most qualified competitor will be selected to enter into contract negotiation. This shall always include negotiation of price to insure cost reasonableness. At the conclusion of successful negotiation, the competitor shall be invited to enter into a contract.

Noncompetitive Negotiation/Sole Source.

Noncompetitive negotiation shall be used when small purchase, formal advertising, or competitive negotiation procedures are not feasible. Noncompetitive negotiation will involve solicitations of a proposal from only one source. This can also occur if solicitations under the competitive negotiation procedures result in only one proposal or qualification statement. Noncompetitive negotiation shall only be used when written authorization has been obtained from the State's Office of Community Development, with the one exception noted. In order to qualify for this type of procurement, one of the following circumstances must apply:

1. The item or service is available only from a single source;
2. It is determined that a public urgency or emergency exists and the urgency will not permit the delay beyond the time needed to employ one of the other three methods of procurement.
3. After solicitation of a number of sources, competition is determined to be inadequate.

The one exception to this method is that the non-competitive negotiation method may be used, without written authorization from the State, when an areawide planning agency or regional planning and development district is utilized for administrative consulting services.

CONTRACT PRICING

Cost plus percentage of cost and percentage of construction cost methods of contracting MUST NOT be used. The Rapides Parish Police Jury shall perform cost or pricing analysis in connection with EVERY procurement action including contract modifications. Costs or prices based on estimated costs for LCDBG projects shall be allowed only to the extent that the costs incurred or the cost estimates included in negotiated prices are consistent with federal cost principals. Cost reimbursement, fixed price, per diem contracts, or a combination thereof may be utilized as appropriate.

A cost reimbursement type contract is most appropriate when the scope and extent of the work to be performed are not clearly defined. A cost reimbursement contract MUST clearly establish a cost ceiling which may not be exceeded without formally amending the contract, and must identify a fixed dollar profit which may not be increased unless there is a contract amendment which increases the scope of the work.

A fixed price contract is appropriate when the scope of work is very well defined and product oriented. A fixed price contract MUST establish a guaranteed price which may not increase unless there is a contract amendment that increases the scope of the work.

A per diem contract expected to exceed \$10,000 will not be considered unless the Rapides Parish Police Jury has determined that a cost reimbursable or fixed price contract is not appropriate. Cost and profit included in the per diem rate MUST be specifically negotiated and shown separately in the proposal. The contract must clearly establish a ceiling price which may not be exceeded without formally amending the contract.

The Rapides Parish Police Jury may use a multiplier type of compensation under either the cost reimbursement or fixed price contract. The multiplier and the portions of the multiplier applicable to overhead and profit must be specifically negotiated and separately identified in the contract.

PROCUREMENT RECORDS

The Rapides Parish Police Jury shall maintain records sufficient to detail the history of the procurement. The records shall include the following contract provisions and conditions:

1. Contracts other than small purchase shall contain provisions which allow for administrative, contractual, or legal remedies if contractors violate or breach contract terms, and provide for sanctions and penalties as appropriate.

2. All contracts in excess of \$10,000 shall provide for termination for cause and for convenience by the Rapides Parish Police Jury including the manner in which it will be done and the basis for settlement.
3. All construction contracts and subcontracts in excess of \$10,000 shall include provisions which require compliance with Executive Order 11246, Equal Employment Opportunity, as amended by Executive Order 11375, and as supplemented in DOL regulations (41 CFR Part 60).
4. All contracts and subcontracts for construction or repair shall include a provision for compliance with the Copeland "Anti-Kick-Back" Act (18 USC 874) as supplemented by DOL regulations (29 CFR Part 3).
5. All contracts or subcontracts in excess of \$2,000 for construction or repair shall include a provision for compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by DOL regulations (29 CFR Part 5).
6. All construction or repair contracts or subcontracts in excess of \$2,000, and in excess of \$2,500 for other contracts which involve the employment of mechanics or laborers, shall include a provision for compliance with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 USC 327-330) as supplemented by DOL regulations (29 CFR Part 5).
7. Each contract shall include a notice of State requirements and regulations pertaining to reporting and patent rights under any contract involving respect to any discovery or invention which arises or is developed in the course of or under such contract, and of the State requirements pertaining to copyrights and rights in data.
8. All negotiated contracts shall include a provision that makes it possible for the State, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, to have access to any books, documents, papers, or records of the contractor/firm which are directly pertinent to the contract, for the purpose of making audit examination excerpts and transcriptions. Further, the contract must include a provision that all required records will be maintained by the contractor/firm for a period of four years after the Rapides Parish Police Jury formally closes out each LCDBG program.
9. All contracts, subcontracts, and subgrants in amounts in excess of \$100,000 shall contain a provision which requires compliance with the requirements of Section 306 of the Clean Air Act (42 USC 1857 h), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
10. Contracts shall recognize mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
11. The Rapides Parish Police Jury will be permitted to require changes, remedies, changed conditions, access and record retention, and suspension of work clauses approved by the State.

CONTRACT ADMINISTRATION

The Rapides Parish Police Jury shall maintain contract administration systems which insure that contractors/firms perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. The accepted performance of contractors/ firms will be a factor in subsequent contract negotiations and award. Remedial action by the Rapides Parish Police Jury through legal processes shall be considered in instances of identified significant nonperformance.

THUS PASSED AND APPROVED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following Citizen Participation Plan for the FY 2004-2005 LCDBG Fire Protection Improvements (water) between Woodworth and Glenmora Project was presented and on vote unanimously adopted:

CITIZEN PARTICIPATION PLAN

The Rapides Parish Police Jury has adopted the following Citizen Participation Plan to meet the citizen participation requirements of Section 508 of the Housing and Community Development Act of 1974, as amended. The Rapides Parish Police Jury is committed through adoption of this plan to full and total involvement of all residents of the community in the composition, implementation and assessment of its Louisiana Community Development Block Grant (LCDBG) Program. Attempts will be made to reach all citizens, with particular emphasis on participation by persons of low and moderate income, residents of slum and blighted areas and of areas in which funds are proposed to be used. A copy of this plan will be made available to the public upon request.

As part of the citizen participation requirements and to maximize citizen interaction, the Rapides Parish Police Jury shall:

- 1) Provide citizens with reasonable and timely access to local meetings, information and records relating to the State's proposed method of

distribution, as required by the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;

- 2) Provide for public hearings to obtain views and respond to proposals and questions at all stages of the community development program. These hearings will consist of the development of needs and proposed activities and review of program performance. These hearings will be held after adequate notice, a minimum of five calendar days, at times and locations convenient to potential or actual beneficiaries with accommodations for persons with disabilities;
- 3) Provide for and encourage citizen participation with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
- 4) Provide for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals;
- 5) Where applicable, identify how the needs of non-English speaking residents will be met in the case of public hearings; and
- 6) Provide for a formal written procedure which will accommodate a timely written response, within fifteen days where practicable, to written complaints and grievances.

Written minutes of the hearings and an attendance roster will be maintained by the Rapides Parish Police Jury.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the Rapides Parish Police Jury a minimum of five calendar days prior to the hearing. In addition, notices will also be posted at the Rapides Parish Courthouse and the hearing will be publicized through local community organizations, i.e., churches, clubs, etc., and/or dissemination of leaflets in the target area. Hearings will be held at times and locations convenient to potential or actual beneficiaries with accommodations for individuals with disabilities and non-English speaking persons. Whenever possible these hearings will be held within or near the target areas, at times affording participation by the most affected residents.

I. APPLICATION:

First Notice/Public Hearing

1) The public hearing to address LCDBG application submittal will be held approximately 120 calendar days prior to the deadline for submission of the application for the current funding cycle. The Citizen Participation Plan will be available at the hearing. The public notice for this hearing will state that the following will be discussed:

- a) The amount of funds available for proposed community development;
- b) The range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income;
- c) The plans of the Rapides Parish Police Jury for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the Rapides Parish Police Jury to persons actually displaced as a result of such activities; and
- d) The Rapides Parish Police Jury's prior performance of LCDBG programs funded by the State of Louisiana.

In addition, the notice shall state that all citizens, particularly low and moderate income residents of slum and blighted areas, are encouraged to submit their views and proposals regarding community development and housing needs. Those citizens unable to attend this hearing may submit their views and proposals to:

Rapides Parish Police Jury
P. O. Box 1150
Alexandria, LA 71309-1150

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a day notice is received by the Rapides Parish Police Jury.

Second Notice

1) Seven calendar days, at a minimum, prior to the deadline for submittal of the application, a second notice shall appear in the official journal informing the citizens of the following:

- a) Proposed submittal date of the application;
- b) Proposed objectives;
- c) Proposed activities;
- d) Location of proposed activities;
- e) Dollar amount of proposed activities; and
- f) Location and hours available for application review.

In addition, the notice shall state "all citizens, particularly those affected by the proposed project, are encouraged to review the proposed application and submit any written comments on the application to:"

Rapides Parish Police Jury
P. O. Box 1150
Alexandria, LA 71309-1150

Negative comments received will be forwarded immediately to the State Division of Administration or the application will be withdrawn if necessary.

II. AMENDMENTS

Program amendments, which substantially alter the LCDBG project from that approved in the original application, shall not be submitted to the State without holding one public hearing in accordance with the procedures outlined within this Citizen Participation Plan. Minutes of the hearing will be submitted with the request for the amendment. All interested citizens, particularly the low and moderate income, elderly, handicapped, and residents of the project area, shall be made aware and have the opportunity to comment on proposed amendments and/or submit alternative measures.

III. GRANTEE PERFORMANCE

The Rapides Parish Police Jury will hold one performance hearing to solicit the public's opinion of the effectiveness of the LCDBG Program. The manner of notification will be the same as previously described for all public hearings. Notification will be made in the official journal approximately 30 calendar days prior to the anticipated submittal of close-out documents to the State, and will indicate the date, time, and place of the performance hearing, and invite comments and opinions on the LCDBG activities implemented under the Rapides Parish Police Jury's LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a 3 day notice is received by the Rapides Parish Police Jury.

This notice shall invite all interested parties, particularly those low to moderate income residents in the target area to attend.

The hearing will be held no sooner than five calendar days from the publication date of said notice.

CONSIDERATION OF OBJECTION TO APPLICATION

Persons wishing to object to approval of an application by the State may make such objection known to:

Office of Community Development
Division of Administration
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

The State will consider objections made only on the following grounds:

- 1) The application description of needs and objectives is plainly inconsistent with available facts and data;
- 2) The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and
- 3) The application does not comply with the requirements set forth in the Final Statement or other applicable laws.

Such objections should include both an identification of the requirements not met and, in the case of objections relative to (1) above, the complainant must supply the data upon which he/she relied upon to support his/her objection.

BILINGUAL

Whenever a significant number of persons and/or residents of blighted neighborhoods communicate with a primary language other than English attend public hearings, the Rapides Parish Police Jury will provide an interpreter for dissemination of information to them providing the Rapides Parish Police Jury is given sufficient notification of 3 day(s).

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the Rapides Parish Police Jury to any citizen, particularly to low and moderate income persons, residents of blighted neighborhoods and minorities, who request assistance in the development of proposals and statement of views concerning the LCDBG Program. The local officials, administrator and engineer will conduct informational meetings with the residents of the low to moderate income areas if a written request is received by the Rapides Parish Police Jury with at least a one week notification. The persons who conduct the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ADEQUATE INFORMATION

The Rapides Parish Police Jury shall provide timely disclosure of records, information and documents related to the LCDBG program activities. Documents will be made available for copying upon request at the Rapides Parish Police Jury, Monday thru Friday, 8:30 a.m. to 4:30 p.m. Such documents may include the following:

- 1) All meetings and promotional materials.
- 2) Records of hearings and meetings.
- 3) All key documents, including prior applications, letters, grant agreements, citizen participation plans, and proposed applications.
- 4) Copies of the regulations (final statements) concerning the program.
- 5) Documents regarding other important requirements, such as Procurement Procedures, Fair Housing, Equal Employment Opportunity, Uniform Act, Labor Provisions and Environmental Procedures.

CITIZEN COMPLAINT PROCEDURE

SECTION 1

It is the policy of the Rapides Parish Police Jury to review all complaints received by the Rapides Parish Police Jury.

SECTION 2

The following procedures will be followed on all complaints received by the Rapides Parish Police Jury:

- 1) The complainant shall notify the Secretary of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The Secretary will notify the President or designated representative of the complaint within 3 working days.
- 3) The President or designated representative will investigate the complaint and will report the findings to the Secretary within 4 working days.
- 4) The Secretary will notify the complainant of the findings of the President or designated representative in writing or by telephone within 3 working days.
- 5) If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Secretary who will forward the complaint and all actions taken by the President or designated representative to the appropriate police jury committee for their review. This will be accomplished within 5 working days of receipt of the written complaint.
- 6) The reviewing council committee will have 10 working days to review the complaint and forward their decision to the complainant in writing.
- 7) If the complainant is aggrieved with the decision of the Committee, he must notify the Secretary in writing that he desires to be afforded a hearing by the Rapides Parish Police Jury. The complainant will be placed on the next regularly scheduled council meeting agenda. The Secretary will notify the complainant in writing of the date of the hearing.
- 8) The complainant must bring all relevant data, witnesses, etc., to the hearing. The Rapides Parish Police Jury, at the hearing, will review the complaint and forward within 7 days a certified copy of the minutes of the meeting at which the hearing was conducted and a decision was rendered to the complainant. If a decision is not reached at the hearing, the Rapides Parish Police Jury will inform complainant of an appropriate date to expect a response. Within 3 working days of reaching a decision, the complainant will be notified in writing of the decision.

Complaints concerning the general administration of the LCDBG Program may be submitted in writing directly to the:

Division of Administration

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Office of Community Development
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

SECTION 3

All citizen complaints relative to Fair Housing/Equal Opportunity violations alleging discrimination shall be forwarded for disposition to the:

Louisiana Department of Justice
Public Protection Division
Post Office Box 94095
Baton Rouge, Louisiana 70804-9095

The complainant will be notified in writing within 10 days that, due to the nature of the complaint, it has been forwarded to the Louisiana Department of Justice.

or

Complainant may contact the Louisiana Department of Justice Division directly at the Toll Free Telephone number 1-800-273-5718 or 504-342-7900.

SECTION 4

The Secretary will maintain a file for the purpose of keeping reports of complaints.

SECTION 5

This policy does not invalidate nor supersede the personnel or other policies of the Rapides Parish Police Jury which are currently adopted, but is intended to serve as a guide for complaints.

SECTION 6

This policy may be amended by a majority vote at any of the Rapides Parish Police Jury's regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by the Rapides Parish Police Jury in regular session on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to appoint a five member selection review committee for engineers and consultant for the FY 2004-2005 LCDBG application, to be composed of the Police Jury President, Treasurer, Public Works Director, Police Juror of the District in which the CDBG Project is located and the Grants Committee Chairman. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following Selection Criterias for Engineers and Administrative Consultants for the FY 2004-2005 LCDBG applications were presented and on vote unanimously adopted:

ADMINISTRATIVE CONSULTANT SELECTION CRITERIA

All responses to the proposal will be evaluated according to the following criteria and corresponding point system. The proposal will be evaluated on the basis of written materials. Sufficient information must be included in the proposal to assure that the correct number of points is assigned. Incomplete or incorrect information may result in a lower score.

1. Required Price Consideration (10 pts.)

The lowest priced proposal will receive the maximum points for price. Other, more expensive proposals will receive reduced amounts of points awarded for price based on the following formula with rounding to the nearest tenth.

$$\frac{\text{Lowest Proposal}}{\text{More expensive proposal}} \times \text{Total Possible Pts.} = \text{Pts. Allocated to expensive proposal}$$

2. Educated background of project manager who will be assigned to project; the highest level attained will receive the assigned number of points shown for that level (10 pts.)

High School diploma 2 pts.
College Degree 10 pts.
Masters or Ph.D 10 pts.

3. Firms experience in administering LCDBG projects during the last four calendar years; identify by type and name of locality receiving grant (25 pts.)

Administering no LCDBG projects 0 pts.
Administering 1-15 LCDBG projects 10 pts.
Administering more than 15 LCDBG projects 25 pts.

4. Attributes of the firm Length of time the firm has been in adm. business (15 pts.)

less than five years 0 pts.
5 to 10 years 10 pts.
over 10 years 15 pts.

Understanding of the project applied for (15 pts.)
Full understanding 15 pts.
Acceptable understanding 5 pts.
Unacceptable understanding 0 pts.
Satisfactory previous experience with the community (25 pts.)
Very satisfactory 25 pts.
Satisfactory 10 pts.
Unsatisfactory 0 pts.

TOTAL PTS. REQUIRED AND OPTIONAL CONSIDERATION 100 PTS.

ENGINEERS SELECTION CRITERIA

Respondents will be evaluated on the basis of the written materials submitted and according to the following factors:

- 1. Experience of the firm with this type of construction project under the LCDBG program during the past six calendar years (20 pts.)**
No previous experience 0 pts.
Under contract with 1-10 grantees 10 pts.
Under contract with more Than 10 grantees 20 pts.
- 2. Proximity of firm to local governing body (5 pts)**
Less that 60 miles away 5 pts.
More that 60 miles away 0 pts.
- 3. Attributes of the firm**
Length of time the firm has been in business (15 pts.)
Less that 5 years 5 pts.
5 to 10 years 10 pts.
Over 10 years 15 pts.
Understanding of the project applied for (35 pts.):
Full understanding 35 pts.
Satisfactory 20 pts.
Unsatisfactory 0 pts.
Satisfactory previous experience with government body (25 pts.):
Very Satisfactory 25 pts.
Satisfactory 10 pts.
Unsatisfactory 0 pts.

In the event of a tie, the firm which has the most knowledge of the specific problem associated with the proposed project will be chosen, such knowledge must have been obtained by previous experience with the local governing body regarding the affected infrastructure.

The selection of finalist to be interviewed, if any is required, will be based on as evaluation of the written responses. The award will be made to the most qualified offerer whose qualification statement if deemed most advantageous to the community, all factors considered. Unsuccessful offerers will be notified as soon as possible.
THUS PASSED AND APPROVED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to receive the proposed Rapides Parish Litter Reduction Ordinance as drafted by Legal Counsel and lay over for thirty days for review prior to adoption. On vote the motion carried.

The President asked the Police Jurors to review the provisions of the proposal prior to next month's meetings.

The next agenda item was to receive a report from the Public Works Director on the cost of bushhogs for monies to be budgeted to purchase several, as deferred from the Health Committee meeting of July 7, 2003.

Mr. Eric Duck, Public Works Director, advised that most of the bushhogs have been repaired, but extra equipment would be beneficial because of the delays experienced when ordering repair parts.

On motion by Mr. Steve Bordelon, seconded by Mr. Theodore Fountaine, to bring back the subject of purchasing additional bushhogs at the committee meetings to be held in thirty days. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize Mr. James Foster, at 8462 LA 1 North, Boyce, as a Hardship Case, pending proper certification. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the President to sign a contract between the Rapides Parish Police Jury and the Department of Public Safety and Corrections/Office of Youth Development to allow the Court to participate in the Title IV-E Federal Foster Care Reimbursement Program, as requested by Judge Rae Swent. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following ordinance was presented, as recommended by the Subdivision Ordinance Review Committee, and on vote unanimously adopted:

ORDINANCE

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AN ORDINANCE TO AMEND AND REENACT SECTION 22-3 OF THE RAPIDES PARISH CODE OF ORDINANCES SO AS TO REPEAL THE EXEMPTION OF THE DIVISION OR PARTITION OF A TRACT OF LAND INTO PARCELS OF TEN OR MORE ACRES NOT INVOLVING ANY NEW PUBLIC THOROUGHFARES, STREETS OR ROADS

BE IT ORDAINED by the Rapides Parish Police Jury in Regular Session convened on this 21st day of July, 2003, that Section 22-3 Authority and Purpose of the Subdivision Regulations of the Rapides Parish Code of Ordinances is hereby amended and reenacted as follows:

Chapter 22. Subdivisions

ARTICLE I. GENERAL PROVISIONS

...

Sec. 22-3. Authority and purpose.

In accordance with provisions of Louisiana R.S. 33:101, et seq., and particularly Louisiana R.S. 33:112 thereof, and in order to promote the health, safety, convenience and general welfare of the community, these regulations are adopted for the following purposes, among others:

- (a) The establishment of minimum standards of subdivision design which will encourage the development of sound and economically stable areas within Rapides Parish.
- (b) The provision of the proper arrangement and width of streets in relation to other existing or planned streets and to the major street plan, which will prevent traffic hazards and congestion and provide safe and convenient traffic circulation.
- (c) The prevention of sanitation and health hazards, especially in those subdivisions with lots to be served by individual water supply and individual waste disposal systems.
- (d) To provide for adequate and convenient spaces for traffic, vehicular parking, utilities, access of fire-fighting apparatus, recreation, light and air for the avoidance of congestion of population.
- (e) To minimize flooding and insure proper water management.

These regulations shall not apply to:

- (1) Land in subdivision previously recorded, except in the case of resubdivision;
- (2) The subdivision of land to be used for orchards, forestry or the raising of crops;
- (3) Small parcels of land sold to or exchanged between adjoining property owners, where such sale or exchange does not create additional lots.
- (4) The division or partition of a tract of land for sale to, or exchange with, or use by immediate family members not involving any new public thoroughfares, streets, or roads. However, the regulations shall apply if the division or partition involves more than four immediate family members per ten acres or if the division or partition involves persons that are not immediate family members.

...

BE IT FURTHER ORDAINED in all other respects Chapter 22 of the Rapides Parish Code of Ordinances shall remain unchanged.

THUS DONE AND SIGNED on this 21st day of July, 2003.

The following resolution was offered by Mr. Theodore Fountaine and seconded by Mr. Don Wilmore:

RESOLUTION

A resolution approving the issuance, sale and delivery by the Rapides Finance Authority of not exceeding Ten Million Dollars (\$10,000,000) of Single Family Mortgage Revenue Bonds (GNMA and Fannie Mae Mortgage-Backed Securities Program), Series 2003A and not exceeding Fifteen Million Dollars (\$15,000,000) of Single Family Mortgage Revenue Refunding Bonds (GNMA and Fannie Mae Mortgage-Backed Securities Program), Series 2003B, one or more subseries, and the public hearing held on July 21, 2003, concerning the issuance of the Bonds; and providing for other matters in connection therewith.

WHEREAS, the Rapides Finance Authority (the "Authority") proposes to issue not exceeding Ten Million Dollars (\$10,000,000) of Single Family Mortgage Revenue Bonds (GNMA and Fannie Mae Mortgage-Backed Securities Program), Series 2003 A (the "Series 2003A Bonds") and not exceeding Fifteen Million Dollars (\$15,000,000) of Single Family Mortgage Revenue Refunding Bonds (GNMA and Fannie Mae Mortgage-Backed Securities Program), Series 2003B, in one or more subseries (the "Series 2003B Refunding Bonds," and, together with the Series 2003A Bonds, the "Bonds") for the purpose of providing funds to finance mortgage loans in the Parish of Rapides, Louisiana, to be originated by participating mortgage lenders and/or purchasing mortgage-backed securities issued by Fannie Mae and/or the Government National Mortgage Association backed by mortgage loans originated by participating lenders and to pay cost of issuance of the Bonds; and

WHEREAS, the Authority has requested that this Police Jury approve the issuance, sale and delivery of said Bonds of the Authority; and

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WHEREAS, as required by Article VI, Section 15 of the Constitution of the State of Louisiana 1974, it is now the desire of this Police Jury to approve the issuance of said Bonds of the Authority; and

WHEREAS, the provisions of Section 147 (f) of the Internal Revenue Code of 1986, as amended (the "Code") require that an applicable elected representative of a governmental unit approve the issuance of obligations after a public hearing following reasonable public notice (the "TEFRA hearing"); and

WHEREAS, a notice of public hearing was published on July 3, 2003, in The Town Talk, a daily newspaper of general circulation, published in Alexandria, Parish of Rapides, State of Louisiana, in a manner sufficient to inform the public of the subject, date, and place of such public hearing; and

WHEREAS, pursuant to the terms of the notice, a public hearing was held on behalf of the Authority at the Rapides Parish Courthouse, 701 Murray Street, Policy Jury Committee Meeting Room, 2nd Floor, Alexandria, Louisiana, at 10:00 a.m. on July 21, 2003, at which public hearing no objections were received with respect to the issuance of the Bonds; and

WHEREAS, this Police Jury has received a report from the Authority on the events that occurred at such public hearings; and

WHEREAS, this Police Jury is the elected legislative body of the Parish of Rapides, on behalf of which it may be considered that the Authority will issue the Bonds (by virtue of the fact that it appoints the members of the governing authority of the Authority) and this Police Jury desires, in accordance with the requirements of the Code and Louisiana law to approve the TEFRA hearing and to approve the sale and issuance of Bonds;

NOW, THEREFORE, BE IT RESOLVED, by the Police Jury of the Parish of Rapides, State of Louisiana, that:

SECTION 1. In compliance with the provisions of Article VI, Section 15 of the Constitution of the State of Louisiana of 1974, and in accordance with the request of the Board of Trustees of the Rapides Finance Authority, this Police Jury hereby approves the issuance, sale and delivery of not exceeding Ten Million Dollars (\$10,000,000) of Single Family Mortgage Revenue Bonds (GNMA and Fannie Mae Mortgage-Backed Securities Program), Series 2003A, to mature over a period not exceeding thirty-four (34) years and to bear interest at a rate not exceeding seven percent (7%) per annum, and not exceeding Fifteen Million Dollars (\$15,000,000) of Single Family Mortgage Revenue Refunding Bonds (GNMA and Fannie Mae Mortgage-Backed Securities Program), Series 2003B, to mature over a period not exceeding thirty-four (34) years and to bear interest at a rate not exceeding seven percent (7%) per annum.

SECTION 2. The bonds shall be solely the special and limited obligations of the Authority and not the State of Louisiana or the Parish of Rapides, Louisiana and shall be payable solely from the trust estate pledged under a Trust Indenture pursuant to which the Series 2003A Bonds will be issued, between the Authority and Hancock Bank of Louisiana, as trustee (the "Trustee"), and an Indenture of Trust pursuant to which the Series 2003B Refunding Bonds will be issued, between the Authority and the Trustee. The Parish of Rapides and this Police Jury shall not be liable in any manner for the payment of said Bonds, and no funds of the Parish or the Police Jury shall be pledged to the payment thereof.

SECTION 3. The issuance of the Bonds by the Authority for the hereinabove described purposes, and the TEFRA hearing held on July 21, 2003, with respect thereto, is hereby approved.

SECTION 4. This Police Jury shall under no circumstances incur, be liable for, or accept any financial obligation in connection with the issuance of the Bonds, and the Bonds shall never constitute an indebtedness or pledge of the general credit of the Parish of Rapides or the State of Louisiana.

This Resolution having been submitted to a vote thereon was as follows:

YEAS: Richard W. Billings, Ezra L. Reed, Davron "Bubba" Moreau, Steve P. Bordelon, Theodore Fountaine Jr., Donald H. Wilmore, Joe Fuller, Richard L. Nunnally, and Scott Perry Jr.

NAYS: None.

ABSENT: None.

ABSTAINING: None.

And the Resolution was declared adopted on this, the 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize to pay the invoice in the amount of \$5,473 to Pan American Engineers for the construction project for Fire District No. 2. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to amend the Fixed Asset Inventory Policy to reflect recommendations from the

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Louisiana Legislative Auditor's Office and our current auditors Payne, Moore and Herrington, LLP for the year 2003:

	Tracking and <u>Inventory</u> Internal Control	Capitalize and <u>Depreciate</u> External Reporting
Land	\$1	Capitalize Only
Land Improvements	\$1	\$ 25,000
Building	\$1	\$ 50,000
Building Improvements	\$1	\$ 50,000
Construction in Progress	\$1	Capitalize Only
Machinery and Equipment	\$1,000	\$ 5,000
Vehicle	\$1,000	\$ 5,000
Infrastructure	\$50,000	\$250,000

On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following ordinance was presented, as recommended by the Treasurer and Purchasing Agent, and on vote unanimously adopted:

ORDINANCE

AN ORDINANCE TO AMEND AND REENACT SECTION 2-91 ET SEQ. PURCHASING PROCEDURES OF THE RAPIDES PARISH CODE OF ORDINANCES

BE IT ORDAINED by the Rapides Parish Police Jury in Regular Session convened on the 21st day of July, 2003, that Section 2-91 et seq. is hereby amended and reenacted to read as follows:

CHAPTER 2. ADMINISTRATION

ARTICLE VI. PURCHASING PROCEDURES

Sec. 2-91. Intent; applicability.

It is intended to establish prudent safeguards to protect the financial condition of the parish and provide procedures for purchasing which promote fair and equitable competition among those businesses and individuals desiring to supply materials, supplies, and services to the parish. All departments and budget units of the parish are required to observe and be guided by the following specific directives.

Sec. 2-92. Small purchases.

Any procurement not exceeding seventy-five hundred dollars (\$7,500.00) may be made in accordance with the following small purchase procedures, except that procurement requirements shall not be artificially divided so as to constitute a small purchase:

a. Purchases under five hundred dollars (\$500.00): For purchases under five hundred dollars (\$500.00), draw from inventory, if in stock. If not, purchase may be made without competitive bidding.

b. Purchases over five hundred dollars (\$500.00) but under seven thousand five hundred dollars (\$7,500.00): Purchases over five hundred dollars (\$500.00) but under seven thousand five hundred dollars (\$7,500.00) shall be made after attempting to obtain telephone, facsimile, or written quotations from a minimum of three (3) vendors. Quotations received will be recorded on the requisition form in the space provided.

The above MAY be accomplished at the departmental level and forwarded to purchasing for a purchase order and procurement. Requisitions received by purchasing without sufficient competitive quotations will be delayed until quotations are obtained by purchasing or approved for purchase without further competition for reasons acceptable to the purchasing department. The decisions as to what method will be used to obtain quotation will be made by the Purchasing Agent and will be based on the nature of the purchase, time available, availability of the catalogs and other published sources of market price information, and other factors.

Sec. 2-93. Medium purchases.

Purchases over seven thousand five hundred dollars (\$7,500.00) but less than fifteen thousand dollars (\$15,00.00):

Any procurement over seventy-five hundred dollars (\$7,500.00) but less than fifteen thousand dollars (\$15,000.00) shall be made by obtaining not less than three (3) written, telephone or facsimile quotations. A written confirmation of the accepted offer shall be obtained and made a part of the purchase file. If quotation lower than the accepted quotation is received, the reasons for their rejection shall be recorded in the purchase file. (R.S. 38:2212)

The above MAY be accomplished at the departmental level and forwarded to purchasing for a purchase order and procurement. Requisitions received by purchasing without sufficient competitive quotations will be delayed until quotations are obtained by purchasing or approved for purchase without further competition for reasons acceptable to the purchasing department. The decisions as to what method will be used to obtain quotation will be made by the Purchasing Agent and will be based on the nature of the purchase, time available, availability of the catalogs and other published sources of market price information, and other factors.

Each department head who is accountable to the police jury shall send a letter to the police jury or the president of the police jury when an expenditure of five thousand dollars (\$5,000.00) or over is made (per

resolution dated March 9, 1993), with the exception of material and supplies bid under an annual contract or state contracts.

Sec. 2-94. Large purchases.

Purchases over fifteen thousand dollars (\$15,000.00) are subject to formal bid law as outlined in Louisiana Revised Statutes (38:2212).

Sec. 2-95. Exceptions to minimum competitive bidding requirements.

The following are exceptions to the minimum competitive requirements outlined above:

(a) Annual contract: Purchases or repairs made under any annual contract.

(b) State or other cooperative contracts: Purchases made under any state or other cooperative contract, provided the requisition and purchase order show it to be a contract purchase and list the contract number. This exception also applies to large purchases.

(c) Surplus property: Purchase made of surplus property from authorized federal, state, parish, or other municipal governmental entities.

(d) Service and maintenance by authorized dealer: Parts and repairs for automotive, mobile, and fixed equipment obtained from or done by an authorized dealer or manufacturer. Authorized dealer is defined as a dealer certified by the manufacturer to perform maintenance on their equipment. Such parts and/or repairs in excess of fifteen thousand dollars (\$15,000.00) shall be approved by the purchasing agent.

(e) Gasoline and diesel fuel: Purchases of gasoline and diesel fuel not on a current competitive contract must be accomplished after telephonic quotations from a minimum of three (3) suppliers.

(f) Sole source procurement: This is when a requirement is available from a single supplier. A requirement for a particular brand name item does not justify a sole source procurement if there is more than one (1) potential bidder for that item. Also, personal preference for sole source procurement when an equivalent produce of another brand name can satisfy the requirement. The determination as to whether a procurement will be made as a sole source will be made by the purchasing agent based on written justification furnished by the requesting activity subject to confirmation action he/she considers appropriate.

(g) Emergency purchases:

(1) Definition: A condition which creates an immediate and serious need for supplies, services, or major repairs that cannot be met through the competitive procurement methods outlined in this article and the lack of which would seriously threaten:

- a. The functioning of the parish government;
- b. The preservation of protection of property; or
- c. The health of safety of any person.

(2) Authority to make emergency purchases: The purchasing agent may make emergency procurements, as defined above, of up to fifteen thousand dollars (\$15,000.00) by verbal/telephonic approval of the president prior to the procurement. When the Rapides Parish Police Jury meets in legal session and declares an "emergency" exists, the purchasing agent is authorized to purchase whatever is necessary to satisfy the emergency thus declared. Requisitions from the department to support the emergency procurement must be submitted as quickly as possible and contain, in the remarks section, identification as an emergency purchase and a clear description of the emergency. (R.S. 38:2211D)

(3) Comments relative to emergency purchases: The provisions for emergency procurement is included herein because it would be unrealistic to believe that each and every purchase of expenditure of funds by a parish government can be done only after ensuring that firms and individuals competing for the required supplies or services have been contacted. On rare occasions, immediate action is essential to prevent an even greater real or potential emergency situation; however, abuse of these provisions by treating situations created due to poor planning and negligence of the part of supervisory personnel as an emergency may result in appropriate corrective action.

Sec. 2-96. Public works contracts.

All public works contracts aggregating in excess of one hundred thousand dollars (\$100,000.00) (contract limit) including labor and materials, shall be advertised and let by contract to the lowest responsible bidder who had bid according to the contract, plans, and specifications as advertised, as outlined Louisiana Revised Statutes R.S. 38:2212A(1a, d, e).

Any public works contracts aggregating in excess of fifteen thousand dollars (\$15,000.00) but less than one hundred thousand dollars (\$100,000.00) shall have jury approval. In the event of an extreme public emergency the president shall have the authority to act on behalf of the jury.

BE IT FURTHER ORDAINED in all other respects Chapter 2 shall remain unchanged.

THUS DONE AND SIGNED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize to proceed to purchase the land necessary for the Lena Water Project, State of Louisiana FY 1996-97 Community Development Block Grant (LCDBG) Program LCDBG No. 565131, based on the appraisal received, as recommended by the Consultant Administrator, with the assistance of Legal Counsel, to be paid out of Grant Funds, and authorize the President to sign all necessary documents. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following resolution was presented and on vote unanimously adopted:

Resolution

WHEREAS, a request for revocation has been received from L.A.W. Three, Inc. and Mr. Robert B. Tudor, Jr., owners and developers of Fairway West, Unit IV, through their attorney, Mr. Michael S. Tudor, of a portion of a thirty foot drainage and utility easement in Fairway West, Unit IV ReSubdivision; and,

WHEREAS, this drainage and utility easement was filed by Plat of Dedication by Darrel Van Willet, Jr., President of L.A.W. Three, Inc. and Robert B. Tudor, Jr., and recorded in Plat Book 23, Page 177 and 178, and,

WHEREAS, the Rapides Parish Police Jury has received a Certificate of Survey by John F. Wells, Jr., Registered Professional Land Surveyor, dated July 10, 2003, with the statement by the owners that a portion of the drainage and utility easement located in Lot 2B of Fairway West, Unit IV, Lots 1, 2 and Part of 3 Resubdivided, land district north of Red River, Section 17, T5N-R1W, Rapides Parish, Louisiana, was mistakenly shown on the subdivision plat and by this declaration are revoking said easement area; and,

WHEREAS, by letter of July 16, 2003, the Public Works Director has reviewed the revocation request and reported no objection to the requested revocation; and,

WHEREAS, by facsimile of July 21, 2003, the Rapides Area Planning Commission has no objection to the requested revocation; and,

THEREFORE, BE IT RESOLVED by the Rapides Parish Police Jury in Regular Session convened on this 21st day of July, 2003, that:

Any and all previous dedications of roadways and/or rights of ways for utilities or otherwise, as well as any dedication or dedications for rights of ways for roadway, utilities, or otherwise, affecting the following described property are hereby revoked, said property being specifically described as follows, to-wit:

A portion of a drainage and utility easement, approximately thirty (30') feet in width, and approximately three hundred sixty-two and ninety-eight hundredths (362.98') feet in length on the northern side, located on a 4.7584 acre tract of land, identified as Lot 2B of Fairway West, Unit IV, Lots 1, 2 and Part of Lot 3 Resubdivided, land district north of Red River, Section 17, T5N-R1W, Rapides Parish, Louisiana, and being more specifically shown as outlined in blue on a certificate of survey dated July 10, 2003, prepared by John F. Wells Jr., Registered Professional Land Surveyor, a copy of which is attached hereto, and that the Rapides Parish Police Jury does hereby revoke and abandon all right, title, and interest it has or may have in the portion of the said easement revoked.

BE IT FURTHER RESOLVED that the thirty day public review period is hereby waived.

THUS DONE AND SIGNED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following resolution was presented to endorse H3 Investments as a participant in the benefits of the Louisiana Enterprise/Economic Development Zone Program in Tract 123 Block Group 2 in Rapides Parish with rebate from the 1% Rapides Parish Police Jury Sales and Use Tax, as recommended by the Reviewing Agencies:

ENDORSEMENT RESOLUTION

RESOLUTION STATING THE RAPIDES PARISH POLICE JURY'S ENDORSEMENT OF H3 INVESTMENTS TO PARTICIPATE IN THE BENEFITS OF THE LOUISIANA ENTERPRISE ZONE PROGRAM

WHEREAS, the Louisiana Enterprise Zone Act 901 of 1981, Act 337 of 1982, Act 433 of 1987, Act 1024 of 1992, Act 581 of 1995 and Act 647 of 1997; and,

WHEREAS, the Louisiana Enterprise Zone Program offers significant incentives for economic development to some of the most distressed areas in the Parish of Rapides; and,

WHEREAS, the Louisiana Department of Economic Development designated Census Tract 123 Block Group 2 in Rapides Parish, as an "Enterprise Zone" eligible based on enabling legislation (R.S. 51:1781-1791); and,

WHEREAS, the Rapides Parish Police Jury states this endorsement is in agreement with the Overall Economic Development Plan for Rapides Parish; and,

WHEREAS, the attached Enterprise Zone map is marked showing the location of the business being endorsed; and,

WHEREAS, in accordance with the Louisiana Enterprise Zone Program requirements, the Rapides Parish Police Jury agrees:

1. To participate in the Enterprise Zone Program.
2. To assist the Department in evaluating progress made in any Enterprise Zone within its jurisdiction.
3. To REBATE all applicable (applicable sales/use taxes are defined as all local sales/use taxes except those that are dedicated to the repayment of a Bond issue or dedicated to any public school) local

sales/use taxes on the purchase of eligible construction materials, machinery, and equipment purchased for this project and used by the business permanently on that site.

THEREFORE, BE IT RESOLVED by the Rapides Parish Police Jury in due, regular and legal session convened this 21st day of July, 2003, that H3 INVESTMENTS and their project SONIC DRIVE-IN, Enterprise Zone Application No. 20030209, is endorsed to participate in the Louisiana Enterprise Zone Program.

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

THUS PASSED AND APPROVED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following resolution was presented to endorse Harvey Eye Center as a participant in the benefits of the Louisiana Enterprise/Economic Development Zone Program in Tract 126 Block Group 1 in Rapides Parish with rebate from the 1% Rapides Parish Police Jury Sales and Use Tax, as recommended by the Reviewing Agencies:

ENDORSEMENT RESOLUTION

RESOLUTION STATING THE RAPIDES PARISH POLICE JURY'S ENDORSEMENT OF HARVEY EYE CENTER TO PARTICIPATE IN THE BENEFITS OF THE LOUISIANA ENTERPRISE ZONE PROGRAM

WHEREAS, the Louisiana Enterprise Zone Act 901 of 1981, Act 337 of 1982, Act 433 of 1987, Act 1024 of 1992, Act 581 of 1995 and Act 647 of 1997; and,

WHEREAS, the Louisiana Enterprise Zone Program offers significant incentives for economic development to some of the most distressed areas in the Parish of Rapides; and,

WHEREAS, the Louisiana Department of Economic Development designated Census Tract 126 Block Group 1 in Rapides Parish, as an "Enterprise Zone" eligible based on enabling legislation (R.S. 51:1781-1791); and,

WHEREAS, the Rapides Parish Police Jury states this endorsement is in agreement with the Overall Economic Development Plan for Rapides Parish; and,

WHEREAS, the attached Enterprise Zone map is marked showing the location of the business being endorsed; and,

WHEREAS, in accordance with the Louisiana Enterprise Zone Program requirements, the Rapides Parish Police Jury agrees:

1. To participate in the Enterprise Zone Program.
2. To assist the Department in evaluating progress made in any Enterprise Zone within its jurisdiction.
3. To REBATE all applicable (applicable sales/use taxes are defined as all local sales/use taxes except those that are dedicated to the repayment of a Bond issue or dedicated to any public school) local sales/use taxes on the purchase of eligible construction materials, machinery, and equipment purchased for this project and used by the business permanently on that site.

THEREFORE, BE IT RESOLVED by the Rapides Parish Police Jury in due, regular and legal session convened this 21st day of July, 2003, that HARVEY EYE CENTER and their project HARVEY EYE CENTER, Enterprise Zone Application No. 2003-0178, is endorsed to participate in the Louisiana Enterprise Zone Program.

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

THUS PASSED AND APPROVED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, the following resolution was presented to endorse Forest Hill DayCare LLC as a participant in the benefits of the Louisiana Enterprise/Economic Development Zone Program in Tract ____ Block Group __ in Rapides Parish with rebate from the 1% Rapides Parish Police Jury Sales and Use Tax, as recommended by the Reviewing Agencies:

ENDORSEMENT RESOLUTION

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RESOLUTION STATING THE RAPIDES PARISH POLICE JURY'S ENDORSEMENT OF FOREST HILL DAYCARE LLC TO PARTICIPATE IN THE BENEFITS OF THE LOUISIANA ENTERPRISE ZONE PROGRAM

WHEREAS, the Louisiana Enterprise Zone Act 901 of 1981, Act 337 of 1982, Act 433 of 1987, Act 1024 of 1992, Act 581 of 1995 and Act 647 of 1997; and,

WHEREAS, the Louisiana Enterprise Zone Program offers significant incentives for economic development to some of the most distressed areas in the Parish of Rapides; and,

WHEREAS, the Louisiana Department of Economic Development designated Census Tract ___ Block Group _ in Rapides Parish, as an "Enterprise Zone" eligible based on enabling legislation (R.S. 51:1781-1791); and,

WHEREAS, the Rapides Parish Police Jury states this endorsement is in agreement with the Overall Economic Development Plan for Rapides Parish; and,

WHEREAS, the attached Enterprise Zone map is marked showing the location of the business being endorsed; and,

WHEREAS, in accordance with the Louisiana Enterprise Zone Program requirements, the Rapides Parish Police Jury agrees:

1. To participate in the Enterprise Zone Program.
2. To assist the Department in evaluating progress made in any Enterprise Zone within its jurisdiction.
3. To REBATE all applicable (applicable sales/use taxes are defined as all local sales/use taxes except those that are dedicated to the repayment of a Bond issue or dedicated to any public school) local sales/use taxes on the purchase of eligible construction materials, machinery, and equipment purchased for this project and used by the business permanently on that site.

THEREFORE, BE IT RESOLVED by the Rapides Parish Police Jury in due, regular and legal session convened this 21st day of July, 2003, that FOREST HILL DAYCARE LLC and their project FOREST HILL DAYCARE, Enterprise Zone Application No. 2003-0234, is endorsed to participate in the Louisiana Enterprise Zone Program.

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

THUS PASSED AND APPROVED on this 21st day of July, 2003.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the President to sign an Act of Sale of one acre of land from Lee Lumber Company, Ltd. to Fire Protection District No. 7, which is the land that has been under sublease from International Paper Company, for the amount of \$750 to be paid from Fire District No. 7 Funds, as recommended by the Ruby-Kolin Volunteer Fire Association and subject to the approval of Legal Counsel. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to request Kansas City Southern Railway and the International Paper Company to bushhog their rights of way along the subdivisions in the Lakeside area. On vote the motion carried.

Ms. Karen Carter, who was to appear regarding bond counsel, was not present.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to support the nomination of Pegram Plantation House, 881 Chickamaw Road, Lecompte vicinity to the National Register of Historic Places, copy of this resolution to be sent to the Louisiana Division of Historic Preservation. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize to enter into an Intergovernmental Agreement with the Town of Boyce to provide assistance in cleaning ditches and clearing town property from old debris with the use of inmate labor, bulldozer and trackhoe, as requested by the Town of Boyce, to be paid out of Road District No. 7A (town's portion), and authorize the President to sign same. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize to renew the lease with the Red River Atchafalaya and Bayou Boeuf Levee Board for land used by a fire station at Cotile for three years under option, in the amount of \$10/year, to be paid out of Fire Protection District No. 8 Funds. On vote the motion carried.

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On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the President to sign an engineering agreement with Ballard and Associates for engineering work to be done at Esler Field, contingent upon the agreement being approved by LDOTD and all services to be paid by the FAA and LDOTD. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the President to sign a permit application to the Corps of Engineers, Department of the Army for the cleaning of Bayou Boeuf, Flat Bayou and Middle Bayou and naming Pan American Engineers as agent. On vote the motion carried.

After unanimous vote the following items were placed on the agenda:

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to approve a budget revision to the LaJet contract and authorize the Treasurer to amend the budget. On vote the motion carried.

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to request the Louisiana Department of Transportation and Development to consider the installation of a protected turn light on LA 28 East at its intersection with Stilley Road, copy of this resolution to be sent to our Louisiana Legislative Delegation. On vote the motion carried.

Motion by Mr. Richard Nunnally, seconded by Mr. Don Wilmore, to rescind any expenditure of monies for Lena Nash Park until the legal question can be resolved.

Mr. Wells explained that Road and Bridge Funds could not be used to maintain a playground area; General Funds could be used. Funds could not be given to the Rigolette Advisory Committee, it was not the proper vehicle, but could be given to a nonprofit organization or a political subdivision to do the work.

Mr. Lloyd Carpenter, member of the Rigolette Advisory Committee, asked for maintenance of the Lena Nash Park with grass cutting. Mr. Wilmore asked whether it was legal for the Parish Highway Department to cut the grass, to which Mr. Wells responded that the Police Jury had an obligation to maintain the property under the provisions of its lease, but the Police Jury could not use dedicated tax monies for a non-dedicated purpose. However, the Road and Bridge Fund could be reimbursed from the General Fund for the work. Mr. Billings expressed concern on equal treatment to the other recreation districts in the Parish.

In further discussion, a request was made to the Police Jury for finishing mowing in addition to the bushhogging and for lighting in the amount of \$200-\$250 per year.

On motion restated by Mr. Richard Nunnally, seconded by Mr. Joe Fuller, to authorize the expenditure of an amount not to exceed \$5,000 for the purpose of grass cutting only at the Lena Nash Park, as requested by the Rigolette Playground Advisory Committee, to be paid out of the General Fund, which could be used as reimbursement to the Road and Bridge Fund for bushhogging. On vote the motion carried.

After unanimous vote the following item was placed on the agenda:

On motion by Mr. Richard Nunnally, seconded by Mr. Ezra Reed, to provide notice that as of this date the LaJet contract has not been funded by the Louisiana Department of Labor; that as a result it may be necessary to lay off employees; and to direct that sufficient written notice be given to all affected Civil Service employees at least sixty calendar days prior to the effective date of the layoff, and notice be given to the Civil Service Board all in accordance with Rule XI of the Rapides Parish Civil Service Rules and Regulations. On vote the motion carried.

After unanimous vote the following item was placed on the agenda:

On motion by Mr. Theodore Fountaine, seconded by Mr. Don Wilmore, to authorize the President of the Rapides Parish Police Jury to sign an intergovernmental agreement with the City of Alexandria for the collection of occupational license taxes as currently proposed to the City and to add an additional Field Representative I and a Data Processing Clerk to the Sales Tax staff to facilitate the additional work as recommended by the Sales Tax Administrator. On vote the motion carried.

Mr. Wells advised that it was his understanding that the Fire District No. 2 Civil Service Board was going to meet on Wednesday, which is prior to the deadline for the filing of the appeal by the Police Jury against the Civil Service Board on action taken at its last meeting. Thus, if the action is rescinded, a suit would not be required at this time.

The President asked if there was any public comment on any agenda item.

A resident of Sabina Drive in Kelleyland asked for assistance in addressing unresolved problems in their area, that the Police Jury has been writing letters to the property owners advising of violation of Parish ordinances without results. Mr. Butch Daigre, Parish Inspector, stated any

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concerned citizen could file charges against property owners who fail to clean up trash burn piles and junk cars in their backyards. Mr. Daigre was requested by the President to accompany the citizen to show her the procedures of filing charges against another.

On motion by Mr. Ezra Reed, seconded by Mr. Scott Perry, that there being no further business, the meeting be declared adjourned. On vote the motion carried at 4:06 p.m.

Angie Richmond, Secretary
Rapides Parish Police Jury

Richard Billings, President
Rapides Parish Police Jury