

MINUTES OF THE REGULAR SESSION
OF THE CADDO PARISH COMMISSION
HELD ON THE 17th DAY OF OCTOBER, 2024

The Caddo Parish Commission met in a Regular Session, on the above date, at 3:30 p.m., in the Government Chambers, with Mr. John Paul Young, presiding, and the following members in attendance constituting a quorum: Commissioners Atkins, Blake, Burrell, Cothran, Epperson, Jones, Kracman, Lazarus, Thomas, G. Young, and J. Young (11). ABSENT: Commissioner Gage-Watts (1).

Mr. G. Young gave the invocation, and Mr. Atkins led the Commission in the Pledge of Allegiance.

AGENDA ADDITIONS

There were no agenda additions so the commission moved to citizens comments.

CITIZENS COMMENTS

Dorita Grigsby came before the Commission and gave the following comment:

Good afternoon, everyone. My name is Dorita Grisby. Today I'm here to to ask the commissioners that we want to be able to come when we come up with New Year of 2020. Are that we want to ask you to change times. The reason why because a lot of our working families are at work and not able to attend the meetings and we want you guys always say that you want to hear from the public and that's the way you going to be able to hear from the public. You've changed your times to at least the five 5:30 when people start getting off work and then they can come and voice their opinion and I appreciate it and you guys have a happy new year and hopefully get baby get this changed. Thank you, thank you and happy New year to you.

Kimberley Jones came before the Commission and gave the following comment:

Good afternoon. And it's Kimberley and a lot of people on the board know how to pronounce my name, Kimberly. My address is 11893 Providence Rd. Shreveport 71129. I'm piggy backing on what Mr. Rita has stated about the town, the change in time so that we can have more other people from the community here and if you do change the times, trust we will get them here. And not only here, but we want them to be able to voice their concerns with the Caddo Parish commissioner and we want to make sure our communities are educated and engaged in what's going on with the community. So that is something that we are asking again, if the time can be changed or. And then later so that we have more people in the community able to attend the meetings on a regular basis and not just the 10, but also to be engaged. Thank you. Ohh. And again, happy holiday.

There were no Visitors, so the Commission moved onto Adopt Regular Session Minutes.

ADOPT REGULAR SESSION MINUTES

It was **moved by Mr. Jones**, seconded by Mr. Cothran, *adopt the following minutes* :

- *Regular Session Minutes from December 2, 2024*

At this time, Mr. Jones motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Blake, Burrell, Cothran, Epperson, Jones, Kracman, Lazarus, Thomas, G. Young, and J. Young (11). NAYS: (0). ABSENT: Commissioner Gage-Watts (1). ABSTAIN: None (0).

SPECIAL RESOLUTIONS

It was **moved by Mr. Jones**, seconded by Mr. Cothran, englobo, and adopt the following special resolutions:

- *Adopt Special Resolution of Recognition for Incoming Caddo Tax Assessor Regina Webb*
- *Adopt Special Resolution of Remembrance for Lynn Nelson Stevens*
- *Adopt Special Resolution for Shreveport Funeral Home and Cremation TributeCenter*

At this time, Mr. Jones motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Blake, Burrell, Cothran, Epperson, Jones, Kracman, Lazarus, Thomas, G. Young, and J. Young (11). NAYS: (0). ABSENT: Commissioner Gage-Watts (1). ABSTAIN: None (0).

SPECIAL RESOLUTION RECOGNIZING CADDO PARISH TAX ASSESSOR REGINA WEBB

WHEREAS, the Caddo Parish Commission recognizes the importance of public service and the exceptional contributions of leaders who dedicate themselves to serving the citizens of Caddo Parish; and

WHEREAS, Regina Webb has been elected to serve as the next Tax Assessor for Caddo Parish, and will take office on January 1, 2025, marking the beginning of a new chapter of service and leadership for Caddo Parish; and

WHEREAS, Regina Webb has demonstrated a commitment to excellence, integrity, and transparency in public service, qualities that will guide her in fulfilling the responsibilities of the Tax Assessor's Office with diligence and fairness; and

WHEREAS, the role of Tax Assessor is vital to ensuring the equitable assessment of property values, the maintenance of accurate public records, and the support of essential local services that benefit all citizens of Caddo Parish; and

WHEREAS, Regina Webb brings a wealth of knowledge, experience, and a strong vision for the future of the Tax Assessor's Office, pledging to uphold the trust placed in her by the residents of Caddo Parish; and

WHEREAS, the Caddo Parish Commission expresses its confidence in Regina Webb's ability to lead with distinction and its appreciation for her dedication to serving the community and acknowledges her history making as the first Female and the first person of color to hold the office of Caddo Parish Tax Assessor;

NOW, THEREFORE, BE IT RESOLVED, by the Caddo Parish Commission, that it does hereby formally recognize and congratulate Regina Webb on her election as Caddo Parish Tax Assessor, and extend its best wishes for her success as she assumes office on January 1, 2025; and

BE IT FURTHER RESOLVED, that this resolution be made a part of the official minutes of the Caddo Parish Commission as a lasting expression of support and recognition of Regina Webb's leadership and service.

SPECIAL RESOLUTION OF REMEMBRANCE HONORING THE LIFE AND LEGACY OF LYNN NELSON STEVENS

WHEREAS, it is with profound sadness that the Caddo Parish Commission records the passing of Lynn Amber Nelson Stevens, a tireless advocate, community leader, and devoted wife, mother, sister, and friend, whose impact on Northwest Louisiana will endure as a testament to her remarkable life of service and her extraordinary heart for helping others, dedication to serving her community and those in need, and embodying the values of compassion, resilience, and determination; and

WHEREAS, Lynn was a devoted wife to Aaron Stevens for 33 years, a loving mother to Kaitlyn and Colin Stevens, and a cherished family member and friend, whose love extended to her service dog Leisel, and her rescue pets Chewy and Panda; and

WHEREAS, after moving to the Shreveport-Bossier area in 2007, Lynn immersed herself in the community, contributing her time and talents to countless organizations including Norwela Boy Scout Troop 64, SUSLA Roy Griggs School of Business, the Caddo Parish School Board's Family and Community Advisory Council, the Quota Club of Shreveport, Rotary Club of Bossier City, Hope for the Homeless, and the Bossier Chamber of Commerce; and

WHEREAS, as a leader in the nonprofit sector, Lynn raised over \$55 million to support critical programs and initiatives, and her leadership was instrumental in expanding services for domestic violence survivors, restoring 2-1-1 services in Northwest Louisiana, and supporting successful reentry programs for high-risk individuals through her role at Goodwill Industries of North

Louisiana; and

WHEREAS, Lynn's advocacy extended to addressing systemic issues such as racial injustice and poverty, and her dedication to the ALICE Report inspired important dialogues with public officials and community leaders on how to better serve working families in need; and

WHEREAS, despite living with FSH Muscular Dystrophy and facing immense personal challenges, Lynn became a powerful advocate for disability rights, serving on the Louisiana Rehabilitation Council, where she was appointed by Governor John Bel Edwards and later named president of the board by Governor Jeff Landry; and

WHEREAS, Lynn's zest for life, passion for hockey, and adventurous spirit inspired everyone around her, and her contributions to special project like the North Webster Community Center stand as enduring legacies of her vision and determination; and

NOW, THEREFORE, BE IT RESOLVED, by the Caddo Parish Commission, that it does hereby extend its deepest condolences to Lynn's family, friends, and countless community members whose lives were enriched by her compassion and selflessness and it honors and celebrates the life and legacy of Lynn Nelson Stevens, expressing its profound gratitude for her extraordinary service to the community, and acknowledging the lasting impact of her work on the lives of countless individuals

**SPECIAL RESOLUTION HONORING
SHREVEPORT FUNERAL HOME AND CREMATION TRIBUTE CENTER**

WHEREAS, the Shreveport Funeral Home and Cremation Tribute Center, located at 5307 Alex Lane, Shreveport, Louisiana, officially began operations on January 1, 2021, under the leadership of longtime death care professional Brandon Leroy Patterson, Sr., and as part of the Houston-based Allen Dave Funeral Directors and Cremation Tribute Center's network; and

WHEREAS, Brandon L. Patterson, Sr., a Shreveport native, returned to his roots as the face of the Shreveport Funeral Home and Cremation Tribute Center, bringing with him decades of invaluable experience gained under the tutelage of his father in the highly competitive death care industry; and

WHEREAS, Mr. Patterson has achieved significant milestones in his career, including national certification by the International Conference of Funeral Service Examining Boards, licensure as a Funeral Director and Embalmer in Louisiana (2007) and Texas (2021), and serving alongside longtime businessman Allen Dave as a stakeholder in the Center; and

WHEREAS, the Shreveport Funeral Home and Cremation Tribute Center has continuously provided sympathetic, compassionate, and professional care for families, offering solace and hope to those in times of grief and becoming a trusted partner in communal healing through its services; and

WHEREAS, in response to the needs of northern Caddo Parish, the Shreveport Funeral Home and Cremation Tribute Center has expanded its operations to Vivian, Louisiana, at 611 South Pine Street, where it will continue its vital mission of providing a sanctuary for healing, comfort, and support to families and the community; and

WHEREAS, the new Vivian location is poised to play a critical role in fostering empathy, reducing isolation during loss, and offering essential services such as counseling and memorial events that support emotional well-being, all while maintaining its distinction as the only funeral home of color in the area operating a crematory;

NOW, THEREFORE, BE IT RESOLVED, by the Caddo Parish Commission, that it does hereby recognize and commend the Shreveport Funeral Home and Cremation Tribute Center for its significant contributions to the community and its expansion to Vivian, Louisiana, a move that will undoubtedly enrich and strengthen the bonds of support within Caddo Parish;

BE IT FURTHER RESOLVED, that the Caddo Parish Commission does hereby declare Sunday, December 1, 2024 as:

"Shreveport Funeral Home and Cremation Tribute Center Day"

in the Parish of Caddo, and urges all citizens to celebrate this wonderful occasion.

- Opioid Funds

Administrator Bryant advised the commission received the funding of 1.7 million for opioid treatment.

COMMUNIQUES & COMMITTEE REPORTS

- Mr. Epperson reminded everyone about the war on litter he referenced pictures and inquired if the constables would continue to site for the litter.
- Mr. Epperson also spoke on the holidome and if it could be demolished because it is an eye sore. HE also spoke on possible additional funding for the food banks.
- Mr. Epperson also wanted to remind people about the 83rd Anniversary of Pearl Harbor. He also spoke about the new business that have come West Caddo Parish and invited people to move to that area as they are trying to grow and make sure that property values increase.
- Mr. Jones encouraged people to attend the Common Ground event and for people to donate to the AB Palmer toy drive. Mr. Jones mentioned a 5k walk in honor of Lukia Rawls.
- Mrs. Hurst, from the Alzheimer’s Association came to award the Parish, “The Above and Beyond” for donating money.
- Mr. Epperson wanted to congratulate his son on his achievements in the military.
- Mr. Thomas mentioned 40 under 40 and the upcoming events, Singer Saint .

PRESIDENT’S REPORT

President J. Young recognized advised this will be his last report and he commends everyone for working hard and the Christmas gifts shared.

PUBLIC HEARING ON ORDINANCES

President J. Young opened the public hearing on the following zoning ordinance:

- *Ordinance No. 6477 of 2024, an ordinance to adopt chapter 2, article v, division 4 of the parish code of ordinances relative to parish contracts, to provide for the payment of a living wage by contractors with the parish, and to otherwise provide with respect thereto*
- *Ordinance No. 6510 of 2024, an ordinance to close and abandon an 80-foot wide street dedication in section 20, township 21 north, range 14 west, in the parish of caddo, and to otherwise provide with respect thereto*
- *Ordinance No. 6511 of 2024, an ordinance to increase the caddo parish portion of the salaries of constables and justices of the peace, and otherwise providing with respect thereto*

Citizen Jon Glover had this to say:

There being no one else to speak in favor, or against, the ordinance, the President closed the public hearings. There were no Ordinances for final passage, so the Commission moved onto Ordinances for final passage.

ORDINANCES (for final passage)

It was **moved by Mr. G Young**, seconded by Mr. Thomas, *that Ordinance No. 6477 of 2024, an ordinance to adopt chapter 2, article v, division 4 of the parish code of ordinances relative to parish contracts, to provide for the payment of a living wage by contractors with the parish, and to otherwise provide with respect thereto* be adopted. Motion carried unanimously.

ORDINANCE NO. 6477 OF 2024

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO AMEND AND RE-ENACT SECTIONS 2-209 ET SEQ OF ARTICLE VI OF THE CODE OF ORDINANCES RELATIVE TO THE CADDO PARISH LIVING WAGE, AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, the Caddo Parish has an interest in protecting the public health, safety and welfare of its residents by establishing certain compensation requirements for its own classified employees; and

WHEREAS the poverty rate in Caddo Parish exceeds the national average according to U.S. Census data; and

WHEREAS, payment of higher wages is associated with greater business investment in employee training, higher productivity, and lower employee absenteeism and turnover; and

WHEREAS, this Article is intended to promote better quality and increase the reliability of Caddo Parish employees, promote higher productivity and retention of parish employees, and thus increase the quality of services rendered by the Parish to its citizens.

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened that the Caddo Parish Commission amends Chapter Two, Article I of the Caddo Parish Code of Ordinances to add the following:

CHAPTER 2-ADMINISTRATION

ARTICLE V.

DIVISION 4.-LIVING WAGE ORDINANCE

Section 2-225. POLICY STATEMENT

In accordance with all applicable state and federal laws, the Parish of Caddo has adopted the following Living Wage Ordinance to comply with the Parish's policy of providing and ensuring that its employees earn a living wage to increase the reliability and productivity of Parish employees. The further purpose of this division is to ensure that when taxpayer-funded benefits are extended by the parish to private business, they are used in a way that benefits the parish as a whole, by creating jobs that keep workers and their families out of poverty.

Section 2-226 LIVING WAGE

Starting in fiscal year 2025, the Parish of Caddo's minimum classified pay rate shall be \$15.00 per hour.

Section 2-227 LIVING WAGE AS APPLIED TO PARISH CONTRACTORS

Starting in fiscal year 2025, every covered employer shall pay covered employees no less than \$15.00 per hour for all hours worked as a covered employee.

Section 2-228 DEFINITIONS

(a) A parish contractor is a "covered employer" for any parish contract, not required by Louisiana law to be publicly bid, where the value is or is projected to be \$25,000.00 or more. A parish contractor ceases to be a covered employer for a parish contract upon termination of that contract.

(b) A "covered employee" is an employee of a covered employers are" for all hours he or she performs work: (a) pursuant to a parish contract.

(c) Exceptions to covered employers and covered employees:

1. unpaid volunteers
2. student workers
3. student interns

4. individuals receiving job-skills preparation in connection with a program of study at an educational institution

5. organizations receiving parish funds through the NGO process

6. Businesses with less than sixteen employees

Section 2-229 MONITORING

(a) Every covered employer shall be deemed to have agreed to the payment of a living wage, as defined in Section 2-227, as a condition of entering into or renewing a parish contract, and shall: (a) post a notice in a prominent place regarding the applicability of this article in every workplace in which covered employees are working that is within employer's custody and control; and (b) provide payroll records or any other documentation deemed necessary to ensure compliance with this article within ten business days from the parish's request.

(b) Prior to entering into a parish contract, a covered employer shall submit all required documentation to the designated department indicating compliance with this article.

(c) Any person may submit a complaint or report of a violation of this article to the designated department. Upon receipt of such a complaint or report, the designated department shall investigate to determine if there has been a violation. The investigation shall be resolved within 90 days.

(d) A contractor's failure to comply with the requirements of this article shall be deemed a material breach of the parish contract.

(e) Annually, the administration shall present a report to the parish commission detailing its efforts to monitor compliance with this article. This report shall identify each parish contract involving a covered employer the number of covered employees that have worked on parish contracts over the last calendar year.

Section 2-230 PENALTY

(a) The parish shall have the right to modify, terminate, and/or seek specific performance of any parish contract with a covered employer or to cancel, terminate or suspend the parish contract in whole or in part and/or to refuse any further payments under the parish contract. The parish may also debar the covered employer from receipt of parish contracts for a period not to exceed two years.

(b) Nothing contained in this article shall be construed to limit in any way the remedies, legal or equitable, which are available to the parish or any other person for the correction of violations of this article.

Section 2-231 MULTI-YEAR AGREEMENTS

Any parish contract covered by this section, with a term of longer than one year, inclusive of any renewal terms or extensions, shall provide that the living wage is enforceable in each year the contract is in force.

BE IT FURTHER ORDAINED, that this ordinance is effective January 1, 2025.

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

It was **moved by Mr. Thomas**, seconded by Mrs. Gage-Watts, *that the following ordinances be englobed and adopted:*

- *Ordinance No. 6466 of 2024, an ordinance to amend Article VI of Chapter 26 of the Code of Ordinances of the Parish of Caddo relative to Section 26-189, Schedule I, No Truck Zones, on Brown Street and Coley Road and to otherwise provide with respect thereto*
- *Ordinance No. 6467 of 2024, an ordinance to authorize the purchase of the surface parking lot, located at Texas at McNeill Streets, Shreveport, Louisiana, and to otherwise provide with respect thereto*

Mr. Cothran asked for more clarification on this. Mrs. Bryant said that the employees park two blocks away, and there are concerns for the employees' safety. She explained that this would provide 30 spaces for Caddo Parish employees.

- *Ordinance No. 6468 of 2024, an ordinance declaring certain adjudicated properties to be surplus and to authorize the Parish Administrator, or a designee, to sell the Parish of Caddo's tax interest in certain surplus adjudicated properties, and to otherwise provide with respect thereto*

At this time, Mr. Thomas' motion carried unanimously.

It was **moved by Mr. Thomas**, seconded by Mrs. Gage-Watts, *that the following ordinances, minutes, and resolutions be englobed and adopted:*

ORDINANCE NO. 6510 OF 2024

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO AMEND ARTICLE VI OF CHAPTER 26 OF THE CODE OF ORDINANCES OF THE PARISH OF CADDO RELATIVE TO SECTION 26-189, SCHEDULE I, NO TRUCK ZONES, ON BROWN STREET AND COLEY ROAD AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, Public Works has received requests from citizens to establish Brown St and Coley Rd as no truck zones.

WHEREAS, the Parish of Caddo finds that it is in the best interests of the Parish of Caddo to designate Brown St and Coley Rd as "no truck zones" and install appropriate signage, beginning at LA169 and extending to LA538.

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish Commission in due, regular and legal session convened, that Chapter 26, Section 26-189 of the Code of Ordinances be and is hereby amended to add the following:

Brown Street and Coley Road, beginning at the intersection of LA169 and extending to the intersection of LA538, be designated as No Truck Zones.

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

BE IT FURTHER ORDAINED that this ordinance shall become effective upon ten (10) days after publication in the official journal.

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

ORDINANCE NO. 6511 OF 2024

BY THE CADDO PARISH COMMISSION:

AN ORDINANCE TO INCREASE THE CADDO PARISH PORTION OF THE SALARIES OF CONSTABLES AND JUSTICES OF THE PEACE, AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, the Parish of Caddo is required to pay minimum salaries for Justices of the Peace and Constables; and

WHEREAS, the Parish of Caddo is currently paying a salary of \$345.00 per month to each Constable and Justice of the Peace of which \$225.00 is the Parish's portion and \$120.00 is the State of Louisiana's portion; and

WHEREAS, the portion of that salary reimbursed to the Parish from the State has increased from one hundred dollars (\$100.00) to one hundred twenty dollars (\$120.00); and

WHEREAS, the Parish of Caddo would like to increase its portion of the Constables and Justices of the Peace salary from \$225.00 to \$325.00; and

NOW, THEREFORE, BE IT ORDAINED by the Caddo Parish Commission in due, regular and legal session convened, that Chapter 28 of the Code of Ordinances is hereby amended and re-enacted to read as follows to-wit:

Sec. 28-1. Salaries of Justices of the Peace and Constables

(a) Justices of the peace and constables shall receive no fees in criminal matters or in peace bond cases, but in lieu thereof they shall receive a salary of three hundred and twenty-five dollars (\$325.00) per month.

BE IT FURTHER ORDAINED, that this ordinance is effective January 1, 2025.

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

There were no Zoning Ordinances for introduction by title, so the Commission moved onto Ordinances for introduction by title.

ORDINANCES (for introduction by title)

- *Ordinance No. 6512 of 2024, an ordinance to close and abandon a portion of the public dedication for wells island road, located in section 13, township 18 north, range 14 west, in the parish of caddo, and to otherwise provide with respect thereto*

WORK SESSION MINUTES

- *Work Session Minutes October 14, 2024*

RESOLUTIONS

- *Resolution No. 80 of 2024, a resolution urging and requesting congress to seek viable alternatives to clinical trials for determining market readiness of sickle cell disease treatments, and otherwise providing with respect thereto*

Mr. Burrell asked for clarification on the public hearing The President of the Commission explained.

At this time, Mrs. Gage-Watts' motion carried, as shown by the following roll call votes: AYES: Commissioners Atkins, Blake, Burrell, Cothran, Epperson, Gage-Watts, Jones, Lazarus, Thomas, G. Young, and J. Young (11). NAYS: Commissioner Kracman (1). ABSENT: None (0). ABSTAIN: None (0).

RESOLUTION NO. 69 OF 2024

BY THE CADDO PARISH COMMISSION:

A RESOLUTION TO AUTHORIZE THE CADDO PARISH ADMINISTRATOR TO APPROVE THE ASSIGNMENT, BILL OF SALE AND CONVEYANCE OF STATE AGENCY LEASE 2775 FROM PALOMA NATURAL GAS, LLC, TO BPX OPERATING COMPANY, AND OTHERWISE PROVIDING WITH RESPECT THERETO

WHEREAS, the Parish of Caddo is a Lessor in that certain oil, gas and mineral lease from the Caddo Parish Police Jury to Plymouth Oil Company, in State Agency Lease 2775, dated July 20, 1955, and recorded at registry No. 109689 of the conveyance records of Caddo Parish, Louisiana; and

WHEREAS, State Agency Lease 2775 has been conveyed by numerous assignments, bill of sale, conveyance and mergers to Paloma Natural Gas, LLC; and

WHEREAS, the Parish of Caddo has received a written request from Paloma Natural Gas, LLC, seeking approval from the Caddo Parish Commission of an Assignment of Oil, Gas and Mineral Leases from Paloma Natural Gas, LLC, to BPX Operating Company, dated effective 9-1-2024, and filed and recorded under Reg. #2982538, records of Caddo Parish, Louisiana, that includes State Agency Lease 2775.

WHEREAS, this approval is expressly granted and accepted subject to the requirement that all terms and conditions of the basic lease will be fulfilled, including but not limited to the full payment of rentals and royalties, regardless of the division of leasehold interests resulting from the instrument.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that the Administrator is hereby authorized to approve the Assignment of Oil, Gas and Mineral Leases from Paloma Natural Gas, LLC, to BPX Operating Company, dated effective 9-1-2024, and filed and recorded under Reg. #2982538, records of Caddo Parish, Louisiana, that includes State Agency Lease 2775.

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

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

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

RESOLUTION NO. 70 OF 2024

BY THE CADDO PARISH COMMISSION

A RESOLUTION ADOPTING A CITIZEN PARTICIPATION PLAN FOR THE CDBG PROGRAM

WHEREAS, The Caddo Parish Commission desires to obtain Community Development Block Grant (CDBG) funds to benefit Low and Moderate Income persons; and

WHEREAS, the Louisiana Division of Administration requires that certain citizen participation requirements be met;

NOW, THEREFORE, BE IT RESOLVED that the following Citizen Participation Plan is adopted for use by the Caddo Parish Commission with respect to planning, implementation, and assessment of its CDBG program:

This plan describes how the Caddo Parish Commission intends to involve citizens in the planning, implementation, and assessment of the local Community Development Block Grant Program. Federal and State regulations give ultimate responsibility for the design and implementation of the program to local elected officials and also require that citizens be given an opportunity to serve in a key advisory role to the elected officials. All aspects of citizen participation will be conducted in an open manner with freedom of access to information for all interested persons.

CITIZEN PARTICIPATION PLAN

The Caddo Parish Commission 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 Caddo Parish Commission 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 Caddo Parish Commission 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 Caddo Parish Commission.

PUBLIC HEARINGS

Notices informing citizens of any public hearings will appear in the official journal of the Caddo Parish Commission a minimum of five calendar days prior to the hearing. In addition, notices will also be posted in parish office buildings/town hall 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

The public hearing to address LCDBG application submittal will be held approximately 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 Caddo Parish Commission for minimizing displacement of persons as a result of activities assisted with such funds and the benefits to be provided by the Caddo Parish Commission to persons actually displaced as a result of such activities; and
- d) The Caddo Parish Commission 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:

Caddo Parish Administration
Attention: Jalisa Thomas
Post Office Box 1127
Shreveport, LA 71163

The notice will also state that accommodations will be made for disabled and non-English speaking individuals provided a 3 day notice is received by the Caddo Parish Commission.

Second Notice

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:"

Caddo Parish Administration
Attention: Jalisa Thomas
Post Office Box 1127
Shreveport, LA 71163

Negative comments received will be forwarded to the state's Office of Community Development, 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 Caddo Parish Commission 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 five to fifteen 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 Caddo Parish Commission LCDBG Program being closed out. The notice will also state that accommodations will be made for disabled and non-English speaking persons provided a day notice is received by the Caddo Parish Commission.

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 70804-90958

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

- i. The application description of needs and objectives is plainly inconsistent with available facts and data;
- ii. The activities to be undertaken are plainly inappropriate to meeting the needs and objectives identified by the applicant; and

- iii. The application does not comply with the requirements set forth in the state's Annual Action Plan 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 Caddo Parish Commission will provide an interpreter for dissemination of information to them providing the Caddo Parish Commission is given sufficient notification of three day(s).

TECHNICAL ASSISTANCE

Technical assistance may be provided directly by the Caddo Parish Commission 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 Caddo Parish Commission with at least a one-week notification. The person who conducts the technical assistance meetings will disseminate information on the program and answer all pertinent questions.

TIMELY ACCESS AND ADEQUATE INFORMATION

The Caddo Parish Commission 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 Caddo Parish Commission, Monday thru Friday, 8 a.m. to 5 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 Caddo Parish Commission to review all complaints received by the Caddo Parish Commission.

SECTION 2

The following procedures will be followed on all complaints received by the Caddo Parish Commission:

- 1) The complainant shall notify the Grant and Program Coordinator of the complaint. The initial complaint may be expressed orally or by written correspondence.
- 2) The Grant and Program Coordinator will notify the Parish Administrator or designated representative of the complaint within two working days.
- 3) The Parish Administrator or designated representative will investigate the complaint and will report the findings to the Grant and Program Coordinator within five working days.
- 4) The Grant and Program Coordinator will notify the complainant of the findings of the Parish Administrator or designated representative in writing or by telephone within two working days.
- 5) If the complainant is aggrieved by the decision, he must forward the complaint in writing (if previously submitted orally) to the Grant and Program Coordinator who will forward the complaint and all actions taken by the Parish Administrator or designated representative to the appropriate council

committee for their review. This will be accomplished within two working days of receipt of the written complaint.

- 6) The reviewing council committee will have five 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 Grant and Program Coordinator in writing that he desires to be afforded a hearing by the Caddo Parish Commission Council. The complainant will be placed on the next regularly scheduled council meeting agenda. The Grant and Program Coordinator 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 Caddo Parish Commission Council, at the hearing, will review the complaint and forward within five 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 Caddo Parish Commission Council will inform complainant of an appropriate date to expect a response. Within two 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 94005
Baton Rouge, Louisiana 70804

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 Public Protection Division directly at the Toll Free Telephone number 1-800-273-5718 or 225-342-5521.

SECTION 4

The Grant and Program Coordinator 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 Caddo Parish Commission 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 Caddo Parish Commission regularly scheduled meetings.

ADOPTION

This Citizen Participation Plan is hereby adopted by Caddo Parish Commission in regular session on this 17th day of October, 2024.

CERTIFICATE

I, Jeff Everson, Parish Clerk of the Caddo Parish Commission, hereby certify that the attached constitutes a true and accurate copy of a Resolution, which UPON MOTION of Commissioner Stormy Gage-Watts, seconded by Commissioner Steffon D. Jones, was adopted by the following Yea and Nay vote:

YEAS: John E. Atkins, Grace Anne Blake, Roy A. Burrell, Ronald Cothran, Ken Epperson, Sr., Stormy Gage-Watts, Ed Lazarus, Victor L. Thomas, Gregory Young, and John-Paul Young (11).

NAYS: Chris Kracman (1).

ABSENT: None (0).

and the same was declared adopted by the President on this 17th day of October, 2024

Everson

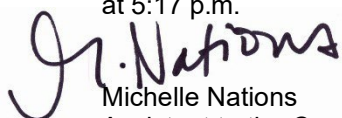
/s/Jeff
Jeff Everson, Parish Clerk
Caddo Parish, Louisiana

RESOLUTION NO. 71 OF 2024

COMMUNIQUES & COMMITTEE REPORTS

- Mr. Atkins wanted to know more about the Human Services Board. The Clerk of the Commission explained that this organization is a state organization. He will provide additional information regarding their roles and responsibilities of the members of the board.
- Mrs. Gage-Watts reminded the Sickle Cell Parents that there will be a festival today at 5:30 p.m. at Morning Star Baptist Church.

There being no further business to come before the Commission, the meeting adjourned at 5:17 p.m.


Michelle Nations
Assistant to the Commission Clerk


John-Paul Young
President