

**CADDO PARISH COMMISSION
505 TRAVIS STREET, GOVERNMENT PLAZA
PUBLIC NOTICE
SPECIAL MEETING AGENDA
(Virtual)
Streaming at www.facebook.com/parishofcaddo &
www.youtube.com/user/parishofcaddois
August 25, 2020
3:30 P.M.**

1. ROLL CALL:

Commissioners:

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

2. INVOCATION:

3. PLEDGE OF ALLEGIANCE:

4. CERTIFICATE OF TELECONFERENCE:

4.I. Certificate For Teleconference 08.25.20

Documents:

[TELECONFERENCE MEETING CERTIFICATION 08-25-20.PDF](#)

5. CITIZENS COMMENTS:

Citizens who wish to address the Committee, please fill out a comment card by clicking [HERE](#) and submit to the Commission Clerk's Office. Individual comments are limited to 3 minutes and will be read aloud during the Public Comments section of this agenda. Citizens may also address the Committee by calling the Commission Clerk's Office at (318) 226-6596 during the Public Comments section of this agenda.

6. OLD BUSINESS:

6.I. Introduce Emergency Ordinance No. 5971 Of 2020

AN EMERGENCY ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE OIL AND GAS FUND FOR THE YEAR 2020 TO PROVIDE AN APPROPRIATION FOR A MENTAL HEALTH HOTLINE AND TO OTHERWISE PROVIDE WITH RESPECT THERETO
(Commissioner Jackson)

Documents:

7. NEW BUSINESS:

7.I. Introduce Emergency Ordinance 5973 Of 2020

AN EMERGENCY ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE OIL AND GAS FUND FOR THE YEAR 2020 TO PROVIDE AN APPROPRIATION FOR PROVIDENCE HOUSE EMERGENCY RENTAL ASSISTANCE PROGRAM AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Commissioner Jackson)

Documents:

[ORD 5973 OF 2020- COVID RENTAL ASSISTANCE.PDF](#)
[2020 CADDO COMMISSION HP PROPOSAL.PDF](#)

7.II. Introduce Emergency Ordinance 5974 Of 2020

AN EMERGENCY ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE GENERAL FUND FOR THE YEAR 2020 TO PROVIDE AN APPROPRIATION FOR THE METROPOLITAN PLANNING COMMISSION (MPC) AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

(Commissioner Chavez)

Documents:

[ORD 5974 OF 2020- MPC COVID.PDF](#)

7.III. Resolution No. 66 Of 2020

A RESOLUTION URGING AND REQUESTING GOVERNOR JOHN BEL EDWARDS TO RESCIND HIS ORDER CLOSING BARS, AND OTHERWISE PROVIDING WITH RESPECT THERETO

(Commissioner Chavez)

Documents:

[66 RE BAR CLOSINGS.PDF](#)

7.IV. Confirmation Of Caddo Parish Public Works Director

To confirm appointment of Mr. Tim Weaver as Director of Public Works

(Administration)

Documents:

[T WEAVER APPOINTMENT LETTER.PDF](#)

7.V. Request The Establishment Of An Early Voting Site At 3015 Greenwood Road

Request to Authorize the Parish Administrator to inform the Caddo Registrar of Voters to authorize and establish an Early Voting Satellite location @3015 Greenwood Road, Shreveport, LA 71109, the "Louisiana State Exhibit Museum." This location should be

prepared for the Fall 2020 Early Voting Open Primary/Presidential/Congressional Election Voting Period beginning October 20, 2020 and ending October 27, 2020.
(Commissioner Burrell, Cawthorne, Epperson, Gage-Watts, Jackson, & Johnson)

- 7.VI. Request Parish Attorney To Initiate Lawsuit For An Injunction Suspending Act 302
Request that the Parish Attorney would immediately initiate appropriate action to file a lawsuit on behalf of the Caddo Parish Commission for an injunction suspending the intent of Act 302 enacted by the Louisiana State Legislature relative to Virtual meetings and agenda items of local governments with the appropriate judicial court system.
(Commissioner Burrell, Cawthorne, Epperson, Gage-Watts, Jackson, & Johnson)

8. ADJOURN:

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

**CERTIFICATE OF TELECONFERENCE AND/OR VIDEO
CONFERENCE OF THE CADDO PARISH COMMISSION
REGULAR SESSION OF AUGUST 25th, 2020
IN ACCORDANCE WITH R.S. 42:17.1**

WHEREAS, the Governor of the State of Louisiana has declared a statewide Public Health emergency, inclusive of Caddo Parish, in Proclamation Number 25 JBE 2020; and,

WHEREAS, the Governor, has further extended that declaration via Proclamations Number 96 JBE 2020 and Number 97 JBE 2020; and

WHEREAS, R.S. 42:17.1 allows members of political subdivisions to participate in its meetings electronically under certain limited circumstances.

THEREFORE, in accordance with the Provisions of R.S. 42:17.1, the presiding officer of the Caddo Parish Commission hereby certifies that this meeting is to address matters that are:

- (a) directly related to the public Commission's response to the Coronavirus Pandemic and are critical to the health, safety, or welfare of the public.
- (b) that if they are delayed will cause curtailment of vital public services or severe economic dislocation and hardship.
- (c) critical to continuation of the business of the Commission and that are not able to be postponed to a meeting held in accordance with the other provisions of Open Meetings Law due to a legal requirement or other deadline that cannot be postponed or delayed by the public body.

Date: August 24th, 2020



Mario Chavez
Caddo Parish Commission President

ORDINANCE NO. OF 2020

BY THE CADDO PARISH COMMISSION:

AN EMERGENCY ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE OIL AND GAS FUND FOR THE YEAR 2020 TO PROVIDE AN APPROPRIATION FOR A MENTAL HEALTH HOTLINE AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, the Parish of Caddo residents have incurred irreparable harm to mental health and well-being due to COVID-19, thus creating a mental health public emergency; and

WHEREAS, the Parish of Caddo residents have suffered business closings and economic hardship; and

WHEREAS, the national civil and racial unrest has caused increased anxiety and stress; and

WHEREAS, if the mental health of Caddo Parish residents remains unaddressed, the symptoms can lead to depression, drug abuse, violence and suicide; and

WHEREAS, the Caddo Parish Commission would like to establish a confidential hotline through United Way's 211 network, as soon as possible, to connect residents to participating provider networks to add; and

WHEREAS, National hotlines do not connect residents to local providers and the best treatment is local assessment and treatment from trained mental health rehabilitation agencies; and

WHEREAS, a portion of the funds shall be used for marketing and outreach; and

WHEREAS, eligible expenses will be requested for reimbursement from the CARES Act funding; and

WHEREAS it is necessary to amend the 2020 Budget to provide an appropriation of \$120,000 to fund the confidential hotline; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Oil and Gas Fund for the year 2020 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<u>Oil and Gas Fund</u>	
United Way 211 – Confidential Hotline	\$120,000
Fund Balance	(\$120,000)

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

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

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

Approved as to legal form:

Parish Attorney

Date

ORDINANCE NO. 5973 OF 2020

BY THE CADDO PARISH COMMISSION:

AN EMERGENCY ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE OIL AND GAS FUND FOR THE YEAR 2020 TO PROVIDE AN APPROPRIATION FOR PROVIDENCE HOUSE EMERGENCY RENTAL ASSISTANCE PROGRAM AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, the Parish of Caddo has suffered an economic downfall due to COVID-19; and

WHEREAS, many residents of the Parish of Caddo currently have lost jobs due to COVID-19; and

WHEREAS, the Federal Moratorium for evictions expired on July 25, 2020; and

WHEREAS, because the Federal Moratorium for evictions has expired, citizens need emergency assistance to avoid evictions.

WHEREAS, the Caddo Parish Commission would like to provide rental assistance through the Providence House if a citizen of Caddo Parish can provide a letter notifying of lay-off or reduced hours and is not participating in another rental assistance program; and

WHEREAS, the rental assistance program is for Caddo Parish residents only; and

WHEREAS, the participant is capped at two months of rental assistance; and

WHEREAS, priority is given if lay-off is due to company going out of business; and

WHEREAS it is necessary to amend the 2020 Budget to provide an appropriation of up to \$112,000 to provide rental assistance; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the Oil and Gas Fund for the year 2020 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<u>Oil and Gas Fund</u>	
Providence House – Rental Assistance	\$112,000
Fund Balance	(\$112,000)

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

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

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

Approved as to legal form:

Parish Attorney

Date

Providence House Homelessness Prevention Proposal

TAX ID Number: 72-1205164

DUNS Number: 88-3592149

Date: **August 19, 2020**

Contact Person: **Verni Howard, Executive Director**

Address: **814 Cotton Street, Shreveport, LA 71101**

Telephone Number: **(318) 221-7887**

Fax Number: **(318) 221-7976**

Name of Project **Providence House Homelessness Prevention (HP) Assistance**

Amount Requested **\$112,000**

Population Served: **Residents of Caddo Parish**

Type of Activity: **Emergency Homelessness Prevention Assistance**

PROJECT DESCRIPTION: Providence House currently provides Homelessness Prevention Assistance under two HUD grants via the City of Shreveport: Federal Award ID# 520-MC-22-0007 (\$41,783) and Agreement #2020ESG-02 (\$5,000). Both awards mature December 31, 2020 and are designated to help families in Shreveport on the brink of homelessness with rental and utility assistance. The 2020 adjusted home income limit under both grants is at 30% (US Department of HUD). This means that a single person household cannot earn more than \$11,900 to qualify for assistance; a family of four cannot earn more than \$17,000. We receive in excess of 40 calls each day for assistance, but so many are turned away because of the income threshold. As a result, we are proposing additional funding of \$112,000 from the Caddo Parish Commission to assist residents that live in Caddo Parish that fall through the cracks. While low income residents need assistance, so does the furloughed City worker with three children or the manager who lost their job because the company went out of business.

Providence House has built a team solely focused on homelessness prevention. We begin with the Intake process and end with three months of case management. We work directly with landlords to circumvent evictions and alleviate a family from needing our homeless shelter. We work directly with utility providers so that families have electricity and running water. Further, we provide additional resources to families to include educational opportunities via the Providence House-BPCC Workforce Development Program or childcare through our 4-STAR CDC. We have shared food and clothing as a bridge for families that are on the brink of disaster and we follow up with them for three months for additional support. The City of Shreveport has entrusted us with this funding because of the integrity of our work and the accountability of the funding. We employ both a Director of Finance and CPA to ensure that funding is tracked, monitored and recorded properly. We are committed to the integrity of the process.

Should the Commission award the additional \$112,000 requested for homelessness prevention, we propose to help residents of Caddo Parish. We have both the capacity and expertise to:

- (1)** provide the Commission with the exact documentation provided to the City of Shreveport including but not limited to income verification, physical copies of invoices, written verification of layoffs or reduced hours, etc.,
- (2)** provide the specifics of the assistance extended including capping rental assistance at two months, **(3)** use a fair and equal process of awarding assistance to Caddo Parish residents only, **(4)** provide monthly, audited financial tracking of all funding. Further, we propose to assist those families that miss the HUD limit cutoff by an

insignificant amount (less than \$1,000) **AND** to help those that may meet the low income threshold established by the Department of HUD. Our goal is to use a process that is based on integrity and fairness to assist residents of Caddo Parish with rental and utility needs that will circumvent homelessness. In the end, our community is better, our families remain whole and landlords/utility providers receive the revenue rightfully due. **We all win!**

Exhibit A – PROPOSED BUDGET

Address Providence House, 814 Cotton Street, Shreveport, LA 71101

Federal Employer Tax I.D. # 72-1205164

Project(s) Proposed and Amount(s) Requested: Providence House Homelessness Prevention Assistance (\$112,000)

Estimated Services: Rental and utility assistance for residents of Shreveport (Caddo Parish)

Average number of Persons to be served daily: 25

Unduplicated number of Persons to be served annually: approximately 500

Other Services: case management, employment, food, education, financial counseling, childcare, workforce development/job skills training

CATEGORY	COMMISSION FUNDS	TOTALS
Homelessness Prevention		
: Rental Assistance	\$76,000	\$76,000
: Utilities	\$25,000	\$25,000
Grant Administration	\$11,000	\$11,000
TOTALS	\$112,000	\$112,000

ORDINANCE NO. 5974 OF 2020

BY THE CADDO PARISH COMMISSION:

AN EMERGENCY ORDINANCE AMENDING THE BUDGET OF ESTIMATED REVENUES AND EXPENDITURES FOR THE GENERAL FUND FOR THE YEAR 2020 TO PROVIDE AN APPROPRIATION FOR THE METROPOLITAN PLANNING COMMISSION (MPC) AND TO OTHERWISE PROVIDE WITH RESPECT THERETO

WHEREAS, national, state and local emergencies have been declared due to the COVID-19 pandemic; and

WHEREAS, the Parish of Caddo currently has over 7,100 cases and 310 deaths due to COVID-19; and

WHEREAS, due to the increase in COVID-19 cases, the Metropolitan Planning Commission (MPC) would like to offer citizens a digital application process in order to preserve the safety of the MPC staff and the citizens; and

WHEREAS, the Caddo Parish Commission would like to provide and appropriation of \$25,000 to the MPC to help with the purchase of this digital application; and

WHEREAS, the digital application will decrease the need for citizens to come to Government Plaza for zoning and other applications with the MPC, thus reducing the potential spread of COVID19; and

NOW, THEREFORE, BE IT ORDAINED, by the Caddo Parish Commission in due, legal and regular session convened, that Budget of Estimated Revenues and Expenditures for the General Fund for the year 2020 is hereby amended as follows:

	<u>Budget Increase (Decrease)</u>
<u>General Fund</u>	
Metropolitan Planning Commission	\$25,000
Fund Balance	(\$25,000)

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

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

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

Approved as to legal form:

Parish Attorney

Date

RESOLUTION NO. 66 OF 2020

BY THE CADDO PARISH COMMISSION:

A RESOLUTION URGING AND REQUESTING GOVERNOR JOHN BEL EDWARDS TO RESCIND HIS ORDER CLOSING BARS, AND OTHERWISE PROVIDING WITH RESPECT THERETO.

WHEREAS, on July 11, 2020, via Proclamation 89 JBE 2020 COVID-19 Public Health Emergency, Governor John Bel Edwards ordered all Louisiana bars closed to on-premises consumption; and

WHEREAS, this closure has caused severe financial hardship for owners of these establishments.

NOW, THEREFORE, BE IT RESOLVED by the Caddo Parish Commission in due, regular and legal session convened, that it hereby urges and requests Louisiana Governor John Bel Edwards to allow bars to reopen.

BE IT FURTHER RESOLVED that a copy of this resolution shall be sent to Governor John Bel Edwards.

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 which can be given effect without the invalid provisions, items or applications, and to this end, the provisions of this resolution are hereby declared severable.

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

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

Approved as to legal form:

Parish Attorney

Date

THE PARISH OF CADDO

ADMINISTRATION



Dr. Woodrow Wilson, Jr.
ADMINISTRATOR & CEO

Erica R. Bryant
ASSISTANT ADMINISTRATOR

GOVERNMENT PLAZA
505 Travis Street • Suite 800
P.O. Box 1127
Shreveport, LA 71163-1127

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Fax • 318.429.7630

www.caddo.org

August 17, 2020

Caddo Parish Commission
Government Plaza
505 Travis Street
Shreveport, LA 71101

Dear Commissioners:

In accordance with Section 5-01 of the Caddo Parish Home Rule Charter, I am pleased to present, for your consideration, my recommendation of Mr. Timothy A. Weaver as Director of Public Works for the Parish of Caddo. I have offered, and he has accepted, a salary of \$155,705.88, Grade U09, Step 41 on the Pay Chart for Unclassified Employees.

Mr. Weaver has been employed by the Parish of Caddo for the past twenty-six years, serving as Assistant Director for the Public Works Department for fourteen years. He possesses an extensive background and working knowledge in the area of Public Works, and holds a Master of Business Administration (MBA) from Centenary College. He is also a Licensed Building Contractor and is a *nationally certified* Building Inspector. It is worth noting that Mr. Weaver is a Board Member of the Louisiana State Police Jury Association's Organization of Parish Administrative Officials.

He has articulated an exceptional vision and projected various goals for enhanced services and the future growth of our Public Works Department. Mr. Weaver is well respected throughout the community-having served on our Homeland Security Council and other task forces. In addition, he has proven himself to be among our most versatile team leaders, as was demonstrated when Mr. Weaver was appointed as the Interim Director of Animal Services and Mosquito Control, while at the same time, effectively performing many of his duties as Assistant Director of Public Works! He has fostered an excellent working relationship with many of our community partners and engineering firms with which we currently conduct business.

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He has the necessary attributes to be successful as the next Public Works Director for the Parish of Caddo, and with his many notable accomplishments, I am confident that he will lead the department to an even higher level of performance as it continues its commitment to excellence in service-delivery.

I, respectfully, request your confirmation of Mr. Timothy A. Weaver as Director of Public Works for the Parish of Caddo, effective immediately.

Very truly yours,

A handwritten signature in blue ink that reads "Dr. Woodrow Wilson, Jr." The signature is stylized with large, flowing loops and a prominent initial "D".

Dr. Woodrow Wilson, Jr.
Administrator & CEO

WWjr/kb

C: Mrs. Erica R. Bryant, Assistant Parish Administrator
Ms. Donna Y. Frazier, Parish Attorney
Mrs. Cheryl McGee, Human Resources Director
Mr. Timothy A. Weaver, Assistant Director, Public Works Department