



Notice of:

BOARD OF ALDERMEN REGULAR MEETING

Tuesday, June 20, 2023 at 6:00 PM

Council Chambers, City Hall, 2305 North 7th Street, West Monroe

AGENDA

Public Comments: Any person present who wishes to comment on any matter prior to the vote on that matter should stand prior to the vote and request an opportunity to comment. Comments are limited to three (3) minutes per speaker, and the number of speakers may be limited on a subject.

NOTICE/MINUTES

Call to order/Verification of Attendance

Motion to Approve Minutes

- [1\)](#) Motion to approve the minutes of the June 6, 2023 Regular Council Meeting.

Recognitions/Presentations

- 2) City of West Monroe Employee Recognitions.
- 3) Mayor Mitchell will present the Louisiana Volunteer Service Award from Lt. Governor Nungesser to Yuri Cobb for completing over 150 hours of volunteer work in our community.

Mayor's Review

Community Announcements

ADMINISTRATION/FINANCE

- [4\)](#) Ordinance to adopt a General Fund and Special Revenue Fund Budgets for the City of West Monroe for the fiscal year of July 1, 2023 to June 30, 2024. **Introduced at the May 16, 2023 Regular Council Meeting.**
- [5\)](#) Ordinance to adopt a Utility Enterprise Fund Budget for the City of West Monroe Utility Fund for the fiscal year of July 1, 2023 to June 30, 2024. **Introduced at the May 16, 2023 Regular Council Meeting.**
- [6\)](#) Ordinance to amend the General Fund Budget, ARPA Fund Budget, West Ouachita Senior Center Fund Budget, Street Maintenance Fund Budget, Officer Witness Court Fee Fund Budget, Emergency Food and Shelter Program Fund Budget, General Insurance Fund Budget, West Monroe OMV Fund Budget, Miscellaneous Grants Fund Budget, Americorps Grant Fund Budget, Keep West Monroe Beautiful Fund Budget, Metro Narcotics LCLE Grant Fund Budget, LCDBG Projects Fund Budget, Capital Campaign Fund Budget, 1986 Sales Tax Fund Budget, Economic Development District Fund Budget, Employee Health Insurance Fund Budget, 2011 DFC Service Fund Budget, 2015 DFC Service Fund Budget, 2018 DFC Service Fund Budget, DEQ SRP Service Fund Budget, 2022 DFC Debt Service Fund Budget, 2022 Debt Capital Fund Budget, CDBG-ED WPS Fund Budget, DEQ SRP Reserve Fund Budget, Section 8 Fund Budget and 2018 Debt Fund Capital Fund Budget, all for the fiscal year ending June 30, 2023.
- [7\)](#) Ordinance to amend the Utility Enterprise Fund Budget for the City of West Monroe Utility Fund for the fiscal year ending June 30, 2023.

- [8\)](#) Ordinance to amend Section 7-1019 of the Code of Ordinances, City of West Monroe, relative to water rates.
- [9\)](#) Ordinance to amend Section 7-2010 of the Code of Ordinances, City of West Monroe, relative to sewerage collection charges and sewerage treatment charges.
- [10\)](#) Ordinance to amend Section 7-1029.1 and Section 2010.2 of the Code of Ordinances, City of West Monroe, to update the provisions regarding future CPI adjustments to utility rates.
- [11\)](#) Ordinance to authorize execution of a Professional Services Agreement to provide consulting services with Retail Strategies, LLC.

BUILDING AND DEVELOPMENT

CODE ENFORCEMENT

LEGAL

- [12\)](#) Ordinance to authorize the purchase of certain immovable property from Carter Mitchell Smyth (lot on Cotton Street adjoining other City lots).
- [13\)](#) Ordinance to authorize issuance and advertisement of a Request For Proposals pursuant to R.S. 38:2234, et seq., to provide fiber-based internet services from two-city owned locations (the new Sports Arena located at 875 Constitution, West Monroe, LA and Ike Hamilton located at 501 Mane Street, West Monroe, LA) to a Tier 1 carrier's POP (point of presence); with acceptance by the Mayor of the selected proposal after review.

PUBLIC WORKS

COMMUNITY SERVICES

- [14\)](#) Resolution to approve the following plans, policies and procedures of West Ouachita Public Transit: Drivers and Transportation Personnel Procedures with ADA Procedures, School Bus Policy, Public Transit Marketing Plan, LEP Policy, FTA Drug and Alcohol Testing Program, WOPT Drug and Alcohol Policy, System Security Plan, Financial Policies and Procedures, Personnel Policy with EEO Policy, Transit Service Policy, Comprehensive Emergency Management Plan, Preventive Maintenance Plan, Substance Abuse Management Policy and Service Animal and Pet Policy.

PARKS AND RECREATION

POLICE/FIRE

WMFD

WMPD

ENGINEERING/CONSTRUCTION PROJECTS

- [15\)](#) West Monroe Indoor Sports Complex - Project #000179

Ordinance to authorize the execution of a Commercial Line Extension Agreement with Atmos Energy Corporation in order to obtain natural gas service to the site of the West Monroe Sports and Events Complex.

- [16\)](#) Cotton Street Improvements (Pine St. to Wood St.) - Project #C23005

Ordinance to authorize application for a States' Economic Development Assistance Project (SEDAP) grant from the Delta Regional Authority, including a commitment for that portion of the project costs to be funded by the City; and, if awarded, to enter into the grant contract (total estimated project cost of \$611,000.00; grant request of \$488,800.00 and City contribution of \$122,200.00/20%).

[17\)](#) Coleman Avenue Sewer Relocation - Project #000220

Authorize Change Order No. 1 (+ \$1,333.00; + 0 days) with Don M. Barron Contractor, Inc.

[18\)](#) New Sidewalks for safe access to Kiroli Elementary School and Kiroli Park, also known as Tupawek Estates Sidewalks - Project #000208

Authorize Change Order No. 3 (+ \$28,805.23; + 0 days) with C W & W Contractors, Inc.

[19\)](#) New Sidewalks for safe access to Kiroli Elementary School and Kiroli Park, also known as Tupawek Estates Sidewalks - Project #000208

Authorize Certificate of Substantial Completion with C W & W Contractors, Inc.

[20\)](#) Highland Park Commercial Subdivision Infrastructure Improvements (formerly Highland Park Commercial Subdivision Project (DRA) - Project #000165

Authorize Certificate of Substantial Completion with Merrick, LLC.

[21\)](#) McMillan Road Public Library Sidewalk Project (SRTPP DOTD) - Project #000182

Ordinance to authorize execution of a contract with S.E. Huey Co. for Engineering Services.

[22\)](#) West Monroe Sports Complex - Project #000179

Authorize the City Clerk to advertise for bids for office and event furniture.

[23\)](#) Trenton Street Recreational Trails - Otis St. Trailhead - Project #000223

ADD TO AGENDA: Ordinance to authorize the filing of an application for grant funding from the FHWA, Recreation Trails Program (RTP) for Louisiana, FY 2024 (\$100,000 grant request, up to \$275,000 City match).

[24\)](#) Trenton Street Recreational Trails - Otis St. Trailhead - Project #000223

Ordinance to authorize the filing of an application for grant funding from the FHWA, Recreational Trails Program (RTP) for Louisiana, FY 2024 (\$100,000 grant request, up to \$275,000 City match).

[25\)](#) Project Updates

Gary Eldridge, City Engineer

PUBLIC COMMENTS/OTHER BUSINESS

ADJOURN

If you need special assistance, please contact Christen Heath at 318-396-2600, and describe the assistance that is necessary.



BOARD OF ALDERMEN REGULAR MEETING

Tuesday, June 06, 2023 at 6:00 PM

Council Chambers, City Hall, 2305 North 7th Street, West Monroe

MINUTES

NOTICE/MINUTES

Call to order/Verification of Attendance

PRESENT

Mayor Staci Mitchell

Polk Brian

Morgan Buxton

Thom Hamilton

Rodney Welch

Ben Westerburg

Motion to Approve Minutes

Motion to approve the minutes of the May 16, 2023 Regular Council Meeting.

Motion made by Buxton, Seconded by Hamilton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

ADMINISTRATION/FINANCE

Ordinance 5186: Ordinance to adopt millage rates and levy the ad valorem taxes authorized for the year of 2023 for the City of West Monroe.

Motion made by Westerburg, Seconded by Buxton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Resolution 816: Resolution to appoint an Official Journal for the fiscal year of July 1, 2023 to June 30, 2024.

Motion made by Welch, Seconded by Brian.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

BUILDING AND DEVELOPMENT

Ordinance 5187: Ordinance to authorize an Agreement with Storer Services for the repair of a portion of the air conditioning system at the West Monroe Convention Center, including the replacement of the chiller and associated controls and equipment.

Motion made by Buxton, Seconded by Hamilton.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

LEGAL

Ordinance 5188: Ordinance to authorize agreement or agreements with BEN Enterprises, LLC to provide ATMs at the Ike Hamilton Expo Center and at the West Monroe Convention Center.

Motion made by Brian, Seconded by Westerburg.

Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

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COUNCIL MINUTES
JUNE 6, 2023

Add to Agenda: Ordinance to approve a First Amendment to the Cooperative Endeavor Agreement with the Ouachita Parish Police Jury relating to participation in the funding for construction of the West Monroe Sports and Events Complex.

Motion made by Buxton, Seconded by Welch.
 Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Ordinance 5189: Ordinance to approve a First Amendment to the Cooperative Endeavor Agreement with the Ouachita Parish Police Jury relating to participation in the funding for construction of the West Monroe Sports and Events Complex.

Motion made by Brian, Seconded by Buxton.
 Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Add to Agenda: Resolution to authorize application for a Louisiana Community Development Program Grant for community development clearance.

Motion made by Westerburg, Seconded by Hamilton.
 Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Resolution 817: Resolution to authorize application for a Louisiana Community Development Program Grant for community development clearance.

Motion made by Hamilton, Seconded by Westerburg
 Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

PUBLIC WORKS

Ordinance 5190: Ordinance to authorize City to enter into a Maintenance Agreement with the Louisiana Department of Transportation and Development, Office of Engineering - mowing and litter pickup (Max. reimbursement \$29,055.00).

Motion made by Westerburg, Seconded by Buxton.
 Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Ordinance 5191: Ordinance to authorize City to enter into a Maintenance Agreement with the Louisiana Department of Transportation and Development - traffic signal maintenance (28 signal lights at \$800.00 per signal/per year).

Motion made by Buxton, Seconded by Hamilton.
 Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

COMMUNITY SERVICES

Resolution 818: Resolution to approve the Non-Discrimination Plan of West Ouachita Public Transit.

Motion made by Buxton, Seconded by Welch.
 Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

ENGINEERING/CONSTRUCTION PROJECTS

West Monroe Sports Complex - Project #000179

Authorize Change Order No. 003 (+ \$160,140.00; + 41 days) with Lincoln Builders of Ruston, Inc.

Motion made by Brian, Seconded by Westerburg.
 Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Good Hope Road Water Extension - Project #C23003

Authorize Certificate of Substantial Completion with Don M. Barron Contractor, Inc.

Motion made by Buxton, Seconded by Hamilton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Water Main Relocation South Riverfront Street and Coleman Avenue - Project #C22004

Authorize Change Order No. 3 (- \$6,367.90; + 0 Days) with Bentz Construction Group, LLC.

Motion made by Westerburg, Seconded by Hamilton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Water Main Relocation South Riverfront Street and Coleman Avenue - Project #C22004

Authorize Certificate of Substantial Completion with Bentz Construction Group, LLC.

Motion made by Hamilton, Seconded by Welch.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Black Bayou Canal Improvements - Thomas Road Area (EDA) - Project #000221

Ordinance 5192: Ordinance to authorize filing the FY2023 Disaster Supplement application through the Economic Development Adjustment Assistance Program (EDA).

Motion made by Buxton, Seconded by Welch.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Black Bayou Canal Improvements - Thomas Road Area (DRA) - Project #000222

Ordinance 5193: Ordinance to authorize filing the FY 2023 Community Infrastructure Fund (CIF) application through the Delta Regional Authority (DRA).

Motion made by Westerburg, Seconded by Hamilton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

Project Updates

Robbie L. George, IV, P.E. (S.E. Huey, Co.) and Joshua D. Hays, P.E., M.S.C.E. (Lazenby & Associates, Inc.) presented the City Council with project updates for transportation, drainage, water and other.

ADJOURN

Motion made by Hamilton, Seconded by Buxton.
Voting Yea: Brian, Buxton, Hamilton, Welch, Westerburg

ATTEST:

APPROVED:

CHRISTEN HEATH
CITY CLERK

STACI ALBRITTON MITCHELL
MAYOR

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO ADOPT THE BUDGETS FOR THE GENERAL FUND
AND SPECIAL FUNDS FOR THE FISCAL YEAR OF JULY 1, 2023 THROUGH
JUNE 30, 2024 FOR THE CITY OF WEST MONROE, LOUISIANA.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West
Monroe, Louisiana, in regular and legal session convened, that the budgets attached hereto and made
a part hereof as Exhibit “A” for the fiscal year July 1, 2023 through June 30, 2024 for the City of
West Monroe, Louisiana, be and same hereby is adopted as the budgets for the General Fund and the
Special Funds for the City of West Monroe, Louisiana.

The above ordinance was introduced on May 16, 2023, in regular and legal session convened;
notice of this ordinance was published in accordance with law; no opposition being filed, it is
considered by sections, voted on by yea and nay vote, passed and adopted in legal session convened
this 20th day of June, 2023, with the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

City of West Monroe
2023-2024 Annual Budget

General Fund Budget Summary

	2021-2022 Actual	2022-2023 Budgeted	2022-2023 YTD Actual	2022-2023 Projected	2023-2024 Proposed
<u>REVENUES</u>					
Taxes	19,144,738.78	19,304,650	10,667,766.95	22,116,356.80	22,891,250
Licenses and Permits	1,068,678.00	1,058,650	475,249.23	1,087,575.00	1,092,150
Intergovernmental Revenue	1,115,257.97	463,215	260,208.70	5,103,810.12	511,650
Charges for Services	2,073,026.72	2,345,500	1,565,602.55	2,755,640.50	2,587,213
Fines	206,961.41	214,300	138,547.90	278,550.00	293,900
Investments, Rents, & Contributions	33,982.79	83,250	57,073.58	61,620.00	57,000
Other Financing Sources	517,167.03	502,000	756,598.39	915,050.00	705,000
Total Revenues	24,159,812.70	23,971,565	13,921,047.30	32,318,602.42	28,138,163
<u>EXPENDITURES</u>					
Elected Council	76,994.64	85,776	49,369.86	86,251.88	86,420
Court	637,278.60	608,230	352,417.12	617,734.37	624,185
Marshal	564,938.12	552,523	340,009.87	576,004.00	578,048
Mayor's Office	302,676.49	335,530	213,152.14	486,548.00	720,075
City Clerk / Finance Director	1,357,585.56	1,050,394	641,158.34	969,565.47	747,900
Information Technology	0.00	424,225	139,833.86	308,794.81	412,160
City Attorney	463,307.36	652,704	314,807.91	593,164.29	548,035
Inspection	292,377.02	287,582	156,618.41	273,402.90	329,093
Planning & Zoning	81,968.27	83,807	48,606.30	84,641.08	82,100
Maintenance	454,388.05	459,543	315,499.15	606,940.33	596,280
Beautification	279,475.91	358,500	125,378.98	202,528.77	235,300
Police Department	5,917,724.50	6,020,880	3,489,909.03	6,140,468.29	6,313,577
Fire Department	3,256,238.30	3,256,100	1,968,241.37	3,459,660.30	3,554,403
Sanitation I Garbage	858,358.93	766,464	526,965.28	889,814.98	0
Sanitation II Trash	704,874.89	874,880	440,618.49	740,392.69	1,636,896
City Maintenance Shop	387,000.54	449,036	240,719.22	435,599.77	531,980
Street Department	968,180.45	930,525	602,136.52	1,000,220.71	968,110
Cemetery	6,878.51	3,000	1,688.68	2,312.76	0
Parks & Recreation Operations & Administration	408,231.25	462,670	239,612.86	453,555.57	532,452

**City of West Monroe
2023-2024 Annual Budget**

General Fund Budget Summary

	2021-2022 Actual	2022-2023 Budgeted	2022-2023 YTD Actual	2022-2023 Projected	2023-2024 Proposed
KIROLI Park	666,339.11	687,500	401,943.77	721,220.51	676,550
Lazarre Park	5,991.81	5,500	2,917.23	5,386.36	5,500
Restoration Park	6,403.31	7,000	3,910.17	8,300.00	7,500
Farmer's Market	49,045.97	50,779	28,956.39	50,422.00	50,830
Convention Center Operations & Admin	253,104.71	222,540	154,386.51	284,162.61	280,320
Convention Center Events	166,043.70	237,381	144,261.97	205,694.91	215,016
Expo Center Operations & Admin	629,164.51	636,130	363,788.81	585,890.88	566,190
Expo Center Events	665,642.27	603,662	433,916.64	964,014.00	891,500
Community Center	263,310.12	292,994	179,793.93	322,264.22	385,400
Economic Development	0.00	0	0.00	0.00	0
Code Enforcement	269,487.12	277,120	161,332.72	275,739.74	293,490
211 Building	13,280.90	17,560	10,606.79	19,100.00	18,370
Section 8	231,517.49	230,685	130,346.54	215,447.64	231,910
Administrative Clearing	2,518,890.94	2,353,187	1,189,600.86	2,657,070.30	2,952,832
Total Expenditures	22,756,699.35	23,284,407	13,412,505.72	24,242,314.14	25,072,423
Excess (Deficiency) Revenues / Expenditures	1,403,113.35	687,158	508,541.58	8,076,288.28	3,065,739
Other Financing Sources (Uses)					
Operating Transfers In	0.00	250,000	0.00	0.00	0
Operating Transfers Out	(1,212,388.00)	(589,875)	(47,899.29)	(7,905,564.00)	(3,000,000)
Total Other Financing Sources (Uses)	(1,212,388.00)	(339,875)	(47,899.29)	(7,905,564.00)	(3,000,000)
Excess (Deficiency) Revenues & Other Financing Sources / Expenditures & Other Financing Uses	190,725.35	347,283	460,642.29	170,724.28	65,739
Fund Balance Start of Year	11,706,027.00	11,896,752	0.00	11,896,752.35	12,067,477
Fund Balance End of Year	11,896,752.35	12,244,035	460,642.29	12,067,476.63	12,133,216

City of West Monroe
2023-2024 Annual Budget

1986 Sales Tax Capital Budget Summary

	2021-2022 Actual	2022-2023 Budgeted	2022-2023 YTD Actual	2022-2023 Projected	2023-2024 Proposed
<u>REVENUES</u>					
Taxes	6,665,692.89	6,500,000.00	3,429,273.35	7,000,000.00	7,350,000.00
Federal Grants	570,665.51	3,724,169.00	673,399.02	944,377.21	945,003.00
Parish Revenue	0.00	0.00	0.00	620,630.88	0.00
Sewer District 5	0.00	60,000.00	110,631.09	306,105.47	300,000.00
School Board Rev	0.00	0.00	0.00	0.00	0.00
State Revenue	1,079,231.81	3,170,870.00	1,178,755.35	1,853,545.61	2,030,400.00
Investment Earnings	559.46	500.00	377.39	550.00	500.00
Donations	100,000.00	0.00	17,750.00	17,750.00	17,750.00
Other Financing Sources	408,400.00	0.00	0.00	0.00	0.00
Total Revenues	8,824,549.67	13,455,539.00	5,410,186.20	10,742,959.17	10,643,653.00
<u>EXPENSES</u>					
Salary, Wages & Benefits	308,341.03	305,935.00	178,122.71	309,136.57	415,120.00
Professional Services	539,889.54	630,000.00	143,494.60	900,145.37	879,000.00
Repair & Maintenance	1,358,539.52	940,000.00	1,196,060.98	1,962,705.65	1,000,000.00
Capital Purchases	6,659,385.24	10,394,800.00	6,049,958.63	10,990,063.40	11,593,000.00
Miscellaneous	2,315.20	2,190.00	1,277.50	2,190.00	2,190.00
Total Expenses	8,868,470.53	12,272,925.00	7,568,914.42	14,164,240.99	13,889,310.00
Excess (Deficiency) Revenues / Expenses	(43,920.86)	1,182,614.00	(2,158,728.22)	(3,421,281.82)	(3,245,657.00)
Other Financing Sources (Uses)					
Operating Transfers In	171,343.45	0.00	0.00	6,993,729.00	2,112,965.00
Operating Transfers Out	(991,601.04)	(858,190.00)	(429,095.46)	(858,190.92)	(858,190.00)
Total Other Financing Sources (Uses)	(820,257.59)	(858,190.00)	(429,095.46)	6,135,538.08	1,254,775.00

**City of West Monroe
2023-2024 Annual Budget**

1986 Sales Tax Capital Budget Summary

	<u>2021-2022 Actual</u>	<u>2022-2023 Budgeted</u>	<u>2022-2023 YTD Actual</u>	<u>2022-2023 Projected</u>	<u>2023-2024 Proposed</u>
Excess (Deficiency)					
Revenues & Other Financing					
Sources / Expenses & Other Financing Uses	(864,178.45)	324,424.00	(2,587,823.68)	2,714,256.26	(1,990,882.00)
Fund Balance Start of Year	1,048,559.00	552,461.96	184,380.55	184,380.55	2,898,636.81
Fund Balance End of Year	184,380.55	876,885.96	(2,403,443.13)	2,898,636.81	907,754.81

City of West Monroe
2023-2024 Annual Budget

WOSC / WOPT Budget Summary

	2021-2022 Actual	2022-2023 Budgeted	2022-2023 YTD Actual	2022-2023 Projected	2023-2024 Proposed
<u>REVENUES</u>					
Federal Grants	457,553.00	235,000	295,841.00	408,000.00	235,000
State Revenue	85,368.50	84,000	82,918.59	110,685.60	110,000
Charges for Services	11,039.50	10,000	8,272.22	13,000.00	12,000
Private Contributions	108,251.33	110,000	34,419.60	103,407.96	100,000
Other Financing Sources	10,174.91	5,035	9,426.93	11,040.00	10,040
Total Revenues	672,387.24	444,035	430,878.34	646,133.56	467,040
<u>EXPENSES</u>					
West Ouachita Senior Center	525,377.75	491,320	308,912.97	496,170.99	471,665
West Ouachita Public Transit	453,093.62	450,523	260,202.37	478,460.44	531,410
Total Expenses	978,471.37	941,843	569,115.34	974,631.43	1,003,075
Excess (Deficiency) Revenues / Expenses	(306,084.13)	(497,808)	(138,237.00)	(328,497.87)	(536,035)
Other Financing Sources (Uses) Operating Transfers In	306,084.13	497,808	138,237.00	328,497.87	536,035
Operating Transfers Out	0.00	0	0.00	0.00	0
Total Other Financing Sources (Uses)	306,084.13	497,808	138,237.00	328,497.87	536,035

**City of West Monroe
2023-2024 Annual Budget**

WOSC / WOPT Budget Summary

	<u>2021-2022 Actual</u>	<u>2022-2023 Budgeted</u>	<u>2022-2023 YTD Actual</u>	<u>2022-2023 Projected</u>	<u>2023-2024 Proposed</u>
Excess (Deficiency)					
Revenues & Other Financing					
Sources / Expenses &					
Other Financing Uses	0.00	0	0.00	0.00	0
Retained Earnings Start of Year	0.00	0	0.00	0.00	0
Retained Earnings End of Year	0.00	0	0.00	0.00	0

**CITY OF WEST MONROE
2023-2024 ANNUAL BUDGET**

Item 4)

Debt Service Funds

	DEQ SRP Service Fund	DEQ SRP Reserve Fund	CDBG-ED WPS Service Fund
<u>REVENUES</u>			
Taxes	0.00	0.00	0.00
Interest	0.00	0.00	0.00
Other Revenue	34,457.00	0.00	25,020.00
	<hr/>	<hr/>	<hr/>
Total Revenues	34,457.00	0.00	25,020.00
<u>EXPENDITURES</u>			
Principal Retirement & Interest	68,914.00	0.00	24,996.00
	<hr/>	<hr/>	<hr/>
Total Expenditures	68,914.00	0.00	24,996.00
	<hr/>	<hr/>	<hr/>
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	(34,457.00)	0.00	24.00
Other Financing Sources (Uses)			
Operating Transfers In	34,457.00	0.00	0.00
Operating Transfers Out	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Fund Balance Start of Year	42,369.00	34,696.00	24.00
	<hr/>	<hr/>	<hr/>
Fund Balance End of Year	42,369.00	34,696.00	48.00
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**CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET**

Item 4)

Debt Service Funds

	2015 DFC Service Fund	2018 DFC Service Fund
<u>REVENUES</u>		
Taxes	1,813,481.00	0.00
Interest	0.00	0.00
Other Revenue	0.00	0.00
	<hr/>	<hr/>
Total Revenues	1,813,481.00	0.00
<u>EXPENDITURES</u>		
Principal Retirement	1,185,000.00	440,000.00
Interest	628,081.00	420,287.00
Administrative Costs	400.00	400.00
	<hr/>	<hr/>
Total Expenditures	1,813,481.00	860,687.00
	<hr/>	<hr/>
<u>Excess (Deficiency)</u>		
Revenues / Expenditures	0.00	(860,687.00)
Other Financing Sources (Uses)		
Operating Transfers In	0.00	860,687.00
Operating Transfers Out	0.00	0.00
	<hr/>	<hr/>
Fund Balance Start of Year	857,850.00	355,884.00
	<hr/>	<hr/>
Fund Balance End of Year	857,850.00	355,884.00
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**CITY OF WEST MONROE
2023-2024 ANNUAL BUDGET**

Item 4)

Debt Service Funds

	DEQ SRP Service Fund	DEQ SRP Reserve Fund	CDBG-ED WPS Service Fund
<u>REVENUES</u>			
Taxes	0.00	0.00	0.00
Interest	0.00	0.00	0.00
Other Revenue	34,457.00	0.00	25,020.00
	<hr/>	<hr/>	<hr/>
Total Revenues	34,457.00	0.00	25,020.00
<u>EXPENDITURES</u>			
Principal Retirement & Interest	68,914.00	0.00	24,996.00
	<hr/>	<hr/>	<hr/>
Total Expenditures	68,914.00	0.00	24,996.00
	<hr/>	<hr/>	<hr/>
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	(34,457.00)	0.00	24.00
Other Financing Sources (Uses)			
Operating Transfers In	34,457.00	0.00	0.00
Operating Transfers Out	0.00	0.00	0.00
Fund Balance Start of Year	42,369.00	34,696.00	24.00
	<hr/>	<hr/>	<hr/>
Fund Balance End of Year	42,369.00	34,696.00	48.00
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>

**CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET**

Item 4)

Debt Service Funds

	2015 DFC Service Fund	2018 DFC Service Fund
<u>REVENUES</u>		
Taxes	1,813,481.00	0.00
Interest	0.00	0.00
Other Revenue	0.00	0.00
Total Revenues	1,813,481.00	0.00
<u>EXPENDITURES</u>		
Principal Retirement	1,185,000.00	440,000.00
Interest	628,081.00	420,287.00
Administrative Costs	400.00	400.00
Total Expenditures	1,813,481.00	860,687.00
<u>Excess (Deficiency)</u>		
<u>Revenues / Expenditures</u>	0.00	(860,687.00)
Other Financing Sources (Uses)		
Operating Transfers In	0.00	860,687.00
Operating Transfers Out	0.00	0.00
Fund Balance Start of Year	857,850.00	355,884.00
Fund Balance End of Year	857,850.00	355,884.00

**CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET**

Item 4)

Fiduciary Funds

	Employee's Workers's Comp Reserve Fund	Hasley Cemetery Trust Fund
<u>REVENUES</u>		
Sales Taxes	0.00	0.00
Interest	0.00	0.00
Lot Sales	0.00	25,000.00
Insurance Proceeds	0.00	0.00
Other	0.00	0.00
	<hr/>	<hr/>
Total Revenues	0.00	25,000.00
<u>EXPENDITURES</u>		
Claims Paid	0.00	0.00
Other Misc	0.00	0.00
	<hr/>	<hr/>
Total Expenditures	0.00	0.00
<u>Excess (Deficiency)</u>		
Revenues / Expenditures	0.00	25,000.00
<u>Other Financing Sources (Uses)</u>		
Operating Transfer In	0.00	0.00
Operating Transfer Out	0.00	0.00
	<hr/>	<hr/>
Total Other Financing Sources (Uses)	0.00	0.00
<u>Excess (Deficiency)</u>		
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	0.00	25,000.00
Fund Balance Start of Year	534,499.00	670,332.00
	<hr/>	<hr/>
Fund Balance End of Year	534,499.00	695,332.00
	<hr/>	<hr/>
	<hr/>	<hr/>

**CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET**

Item 4)

Fiduciary Funds

	KIROLI Foundation Fund	Ouachita Outreach Fund
<u>REVENUES</u>		
Contributions	20,000.00	10,000.00
Interest	0.00	0.00
Program Revenue	80,000.00	0.00
Other	0.00	0.00
	<hr/>	<hr/>
Total Revenues	100,000.00	10,000.00
<u>EXPENDITURES</u>		
Community Development	0.00	10,000.00
Culture and Recreation	100,000.00	0.00
Miscellaneous	0.00	0.00
	<hr/>	<hr/>
Total Expenditures	100,000.00	10,000.00
	<hr/>	<hr/>
<u>Excess (Deficiency)</u>		
Revenues / Expenditures	0.00	0.00
<u>Other Financing Sources (Uses)</u>		
Operating Transfer In	0.00	0.00
Operating Transfer Out		
	<hr/>	<hr/>
Total Other Financing Sources (Uses)	0.00	0.00
	<hr/>	<hr/>
<u>Excess (Deficiency)</u>		
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	0.00	0.00
Fund Balance Start of Year	132,466.00	0.00
	<hr/>	<hr/>
Fund Balance End of Year	132,466.00	0.00
	<hr/>	<hr/>
	<hr/>	<hr/>

CITY OF WEST MONROE
2023-2024 ANNUAL BUDGET

Item 4)

Internal Service Funds

	Employee's Health Ins Fund
<u>OPERATING REVENUES</u>	
Contributions	
Sales Tax	0.00
Insurance Proceeds	0.00
Group Insurance Premiums	3,000,000.00
Total Revenues	3,000,000.00
<u>OPERATING EXPENSES</u>	
Claims Paid	2,400,000.00
Administrative Services	570,000.00
Total Operating Expenses	2,970,000.00
Net Operating Income	30,000.00
<u>NON-OPERATING REVENUES</u>	
Transfers - In	0.00
Interest Income	0.00
Total Non-Operating Revenues	0.00
<u>NET INCOME</u>	30,000.00
<u>RETAINED EARNINGS AT BEGINNING OF YEAR</u>	0.00
<u>RETAINED EARNINGS AT END OF YEAR</u>	30,000.00

**CITY OF WEST MONROE
2023-2024 ANNUAL BUDGET**

Item 4)

Special Revenue Funds

	Street Maintenance Fund	West Ouachita Senior Center Fund	Emergency Food & Shelter Program Fund
<u>REVENUES</u>			
Taxes	290,000.00	0.00	0.00
Intergovernmental	0.00	345,000.00	0.00
Interest	0.00	0.00	0.00
Other	0.00	122,040.00	10,000.00
	<hr/>	<hr/>	<hr/>
Total Revenues	290,000.00	467,040.00	10,000.00
<u>EXPENDITURES</u>			
Public Safety	0.00	0.00	0.00
Public Works	400,000.00	0.00	0.00
Community Development	0.00	1,003,075.00	10,000.00
Other	0.00	0.00	0.00
Capital Expenditures & Major Repairs	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Expenditures	400,000.00	1,003,075.00	10,000.00
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	(110,000.00)	(536,035.00)	0.00
<u>Other Financing Sources (Uses)</u>			
Operating Transfer In	110,000.00	536,035.00	0.00
Operating Transfer Out	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Other Financing Sources (Uses)	110,000.00	536,035.00	0.00
<u>Excess (Deficiency)</u>			
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	0.00	0.00	0.00
Fund Balance Start of Year	0.00	0.00	0.00
Fund Balance End of Year	0.00	0.00	0.00
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**CITY OF WEST MONROE
2023-2024 ANNUAL BUDGET**

Item 4)

Special Revenue Funds

	Officer Witness Court Fee Fund	Section 8 Housing Fund	General Insurance Fund
<u>REVENUES</u>			
Taxes	0.00	0.00	24,000.00
Intergovernmental	0.00	1,920,500.00	0.00
Interest	0.00	600.00	0.00
Other	17,500.00	185,953.00	20,000.00
	<hr/>	<hr/>	<hr/>
Total Revenues	17,500.00	2,107,053.00	44,000.00
<u>EXPENDITURES</u>			
Public Safety	5,000.00	0.00	0.00
Public Works	0.00	0.00	0.00
Community Development	0.00	2,074,974.00	0.00
Other	0.00	0.00	244,000.00
Capital Expenditures & Major Repairs	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Expenditures	5,000.00	2,074,974.00	244,000.00
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	12,500.00	32,079.00	(200,000.00)
<u>Other Financing Sources (Uses)</u>			
Operating Transfer In	0.00	0.00	200,000.00
Operating Transfer Out	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Other Financing Sources (Uses)	0.00	0.00	200,000.00
<u>Excess (Deficiency)</u>			
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	12,500.00	32,079.00	0.00
Fund Balance Start of Year	35,100.00	266,519.00	0.00
	<hr/>	<hr/>	<hr/>
Fund Balance End of Year	47,600.00	298,598.00	0.00
	<hr/>	<hr/>	<hr/>
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**CITY OF WEST MONROE
2023-2024 ANNUAL BUDGET**

Item 4)

Special Revenue Funds

	West Monroe OMV Fund	Miscellaneous Grants Fund	Americorps Grant Fund
<u>REVENUES</u>			
Taxes	0.00	0.00	0.00
Intergovernmental	0.00	0.00	150,000.00
Interest	0.00	0.00	0.00
Other	0.00	5,000.00	0.00
	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	5,000.00	150,000.00
<u>EXPENDITURES</u>			
Public Safety	17,000.00	0.00	0.00
Public Works	0.00	0.00	0.00
Community Development	0.00	0.00	150,000.00
Other	0.00	5,000.00	0.00
Capital Expenditures & Major Repairs	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Expenditures	17,000.00	5,000.00	150,000.00
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	(17,000.00)	0.00	0.00
<u>Other Financing Sources (Uses)</u>			
Operating Transfer In	17,000.00	0.00	0.00
Operating Transfer Out	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Other Financing Sources (Uses)	17,000.00	0.00	0.00
<u>Excess (Deficiency)</u>			
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	0.00	0.00	0.00
Fund Balance Start of Year	<hr/>	<hr/>	<hr/>
Fund Balance End of Year	0.00	15,656.00	5,196.00
	<hr/>	<hr/>	<hr/>
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**CITY OF WEST MONROE
2023-2024 ANNUAL BUDGET**

Item 4)

Special Revenue Funds

	Keep West Monroe Beautiful Fund	Metro Narcotics LCLE Grant Fund	LCDBG Projects Fund
<u>REVENUES</u>			
Taxes	0.00	0.00	0.00
Intergovernmental	0.00	120,000.00	50,000.00
Interest	0.00	0.00	0.00
Other	10,000.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Revenues	10,000.00	120,000.00	50,000.00
<u>EXPENDITURES</u>			
Public Safety	0.00	120,000.00	0.00
Public Works	0.00	0.00	50,000.00
Community Development	34,000.00	0.00	0.00
Other	0.00	0.00	0.00
Capital Expenditures & Major Repairs	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Expenditures	34,000.00	120,000.00	50,000.00
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	(24,000.00)	0.00	0.00
<u>Other Financing Sources (Uses)</u>			
Operating Transfer In	24,000.00	0.00	0.00
Operating Transfer Out	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Other Financing Sources (Uses)	24,000.00	0.00	0.00
<u>Excess (Deficiency)</u>			
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	0.00	0.00	0.00
Fund Balance Start of Year	<hr/>	<hr/>	<hr/>
Fund Balance End of Year	0.00	2,614.00	61,236.00
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>

**CITY OF WEST MONROE
2023-2024 ANNUAL BUDGET**

Item 4)

Special Revenue Funds

	Capital Campaign Fund	1986 Sales Tax Capital Improv Fund	Economic Development District Fund
<u>REVENUES</u>			
Taxes	0.00	7,350,000.00	1,860,000.00
Intergovernmental	0.00	3,293,653.00	0.00
Interest	0.00	500.00	0.00
Other	250,000.00	0.00	0.00
Total Revenues	250,000.00	10,644,153.00	1,860,000.00
<u>EXPENDITURES</u>			
Public Safety	0.00	0.00	0.00
Public Works	0.00	0.00	0.00
Community Development	250,000.00	0.00	1,041,000.00
Other	0.00	0.00	0.00
Capital Expenditures & Major Repairs	0.00	13,889,310.00	0.00
Total Expenditures	250,000.00	13,889,310.00	1,041,000.00
<u>Excess (Deficiency)</u>			
<u>Revenues / Expenditures</u>	0.00	(3,245,157.00)	819,000.00
<u>Other Financing Sources (Uses)</u>			
Operating Transfer In	0.00	2,112,965.00	0.00
Operating Transfer Out	0.00	(858,190.00)	(1,304,015.00)
Total Other Financing Sources (Uses)	0.00	1,254,775.00	(1,304,015.00)
<u>Excess (Deficiency)</u>			
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	0.00	(1,990,382.00)	(485,015.00)
Fund Balance Start of Year	369,150.00	2,898,637.00	972,195.00
Fund Balance End of Year	369,150.00	908,255.00	487,180.00

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO ADOPT THE BUDGET FOR THE UTILITY FUND FOR THE FISCAL YEAR OF JULY 1, 2023 THROUGH JUNE 30, 2024 FOR THE CITY OF WEST MONROE, LOUISIANA.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the Budget attached hereto and made a part hereof as Exhibit “A” for the fiscal year July 1, 2023 through June 30, 2024 for the City of West Monroe, Louisiana, be and same hereby is adopted as the budget for the Utility Fund for the City of West Monroe, Louisiana.

The above ordinance was introduced on May 16, 2023, in regular and legal session convened; notice of this ordinance was published in accordance with law; no opposition being filed, it is considered by sections, voted on by yea and nay vote, passed and adopted in legal session convened this 20th day of June, 2023, with the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

City of West Monroe
2023-2024 Annual Budget

Utility Enterprise Fund Budget Summary

	2021-2022 Actual	2022-2023 Budgeted	2022-2023 YTD Actual	2022-2023 Projected	2023-2024 Proposed
<u>REVENUES</u>					
Charges for Services	5,671,485.65	5,978,937	3,385,524.33	5,917,376.60	6,031,175
Fine & Fees	0.00	0	0.00	0.00	0
Investment, Rents & Contributions	0.00	0	0.00	0.00	0
Other Financing Sources	2,425.00	2,000	1,192.46	2,000.00	2,000
Total Revenues	5,673,910.65	5,980,937	3,386,716.79	5,919,376.60	6,033,175
<u>EXPENSES</u>					
Public Works Administration	447,011.95	430,285	301,859.13	513,759.70	466,900
Field Operations - Tech	585,557.84	591,490	368,956.06	591,678.76	461,868
Plant Operations - Water	909,968.65	802,300	678,465.15	1,009,435.00	995,950
Field Operations - WSD	685,942.46	734,450	463,471.84	885,422.61	1,073,630
Plant Operations - Sewer	2,860,167.59	2,712,875	1,597,411.80	2,576,753.20	2,665,450
Preventative Maint CIP	17,807.45	14,300	37,815.06	140,749.02	301,414
Administrative Clearing	242,975.76	232,500	191,775.50	310,528.07	411,000
Total Expenses	5,749,431.70	5,518,200	3,639,754.54	6,028,326.36	6,376,212
Excess (Deficiency)					
Revenues / Expenses	(75,521.05)	462,737	(253,037.75)	(108,949.76)	(343,037)
Other Financing Sources (Uses)					
Operating Transfers In	0.00	0	0.00	0.00	0
Operating Transfers Out DEQ SRP Service Fd	(68,848.00)	(69,097)	0.00	(68,848.00)	(69,097)
Operating Transfers Out DEQ Resv	0.00	0	0.00	0.00	0
Operating Transfers Out Cap Additions	0.00	0	0.00	0.00	0
Operating Transfers Out Other		0	0.00	0.00	0
Total Other Financing Sources (Uses)	(68,848.00)	(69,097)	0.00	(68,848.00)	(69,097)

**City of West Monroe
2023-2024 Annual Budget**

Utility Enterprise Fund Budget Summary

	2021-2022 Actual	2022-2023 Budgeted	2022-2023 YTD Actual	2022-2023 Projected	2023-2024 Proposed
Excess (Deficiency) Revenues & Other Financing Sources / Expenses & Other Financing Uses	(144,369.05)	393,640	(253,037.75)	(177,797.76)	(412,134)
Retained Earnings Start of Year	743,906.00	599,537	599,536.95	599,536.95	421,739
Retained Earnings End of Year	599,536.95	993,177	346,499.20	421,739.19	9,605

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

ORDINANCE TO AMEND THE GENERAL FUND BUDGET, ARPA FUND BUDGET, WEST OUACHITA SENIOR CENTER FUND BUDGET, STREET MAINTENANCE FUND BUDGET, OFFICER WITNESS COURT FEE FUND BUDGET, EMERGENCY FOOD AND SHELTER PROGRAM FUND BUDGET, GENERAL INSURANCE FUND BUDGET, WEST MONROE OMV FUND BUDGET, MISCELLANEOUS GRANTS FUND BUDGET, AMERICORPS GRANT FUND BUDGET, KEEP WEST MONROE BEAUTIFUL FUND BUDGET, METRO NARCOTICS LCLE GRANT FUND BUDGET, LCDBG PROJECTS FUND BUDGET, CAPITAL CAMPAIGN FUND BUDGET, 1986 SALES TAX FUND BUDGET, ECONOMIC DEVELOPMENT DISTRICT FUND BUDGET, EMPLOYEE HEALTH INSURANCE FUND BUDGET, 2011 DFC SERVICE FUND BUDGET, 2015 DFC SERVICE FUND BUDGET, 2018 DFC SERVICE FUND BUDGET, DEQ SRP SERVICE FUND BUDGET, 2022 DFC DEBT SERVICE FUND BUDGET, 2022 DEBT CAPITAL FUND BUDGET, CDBG-ED WPS FUND BUDGET, DEQ SRP RESERVE FUND BUDGET, SECTION 8 FUND BUDGET AND 2018 DEBT FUND CAPITAL FUND BUDGET, ALL FOR THE FISCAL YEAR ENDING JUNE 30, 2023, FOR THE CITY OF WEST MONROE, LOUISIANA.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the General Fund Budget, ARPA Fund Budget, West Ouachita Senior Center Fund Budget, Street Maintenance Fund Budget, Officer Witness Court Fee Fund Budget, Emergency Food and Shelter Program Fund Budget, General Insurance Fund Budget, West Monroe OMV Fund Budget, Miscellaneous Grants Fund Budget, Americorps Grant Fund Budget, Keep West Monroe Beautiful Fund Budget, Metro Narcotics LCLE Grant Fund Budget, LCDBG Projects Fund Budget, Capital Campaign Fund Budget, 1986 Sales Tax Fund Budget, Economic Development District Fund Budget, Employee Health Insurance Fund Budget, 2011 DFC Service Fund Budget, 2015 DFC Service Fund Budget, 2018 DFC Service Fund Budget, DEQ SRP Service Fund Budget, 2022 DFC Debt Service Fund Budget, 2022 Debt Capital Fund Budget CDBG-ED WPS Fund Budget, DEQ SRP Reserve Fund Budget, Section 8 Fund Budget and 2018 Debt Fund Capital Fund Budget, all for the fiscal year ending June 30, 2023, are hereby amended to conform with those budgets attached hereto as Exhibit “A”.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea and nay vote, passed and adopted this 20th day of June, 2023, the final vote being as follows:

YEA: _____
NAY: _____
NOT VOTING: _____
ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA



City of West Monroe 2022-2023 Amended Budget		
General Fund Budget Summary		
	2022-2023 Budgeted	2022-2023 Amended
<u>REVENUES</u>		
Taxes	19,304,650.00	22,116,356.80
Licenses and Permits	1,058,650.00	1,087,575.00
Intergovernmental Revenue	463,215.00	603,810.12
Charges for Services	2,345,500.00	2,755,640.50
Fines	214,300.00	278,550.00
Investments, Rents, & Contributions	83,250.00	61,620.00
Other Financing Sources	502,000.00	915,050.00
Total Revenues	23,971,565.00	27,818,602.42
<u>EXPENDITURES</u>		
Elected Council	85,776.00	86,251.88
Court	608,230.00	617,734.37
Marshal	552,523.00	576,004.00
Mayor's Office	335,530.00	486,548.00
City Clerk / Finance Director	1,050,394.00	969,565.47
Information Technology	424,225.00	308,794.81
City Attorney	652,704.00	593,164.29
Inspection	287,582.00	273,402.90
Planning & Zoning	83,807.00	84,641.08
Building & Grounds	459,543.00	606,940.33
Grounds Keeper	358,500.00	202,528.77
Police Department	6,020,880.00	3,140,468.29
Fire Department	3,256,100.00	1,930,108.30
Sanitation I Garbage	766,464.00	889,814.98
Sanitation II Trash	874,880.00	740,392.69
City Maintenance Shop	449,036.00	435,599.77
Street Department	930,525.00	1,000,220.71
Cemetery	3,000.00	2,312.76
Parks & Recreation Operations & Administration	462,670.00	453,555.57

City of West Monroe 2022-2023 Amended Budget		
General Fund Budget Summary		
	2022-2023 Budgeted	2022-2023 Amended
KIROLI Park	687,500.00	721,220.51
Lazarre Park	5,500.00	5,386.36
Restoration Park	7,000.00	8,300.00
Farmer's Market	50,779.00	50,422.00
Convention Center Operations & Admin	222,540.00	284,162.61
Convention Center Events	237,381.00	205,694.91
Expo Center Operations & Admin	636,130.00	585,890.88
Expo Center Events	603,662.00	964,014.00
Community Center	292,994.00	322,264.22
Economic Development	0.00	0.00
Tanner Business Center	277,120.00	275,739.74
Tanner Building	17,560.00	19,100.00
Section 8	230,685.00	215,447.64
Administrative Clearing	2,353,187.00	2,657,070.30
Total Expenditures	23,284,407.00	19,712,762.14
Excess (Deficiency) Revenues / Expenditures	687,158.00	8,105,840.28
Other Financing Sources (Uses)		
Operating Transfers In	250,000.00	0.00
Operating Transfers Out	(589,875.00)	(7,905,564.00)
Total Other Financing Sources (Uses)	(339,875.00)	(7,905,564.00)
Excess (Deficiency) Revenues & Other Financing Sources / Expenditures & Other Financing Uses	347,283.00	200,276.28
Fund Balance Start of Year	11,896,752.35	11,896,752.35
Fund Balance End of Year	12,244,035.35	12,097,028.63

**CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET**

Debt Service Funds

	CDBG-ED WPS FUND	2022 DFC Debt Service Fund	DEQ SRP Service Fund
<u>REVENUES</u>			
Taxes	0.00	0.00	0.00
Interest	0.00	0.00	0.00
Other Revenue	25,020.00	0.00	69,008.00
	<hr/>	<hr/>	<hr/>
Total Revenues	25,020.00	0.00	69,008.00
<u>EXPENDITURES</u>			
Principal Retirement	0.00	180,000.00	69,008.00
Interest	0.00	703,192.00	
Administrative Costs	0.00	800.00	
Other	24,996.00		
	<hr/>	<hr/>	<hr/>
Total Expenditures	24,996.00	883,992.00	69,008.00
	<hr/>	<hr/>	<hr/>
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	24.00	(883,992.00)	0.00
Other Financing Sources (Uses)			
Operating Transfers In	0.00	978,011.00	42,369.00
Operating Transfers Out	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Fund Balance Start of Year	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Fund Balance End of Year	24.00	94,019.00	42,369.00
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CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET (amended)

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Debt Service Funds

	DEQ SRP RESERVE Fund	2011 Debt Fund Capital Service Fund	2015 Debt Fund Capital Service Fund
<u>REVENUES</u>			
Taxes	0.00	0.00	1,780,954.00
Interest	0.00	0.00	0.00
Other Revenue	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Revenues	0.00	0.00	1,780,954.00
<u>EXPENDITURES</u>			
Principal Retirement	0.00	0.00	1,145,000.00
Interest	0.00	0.00	669,156.00
Administrative Cost	0.00	0.00	400.00
Other	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Expenditures	0.00	0.00	1,814,556.00
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	0.00	0.00	(33,602.00)
Other Financing Sources (Uses)			
Operating Transfers In	0.00	0.00	0.00
Operating Transfers Out	0.00	5,278.03	0.00
Fund Balance Start of Year	<hr/> 34,696.00	<hr/> 5,278.03	<hr/> 891,452.00
Fund Balance End of Year	34,696.00	0.00	857,850.00
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>

CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET (amended)

Debt Service Funds

	2018 Debt Fund Capital Service Fund		
<u>REVENUES</u>			
Taxes	0.00		
Interest	0.00		
Other Revenue	0.00		
Total Revenues	0.00		
<u>EXPENDITURES</u>			
Principal Retirement	420,000.00		
Interest	441,787.00		
Administrative Cost	400.00		
Other	0.00		
Total Expenditures	862,187.00		
<u>Excess (Deficiency)</u>			
<u>Revenues / Expenditures</u>	(862,187.00)		
Other Financing Sources (Uses)			
Operating Transfers In	858,190.00		
Operating Transfers Out	0.00		
Fund Balance Start of Year	359,880.00		
Fund Balance End of Year	355,883.00		

CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET

Internal Service Funds

	Employee's Health Ins Fund
<u>OPERATING REVENUES</u>	
Contributions	
Sales Tax	0.00
Insurance Proceeds	0.00
Group Insurance Premiums	2,790,000.00
	<hr/>
Total Revenues	2,790,000.00
<u>OPERATING EXPENSES</u>	
Claims Paid	2,500,107.00
Administrative Services	500,000.00
	<hr/>
Total Operating Expenses	3,000,107.00
	<hr/>
Net Operating Income	(210,107.00)
<u>NON-OPERATING REVENUES</u>	
Transfers - In	200,000.00
Interest Income	0.00
	<hr/>
Total Non-Operating Revenues	200,000.00
	<hr/>
<u>NET INCOME</u>	(10,107.00)
<u>RETAINED EARNINGS AT BEGINNING OF YEAR</u>	10,107.00
	<hr/>
<u>RETAINED EARNINGS AT END OF YEAR</u>	0.00
	<hr/>
	<hr/>

**CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET Amended**

Special Revenue Funds

	Street Maint Fund	Emergency Food & Shelter Program Fund	Officer Witness Court Fee Fund
<u>REVENUES</u>			
Taxes	280,000.00	0.00	0.00
Intergovernmental	0.00	0.00	0.00
Interest	0.00	0.00	0.00
Other	0.00	13,000.00	20,000.00
Total Revenues	280,000.00	13,000.00	20,000.00
<u>EXPENDITURES</u>			
Public Safety	0.00	0.00	6,600.00
Public Works	0.00	0.00	0.00
Community Development	0.00	8,220.00	0.00
Other	397,921.00	0.00	0.00
Capital Expenditures & Major Repairs	0.00	0.00	0.00
Total Expenditures	397,921.00	8,220.00	6,600.00
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	(117,921.00)	4,780.00	13,400.00
<u>Other Financing Sources (Uses)</u>			
Operating Transfer In	117,921.00	0.00	0.00
Operating Transfer Out	0.00	0.00	0.00
Total Other Financing Sources (Uses)	117,921.00	0.00	0.00
<u>Excess (Deficiency)</u>			
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	0.00	4,780.00	13,400.00
Fund Balance Start of Year	0.00	(4,780.00)	21,700.00
Fund Balance End of Year	0.00	0.00	35,100.00

CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET Amended

Special Revenue Funds

	Section 8	General Insurance Fund	West Monroe OMV Fund
<u>REVENUES</u>			
Taxes	0.00	24,000.00	0.00
Intergovernmental	0.00	0.00	48,441.00
Interest	0.00	0.00	0.00
Other	2,107,453.00	114,000.00	0.00
Total Revenues	2,107,453.00	138,000.00	48,441.00
<u>EXPENDITURES</u>			
Public Safety	0.00	0.00	81,470.00
Public Works	0.00	0.00	0.00
Community Development	2,046,201.00	0.00	0.00
Other	0.00	399,500.00	0.00
Capital Expenditures & Major Repairs	0.00	0.00	0.00
Total Expenditures	2,046,201.00	399,500.00	81,470.00
<u>Excess (Deficiency)</u>			
<u>Revenues / Expenditures</u>	61,252.00	(261,500.00)	(33,029.00)
<u>Other Financing Sources (Uses)</u>			
Operating Transfer In	0.00	261,500.00	51,478.00
Operating Transfer Out	0.00	0.00	0.00
Total Other Financing Sources (Uses)	0.00	261,500.00	51,478.00
<u>Excess (Deficiency)</u>			
<u>Revenues & Other Financing Sources / Expenditures & Other Financing Uses</u>	61,252.00	0.00	18,449.00
Fund Balance Start of Year	205,267.00	0.00	(18,449.00)
Fund Balance End of Year	266,519.00	0.00	0.00

**CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET Amended**

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Special Revenue Funds

	Miscellaneous Grants Fund	Americorps Grant Fund	Keep West Monroe Beautiful Fund
<u>REVENUES</u>			
Taxes	0.00	0.00	0.00
Intergovernmental	0.00	200,000.00	0.00
Interest	0.00	0.00	0.00
Other	6,500.00	0.00	10,000.00
	<hr/>	<hr/>	<hr/>
Total Revenues	6,500.00	200,000.00	10,000.00
<u>EXPENDITURES</u>			
Public Safety	0.00	0.00	0.00
Public Works	0.00	0.00	0.00
Community Development	0.00	200,000.00	34,000.00
Other	2,500.00	0.00	0.00
Capital Expenditures & Major Repairs	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Expenditures	2,500.00	200,000.00	34,000.00
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	4,000.00	0.00	(24,000.00)
<u>Other Financing Sources (Uses)</u>			
Operating Transfer In	0.00	0.00	24,000.00
Operating Transfer Out	0.00	0.00	0.00
	<hr/>	<hr/>	<hr/>
Total Other Financing Sources (Uses)	0.00	0.00	24,000.00
<u>Excess (Deficiency)</u>			
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	4,000.00	0.00	0.00
Fund Balance Start of Year	<hr/> 11,656.00 <hr/>	<hr/> 5,196.00 <hr/>	<hr/> 0.00 <hr/>
Fund Balance End of Year	15,656.00 <hr/> <hr/>	5,196.00 <hr/> <hr/>	0.00 <hr/> <hr/>

**CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET (Amended)**

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Special Revenue Funds

	Metro Narcotics LCLE Grant Fund	LCDBG Projects Fund	Arpa Fund
<u>REVENUES</u>			0.00
Taxes	0.00	0.00	0.00
Intergovernmental	120,000.00	200,653.00	2,264,776.00
Interest	0.00	20.00	0.00
Other	0.00	0.00	0.00
Total Revenues	120,000.00	200,673.00	
<u>EXPENDITURES</u>			
Public Safety	120,000.00	0.00	4,529,552.00
Public Works	0.00	200,673.00	0.00
Community Development	0.00	0.00	0.00
Other	0.00	0.00	0.00
Capital Expenditures & Major Repairs	0.00	0.00	0.00
Total Expenditures	120,000.00	200,673.00	4,529,552.00
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	0.00	0.00	(2,264,776.00)
<u>Other Financing Sources (Uses)</u>			
Operating Transfer In	0.00	0.00	0.00
Operating Transfer Out	0.00	0.00	0.00
Total Other Financing Sources (Uses)	0.00	0.00	0.00
<u>Excess (Deficiency)</u>			
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	0.00	0.00	(2,264,776.00)
Fund Balance Start of Year	2,614.00	61,236.00	2,264,776.00
Fund Balance End of Year	2,614.00	61,236.00	0.00

CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET (Amended)

Special Revenue Funds

	<u>Capital Campaign Fund</u>	<u>2022 Debt Capital Fund</u>	<u>2018 Debt Fund Capital</u>
<u>REVENUES</u>			
Taxes	0.00	0.00	0.00
Intergovernmental	0.00	20,000.00	0.00
Interest	0.00	0.00	30.02
Other	154,000.00	21,292,326.00	0.00
	<hr/>	<hr/>	<hr/>
Total Revenues	154,000.00	21,312,326.00	30.02
<u>EXPENDITURES</u>			
Public Safety	0.00	0.00	0.00
Public Works	0.00	0.00	0.00
Community Development	5,000.00	0.00	0.00
Other	0.00	0.00	0.00
Capital Expenditures & Major Repairs	0.00	16,136,555.00	0.00
	<hr/>	<hr/>	<hr/>
Total Expenditures	5,000.00	16,136,555.00	0.00
	<hr/>	<hr/>	<hr/>
<u>Excess (Deficiency)</u>			
<u>Revenues / Expenditures</u>	149,000.00	5,175,771.00	30.02
	<hr/>	<hr/>	<hr/>
<u>Other Financing Sources (Uses)</u>		0.00	
Operating Transfer In	0.00	0.00	0.00
Operating Transfer Out	0.00	0.00	(31.25)
	<hr/>	<hr/>	<hr/>
Total Other Financing Sources (Uses)	0.00	5,175,771.00	(31.25)
	<hr/>	<hr/>	<hr/>
<u>Excess (Deficiency)</u>			
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	149,000.00	5,175,771.00	(1.23)
	<hr/>	<hr/>	<hr/>
Fund Balance Start of Year	220,150.00	0.00	1.23
	<hr/>	<hr/>	<hr/>
Fund Balance End of Year	369,150.00	5,175,771.00	(0.00)
	<hr/>	<hr/>	<hr/>
	<hr/>	<hr/>	<hr/>

**CITY OF WEST MONROE
2022-2023 ANNUAL BUDGET (Amended)**

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Special Revenue Funds

	Economic Development District Fund	West Ouachita Senior Center Fund	1986 Sales Tax Capital Fund
<u>REVENUES</u>			
Taxes	1,480,000.00	0.00	7,944,486.00
Intergovernmental	0.00	646,134.00	2,797,923.00
Interest	0.00	0.00	550.00
Other	0.00	0.00	0.00
Total Revenues	1,480,000.00	646,134.00	10,742,959.00
<u>EXPENDITURES</u>			
Public Safety	0.00	0.00	13,101,169.00
Public Works	0.00	0.00	88,000.00
Community Development	963,224.00	974,631.00	0.00
Other	0.00	0.00	975,072.00
Capital Expenditures & Major Repairs	0.00	0.00	0.00
Total Expenditures	963,224.00	974,631.00	14,164,241.00
<u>Excess (Deficiency)</u>			
Revenues / Expenditures	516,776.00	(328,497.00)	(3,421,282.00)
<u>Other Financing Sources (Uses)</u>			
Operating Transfer In	0.00	328,497.00	6,993,729.00
Operating Transfer Out	(869,343.00)	0.00	(858,190.00)
Total Other Financing Sources (Uses)	(869,343.00)	328,497.00	6,135,539.00
<u>Excess (Deficiency)</u>			
Revenues & Other Financing Sources / Expenditures & Other Financing Uses	(352,567.00)	0.00	2,714,257.00
Fund Balance Start of Year	1,324,762.00	0.00	184,380.00
Fund Balance End of Year	972,195.00	0.00	2,898,637.00

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AMEND THE UTILITY ENTERPRISE FUND BUDGET FOR THE FISCAL YEAR ENDING JUNE 30, 2023, FOR THE CITY OF WEST MONROE, LOUISIANA.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in special and legal session convened, that the Utility Enterprise Fund Budget for the City of West Monroe, Louisiana, for the fiscal year ending June 30, 2023 is hereby amended to conform with the budget attached hereto as Exhibit “A”.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in special and legal session convened, voted on by yea and nay vote, passed and adopted this 20th day of June, 2023 the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

City of West Monroe		
2022-2023 Amended Budget		
Utility Enterprise Fund Budget Summary		
	2022-2023 Budgeted	2022-2023 Amended
REVENUES		
Charges for Services	5,978,937	5,917,377
Fine & Fees	0	0
Investment, Rents & Contributions	0	0
Other Financing Sources	2,000	2,000
Total Revenues	5,980,937	5,919,377
EXPENSES		
Public Works Administration	430,285	513,760
Field Operations - Tech	591,490	591,679
Plant Operations - Water	802,300	1,009,435
Field Operations - WSD	734,450	885,423
Plant Operations - Sewer	2,712,875	2,576,753
Preventitive Maint CIP	14,300	140,749
Administrative Clearing	232,500	310,528
Total Expenses	5,518,200	6,028,326
Excess (Deficiency)		
Revenues / Expenses	462,737	(108,950)
Other Financing Sources (Uses)		
Operating Transfers In	0	0
Operating Transfers Out DEQ Sinking	(69,097)	(68,848)
Operating Transfers Out DEQ Resv	0	0
Operating Transfers Out DEQ Cap Add	0	0
Operating Transfers Out - Other	0	0
Total Other Financing Sources (Uses)	(69,097)	(68,848)

City of West Monroe		
2022-2023 Amended Budget		
Utility Enterprise Fund Budget Summary		
	2022-2023 Budgeted	2022-2023 Amended
Excess (Deficiency)		
Revenues & Other Financing		
Sources / Expenses &		
Other Financing Uses	393,640	(177,798)
Retained Earnings Start of Year	599,537	599,537
Retained Earnings End of Year	993,177	421,739

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AMEND SECTION 7-1019 OF THE CODE OF ORDINANCES, CITY OF WEST MONROE, LOUISIANA, RELATING TO WATER RATES; TO PROVIDE FOR AN EFFECTIVE DATE; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Section 7-1019 of the Code of Ordinances, City of West Monroe, Louisiana, is hereby amended, to read as follows:

"Sec. 7-1019. Water Rates - beginning July 1, 2023.

(a) *Residential.* The monthly rates for all water supplied by the city to residential consumers shall be as follows:

- (1) a. For customers inside the city limits, there shall be a base charge of six dollars and seventy-five cents (\$6.75)
- b. Plus there shall be an additional charge for all water consumed at the rate of two dollars and eighty-seven cents (\$2.87) per thousand (1,000) gallons, except that water which is separately metered and consumed solely for irrigation purposes shall be at a rate of three dollars and fourteen cents (\$3.14) per thousand (1,000) gallons.
- (2) a. For customers outside the city limits, there shall be a base charge of ten dollars and fifty cents (\$10.50)
- b. Plus there shall be an additional charge for all water consumed at the rate of three dollars and sixty cents (\$3.60) per thousand (1,000) gallons.

(b) *Commercial.* Water supplied to commercial users shall be charged on a monthly basis as follows:

- (1) For commercial consumers inside the city limits the charges shall be as follows:
 - a. (i) When supplied through a three-quarter-inch meter, there shall be a base charge of twelve dollars (\$12.00)
 - (ii) Plus there shall be an additional charge of three dollars and thirty-four cents (\$3.34) per thousand (1,000) gallons used, except that water which is separately metered and consumed solely for irrigation purposes shall be at a rate of three dollars and sixty cents (\$3.60) per thousand (1,000) gallons.
 - b. (i) When supplied through a one-inch meter, there shall be a base charge of thirteen dollars and fifty (\$13.50)
 - (ii) Plus there shall be an additional charge of three dollars and thirty-four cents (\$3.34) per thousand (1,000) gallons used, except that water which is separately metered and consumed solely for irrigation purposes shall be at a rate of three dollars and sixty cents (\$3.60) per thousand (1,000) gallons.

- c.
 - (i) When supplied through a one and one-half-inch meter, there shall be a base charge of fifteen dollars and seventy-five cents (\$15.75)
 - (ii) Plus an additional charge of three dollars and thirty-four cents (\$3.34) per thousand (1,000) gallons used, except that water which is separately metered and consumed solely for irrigation purposes shall be at a rate of three dollars and sixty cents (\$3.60) per thousand (1,000) gallons.
 - d.
 - (i) When supplied through a two-inch meter there shall be a base charge of nineteen dollars and fifty cents (\$19.50)
 - (ii) Plus there shall be an additional charge of three dollars and thirty-four cents (\$3.34) per thousand (1,000) gallons used, except that water which is separately metered and consumed solely for irrigation purposes shall be at a rate of three dollars and sixty cents (\$3.60) per thousand (1,000) gallons.
 - e.
 - (i) When supplied through a three-inch or a four-inch or a six inch meter, there shall be a base charge of twenty-seven dollars (\$27.00)
 - (ii) Plus there shall be an additional charge of three dollars and thirty-four cents (\$3.34) per thousand (1,000) gallons used, except that water which is separately metered and consumed solely for irrigation purposes shall be at a rate of three dollars and sixty cents (\$3.60) per thousand (1,000) gallons.
- (2) For commercial consumers outside the city limits the charges shall be as follows:
 - a.
 - (i) When supplied through a three-quarter-inch meter, there shall be a base charge of sixteen dollars and fifty cents (\$16.50)
 - (ii) Plus there shall be an additional charge of three dollars and eighty-seven cents (\$3.87) per thousand (1,000) gallons used.
 - b.
 - (i) When supplied through a one-inch meter, there shall be a base charge of sixteen dollars and fifty cents (\$16.50)
 - (ii) Plus there shall be an additional charge of three dollars and eighty-seven cents (\$3.87) per thousand (1,000) gallons used.
 - c.
 - (i) When supplied through a one and one-half-inch meter, there shall be a base charge of sixteen dollars and fifty cents (\$16.50)
 - (ii) Plus there shall be an additional charge of three dollars and eighty-seven cents (\$3.87) per thousand (1,000) gallons used.
 - d.
 - (i) When supplied through a two-inch meter there shall be a base charge of twenty dollars and twenty-five cents (\$20.25)
 - (ii) Plus there shall be an additional charge of three dollars and eighty-seven cents (\$3.87) per thousand (1,000) gallons used.

- e. (i) When supplied through a three-inch or a four-inch meter, there shall be a base charge of twenty-seven dollars and seventy-five (\$27.75)
- (ii) Plus there shall be an additional charge of three dollars and eighty-seven cents (\$3.87) per thousand (1,000) gallons used.
- (c) *Re-sale.* For all water sold by the city for re-sale, there shall be a base charge of twenty-seven and twenty-five (\$27.25) plus there shall be an additional charge of three dollars and eighty-seven cents (\$3.87) per thousand (1,000) gallons.
- (d) Beginning in 2024, all of the rates set forth above shall be annually adjusted for all charges billed after June 30th of each year in accordance with Sec. 7-1019.1

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that this amendment shall be effective with the date of the adoption of this ordinance for all commercial and residential water charges billed after June 30, 2023.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, passed and adopted the 20th day of June, 2023, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO AMEND SECTION 7-2010 OF THE CODE OF ORDINANCES, CITY OF WEST MONROE, LOUISIANA, RELATING TO SEWERAGE COLLECTION CHARGES; TO PROVIDE FOR AN EFFECTIVE DATE; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Section 7-2010 of the Code of Ordinances, City of West Monroe, Louisiana, is hereby amended, to read as follows:

"Sec. 7-2010. Sewer collection and treatment charges - beginning July 1, 2023.

- (a) *Sewerage collection charges.*
 - (1) *Single family residences (noncommercial):* The monthly charge for sewerage collection shall be ten dollars and one cent (\$10.01);
 - (2) *Commercial (all other than single family residences):*
 - a. The monthly sewerage collection charge shall be the sum of ten dollars and one cent (\$10.01) plus two dollars and seven cents (\$2.07) for each one thousand (1,000) gallons of water metered and billed which is in excess of ten thousand (10,000) gallons;
 - b. Notwithstanding a. above the monthly charge for sewerage collection for institutions exclusively providing room, board, service and/or treatment to handicapped, sick, aged, or persons below the age of majority, or other persons unable physically to care for themselves by reason of some infirmity, shall be the sum ten dollars and one cent (\$10.01) plus one dollar and eighty-one (\$1.81) for each one thousand (1,000) gallons of water metered and billed which is in excess of ten thousand (10,000) gallons.
- (b) *Sewerage treatment charges.*
 - (1) *Single-family residences (noncommercial):* The monthly charge for sewerage treatment shall be three dollars and thirteen cents (\$3.13) for each one thousand (1,000) gallons of water metered and billed.
 - (2) *Commercial (all other than single-family residences):* The monthly charge for sewerage treatment shall be three dollars and forty-eight cents (\$3.48) for each one thousand (1,000) gallons of water metered and billed.”
- (c) Beginning in 2024, all of the rates set forth above shall be annually adjusted for all charges billed after June 30th of each year in accordance with Sec. 7-2010.2.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that this amendment shall be effective with the date of the adoption of this ordinance for all commercial and residential water charges billed after June 30, 2023.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, passed and adopted the 20th day of June, 2023, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO AMEND SEC. 7-1019.1 AND SEC. 7-2010.2 OF THE CODE OF ORDINANCES, CITY OF WEST MONROE, LOUISIANA, TO CLARIFY THE EFFECTIVE DATE OF THOSE PROVISIONS; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Section 7-1019.1 is amended, to now provide as follows, to-wit:

“Sec. 7-1019.1. Consumer Price Index adjustments - beginning January 1, 2024.

Beginning with calendar year 2024, the charges imposed by subsections (b) (1) a. (ii), (b) (1) b. (ii), (b) (1) c. (ii), (b) (1) d. (ii), (b) (1) e. (ii), (b) (2) a. (ii), (b) (2) b. (ii), (b) (2) c. (ii), (b) (2) d. (ii), (b) (2) e. (ii), and (c) of Sec. 7-1019 shall be increased for all billings after June 30th of that year by the average annual increase over the previous year in the Consumer Price Index for all Urban Consumers (CPI-U), not seasonally adjusted, as published by the United States Department of Labor, utilizing the value reflected for March of the then current calendar year over the value reflected for March of then previous calendar year.”

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Section 7-2010.2 is amended, to now provide as follows, to-wit:

“Sec. 7-2010.2. Consumer Price Index adjustments - beginning January 1, 2024.

Beginning with calendar year 2024, the charges imposed by subsections (a) (1) and (a) (2) and subsections (b) (1) and (b) (2) of Sec. 7-2010 shall be increased for all billings after June 30th of that year by the average annual increase over the previous year in the Consumer Price Index for all Urban Consumers (CPI-U), not seasonally adjusted, as published by the United States Department of Labor, utilizing the value reflected for March of the then current calendar year over the value reflected for March of then previous calendar year.”

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, passed and adopted the 20th day of June, 2023, the final vote being as follows:

YEA: _____
NAY: _____
NOT VOTING: _____
ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO EXECUTE AN AGREEMENT FOR PROFESSIONAL SERVICES WITH RETAIL STRATEGIES, LLC; TO PROVIDE CERTAIN PROFESSIONAL CONSULTING SERVICES REGARDING RETAIL RECRUITMENT AND RELATED ACTIVITIES; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, Retail Strategies, LLC is a consulting service which possesses a high degree of professional skill and experience, and is a unique provider of professional consulting services in retail recruitment; and

WHEREAS, The City of West Monroe desires to continue to retain Retail Strategies, LLC to provide certain professional consulting services because of its professional skill and experience, though to now narrow the focus of their efforts;

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, that Professional Services Agreement to provide for consulting services with Retail Strategies, LLC, to provide certain modified professional consulting services regarding retail recruitment and related activities, all as more fully set forth in that agreement, a copy of which is attached as Exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized further modify the attached agreement in such manner as she determines appropriate prior to its execution, and to take any and all actions and to execute any and all further documents she deems either necessary or proper to carry out the activities arising out of that agreement described above according to its terms and its intent.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, this 20th day of June, 2023, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

PROFESSIONAL SERVICES AGREEMENT TO PROVIDE CONSULTING SERVICES

This Professional Services Agreement to Provide Consulting Services (this “Agreement”) sets forth the mutual understanding of The City of West Monroe, LA (the “Client”) and Retail Strategies, LLC, an Alabama limited liability company (the “Consultant”) on this the _____ day of _____, 2023 (the “Execution Date”), for the provision of professional consulting services as more fully set forth below.

R E C I T A L S:

The Consultant possesses a high degree of professional skill and experience and is a unique provider of professional consulting services in retail recruitment.

The Client desires to hire the Consultant to provide professional consulting services because of its professional skill and experience.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements set forth in this Agreement, the Client and the Consultant, intending to be legally bound, do hereby agree as follows:

1. **CONSULTING SERVICES.** The Consultant agrees to provide the following professional consulting services to the Client (the “Services”):

- A. **Retail Recruitment.** The Consultant will proactively recruit retailers/restaurants to open new businesses within the Client’s municipal boundaries. The Consultant has continued working on recruiting retailers/restaurants for the Client and will provide the Client as list of these active retailers per a separate document (each, individually, a “Designated Account”, and collectively, the “Designated Accounts”). The Consultant will update the Client Representative as necessary on retail recruitment efforts, in general, and specifically for the Designated Accounts, via email or telephone communication. The Consultant reserves the right to add additional Designated Accounts to the recruitment scope pending signed approval from the Client.
- B. **Updates.** The Consultant will provide the Client Representative (designated below) with updates within three business days of their knowledge of any new development (i.e. execution of a letter of intent for a retail location or negotiation of a retail location – lease or purchase - by a Designated Account within the Client’s Municipal Area). The Client Representative will provide Consultant any updates as to progress of Designated Account opening in the Client’s Municipal Area.
- C. **Designated Account.** The Consultant will provide in writing to Client Representative any positive retail/restaurant leads interested in locating in the Client’s Municipal Area, which will then be considered a Designated Account(s).
- D. **Additional Services.** The Consultant will additionally provide those professional consulting services listed on the attached “Exhibit A”.

2. **TERM.** The Consultant's engagement and provision of Services will commence upon the Execution Date as set forth above. The Consultant's engagement and this Agreement will terminate automatically twelve (12) months following the Execution Date (the "Term") unless earlier terminated as provided in Section 4 below. At the end of the Term, the Client, acting by and through its Mayor, may extend the Term at its option for successive twelve-month periods on such terms and conditions as the Mayor, acting for and on behalf of the Client, and the Consultant may agree upon in writing.

3. **CONSULTING AND SUCCESS FEES.**

- A. **Consulting Fee.** In consideration for providing the Services, the Client agrees to pay the Consultant a consulting fee (the "Consulting Fee") in an amount equal to SIX THOUSAND AND NO/100 (\$6,000.00) DOLLARS within fifteen (15) days of the Execution Date.
- B. **Success Fee.** In addition, the Client agrees to pay the Consultant a success fee (the "Success Fee") in an amount equal to \$22,500 for each retail opening/operation of a Designated Account listed on **EXHIBIT B** (a copy of which is attached hereto and incorporated herein by reference, as it may be updated, revised, or amended from time to time) within the municipal limits of Client following initial contact of that retailer by Consultant during the term of this agreement (or any predecessor agreement) if that opening/operation occurs during the Term, or within twenty-four (24) months following the end of the Term. All Designated Accounts and/or Designated Account additions must be acknowledged and approved by Client via email or Basecamp. The success fee will be invoiced fourteen (14) days after Retailer/Restaurant/Business ("Designated Account") opens for business. Payments of the success fee will be capped at \$45,000 per twelve month period, but excess fees over this \$45,000 cap will be deferred, and be payable by Client at such time as the additional payment(s) do not exceed the annual cap.
- C. **Payment Default.** If the Client fails to pay any portion of the Consulting Fee or a Success Fee on the requisite payment date, the Consultant will immediately cease all Services, including but not limited to all recruiting and marketing efforts. If the Client fails to pay any portion of the Consulting Fee or a Success Fee on the requisite payment date, then Consultant shall make formal demand for payment in writing to Client by certified or registered mail; and if the fees remain unpaid 30 days thereafter, and Consultant shall thereafter engage an attorney to collect any unpaid amount due hereunder, the Client shall pay to Consultant, in addition to such unpaid amount, plus interest to accrue on the unpaid amount at the rate of 1.5% per month, a reasonable attorney fee and all expenses incurred by such attorney in connection with collection of such amount so due.

4. **TERMINATION.**

- A. **By the Client Upon the Consultant's Default.** The Client may notify the Consultant within 90 days of the day that the Client knows or should have known that the Consultant breached this Agreement. The Consultant will have 30 days following receipt of such notice to cure any alleged breach. If the Consultant fails to cure any alleged breach within that 30-day period, then the Client may terminate this Agreement. Within 30 days of such termination of this Agreement, the Consultant will refund a pro rata portion of the installment of the Consulting Fee previously paid for the contract period during which such termination occurs based upon the number of days remaining in such contract period.

B. By the Consultant Upon the Client's Default. The Consultant may notify the Client within 90 days of the day that the Consultant knows or should have known that the Client breached this Agreement. The Client will have 30 days following receipt of such notice to cure any alleged breach. If the Client fails to cure any alleged breach within that 30-day period, then the Consultant may terminate this Agreement. Any portion of the Consulting Fee or a Success Fee paid prior to such termination of this Agreement is earned when paid and nonrefundable.

5. NOTICES. Any notice or communication in connection with this Agreement will be in writing and either delivered personally, sent by certified or registered mail, postage prepaid, delivered by a recognized overnight courier service, or transmitted via facsimile or email, addressed as follows:

Client: The City of West Monroe, LA
 2305 North 7th Street
 West Monroe, LA
 Email: smitchell@westmonroe.la.gov
 Attn: Mayor Staci Albritton Mitchell
 And with copy to:
 Email: chornsby@westmonroe.la.gov
 Attn: Courtney Hornsby
 (the "Client representative")

Consultant: Retail Strategies, LLC
 2200 Magnolia Ave. South, Suite 100
 Birmingham, AL 35205
 Email: sleara@retailstrategies.com
 Fax: (205) 313-3677
 Attention: Stephen P. Leara, Esq – EVP | General Counsel

or to such other address as may be furnished in writing by either party in the preceding manner. Notice shall be deemed to have been properly given for all purposes: (i) if sent by a nationally recognized overnight carrier for next business day delivery, on the first business day following deposit of such notice with such carrier, (ii) if personally delivered, on the actual date of delivery, (iii) if sent by certified U.S. Mail, return receipt requested postage prepaid, on the third business day following the date of mailing, or (iv) if sent by facsimile or email of a PDF document (with confirmation of transmission), then on the actual date of delivery if sent prior to 5 p.m. Central Time, and on the next business day if sent after such time.

6. INDEPENDENT CONTRACTOR. The Consultant, in its capacity as a professional consultant to the Client, is and will be at all times an independent contractor. The Consultant does not have the express, implied or apparent authority either (A) to act as the Client's agent or legal representative or (B) to legally bind the Client, its officers, agents or employees.

7. **STANDARD TERMS.**

- A. **Affiliated Services:** The Client acknowledges that certain affiliates of the Consultant provide real estate brokerage and management services for which they are paid brokerage, development, leasing, management and similar fees. In connection with the Services and with the prior written permission of the Client, such affiliates may be engaged to provide such services in consideration for the payment of such fees.
- B. **Applicable Laws:** The Consultant will abide by all laws, rules and regulations applicable to the provision of the Services.
- C. **Third Party Beneficiaries:** This Agreement is for the sole benefit of the parties to this Agreement and their permitted successors and assigns. Nothing in this Agreement, whether express or implied, is intended to or will confer upon any other person or entity any legal or equitable right, benefit or remedy of any nature whatsoever under or by reason of this Agreement.
- D. **Publicity:** The Client agrees that the Consultant may, from time-to-time, use the Client's name, logo and other identifying information on the Consultant's website and in marketing and sales materials.
- E. **Entire Agreement:** This Agreement, together with any exhibits or amendments hereto, constitutes the entire agreement of the parties, as a complete and final integration thereof with respect to its subject matter. Any prior written or oral understandings and agreements between the parties are merged into this Agreement, which alone fully and completely expresses their understanding. No representation, warranty, or covenant made by any party which is not contained in this Agreement or expressly referred to herein has been relied on by any party in entering into this Agreement.
- F. **Further Assurances:** Each party hereby agrees to perform any further acts and to execute and deliver any documents which may be reasonably necessary to carry out the provisions of this Agreement.
- G. **Force Majeure:** Neither party to this Agreement will hold the other party responsible for damages or delay in performance caused by acts of God, strikes, lockouts, pandemics, or other circumstances beyond the reasonable control of the other or the other party's employees, agents or contractors.
- H. **Limitation on Liability; Sole Remedy:** Each party's liability to the other party arising out of or related to this Agreement or the Services will not exceed the amount of the Consulting Fee and the Success Fee(s). The Client's sole remedy in the event of any alleged breach of this Agreement by the Consultant will be the notice, cure and refund provisions of Section 4(A) of this Agreement.
- I. **Amendment in Writing:** This Agreement may not be amended, modified, altered, changed, terminated, or waived in any respect whatsoever, except by a further agreement in writing, properly executed by a duly authorized officer of the Consultant and the Client Representative, acting for and on behalf of the Client.

- J. **Binding Effect:** This Agreement will bind the parties and their respective successors and assigns. If any provision in this Agreement will be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby.
- K. **Captions:** The captions of this Agreement are for convenience and reference only, are not a part of this Agreement and in no way define, describe, extend, or limit the scope or intent of this Agreement.
- L. **Construction:** This Agreement will be construed in its entirety according to its plain meaning and will not be construed against the party who provided or drafted it.
- M. **Prohibition on Assignment:** No party to this Agreement may assign its interests or obligations hereunder without the written consent of the other party obtained in advance of any such assignment. No such assignment will in any manner whatsoever relieve any party from its obligations and duties hereunder and such assigning party will in all respects remain liable hereunder irrespective of such assignment.
- N. **Waiver:** Non-enforcement of any provision of this Agreement by either party will not constitute a waiver of that provision, nor will it affect the enforceability of that provision or of the remaining terms and conditions of this Agreement.
- O. **Counterparts; Electronic Transmission:** This Agreement may be executed in counterparts, each of which will be deemed to be an original, and such counterparts will, together, constitute and be one and the same instrument. A signed copy of this Agreement delivered by telecopy, electronic transmission or other similar means will be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

IN WITNESS WHEREOF, the Client and the Consultant have caused this Agreement to be executed by their duly authorized officers to be effective as of the Effective Date.

CLIENT:

CITY OF WEST MONROE, LA

By: _____
 Name: STACI ALBRITTON MITCHELL
 Title: MAYOR
 Date:

CONSULTANT:

RETAIL STRATEGIES, LLC

By: _____
 Name:
 Title:
 Date

EXHIBIT A**I. CONSULTANT AGREEMENT**

This section outlines what Retail Strategies (the “consultant”) will provide to the City of West Monroe, LA (the “client”).

A. Updated Research

- a. Identify market retail trade area using political boundaries, drive times and radii and custom boundary geographies
- b. Perform market and retail GAP analysis for trade area (i.e. leakage and surplus)
- c. Conduct retail peer market analysis
- d. Competition analysis of identified target zones trade area(s)
- e. Tapestry lifestyles – psychographic profile of trade area / market segmentation analysis
- f. Customized retail market guide including aerial map with existing national retailer brands and traffic counts
- g. Retail competitor mapping/analysis
- h. Analysis of future retail space requirements in relation to the retail market analysis, the market’s growth potential and trends in the retail industry
- i. Continued engagement of the 30 retail prospects targeted for recruitment over one-year engagement
- j. Updates provided on retail industry trends
- k. Custom on-demand demographic research – historical, current, and projected demographics – to include market trade areas by radius/drive time, and custom trade area

B. Update Boots on the Ground Analysis

- a. Identify/Evaluate/Catalog priority commercial properties for development, re-development and higher and best use opportunities
- b. Identification of priority business categories for recruitment and/or local expansion
- c. Perform competitive analysis of existing shopping centers and retail corridors
- d. Active outreach to local brokers and landowners

C. Continued Retail Recruitment

1. Pro-active retail recruitment for targeted zones
2. Will contact a minimum of 30 retailers, restaurants, brokers and/or developers
3. Updates on new activity will be provided to Client’s designated primary point of contact (Sec. II-A) via Basecamp, telephone, or email on a monthly and/or as needed basis
4. One market visit per calendar year included in agreement, any travel outside of the agreement shall be approved and paid for by the contracting entity
5. ICSC conference representation- updates provided according to the yearly conference schedule

EXHIBIT B
DESIGNATED ACCOUNTS

The following list of retailers shall be deemed the initial list of Designated Accounts for purposes of the determining Success Fees referenced in Section 3 (Consulting Fee) of the Agreement.

- Marshalls
- Aldi
- Whataburger
- Panera
- Salad Station
- Panda Express
- Jersey Mike's
- Great American Cookie / Marble Slab
- Jimmy Johns
- Petsense
- Buc-ee's
- Lowes
- Great Wolf Lodge
- Sports Clips
- Cara

Additional retailers can be added to Exhibit B, provided the Consultant delivers a written notice (the "Additional Retailer Notice") to the Client within thirty (30) days following the original outreach to an additional retailer, which shall include (at a minimum) all requested information for each Additional Retailer requested to be added to this Exhibit B.

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE PURCHASE OF CERTAIN IMMOVABLE PROPERTY FROM CARTER MITCHELL SMYTH, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that the City of West Monroe, Louisiana, be and it is hereby authorized to purchase certain immovable property owned by CARTER MITCHELL SMYTH, (“SELLER”), the property to be purchased being more particularly described as follows:

The property, together with the improvements and appurtenances thereunto belonging, situated in Ouachita Parish, Louisiana, described as follows: A lot of ground in the East Half of Block “E” of the Town of West Monroe, Louisiana as per plat made by S.W. Hill and filed on January 7, 1886, more particularly described as follows: Commencing at the intersection of the West line of Cotton Street with the South line of Pine Street, thence in a southerly direction along the West line of Cotton Street a distance of 89 feet to the POINT OF BEGINNING; thence in a westerly direction along a line parallel to the South line of Pine Street a distance of 145 feet; thence back or South in said Block between parallel lines, one of which is the West line of Cotton Street, a distance of twenty-six feet.

for the cash price of TWENTY-FIVE THOUSAND AND NO/100 (\$25,000.00) DOLLARS, subject to the further conditions:

- a) Taxes for the year 2023 will be paid by CITY.
- b) SELLER hereby waives, renounces and relinquishes any and all rights to which it may have or enjoy pursuant to R.S. 41:1338 or R.S. 31:149, or arising under LA Constitution Article I, Section 4, as to the property.
- c) The property to be free and clear of all mortgages, liens or encumbrances, and any reservations, servitudes or rights of way, which may adversely affect the City’s intended use of the property.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana be and she is hereby authorized to execute cash sale deed on behalf of the City of West Monroe acquiring the immovable property described above at the price and under the terms and conditions set forth above, and such other terms and conditions as she determines appropriate, and to take any and all other action deemed by her either necessary or appropriate to effect execution of that purchase, or any matter ancillary or otherwise relating thereto, including but not limited to the payment of the cash consideration provided above, and the payment

of such other customary costs and expenses of a purchaser which are incurred in conjunction with this purchase.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea and nay vote, passed and adopted this 20th day of June, 2023, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2020

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

STATE OF LOUISIANA

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE ISSUANCE AND ADVERTISEMENT OF A REQUEST FOR PROPOSALS PURSUANT TO R.S. 38:2234, ET SEQ. FOR THE PROVISION OF FIBER-BASED INTERNET SERVICES FROM TWO CITY-OWNED LOCATIONS (THE NEW INDOOR SPORTS FACILITY LOCATED AT 875 CONSTITUTION DRIVE AND THE IKE HAMILTON EXPO CENTER LOCATED AT 501 MANE STREET) TO A TIER 1 CARRIER'S POINT OF PRESENCE (POP), WITH THOSE INTERNET SERVICES MEETING CERTAIN MINIMUM STANDARDS.; TO AUTHORIZE ACCEPTANCE OF THE SELECTED PROPOSAL BY THE MAYOR AFTER REVIEW AND RECOMMENDATION; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, it has been determined that having fiber-based internet services with certain specified minimum standards is needed for improved operations of the Ike Hamilton Expo Center and will be essential for proper operations at the new Indoor Sports Facility City.

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to issue and advertise a Request For Proposals pursuant to R.S. 38:2234, et seq., for the provision of fiber-based internet services for two city-owned locations (the new Indoor Sports Facility located at 875 Constitution Drive and the Ike Hamilton Expo Center located at 501 Mane Street) from a tier 1 carrier's point of presence (POP), with those internet services meeting certain minimum standards, with the necessary minimum standards and requirements and the procedures to be utilized for selection following responses to the Request For Proposals to be substantially in accordance with that attached as Exhibit "A".

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that following receipt, review, analysis, and recommendation by the reviewers of the proposals received, Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to select the proposal which she determines is in the overall best interest of the City of West Monroe for the purposes set forth above.

SECTION 3. BE IT FURTHER ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell,

Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to execute any and all documents, authorizations or commitments, and to undertake any and all actions which are necessary, appropriate or desirable in order to contract for the services selected, and their installation.

The above Ordinance was read and considered by sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea and nay vote, this 20th day of June, 2023, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE,
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE,
STATE OF LOUISIANA

Request for Proposal (RFP) for Fiber-based Internet Services for the City of West Monroe

I. Overview

The City of West Monroe, Louisiana is inviting proposals from qualified vendors to provide fiber-based internet services. The aim is to provide 10 Gbg (G) protected transport from two city-owned locations (the new Sports Arena located at 875 Constitution, West Monroe LA and Ike Hamilton located at 501 Mane Street, West Monroe LA) back to a Tier 1 carrier's POP (point of presence) with protection to two Internet Exchange Points (IXPs). A minimum of 1G symmetrical Dedicated Internet Access (DIA) service is required for each location to support video downloads and uploads (up to 20 simultaneous video streams at the Sports Arena), as well as WiFi access to audiences attending the events. The 10G transport can be shared across the two locations, while the 1G circuits must be separate symmetrical 1G circuits.

II. Submission Requirements

A. *Proposal Format*

1. Executive Summary
2. Company Overview
3. Technical Solution
4. Project Management Approach
5. Pricing Structure

B. *Submission Deadline*

All proposals must be submitted by July 14, no later than 5pm to the following address:

City of West Monroe
Attention: Don Dean
2305 N 7th St.
West Monroe, LA 71291

C. *Proposal Evaluation Criteria:*

1. Compliance with technical criteria.
2. Experience and qualifications of the vendor.
3. Pricing structure.
4. Ability to meet implementation timelines.
5. Quality of customer support and maintenance services (Service Level Agreement (SLA)).
6. Scalability

III. Technical Solution Requirements

A. Network Architecture

1. Design, implement, and manage the 1G DIA (Direct Internet Access) across 10G transport to each location.
 1. Describe the overall network topology and circuit types.
 2. Include network diagrams illustrating the proposed architecture and interconnections between different locations.
2. Provide transport diversity, including diverse laterals across diverse conduit (for both locations) provided by the city.
 1. Note: the city has provided three conduits (each 4 inches) from the street into the Demark room. These conduits follow the same path, so path diversity is not required for the laterals.
3. Ensure the 1G DIA services have diverse 10G paths to diverse Tier 1 point of presence (POPs), providing access to diverse Internet Exchange Points (IXPs).
 1. In the case that a 3rd party provider is leveraged (for DIA, transport, or any other part of the service), the primary provider will communicate the details of this arrangement to the city, but the primary provider will interface with the provider (i.e. the city will only work with the primary provider and the primary provider will be fully responsible that SLAs are met)
4. Segregate city's dedicated internet, sports broadcast, and public Wi-Fi on separate subnetworks or at least separate VLANs, as needed.

B. Equipment Redundancy

1. Provide equipment redundancy for all critical components to ensure network uptime.
 1. Describe the redundancy measures for all critical components to ensure network uptime, such as redundant power supplies, routers, and switches.
 1. Identify the equipment being leveraged at a level of detail necessary to understand and validate this redundancy.
 2. Explain the failover mechanisms and procedures in case of equipment failure.
 2. If there are any unprotected cards or modules (like switch module, power module, or interface card), specify these components and how spares will be managed and ensured to be available upon failure.
2. Provide 4 to 8 hours of power back up with UPS.

C. Network Security Measures

1. Describe the security features and protocols implemented to protect the network from external and internal threats.

2. Explain how traffic segregation will be maintained for different subnetworks, such as employee/private networks and public Wi-Fi. Explain the process of segregation on your network using MPLS, VLAN, E-LAN, etc.
3. Detail any intrusion detection and prevention systems, as well as firewall configurations and policies.

IV. Project Management & Support Services

A. *Detailed SOW with timeline*

1. Provide a detailed project timeline, including milestones and target completion dates.
2. Explain how risks and contingencies will be managed throughout the project lifecycle.
3. Identify who will be responsible and accountable to the city to ensure regular communication and to keep the project on track.

B. *Maintenance and Support Services*

1. Provide standard network monitoring and support terms. For example, "Service provider will provide 24x7x365 NOC services".
 1. Include information on the availability and response times of technical support (not just monitoring).
 2. Explain the process for reporting and resolving issues, including escalation procedures.
2. Detail any service level agreements (SLAs) and associated penalties or credits for not meeting performance metrics, such as network uptime, latency, or response times for support services.
 1. Provide standard network availability terms. For example, "Service provider guarantees 99.98% network uptime."
 2. Provide the expected network performance metrics, such as latency, jitter, and packet loss, under normal operating conditions.
 3. Describe the monitoring and reporting tools that will be used to track network performance and ensure service level agreements (SLAs) are met.
3. Describe any ongoing maintenance and support services that will be provided, such as routine inspections, firmware updates, and equipment replacement.

V. Pricing Structure & Scalability

1. Provide a detailed pricing structure, including any available discounts or incentives.
 1. Break down the costs for network design, implementation, equipment, maintenance, and support services.
 2. Include potential discounts or free 'flexible bandwidth' options in exchange for free advertising.
2. Provide incremental pricing and identify any hidden costs.

1. Explain any additional costs, such as installation, maintenance, or support fees, that may apply. Clarify if these costs are one-time or recurring.
3. Explain the scalability of the solution and how it may impact the cost of future services.
 1. Describe how the proposed solution can be scaled to accommodate future growth or changes in requirements.
 1. How will capacity be reserved for future growth? (interfaces, capacity, etc)
 2. What would need to be done to turn up additional 1G circuits?
 3. What would need to be done to increase bandwidth of the 1G circuit to 2G?
 2. Note: additional value will be associated with proposals that implement scalable solutions like DWDM and router/switches with additional interfaces and optics ready and available.
 3. How would additional circuits be priced (fixed cost or based on ICB)? Note: ideally additional bandwidth can be added at the provider's minimal rate and with minimal turn-up time, based on designing a service that scales efficiently.
4. Describe the billing process and payment terms, including any options for flexible or usage-based pricing.
 1. Outline the terms for billing, contract renewals, upgrades, and termination.
 2. Provide product options for flexible bandwidth products.
 1. Include pricing and detailed description for each option.
 2. Any CIR/EIR products? Any temporary bandwidth products for special events?

VI. Proposal Requirements

Compliance with Federal and State Laws

Bidders must comply with all applicable City of West Monroe, Louisiana, Louisiana Public Service Commission, and Federal Communications Commission's (FCC) rules and regulations. This RPF is issued pursuant to the Louisiana "Political Subdivisions Telecommunications and Data Processing Procurement Law", R. S. 38:2234, et seq. and subject to all of its provisions and limitations, including but not limited to the restrictions on "Prohibited telecommunications or video surveillance equipment or services" defined in R.S. 39: 1753.1(4) (copies provided on request). This Failure on the part of a contractor in maintaining required compliance with the above agencies or provisions will be grounds for termination of the contract. Explain how your proposed solution meets this requirement.

Additional Info

Please send questions and requests for additional information to Don Dean at 318-397-6709 or ddean@westmonroe.la.gov.

Install deadline

All equipment and connections will need to be installed and fully functioning by September 15, 2023.

STATE OF LOUISIANA

CITY OF WEST MONROE

RESOLUTION NO. _____

MOTION BY: _____

SECONDED BY: _____

A RESOLUTION TO APPROVE THE FOLLOWING PLANS, POLICIES AND PROCEDURES OF WEST OUACHITA PUBLIC TRANSIT: DRIVERS AND TRANSPORTATION PERSONNEL PROCEDURES WITH ADA PROCEDURES, SCHOOL BUS POLICY, PUBLIC TRANSIT MARKETING PLAN, LEP POLICY, FTA DRUG AND ALCOHOL TESTING PROGRAM WOPT DRUG AND ALCOHOL POLICY, SYSTEM SECURITY PLAN, FINANCIAL POLICIES AND PROCEDURES, PERSONNEL POLICY WITH EEO POLICY, TRANSIT SERVICE POLICY, COMPREHENSIVE EMERGENCY MANAGEMENT PLAN, PREVENTIVE MAINTENANCE PLAN, SUBSTANCE ABUSE MANAGEMENT POLICY, AND SERVICE ANIMAL AND PET POLICY; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, West Ouachita Public Transit, an affiliated program of West Ouachita Senior Center and the City of West Monroe, Louisiana, is a recipient of funding from the Federal Transit Administration (FTA), both directly from FTA and through the Louisiana Department of Transportation and Development (LADOTD), and must comply with the requirements of all applicable laws, the U. S. Department of Transportation implementing regulations and rules, and LADOTD Public Transportation requirements, all as are specified in the Master Grant Agreement and State Management Plan; and

WHEREAS, among these requirements is the adoption of certain specific plans and policies no less often than each three (3) years.

NOW, THEREFORE:

SECTION 1. BE IT RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the Drivers and Transportation Personnel Procedures with ADA Procedures dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 1;

SECTION 2. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the School Bus Policy dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 2;

SECTION 3. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the

City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the Public Transit Marketing Plan dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 3;

SECTION 4. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the LEP Policy dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 4;

SECTION 5. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the FTA Drug and Alcohol Testing Program WOPT DRUG and Alcohol Policy dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 5;

SECTION 6. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the System Security Plan dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 6;

SECTION 7. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the Financial Policies and Procedures dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 7;

SECTION 8. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the Personnel Policy With EEO Policy dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 8;

SECTION 9. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the

City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the Transit Service Policy dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 9;

SECTION 10. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the Comprehensive Emergency Management Plan dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 10;

SECTION 11. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the Preventive Maintenance Plan dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 11;

SECTION 12. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the Substance Abuse Management Policy dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 12;

SECTION 13. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that West Ouachita Public Transit, an affiliated program of the West Ouachita Senior Center and the City of West Monroe, Louisiana, hereby adopts the Service Animal and Pet Policy dated June 20, 2023 in its entirety, all as is more fully shown in that copy of the plan attached as Exhibit 13;

SECTION 14. BE IT FURTHER RESOLVED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as the Mayor of the City of West Monroe, Louisiana, be and is hereby authorized to approve and enact each of the above plans, policies, and procedures, together with any and all related documents or certifications necessary or desirable, together with any and all further documents she deems either necessary or proper to establish and thereafter carry out the provisions of the individual plans, policies and procedures attached.

The above Resolution was read and considered by sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, this 20th day of June, 2023, the final vote being as follows:

YEA:_____

NAY:_____

NOT VOTING:_____

ABSENT:_____

ATTEST:

APPROVED THIS 20th DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

West Ouachita Public Transit

Drivers and Transportation Personnel
Procedures with ADA Procedures

June 20, 2023

Mission Statement

West Ouachita Public Transportation (WOPT) was created to provide safe, courteous, clean, reliable, and cost-effective transportation services to the residents of western Ouachita Parish, Louisiana.

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I. Drivers' Procedures Handbook with ADA

Americans with Disabilities Act

The West Ouachita Senior Center/Public Transit (WOSC/PT)

The Americans with Disabilities Act (ADA) is a federal civil rights law that became effective June 1990. It directly affects every WOPT employee that meets a customer with a disability. We cannot discriminate against any person because of a disability.

For that reason, it is imperative that every employee:

- Know the basics of the law;
- Understand WOPT's (West Ouachita Public Transit) policies, procedures, and requirements to comply with the law; and
- Understand your personal obligation, as a WOPT employee, to abide by the law.

This guide is designed to help you provide assistance to customers with disabilities. WOPT believes that you will honor your commitment to use the training you have been provided, common sense, and sound judgment when assisting all customers, including customers with disabilities.

The ADA defines a person with a disability as anyone who has a physical or mental impairment that substantially limits one or more of the following life activities:

Seeing	Breathing	Caring for Oneself
Hearing	Walking	Learning
Speaking	Performing Manual Tasks	Working

The definition also includes persons who are regarded by others as having the above disabilities. We cannot require proof that a person has a disability and some disabilities are not obvious.

ADA Policy for all WOPT Drivers and Personnel

Identifying Customers Who Need Assistance

- Customers requiring assistance must make their request known to a WOPT employee (Example: dispatcher, driver) All riders must complete a Participant Profile Data form. Escorts ride at no charge.
- A disability may not be obvious. We still have the same obligation under the law to provide assistance, if requested.
- Some customers may use mobility aids such as wheelchairs, crutches, walkers, canes, or may be assisted by a service animal.

Good Customer Service/Communicating with Customers with Disabilities

- Speak directly to the person.
- Always identify yourself as a WOPT employee.
- Offer assistance- “How may I assist you?” listen for acceptance, and ask for instructions.
- Treat customers with respect and dignity.
- Mobility aids should be treated as an extension of the person. Handle them carefully.
- Listen attentively, wait for customer to finish speaking, repeat what you heard, use short answers/questions for clarity, and never pretend to understand.
- Place yourself at eye level with the customer.
- Customer with hearing disability: Tap the person on the shoulder or wave your hand to get their attention. When speaking, look directly at the customer. Keep items away from your mouth, when speaking.
- Use of common expressions, when speaking to a customer with a disability, are okay.
- Smile, call the customer by name, and thank them for using WOPT.
- Always follow the “Golden Rule”; treat the customer the way you want to be treated.

Provide the Following Assistance as Needed

- Boarding / alighting
- Announce stops at transfers / intermediate / rest stops
- Permit the use of service animals
- Permit the use of portable oxygen/respirators
- Secure wheel chairs, passengers, or mobility aids properly
- Other reasonable requests

Personal Care Attendants (PCA)

A personal care attendant traveling with a passenger requiring assistance will not pay applicable adult fare at the time of travel.

- Request for a PCA seat must be made with WOPT at 397-3299, 24 hours in advance of travel.
- PCA must be at least 12 years of age and can provide the required assistance and possess written physician’s requirement to escort said passenger
- PCA’s should provide picture identification for the seat to be reserved.
- The customer and PCA must travel the entire trip together.

Declining Assistance Service

In accordance with WOPT policies for denying assistance/service to any customer, assistance or service may be declined for:

- Personal hygiene
- Intoxication /drinking alcoholic beverages on vehicle
- Customers requiring personal services
- Customer's safety is compromised (Request dispatcher's live remote in for instructions.)
- Open / bleeding wounds
- The same reason(s) that a person without a disability would be declined.

Discriminatory Practices WOPT May Not

- Deny transportation because of a disability unless there is a safety issue.
- Use or request the assistance of someone other than a WOPT employee for boarding/alighting, unless the customer consents.
- Require a customer to reschedule his/her travel times other than what the customer has requested.
- Fail to provide reservation services to customers with disabilities equivalent to those provided for other customers.
- Fail or refuse to comply with any of the ADA passenger rules.

Boarding and Alighting

- With 24 hours, notice, boarding/alighting assistance must be provided to individuals with disabilities. (No bodily lifting or transferring) This includes assistance on or off a bus and to and from the bus seat.
- Front seats located directly behind the driver or nearest the wheel chair securement locations are priority seating locations. If these seats are occupied, WOPT personnel are required to inform the customer seated in these seats that the seat(s) are designed for seniors and person with disabilities and request them to move to another seat. However, we cannot force them to move. If the customer refuses to move, inform the requesting customer that the seat is not available, but you will move them to the seat as soon as it becomes available.
- Please remember drivers cannot book, change, or cancel a reservation. To change a reservation, call the WOPT transit dispatch office at 397-3299.

Lift Equipped Bus and Securement Use (Safety Rules)

- When there are more wheel chair users than there are securement locations, customers will be assigned the locations on a first-come-first-serve basis (i.e. 48-hour notice versus walk-ups). Additional customers will be offered the opportunity

to transfer to a seat if ambulatory. If the customer refuses, the customer does not have to be transported on that bus.

- Drivers cannot refuse to transport a customer using a typical mobility aid that is no more than 30 inches wide and 48 inches long or weighs no more than factory poundage limitations.
- Customers using wheel chairs or other mobility aids (i.e. power chairs and scooters) must use upright securement positions and belts. Drivers are not required to transport a wheel chair, if it must be parked in the aisle.
- Drivers require that wheel chairs be secured.
- Drivers require that passengers be secured and use 5 points with wheelchair.
- Drivers will deny transportation, if a wheel chair and passenger cannot be secured.
- Drivers require that customers be restrained by the shoulder and lap belt (all securement belts).
- Drivers may recommend, but not require, a customer transfer to a seat.

Mobility Aids and Non-Life Equipped Buses

- If possible, the wheel chair or other mobility aids should be transported inside the bus with the passenger.
- At all stops, the driver or WOPT personnel must assist with retrieving aids.

Customers are permitted to use portable oxygen or respirators during their trip. (Dimensions of bottle: 4.5 inches' diameter and 26 inches in length.)

Caution is needed when loading a power wheel chair onto a lift. Some individuals operating these devices are slow in their reactions, or may have involuntary movements, which may cause their hand to hit the controls. Also, some of the devices may be set on high speed.

When boarding, these passengers ask them to turn the power to the device off after they have gotten onto the lift. When the lift comes up to floor level, ask the passenger to turn the power on again and only tap their controls for the direction you want them to travel. This may require two or three taps, but you want to be certain power is turned off during travel.

When exiting the vehicle, ask the passenger to again tap their controls once, twice or three times to get them onto the lift platform. Once on the platform tell them to turn off the power. Make certain you are clear in your directions and that the passenger understands what you are saying.

Lifting Guidelines/ Parameters

The following are the guidelines you are to follow in determining whether lifting assistance can be provided, with safety being paramount for all involved:

- When using the wheel chair lift bus, the combined weight of the person and chair occupied cannot exceed 600 pounds or specific factory poundage limitations.
- WOPT driver or staff, when faced with manual lifting as the last alternative, must decline. No driver can transfer passengers from wheelchairs to seats. Escorts or trained PCA's are encouraged for transfers (Escorts are not charged a fare).
- The passenger's personal escort should be advised that the maximum weight a trained PCA is 200 pounds. Two escorts are needed for the firemen lift as set forth by OSHA lifting standards.

Goal: It is the goal of West Ouachita Public Transit, to design, implement and maintain an efficient and effective transportation system for persons with a disability.

Policy: It is the policy of WOPT to abide by all provisions of the Americans with Disabilities Act (ADA) of 1990, as amended, in all its activities, operations and relationships with the accommodations of employees, client-customers and the general public. ADA requires that no person shall, solely because of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity undertaken by WOPT that receives or benefits from federal financial assistance.

Objectives: The specific objectives of the WOPT ADA Policy are:

1. To provide curb-to-curb or, demand response, or subscription deviated transportation on specially equipped vehicles designed to accommodate persons with disabilities.
2. To maintain a trained staff for the operation and control of the devices (wheelchair securement, passenger securement, and wheelchair lifts).
3. To provide on-going mechanisms for persons with disabilities to provide input on the WOPT ADA Policy.
4. To provide all public information/marketing regarding WOPT services in accessible format.
5. To make every effort to reasonably accommodate all passengers' transits requests without jeopardizing other passengers, passenger's safety, and the driver's safety.

II. General Driver Information

1. Accidents and Emergencies

When there is an accident or emergency involving your vehicle or passengers, you are responsible for handling that accident or emergency in a way that lessens the risk of injury or death to your passengers and to yourself.

- **Keep Calm:** You are the person who must make rational and informed decisions. Pause for a moment, take a deep breath; take control.
- **Protect your passengers, yourself, your vehicle:** Determine if the vehicle must be evacuated or not. Make certain your passengers are in a safe location and do not wander into danger. Do not become so involved in the situation that you move in

front of traffic; be aware of circumstances around you. Move the vehicle only when you are instructed to; drive it to a location where it will be safe from further damage.

- Contact your dispatcher: Advise the dispatcher where you are, that you have had an accident, and whether anyone appears injured or is complaining of injury. Ask the dispatcher to request the police and, if necessary, an ambulance. It is important to stay in contact with the dispatcher. Do not stay out of radio or telephone contact for any length of time.
- Complete the required reports.
- A drug/alcohol test is required after every accident. (DOT/FTA or non-DOTD) See WOPT Drug and Alcohol Policy.

2. Emergency Evacuation

As a driver, you have an important responsibility for the welfare and safety of your passengers. You must be prepared contact the Dispatcher with information and to provide evacuation assistance to all passengers using your vehicle.

- Stop the van immediately. Turn on ER Flashers. Remove passengers from the bus, when it is an emergency. (Emergency evacuation examples would be a fire, leaking fuel, or the vehicle is in danger.)
- Before evacuating the bus look around your surrounding area to see what is the safest way for you to evacuate.
- Check to see if your vehicle is on a hill, in a curve, what type of road, and if there is a shoulder.
- Take control of the situation. Inform the passengers what you want them to do.
- Once public safety personnel arrive on the scene, they will assume command and control of the emergency. At that point, your responsibility is seeing to the needs of the passengers.

3. Know Your Bus

WOPT drivers inspect their vehicles (including lift and ramp equipment) daily using a Pre-Trip and Demand-Responsive Replacement inspection. A qualified technician immediately addresses any problems noted. If a problem with lift equipment is noted, the vehicle will be immediately removed from service until the problem is corrected. A spare vehicle will be used for service on that route.

- Complete your daily vehicle inspection each morning before leaving on your route.
- Know where all your emergency equipment is. (fire extinguisher, triangles and first aid kit)
- Fuel your bus first thing in the morning or before returning for the day. (Remember no passengers are allowed on buses while you are fueling)
- Every Monday, (if holiday, the first day of the work week) complete your weekly inspection form and turn it into the transit supervisor.
- Keep fuel card with the key.

- Turn keys in during your lunch break and at the end of the day.
- Keep your bus clean inside and out. (sweep and mop your bus weekly)
- Keep dashboard and walkway clean always.
- Passenger's carry-on must fit under their seat.
- Know where and how to operate your emergency escapes.
- The lift must always be operated from the ground. Do not remain in the vehicles while raising, or lowering the lift platform. Do not ride on the lift with the passengers.

4. Driver Safety

- Drivers must wear seatbelts and follow all WOPT safety rules and regulations.
- All passengers must wear seatbelts and be sitting erect. (Vehicle cannot be driven until seatbelts are fastened correctly.)
- Drivers are to assist every passenger with embarking.
- Drivers are to assist with carry-on and help passenger to safely store items under the passenger's seat. (Items can't be allowed on buses which could cause an accident or injury to a passenger during motion or a sudden stop.)
- Drivers are to complete a daily transportation data sheet and promptly submit for data entry an accurate transit ridership report at the end of his workday.
- No unauthorized passengers are to be allowed on the bus or unauthorized stops.
- No eating or drinking is allowed on bus. (passengers or drivers)
- All riders pay per fare schedule upon boarding. If a passenger can't afford a ride at any time, ask the passenger to contact the transportation supervisor.
- All drivers are responsible for turning in timely and accurate transit ticket sales and STTARS reports daily to the transit dispatcher/supervisor (charge radio, surrender keys, and money bag daily.)
- Call ASAP, if you are going to be absent from work. Remember passengers depend on us for vital destinations. (Your Dr.'s excuse must state "safe to drive passengers".
- Driver fatigue is a major contributing factor to many accidents. Therefore, if you are sleep deprived for any reason, notify the transportation supervisor who will find a replacement for you until you have recovered.
- Drivers are required to follow all DOTD laws and regulations. PASS training is required for all drivers. (PASS requires you to be certified every 3 years)
- The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel before performing work-related duties.

5. DOTD Video Library/PASS Certification and CPR Certification

- Drivers are required to watch the following films annually:
 1. Blood Borne Pathogen Awareness

2. Emergency Procedures for Rural Transit Drivers
 3. Emergency Evacuation
 4. PASS (class-test-certification required)
- Drivers are required to take and pass the Passenger Service and Safety Certification (PASS) at the beginning of employment and take a refresher test every 3 years.
 - Mandatory participation in LADOTD's driver training, as offered.
 - Drivers are required to participate in an on-site CPR certification, vehicle evacuation drills, and other mandatory trainings.

6. Service Animals and Accommodation of Animals

It is the policy of WOPT to allow service animals to accompany their owner with a doctor's prescription. Under the Americans with Disabilities Act of 1990, a service animal is defined as "any guide dog, signal dog, or other animal that is individually trained to do work or perform tasks for an individual with a disability, including but not limited to, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items."

WOPT driver or employee should never handle, pet, or walk a service animal for the owner. Control of the service animal is the responsibility of the animal's partner. If an incident occurs while transporting a service animal, the accountability for damages or injuries shall remain with the person responsible for the animal. The Americans with Disabilities Act of 1990 allows for the imposition of legitimate safety requirements that are necessary for the safe operations of the WOPT vehicles. WOPT can generally require use of a secured pet travel carrier for any animal that is a health or safety hazard regardless of the kind of training it has received and what function it serves for its owner.

Service animals are discouraged from riding on lifts. Their tails, paws, head or equipment may catch in the lift mechanism, causing severe injury to the animal. An exception would be a standee with a service animal.

Service animals should sit or lie on the floor. Animals should not occupy a passenger seat and should not block the passenger aisle.

Drivers are not permitted to enter any passenger's home under any circumstance.

If you have reason(s) to believe the animal is not a service animal, you can inform/ask:

- I'm sorry, pets are not allowed in WOPT's facilities or busses.
- What function does the animal perform?
- Is this animal required because of a disability?
- Don't ask the customer to identify their disability.
- Will the animal behave properly in the confined environment of the bus?

7. Ethics

Drivers do not accept tips or gratuities or act in a manner that would suggest tipping is appropriate.

(Refer to West Ouachita Public Transit Ethics Policy.)

8. Driver Training

West Ouachita Public Transit is responsible for ensuring that driver training is available for all drivers. This is accomplished through a variety of means to fulfill Federal and State requirements. Some training programs and certifications are pre-employment requirements (CDL, OMV Driver History, Drug and Alcohol, PASS) Drivers are expected to attend mandatory on and off site trainings, transit related courses, instructor trainings, webinars and online courses, read and study safety manuals, and pass all tests. In addition, drivers must attend annual Drug and Alcohol and Defensive Driving courses. All transit personnel must be "trained to proficiency" in the use of ADA accessible vehicles and equipment, and the proper method to assist individuals with different types of disabilities.

All mandatory trainings required for transit staff are listed on "Attachment A – Driver Training Checklist". Each driver will be required to initial each training program completed and signifying that the driver also understands each training safety requirement. This document will be placed in the driver's Employee File. Lastly, drivers are expected to maintain all active and reoccurring safety-sensitive certifications.

WOPT policies are up-dated annually or demand responsible. All drivers are expected to read and signify that all requirements and responsibilities are understood. This checklist is attached and entitled WOPT Pre-Employment Requirements for Transit Staff (Attachment B).

9. Other Driver Responsibilities

All drivers should constantly assess passenger safety and comfort considerations in the execution of their duties to report ticketing compliance breaches and other offending behavior. Request dispatcher live remote in for instructions for any passenger/escort issues.

- Be alert and well rested always while operating the vehicle
- Never leave a passenger unattended in vehicle or fail to inform dispatcher of any passenger/s awaiting pickup/s at the end of the working day
- Maintain their vehicles in a clean manner
- Maintain their schedule when time, traffic and weather conditions permit
- Operate the vehicles per safety regulations
- Treat and communicate with customers in a respectful manner
- Wear WOPT uniform and an identification and/or name tag always when performing transit duties
- Responsible for adequate passenger tickets and following financial procedures.

10. Passenger Responsibilities

Passengers are requested to be courteous and considerate of others always. Passengers must abide by all rules and regulations established by West Ouachita Public Transportation. The driver is ultimately responsible for on-vehicle behavior; therefore, passengers should follow all instructions from the driver. WOPT can deny passage to any passenger that is identified as being disturbed or a threat to other passengers. If the passenger refuses to comply with the van driver's request, the van driver will call Dispatch. The Dispatcher or the Transit Coordinator will assist by calling the appropriate agency to have the passenger removed.

- The use of cell phone or other electronic device is prohibited for all passengers to avoid distractions to the drivers and avoid invasion of other passengers' privacy. All cell phones must be silenced or muted, during the entire time that the passenger is on the van. Passengers should refrain from videotaping or taking photographs on any of the buses.
- Passengers should refrain from playing personal radios and other musical devices, except with ear phones. The volume on the ear phones should be kept at a level that is inaudible to other passengers or driver. No video during ride.
- Passengers should avoid unnecessary conversations of a personal nature that could be viewed as offensive, a form of harassment, or distractive to driver.
- Abide by all WOPT transit policy rules for passengers' safety.
- A passenger with disciplinary incidents will receive verbal or written safety reprimands or consequences for any violation depending on severity or frequency of incidents. (WOPT Passenger Disciplinary Form attached.)

III. Grievance Procedure

Complaint Resolution Procedure

The goal of the West Ouachita Public Transit (WOPT) Grievance Policy is to resolve grievances in a timely manner. It was established to implement procedures which are equitable and fair to all eligible WOPT passengers. This Grievance Procedure has been established to provide ways for the participant to understand and resolve matters or justifiable complaints which the participant feels are unjust to him/her without concern of reprisal.

The grievance should first be discussed with the West Ouachita Public Transit Manager, who oversees the area or activity where the grievance arose. If the grievance is not satisfactorily resolved, the grievance should then be presented in writing and discussed with the Director.

A Grievance Form is available upon request. The grievance should be presented by the participant on the Grievance Form, including a signature and date, before the appointment with the Director is held. After the meeting and review of the written grievance, a written response from the Director will be provided within ten working days.

If in the opinion of the participant, another review of the grievance is in order, the grievance will be given to City Hall. The written decision will be mailed to the participant within ten working days after the review by City Hall. The decision by City Hall and of Directors shall be considered as final.

Title VI Compliance: No person in the United States shall, in the ground of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. LA Relay is a hearing impaired captioned telephone service. Toll free 1-877-243-2823 or (7-1-1, 24-hours a day service.)

Note: The Grievance Policy/ Procedure/ Form is also posted in the main entrance.

V. Conclusion

WOPT's ADA Policy is designed to remove barriers that prevent individuals with disabilities from enjoying the same opportunities that are available to persons without disabilities.

The ADA addresses areas and issues including employment, the provision of services, (including transportation services), and access to facilities or "places of public accommodation".

A substantial part of the WOPT's ADA covers our transportation of people utilizing a demand responsive subscription deviated transit system.

All WOPT buses have an accessible entrance, securement areas and securement systems. All transit operators assist and provide courteous services to passengers with disabilities and permit service animals on the vehicles.

WOPT's ADA refuses to provide service to an individual with a disability because that individual engages in violent, seriously disruptive, or illegal conduct.

WOPT's ADA prohibits driver/operators from passing customers with disabilities at stops and requires drivers to make audible stop announcement.

WOPT's professional CDL drivers know how to operate all accessible features on the vehicle. Driver, ask passengers if they need assistance and specifically what type of assistance they may require.

WOPT's service is provided to one person, PCA, accompanying the passenger with others served on a space-available basis. This one, PCA, rides even if this means there is less room for other passengers without a charge. To be considered as accompanying the passenger, the companion must have the same origin and destination.

WOPT stops for all customers with disabilities and uses the lift, or ramp, and securement equipment as needed.

If WOPT's total securement areas are full, the dispatcher will advise the customer of the booked situation at that time and that another wheel chair vehicle will be dispatched as soon as a securement is available.

All passengers using assistive devices such as crutches, canes or walkers, and passengers who have difficulty using stairs are permitted to use the lift, or ramp. Passengers are instructed to hold the railing for additional safety. Some disabilities are hidden; therefore, WOPT drivers may not deny anyone this service if it is requested.

Passengers' conditions may vary from day-to-day. Drivers should be alert to changes and conditions that affect a passenger's assistance needs. All drivers should keep in mind that a passenger with a disability is a person first; a person who has feelings, concerns and opinions. That person deserves to be treated with the same respect displayed to passengers

without disabilities. The following are some of the disabilities that all drivers should be aware of:

- Visually Impaired
- Hidden Disabilities
 - Any one or combination of impairments, such as epilepsy; heart or lung problems; diabetes; birth defects; cancer; kidney failure; etc., which might affect the function and or endurance of an individual. (Example: Cardiovascular Disease)
- Hearing Impairments
- Speech Disorders
- Cognitive Disabilities
- Alzheimer's Disease
- Stroke
- Cerebral Palsy
- Amputation
- Learning Disabilities
- Intellectual Disabilities
- Mental Illnesses
- Autism
- Traumatic Brain Injury
- Spinal Cord Injury
- Diabetes
- Epilepsy or Seizure Disorders
- Birth Defects

Aging

People are living longer today than ever before. Having the freedom to get around in the community is equally as important in old age as in youth. Driving the elderly is a very personal service. Drivers may see the same people day after day, month after month. Older people depend on you - their driver. Be aware of the following conditions that may indicate an older rider is in trouble:

- Communication - being confused, forgetful, excessively angry or hostile.
- Economic condition - being very confused about money matters, counting coins for the ride, expressed trouble paying bills or being unable to afford your transportation.
- Social condition - seems isolated from social contract; a possible victim of abuse or neglect
- Emotional health - making any strong statement of rejection, not sleeping well, having recently lost a spouse, relative, friend or pet; appearing anxious, fidgety, or withdrawn
- Personal appearance - being unkempt; having dirty clothes or uncombed hair, or being unshaven
- Physical limitations - having severe difficulty in seeing, speaking, hearing, or moving
- Condition of home - needing repair, having a neglected yard, old newspapers on the lawn, porch, or sidewalks, offensive odors, or unattended pets.

If a WOPT driver notices any of the above conditions, particularly if they have changed, notify the WOPT supervisor. Never ignore something out of the ordinary. When dropping people at the Senior Center or at a doctor's office, do not assume that others will notice what you have observed. The driver should alert the WOPT staff immediately, to notify the emergency contact.

All passenger rules and conducts are detailed in our WOPT Transit Policy. All drivers also are required to have PASS training which goes into informative detail decision skills regarding all the disabilities listed above.

Our transit brochures include the Title VI of the Civil Rights Act of 1964 which states:

"No person in the United States shall, based on race, color, or national origin, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance." (42 U.S.C. 2000d)

For more information on Title VI and how to file a complaint contact:

West Ouachita Public Transit

1702 North 7th St.

West Monroe, LA 71291

Ph: (318) 397-3299

Fax: 318-324-8750

West Ouachita Public Transit

School Bus Policy

June 20, 2023

School Bus Policy

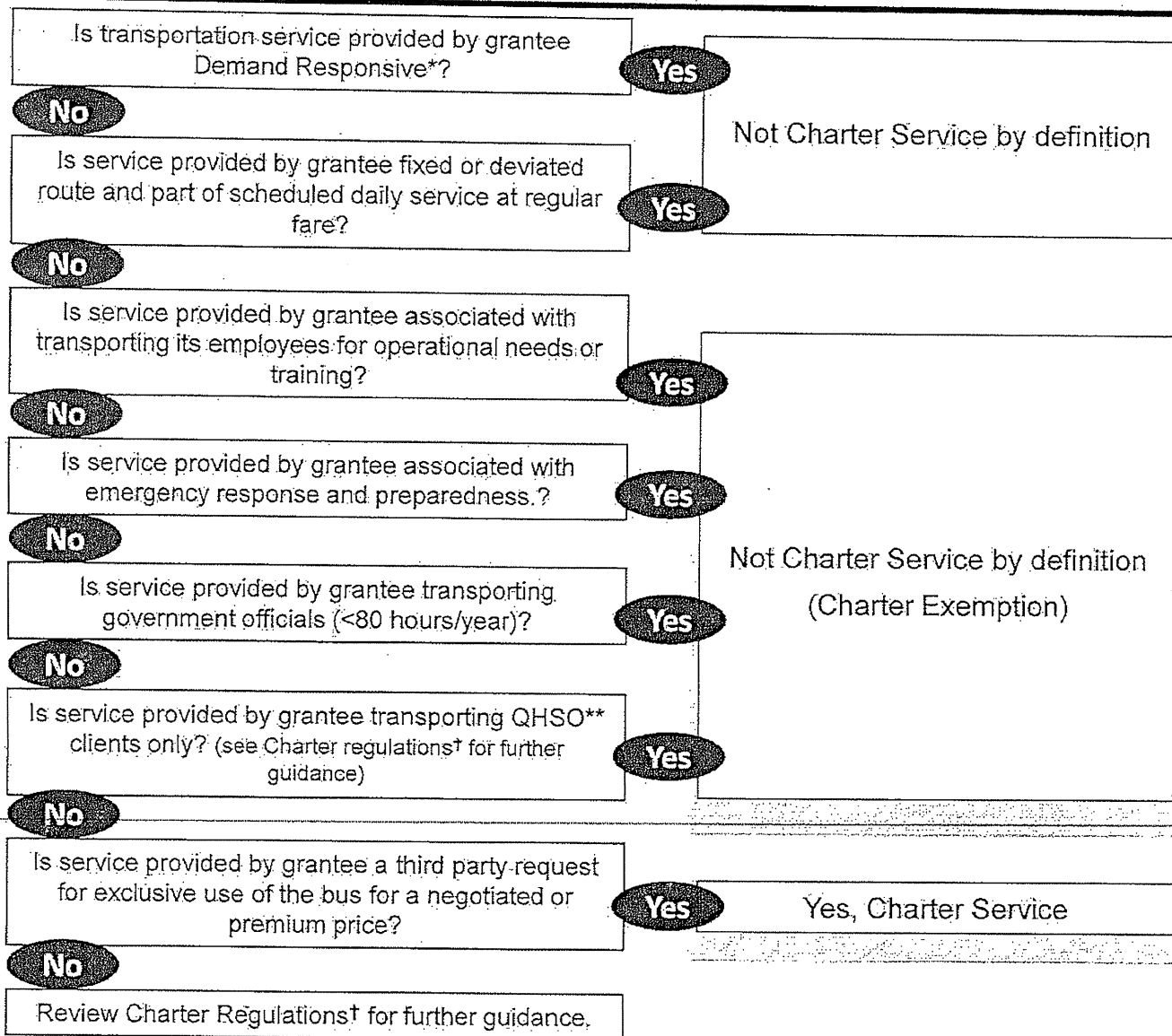
The West Ouachita Public Transit Public Transit Agency does not routinely provide school bus service. With approval from DOTD, a school bus route could be considered if the use of a transit vehicle would not interfere with regular general public passengers.

Contract language states:

Pursuant to 49 U.S.C. 5323(f) and 49 CFR Part 605, recipients and subrecipients of FTA assistance may not engage in school bus operations exclusively for the transportation of students and school personnel in competition with private school bus operators unless qualified under specified exemptions. When operating exclusive school bus service under an allowable exemption, recipients and subrecipients may not use federally funded equipment, vehicles, or facilities.

SECTION 5311 CHARTER SERVICE IDENTIFICATION FLOW CHART

May 2010



This chart was prepared by DPIT to guide your organization with basic scenarios. Please, rely on the FTA Charter Regulations† for final determination of service if your scenario in review does not meet any of the exceptions above.

***Demand Responsive:**

Any Non-fixed route service to individuals that require advanced scheduling by the customer

****Qualifying Human Sources Organization:**

Any organization providing service to persons with disabilities, low income, or to the elderly.

† Charter Regulations:

Can be found on the FTA website at: <http://edocket.access.gpo.gov/2008/pdf/08-86.pdf>

West Ouachita Public Transit

Public Transit Marketing Plan

June 20, 2023

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Summary

The West Ouachita Public Transit (WOPT) began operation in 1983 providing safe, courteous, reliable, and cost-effective transportation service for the general public of western Ouachita Parish. For over 30 years, the West Ouachita Public Transit has successfully fulfilled its mission.

West Ouachita Public Transit (WOPT) provides dependable curb-to-curb service available to the general public residing in west Ouachita Parish. Transit has successfully fulfilled its mission.

The WOPT exists to provide transit to those in western Ouachita Parish who do not have the ability to drive or access services. The WOPT markets activities to enhance dignity, support independence, and encourage involvement in and with the community.

Motivated to promote itself as an optimum older adult service organization in west Ouachita Parish, the Public Transit communicates its mission and objectives primarily to the older adult population of the community, family members of older adult citizens, needy families, at risk children, and the general public.

The West Ouachita Public Transit realizes the negative stereotype associated with transit systems should be taken into consideration when developing a Marketing Plan. The Public Transit makes special efforts designed to counteract the natural bias of the general population to view the Public Transit as just another transit operation. Our marketing focus is to position the public population and the West Ouachita Public Transit to have a proactive, positive value in providing transit.

This strategic positioning will be accomplished through the following:

- Marketing programs and services that promote independence for the public through their utilization of transit support services.
- Developing a larger variety of marketing techniques that are designed to reach a broad cross section of the public population in west Ouachita Parish.
- Providing promotional materials and personal contact within the Public Transit and increasing public awareness by maintaining a year-round presence through a variety of communication strategies.

West Ouachita Public Transit's Mission Statement

The West Ouachita Public Transit's Mission Statement is to act as a unified voice advocating and strengthening the role of public transportation in improving the quality of life for all West Ouachita Parish citizens. WOPT strives to provide a safe, efficient transportation system that supports economic opportunity and livable communities for Louisiana. WOPT's role in achieving the best possible transit system in Louisiana is to be an organization dedicated to achieving its goals while embracing the highest ethical standards. One of WOPT's goals is to ensure that all west Ouachita Parish residents, especially those who live in the rural areas, have access to transit to meet basic mobility needs.

Purpose of Marketing Plan

The purpose of the Marketing Plan is to guide the marketing efforts and to ensure that the West Ouachita Public Transit delivers a clear, consistent message and promotes a positive understanding to transit services in west Ouachita Parish.

Marketing Objectives

1. Place the West Ouachita Public Transit as:
 - An organization devoted to identifying community needs, prioritizing critical issues, and mobilizing organizations to work together to make an impact on improving the quality of life for the public population in west Ouachita parish.
 - A trusted, local transit service that is accountable to our communities.
 - The #1 choice of transit for the public within the west Ouachita Parish community.
 - Promote the benefits of transit both to the user and the community.
2. Promote the benefits of transit both to the user and the community. Increase Market share by:
 - Educating our communities on the services of the West Ouachita Public Transit and the needs that contributions help to meet.
 - Identifying, understanding, and responding to users / agencies transit needs.
 - Providing easily accessible information to riders / agencies.
3. Encourage active participation and leadership responsibility within the community.
4. Employ a variety of approaches in attempting to inform the local public and the community at large of its mission and services.
5. Build reliable and strong company characteristics by demonstrating that the West Ouachita Public Transit is:
 - Companionate – Our service is based on helping people. We undeniably care for the individuals we serve in the community. Our utmost purpose is to enhance the quality of life of those we serve.
 - Unwavering – Our organization is unchanging in its desires and efforts to act on behalf of older persons, needy families, and at-risk children in western Ouachita Parish.
 - Motivating – Our style of leadership creates an environment that encourages and stimulates input from our riders.

Strategies to Achieve Objectives

1. Increase understanding and familiarity of the West Ouachita Public Transit's Mission, activities, programs, and services.
2. Use a consistent message to communicate to the community.
3. Encourage and invite involvement from the community.
4. Build on the current level of awareness to educate potential users about the transit services available and how to take advantage of them.
5. Improve the customer experience for transit users through excellent customer satisfaction and retention.
6. Communicate effectively with current riders to enhance customer satisfaction and retention.

Marketing Budget

WOPT wishes to move towards an ongoing allocation of \$4,000 operating budget to marketing. (Budget attached)

WOPT Marketing Implementation Guidelines

Strategy		Budgeted.
Personal Marketing	Order and purchase promotional Marketing items	\$ 500.00
Stage 1	WOPT Brochures	\$ 700.00
Stage 2	Needs Assessment Surveys	Staff
Stage 3	Public PSA's	Community Partners
Stage 4	Community Transit Recognition Events	Staff
Stages	Transit Promotions	Staff
Long Term Marketing	WOPT local phone book advertisement	

Marketing Plan and Schedule

WOPT Driver Appreciation Week

Task Description	Person Responsible	Schedule Completion Date
Initial Planning <ul style="list-style-type: none"> Discuss team development Review individual work schedules and workloads Look over calendar events 	WOPT has driver appreciation luncheons on a monthly basis along with activities for all employees.	1 st week of October
First Team Meeting <ul style="list-style-type: none"> Decide on venue and date for Appreciation Dinner Designate responsibilities. 		1 st week of October

Communicate with transit drivers and dispatchers- clear date of Appreciation dinner, ensure no scheduling conflicts exist.		1 st week of October
Call order in for restaurant-dinner schedule at 5:30	WOPT has rider appreciation on a weekly basis by way of playing games, giving prizes, "Name that tune", and "Trivia"	2 nd week of October
Take orders for dinner		2 nd week of October
Meeting to generate ideas for "Extra Mile Recognition"		2 nd week of October
Develop agenda for dinner		3 rd week of October
Coordinate the development of the dinner brochure		3 rd week of October
Acquire up-to-date, individual portrait photos of Transit Staff		4 th week of October
Create "Extra Mile" recognition appreciation message		4 th week of October
Coordinate development dinner brochure		4 th week of October
Finalize and approve dinner brochure		4 th week of October
Finalize and approve dinner brochure		4 th week of October
Final Meeting-rehearsal dinner agenda		4 th week of October
Visit venue: <ul style="list-style-type: none"> ensure proper set-up test equipment {i.e. microphone, camera, etc.} 		1 st week of December

Marketing Plan and Schedule

WOPT Rider Appreciation Week

Task Description	Person Responsible	Schedule Completion Date
------------------	--------------------	--------------------------

<p>Initial Planning:</p> <ul style="list-style-type: none">• discuss team development• review individual work schedules and workloads• look over calendar events		3 rd week of January
<p>First team meeting-decide on venue and date for appreciation dinner, and designate responsibilities</p>		3 rd week of January

Brochures: The West Ouachita Public Transit's brochure will be developed and maintained as the centerpiece of literature in providing an overview of our mission and programs. Visibility for the guide and the transit services it represents can be greatly increased through the purchase of plastic brochure holders with the WOPT logo, web address and phone number on the front. The brochure will serve both our members, as well as the community audiences. In addition to being available at the Public Transit, the brochure/information guide will be made available in the following venues:

- Post Offices
- Senior Centers
- Subsidized Housing Complexes
- Medical Clinics
- Social Service Offices

Rumor 'tis: Rumor'tis is a newsletter for the public that will be distributed quarterly. This newsletter will contain information about Public Transit's schedule for working and non-working days.

Newspapers: The Public Transit will maintain partnerships with the local news media companies in order to support the goals and objectives of the Public Transit. The following partnerships have been established with specific purposes in mind:

- **The News-Star:** The Public Transit is responsible for sending all press releases by fax or e-mail. Press releases will help support the Public Transit's activities and upcoming events.
- **Ouachita Citizen:** The Ouachita Citizen will support the Public Transit's publicity by attending the socialization events hosted by WOPT. The Public Transit's will send press releases and news releases weekly to the Ouachita Citizen to be printed.

Flyers: Small posters or flyers will be developed and used to promote specific activities. Flyers will be posted at various location throughout the community.

Stationery: The Public Transit will provide contact information on all outgoing faxes, letters, and envelopes. The contact information will represent the professionalism of the Public Transit and will include the address, phone number, and staff names.

Advertising: The Director may authorize paid advertising for special activities or events in accordance with available funds. Display advertising will normally be placed in the Yellow Pages for cost-effectiveness, although radio advertising may be utilized as well.

Program Evaluation: Passenger surveys are a critical source of information to guide decisions regarding transit planning, marketing, and customer service. Transit customer surveys can be conducted in several ways: at bus stops, at transit centers, or by phone. Our experience has shown that an on-board survey is generally the most effective for capturing a representative sampling of all riders

Internet

Detailed Website: The City of West Monroe's city site (www.cityofwestmonroe.com) is a domain site on the internet that provides up to date information transit related. The site will contain photographs, a description of services, information on location, and contact information.

Signage

On-site; The Public Transit will maintain a primary sign in front of the building identifying the West Ouachita Public Transit and the numbered address.

Directional Signs: The Public Transit will maintain, through its association with the City of West Monroe, LA, direction signs to the Public Transit at neighboring intersections in the vicinity of the Public Transit. In addition, WOPT'S public transportation buses will be advertising on the passenger doors.

Name Tags: The Public Transit Director will provide transit staff with proper professional West Ouachita Public Transit name tags. In addition, a uniform with a logo will allow members of the community to identify the transit staff member. Riders will recognize the transit team prior to entry on the transit buses.

Extra Advertisement: The public transit will advertise WOPT on pens, notepads, pencils, etc these are to support our programs and are to be distributed during our special events.

Personal Contacts

Co-Marketing Initiatives: The Public Transit will participate in co-marketing efforts with other organizations such as: The Department of Transportation, United Way, aging services partners, community nonprofit agencies, business partners, and the Chamber of Commerce. This will be done on a regular basis.

E-mail, Fax, and Voice Replies: The Public Transit's staff will respond to all public inquiries and contacts in a professional and timely manner by providing information on the Public Transit's mission, programs, and services.

Speaking Engagements to Community Groups/Civic Organizations: The Public Transit's members, staff, board members, and volunteers will be utilized in making speeches and presentations to various groups. These events will explain the Public Transit's mission, programs, and services.

West Ouachita Parish Churches: The Public Transit will utilize personal contacts with the public churches in the west Ouachita Parish community. The Public Transit maintains a list of churches and their personal contacts.

Basic Gatekeeper Network

- Low Income Families
 - Social Service Programs
 - Health Clinics Senior Citizens
- Senior Citizens
 - Senior Centers
 - Assisted Living Facilities
 - Housing Authority
 - Nutrition Programs
 - City Hall
 - United Way 211
 - Medical Programs
 - Other Supportive Service Providers
- Persons with Disabilities
 - Service Providers
- Unemployed
 - DHS
 - Workforce Investment

The Challenges

The WOPT serving the rural areas of west Ouachita faces the challenge of using very limited resources to meet the diverse transportation needs. Given the difficulty of this challenge, there is a consensus that transit's role in rural west Ouachita Parish is:

To serve the general public, but primarily function as a safety net for those that are unable to transport themselves, such as seniors, people with disabilities, and individuals without dependable vehicles.

WOPT providers know from experience that servicing even the limited role presents a variety of challenges. First is the fact that those with a need for public transportation tend to have broadly scattered travel needs. The initial phase of this project, which addressed how to begin coordinating services throughout the parish, was a first step in addressing this challenge.

1. The first key challenge is the fact that the service area population is not familiar with the use of public transportation nor are they aware of what services are available. It is also complicated by the constant shifting of the market with a need for public transit. While some elderly and disabled residents will be long-term users of transit, many individuals simply need transportation on a short-term basis – when they are between jobs or looking for work, when their vehicles are inoperable, when temporary injury prevents driving, or when they need to travel to a location that is out of their local area. This group is constantly changing and is very unlikely to be aware of how to access transit when a need arises.
2. The second challenge is the one that we will address in the marketing plan – how to insure what when residents of the rural west Ouachita Parish need the “safety net” of public transportation they are able to easily access it. Achieving this goal will require an on-going communications effort to build awareness among the general public and key target markets and key target markets and to ensure that, when a need arises, effective passenger information is readily available.

Annual Transit Passenger Survey

West Ouachita Public Transit Rider Survey Form

1. Do you own a personal vehicle? Yes No
2. Do you drive? Yes No
3. Why do you use our public transit services? (Please check all that apply)
☐ Shopping, grocery store, bank ☐ School / educational activities
☐ Medical/dental appointments ☐ Senior Center activities/social outings
☐ Work ☐ Other
4. How often do you use our transit services?
☐ Never ☐ 2-4 trips per week ☐ More than 10 times per month
☐ Daily ☐ 1-3 days a month ☐ Less than once a month
5. Gender (Circle one) Male Female
6. Age (Circle one) 18-25 26-44 45-59 60-74 75-84 85 and over
7. Do you have physical impairments that require special equipment or assistance?
Yes or No
8. What is your home zip code? _____

9. Are you satisfied with each of these factors when using our transit services?

Yes or No	Drivers' knowledge of transit system procedures
Yes or No	Friendly, courteous assistance and service from the drivers
Yes or No	Drivers wear professional WOPT shirt and ID tag
Yes or No	Buses are reliable and arrive as scheduled
Yes or No	Buses are clean and comfortable
Yes or No	Special needs equipment and wheelchair accessibility
Yes or NO	Ease of scheduling and availability
Yes or No	Acceptable service hours
Yes or No	Affordable fares

10. Do you feel our transit services improve your quality of life by increasing your access to vital services such as healthcare, shopping, social activities, etc.? Yes or No

Additional Comments: _____

Building a Custom Marketing Plan Louisiana Transit Marketing Workshop

In addition to the regulatory requirements for conducting marketing, there are two major benefits to creating a formal documented marketing plan for your agency. They include: 1) it is a reference guide for your internal activities throughout the year, and 2) a formal effort can be effectively used to gain support from potential marketing partners and from local political and business leaders who can assist with your local funding efforts.

The forms provided as companion documents to the Louisiana Transit Marketing Workbook are provided as separate documents in a Forms directory and will serve as the backbone for developing your custom marketing plan.

In addition to the separate form documents, there are also samples of media advertisements, public service announcements, and surveys.

The workbook has been designed to simplify the process for each agency, while maintaining complete customization. Each form should be opened, completed and placed into a three-ring binder or similar electronic organizational tool. Forms should be completed in the following order:

Section – Current Situation Analysis

- Agency Analysis – General
- Agency Analysis – Current Marketing
- Agency Analysis – Expansion / Improvements Needs
- Rider Survey
- Other “Targets” Survey
- Competitor Analysis
- Competitor Analysis Summary
- Public Relations Survey
- Current Situation Summary

Forms are also provided for customer surveys and to survey service providers. These are optional during the initial marketing plan creation phase, but if they are employed as a marketing tool, summaries of survey results should be added to the Current Situation Analysis as they are completed.

Section – Developing a Marketing Plan

- Marketing Evaluation
- Budget Considerations
- Marketing Plan Summary and Calendar

West Ouachita Public Transit

LEP Policy

June 20, 2023

West Ouachita Public Transit
1800 North 7th Street
West Monroe, LA 71291

EXHIBIT 1

LEP Policy

WEST OUACHITA PUBLIC TRANSIT

LEP Policy

West Ouachita Public Transit shall provide for communication for limited English proficient riders to ensure them equal opportunity to benefit from services. Family members or friends of limited English proficient riders will not be used as translators unless specifically requested by that individual. Arrangements have been made with West Ouachita Senior Center to obtain translators. The agency will also utilize web based translator programs if available.

If you need help with English, please call 318-397-3299.

(Name of agency) proporcionará comunicación para jinetes competentes inglés limitados para asegurarles igualdad de oportunidades para beneficiarse de los servicios. Miembros de la familia o amigos de jinetes habilidades inglesas limitadas no se utilizará como traductores a menos que pedido específicamente por ese individuo. Han establecido acuerdos con la Agencia para obtener traductores. La agencia también utiliza programas de traductor ~~basado en~~ web si está disponible.

Si usted necesita ayuda con el inglés, por favor llame (800) 846-5277.

WWW.HAMILTONRELAY.COM



West Ouachita Public Transit

FTA Drug and Alcohol Testing Program
WOPT Drug and Alcohol Policy

June 20, 2023

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Attachment 3 – Minimum Thresholds	

1.0 WOPT Drug Policy

The West Ouachita Public Transit is dedicated to providing safe, dependable, and economical transportation services to our transit passengers. Transit system employees are our most valuable resource and it is our goal to provide a healthy, satisfying working environment which promotes personal opportunities for growth. In meeting these goals, it is our policy (1) to ensure that employees are not impaired in their ability to perform their assigned duties in a safe, productive, and healthy manner; (2) to create a workplace environment free from the adverse effects of drug abuse and alcohol misuse; (3) prohibit the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances; and (4) to encourage employees to seek professional assistance anytime personal problems, including alcohol or drug dependency, adversely affect their ability to perform all assigned duties.

2.0 Purpose

The purpose of this policy is to ensure the worker's fitness for duty and to protect our employees, passengers, and the public from the risks posed by the misuse of alcohol and use of prohibited drugs. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug and alcohol programs in the transit industry. The Federal Transit Administration (FTA) of the U. S. Department of Transportation has published 49 CFR 655, as amended, that mandates urine drug testing and breath alcohol testing for safety-sensitive positions and prohibits performance of safety-sensitive functions when there is a positive test result. The U. S. Department of Transportation (DOT) has also published 49 CFR Part 40, as amended, which sets standards for the collection and testing of urine and breath specimens. In addition, the Federal government published 49 CFR Part 29, "The Drug-Free Workplace Act of 1988 and the Omnibus Transportation Employee Testing Act of 1991," which requires the establishment of drug-free workplace policies and the report of certain drug-related offenses to the FTA. This policy incorporates those requirements for safety-sensitive employees and others when so noted.

3.0 Applicability

This policy applies to all safety-sensitive employees (full or part time) when they are on transit property or when performing any transit-related safety-sensitive or non-safety-sensitive business. This policy applies to off-site lunch periods or breaks when an employee is scheduled to return to work.

A safety-sensitive function is any duty related to the safe operation of mass transit service including the operation of a revenue service vehicle (whether the vehicle is in revenue service), dispatch, maintenance of a revenue service vehicle or equipment used for revenue service, security personnel who carry firearms, and any other employee who holds a Commercial Driver's License. Maintenance functions include the repairing, overhauling, and rebuilding of engines, vehicles and/or equipment used in revenue service. A list of safety-sensitive positions including one or

more of the above-mentioned duties are provided in 11.0 System Contracts, Attachment 1. Supervisors are safety-sensitive only if they perform one of the above functions.

4.0 Prohibited Substances

"Prohibited substances" addressed by this policy include the following:

4.1 Illegally Used Controlled Substances or Drugs

Illegally Used Controlled Substance or Drug's Under the Drug-Free Workplace Act of 1998: any drug or substance identified in Schedule I through V of Section 202 of the Controlled Substance Act (21 U.S.C. 812), as further defined by 21 CFR1300.11 through 1300.15, is prohibited always in the workplace. This includes, but is not limited to: marijuana, amphetamines, opiates, phencyclidine (PCP), and cocaine, as well as any drug not approved for medical use by the U.S. Drug Enforcement Administration or the U.S. Food and Drug Administration. Illegal use includes use of any illegal drug, misuse of legal prescribed drugs, and use of illegally obtained prescription drugs.

Federal Transit Administration drug testing regulations (49 CFR Part 655) require that all safety-sensitive employees will be tested for marijuana, cocaine, amphetamines, opiates, and phencyclidine as described in Section 6.0 of this policy. Also, the medical use of marijuana or the use of hemp related products which cause drug or drug metabolites to be present in the body above the levels is a violation of this policy. Any employee covered by this policy ("covered employee") may be randomly tested for prohibited drug use any time while on duty.

4.2 Legal Drugs

The appropriate use of legally prescribed drugs and non-prescription medications is not prohibited. However, the use of any substance which carries a warning label that indicates that mental functioning, motor skills, or judgment may be adversely affected must be reported to supervisory personnel. Also, medical advice and written authorization from the attending physician must be sought by the employee, as appropriate, before performing work-related duties.

A legally prescribed drug means that the employee has a prescription or other written approval from a physician for the use of a drug during medical treatment. It must include the patient's (employee's) name, the name of the substance, quantity/amount to be taken, and the period of authorization. The misuse or abuse of legal drugs while performing transit business is prohibited.

4.3 Alcohol

The use of beverages containing alcohol or substances including any medication, such as mouthwash, food, candy, or any other substance that causes alcohol to be present in the employee's body while he/she is performing transit business is prohibited. An alcohol test can be performed on a covered employee under 49 CFR Part 655, as amended, just before, during or just after the

performance of safety-sensitive job functions. Under WOPT authority, an alcohol test can be performed any time a covered employee is on duty. The concentration of alcohol is expressed in terms of alcohol per 210 liters of breath as measured by an evidential breath testing device.

5.0 Prohibited Conduct

- All covered employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited drug in the body above the minimum thresholds defined in 49 DFR Part 40, as amended.
- Each covered employee is prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time they are called to report for duty. The covered employee will subsequently be relieved of his/her on-call responsibilities and subject to discipline.
- WOSC/PT shall not permit any covered employee to perform or continue to perform safety-sensitive functions if it has actual knowledge that the employee is using alcohol.
- Each covered employee is prohibited from reporting to work or remaining on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater regardless of when the alcohol was consumed.
- No covered employee shall consume alcohol within four (4) hours prior to the performance of safety-sensitive job functions.
- WOPT under its own authority also prohibits the consumption of alcohol when the employee is on duty, or anytime the employee is in uniform.

5.1 Manufacture, Trafficking, Possession, and Use

Consistent with the Drug-Free Workplace Act of 1988, all WOPT, employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession, or use of prohibited substance in the work place including WOPT premises, transit vehicles, while in uniform or while on company business. Employees who violate this provision will be subject to termination. Law enforcement shall be notified, as appropriate, where criminal activity is suspected.

5.2 Intoxication/Under the Influence

Any safety-sensitive employee who is reasonably suspected of being intoxicated, impaired, under the influence of a prohibited substance, or not fit for duty shall be suspended from job duties pending an investigation and verification of condition. Employee's found to be under the influence of a prohibited substance or who fails a drug or alcohol test shall be removed from duty and terminated. A drug or alcohol test is considered positive if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum defined in 49 CFR Part 40, as amended.

An employee who has a confirmed alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of this policy. The consequences of a positive alcohol test are described in 6.0 of this policy. Even though an employee who has a confirmed alcohol concentration of 0.02 to 0.039 is not considered positive, the employee shall be removed from duty for at least eight hours or for the duration of the work day whichever is longer, and will be subject to the consequences described in this no tolerance policy. An alcohol concentration of less than 0.02 will be considered a negative test.

5.3 Alcohol and Drug Use

No safety-sensitive employee should report for duty or remain on duty when his/her ability to perform assigned safety-sensitive functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive employee shall use alcohol while on duty, or at any time while in uniform, while performing safety-sensitive functions, or just before or just after performing safety-sensitive function. No safety-sensitive employee shall use alcohol within four hours of reporting for duty, or during the hours that they are on call. No covered employee shall consume alcohol for eight (8) hours following involvement in an accident or until he/she submits to the post-accident drug/alcohol test, whichever occurs first.

All safety-sensitive employees are prohibited from reporting for duty or remaining on duty any time there is a quantifiable presence of a prohibited substance in the body above the minimum thresholds define in 49 CFR Part 40, as amended. Violation of these provisions is prohibited and punishable by termination.

5.4 Compliance with Testing Requirements

All safety-sensitive employees will be subject to urine drug testing as a condition of employment. Any safety-sensitive employee who refuses to comply with a request for testing shall be removed from duty and terminated. Any safety-sensitive employee who is suspected of falsifying test results through tampering, contamination, adulteration, or substituting will be required to undergo an observed collection. Verification of the above listed actions will be considered a test refusal and will result in the employee's removal from duty and disciplined as defined in this policy.

A "refusal to test" is also considered to have occurred if the employee:

- Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.
- Fails to remain at the testing site until the testing process is complete.
- Fails to provide a urine or breath specimen for any drug test required by this part 40 of DOT agency regulations.
- In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of a specimen.
- Fails to provide a enough urine or breath when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure.
- Fails or declines to take a second test when the employer or collector has directed the

employee to take a second test.

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- Fails to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by the DER as part of “shy bladder” or “shy lung” procedures.
- Fails to cooperate with any part of the testing process (e.g. refusing to empty pockets when so directed by the collector, or behaves in a confrontational way that disrupts the process).
- During an observed collection, fails to follow the observer’s instructions to raise clothing above the waist, lower clothing and underpants and to turn around to permit the observer to determine if the employee has any type of prosthetic or other device that could be used to interfere with the collection process.
- Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- Admits to the collector or MRO that the employee adulterated or substituted the specimen.
- Fails or refuses to sign STEP 2 of the alcohol testing form.

A “refusal to test” is also considered to have occurred if the MRO reports that there is a verified adulterated or substituted test result.

Drug tests can be performed any time a safety-sensitive employee is on duty. An alcohol test can be performed when the safety-sensitive employee is performing a safety-sensitive duty, or just before or just after the performance of a safety-sensitive duty.

5.5 Treatment Requirements

Analytical urine drug testing and breathe testing for alcohol will be conducted as required by 49 CFR part 40, as amended. All employees are encouraged to make use of the available resources for treatment for alcohol misuse and illegal drug use problems. WOPT is a zero-tolerance company. All covered employees who have tested positive for drugs or alcohol on a random, reasonable suspicion, or post-accident will be terminated from employment of WOPT.

Except for a single incident of self-referral to management (see Reasonable Suspicion Testing) WOPT declares a policy of zero tolerance for duty/alcohol abuse as defined in this policy.

Covered employees who self-referred to management will be tested prior to returning to duty after completion of the Substance Abuse Professional’s (SAP) recommended treatment program and subsequent release to duty. Follow-up testing will also be conducted following return-to duty for a period of one to five years, with at least six test performed during the first year. The duration and frequency of the following-up testing above the minimum requirements will be at the discretion of the Substance Abuse Professional (SAP). The cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in the prescribed rehabilitation program.

5.6 Notifying the Transit System of Criminal Drug Arrest

Consistent with the Drug Free Workplace Act of 1998, all employees are required to notify the transit system of any criminal drug statute arrest for a violation occurring in the workplace within five (5) days after such arrest. Failure to comply with this provision shall result in transit system discipline, up to and including termination.

5.7 Proper Application of the Policy

The transit system is dedicated to assuring fair and equitable application of this substance abuse policy. Therefore, supervisors/managers are required to use and apply all aspects of this policy in an unbiased and impartial manner. Any supervisor/manager who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy regarding subordinates, shall be subject to disciplinary action in accordance with the provisions set forth in the personnel manual.

6.0 Testing Procedures

Analytical urine drug testing and breath testing for alcohol will be conducted as required by 49 CFR part 40, as amended. All safety-sensitive employees shall be subject to drug testing prior to employment, for reasonable suspicion, following an accident, and random as defined in Section 6.2, 6.3, and 6.4 of this policy. All safety-sensitive employees shall be subject to alcohol testing for random, reasonable suspicion and following an accident as defined in Section 6.2, 6.3, and 6.4.

Those employees, who perform safety-sensitive functions as defined in the Section 11.0 Attachment 1, shall also be subject to testing on a random, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability by using techniques, equipment, and laboratories which have been approved by the U. S. Department of Health and Human Service (DHHS). All testing will be conducted consistent with the procedures put forth in 49 CFR 40, as amended. The procedure will be performed in a private, confidential manner and every effort will be made to protect the employee, the integrity of the drug testing procedure, and the validity of the test results.

The drugs that will be tested for include marijuana, cocaine, opiates, amphetamines, and phencyclidine. After the identity of the donor is checked using picture identification, a urine specimens will be collected using the split specimen method described in 49 CFR Part 40, as amended. Each specimen will be accompanied by DOT Chain of Custody and Control Form and identified using a unique identification number that attributes the specimen to the correct individual. An initial drug screen will be conducted on the primary urine specimen. For those specimens that are not negative, or appear to be substitute or adulterated, a confirmatory Gas Chromatography/Mass Spectrometry (GS/MS) test will be performed. The test will be considered positive if the amounts present are above the minimum thresholds established in 49 CFR Part 40, as amended. Section 11.0 Attachment 3 lists the minimum thresholds for each drug and/or its metabolites. The test results from the laboratory will be reported to Medical Review Officer (MRO). A Medical Review Officer is a licensed physician with detailed knowledge of substance

abuse disorders drug testing. The MRO will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive test result, substitution or adulteration. The MRO will subsequently review the employee's medical history/medical records to determine whether there is a legitimate medical explanation for a positive, substitute, or adulterated laboratory result. If no legitimate medical explanation is found, the test will be verified positive, substitute, or adulterated, and reported to the DAPM (Drug and Alcohol Program Manager). If a legitimate explanation is found, the MRO will report the test as negative. The split specimen will be stored at the initial laboratory until the analysis of the primary specimen is completed. If the primary specimen is negative, the split will be discarded. If the primary is positive, the split will be retained for testing by the employee through the Medical Review Officer (MRO).

Observed collections:

Consistent with 49 CFR Part 40, as amended, collection under direct observation by a person of the same gender with no notice will occur if:

- (1) The laboratory reports to the MRO that a specimen is invalid, and the MRO reports to the company Drug Alcohol Program Manager (DAPM) that there was not an adequate medical explanation for the result, or
- (2) The MRO reports to the Drug and Alcohol Program Manager (DAPM) that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen would not be performed.
 - (A) The Drug and Alcohol Program Manager must direct a collection under observation of any employee if the drug test is a return-to-duty test or a follow-up test.
 - (B) The collector must immediately conduct a collection under direct observation, if they are directed by the Drug and Alcohol Program Manager to do so.
- (3) The collector observes materials brought to the collection site or the employee's conduct clearly indicates an attempt to tamper with a specimen, or
- (4) The temperature on the original specimen was out of range, or
- (5) The original specimen appeared to have been tampered with.

Tests for breath alcohol concentration will be conducted utilizing a National Highway Traffic Administration (NHTSA)-approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT) if the initial test indicates an alcohol concentration of 0.02 or greater, a second test will be performed to confirm the results of the initial test. The confirmatory test must occur on an EBT. The confirmatory test will be conducted at least fifteen minutes after the completion of the initial test. The confirmatory test will be performed using a NHTSA-approved evidential breath testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). The EBT will identify each test by a unique sequential identification number. This number,

time, and unit identifier will be provided on each EBT printout. The test will be performed in a private, confidential manner as required by 49 CFR Part 40, as amended. The procedure will be followed as prescribed to protect the employee, and to maintain the integrity of the alcohol testing procedures and validity of the test result.

Any safety-sensitive employee that has a confirmed positive drug or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, and referred to Substance Professional (SAP) for assessment.

6.1 Employee Requested Testing

Any safety-sensitive employee who questions the results of a required drug test under paragraph 6.2 through 6.7 of this policy may request that the split sample be tested. This test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided by the employee at the same time as the original sample. Cost of the split sample test will be paid by the employee. If the employee is unable or unwilling to pay for the split sample, that cost will be paid by the transit system, but the transit system will thereafter recover the cost from the employee. The method of collecting, storing, and testing the split sample will be consistent with the procedure set forth in 49 CFR Part 40, as amended. The employee's request for a split sample test must be made to the Medical Review Officer (MRO) within 72 hours of notice of the original sample verified test result. Requests after 72 hours will only be accepted if the delay was due to documental facts that were beyond the control of the employee.

6.2 Pre-Employment Testing

All safety-sensitive position applicants shall undergo urine drug testing prior to hire or transfer into a safety-sensitive position. Receipt by the transit system of a negative drug test result is required prior to employment. Failure of a pre-employment drug test will disqualify an applicant for employment for period of five (5) years. Evidence of the absence of drug dependency from a Substance Abuse Professional (SAP) that meets with the approval of the DOT and negative pre-employment employment drug tests will be required prior to further consideration of employment. The cost for assessment and any subsequent treatment will be for the sole responsibility of the individual. Any safety-sensitive position applicant who refuses to test or who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, will be referred for evaluation by a Substance Abuse Professional (SAP).

All safety-sensitive employees who have been off duty for 90 or more days for any reason are required to successfully pass a pre-employment drug test prior to the performance of a safety-sensitive function.

6.3 Reasonable Suspicion Testing

All safety-sensitive employees may be subject to fitness for duty evaluation, and urine and/or breath testing when there are reasons to believe that drug or alcohol use is adversely affecting job performance. A FTA DOT referral for testing will be made based on documented objective facts and circumstances which are consistent with the short-term effects of substance abuse or alcohol misuse. Any reasonable suspicion test required under company rather than federal authority will be a non-DOT test. Examples of reasonable suspicion include, but are not limited to, the following:

1. Trained supervisors or company officials' observation of the safety-sensitive employee's physical signs and symptoms consistent with prohibited substance use or alcohol use based on specific, contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odors of the covered employee.
2. Evidence of the manufacture, distribution, dispensing, possession, or use of controlled substances, drugs, alcohol, or other prohibited substance.
3. Occurrence of a serious or potentially serious accident that may have been caused by prohibited substance abuse or alcohol misuse.
4. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operating procedures.

Any of the above may require a trained supervisor to conduct a reasonable suspicion observation, but no test will be required unless the supervisor makes specific contemporaneous, articulate observations. WOPT shall be responsible for transporting the employee to the testing site. Supervisors should avoid placing themselves and/or others into a situation which might endanger the physical safety of those present.

Alcohol testing is authorized under this section only if the observations required by paragraph (b) of this section are made during, just preceding, or just after the period of the workday that the covered employee is required to be in compliance with this part. An employer may direct a covered employee to undergo reasonable suspicion testing for alcohol only while the employee is to perform safety-sensitive function; or just after the employee has ceased performing such functions. However, under WOPT authority, a reasonable suspicion alcohol test may be performed any time the covered employee is on duty.

When there are no specific, contemporaneous, articulable objects facts that indicate current drug or alcohol use, but the employee (who is not already a participant in a treatment program) admits the abuse of alcohol or other substance to a supervisor in his/her chain of command, the employee shall be referred to the SAP for an assessment. The Personnel Director shall place the employee on administrative leave in accordance with the provisions set forth in this policy. Testing in this circumstance would be performed under the direct authority of WOPT. Since the employee self-referral to management, testing under this circumstance would not be considered a violation of this policy or a positive test result under federal authority. However, self-referral does not exempt the covered employee from testing under Federal authority as specified in this policy or the associated consequences as specified in this policy.

Reasonable suspicion referrals must be made by a supervisor who is trained to detect the signs and symptoms of drug and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to possible prohibited substance abuse of alcohol misuse.

6.4 Post-Accident Testing

All safety-sensitive employees will be required to undergo urine and breath testing if they are involved in an accident with a West Ouachita Public Transit vehicle (regardless of whether the vehicle is in revenue service) that result in a fatality. This includes all surviving safety-sensitive employees who operated the vehicle and any other whose performance could have contributed to the accident. In addition, a post-accident test will be conducted if an accident results in injuries requiring immediate transportation to a medical treatment facility or one or more vehicle incurs disabling damage, unless the operator can be completely discounted as a contributing factor to the accident. The accident definition may include some incidents where an individual is injured even though there is no vehicle collision.

- a. As soon as practicable following an accident, as defined in this policy, the transit supervisor investigating the accident will notify the employees operating the transit vehicle and all other covered employees whose performance could have contributed to the accident or the need for the test. The supervisor will make the determination using the best information available at the time of the decision.
- b. Following an accident, the safety-sensitive employees will be tested as soon as possible, but not to exceed eight (8) hours for alcohol testing and thirty-two (32) hours for drug testing. If an alcohol test is not performed within two hours of the accident, the supervisor will document the reason(s) for the delay. If the alcohol test is not conducted within (8) hours, or the drug test with 32 hours, attempts to conduct the test must cease and the reasons for the failure to test documented.
- c. Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test.
- d. Any safety-sensitive employee who leaves the scene of the accident without justifiable explanation prior to submission to drug and alcohol testing will be considered to have refused the test - which then results in termination of the employee. Employees tested under this provision will include not only the operations personnel, but any covered employee whose performance could have contributed to the accident.
- e. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident, or to prohibit an employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident, or to obtain necessary emergency medical care.

- f. If the transit system is unable to perform a FTA drug and alcohol test (i.e., employee is unconscious, employee is detained by law enforcement agency), the transit system may use drug and alcohol post-accident test results administered by State and local law enforcement officials. The State and local law enforcement officials must have independent authority for the test and the employer must obtain the results in conformance with state and local law.

6.5 Random Testing

All safety-sensitive covered employees will be subjected to random, unannounced testing. The selection of employees shall be made by a scientifically valid method of randomly generating an employee identifier from the appropriate pool of safety-sensitive employees. WOPT will maintain a listing of the names of all employees in safety-sensitive positions. Drug and Alcohol testing will be unannounced, immediate and the dates for administering random tests are spread reasonably throughout the calendar month and year. Testing will be conducted on all days and hours during which safety-sensitive work is performed. All safety-sensitive employees shall have an equal chance of being selected each time selections are made.

1. The dates for administering unannounced testing of randomly selected employees shall be spread reasonably throughout the calendar year.
2. The number of employees randomly selected for drug/alcohol testing during the calendar year shall be not less than the percentage rates established by Federal regulations for those safety-sensitive employees subject to random testing by Federal regulations. The current random testing rate for drugs established by FTA equals twenty-five percent (25%) of the number of covered employees in the pool and the random testing rate for alcohol established by FTA equals ten percent (10%) of the number of covered employees in the pool.
3. Each covered employee shall be in a pool from which the random selection is made. Each covered employee in the pool shall have an equal chance of selection each time the selections are made. Employees will remain in the pool and subject to selection, whether the employee has been previously tested. There is no discretion on the part of management in the selection and notification of the individuals who are to be tested.
4. Covered transit employees that fall under the Federal Transit Administration regulations will be included in one random pool maintained separately from the testing pool of employees that are included solely under WOPT authority.
5. Random drug tests can be conducted at any time during an employees' shift. Alcohol random tests can be performed just before, during, or just after the performance of a safety sensitive duty. However, under WOPT authority, a random alcohol test may be performed any time the covered employee is on duty. Testing can occur during the beginning, middle, or end of an employee's shift.
6. If the employee is off-duty or otherwise unavailable at the time the employer desires to conduct the test, the test should be postponed until the employee is on-duty, if the test can be performed during the testing period for which the number was selected.
7. Employees are required to proceed **immediately** to the collection site upon notification of their random selection. Failure to report to the collection site within 2 hours of notification will be deemed a test refusal.

Random alcohol testing must take place immediately before, during, or immediately after an employee performs a safety-sensitive function. However, under WOPT authority, a random alcohol test may be performed any time the covered employee is on duty. Employees are required to proceed immediately to the collection site upon notification of their random selection.

6.6 Return-to Duty Testing

Except for a single incident of self-referral to management (see Reasonable Suspicion Testing), WOPT declares a policy of zero tolerance for drug/alcohol abuse as defined in this policy.

All covered employees who self-referred to management, must test negative for drugs, alcohol (below 0.02 for alcohol), or both and be evaluated and released by the Substance Abuse Professional (SAP) before returning to work. For an initial positive drug test a Return-to-Duty Drug test is required and an alcohol test is allowed. For an initial positive alcohol test a Return-to-Duty alcohol test is required and a drug test is allowed. Following the initial assessment, the SAP will recommend a course of rehabilitation unique to the individual. The SAP will recommend the return-to-duty test only when the employee has successfully completed the treatment requirement and is known to be drug and alcohol-free and there are no undue concerns for public safety.

All safety-sensitive employees who tested positive on a drug or alcohol test will be terminated. In the event an employee has not tested positive but undertakes treatment and thereafter returns to duty, he/she must test negative on both a return-to-duty test and a drug and alcohol test (below 0.02 for alcohol) and be evaluated and released to duty by the Substance Abuse Professional (SAP) before returning to work. A Substance Abuse Professional (SAP) is a licensed physician or certified psychologist, social worker, state licensed or certified marriage and family therapist, employee assistance professional, or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission, or by the International Certification Reciprocity Consortium/Alcohol, and Other Drug Abuse. The SAP must also have clinical experience in the diagnosis and treatment of drug and alcohol related diseases. Before scheduling the return-to-work test, the SAP must assess the employee and determine if the required treatment has been completed.

6.7 Follow-up Testing

The safety-sensitive employees will be required to undergo frequent unannounced urine and/or breath testing following their return-to-duty. The follow-up testing will be performed for a period of one to five years with a minimum of six tests to be performed the first year. The frequency and duration of the follow-up tests (beyond the minimum) will be determined by a qualified Substance Abuse Professional (SAP) assessment of the employee's unique situation and recovery progress. Follow-up testing should be frequent enough to deter and/or detect a relapse. Follow-up testing should be in addition to the random, post-accident, reasonable suspicion and return-to-duty testing.

6.8 Dilute Negative Specimens

The employee shall not be required to take another test in the event of a dilute negative specimen test.

7.0 Employment Assessment – Employee Assistance Programs (EAP) - Treatment

Any safety-sensitive employee who refuses to test or who tests positive for the presence of illegal drugs or alcohol above the minimum thresholds set forth in 49 CFR Part 40, as amended, will be referred for evaluation by a Substance Abuse Professional (SAP). A SAP is a licensed physician, psychologist, social worker, state licensed or certified marriage and family therapist, employee assistance professional, or addiction counselor with knowledge of and clinical experience in the diagnosis and treatment of alcohol and drug-related disorders.

If a safety-sensitive employee can return-to-duty, he/she must properly follow the rehabilitation program prescribed by the SAP, the employee must have negative return-to-duty drug and alcohol tests, and be subject to unannounced follow-up testing for a period of one to five years.

The cost of any treatment or rehabilitation services will be paid directly by the employee or the insurance provider. Employees will be allowed to take accumulated sick leave and vacation leave to participate in prescribed rehabilitation program(s).

8.0 Information Disclosure

To be considered for employment, all applicants will be asked to give consent to West Ouachita Public Transit for a background check of their previous DOT covered employer over the past two (2) years. Information requested will include:

- (1) Alcohol test results of 0.04 or higher alcohol concentration.
- (2) Verified positive drug tests.
- (3) One or more refusals to be tested (including verified adulterated or substituted drug test results.)
- (4) Other violations of DOT agency drug and alcohol testing regulations.
- (5) Information with respect to any employee who violated one or more DOT drug and alcohol return-to-duty requirements (including follow-up tests).

All drug and alcohol testing records will be maintained in a secure manner so that disclosure of information to unauthorized persons does not occur. Information will only be released in the following circumstances:

- (1) To a third party only as directed by specific, written instruction of the employee.
- (2) To the decision-maker in a lawsuit, grievance, or other proceeding initiated by or on behalf of the employee tested.
- (3) To a subsequent employer upon receipt of a written request from the employee.
- (4) To the National Transportation Safety Board during an accident investigation.
- (5) To the DOT and/or DOT agency with regulatory authority over the employer or

any of its employees, or to a State oversight agency authorized to oversee rail fixed-guide way systems.

- (6) To the employee on written request.
- (7) Record will be released if requested by a Federal, state, or local safety agency with regulatory authority over West Ouachita Public Transit or the employee.
- (8) If a party seeks a court order to release a specimen or part of a specimen contrary to any provision of Part 40, necessary legal steps to contest the issuance of the order will be taken.

9.0 Employee and Supervisor Training

All safety-sensitive employees will undergo a minimum of sixty (60) minutes of training on the signs and symptoms of drug use including the effects and consequences of drug use on personal health, safety, and the work environment. The training must also include manifestations and behavioral cues that may indicate prohibited drug use.

Supervisors will also receive sixty (60) minutes of reasonable suspicion training on the physical, behavioral, and performance indicators of probable drug use and (60) sixty minutes of additional reasonable suspicion training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

10.0 System Contact

Any questions regarding this policy or any other aspect of the drug free and alcohol-free program should contact the following transit system representative:

Drug and Alcohol Program Manager (DAPM)
 Saint Francis OccuMed - Brett Rachel /Penny Whitehead
 2600 Tower Drive, Suite 304
 Monroe, LA 71201
 (318) 966-6320

Designated Employer Representative (DER)
 West Ouachita Public Transit
 Kim Payne Watt
 1800 North 7th Street
 West Monroe, LA 71201
 (318) 324-1280
 Medical Review Officer (MRO)
 Dr. Brian N. Heinen, Jr.
 115 Leon Street
 Eunice, LA 70535
 (318) 457-8166

Substance Abuse Professional (SAP)
 Chris Salter
 Lincoln Counseling Center
 Ruston/Shreveport/West Monroe, LA 71291
 (318)251-4659

Consortium/Third Party Administrator
 Saint Francis OccuMed – Brett Rachel
 2600 Tower Drive
 Monroe, LA
 (318) 966-6320

APPENDIX C

SAFETY-SENSITIVE EMPLOYEES

Administration:	Doug Fleming	Transit Manager
Scheduling/Dispatching:	Transit Driver/Dispatcher	
	Doug Fleming	Alternate Scheduler/Dispatcher
	Bernetta McAllister	Alternate Dispatcher
	Johnnie Enloe	Alternate Dispatcher
	Barbara Dison	Alternate Dispatcher
Drivers:	Michael Wright	Pam Mondey
	Romonica McNeal	Leonard Wilson
	Wayne Hammond	Norma Eyre
	Michael Jackson	Lubertta Byrd
	Andy Parnell	Davlyn Jones
Maintenance Barn:	Travis Larisey	Helen Warner
	Mike Cotton	Tom Reppond
	Rodney Lively	James Cobb
	Darren Brister	Michael Poole

Definitions - Accident - means an occurrence associated with the operation of a revenue service vehicle even when not in revenue service or which requires a Commercial Driver's License to operate, if as a result -

- (1) A person dies;
- (2) An individual suffers a bodily injury and immediately receives medical treatment away from the scene of the accident; or,
- (3) One or more vehicles incurs disabling damage as the result of the occurrence and is transported away from the scene by a tow truck or another vehicle. For purposes of this definition, disabling damage means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to the vehicle that could have been operated but would have been further damaged if so operated, but does not include damage that can be remedied temporarily at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Administrative leave - personal, medical, or unpaid leave an employee is required to take following a drug or alcohol test or any other procedures as set forth in this policy.

Adulterated specimen - A specimen that contains a substance that is not expected to be present in human urine, or contains a substance expected to be present, but is at a concentration so high that is not consistent with human urine.

Alcohol - means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol contained in any beverage, mixture, mouthwash, candy, food, or preparation of medication.

Alcohol Concentration - is expressed in terms of grams of alcohol per 210 liters of breath as measured by an evidential breath testing device.

Canceled Test - is a drug test that has been declared invalid by a Medical Review Officer (MRO). A canceled test is neither positive nor negative.

Covered Employee - means an employee who performs a safety-sensitive function, including an applicant or transferee who is being considered for hire into a safety-sensitive function, and other employees, applicants, or transferees that will not perform a safety-sensitive function, but falls under the policy of the company's own authority.

Designated Employer Representative (DER) - An employee authorized by the employer to take immediate action to remove employees from safety-sensitive duties and to make required decisions in testing. The DER also receives test results and other communication for the employer, consistent

with the requirement of 49 CFR Parts 40 and 655.

Department of Transportation (DOT) - Department of the federal government which includes the US Coast Guard, Federal Transit Administration, Federal Railroad Administration, Federal Highway Administration, Federal Motor Carrier Safety Administration, Research and Special Programs, and the Office of the Secretary of Transportation.

Dilute Specimen - is a specimen with creatinine and specific gravity values that are lower than expected for human urine.

Disabling Damage - means damage which precludes departure of any vehicle from the scene of the occurrence in its usual manner in daylight after simple repairs. Disabling damage includes damage to vehicles that could have been operated, but would have been further damaged if so operated, but does not include damage which can be remedied immediately at the scene of the occurrence without special tools or parts, tire disablement without other damage even if no spare tire is available, or damage to headlights, taillights, turn signals, horn, mirrors or windshield wipers that makes them inoperative.

Evidentiary Breath Testing Device (EDT) - A Device approved by the NHTSA for the evidential testing of breath at the 0.02 and the 0.04 alcohol concentrations. Approved devices are listed on the National Highway Traffic Safety Administration (NHTSA) confirming products list.

Medical Review Officer (MRO) - will review the test results to ensure the scientific validity of the test and to determine whether there is a legitimate medical explanation for a confirmed positive test result, substitution or adulteration.

Negative Dilute - A drug test result which is negative for the five drug/drug metabolites, but has a specific gravity value lower than expected for human urine.

Negative Test Result - for a drug test means a verified presence of the identified drug or its metabolite below the minimum levels specified in 49 CFR Parts 40, as amended. An alcohol concentration of less than 0.02 BAC is negative result.

Non-Negative Test Result - is a test result found to be adulterated, substituted, invalid, or positive for drug/drugs metabolites.

Performing (a safety-sensitive function) - means a covered employee is performing a safety-sensitive function and includes any period in which he or she is performing, ready to perform, or immediately available to perform such functions.

Positive Rest Result - for a drug test means a verified presence of the identified drug or its metabolite at or above the minimum levels as specified in 49 CFR Part 40, as amended. A positive alcohol test result means a confirmed alcohol concentration of 0.04 BAC or greater.

Prohibited Drug - means marijuana, cocaine, opiates, amphetamines, or phencyclidine at levels above the minimum thresholds specified in 49 CFR Part 40, as amended.

Revenue Service Vehicles - include all transit vehicles that are used for passenger transportation service or that require a CDL to operate. This includes all ancillary vehicles used in support of the transit system.

Safety-Sensitive Functions - include (a) the operation of a transit revenue service vehicle even when the vehicle is not in revenue service, (b) the operation of a non-revenue service vehicle by an employee when the operation of such a vehicle requires the driver to hold a Commercial Driver's License (CDL), (c) maintaining a revenue service vehicle or equipment used in revenue service; (d) controlling the movement of a revenue service vehicle, and (e) carry a firearm for security purposes.

Substance Abuse Professional (SAP) - means a licensed physician (medical doctor or doctor of Osteopathy) or a licensed or certified psychologist, social worker, state licensed or certified marriage and family therapist, employee assistance professional, or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselor Certification Commission or by the International Certification Reciprocity Consortium/Alcohol and other Drug Abuse) with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol related disorders.

Substituted Specimen - A specimen with creatinine and specific gravity values that are so diminished that they are not consistent with normal human urine.

Test Refusal - The following are considered a refusal to test - if the employee:

Fails to appear for any test (excluding pre-employment) within a reasonable time, as determined by the employer, after being directed to do so by the employer.

Fails to remain at the testing site until the testing process is complete.

Fails to provide a urine or breath specimen for any drug test required by this part or DOT agency regulations.

In the case of a directly observed or monitored collection in a drug test, fails to permit the observation or monitoring of the employee's provision of a specimen.

Fails to provide an enough urine or breath when directed, and it has been determined, through a required medical evaluation that there was no adequate medical explanation for the failure.

Fails or declines to take a second test when the employer or collector has directed the employee to take a second test.

Fails to undergo a medical examination or evaluation, as directed the MRO as part of the verification process, or as directed by the DER as part of "shy bladder" or "shy lung" procedures.

Fails to cooperate with any part of the testing process, e.g. refusing to empty pockets when so directed by the collector, behaving in a confrontational way that disrupts the process, etc.

During an observed collection, failing to follow the observer's instructions to raise clothing above the waist, lower clothing and underpants and to turn around to permit the observer to determine if the employee has any type of prosthetic or other device that could be used to interfere with the collection process.

Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.

Admits to the collector or MRO that the employee adulterated or substituted the specimen.

Failure or refusal to sign STEP 2 of the alcohol testing form.

A **"refusal to test"** is also considered to have occurred if a MRO reports that there is a verified adulterated or substituted test result.

Verified Negative Test - means a drug test result reviewed by a medical review officer (MRO) and determined to have evidence of prohibited drug use above the minimum cutout levels specified in 49 CFR 40, as amended.

Validity Testing- is the evaluation of the specimen to determine if it is consistent with normal human urine. The purpose of validity testing is to determine whether certain adulterants or foreign substances were added to the urine, if the urine was diluted, or if the specimen was substituted.

Attachment 1
Safety-Sensitive and Non-Safety Sensitive Functions

Job Title	Descriptions	Duties
Executive Director	Tasks performed are primarily in an administrative office setting, knowledge of Federal D&A testing regulations, policy enforcement and revisions, grants, (non-safety sensitive function)	Responsible for capital and operating transit Capital and operating grants (writing and oversight), hiring skilled transit staff, employing termination, drug testing program oversight (ensuring D&A confidentiality testing records), policy revisions, timely submission of required STTARS transit data, drug and alcohol manager, employee evaluations, archives records, and vehicle safety (training and inspections).
Transit Manager	Tasks performed are partially in an office setting, responsible for accurate/timely STTARS data, schedules daily transit/driver assignments, substitutes as van driver/dispatcher, if needed, assists with driver training, CDL required, knowledge of Federal D&A testing programs and 5311 regulations.	Responsible for driver/employee training, travel to mandatory LADODT manager transit opportunities, accurate STTARS data input, safety vehicle inspections/maintenance reports, D&A collection information, assist with employee training, enforces policies, transit regulations, and accurate driver archive records.
Transit Manager	Tasks performed are partially in an office setting, CDL preferred, assist Director with oversight of vehicle, cameras, GPS, repairs, driver training, incidents/accidents, and STTARS.	Responsible for assisting Director with passenger scheduling and dispatching issues, customer service training, oversight of vehicle, cameras, GPS, repairs, driver training, incidents/accidents, and STTARS reporting.

Job Title	Description	Duties
Transit Dispatcher	Tasks performed are partially in an office setting and may substitute as driver, CDL required.	Responsible for controlling the movement or dispatching of a revenue transit service bus, (collection of accurate transit requests daily, assist with daily preparation of driver assignments using GPS technology), assign drivers throughout the day for trip pickups, and demand-responsive assisting, as needed, with transit data entry, insures drivers return keys, radio, money bags, etc. at end of the day.
Transit Driver	CDL required, PASS required, CPR required, transport passengers, as assigned, daily.	Responsible for the safe transport of passengers within Ouachita Parish with non-emergency destinations, responsible for accurate fare collections, assist passengers embarking, disembarking, and with personal items or packages.
City Vehicle Maintenance Manager	Tasks performed primarily in vehicle garage, in addition to demand responsive roadside service.	Responsible for supervision of demand responsive repair for all vehicle and routine preventative maintenance, emergency response, ordering and replacing parts, accurate completion of maintenance records.
City Vehicle Mechanics	Tasks performed primarily in vehicle garage, in addition to demand responsive roadside service.	Responsible for demand responsive repair for all vehicle and routine preventative maintenance, emergency response.
Clerical Transit Assistant	Tasks performed primarily in an office setting.	Responsible for accurate STTARS data entry regarding transit operations, maintenance, or emergency response.

Job Title	Description	Duties
D&A Collection Designation Employer Representative (DER)	Tasks performed primarily in an office setting, knowledge of Federal D&A testing regulations.	Responsible for drug and alcohol record management review, collection site management, ensure D&A confidentiality testing records.
D&A Program Manager (DAPM) Substance Abuse Manager	Tasks performed primarily in an office setting, certified BAT (Breath Alcohol Technician) and SAPAA (Substance Abuse Program Administrators Association, knowledge of Federal D&A testing regulations, ensure D&A confidentiality testing records.	Responsible for third party random, scientific drug selection, compliance of the collection of DOT regulatory D&A safety sensitive employee testing, enforcing and monitoring the contact for all testing services, performing quality control testing services, such as, mock and blind sample quality control checks.

Attachment 2

Alcohol Fact Sheet

Alcohol is a socially acceptable drug that has been consumed throughout the world for centuries. It is considered a recreational beverage when consumed in moderation for enjoyment and relaxation during social gatherings. However, when consumed primarily for its physical and mood-altering effects, it is a substance of abuse. As a depressant, it slows down physical responses and progressively impairs mental functions.

Signs and Symptoms of Use

- Dulled mental processes
- Lack of coordination
- Odor of alcohol on breath
- Possible constricted pupils
- Sleepy or stupor like condition
- Slowed reaction rate
- Slurred speech

Note: Except for the odor, these are general signs and symptoms of any depressant substance.

☐ Health Effects

The chronic consumption of alcohol (average of three servings per day of beer [12 ounces], whiskey [1 ounce], or wine [6-ounce glass]) over time may result in the following health hazards:

- Decreased sexual functioning
- Dependency (up to 10 percent of all people who drink alcohol become physically and/or mentally dependent on alcohol and can be termed "alcoholic")
- Fatal liver diseases
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast, and malignant melanoma
- Kidney disease
- Pancreatitis
- Spontaneous abortion and neonatal mortality
- Ulcers
- Birth defects (up to 54 percent of all birth defects are alcohol related).

☐ Social Issues

- Two-thirds of all homicides are committed by people who drink prior to the crime.
- Two to three percent of the driving population is legally drunk at any one time. This rate is doubled at night and on weekends.
- Two-thirds of all Americans will be involved in an alcohol-related vehicle accident during their lifetimes.
- The rate of separation and divorce in families with alcohol dependency problems is 7 times the average.
- Forty percent of family court cases are alcohol problem related.
- Alcoholics are 15 times more likely to commit suicide than are other segments of the population.
- More than 60 percent of burns, 40 percent of falls, 69 percent of boating accidents, and 76 percent of private aircrafts accidents are alcohol related.

☐ The Annual Toll

- 24,000 people will die on highway due to the legally impaired driver.
- 12,000 more will die on the highway due to the alcohol-affected driver.
- 15,800 will die in non-highway accidents.
- 30,000 will die due to alcohol-induced brain disease or suicide.
- Up to another 125,000 will die to alcohol-related conditions or accidents.

☐ Workplace Issues

- It takes one hour for the average person (150 pounds) to process one serving of an alcoholic beverage from the body.
- Impairment in coordination and judgment can be objectively measured with as little as two drinks in the body.
- A person who is legally intoxicated is 6 times more likely to have an accident than a sober person.

Attachment 3
Minimum Thresholds

INITIAL TEST CUTOFF LEVELS
(ng/ml)

Marijuana metabolites	50
Cocaine metabolites	300
Opiate metabolites	2,000
Phencyclidine	25
Amphetamines	1,000

CONFIRMATORY TEST CUT/OFF LEVELS
(ng/ml)

Marijuana metabolites	15
Cocaine metabolites	150
Opiates:	
Morphine	2,000
Codeine	2,000
Phencyclidine	25
Amphetamines:	
Amphetamines	500
Methamphetamine	500

Transit Agency Substance Abuse Management Policy

In accordance with USDOT and FTA Regulations

Transit Agency is dedicated to providing safe, dependable, and economical transportation service to its patrons. Transit Agency employees are a valuable resource and it is our agency's goal to provide a safe, healthy and satisfying working environment, free of the potential dangers posed by a safety-sensitive employee's use of prohibited drugs or misuse of alcohol.

This policy is established to comply with the Federal Transit Administration regulations codified as 49 CFR Part 655, as amended and USDOT regulations codified as 49 CFR Part 40, as amended. ***Policy provisions authorized by Transit Agency are italicized and bolded throughout this policy.*** All other policy provisions are implemented under the authority of the United States Department of Transportation (USDOT) and the Federal Transit Administration (FTA).

This policy is approved by:

Darlyn Jones

Title of approving official:

Manager

Signature of approving official:

Darlyn Jones

Date signed: *6/20/23*

Policy effective date: *6/20/23*

West Ouachita Public Transit

Transit Service Policy

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1. **Testing Program Background**

The Omnibus Transportation Employee Testing Act of 1991 (OTETA) directed the United States Department of Transportation (USDOT) to promulgate regulations outlining the procedures for transportation workplace drug and alcohol testing. The USDOT regulations titled, "Procedures for Transportation Workplace Drug and Alcohol Testing" are codified as 49 CFR Part 40. The regulations ensure uniform practices for specimen collections, laboratory analysis, medical review, result reporting and the Return-to-Duty process for violating employees. The regulations are applicable to safety-sensitive employees in transportation workplaces throughout the nation (transit, railroad, aviation, commercial drivers, etc.).

The OTETA also directed each transportation administration to craft industry-specific regulations that define which employees are subject to testing, the testing circumstances, policy statement requirements and training requirements, relevant to that industry. Transit Agency is required to comply with both the USDOT regulations described above, as well as the Federal Transit Administration regulations "Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations" which are codified as 49 CFR Part 655.

2. **Employee Applicability**

This policy and the USDOT/FTA testing program apply to all safety-sensitive Transit Agency employees. The policy also applies to volunteers who are required to hold a Commercial Drivers License (CDL) and volunteers that receive remuneration in excess of actual expenses accrued while carrying out assigned duties. Adherence to this policy and the USDOT/FTA testing program is a condition of employment in a safety-sensitive position with Transit Agency. All employees of Transit Agency who perform, or could be called upon to perform, any of the following duties are defined as safety-sensitive employees:

1. Operate a public transportation vehicle, while in or out of service
2. Operate an ancillary vehicle when the vehicle requires a commercial driver's license
3. Control the movement of a public transportation vehicle
4. Perform maintenance on a vehicle or equipment used in public transportation
5. Carry a firearm as part of transit security detail

The Transit Agency positions classified as safety-sensitive include:

- Example job title: Drivers
- Example job title: Dispatchers
- Example job title: Maintenance personnel and Maintenance Supervisor
- Example job title: Safety Training Officer

3. **USDOT/FTA Prohibited Drug Classes**

Consumption of these drugs is prohibited at all times.

- Amphetamines
- Cocaine
- Marijuana
- Opioids
- Phencyclidine (PCP)

4. **Pre-employment Drug and Alcohol Background Checks**

In accordance with 49 CFR Part 40.25, Transit Agency must make and document good faith efforts to perform drug and alcohol background checks for all applicants applying for a safety-sensitive position and all current employees applying for transfer into a safety-sensitive position. Testing information will be requested from each of the applicant's previous DOT covered employers during the two years prior to the date of application. Transit Agency must obtain the applicant's written consent for the release of their drug and alcohol testing information from their previous DOT covered employers to Transit Agency. Applicants refusing to provide written consent are prohibited from performing safety-sensitive functions for Transit Agency.

Safety-sensitive applicants who have previously violated the USDOT testing program must provide documentation that they have successfully completed the USDOT's Return-to-Duty process with a DOT-qualified Substance Abuse Professional (SAP). Failure to provide satisfactory documentation will exclude the applicant from being hired or transferred into a safety-sensitive position with Transit Agency.

5. **Pre-Employment Testing**

All applicants for safety-sensitive positions shall undergo a pre-employment urine drug test. Transit Agency must receive an MRO-verified negative drug test result prior to the applicant's first performance of any safety sensitive function, including behind-the-wheel training.

If an applicant's pre-employment urine drug test result is verified as positive, the applicant will be excluded from consideration for employment in a safety-sensitive position with Transit Agency. The applicant will be provided a list of USDOT-qualified Substance Abuse Professionals.

An employee returning from an extended leave period of 90 consecutive days or more, and whose name was also removed from the random testing pool for 90 days or more, must submit to a pre-employment urine drug test. Transit Agency must be in receipt of a negative drug test result prior to the employee resuming any safety-sensitive function.

6. **Random Testing**

Safety-sensitive employees will be subject to random, unannounced testing. Transit Agency will perform random testing in a manner that meets or exceeds the FTA minimum annual testing requirements, as amended. The selection of employees for random testing will be made using a scientifically valid method. All safety-sensitive employees will have an equal chance of being selected each time a random draw is performed. Random alcohol tests will be conducted just before, during or just after the employee's performance of a safety-sensitive function. Random drug tests may be conducted anytime an employee is on duty, on call for duty or on standby for duty.

Once an employee is notified that they have been selected for a random test, they must proceed immediately to the testing location. Failure to proceed immediately may be deemed a refusal to test.

7. **Reasonable Suspicion Testing**

All safety-sensitive employees must submit to reasonable suspicion drug and/or alcohol testing

when a supervisor or company official trained in detecting signs and symptoms of drug use and alcohol misuse has made specific, contemporaneous, articulable observations concerning an employee's appearance, speech, behavior and/or body odor. Reasonable suspicion testing for alcohol misuse will occur when observations are made just before, during, or just after the employee's performance of a safety-sensitive function. Reasonable suspicion testing for prohibited drugs may be conducted anytime an employee is on duty or on standby for duty and a trained supervisor has made the observations.

8. **Post-Accident Testing**

Fatal Accidents: Safety-sensitive employees must submit to post-accident drug and alcohol testing following an accident involving a public transportation vehicle that results in the loss of human life. In addition to a surviving operator of the vehicle, any other surviving, safety-sensitive employee whose performance could have contributed to the accident must also be tested.

Non-Fatal Accidents: All safety-sensitive employees whose actions cannot be completely discounted as a contributing factor must submit to post-accident drug and alcohol testing when a non-fatal accident meets one or more of the following thresholds:

1. An individual suffers bodily injury and immediately receives medical treatment away from the scene
2. One or more vehicles incurs disabling damage that requires the vehicle(s) to be towed away from the accident scene
3. If the public transportation vehicle is a rail car, trolley car, trolley bus or vessel and has been removed from service.

Transit Agency officials will use the best information available at the scene, to determine if a safety-sensitive employee's performance can be completely discounted as a contributing factor to the accident.

Post-accident drug and alcohol tests will be conducted as soon as practicable following the accident. Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test. Any safety-sensitive employee who leaves the scene of the accident without a justifiable reason or explanation prior to submitting to drug and alcohol testing will be deemed to have refused the test. However, employees are not prohibited from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

9. **Urine Specimen Collections**

Urine specimen collections will be conducted in accordance with USDOT rule, 49 CFR Part 40, as amended. Collectors will be appropriately trained and qualified to perform urine specimen collections for USDOT covered employers. Urine specimen collectors will use the split-specimen collection method and will afford the donor (employee) the greatest degree of privacy permitted per 49 CFR Part 40, as amended. When an observed collection is required, the observer will be of the same gender as the donor (employee).

10. Refusal to Submit to Urine Drug Testing

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

- (1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
- (2) Failure to remain at the testing site until the testing process is completed (after the process has been started)
- (3) Failure to provide a urine specimen for any drug test required by this part or DOT agency regulations
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
- (5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (6) Failure or decline to take an additional drug test the employer or collector has directed you to take
- (7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by Transit Agency
- (8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- (11) Admitting to the collector or MRO that you adulterated or substituted the specimen.
- (12) When the MRO verifies your drug test result as adulterated or substituted.

Refusing to submit to a USDOT/FTA required test is a violation of the USDOT/FTA testing program. Employees are required to be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. ***Per Transit Agency authority, violation of the USDOT/FTA testing program will result in termination of employment.***

11. Urine Specimen Analysis

All specimens will be transported or shipped to a laboratory certified by the Department of Health and Human Services (DHHS). All specimens will be analyzed at the laboratory in accordance with 49 CFR Part 40, as amended. The procedures that will be used to test for the presence of prohibited drugs will protect the employee and the integrity of the drug testing

process, safeguard the validity of the test results and ensure that the test results are attributed to the correct employee. Laboratory confirmed drug test results will be released only to a certified Medical Review Officer (MRO) for review and verification.

Negative-Dilute Specimens

Upon receipt of an MRO verified negative-dilute drug test result with creatinine levels greater than 5 mg/dl and less than 20 mg/dl, Transit Agency will require applicants and employees to submit to a second urine collection per 49 CFR Part 40.197. The collection of the second specimen will not be conducted using direct observation procedures. The MRO verified result of the second urine drug test will be accepted by Transit Agency as the final result and the test of record. ***Transit Agency will apply this policy provision uniformly for all pre-employment and random urine drug tests reported by the Medical Review Officer to have creatinine levels greater than 5mg/dl but less than 20mg/dl (negative-dilute results).*** Once notified that a second collection is required, employees must proceed immediately for testing. An employee's failure to report immediately may be deemed as a refusal to submit to testing, which is a violation of the USDOT/FTA testing program. ***Per Transit Agency authority, violation of the USDOT/FTA testing program will result in termination of employment.***

12. **Role of the Medical Review Officer (MRO)**

The role of the Medical Review Officer is to review and verify laboratory confirmed test results obtained through a DOT-covered employer's testing program. When a non-negative drug test result is received, the MRO will communicate with the donor (employee) to determine if a legitimate medical explanation exists. When a legally prescribed medication has produced a non-negative result, the MRO will verify the prescription and report the result as "negative" to Transit Agency. Medical conditions and other information obtained by the MRO during the interview with the donor will be maintained in a confidential manner. However, if the MRO believes that a medication prescribed to the donor may pose a significant safety risk, the MRO will require the donor to contact his/her prescribing physician and request that the physician contact the MRO within 5 business days. The MRO and prescribing physician will consult to determine if the employee's medication use presents a significant safety risk. Transit Agency will be notified by the MRO when the outcome of the consultation results in a determination that the donor's medication use presents a significant safety risk. If the employee's prescribing physician fails to respond, the safety concern will be reported to Transit Agency without consultation. Based on the MRO recommendation, Transit Agency may deem the employee medically disqualified from performing safety-sensitive functions. The MRO assigned to review and verify laboratory drug test results for Transit Agency is:

Insert the specific name of your agency's assigned MRO

Insert address of MRO

Insert telephone number of MRO

13. **Consequence for MRO Verified Positive Drug Test**

When Transit Agency is notified of an MRO verified positive drug test, or a test refusal due to adulteration or substitution; the violating employee will be immediately removed from safety-

sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. Applicants will be excluded from hire and provided a list of DOT-qualified Substance Abuse Professionals. ***Per Transit Agency authority, violation of the USDOT/FTA testing program will result in termination of employment.***

14. **Split Specimen Testing**

As an important employee protection, split specimen collection procedures will be used for all USDOT/FTA urine collections. When an employee challenges an MRO verified result, he/she may request that the split specimen (bottle B) be tested at a different DHHS certified laboratory that conducted the test of the primary specimen (bottle A). Instructions for requesting the split specimen test will be provided by the Medical Review Officer during his/her interview with the donor (employee). In accordance with USDOT rule, Transit Agency will ensure that the fee to process the split specimen test is covered, in order for a timely analysis of the split specimen. ***Transit Agency may seek reimbursement for the cost of the split specimen test.***

15. **Alcohol Prohibition**

Safety-sensitive employees are prohibited from consuming alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater. Safety-sensitive employees must not consume alcohol within eight (8) hours following an accident or until the employee submits to post-accident testing, whichever occurs first.

16. **Alcohol Testing**

All alcohol screening tests and confirmation tests will be performed in accordance with USDOT rule, 49 CFR Part 40. The procedures that will be used to test for alcohol misuse will protect the employee and the integrity of the testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct employee.

When an alcohol-screening test indicates a blood alcohol concentration (BAC) of 0.02 or greater, a confirmation test will be performed using an evidential breath-testing device listed on the USDOT/ODAPC webpage as an "Approved Evidential Breath Measurement Device". The confirmed blood alcohol concentration (BAC) result will be transmitted by the technician to Transit Agency in a confidential manner. A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.02 or greater but less than 0.04 will be removed from safety-sensitive duties for a period of at least (8) eight hours or until test results fall below 0.02.

17. **Consequence for a USDOT/FTA Confirmed Alcohol Violation**

A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.04 or greater has violated the USDOT/FTA testing program and will be removed from safety-sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. ***Per Transit Agency authority, violation of the USDOT/FTA testing program will result in termination of employment.***

18. **Refusal to Submit to Alcohol Testing**

The following actions constitute a refusal to submit to an alcohol test:

- (1) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- (2) Fail to remain at the testing site until the testing process is complete
- (3) Fail to provide an adequate amount of saliva or breath for any USDOT required alcohol test
- (4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (5) Fail to undergo a medical examination or evaluation, as directed by the [Agency]
- (6) Fail to sign the certification at Step 2 of the ATF
- (7) Fail to cooperate with any part of the testing process.

Refusing to submit to a USDOT/FTA required test is a violation of USDOT/FTA testing program. Employees must be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. ***Per Transit Agency authority, violation of the USDOT/FTA testing program will result in termination of employment.***

19. Transit Agency Testing Program Contacts

Designated Employer Representative (Drug & Alcohol Program Manager)

Insert name of DER

Insert phone number and extension of DER

Insert e-mail address of DER

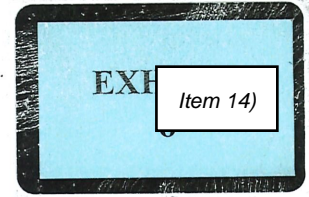
Alternate (back-up) Program Manager

Insert name of alternate DER

Insert phone number and extension of alternate DER

Insert e-mail address of alternate DER

Further information may be obtained from the USDOT's Office of Drug and Alcohol Policy and Compliance website: <https://www.transportation.gov/odapc> and the Federal Transit Administration's (FTA) website: <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Default.aspx>



WEST OUACHITA PUBLIC TRANSIT System Security Plan (SSP)

Approved

Staci A. Mitchell, Mayor

Staci A. Mitchell

WEST OUACHITA PUBLIC TRANSIT

SYSTEM SECURITY PLAN (SSP)

STATEMENT OF SECURITY POLICY

This System Security Plan (SSP) formally defines the West Ouachita Public Transit's Security Program. This System Security Plan (SSP or Plan) identifies the West Ouachita Public Transit security policy and the responsibilities associated with security for all employees, and for all organizations or persons providing support to the West Ouachita Public Transit. The Security Program applies to all phases of the West Ouachita Public Transit operation and maintenance as provided in the Louisiana Department of Transportation and Development (LADOTD) "Transit Bus Safety Standard ("Standard"). This Standard provides the operational security policies and programs for the West Ouachita Public Transit, including the specific policy, management, responsibilities and assessments identified in the SSP. Enhanced Security Elements shall be addressed for implementation when the West Ouachita Public Transit passengers, vehicles and routes grow and/or the number or severity of incidents increase. The West Ouachita Public Transit shall determine the need and availability of resources to implement any of the Enhanced Elements.

The West Ouachita Public Transit has the authority to implement the Plan as described in the Standard. The coordinated efforts of the Office of Emergency Preparedness (OEP) and West Ouachita Public Transit provide the foundation for operational response to any disaster as identified in the West Ouachita Public Transit "Comprehensive Emergency Management Plan".

Only authorized parties or individuals shall have access to the System Security Plan.

Revisions

DATE	INSERT PAGE/SECTION	REPLACE PAGE/SECTION

Distribution to Plan Holders

The West Ouachita Public Transit and its employees shall not publicly disclose this System Security Plan or related documents under any circumstances. Only authorized parties or individuals shall have access to the System Security Plan.

DATE	NAME	TITLE/ORGANIZATION

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1.0 Introduction

The West Ouachita Public Transit has established a set of comprehensive security activities that are documented in this System Security Plan (SSP). The Security Plan applies to all phases of the West Ouachita Public Transit operation and maintenance as provided in the Louisiana Department of Transportation and Development (LADOTD) "Transit Bus Safety Standard ("Standard"). This Standard provides the operational security policies and programs for the West Ouachita Public Transit, including the specific policy, management, responsibilities and assessments identified in the SSP.

The West Ouachita Public Transit shall not publicly disclose this System Security Plan. This SSP is reviewed annually to evaluate security performance and to determine the need for revising the SSP.

1.1 Purpose of System Security

System Security is established to reduce threats and vulnerabilities to the most practical level through the most effective use of available resources. The System Security Plan addresses deliberate actions taken by perpetrators to harm employees, passengers, to acquire money, goods, equipment, or to deliberately damage or destroy equipment and facilities.

1.2 Goal and Objectives

The Plan Goal is to improve the security of the West Ouachita Public Transit, encompassing patrons, staff, and property. This goal is achieved through a variety of objectives and tasks associated with reaching and maintaining those objectives.

The Program Objectives are:

- Reduce vulnerability on the system by making the most efficient use of the present staff
- Increase the public's knowledge of our security efforts
- To identify and minimize potential security risks
- Create a record-keeping system that would log incidents by date, location, type and disposition.
- Implement a program for authorizing access to sensitive information.
- Maintain communications with LADOTD regarding security-related events.

1.3 Security and Law Enforcement

The West Ouachita Public Transit maintains an active, positive attitude of teamwork with the police and emergency response personnel who operate within the West Ouachita Public Transit geographical area.

2.0 Transit System Description

Fixed Routes	<u>No</u>
Vehicles, total	<u>10</u>
Vehicles, operate in the fixed routes	<u>No</u>
Vehicles, operate in demand/response	<u>Yes</u>
Service, days per week (average)	<u>5</u>
Service, hours per day (average)	<u>9</u>

3.0 Transit Provider Organization

3.1 Security Responsibility

The West Ouachita Public Transit is responsible for the implementation, maintenance, and compliance with all Federal, State, and Local regulations, ordinances, and laws. The West Ouachita Public Transit ensures that all requirements of the SSP are met.

3.2 Security Responsibility with Other Departments and Organizations

The Office of Emergency Preparedness (OEP) coordinates the Transit Operator response to natural and man-made disasters including liaison with the local Police Department, other law enforcement agencies, Fire Department and Emergency Response Agencies. The Transit Operator response to incidents and/or accidents involving fires, terrorism, chemical/biological/nuclear and bomb threats, and other types of emergency situations is directed by the OEP and/or the procedures of the authority having jurisdiction.

4.0 Management and Modification of Security Program Plan (SSP)

The West Ouachita Public Transit is mindful of the need for the public's trust and confidence; to value patrons and employees, and treat them with dignity and respect; and, solicit and respond to ideas from patrons and employees through free flowing, constructive communications.

The West Ouachita Public Transit will conduct periodic reviews and revisions, if appropriate, of the Security Program Plan. Revisions are filed with the LADOTD.

5.0 System Security Role and Responsibility

The West Ouachita Public Transit "Comprehensive Emergency Management Plan" addresses West Ouachita Public Transit response to emergencies. The following activities shall be implemented as required and with cooperation of the local Office of Emergency Preparedness, other Emergency Response entities, and consistent with the Parish Emergency Response Plan.

5.1 Procedure for Response to Threats/Incidents

Calls are received by West Ouachita Public Transit Dispatch. All calls are entered into a log and/or the "Notification/Investigation Report" Form (Appendix A) with the following minimum information: time and date, the identity of the caller, the type of incident and identification of the corrective action or response and primary responder. The "Notification/Investigation Report" Form (Appendix A) is used for those incidents requiring notification to LADOTD.

5.2 Security Orientation and Training

Ongoing training on security and emergency procedures using a variety of aids, including pamphlets (e.g.: National Transit Institute), signs, posters, video and memorandums; and public awareness materials are distributed.

5.3 Tabletop and Emergency Drills

Emergency Preparedness drills are coordinated with the local Office of Emergency Preparedness and regional Emergency Response Agencies, and are performed as required by those entities.

5.4 Access Control

Access Control provides protection for safety and security sensitive documents and facilities. Access is provided to personnel based upon need and responsibilities.

5.5 Criteria for Background Investigations

The West Ouachita Public Transit defines procedures for addressing background checks.

5.6 Contractor Background Investigation

Contractors who require access to safety and security critical information or facilities must provide information requested by the West Ouachita Public Transit.

5.7 Substance Abuse Program

The West Ouachita Public Transit has adopted a substance misuse policy statement. The statement is available to each covered employee.

5.8 Protocols - Office of Homeland Security Threat Advisory Levels

Threat Advisory Levels provide a series of cumulative safety and security response procedures commensurate with five (5) color-coded levels of responses to threatened terrorist activity.

6.0 Threat and Vulnerability Identification, Assessment, and Resolution Process

The "Vulnerability Assessment", Appendix B, is used to make assessments concerning how susceptible each system element of West Ouachita Public Transit is, and what improvements, if necessary, can be implemented to reduce vulnerability. This process is used by the West Ouachita Public Transit as determined by circumstances, threat level, or as requested by the local Office of Emergency Preparedness or LADOTD.

7.0 Internal Reviews

The internal security review or inspection process shall be conducted periodically to maintain security program performance. Specific areas for review and review checklists shall be determined by the West Ouachita Public Transit, based on experience, and may address:

- Facilities/Equipment
- Rules/Procedures
- Training
- Accident/Incident Reporting

8.0 Reports and Certification

Refer to form in Appendix C. Reports for Safety and Security may be combined or submitted separately. If separate submissions are planned, appropriate modifications to the Form are required.

Appendix A **DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**
PUBLIC TRANSIT

REPORT IS DUE WITHIN 24 HRS OF ACCIDENT

VEHICLE ACCIDENT REPORT FORM

DATE OF ACCIDENT: _____ AGENCY: _____

VIN: _____ YEAR: _____ MAKE: _____ MODEL: _____

DRIVER: _____

LOCATION OF ACCIDENT: _____

WAS POLICE REPORT FILED: YES _____ NO _____ NUMBER OF VEHICLES INVOLVED: _____

NUMBER OF INJURIES: _____ FATALITIES: _____

DAMAGE TO PROPERTY/EQUIP: YES _____ NO _____ \$ AMT OF DAMAGE: _____

IS VEHICLE OPERATIONAL: YES _____ NO _____ ESTIMATED DOWN TIME: _____

COMMENTS (BRIEF DESCRIPTION OF ACCIDENT): _____

CORRECTIVE ACTION TAKEN IF NECESSARY: _____

Agency Contact Person: _____ Phone: _____

Email: _____

**Digital pictures of damage must be submitted with this form within 24 hrs of accident.
(Cell phone camera pictures are acceptable)**

EMAIL TO: Juanita.Crotwell@la.gov Or FAX: 225-379-3071 Attn: Juanita Crotwell Phone: 225-379-3059

[illegible]

1. DOTD must be notified within 24 hours by Fax, Email or hand deliver if a death or injury requiring transportation to a medical facility, OR, property damage estimated to be greater than \$25,000.00. Law Enforcement Agency report is acceptable.
2. National Transportation Safety Board must be notified at the National Response center (1-800-424-0201) within 2 hours if a fatality results from the accident or incident, or if two or more persons require hospitalization, and, within 4 hours if total property damage is estimated greater than \$150,000.00 or if the replacement cost or damage is \$25,000.00 or more.

Appendix B

LADOTD Risk/Threat Vulnerability Assessment

Risk Management Example

The following example may help in understanding the risk management process. Risk assessment may focus on a number of potential hazards, but this example will demonstrate the process for *three hazards only; vandalism, robbery, and fire*.

Hazard Identification. Transit management determines what hazards are most likely to occur and generates a list of potential hazards. The transit agency then assesses their facilities and systems based on this list of potential hazards.

For example, a review of past security incidents and input from local police indicates that acts of vandalism and robbery are possible. Fires are potential hazards that can start anywhere so they should be added to the list.

Hazard Analysis. While subjecting each facility and system to its vulnerability of vandalism, it is determined that the transit agency's control center might have a very low vulnerability to vandalism and be assigned a rating of E (improbable). In contrast, transit management may decide that robberies and vandalism are more likely in transit vehicles and facilities and assign higher ratings. The following is an example of how this transit agency may rank its vulnerability on these few selected hazards:

Table 1: Vulnerability Analysis

Facilities/Systems and Hazards	Vandalism	Robbery	Fire
Facilities			
• Dispatch Center	E	D	D
• Reception Room	C	C	D
Systems			
• Electrical System	E	E	D
• Transit vehicles	B	C	C

Risk Assessment. Using the examples from this vulnerability analysis table, transit management assigns different severity ratings to these hazards. A higher severity rating may be given to a fire in the dispatch room because the movement of transit vehicles is greatly affected when dispatch equipment is damaged. This loss of equipment may also have consequences in passenger and driver safety, continuity in transportation service, loss in revenue, and security concerns. The following is an example of a risk assessment table created for these previously selected hazards:

Table 2: Risk Assessment

Facilities/Systems and Hazards	Vandalism	Robbery	Fire
Facilities			
• Dispatch center	D	D	D
• Reception room	HC	HC	HC

Systems			
• Power distribution	DP	DP	DP
• Transit vehicles	DP	DP	DP

Hazard Resolution. Using the risk assessment table, transit management individually decides to control, transfer, remove, or accept each potential hazard. Since a fire in the dispatch room has the highest severity rating, transit management must take action on this hazard to reduce their exposure to financial and personnel loss. Examples of several options for managing and reducing the risk of a fire in the dispatch room may include but are not limited to:

- install a fire suppression system in the dispatch room (risk control)
- request a courtesy fire inspection of the transit facility from the local fire department (risk control)
- use two way radios to dispatch transit vehicles (risk removal)
- forward calls from the central telephone number to cellular phones (risk control)
- use a manual system, such as log sheets, with trip information for each transit vehicle (risk removal)
- provide a fire alarm system throughout the transit facility (risk control)
- instruct office personnel on proper evacuation of transit facilities (risk control)
- purchase special insurance for dispatch equipment (risk transfer)
- evaluate insurance policies for current replacement values (risk acceptance)

Table 3: Probability

Description	Level	Specific Component or System	Fleet or Inventory
Frequent	A	Likely to occur frequently.	Continuously experienced
Probable	B	Will occur several times in the life of an item.	Will occur frequently
Occasional	C	Likely to occur sometime in the life of an item.	Will occur several times
Remote	D	Unlikely but possible to occur in the life of an item.	Unlikely but can reasonably be expected to occur
Improbable	E	So unlikely, it can be assumed occurrence may not be experienced.	Unlikely to occur, but possible

Table 4: Severity

Category	Severity	Characteristics
I	Catastrophic	Death, severe environmental damage, or damage to areas with major financial impact or extended interruption of critical services
II	Critical	Severe injury, severe occupational illness, environmental damage, or damage to areas containing physical value, confidential information, or computer access to sensitive data/operational processing networks
III	Marginal	Minor injury, minor occupational illness, environmental damage, or damage to areas where disruption is moderately serious for the transit agency
IV	Negligible	Less than minor injury, occupational illness, environmental damage, or areas relatively unimportant to the transit agency operations

Table 5: Vulnerability Assessment

Probability/ Severity	I (Catastrophic)	II (Critical)	III (Marginal)	IV (Negligible)
A (Frequent)	IA	IIA	IIIA	IIIA
B (Probable)	IB	IIB	IIIB	IIIB
C (Occasional)	IC	IIC	IIIC	IIIC
D (Remote)	ID	IID	IIID	IIID
E (Improbable)	IE	IIIE	IIIE	IIIE

Hazard risk index

Acceptance criteria

IA, IB, IC, IIA, IIB, IIC	Unacceptable, management must take action
ID, IC, IID, IIB, IIC	Undesirable, management decision is required
IE, IIE, IIID, IIIC, IIA, IIB, IIC	Acceptable with management review, hazard is continuing
IIC, IID, IIE	Acceptable without management review

Blank Template for Your Use as Needed:

Facilities/Systems and Hazards	HAZARD	HAZARD	HAZARD
Facilities			
Systems			

Appendix C

West Ouachita Public Transit

System Security Plan

System Safety Program Plan

ANNUAL SAFETY & SECURITY CERTIFICATION

In accordance with the Louisiana Department of Transportation and development (LADOTD) the [Transit Provider] certifies to the following:

1. The adoption of a System Safety Program Plan (SSPP) and System Security Plan (SSP) pursuant to the LADOTD "Transit Bus Safety Standard.
2. Compliance with adopted safety requirements in the SSPP.
3. Performance of biennial safety inspections on all operational vehicles as required in the LADOTD "Road Equipment Inspection Report".

Biennial Submissions Only, Otherwise, N/A

Name and address of entity which has performed safety inspections:

Name: _____ Date: _____
 Address: _____

Number of Reportable Accidents and Security Incidents: _____

(Attach copy (ies) of the "Notification/Investigation Report" Form)

~~~~~

"The West Ouachita Public Transit is certified safe for passenger service operations"

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

~~~~~

Annual Certification shall be submitted no later than February 1 for the prior calendar year period.

[Transit Provider] COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP)

Effective Date: 10/20/23 Revision: _____ Supersedes: _____

Approved by: David Jones DAVID JONES 10/20/23
(Signature) (Print) (Date)

Primary Agencies:

Office of Emergency Preparedness
Fire Department/Emergency Rescue
Police Department

Support Agencies:

Department of Transportation and
Development
Parish Law Enforcement
Parish Environmental Protection

1.0 INTRODUCTION

The authority for implementing this Comprehensive Emergency Management Plan (CEMP) resides with the [Transit Provider] as provided in the Louisiana Department of Transportation and Development (LADOTD) "Transit Bus Safety Standard ("Standard"). This Plan has been developed in cooperation with the LADOTD, Office of Public Transportation. The CEMP identifies the activities to be implemented at the request of the local Office of Emergency Preparedness (OEP), consistent with the Parish Emergency Management Plan.

1.1 Purpose

To provide for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people and materials.

1.2 Scope

- 1.2.1 Transportation resources may be obtained from public agencies, the private sector, and through volunteer resources. State and Federal resources may be available on a short-term basis. These resources shall be requested through the Office of Emergency Preparedness (OEP).
- 1.2.2 It is the policy of the [Transit Provider] that Parish & State Departments with transportation resources and support operations are responsible for restoring transportation systems under their control. Priorities shall be determined by the OEP.

2.0 POLICIES

It is the policy of the [Transit Provider] to assist in verifying the integrity of transportation routes within its service area and report any discrepancies to the OEP. The provision and coordination of transportation assistance will be prioritized by the OEP. Transportation services will be coordinated by the OEP in conjunction with Parish and State agencies.

3.0 SERVICE CONDITIONS

3.1 Emergency/Disaster Conditions and Hazards

Refer to the [Transit Provider] Vulnerability Analysis.

3.2 Planning Assumptions

It is most likely that damages to the transportation infrastructure will occur in the event of a significant disaster. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts. Initial response may be difficult to coordinate but will improve with the gradual clearing of access routes. The demand on the transportation system for response and recovery activities will most likely exceed the capabilities of the Parish, thus requiring assistance from the State.

4.0 CONCEPT OF OPERATIONS

4.2 General

The [Transit Provider] will, within its own resources, provide for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people and materials.

4.2 Organization

The OEP shall determine transportation priorities within the Parish and coordinate those priorities with the [Transit Provider]. The magnitude of the event will determine the need for Parish and State transportation assistance.

4.3 Procedures

Procedures are outlined in the Parish Comprehensive Emergency Management Plans.

5.0 [TRANSIT PROVIDER] RESPONSIBILITIES

5.1 Emergency Response Activities

The lead agency (determined in cooperation with OEP) for the movement of people in the Parish is the [Transit Provider]. A [Transit Provider] representative may act as the Transportation Coordinator for the movement of people in emergency operations.

The [Transit Provider] may provide a representative to the OEP, as necessary, for the coordination of transportation activities. The [Transit Provider] shall, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses, vans or other transportation vehicles at its disposal, upon request of the OEP.

The [Transit Provider] will respond to requests from the OEP to implement specific activities, including:

- Instituting Emergency Response Capabilities Audit
- Bomb Threat Procedures
- Developing/Expanding Emergency Telephone Directory
- Criminal Activity Report
- Emergency Action Plan
- Emergency Shutdown Procedures

5.2 Training and Exercises

Training will be conducted as required by, and coordinated with the OEP.

5.3 Modification and Update

The [Transit Provider] will revise this CEMP to reflect new practices, policies, and procedures received from the OEP. Revisions will be filed with DOTD.

6.0 RESOURCE REQUIREMENTS

Refer to the OEP Comprehensive Emergency Management Plan and Emergency Information System (EIS).

West Ouachita Public Transit

Financial Policies and Procedures

June 20, 2023

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Financial Policies and Procedures

BASIC POLICY STATEMENT

The West Ouachita Public Transit (WOPT) is committed to responsible financial management. The entire organization will work together to make certain that all financial matters of the organization are addressed with care, integrity, and in the best interest of WOPT.

The policy and procedural guidelines contained in this handbook are designed to:

1. Protect the assets of WOPT
2. Ensure the maintenance of accurate records of WOPT's financial activities.
3. Provide a framework of operating standards and behavioral expectations; and,
4. Ensure compliance with federal, state, and local legal and reporting requirements.

INDEMNITY POLICY

To the full extent permitted by the WOPT's Directors and Officers Insurance policy, WOPT shall indemnify, hold harmless, and defend any past, present or future Director, Employee, or Agent of WOPT against all costs, expenses, and liabilities, including attorney's fees, and necessarily incurred by, or imposed upon them, in connection with or resulting from their involvement with WOPT.

No such reimbursement or indemnity shall relate to any expense incurred or settlement made in connection with any matter arising out of their gross negligence or willful misconduct as determined either by a court of competent jurisdiction or, in the absence of such a determination, by WOSC acting on the advice of counsel.

WOPT shall purchase and maintain insurance on behalf of any person who is or was serving at the request of WOPT, as a Director, Manager, or Employee against any liability asserted against him or her incurred by him or her in any such capacity, or arising out of his or her status as such.

GENERAL FINANCIAL POLICIES

GENERAL INVESTMENT GUIDELINES

- The investment objectives of WOPT are to preserve and protect its assets by earning a total return for each fund appropriate to each fund's time horizon, liquidity needs, and risk tolerance.
- WOPT's Finance Committee shall have primary responsibility for the administration of the investment policy and for establishing any specific guidelines as to the mix and quality of the investment account(s).
- Investment of monetary donations (memorials, wills/estates) will follow Louisiana State Law governing investment by public entities.

UNRESTRICTED NET ASSETS RESERVES

- The reserve should ideally contain at least 3 months, but not more than 6 months, of operating expenses (including agency disbursements) as its balance.
- Ideally a minimum of \$30,000 a year should be held in reserve each year until the 3-month minimum is achieved, after which the Finance Committee will recommend an amount.
- The City of West Monroe provides funds for meeting the emergency needs of WOPT.

CASH RESERVES

If a cash balance has been consistently maintained at a level sufficient to provide 3 months of operations and allocations, investments will be made at the direction of the Finance Committee.

PURCHASING POLICY

WOPT uses the City of West Monroe purchasing system. Designated department employees enter a purchase requisition into the system and the department head or designee then approves the requisition. There are two levels of approval for purchase requisitions.

1st level – Purchases greater than \$100 must be submitted for approval to the Director or Treasurer.

2nd level – Purchases for any Capital Item or any purchases charged to a capital account must also be approved by the Director or Treasurer.

After the requisition, has been approved by the Director, then Transit Manager converts it to a Purchase Order. The PO must be signed by the department head or designee and then issued to the vendor. When the purchase is received, the department head or designee generates a

receiving report to verify that all items on the Purchase Order were received. The completed receiving report along with a copy of the Purchase Order and the vendor's invoice are sent to Treasurer for payment. The only exception to this is regarding the annual United Way FEMA award for West Ouachita needy families. The designee for these Purchase Orders must be a Transit Manager or the Director.

REIMBURSEMENT

- Staff members will be reimbursed for preapproved budgeted expenditures upon presentation of a signed voucher form with receipts attached detailing the purchase.
- Reimbursement of expenses for any preapproved budgeted expenditure for the Director must be approved by the Treasurer.
- Staff members attending out-of-town conferences may be advanced the appropriate per diem amount for meals and miscellaneous expenses. Staff members must retain all receipts and submit an expense voucher upon return. Travel expense reports must be submitted to the employee's supervisor for approval within two weeks after returning from a trip. Expenses for out-of-town travel must comply with the WOPT Personnel Policies and Procedures for out-of-town travel.

POLICIES ON DISBURSEMENTS

- The Director has expenditure approval up to the parameters set by the annual operating budget as approved by the Board.
- Any expenditure requests outside of those listed in the annual budget must be initiated in writing for the Treasurer's approval prior to the expenditure being made with supporting documentation within specified authority by the Director.
- Purchase Orders or payment requests with support documents must be presented to authorized check signers for their signatures (information on checks is compared to support for accuracy).
- All disbursements, except petty cash, are made by check or Public Transit credit card and are accompanied by substantiating documentation.
- All checks are accounted for monthly.
- The check stub or copy of the check is filed with support by vendor and all checks are accounted for monthly.
- All voided checks must be marked "void" and retained in numerical file order.
- No checks may be written to "cash" or "bearer".
- An "imprest" petty cash account is used. The amount of the petty cash account is \$50.

- Vouchers and signatures are required for all petty cash disbursements. The petty cash fund is reconciled (beginning amount less voucher amounts) before the fund is replenished monthly.
- The Treasurer and one volunteer community partner are the two signatures that are required on all checks. If the President is absent, two volunteers' signatures are required.
- Blank checks must never be signed in advance.

POLICIES ON CASH RECEIPTS

Pre-numbered three-part receipts are issued for all payments received at the West Ouachita Public Transit. Receipt books are maintained at City Hall and are issued to the West Ouachita Public Transit when a completed book is turned in. The books are controlled by serial numbers and before a new book can be issued, the completed book with the immediately preceding receipt numbers must be turned in.

Copies of the receipts are turned in to City Hall Cash Receipts Clerk along with a transmittal report that totals all the payments received in that batch. The receipts issued in that batch must be in sequential order.

APPROPRIATE USE OF CREDIT ACCOUNTS

The West Ouachita Public Transit, as an in-kind service from the City of West Monroe, uses the City's procurement card system. A Master Card procurement card is issued to the Transit Manager needing the ability to make small purchases for the Public Transit. The card is issued in the name of the employee and the employee is responsible for the security and control of the card. The card may only be used to make small purchases for official business of the City. The cardholder must comply with the cardholder agreement signed prior to the issuance of the card. The cardholder must maintain all receipts and complete and file a monthly procurement statement with the Accounts Payable Manager. The monthly statement is reviewed and approved by the cardholder's department head prior to submission to the Finance Department.

ACCRUAL ACCOUNTING

WOPT uses accrual basis of accounting.

CAPITALIZATION POLICY

Equipment, furniture, fixtures and computer software with a cost (including delivery and installation) of \$5,000 or more and a life of more than one year are capitalized. All purchases are tax exempt.

DEPRECIATION POLICY

Items capitalized are depreciated over their useful lives on a straight-line basis.

DOCUMENT RETENTION

Document retention is the responsibility of every employee in accordance with the Document Retention Schedule made part of the Financial Policies and Procedures Handbook (see appendix - Document Retention table).

CASH DEPOSITS

Procedures for all cash deposits:

- All cash received by Public Transit and all cash receipts are completed by Public Transit. (Triplicate copies)
- Two staff members review transmittals of cash and cash receipts. All cash receipts for deposit are then reviewed and approved by the Director.
- All Public Transit cash and cash receipts are sent to the Deputy Clerk office located at City Hall.
- The Deputy Clerk records the receipts and makes a bank deposit ticket.
- The Deputy Clerk takes the deposit ticket and the cash to the bank for deposit.
- A receipt of the deposit is returned to the Public Transit's Transit Manager.
- The Transit Manager keeps all receipts of deposit in chronological order. These are retained for three years.

FINANCIAL CONTROLS AND OPERATING PROCEDURES

OPERATING PROCEDURES

The **Treasurer** will also function as Accountant with primary responsibility for designing and maintaining the accounting system. Bookkeeping support may be provided by other staff as designated. The Treasurer will review monthly financial statements and donation/grant summaries with the Director and Board prior to review with the Audit Committee.

The **Director** will be required to include the following monthly financial reports to the Treasurer and the Board:

- 1) budgeted versus actual financial statements,
- 2) campaign collections summary.

The **Audit Committee** will review monthly financial statements, donations/grants summaries, investment reviews, and annual reviews of the adequacy of insurance coverage.

The **Board of Directors** will be required to secure an independent audit annually.

SEPARATION OF DUTIES

As per the sequence of events described above for Cash Deposits, the responsibility for recording the deposits in the General Ledger System and the responsibility for the actual deposit are done by two different Finance Department employees. The Cash Receipts Clerk records the deposits in the ledger system and another department employee transports the deposits to the bank and returns the deposit receipts to the Cash Receipts Clerk for verification of actual deposit.

The West Ouachita Public Transit uses the City of West Monroe purchasing system. Designated department employees enter a purchase requisition into the system and the department head or designee then approves the requisition. There are two levels of approval for purchase requisitions:

- 1st level – Purchases greater than \$100 must be submitted for approval to the Director or Treasurer.
- 2nd level – Purchases for any Capital Item, or any purchase charged to a capital account must also be approved by the Director or Treasurer.

After the requisition, has been approved, the department head or designee then converts it to a Purchase Order. The PO must be signed by the department head or designee and then issued to the vendor. When the purchase is received, the department head or designee generates a receiving

report to verify that all items on the Purchase Order were received. The completed receiving report, along with a copy of the Purchase Order and the vendor's invoice, are sent to the Finance Department for payment.

BUDGET

Budget Review

- The Director is charged with maintaining a cost-effective day-to-day operation within the parameters of the approved budget.
- To ensure a balanced budget, the Treasurer provides a quarterly budget report for Board approval.

FINANCIAL REPORTING

- Annual budgets are prepared by the Treasurer and approved by the Board.
- The annual operating budget for the fiscal year will project income and expenses necessary for successful delivery and administration of community supportive services.
- The Fiscal Period for the organization shall be July 1 to June 30.
- A Chart of Accounts is available and used to code receipts and disbursements to the proper accounts.
- Nonstandard journal entries or capital purchases are discussed with the Treasurer, when necessary, to ensure proper accounting treatment.
- Annual audits will be conducted by an independent CPA at the close of each fiscal year.
- The Audit Committee will meet with the auditors prior to and after the completion of the audit to discuss the findings, recommendations, or address any requests for additional information.
- Copies of the annual audit and IRS Form 990 shall be available for public inspection.
- The Director and the Treasurer will review Form 990 before it is submitted to ensure it is accurate, complete, and filed on time.

BIDDING

- Staff members responsible for expenditures for printing, marketing, fixed assets, and professional services more than \$9,999 but less than \$30,000 must obtain at least three quotes before purchasing. If the cost is \$30,000 or more, written bids must be solicited in accordance with State Law.
- Bids are awarded based not only on price, but on quality and timeliness and must be approved by the Treasurer.
-

SAFEGUARDING ASSETS

- The Treasurer shall have primary responsibility for ensuring that proper financial management procedures are maintained and that the policies of the Board are carried out.
- The Audit Committee shall provide fiscal oversight in the safeguarding of the Assets of the Organization and shall have primary responsibilities for ensuring that all internal and external financial reports fairly present its financial condition.
- A proper filing system will be maintained for all financial records.
- Revenue and expenditures will be compared to the budget monthly.
- Bank statements will be promptly reconciled monthly.
- Appropriate insurance for all assets will be maintained.
- Asset records are maintained on computer. They are backed up nightly on two different servers located off site. A backup disc is also maintained in a vault off site each night.

PAYROLL CONTROLS

All West Ouachita Public Transit employees are paid through the City of West Monroe's payroll system (an in-kind service). Employees are encouraged to sign up for direct deposit of their payroll checks (an in-kind service).

COMPUTER CONTROLS

- The Treasurer is responsible for inputting the financial data, payroll data, and budget information into the computer for generating financial reports. Only the Treasurer will have access to the security level required to log onto the Financial System.
- Batch totals are calculated prior to input and compared to batch totals calculated by the system. Any errors made during the inputting of information will be corrected.
- Detailed printouts of cash receipts and cash disbursements are to be obtained. The Treasurer is responsible for comparing the detailed printouts to source documents for accuracy.
- All subsidiary account balances are reconciled to the control accounts monthly.
- A trial balance on the general ledger totals should be obtained and compared to detailed reports for accuracy of balances.
- All computerized files are backed up nightly on two off site servers with a backup tape kept off site in a vault.

DISBURSEMENTS

- All invoices received are stamped with the date received by the Treasurer.
- The Director or Treasurer approves all invoices.
- The Treasurer prepares all checks for the approved expenditures, using pre-numbered checks.
- The checks, with support documentation (i.e. approved invoices), are reviewed by the Treasurer prior to signing. The Treasurer is responsible for obtaining the second authorized signature.
- The Treasurer will file the check stub with supporting documentation attached in vendor order.

PAYROLL

- All changes in employee salaries are approved by the WOPT Treasurer
- The Director and Treasurer maintain all personnel records.
- The Director and Treasurer monitor the usage of vacation and sick time. The Director maintains the attendance records.
- The Director and Treasurer shall prepare the payroll using the approved time records and salary/wage rates for each employee. Direct deposit is encouraged for payroll on all regular employees.

- The direct deposit record, any payroll checks, and payroll register are submitted to the Treasurer. Once signed, the Director distributes the payroll to all employees.
- Electronic payroll tax transfers are prepared at the time payroll is prepared. The payroll taxes are transferred when due.

BANK RECONCILIATIONS

- The Treasurer shall maintain a record of all bank transactions, listing totals of all checks disbursed and totals of all daily deposits. This "Bank Register" shows the current bank balance and is available for review monthly.
- Monthly, the Treasurer will reconcile the bank statements to the "Bank Register" and notify the President of any discrepancies.
- The Treasurer will adjust the "Bank Register" as needed.
- The Treasurer will reconcile the "Bank Register" to the general ledger cash accounts monthly.
- The Treasurer will review bank reconciliations monthly.

BILLINGS AND RECEIVABLES

- All billings for services or goods are approved in advance by the Director.
- The Director prepares all billings and invoices on a timely basis. The monthly billings report will be retained by the Treasurer.
- The Treasurer records the billing/invoice in the account receivable ledger on a timely basis.
- The Treasurer reconciles the accounts receivable ledger to the general ledger monthly. The Treasurer reviews the reconciliation.
- The Treasurer prepares a status report on all outstanding receivables, when requested.
- All receivables records are maintained on computer and backed up on two different off-site servers nightly with a nightly backup tape kept off site in a vault.

ACCOUNTS PAYABLE

- All approved invoices are submitted to the Treasurer promptly upon approval.
- All WOPT invoices are reviewed by the Director for approval.
- All payments are immediately recorded in the account payable ledger by the Treasurer.
- The accounts payable ledger is reconciled with the general ledger by the Treasurer monthly.

MAIL

Any finance related mail, insurance, and IRS letters must not be opened except by the Treasurer or the Director. All bank documents or statements must be opened only by the Treasurer, and the information is available for review by the Director and Board.

SOFTWARE AND TECHNOLOGY

The West Ouachita Public Transit uses the City of West Monroe's system wide governmental accounting and financial management software system – an iSeries-based system by Sungard Public Sector, Inc. (an in-kind service). The system is a fund-based accounting system which includes modules for Purchasing, Cash Receipts, Cash Disbursements, General Ledger, Accounts Receivable, Community Service, Payroll and Grants Administration, as well as Public Safety and Justice.

CASH DISBURSEMENTS

The West Ouachita Public Transit uses the City of West Monroe's cash disbursement system as follows.

1. To be processed for payment, the Purchase Order, receiving report and invoice are attached together for the Accounts Payable Clerk.
2. The clerk checks for errors on all three and makes sure the three matches.
3. The AP Clerk then invoices the PO into the system.
4. PO's go into a "To Be Paid" batch.
5. An "Expenditure Approval List" (EAL) is created showing what needs to be paid per the date to be paid input by the Accounts Payable Clerk.
6. When the invoices are selected for payment, a preliminary check register is produced.
7. This is compared to the EAL to ensure that they match each other.
8. Once matched, the checks are run.
9. Vouchers are run when checks are run and then all backup is scanned.
10. Accounts Payable inserts the checks into envelopes and then sends them to the mailroom for postage to be mailed to the vendors.

Checks are written on a computer system that prints all information on the check itself. Two laser printers containing special magnetic ink are set up specifically for check writing purposes. Blank check stock is kept in the safe

TRANSIT CASH COLLECTION POLICY

The following controls will be implemented and executed over cash received by the transit drivers:

1. Drivers will be assigned a cash bag with a predetermined amount of cash as change and a predetermined number of tickets available for sale, per the assessed need as determined by the Transit Manager.
2. Color coded and sequentially numbered tickets will be issued for each type of fare and fare amount.
3. Before the bags are issued to drivers, the Transit Manager will issue each driver the appropriate number of each type of ticket and log the sequentially numbered tickets issued on a Cash Fare Talley Sheet.
4. At the end of each day, the drivers will turn their bags in to the Transit Manager, or other approved personnel (per the instruction of the Executive Director) and the bags will be stored in a secure, locked location.
5. A third-party (other than the Transit Manager) will retain possession and control of the security of the locked bags overnight. This duty will be assigned to a specific member of personnel, per the instruction of the Director. In the event of his/her absence, another appropriate authority will be assigned per the instruction of the Director.
6. When the cash receipts threshold, as determined by the Transit Manager, is reached, the Transit Manager will count the cash collected by each driver and reconcile the cash collected to the number of tickets sold.
7. The Transit Manager will deposit the cash collected by each driver. A ledger shall be maintained which shows the detail and frequency of deposits made by each driver. This ledger showing deposits made by each driver shall be submitted to the Director for review and approval no less than once per month, or per the frequency desired by the Director.
8. In the event of a driver being terminated, that driver's bag should be emptied immediately, their cash counted and deposited, and their tickets destroyed so they cannot be reissued.

West Ouachita Public Transit

Personnel Policy With EEO Policy

June 20, 2023

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**West Ouachita Public Transit
Job Posting Sample**

WOPT is accepting applications for a part/full time

CDL w/Passenger Endorsement Driver Position

**Applications will be accepted at City Hall
2305 North 7th Street
West Monroe, LA 71291**

**Phone: (318) 397-3299 (Transit Office)
(318) 396-2600 (City Hall)**

**Transit Hours of Operation
Monday – Friday 7:00 AM – 5:00 PM**

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.



Part Time / Full Time Driver

West Ouachita Public Transit is accepting applications for a part time / full time driving position. This position requires the safe transportation of passengers in West Ouachita Parish. Applicants must have a high school diploma or equivalent, knowledge of geographical area, and a non-negligent driving / criminal record. Drivers are required to have a Commercial Driver's License with a Passenger Endorsement. Applicants must be able to deal tactfully with the public, have excellent oral and written communication skills, ability to work with staff as a team, and to ensure confidentiality of client works and information. Drivers are required to attend PASS training classes for sensitivity driving skills, to assist assigned passengers to embark and disembark on buses, aid to passengers with disabilities, and wheelchair lift training.

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

General Information

The West Ouachita Public Transit shall have clear administrative and personnel policies and procedures that contribute to the effective management of its operation. It shall be staffed by qualified paid and volunteer personnel capable of implementing its programs and commitment to carrying out the agency's mission and goals.

Good management requires that administrative responsibility be clearly defined and assigned to a single individual, the Director, who is accountable to the City of West Monroe for the effective operation of the Public Transit. A competent staff with positive views and positive expectations of senior citizens put into practice the principle that a Transit program is implemented with, not for, passengers. The primary function of supervision should reinforce this central theme and insure that staff members accomplish specific delegated tasks.

Employees are expected to be trustworthy and loyal. Confidential matters should never be mentioned or discussed with other employees or anyone outside the office. Office gossip should be avoided. A businesslike attitude is essential. As an employee, your actions should be free from favoritism, bias, or prejudice. Your services should be available to all, with no discrimination because of race, creed, color, national origin, age, sex, disability, or religion.

The foregoing is not all inclusive. Employees should become thoroughly familiar with the West Ouachita Public Transit policies.

We have a responsibility to do the highest quality of work possible and to present a neat, businesslike appearance always while on duty. The impression we make on those we serve will influence their concept of the West Ouachita Public Transit. Name tags will be worn always.

There shall be a written job description for each staff position (paid and volunteer), which defines responsibilities to achieve the West Ouachita Public Transit's goals, with maximum efficiency and accountability. Each job description shall be at a minimum:

- Position Title
- Position Classification (if applicable)
- Qualifications
- Duties and Responsibilities
- Scope of Authority

Each staff member shall be given a copy of his/her own job description and it shall be discussed with him/her at the time of his employment. The Public Transit's Director will periodically review each job description with each staff member and revise them as required.

The Director will delegate authority, deal with agency interactions and serve as a leader of the Public Transit staff and facility usage to ensure that the Strategic Plan is fully executed. To facilitate the Public Transit's operations, the Director must clearly define areas of responsibilities, lines of supervision, and channels of communication. Personnel policies and practices have a direct effect on each West Ouachita Public Transit's function

and on the quality of each service. Sound policies and practices provide objectivity and continuity, giving the staff an understanding of the Public Transit's organizational goals and clarifying work requirements. The Director will periodically evaluate each employee and set forth standards of performance, which will be fair per individual job descriptions. Consistent and fair personnel management creates high staff morale, which promotes efforts to achieve the Public Transit's objective of serving passengers.

Employee Classification

A full-time employee is an employee of the West Ouachita Public Transit that is consistently scheduled to work a minimum of 40 hours per week.

A part-time employee is an employee whose work schedule is typically fewer than 30 hours per week. A part-time employee is only eligible for limited employment benefits from the West Ouachita Public Transit.

Work Hours

The West Ouachita Public Transit observes a five-day work week. The work day normally begins at 7:00 a.m. and ends at 5:00 p.m., with 1 hour for lunch. Time and activities reports are to be kept and forwarded to the bookkeeper as required. There is no provision in our grants for overtime pay without prior approval. **Note:** There shall be no exception to regular hours from 8:00 a.m. to 4:30 p.m. (lunch-30 minutes), 7:00 a.m. to 4:00 p.m., 7:30 a.m. to 4:30 p.m., or 8:00 a.m. to 5:00 p.m. (lunch - 1 hour) unless it is approved leave without pay.

Lunch and Breaks

The West Ouachita Public Transit employees are allowed lunch daily between the hours of 11:00 a.m. and 1:30 p.m. Supervisors should coordinate and enforce lunch breaks to ensure continuance of necessary business in each program. Employees are allowed a 15-minute break in the morning and in the afternoon, to be taken, as scheduled, by your supervisor. It is the Director's responsibility to ensure that these times granted for breaks are not abused. Break times and lunch periods shall not be accumulated nor used as a substitute for sick leave. An employee must take a lunch break after working five consecutive hours. (Breaks and lunch hours must not be taken collectively, as the front counter must have at least two attendants always for demand-responsive phone calls or direct walk-in needs of the public.) Note: Staff is not allowed in the computer lab during the working day.

Sick Leave

The West Ouachita Public Transit provides for the accrual of sick leave at the rate of 8 hours per month for all full-time employees. Sick leave may be used for medical, dental, or optical appointments, as well as; other matters involving the health and welfare of the employee and/or their dependents.

An employee who takes sick leave must notify the Director prior to 7:30 a.m. each day. The employee may be required to provide an authorized medical statement stating the

cause of his/her absence and the amount of time taken, if illness exceeds two days. Employees returning to work following a surgical procedure or pregnancy will be required to provide a medical release from the appropriate doctor verifying their ability to safely return to full employment responsibilities.

Sick Leave is a benefit provided by the WOPC for its employees and is to be used only to address health needs. Only the following are a proper use of Sick Leave:

- Personal illness or injury which prevents an employee from performing his or her usual duties, or personal illness or injury of the dependent of an employee
- Medical, dental or optical consultation or treatment of an employee or of the dependent of an employee
- Pregnancy/Maternity Leave

Each employee is primarily responsible for verifying all sick leave reported and the accuracy of time sheets for his or her payroll records. The Director shall have the responsibility for verification of reported sick leave.

An employee who has fully utilized all his or her sick leave is not entitled to further compensation. However, an employee may request the use of accrued vacation or other accrued paid leave time. Employees may also be eligible for non-compensated time off under the rules and regulations of the Family Medical Leave Act (FMLA). Disability insurance may be payable after use of a certain number of consecutive days of sick leave. The Director may contact the Payroll Department for more information for extraordinary issues.

Sick leave time may be accumulated from year to year without limitation. Up to a maximum of 288 hours of accumulated Sick Leave will be purchased from employees who have more than ten (10) years of service at the time of their separation from service at their then current rate of compensation. An employee who separates from service prior to ten (10) continuous years of service will not be paid for accrued sick leave.

Funeral Leave

In the event of the death of an immediate family member, an employee is eligible for up to two (2) days of leave with pay while participating in related activities (visitation, services, related travel, and similar activities). For purposes of funeral leave, immediate family consists of the following:

- Spouse
- Parent
- Son or daughter, or their spouses
- Brother or sister, or their spouses
- Grandparent
- Grandchild

These relationships include those who are "step-relatives" (for example, step-parents, step-children).

Under circumstances determined appropriate by an employee's Director, including extended travel or other extenuating circumstances, an employee may use up to three (3) days of accumulated sick leave as extended funeral leave with pay.

An employee who is classified as a part-time employee by the West Ouachita Public Transit is not entitled to be compensated for funeral leave. Unpaid time off must be approved by the Director.

Employees can also request the use of accumulated vacation leave or unpaid time off to attend funeral services and related activities for people not considered "immediate family" with prior approval by the Director.

Jury Duty

A full-time employee will receive leave with pay for jury duty if the employee is under court order to appear and serve. Any employee who is on jury duty and who is released from attendance prior to 3:30 p.m. shall be required to return to work. An employee may retain compensation received for jury duty.

Military Leave

Full-time employees who are members of the National Guard, Army Reserve, Air Force Reserve, Naval Reserve, Marine Corps Reserve, or Coast Guard Reserve shall be granted up to twenty (20) work days per year paid leave on days during which the employee is ordered to duty with troops, or at field exercises, or for instruction, including Inactive Duty Training (ADT). This leave accrues on the first day of the calendar year, but may not be accumulated from year to year, and all such leave not utilized by the end of each calendar year shall lapse. The West Ouachita Public Transit may require written verification of proper use of Military Leave.

Family Medical Leave Act

The West Ouachita Public Transit's employees are covered under the Family and Medical Leave Act (FMLA). A full copy of "Employee Rights and Responsibilities Under the Family and Medical Leave Act" is available upon request.

Under FMLA's Basic Leave Entitlement, eligible employees are provided up to 12 weeks of unpaid, job-protected leave for the following reasons:

- For incapacity, due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

FMLA also provides eligible employees with Military Family Leave Entitlements, allowing employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves use of their 12-week leave entitlement to address certain qualifying situations. A complete list of qualifying situations is in the full copy of "Employee Rights and Responsibilities Under the Family and Medical Leave Act", available upon request.

To qualify for Basic Leave Entitlement, the West Ouachita Public Transit requires:

- One full year of employment with a minimum of 1,250 hours;
- Use of all accrued sick, vacation and compensatory time as a part of any eligible FMLA leave;
- 30-day notice, unless not reasonably possible; and
- Complete documentation to support the leave request.

Compensatory Time Report Form and Overtime

"Compensatory time" is preapproved time off from duty provided in compensation for overtime hours worked, or time worked as directed and preapproved by the Director other than a normal established 40 hour' operation of service Monday-Friday. Comp time must be used within two weeks. On an approved holiday, full-time employees will be paid for the number of hours they would normally work, even though they do not work that day.

"Overtime work" is time worked on holidays and time worked more than 40 hours in a regular week. Overtime is only permitted in an emergency, such as a van breakdown, or other extremely unusual circumstances. Employees who use 40 hours productively per week should not require overtime to complete duties under job descriptions. In any case, the employees are directed to call the facility for the Director's approval and are never to make unauthorized decisions to work overtime. Working unauthorized overtime may subject the employee to disciplinary action, up to and including termination. A Compensatory Time Report Form must be completed with the Executive Director's signed approval prior to working unauthorized hours. Normal working hours are 7:30 a.m. to 4:30 p.m.

Although the WOPT may periodically require some employees to work more than their regularly scheduled workweek, no non-exempt employee shall otherwise work more than a 40-hour workweek, without express prior written approval of the Public Transit's Director.

Employees who are considered as "exempt employees" under Federal law (see below) are not entitled to overtime pay regardless of the number of hours they are required to work. All other employees are considered "non-exempt employees". The WOPT will provide additional information as to an employee's classification as an "exempt employee" or "non-exempt employee" upon request.

Once a non-exempt employee has worked more than 40 hours during a seven (7) day workweek (the WOPT's workweek begins each week at midnight on Wednesday night), that employee will receive compensation for that excess time worked ("overtime") at the rate of one and one-half the employee's regular rate of compensation. Compensation for this overtime will customarily be paid by the award of Compensatory Time ("Comp

Time"), which is time off with pay. However, the WOPT retains the right to pay an employee for time worked instead of allowing accrual of Comp Time.

Employees must receive prior approval from the Director to schedule the use of Comp Time. With prior approval, Comp Time may be taken in increments of less than a full day.

"Exempt employees" include categories referred to as "Management", "Administrative", "Professional" and "Computer Professional", among others.

A *Management* employee includes an employee who manages a customarily recognized department or sub-department, who supervises the work of two or more employees, who customarily and regularly exercises discretionary powers, who normally spends over 50% of his time in "exempt" duties and less than 50% of his time in non-supervisory activities, and who is paid on a salary basis of at least \$455.00 per week.

An *Administrative* employee includes an employee who is engaged in non-manual "white collar" work which is generally directly related to management policies or general operations (as opposed to the "productive work" of the WOPT). "Productive work" is that work or service the WOPT customarily provides to its citizens. The use of independent judgment and discretion with regards to matters of significance is a requirement. A salary of at least \$455.00 per week is required.

A *Professional* employee is one employed in a bona fide "professional capacity" whose primary duty consists of the performance of work requiring knowledge of an advanced type on a field of science or learning customarily acquired by a prolonged course of specialized instruction and study, as distinguished from a general academic education, or from an apprenticeship or from training in the performance of routine mental, manual, or physical processes. A salary or compensation on a fee basis, of at least \$455.00 per week is required.

Leave Without Pay

Leave of absence without pay is defined as leave of time off from work granted by the Director for which period the employee receives no pay.

An appointing authority may grant a leave of absence without pay more than forty (40) working hours or 5 consecutive working days. This period should not exceed three months. In cases of extended periods of illness, pregnancy, or disability, leave without pay may be granted for reasons other than due to extended illness, pregnancy, or disability, but annual leave must be exhausted before going into leave without pay status.

Leave without pay may be utilized in cases where new employees have not earned leave or where employees have exhausted all leave. In addition to any other disciplinary actions imposed against an employee for unapproved absence, such employee may be placed on leave without pay status by the Director for the period of unapproved absence.

Full Employment Days

The spirit and intent of this policy is to address periods of time off that should be known well in advance of the vacation to be taken.

All vacation or personal time requests must be submitted in writing and approved by the Public Transit's Director two weeks prior to said leave.

It is understood that from time to time personal business may arise in which an employee may not be able to give a two-week notice. These cases shall be considered on a case by case basis by the Public Transit's Director as to whether approval is granted.

Vacations

Full-time employees who have earned vacation leave must plan and schedule with approval given on a seniority basis. A full-time employee is guaranteed a paid vacation as per the following schedule:

0- up to 6 months	None
At 6 months of service	40 hours
At 1 year of service	80 hours
At 2-10 years of service	80 hours
At 11 years of service	88 hours
At 12 years of service	96 hours
At 13 years of service	104 hours
At 14 years of service	112 hours
At 15 years of service	120 hours
At 16 years of service	128 hours
At 17 years of service	136 hours
At 18 years of service	144 hours
At 19 years of service	152 hours
At 20 years of service, or more	160 hours

Vacation leave shall accrue only on the anniversary date of employment (the initial vacation leave granted at 6 months' service shall accrue 6 months from the date of employment).

WOPT holidays occurring within an employee's vacation leave will be considered as holidays, and not as vacation leave.

An employee who is classified as a part-time employee by the WOPT is not entitled to vacation leave.

Utilizing Vacation Leave: Employees must submit a written vacation request and must receive prior approval from the Public Transit's Director to schedule all dates and the use of vacation leave. Upon prior approval, vacation leave may be taken in increments of less than a full day. Employees are encouraged to utilize their vacation leave within the calendar year the leave is provided. The WOPT requires Director's approval prior to vacation leave on official WOPT's Time-Office Request/Notification form.

* No advance of earned monthly vacation is permitted.

Vacation Leave Carry-Over: Without prior written approval of the Public Transit's Director, an employee's accumulated vacation leave cannot exceed the current year's

credit plus up to one normal year of credit carried over. Beyond this limit, unused vacation leave expires and is forfeited (e.g., "use it or lose it").

Even in the event of express advance written approval, it is intended that authorization to accrue additional vacation leave shall be provided only in extraordinary situations. Carryover shall be limited in duration (generally limited to use within 30 days) and then only provided to afford an opportunity for the employee to utilize the vacation leave. Upon separation of service, accumulated vacation leave (up to the maximum amount allowed to be accumulated as provided above) will be paid to employees at their then current rate of compensation.

Holidays

The West Ouachita Public Transit observes the following as holidays:

- | | |
|--------------------------|--|
| 1. New Year Day | 6. Christmas (2 days) |
| 2. Good Friday | 7. Memorial Day |
| 3. July 4 th | 8. Personal day off after one year of employment |
| 4. Labor Day | 9. Veteran's Day |
| 5. Thanksgiving (2 days) | 10. Martin Luther King Day |

Paid holidays falling during a full-time employee's vacation or sick leave are not counted against their vacation or sick leave time. (The personal day does not carryover from year to year.)

Savings Programs

Full-time employees are offered Savings Programs including: enrollment for a 457-deferred compensation plan and enrollment in a credit union account.

Hiring

All job applicants will be required to complete a WOPT application and provide a picture ID, Social Security Card, Birth Certificate references, and other required data for a criminal history, drug history, and driving record. No one with a criminal or drug violation will be considered for employment, as WOPT has a "no tolerance" policy. Driver sensitive positions will not consider applicants with a negligent driving history or felony record.

Wages, salary, and hiring practices will be consistent with requirements of funding regulations and all state, local, and federal laws, rules, and regulations including, but not limited to, the Fair Labor Standards Act, Equal Opportunity Act, and/or any other order now in effect or pending under current legislation.

Employee records are confidential and shall be handled accordingly. An employee has a right to see his or her own file.

Fair and equal treatment will be provided during hiring, training periods, promotion, demotion, and recruitment. The hiring, assignment, and promotion of employees shall be based on their qualifications, abilities, and job performance. A job description shall set forth these qualifications.

Probationary Period

The probationary period for newly hired non-exempt and exempt staff is ninety (90) days. By completing this introductory period, an employee is not guaranteed continued employment because employment at West Ouachita Public Transit (WOPT) is "at-will". Every employee will receive a face-to-face performance evaluation near the end of the probationary period. A copy of the evaluation will be placed in the employee's personnel file. All employees who are promoted or transferred into a new position will also serve a probationary period.

Probationary period is an introductory period of employment that allows the employee and the Public Transit to determine if the employee is suited for the job. It is a time for the employee to get to know the West Ouachita Public Transit, co-workers, his/her supervisor, and service area; the tasks involved in his or her position; and become familiar with the WOPT's mission. It is a time to evaluate the employee's suitability for employment and to allow the employee to evaluate his or her compatibility with the needs and mission of the WOPT. While the probationary period is part of the WOPT employment selection process, continued employment depends on a sustained level of satisfactory performance.

Under special circumstances, an employee's probationary period may be extended for a specified length of time (not to exceed an additional 90 days) upon recommendation of the employee's supervisor with the approval of the Director.

Equal Employment Opportunities

All employees and employment applicants shall be judged on individual merit without regard to race, color, national origin, religion, political affiliation, sex, handicap, or age (except where age, sex, or physical requirements constitute a bona fide occupational qualification necessary to ensure proper and efficient functioning in the job) in respect to all phases of employment. WOPT insures Title VI compliance.

Workplace Discrimination or Harassment

The policies of the West Ouachita Public Transit prohibit any employee from acting in any manner that creates an intimidating, hostile or offensive working environment. These types of acts will not be tolerated and will result in appropriate disciplinary action, up to and including termination.

The policies of the West Ouachita Public Transit further prohibit any retaliation toward employees that report or aid in the investigation of discrimination or harassment. Behavior that impedes the investigation of a claim of discrimination or harassment will result in appropriate disciplinary action by the Public Transit, up to and including termination.

Promotions

It shall be the policy of the West Ouachita Public Transit, to post jobs and fill vacant positions generally by promotional appointment to encourage career employment and to receive maximum benefit from the experience of the employees. Seniority, qualifications, skills, safety violations, disciplinary, suspensions, and work performance records will be a primary factor for promotion but are not mandatory in the final selection of employees within the West Ouachita Public Transit.

Layoff Procedures

The following procedures will be followed in determining layoffs. At the earliest notice of a budget problem, the Director will discuss with City Hall all layoff alternatives including reduction in hours, reduction in pay and terminations based on a combination of seniority and the need for services rendered.

Resignations

To resign in good standing a West Ouachita Public Transit employee must give at least fourteen (14) calendar days' notice. A written resignation should be supplied by the employee to the Director. The Manager and Director will rule on the request from employees who have submitted a written resignation as to the withdrawal of such resignation. Disability claims must originate from a physician, filed timely by the Director and services rendered or program affected by leave of absence discussed on an individual basis.

The Director shall not give less than 30 days' prior written notice of resignation. All other employees shall give not less than two weeks prior written notice of resignation. Upon resignation or termination, all employees will be compensated within 30 days for any accumulated unused sick or vacation leave.

Terminations

Termination of an employee by the Director may occur at any time an employee appears to be unsuitable for his/her job. Offenses which may be cause for immediate suspension or dismissal include, but are not limited to, the following Group I offenses:

1. Determination by the Director that the employee appears to be unsuitable for continued employment in his/her job.
2. Proven abuse of and/or misconduct with (whether physical or verbal) a client at any time or under any circumstances. Knowledge of such abuse by a fellow employee and failure to report the same to the administrative official.
3. Falsification of records.
4. Dishonesty, deceitfulness, lying, untruthfulness, fraudulence, etc.
5. Indulgence in or being under the influence of any alcoholic beverage or illegal drugs while on duty. DWI offenders will not be allowed to drive WOPT vehicles, causing termination due to failure to continue to meet job qualification.
6. The giving or administration of any drugs to a client without specific instruction and orders from a doctor.

7. Proof of theft of any property, either public or private.
8. Failure to follow "Full Employment Day" Policy.
9. Carelessness of reasonable safety measures, including unsafe motor vehicle operations, which could or do result in the injury of a client.
10. Illegal use of narcotics or drugs.
11. Unsuccessful trial or probationary period.
12. Insubordination.
13. Conviction of a criminal offense.
14. Failure to meet state requirements/qualifications/or attend mandatory trainings
15. Failure to comply with transit safety policies (Ex: Leaving a client unattended, seat belts, cell phones, passenger loading assistance, vehicle safety rules, etc.)
16. Any personal misconduct which reflects unfavorably upon the West Ouachita Public Transit.
17. Violation of sick leave policy.
18. Excessive tardiness or absences.
19. Substandard work.
20. Failure to meet deadlines, failure to turn in accurate professional data/ assignments or following agency's Policies or Procedures.
21. Violation of Group II offenses, after warning.

An employee who has committed a Group I offense may be terminated immediately or may be counseled, and employment continued, depending on the situation, the events leading to the offense, and the work performance of the employee. If a reprimand is necessary, the employee will receive verbal counseling, a probationary period, or a written reprimand. The commission of two Group I offenses will result in immediate termination.

WOPT may place full-time or part-time employees on probationary status, particularly if their performance is below a set standard or for disciplinary reasons. In this instance, the employee is usually given a period to either improve his/her performance or modify his/her behavior before more severe measures are taken.

Other offenses which may call for supervisor counseling and a written reprimand or termination include, but are not limited to, the following Group II offenses:

1. Failure to follow policies and procedures, instructions, or meet deadlines.
2. Inefficiency.
3. Immoral conduct.
4. Discourteous to the public.
5. Incompetence.
6. Disregard of established employee policies and procedures. (Ex. Full Employment Days)
7. Habitually late for work or leaving work before time.
8. Arriving late or leaving early will result in immediate dismissal, if the client has been left unattended.
9. Repeated unapproved absenteeism from scheduled duty (full employment days).
10. Gossip, malicious or otherwise {gossip - to disclose something of often questionable veracity, that is better kept to one's self (another employee's business) spread rumors, promote scandals, talebearer, and busybody.
11. Unauthorized sleeping on duty.

12. Willful neglect or abuse of any household property.
13. Signing a time sheet for a fellow employee or reporting incorrect times (one warning).
14. Possession of weapon or engaging in violence while on the work premises or in transit vehicle (one warning).
15. Buying anything from or selling anything to a client while on duty.
16. Neglect of duty as determined by immediate supervisor.
17. Inadequate productivity.
18. Loaning or borrowing money from participants.
19. Failure to preform job duties in a professional manner, which includes timely, accurate reporting for all services rendered and other Grant requirements.
20. Participant/Passenger safety infractions

Every effort will be made to help the employee adjust himself to his work. Should the employee's work be considered unsatisfactory during the first three months of employment the West Ouachita Public Transit reserves the right to discontinue his/her services with two-week notice. However, gross violations of conduct and rules are treated with immediate dismissal. The employee will be paid in full during the following pay period after time of dismissal. No notice is given for the following offenses: unexcused or excessive absenteeism, insubordination, intoxication, theft, fighting or public overt anger management incidents, profane language, falsification of records, creating hostile workplace environment, dishonesty, fraudulence, unauthorized release of confidential information, willful destruction of WOPT's property, discourtesy, or endangerment acts.

Any indication of drug or alcohol abuse, whether during working hours, in such a manner as to raise the risk to any client, reduce the efficiency of the service or operation provided by the employee, or which increases the financial cost of the corporation, will result in immediate termination. The Director may, at anytime, order drug testing of any employee because of reasonable suspicion of any such drug or alcohol abuse.

West Ouachita Public Transit, reserves the right to discharge any employee without notice when proven in violation of the West Ouachita Public Transit policies and procedures.

Smoke-Free Workplace

Smoking is strictly prohibited in the facility or vehicles regardless to the accessibility by the general public.

A designated specific area for smoking outside the facility is appropriately marked.

Drug and Alcohol-Free Workplace

The WOPT has established a Drug and Alcohol-Free Workplace Policy, which states the WOPT has a "zero" drug tolerance. A full copy of that policy must be signed as part of the pre-employment requirements.

The policy prohibits the unauthorized possession, use or distribution of any controlled

substance (including the misuse of prescription drugs) by any employee, and further prohibits any employee being under the influence of any controlled substance (including the misuse of prescription drugs) or alcoholic beverage during the workday. All safety sensitive employees must report prescription control substance drugs to the Director.

To maintain this environment, employees are tested throughout their employment:

- Pre-Employment Testing
- Post-Accident Testing
- Periodic Randomized Testing
- Reasonable Suspicion Testing

Employees that violate the Drug and Alcohol-Free Workplace Policy will be subject to disciplinary action by the WOPT, up to and, including termination.

Firearms and Weapons in the Public Transit

No employee of the City (including an employee who has been issued a concealed weapons permit) shall bring or possess any firearm or weapon (dangerous object, firearm, knife or anything) to their workplace, or any other City property, including City vehicles that would or could be used to cause another to feel threatened in any way. This rule applies always, whether during work hours or before/after hours. This rule does not apply to any employee who has been granted specific permission to possess a firearm during their job duties with the City. All City employees may keep a firearm in a locked, privately owned vehicle if the firearm is fully hidden from view.

Prohibited Activities

As an employee, the following activities are specifically prohibited at the work site and/or during working hours:

1. Soliciting or taking part in soliciting any assessment, subscription or contribution for any political organization or purpose.
2. Being a candidate for nomination or election to any public office.
3. Wearing a button or badge of a candidate, faction, or party.
4. Making any political speech or public political statement in behalf of any candidate, faction, or party as a part of any political campaign for the nomination or election of public officers.
5. Taking an active part effort in recalling an elected public official, from office or seeking, soliciting or attempting to coerce any person, including any employee in the classified service, into participating in any such effort or signing a recall petition. Nothing contained herein shall prevent an employee in the classified service from signing a recall petitions.
6. Distributing or transporting political literature, posters or other political data.
7. Distributing, selling, or soliciting the sale of tickets to a political dinner or other political gathering, or encouraging attendance there.
8. Distributing, selling, or soliciting the sale of private for-profit products

If you are in doubt about the propriety of your actions, please contact the Director of the West Ouachita Public Transit.

Grievance Procedures

To establish policies which are equitable and fair to all employees, an employee grievance procedure has been established to provide ways for the employee to understand and resolve matters which the employee feels are unjust to him/her.

Should grievance arise concerning program administration policy, or problems with fellow workers, it should first be discussed with the Director, not other employees or participants. If the Director cannot resolve the grievance to the employee's satisfaction, the employee should follow the levels outlined in the Organizational Chart.

The grievance should be addressed by the employee in written form to the Director, and a written response from the Director should be provided within ten working days. If the grievance is not satisfied and is carried to higher levels, each level will respond, in writing, within ten working days of the complaint.

The employee will be subject to disciplinary action due to failure to perform duties in a manner acceptable to the Director or for personal actions which discredit the West Ouachita Public Transit. The Director will file a memorandum detailing his/her unsatisfactory behavior in his/her personnel file. Following this action, a review will be made in 30 days to evaluate whether corrective actions on the part of the employee have been made. If in the opinion of the Director, the employee has not increased his level of service or improved his conduct, he/she shall be dismissed.

Safety

It is every employee's responsibility to maintain his/her work area in such a way to eliminate fire and work hazards. All employees should notify the Director of hazards which are beyond their immediate control and request assistance. The employee's supervisor and the Safety Officer shall be notified immediately following any accident.

No employee involved in, or at the scene of an accident, wreck, or fall, shall accept any responsibility or blame on the part of the West Ouachita Public Transit or discuss it with anyone except his/her Director or the police. If an employee, when questioned by proper authorities, attempts to withhold or falsify the facts in the case, he/she shall be subject to disciplinary actions.

One of the primary concerns of the WOPT is to provide as much of a hazard-free work environment as possible for the employees. The safety program entails the monitoring of the WOPT for fire and safety hazards, elimination of or recommending the elimination of those hazards, the provision of first aid for an employee or visitor in case of an accident or illness, and training of supervisors and employees in safety measures.

All employees have the responsibility to perform their duties in a safe and efficient manner which will preclude the possibility of accidents. Safety is important in that employees who

work near machinery should not wear loose clothing, belts, bracelets, ties, or long hair in such a manner which may be hazardous. High heeled shoes are dangerous when the job involves frequently ascending or descending stairs. All employees must complete an accident or incident report form and submit to the Director within 24 hours of an accident or incident during working hours.

Accidents are caused by unsafe acts or unsafe conditions or by a combination of the two. Some of the more common unsafe acts are:

1. Operating equipment without authority or proper training.
2. Making safety devices inoperative.
3. Using unsafe equipment or using equipment in an unsafe manner.
4. Unsafe loading or unloading of equipment, supplies, or passengers.
5. Driving at unsafe speeds or working at an unsafe speed.
6. Working in an unsafe position or posture.
7. Horseplay. (Visitors, such as children playing, may cause a senior to fall.)
8. Failure to use personal protective equipment.
9. Failure to observe warning signs.
10. Failure to report spills or other hazards
11. Failure to use "Wet Floor" signs.

Some of the more common unsafe conditions are:

1. Improperly guarded machinery.
2. Defective equipment.
3. Rough, slippery, sharp, inferior, decayed, frayed, and hidden defects on equipment, floors, and walls.
4. Hazardous arrangements of materials.
5. Congested area and overloading.
6. Improper ventilation.
7. Hazards such as chairs, tables, cords, boxes, etc. or other trip hazards

When any employee is injured on-the-job while performing his/her duties or observes an incident or injury on site or in a vehicle, an Employer's Report of Occupational Injury or incidents form should be completed within 24 hours and submitted to the Director.

Employee Evaluation

Each employee's performance shall be evaluated on a regular basis per an established procedure. Performance appraisal will be reviewed in a face-to-face interview based upon the relative job descriptions.

All West Ouachita Public Transit staff will be evaluated, usually verbally, twice during a trial period of 6 weeks and up to 6 months upon being hired. The employee's continued employment will be determined by a successful result of this evaluation.

Once a year at the hiring anniversary date, the employee will be evaluated by his/her supervisor as to his/her job performance. If the employee rates satisfactory on all factors, he/she successfully completes the evaluation and continues to be employed. If the employee rates unsatisfactory on any performance category, after counseling, then a written reprimand, probation, suspension, or termination may result. If any employee's

performance appears to be less than satisfactory at any time, the employee's performance may be assessed by the Director through the application of the evaluation procedure. Employees may be requested to complete a self-evaluation form. All incidents and other issues, as well as, strength and professional growth is placed in the Employees folder.

Service Rating Program

Employees should be evaluated on the extent to which they fulfill the requirements of their jobs. It is important that employees have a current job description that supervisors have discussed, and that the employees understand the requirements of the job in which they will be rated, and that the job description on file correctly reflects the job required to be done.

The Director shall document the employee's job performance, strengths, weaknesses, and any deficiencies, throughout the period evaluated to ensure that an impartial evaluation of an employee shall be made. Failure to follow a behavior modification plan after verbal, written, or probation reprimand creates a hostile work environment.

Documentation

Employee files are maintained and located in the administrative office. In the file of each employee is the original application form or resume, a job description, a salary schedule, documentation of in-service training to include the acknowledgment of Personnel Policies and a current registration of license where applicable. A personnel checklist will be placed in each new employee file by the Transit Manager to verify receipt of required personal data as listed in the personnel policy. Any employee may review his/her employee file during office hours. The employee is to make his/her request to the Director who will make it available. He/she may request correcting any error in the file and may express disagreement with information filed there. Any changes or additions will be done after discussion with and in the presence of his/her supervisor. Grievance complaints about the employee are not subject to his/her review. Any change of name, address, telephone number, criminal charges, negligent driving record, etc., should be reported to the Director immediately by the employee.

Access to employee records will be limited to supervisory management. Clerical staff responsible for the update of this information: members of the West Ouachita Public Transit, governmental, regulatory inspectors, or law officials having proper authority, etc. Any other disclosure will be given only upon written receipt of permission to release by the employee. A log of disclosures will be maintained, if personnel information is released. Incident and accident reports for staff or others must be turned in to the Director within 24 hours with a detailed description of time, date, locations, witnesses, procedures, and actions taken. Follow-up is also required.

Program Emphasis

Upon discovery, the staff must document all classroom situations, workplace issues, or incidents, (gossip, irate, unhappy passengers/ class participants, or other disruptions) and provide a copy of the incident report to the Director to ensure a positive reinforcing

resolution. In situations where negative consequences are in order, a follow up report is made as quickly as possible to ensure positive reinforcement. To promote positive learning or to eradicate adverse behaviors, the staff will initiate and closely maintain structured programming that will result in the positive measurement of behavior, attitude and skills development. In such a program, consistency is an extremely important ingredient. (Example: classroom set ups, cancellations, double booking) In order, to abide by the senior center's Research Policy, all requests for the WOPT statistical data, funding, member information, etc. must be referred to the Director.

Participant Treatment

The West Ouachita Public Transit will investigate all allegations of mistreatment, abuse, or neglect by staff members. The staff member will report the alleged incident to the Director as soon as there is knowledge of an incident. The Director will investigate the incident immediately and document findings within 48 hours. Findings may result in reprimand or dismissal. The appropriate law enforcement officials, as well as, the State Licensing Office and the program office will be notified.

The staff should be watchful for anything that could constitute a health or safety hazard for which the program would be liable. This pertains to non-clients, as well as, to clients. All staff members must exercise extreme caution to ensure that ordinary care and safety is evident in all activities, regardless of whether clients are involved or not. All staff members should be willing to assist in any activity which affects the successful operation of the West Ouachita Public Transit program (i.e., setting up for classes, new member recruitment, lunch orders, assisting with Public Transit business errands or assignments, etc.)

Attendance and Time Sheets

Employees are expected to report for work on time and to be punctual for all appointments and meetings. If an employee is going to be tardy or absent, the employee should report that absence within one hour of the scheduled start time to the Director at (318) 737-0630, the Public Transit business phone. Unexcused absences, frequent tardiness, and failure to timely report an absence (unless an emergency) may result in appropriate disciplinary action by the WOPT, up to and including termination.

Each employee uses a paper time sheet and/or a time clock. Each employee is responsible for accurately recording arrival and departure time each work day, as well as, time away from work for lunch or other non- Public Transit work activities. Time sheets should be verified and signed by the employee, entered by the Transit Manager, and submitted to the Director for approval every two weeks. (26 payroll checks annually)

The workweek for all regular employees begins at 7:30 a.m. on Thursday of each week and concludes at 4:30 p.m. of the succeeding Wednesday. Employees classified as exempt are paid an annual salary that is distributed evenly throughout the 26 pay periods each year. Fulltime employees are expected to be performing work duties in their appropriate locations at 7:30 a.m. daily, Monday through Friday. Fulltime, non-exempt, employees are expected to be performing their duties at 7:30 a.m., Monday through Friday. All non-exempt and part-time employees are paid for the hours worked by that employee based upon a pay period of two work weeks.

Violations of any of these policies may result in appropriate disciplinary action by the WOPT, up to and including termination. Violations of state law may also result in criminal prosecution. The following is general information about time sheets and procedures for keeping time sheets.

1. Time sheets/Thumb prints/time clock are invoices for payroll.
2. Time sheets and time clocks must record the time for which an individual is to be paid and must accurately reflect the amount of time an employee worked.
3. Time sheets must be checked and documented by the appropriate Transit Manager on a weekly basis.
4. Documentation of the Transit Manager's entering of each weekly time sheet shall also require the Director's approval.
5. All time sheets shall be reviewed and approved by the Executive Director prior to each payroll clerk's entry every 2 weeks.
6. Time sheets shall be signed bi-monthly and placed in the employee's folder.
7. Time sheets, like all other documents and records, will be kept for three years.
8. Time sheets are legal documents and must be signed clearly, in ink, using the first (or name the person generally uses) and last name.
9. Time sheets have dated lines and each employee must sign in at the time they arrive, and out sign out by 4:30 p.m., closing time, daily. Example: The work day begins at 7:30 a.m. If an employee arrives in the workplace at 7:45 a.m. daily, the employee will be expected to use 15 minutes of vacation time, if the late arrival is considered as tardy.
10. All leave time such as sick or leave without pay must be indicated on the time sheet.
11. Employees will record on the appropriate line the time they have worked daily. For example, if the employee works a full eight hours, he signs in at 7:30 a.m., records exact time of his lunch break in the lunch/out and lunch/in columns (not to exceed 1 hour), and signs out at 4:30 p.m., and records total hours, equal 8. Another example, if the employee works an assigned schedule which is less than 8 hours, he records the time just as it was worked, i.e., if an employee works three hours, he records time in at 7:30 a.m., time out at 10:30 a.m. He records 3 hours worked and 5 hours out with the appropriate code of sick, vacation, or leave without pay (S or V), totaling 8 hours for the day.

If the employee is out an entire day or shift, the supervisor writes in on the employee's line, his or her name, and the type of leave taken (sick leave, vacation leave, funeral leave, or leave without pay.)

It is a violation of this policy, as well as, a criminal violation of state law to falsify time sheets, including recording time that was not worked, clocking in/out for another employee, misrepresenting the reason for tardiness, an absence or creating and/or verifying documentation that is known to be incorrect to improperly describe or justify an absence (for example, falsifying a medical excuse).

Payroll/Paychecks

Payroll preparation shall be based upon the daily time sheets, which will reflect the amount of time worked and upon the salaries and fringe benefits of each employee.

No overtime will be paid without prior approval of the Director. No employee employed for less than 12 months shall be entitled to any increase in compensation unless additional duties are added, or it is specifically approved by the Director.

Payroll and fringe will be issued per the employee's program payroll policies or funding sources. (WOPT, other grants, etc.)

Employees will be required to pick up their paychecks in person at the West Ouachita Public Transit. Anyone who has a bona fide emergency (hospitalization, etc.) may have their checks picked up by their representative who provides the office with a dated and signed letter from the employee requesting that the paycheck be released to their representative.

Travel

The rate of reimbursement for staff privately owned vehicles is established by the State for job-related (direct participant care, service errands, administrative, staff development/training purposes) travel. Training expenses will be reimbursed such as: the cost for registration, hotels, food, etc.

All mileage must have prior approval by the Director and must be documented on the appropriate forms and turned in at least monthly for payment.

Record of mileage will begin at the point of departure, which is the West Ouachita Public Transit office, West Ouachita Public Transit satellite, or place of business. It does not include mileage to or from one's home to the West Ouachita Public Transit office. The exception to the place where the mileage record begins is those trips out of town.

Telephone

Personal telephone calls, both incoming and outgoing, should be brief and infrequent. All personal calls will be logged, and long-distance calls will be billed to the employee. All long-distance calls will be logged as they are made. Logs will be collected by the clerk when the bill arrives each month. Misuse will result in the employee not being allowed to continue to place his/her own, personal calls. Instead, he/she must go through the business office to have a call placed. Likewise, all pertinent information will be logged.

Long distance calling is an efficient method of communication but is not to be abused as a substitute for letter writing. Long distance calls should be made when a delay in communication would result in unnecessary hardship or lack of efficiency; it should be used when time is of great importance.

Long distance calls should be documented on a log which is submitted to the secretary when the monthly billing is received and should be paid for with a personal check if the calls were of a personal interest to the employee.

Long distance calls shall be recorded in the following format.

TELEPHONE (INFORMATION/REFERRAL) LOG

Date & Initial	Time	Person / Agency	Telephone Number	Inquiry	Transfer
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Telephone communication should be handled in a pleasant and professional manner. Persons answering the phone should state the facility name and identify themselves, i.e., "West Ouachita Public Transit...This is Jane Doe. How may I direct your call?" Persons answering the phone should take care not to allow the phone to ring excessively before being answered, or to leave a party on hold for an excessive length of time. Persons answering the phone should be prompt in giving messages to staff persons regarding calls missed, etc. All calls must be documented in an I/R booklet to assist with quality and timely "Follow-Up" of inquiries.

Purchasing Guidelines

All purchase of equipment or services over \$25 from the appropriate Manager must be must be preapproved by the Director prior to purchasing. Purchases of goods or services (other than approved routine day-to-day expenditures), which exceed \$100, must all be preapproved and coordinated with the Director prior to purchase. (Example: Public Transit's charge card purchases)

Donations

All donations will be through the office of the Director of West Ouachita Public Transit in order that proper acknowledgements can be made. This is applicable to money donations to ball games, furniture items, etc. Donations are made by civic and service organizations, philanthropic groups, foundations, and private individuals. Donations to the program are tax deductible through the City of West Monroe. Each contribution will be acknowledged by a letter of appreciation.

Housekeeping

Staff members are expected to maintain a clean and orderly office. Anyone using the kitchen is expected to keep it neat. Bathrooms are to be monitored throughout the day for adequate supplies and cleanliness. Trash should be taken out daily to dumpster. All floors should be swept, vacuumed daily, and mopped as necessary.

Every effort must be made to avoid waste and careless use of materials. Lights should be turned off when not in use. All supplies should be used carefully and economically. Repeated small wastes can add up to large expenditures for replacement.

News and Publication Releases

All news and publication releases must be authorized by the Director. Please see our marketing policy for more information.

Visitors

Employee's personal visitors should visit the Public Transit briefly and infrequently during office hours. Employees should report program participants who bring visitors to the Public Transit frequently for extended periods of time. Employees are to report any visitor who is prohibiting them from performing their duties due to excessive, unnecessary visitation during the work day. All visitors are expected to sign in on the Visitors Log. Example: If a business representative is making frequent, disruptive, friendly visits, the Director will have documentation of the length of time and number of visits for corrective action, if needed.

Communicable Diseases

Any employee with a known communicable disease will not work until they are free of the disease. If there is any question, a doctor's statement may be required.

Dress Code

Visual impressions are important in the community setting. People do not have to be attractive, but they need to be clean. It is the responsibility of staff members to encourage the participants to maintain a positive appearance (attractive hair, personal hygiene, etc.).

Transit drivers are required to wear approved uniforms/shirt with a name badge daily. Public Transit Director, Transit Manager, and staff should also dress professionally during the work day.

Dress clothes/uniforms should be worn in most all office jobs, especially in those jobs which entail meeting the public. Transit drivers must wear uniforms and ID badges. Inappropriate prohibited attire for staff or participants includes, but is not limited to, the following:

1. Clothes with bare midriff
2. Tank tops
3. Spaghetti strap or strapless garments
4. Shorts (more than 4" above the knee)
5. Slogans on garments
6. Tight or revealing apparel – Leggings must be worn with a top that covers thigh.
7. Blue jeans w/holes in them, knee slacks, etc. (for administrative staff), unless the outfit looks professional or the administrative staff is involved in a special occasion or event that is outside or the employee is involved with indoor office cleaning, relocation of files, or organization duties for the day.

Transit drivers must wear covered shoes. Drivers can wear professional looking walking shorts during hot summer months. (No cut-offs allowed.) Repeated non-adherence to

appropriate dress standards could justify disciplinary action. Employees considered improperly attired or unclean may be requested by their supervisor to go home and dress properly on the first offense, if considered flagrant. Otherwise, a reprimand, either oral (documented) or written, may be appropriate for a first offense. Repetitive non-adherence may be reason to send the employee home, result in a recommendation of leave without pay or termination.

Dress code is largely subjective in nature and all employees should discuss possible violations with Director when violations are questionable.

Courtesy

Courtesy is contagious; make every effort to be polite to your co-workers, visitors and participants. Courtesy is a way of saying that you consider the other person worthy of respect and esteem and that you are worthy of the same.

Conduct

Those in public service must not only give complete value in return for salaries, but also must avoid conduct which might cause embarrassment to, or criticism, or conflict of interest issues for the West Ouachita Public Transit's staff or participants. Personal appearance will be governed by the WOPT's dress code. Employees of WOPT should set a good example for friends and acquaintances in meeting civic responsibilities. Participation in church, school, and community activities is encouraged. All employees are encouraged to register and vote as they may choose. All employees should refrain from participating in gossip in the workplace and after the normal workday.

All employees should be courteous and respectful of fellow staff members by refraining from criticism or talebearing.

Staff Meetings

The Transit Manager will hold weekly meetings with all drivers or more frequently, if necessary.

All staff meeting documentation folders will be kept in the Director's office for three years.

Clarification of Procedures

When a question arises concerning the application of the policies and procedures, the decision of the Director shall prevail.

Policies and Procedures for Part-Time Employees

All policies and procedures previously stated in this document apply to part-time employees except for benefits or leave of absence.

Vacation Leave for Part-Time Employees

Part-time staff (35 hours per week or less) will have no paid vacations. All part-time employees can make up hours for the current week at the discretion of the Executive Director and feasibility of need.

Fringe Benefits

Fringe benefits may be furnished to each employee depending upon the classification of each individual employee.

1. Public Transit's full-time employees will be paid salaries and fringe benefits, as stated in the West Ouachita Public Transit Policy Manual.
2. All part-time employees will be paid salaries and fringe benefits as stated in the West Ouachita Public Transit policy manual.
3. All employees will be paid per grant regulations.

Conflict of Interest Policy

Conflict of Interest

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the organization. There are a variety of situations which raise conflict of interest concerns including, but not limited to, the following.

Financial Interests

A conflict may exist where an interested party, or a relative, or business associate of an interested party, directly or indirectly benefits or profits because of a decision made or transaction entered by the organization. Examples include situations where:

- ✓ The organization contracts to purchase or lease goods, services, or properties from an interested party, or a relative, or business associate of an interested party.
- ✓ The organization purchases an ownership interest in or invests in a business entity owned by an interested party, or by a relative or business associate of an interested party.
- ✓ The organization offers employment to an interested party, or a relative, or business associate of an interested party, other than a person who is already employed by the organization.
- ✓ An interested party, or a relative, or business associate of an interested party is provided with a gift, gratuity or favor of a substantial nature from a person or entity which does business or seeks to do business with the organization.
- ✓ An interested party, or a relative, or business associate of an interested party is gratuitously providing use of the facilities, property, or services of the organization.

Other Interests

A conflict may also exist where an interested party, or a relative, or business associate of an interested party, obtains a nonfinancial benefit or advantage that he would not have obtained absent his/her relationship with the organization, or where his/her duty or responsibility owed to the organization conflicts with a duty or responsibility owed to some other organization. Examples include where:

- ✓ An interested party seeks to obtain preferential treatment by the organization for himself, or relative, or business associates.
- ✓ An interested party seeks to make use of confidential information obtained from the organization for his own benefit, or for the benefit of a relative, business associate, or other organization.
- ✓ An interested party seeks to take advantage of an opportunity, or enable a relative, business associate, or other organization, to take advantage of an organization, which has reason to believe, would be of interest to the organization.

Disclosure of Actual or Potential Conflicts of Interest

An interested party is under a continuing obligation to disclose any actual or potential conflicts of interest as soon as it is known, or reasonably should be known.

An interested party shall complete a questionnaire C-7 to fully and completely disclose the material facts about any actual or potential conflict of interest. The disclosure statement shall be completed upon his/her association with the organization and shall update annually thereafter. An additional disclosure statement shall be filed when an actual or potential conflict arises.

Ethic Rules

The employees of the West Ouachita Public Transit are governed by the Louisiana Code of Governmental Ethics; R.S. 42:1101, et seq. Violation of these rules may result in the Louisiana Board of Ethics imposing a personal fine on the employee or volunteer who violated these rules and some violations may also be crimes for which an employee may be prosecuted. In addition, violation of these rules will result in appropriate disciplinary action by the WOPT, up to and including termination. Among these rules are the following:

- Receipt of anything of value by the employee or volunteer, or any member of the employee's or volunteer's immediate family, if it relates to the employee's or volunteer's work with the WOPT (gifts, donations, and/or payments to an employee or volunteer).
- Engaging in transactions with the WOPT by the employee or volunteer or any member of the employee's or volunteer's immediate family.
- Utilizing a position with the WOPT to receive a benefit to which an employee or volunteer would not otherwise be legally entitled to receive, from another employee, volunteer, or from a non-employee.

Employees or volunteers should review all ethics rules, particularly the general information available at www.ethics.la.gov/EthicsPublicationInfoSheets.aspx, which is also available upon request. A complete copy of the Louisiana Code of Governmental Ethics is available upon request. A Public Transit specific job-related Ethic Policy is also available upon request.

Louisiana Law now requires that all employees or volunteers receive a minimum of one hour of ethics education/training each year, and each employee or volunteer is responsible for making certain that he or she has received their education/training each year.

The WOPT expects all its employees and volunteers to avoid even an appearance of improper conduct. The WOPT may also impose additional restrictions for employees or volunteers that exceed the Louisiana Code of Governmental Ethics. Violations of these policies may also result in appropriate disciplinary action by the WOPT, up to and including termination.

Note: All employees or volunteers are required to participate in a one-hour Ethics training annually.

Whistle Blower Policy

The Public Transit will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of the Public Transit or of another individual or entity with whom the Public Transit has a business relationship, based on a reasonable belief that the practice is in violation of law or a clear mandate of public policy. The Public Transit will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of the Senior Center that the employee reasonably believes is in violation of a law, or a rule or regulation mandated pursuant to law, or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

Internet and Computer Usage Policy

The Internet and Computer policy of the West Monroe Public Transit applies to all persons using the WOPT computer system or network, including but not limited to employees, contractors, consultants, service providers and temporary workers (all referred to as a "user" or "users"). It is the sole determination of the WOPT as to who shall have access to the WOPT computer system or network, including internet access (together the "WOPT system"), and the extent of such access. Users are responsible always for using the WOPT system in a manner that is ethical, legal and consistent with the policies of the WOPT.

All information created, accessed, transmitted, or stored using the West Ouachita Public Transit system is the property of the WOPT. Users do not have a right of privacy to any activity conducted using the WOPT system. The WOPT may review, read, access, or otherwise monitor all activities on the WOPT system or on any other system or site accessed by use of the WOPT system, including the limited personal use of the WOPT system provided below.

Only users who are authorized by the WOPT may use the WOPT system. A user may not allow any other person, including other authorized users, to access any application through the user's account or system. Users may not impersonate another user or otherwise hide the user's identity. Users are responsible for all activity initiated from their accounts.

Users may not access sites nor create or forward emails or other electronic communication which contains content of an offensive nature. Questionable content includes images, photos, videos, or text that are classified as sexually explicit or that make disparaging references to race, religion, gender or sexual orientation, age, national origin, or disability. Users shall not use the WOPT system to harass, intimidate, or threaten others, or to engage in any illegal or improper activity.

The system is intended for the business use of the WOPT. The WOPT understands that employees may, from time to time, wish to use the system for personal matters. While such use is not strictly prohibited, it must be reasonable, limited, and consistent with WOPT policies. Such use shall not interfere with the WOPT's business, interfere with the user's ability to perform his or her job, interfere with the ability of other users to perform their jobs, expose the WOPT to liability or embarrassment, be for any political purpose or for financial gain, violate any law or regulation, or violate any of the other policies of the WOPT. Users may not use the WOPT system for soliciting other employees for any reason, including, but not limited to, soliciting funds for school fund-raising drives or selling products or merchandise.

Violations of this policy will result in appropriate disciplinary action by the WOPT, up to and including termination.

No software games, personal Facebook, or other application may be installed or downloaded on the system without the Public Transit's authorization. No e-mail attachments received from an unknown person shall be opened. Doing so leaves the Public Transit vulnerable to viruses and may also violate application licensing agreements or copyright law.

Users shall never harass, intimidate, threaten others, or engage in the other illegal activity (including pornography, terrorism, espionage, theft, or drugs) by e-mail or other posting. All such instances should be reported to management for appropriate action. In addition to violating this policy, such behavior also may violate other Public Transit policies or civil or criminal laws.

Users may never post to non-work-related sites on the internet using the Public Transit's system. Users may use the system for such limited personal use with the understanding that the Public Transit reserves the right to access, review or otherwise monitor all such use. The Public Transit monitors all websites that are visited. It is specifically prohibited for employees to knowingly visit sites that feature pornography, terrorism, espionage, theft, or drugs.

Users are hereby advised that there is material on the internet and World Wide Web that is offensive to most people. The Public Transit does not have the ability to control this information and does not screen it out. Users must use their good judgment and common

sense to stay away from these sites. The Public Transit disavows any liability by any person who uses the Public Transit's system and is offended upon discovering such sites.

Users may not create or forward nuisance e-mail, including, but not limited to, anything which could be considered offensive because of any reference to race, religion, gender, sexual orientation, age, national origin, or disability. If users receive nuisance e-mail, they should send a professionally worded request to the sender to be removed from the mailing list. If this is not effective, notify management so that a request may be sent from the Public Transit.

E-mails will be automatically purged from mail queues and mail host backup after a determined period. Users must explicitly save e-mail to user files when backup is required. However, e-mail should not be automatically saved to reduce needs for system memory.

Users are responsible for reporting to management any violation of this policy. Violations of this policy will be investigated and evaluated. Depending upon the nature of the offense, appropriate corrective action will be taken, up to and including immediate termination. Violators also may be subject to civil or criminal penalties imposed by Public Transit ordinance, and state and federal laws.

FTC Disposal of Documents

All employees shall be required to treat all clients' information as confidential. If an employee has consumer reports or information derived from consumer reports which contains information governed by the Federal Trade Commission "Disposal Rule", said employee shall dispose of these consumer reports or records per the standards and policies established by the WOPT. Said policy requires that the documents, file, electronic file, or media be disposed of in a manner so that the information cannot be read or reconstructed. It is required that any WOPT documents dated three years back cannot be shredded and must be maintained for record and filing. If you are uncertain as to the established standard or policy regarding any client information or records you have received while an employee of WOPT, you should promptly contact your supervisor to ensure that your action is in compliance with the FTC Disposal Rules.

Sexual Harassment

The policy of the Public Transit is to provide a professional, businesslike work environment free from all forms of employee discrimination, including incidents of sexual harassment. No employee shall be subjected to unsolicited or unwelcomed sexual overtures or conduct, whether verbal or physical. Sexual harassment is a violation of law. Sexual harassment is not acceptable and WILL NOT be tolerated. Sexual harassment is misconduct and will result in disciplinary action.

Sexual Harassment includes:

1. Unwelcome sexual advances in return for money, promotion, or other work place opportunities;
2. Workplace decisions affecting your employment when you believe these were made because of your reaction to those kinds of advances; and

3. The nature of your work environment, if you believe the atmosphere you work in has been made hostile, intimidating, or offensive to you by the actions of others.

If any of these are a concern, the Public Transit has a need to know about the circumstances that are affecting your performance or making you uncomfortable at work. Submission to sexual harassment is not a condition of employment. If any employee feels as though they are being sexually harassed, they should promptly contact their immediate supervisor, the Director, or the Office of the City of West Monroe. They will take all necessary and appropriate action, up to and including discharge of the offender. No employee or volunteer will suffer retaliation or intimidation because of sexual harassment. Note: Sexual Harassment annual training is mandatory for all staff.

Cell Phone/Electronic Device Policy

Personal cell phones, pagers, blue tooth headsets, and similar items are not allowed in the workplace or vehicles during the workday.

Cell phones may be issued to Public Transit employees when it is determined that the use of cell phone communications is critical to the performance of the employee's job. All transmissions of information, including but not limited to voice, media, photography, and video is intended for official Public Transit business only. The Public Transit Director may monitor all usage of cell phone transmissions and receptions to ensure proper use. Cell phones are intended for official Public Transit business. Employees shall be responsible for all costs associated with personal transmissions or receptions on a Public Transit cell phone.

These restrictions are in addition to and do not limit the separate Public Transit telephone usage restrictions regarding personal telephone calls made or received using Public Transit phones.

While driving on West Ouachita Public Transit business, WOPT employees should strictly limit telephone conversations to necessary calls of limited duration. Using a cell phone or other electronic device to write, send or read messages or to access the internet (including but not limited to texting, tweeting, checking email or Facebook) while driving is illegal, and is strictly prohibited while on WOPT business. Use of a cell phone or other electronic devices while operating equipment is strictly prohibited.

Violations of this policy may result in appropriate disciplinary action by the WOPT, up to and including termination.

Vehicle Usage

The provisions of this policy apply to all City of West Monroe employees. Employees whose employment is regulated by the municipal fire and police civil service rules are subject only to those provisions of this policy which are not specifically regulated by the rules of that system.

Department heads and supervisors are themselves responsible for verifying that all City of West Monroe vehicles are appropriately identified with the designated City/Department

logo, if required by R.S. 49:121. Department heads and supervisors are themselves also responsible for enforcing all vehicle use rules of the City of West Monroe, including the "no smoking" rules.

The assignment of vehicles for 24-hour use will be made in writing by the Mayor of the City of West Monroe, or his designee, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions. Criteria which will be used in the determination of eligibility for 24-hour vehicle use include but may not be limited to:

- Officially designated on-call status;
- Requirement for frequent emergency availability
- No City of West Monroe facility is available for garaging in a safe and convenient location

It is the policy of City of West Monroe that certain positions require employee access to City vehicles, either during the work shift or on a 24-hour on-call basis. However, City of West Monroe vehicles are not personal vehicles and are not for personal use.

Use of a take-home vehicle is limited to travel to and from the residence and place of work. The vehicle should be driven over the most direct route considering road and traffic conditions. The vehicle should not be utilized for travel for personal reasons outside a direct commuting route.

Under most circumstances the value of the 24-hour use of a City of West Monroe vehicle may be required to be reported to the IRS as compensation and, if so, shall be added to the employee's W-2.

Employees assigned City of West Monroe vehicles on a 24-hour basis will be given a copy of this policy and will be required to sign a confirmation of receipt.

Rules Governing Use of City of West Monroe Vehicles:

- City vehicles may only be used for legitimate city business.
- City vehicles will not be used to transport any individual that is not directly or indirectly related to city business. Passengers shall be limited to city employees and/or individuals who are directly associated with city work activity (committee members, consultants, contractors, etc.). No spouses, family members, friends or others who are not city employees or working on city business.
- Vehicles should contain only those items needed to properly conduct city business. The City shall not be liable for the loss or damage of any personal property transported in the vehicle.
- Employees are expected to keep city vehicles clean, and to report any malfunction or damage to their supervisor immediately.

- Employees assigned vehicles for commuting purposes are expected to secure and park City vehicles in safe locations.
- Employees (both driver and passengers) must wear seatbelts in vehicles so equipped during operation of the vehicle.
- All operators of vehicles that require a CDL license must be tested for drugs and alcohol as provided by US DOT regulations and the City drug/alcohol policy.
- Employees may not operate City vehicles under the influence of alcohol, illegal drugs, or prescription drugs or medications or other substances that may interfere with effective and safe operations.
- Employees who operate City vehicles must have a valid motor vehicle license issued by the state of Louisiana and may be required to provide proof of valid motor vehicle license at any time.
- All new drivers must allow for a motor vehicle records check to be performed prior to driving any City owned vehicle. This records check will be conducted on a regular basis thereafter. An adverse driving record, regardless of the vehicle in which it occurred, may result in revocation of an employee's privilege to operate City vehicles. If operating a City vehicle is an essential job function, reclassification or termination could result.
- Employees driving City vehicles shall obey all applicable traffic and parking regulations, ordinances, and laws.
- Employees who incur parking or other fines in City vehicles will generally be personally responsible for payment of such fines unless the payment of such fines is approved by the City.
- Employees who are issued citations for any offense while using a City vehicle must notify their supervisor immediately when practicable, but in no case, later than 24 hours. Failure to provide such notice will be grounds for disciplinary action.
- An employee who is assigned a city vehicle and who is arrested for or charged with a motor vehicle offense for which the punishment includes a suspension or revocation of the motor vehicle license, whether in his or her personal vehicle or in a city vehicle, must notify his or her supervisor immediately when practicable, but in no case, later than 24 hours. Conviction for such an offense may be grounds for loss of City vehicle privileges and/or further disciplinary action.
- No employee may use a City vehicle for out of state use without advance approval of the City Clerk or Chief Deputy Clerk.
- Smoking is not allowed in any City vehicle or equipment.

- Under NO circumstances will any person ride in the cargo area of a truck, or in a trailer or bucket of a loader or backhoe.

Failure to comply with all provisions of this policy may result in disciplinary action up to and including removal of City vehicle privileges, suspension, and/or termination of employment.

Confidentiality Policy

The purpose of the Confidentiality Policy of The West Ouachita Public Transit (WOPT) is to guide the actions by the Director, Transit Manager, and staff who may serve WOPT regarding the confidentiality of information which they access in the conduct of WOPT's roles and responsibilities. The nature of the WOPT's role in the community results in the acquisition of extensive information that is privileged. Much information is shared with WOPT because of its reputation for trust and its ability to make fair decisions. To safeguard the WOPT's integrity as a responsible decision maker, to protect its capacity to gather data necessary to make those decisions, and to enable WOPT's responsibility to carry out its important duties in the community, WOPT subscribes to the policy on confidentiality set forth below.

WOPT's Director, Transit Manager, and staff shall not engage in private discussion of, or otherwise disclose to, third parties' information regarding WOPT matters (except when engaged in the conduct of the proper business of the WOPT). All information that is not a matter of public record, or not otherwise authorized by the appropriate authority (i.e., Director) to be disclosed as public, shall be considered confidential. In furtherance, and not in limitation of this policy, the following shall apply:

- The positions or statements of the Director, Transit Manager, or WOPT staff shall not be discussed outside of official WOPT meetings and processes. Likewise, the decisions by the Director, or the staff of WOPT shall not be disclosed without appropriate authorization.
- Content of WOPT's business, including documents, reports, records, data, minutes, or analysis of such materials performed by WOPT, should not be discussed or shared outside of official meetings and processes. This includes information regarding donors, donations, pending grants, investments, contracts, and agreements entered by WOPT, financial information and business records of the WOPT and the like.
- All the material provided to Director, and staff about an organization as part of the grant making process, and all discussion that takes place as part of the grant making process.
- The Director, volunteers, and staff of WOPT will acknowledge annually that they have read, understand, and agree to comply with this policy. The file of such acknowledgements will be maintained by the Secretary of the Board of Directors.
- If you have any questions about what is or is not appropriate to discuss outside of the WOPT or wish to seek permission to make a public disclosure of information that is otherwise confidential, please talk with the Director.

STATEMENT OF COMPLIANCE

Signature _____

Date _____

Conflict of Interest Agreement

A **Conflict of Interest** arises whenever the personal or professional interest of WOPT employees or volunteers is potentially at odds with the best interests of the West Ouachita Public Transit. Although the legal standards for avoiding conflict of interest for nonprofit organizations are limited, WOPT will avoid, when possible, even the appearance of impropriety. No WOPT employee or volunteer shall derive any personal profit or gain, directly or indirectly, due to his or her participation with the West Ouachita Public Transit.

Individuals and businesses qualified to provide goods and services in the WOPT area are limited, and therefore situations may arise where WOPT employees or volunteers are commercially engaged by WOPT, or hired by WOPT for artistic projects-workshops, summer camps, performances, etc. Because these situations all involve potential conflict of interest, the procedures listed below apply. If an issue is to be decided by the Director that involves potential conflict of interest for WOPT employees, volunteers, or members, it is the responsibility of the Executive Director to:

1. Identify the potential conflict of interest
2. Decline participation

Although it is not a conflict of interest to reimburse WOPT employees or volunteers for expenses incurred (such as the purchase of supplies), WOPT employees or volunteers will not receive pass-through dollars, gifts, or cash payments for services rendered or individual projects.

I have read, understand, and agree to comply with the WOPT's **Conflict of Interest Policy** revised May 2, 2017.

Date

Signature

Print Name

West Ouachita Public Transit

Transit Service Policy

June 20, 2023

West Ouachita Public Service Transportation

Mission Statement

West Ouachita Public Service Transportation (WOPT) was created to provide safe, courteous, clean, reliable, and cost-effective transportation service to the residents of western Ouachita Parish, Louisiana.

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1. Description of Service

West Ouachita Public Service Transportation (WOPT) is a demand-response, space available, origin to destination, 5311 rural transportation systems for West Ouachita residents. Reservations are made on a first-come, first-served basis. All daily non-emergency public transportation services are booked on a first-come, first-serve basis. No fixed route service is available. The following types of services are provided:

- Subscription service: curb-to-curb service with prearranged schedules which is provided to people who have signed up for the service
- Demand-Response: curb-to-curb service which is provided per daily demand from users, including route deviation
- Medical Facility (escort entrance and exit available upon request)

West Ouachita Public Transportation operates a fleet of nine (9) wheelchair accessible vans. The wheelchair accessible vans are equipped with a fold out ramp and can accommodate two wheelchair passengers at a time. These vehicles are also equipped with the latest technology in restraints - Q Straints. Our drivers are thoroughly trained in wheelchair restraint and passenger (PASS) assistance to handle any passenger need. Wheelchair accessible vans are available Monday through Friday to provide maximum mobility, space available first-come public transportation services for all residents in western Ouachita parish. Demand is a paratransit service and uses vehicles that are specially equipped with wheelchair lifts and other accessibility features that allow for maximum mobility for customers with disabilities. Four subscription/deviated routes are operated daily. Demand/responsive trips to vital destinations are provided daily. The provisions of mobility aids are solely the responsibility of the passenger. There are no restrictions on trip purpose and all requests for trips are accepted and handled on an equal basis. The transit system will not provide any mobility aids. The WOPT complies with the Americans and Disabilities Act (ADA) by accommodating all wheelchairs and mobility aids in common use. The 5311 vehicles transfer at the Monroe City Transit terminal daily. Demand responsive calls are encouraged.

2. Service Area

West Ouachita Service Center/5311 Public Transit offers transportation for west Ouachita Parish persons domiciled outside the City of West Monroe city limits, to vital non-emergency destinations in Ouachita Parish with Highway 165 as the eastern boundary. Businesses and medical destinations connected to the eastern boundary of Highway 165 are accessible within a one block eastern boundary of Highway 165. In eastern Ouachita Parish, the St. Francis North Medical Center serves as the northern boundary site, and Louisiana State University Health Sciences Center at Monroe serves as the southern boundary site. Non-emergency and vital destinations requested in Ouachita Parish include: medical facilities, social services agencies, shopping areas, West Ouachita Senior Center, local government agencies, education sites, and employment sites, etc.

*The 5311 vehicles transfer at the Monroe City Transit terminal daily.

*Transit request for western Ouachita Parish residents within the city limits and metropolitan area of West Monroe are governed by the same service area as rural 5311 passengers outside the city limits of western Ouachita Parish described above.

Demand responsive calls are encouraged. Passenger requests are booked on a first call basis.

3. Days and Hours of Service

The West Ouachita Public Transportation office hours are Monday through Friday, except holidays, from 7:00 a.m. to 5:00 p.m.

Boarding and service hours are 8:00 a.m. until 4:00 p.m.

Demand responsive and subscription deviated service is provided to the following destinations:

	St. Francis Medical Center
	St. Francis North Medical Center
West Ouachita Senior Center	Wal-Mart
West Monroe City Hall	Brookshires
Super 1	Glenwood Regional Medical Center
Louisiana State University Health Sciences Center at Monroe	

Due to cost constraints, subscription/deviated services to the western Ouachita Parish line (Calhoun, Eros, etc.) are provided primarily on Tuesdays and Thursdays. Exceptions may be made due to unforeseen circumstances. Information about specific schedules may be obtained by calling the WOPT Dispatcher or transportation Manager at (318)397-3299.

4. Reservations, Scheduling, and Cancellation Policy

All transportation requests should be made at least 48 hours in advance. All transportation requests must be booked through the WOPT office (318) 397-3299, and assigned by the Dispatcher, Transportation Manager, Program Manager, or Director.

If you are riding for the first time, you will need to fill out an Intake Form, so you can be entered into our scheduling system. Intake Forms can be completed over the phone or in person, and tickets can be purchased through the driver or the office. Once you are in our system, you can schedule your rides.

Transportation requests received less than 48 hours in advance will be scheduled on a space-available basis. WOPT is not responsible for calling doctors, etc. to confirm passengers' appointments.

- All passengers must be ready 15 minutes in advance of the scheduled pick-up time. A driver will wait no longer than five (5) minutes for a passenger pick-up.

- Cancellations should be made as soon as possible by calling the WOPT office. Failure to cancel in a timely manner (cancellation after the driver is already at the pick-up site) will result in a denial of future service. Passengers who make three (3) inappropriate cancellations will be refused service for two (2) weeks. If after the two (2) week suspension, the passenger continues to cancel after the driver is at the pick-up site, all future transportation service may be denied.
- Scheduling will be determined by the WOPT Dispatcher based on the system's daily demand and cost-efficiency. WOPT will make every effort to adhere to the daily schedule as closely as possible.
- There are no fixed routes or guaranteed one-on-one passenger schedules. All transit requests should be made 48 hours in advance to better ensure the availability of a driver and destination approval.

WOPT is closed for the following holidays. No transportation service is provided on these days.

New Year's Day	1 day
Martin Luther King Day	1 day
Easter	1 day
Memorial Day	1 day
Independence Day	1 day
Labor Day	1 day
Veterans Day	1 day
Thanksgiving	2 days
Christmas	2 days

5. Fare Policy

All passengers must purchase a ticket. All fares are based on one-way trips within Ouachita Parish. Fares are given to the driver prior to departure of vehicle, not after the trip. Passengers may purchase tickets only from the driver or from the WOPT office at 1800 N. 7th Street, West Monroe prior to departure/transport or passenger.

General Public fares are as follows:

In West Monroe City Limits (Per Person)	\$1.00
(each one-way trip)	
Outside W. M. City Limits (Per Person)	\$6.00
(each one-way trip) \$5.00 origination fee included)	

WOPT also offers easier and more economical fare-monthly passes for senior citizens and disabled.

*Senior Citizens 60 and older and disabled persons	\$0.50
(Established boundaries or subscription-deviated routes, each one-way trip)	
*Senior Citizen/Disabled Monthly Pass	\$7.00

(Established boundaries or subscription-deviated routes)

*Senior Citizens 60 and older and disabled persons \$3.00

(**Outside established boundaries or subscription-deviated routes, or demand/ responsive one-way trips)

**Approved escorts (upon receipt of required documentation). No charge

*Reduced fares to vital destinations for senior citizens on fixed incomes, pre-certified disabled individuals, indigent individuals, or FIRST CALL FOR HELP referrals domiciled west of the Ouachita River may qualify for subsidized fares. (Subsidized fares are based on emergencies or circumstances for short periods of time.) Passengers must provide proof of age and/or disability upon boarding.

**Established boundaries are North of Smith Street, East of Well Road, and South of Elmwood.

***Fares are subject to change without notice.

6. Passenger Assistance

Curb-to-curb service will be based on the West Ouachita Public Transportation system's determination of considerations for safety. Drivers will assist the boarding and de-boarding of all passengers, if conditions safely permit. Drivers will also provide assistance with packages when conditions permit. Drivers are not allowed to enter passengers' homes; they may set packages just over the threshold of passengers' homes. While in route, drivers will keep the passengers informed about current locations and destinations.

Service animals may accompany a disabled rider onto WOPT vehicles. However, other pets must be in a secured unit (pet carrier/cage) to ride on the vehicle. Monroe Transit Service will not transport other animals. Note: For safety reasons, drivers are not allowed to carry cages or handle the service animals.

West Ouachita Public Transportation complies with ADA regulations by attempting to accommodate all wheelchairs and mobility aids.

All passengers are required to ride in an upright position and wear seat belts. Passengers may not ride in any seat or wheelchair in a reclined position. Sitting in a reclined position while the vehicle is moving is dangerous because the passenger does not get the full protection from seat belts. During sudden braking or a collision, a passenger can slide under the lap belt and suffer serious internal injuries. For maximum protection, all passengers must sit upright and well back in their seats.

A doctor's statement may be requested for passengers not able to access public transit buses safely. Example: driver observation or report of a passenger unable to sit upright, a passenger with a bleeding or open wound, a passenger whose wheelchair will not fit in ADA regulations designated areas in the vehicle, a passenger with weight exceeding vehicle lift restrictions, a passenger with an emergency condition, or a transit request for the emergency room transportation request. All drivers are trained and skilled but are not paramedics. Therefore, public transit vehicles are not to be used as a substitute for an ambulance or a medical emergency room visit.

Personal Assistance/ or Escort

Person Care Assistant/ or Escort (PCA) on demand drivers is allowed, with proof of medical necessity, to provide origin of destination service for eligible riders. Drivers will not perform any task which may cause injury to himself/herself or the passengers.

Transportation will not be provided to passengers who refuse or otherwise neglect to furnish a needed PCA. Please note that if a passenger uses a device that does not meet the wheelchair definition in this manual and/or his/her mobility aid cannot be properly secured (tied-down), he/she must be able to transfer into a passenger seat on the van and be buckled in, if applicable. If the passenger is not able to transfer into the seat, then that passenger must provide a PCA to accommodate this transfer.

7. Passenger Rules, Conduct, and Responsibilities

Passengers are requested to be courteous and considerate of others always. Passengers must abide by all rules and regulations established by West Ouachita Public Transportation. The driver is ultimately responsible for on-vehicle behavior; therefore, passengers should follow all instructions from the driver.

The following rules are in effect always:

- No eating or drinking is allowed on the van.
- No illegal drugs, use of tobacco products, open alcohol, or intoxicated riders are allowed.
- Offensive language, profanity, distractive conversation with driver, or any behavior that is disruptive or unsafe for other riders or the driver is not allowed. No intoxicated passengers or hazardous behavior/horseplay is allowed.)
- Passengers are responsible for securing all carry-on items. All carry-on items should be under the passenger's seat or in his lap. No packages can be left at the front or the back of the bus. Passenger goods will be limited.
- Transportation requests should be made at least 48 hours in advance by calling the office at 397-3299.
- Passengers should be prompt. Drivers can wait five (5) minutes at a residence and five (5) minutes at a business location. Passengers should be considerate of others and realize that passengers are waiting.
- All destinations must be preapproved through the Dispatcher prior to departure. The driver cannot add additional stops during the trip for passengers during the scheduled daily trip.
- Transit tickets:
 - Must be purchased or shown prior to departure/transport. Transit tickets are like cash. In the event transit tickets are lost or stolen, WOPT does not bear the responsibility for replacing tickets or refunding money.

- Monthly transit tickets are assigned to specific riders. Rides authorized with a monthly ticket are to be used only by the individual whose name is on the card.
- Passengers must be in compliance with the approved fare policy.
- Passengers are expected to maintain an acceptable level of personal hygiene.
- No weapons are allowed.
- No fighting, annoying other passengers, or arguing with driver is allowed.
- No driver will provide personal errand service while leaving the passengers in the van.
- All passengers must wear seat belts or use approved child safety devices and be able to sit erect. Drivers will not move the vehicle until everyone is safely secured. WOPT vehicles may offer a child seat, if requested, but it is strongly recommended that you bring your own. The driver is required to ensure that child restraints are secured and will be glad to assist you with installation.
- Mobility devices:
 - All electric scooter passengers will be asked to transfer to a seat if a 5-point tie-down will not accommodate the safety requirements.
 - However, if a mobility device cannot be secured by the existing securement system, the rider will not be suspended, but must be able to transfer to a seat and be buckled.
 - All common wheelchairs and their users can be transported by WOPT. A common wheelchair is a wheelchair that does not exceed thirty (30) inches in width, forty-eight (48) inches in length, and does not weigh more than six hundred (600) pounds when occupied. All wheelchair users must ride in designated securement areas only. Persons who are not wheelchair users, but use other mobility aids, will be allowed to use the lift mechanism if the mobility aid can be physically accommodated by the vehicle and its equipment. See Attachment 3.
 - Customers may also travel with portable oxygen or other equipment, if the equipment does not violate rules concerning transportation of hazardous materials.
- Rider must provide a safe, age appropriate child seat. A "child restraint seat" means a lap belt, a shoulder harness, or an age- or size-appropriate child safety seat.
 - A child who is younger than one year of age or weighs less than twenty pounds must be restrained in a rear-facing child safety seat.
 - A child who is at least one year of age, but younger than four years of age, or who weighs at least twenty pounds, but less than forty pounds, must be restrained in a forward-facing child safety seat.
 - A child who is at least four years of age, but younger than six years of age, or who weighs at least forty pounds, but not more than sixty pounds, must be restrained in a child booster seat. The requirements of this subparagraph shall not apply to any seating position where there is only a lap belt available and the child weighs more than forty pounds.

- A child who is at least six years of age, or weighs more than sixty pounds, must be restrained with the motor vehicle's safety belt adjusted and fastened around the child's booster seat or in an appropriately fitting child booster seat in accordance with the instructions of the manufacturer of the safety belt or child booster seat.
- Inform the driver of special health problems, if applicable.
- Passengers are to remain seated until vehicle stops.
- Passengers must allow driver to open and close doors, and assist rider with boarding and debarking.
- No passenger requiring emergency medical transportation or paramedic assistance may board a general public vehicle.
- WOPT will not transport any rider who is vomiting or bleeding, or who is too ill to sit up and be secured in his/her seat.
- WOPT is not responsible for lost items. When exiting the vehicle, please be sure, to check around your seat to make sure you have all your belongings. If you do leave something in the vehicle, please call the office as soon as possible.
- You are required to inform the scheduler of any personal care attendant (PCA), guest(s), or service animal accompanying you.

Other Passenger Responsibilities

Passengers are requested to be courteous and considerate of others always. Passengers must abide by all rules and regulations established by West Ouachita Public Transportation. The driver is ultimately responsible for on-vehicle behavior; therefore, passengers should follow all instructions from the driver. WOPT can deny passage to any passenger that is identified as being disturbed or a threat to other passengers. If the passenger refuses to comply with the van driver's request, the van driver will call Dispatch. The Dispatcher or the Transit Manager will assist by calling the appropriate agency to have the passenger removed.

- The use of cell phone or other electronic device is prohibited for all passengers to avoid distractions to the drivers and avoid invasion of other passengers' privacy. All cell phones must be silenced or muted, during the entire time that the passenger is on the van. Passengers should refrain from videotaping or taking photographs on any of the buses.
- Passengers should refrain from playing personal radios and other musical devices, except with ear phones. The volume on the ear phones should be kept at a level that is inaudible to other passengers or driver.
- Passengers should avoid unnecessary conversations of a personal nature that could be viewed as offensive, a form of harassment, or distracting to driver.
- Abide by all WOPT transit policy rules for passengers.
- A passenger with disciplinary incidents will receive verbal or written safety reprimands or consequences for any violation depending on severity or frequency of incidents. (WOPT Passenger Disciplinary Form attached.)

West Ouachita Public Transportation reserves the right to refuse service to anyone who is in violation of the above rules. The drivers will document all transit incidents and report them to the Transit Manager.

After consultation with the Transit Manager, the Director may deny transit service to violators of these Passenger Rules, Conduct and Responsibilities, either placing them on a probationary period or suspending or cancelling their transit privileges, all based on the severity or repetitive nature of the violations and all in accordance with the Rider's Suspension Policy provided in Section 15 below.

8. Comments and Complaint Procedures

The West Ouachita Public Transportation system is responsive to the inputs and perceptions of its passengers. WOPT solicits positive as well as negative input from passengers. Comment/evaluation cards (attachment 2) are available in all vehicles and in the WOPT office upon request. Comment/evaluation cards or other written comments should be turned in to the WOPT transportation Manager or mailed to:

Transportation Manager
West Ouachita Public Transit
1702 N. 7th Street
West Monroe, LA 71291

Passengers may also call the WOPT office, 397-3299, and make comments directly to the Transportation Manager.

The Transportation Manager will review all comments/evaluation cards daily. Suggestions for improvement will be discussed with the Dispatcher and Executive Director and implemented if feasible. All grievances must be submitted in writing within 10 days of the underlying dispute.

WOPT's transportation service complaints will be handled in the following manner:

- The Transportation Manager will review all complaints daily and attempt to resolve the problem.
- If the Transportation Manager is unable to resolve the problem to the satisfaction of the person making the complaint, the Executive Director will review the problem within one week and attempt to find an acceptable resolution. The complaint must be submitted in writing within five (5) days of alleged incident.
- If the person making the complaint is still not satisfied, the complaint will be brought before City Hall for resolution. The recommendations of City Hall are final.

9. Transit System Responsibilities

It is the responsibility of the West Ouachita Public Transportation system to provide safe, courteous, clean, on-time, reliable, and cost-effective transportation service. WOPT is responsible for the licensing and training of drivers, proper maintenance of vehicles, and compliance with all applicable federal, state, and local regulations. WOPT is responsible for abiding by the policies detailed in other sections of this service policy. WOPT maintains insurance coverage exceeding the legally mandated minimums.

The WOPT system will make every effort to honor the transportation schedule and will provide notification of any unavoidable interruptions of service. WOPT is a drug-free and alcohol-free workplace. WOPT is not responsible for passengers' items left in vehicles.

Driver Responsibilities

Please remember, drivers cannot make, change, or cancel your reservations. To change your reservation, you need to contact a WOPT Dispatcher or Manager.

WOPT drivers cannot enter an establishment or facility to look for passengers. The rider should be visible at the entrance of the facility.

Drivers are expected to obey the same rules as our customers. The following additional rules also apply:

- Drivers will provide assistance to customers only in boarding and deboarding the vehicle or to/from the curb at their point of origin/destination.
- Drivers can assist with no more than three packages per customer, or 25 pounds of cargo or what fits under the passenger's seat safely.
- Drivers do not accept tips or gratuities or act in a manner that would suggest that tipping is appropriate.
- Drivers are responsible for the operation of the hydraulic lift ramp, and for securing mobility devices safely in the vehicle.
- Customers requiring physical assistance outside the vehicle (e.g., to or from their door, or assistance up stairways or difficult grades) must have a PCA or a guest accompany them on the vehicle. The PCA will be responsible for providing the physical assistance the customer boarding or deboarding requires. (Paratransit Operators will assist you on or off the bus; however, WOPT drivers are not allowed to leave their vehicles unattended. It is the responsibility of the customer to watch for the bus.
- WOPT and drivers are not responsible for going inside of establishments to look for passengers.
- Drivers must require that passengers be seated and wear seat belts when the vehicle is in motion.
- Drivers must require that all passengers in wheelchairs be safely secured when the vehicle is in motion. (Passenger Service and Safety 5.1 -5.2, PASS rules)

- Drivers will perform daily pre-trip inspections on vehicles to ensure that both the vehicle and safety equipment are in working order.
- Drivers will report demand responsibly any vehicle maintenance problem as soon as the problem is discovered, acquire another "back-up vehicle" and assume his daily route schedule.

Emergency Procedures

WOPT on demand will not provide service on days when the agency is closed due to weather or other disaster related events.

If an accident or on-vehicle emergency occurs, the driver will:

- Remain calm.
- Come to a complete stop in a safe location.
- Orderly evacuate the vehicle if warranted, assisting passengers who are mobility limited.
- Maintain control of the passengers.
- Notify the Dispatcher of incident/accident, as soon as possible.
- Call for emergency response assistance, if necessary.
- Have the Dispatcher notify WOPT Manager and Director?

If an accident or on-vehicle emergency occurs, the passengers will:

- Remain calm.
- Follow the driver's instructions.
- Maintain proper vehicle conduct during the incident.
- Inform the driver if they or another passenger becomes ill, is injured, or is in distress while on the vehicle.

Reservation Information

Please have the following information available when making a reservation:

- Customer name.
- The exact street address of the origin and the destination.
- Names of complexes or subdivisions, as well as building, apartment, or suite numbers.
- Easily identified pick-up points should be communicated, where applicable, such as a hospital, shopping mall, or doctor's office.
- The appointment or the pick-up time.
- The return trip information.
- Indicate if the customer is traveling with a personal care attendance (PCA) or any companions.

Note: For safety reasons, drivers are not allowed to carry cages or handle the service animals.

10. Safety Policy

West Ouachita Public Transportation operates a strict preventative maintenance program to help ensure the safety of all passengers. In addition, the drivers are required to conduct a pre-trip inspection daily. Wheelchair lifts are checked daily to make sure they are in proper working order. All mobile wheelchairs should meet ADA regulations. If the mobile unit cannot be secured, the passenger will be asked to transfer to a regular wheelchair that may be secured.

All vehicles are equipped with seat belts, as well as wheelchair restraints in wheelchair equipped vans. Passengers are required to be seated and wear seat belts, and all passengers in wheelchairs are to be safely secured whenever the vehicles are moving. (PASS 5.1 -5.2 seat belt regulations) Children under four years of age must be secured in the appropriate size infant seat, to be furnished by the passenger. Drivers are not allowed to provide service unless all passengers are buckled up.

Passengers are responsible for securing all carry-on items. Goods must not block aisle and inhibit the safety of boarding passengers. Service animals may accompany a disabled rider onto WOPT vehicles with doctor prescription. However, other pets must be in a secured unit to ride on the vehicle.

The following safety equipment is carried in each vehicle always:

- Fire Extinguisher
- Reflective Warning Signs
- Umbrella
- Flashlight
- List of emergency numbers
- Operable CB radio in each vehicle.
- First Aid Kit properly equipped
- Sanitation Supply Box
- Radio/dispatch or phone - GPS/cameras – Panic Button

All drivers are required to obtain a CDL license as well as to receive PASS certification, First Aid training, CPR training, and Defensive Driver training.

WOPT is committed to the safe operation of its vehicles, including the safe boarding and deboarding/unloading of passengers.

11. Maintenance Policy

All vehicles are under a daily, monthly, and demand-responsive maintenance contract by a professional maintenance facility. All maintenance necessary to ensure safe operation of the vehicle is performed in a timely manner.

12. Emergency Procedures

These established procedures should be followed in an emergency:

- Passengers should follow the driver's instructions.
- Remain calm.
- Evacuate the vehicle in an orderly manner, if the circumstances dictate.
- Once the passenger debarks, he should stay off the highway in a safe location until help arrives.
- No smoking around the vehicle in emergency situations.
- Driver should inform the Public Transit authorities of incident/accident and request a 911 medical call, if deemed necessary. Driver should take photos of accident/incident on the scene ASAP.
- Passengers should notify the driver if they are injured on the van.
- Passengers should inform the driver immediately if another passenger is in distress.
- Driver must acquire and complete a Witness Information Form for each incident or accident.
- Public Transit staff will assist by phoning the emergency contact for all riders. (complaints, injuries, or medical emergencies must be documented by Manager and driver).
- Public Transit administrative or staff members should be dispatched to the scene. An alternate driver/vehicle may be dispatched to transport all other passengers to booked destinations in a timely fashion. Transit Manager must complete an incident/accident form including pictures, obtain police report, witness information, etc.
- Drug tests are required post accidents.
- In an emergency, the Public Transit Dispatcher will contact the rider's emergency contact person.

It is the policy of West Ouachita Public Transportation to close when the Ouachita Parish schools close due to inclement weather. WOPT will notify scheduled passengers when this occurs.

In a disaster situation, the WOPT vehicles will be made available to the West Monroe Police Department to be used as necessary.

***All Drivers must participate in a mandatory annual vehicle evacuation drill. See Attachment 8.**

13. Non-Discrimination Statement

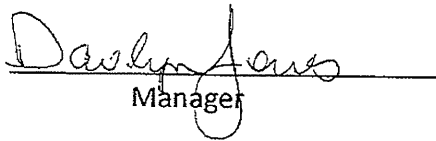
It is the policy of West Ouachita Public Transportation to ensure that no person in the United States shall, on basis of race, color, or national origin, be excluded from

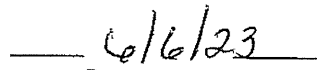
Title VI Policy Statement

The West Ouachita Public Transit assures that no person shall on the grounds of race, color, or national Origin as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any programs or activities. West Ouachita Public Transit assures every effort will be made to ensure nondiscrimination in all its programs and activities, whether those programs and activities are federally assisted or not (inclusive of additional Title VI Authorities and citations)

The Civil Rights Restoration Act of 1987, broadened the scope of Title VI coverage by expanding the definition of terms 'programs or activities' to include all programs or activities of Federal Aid recipients, sub-recipients, and contractor/consultants, whether such programs and activities are federally assisted or not (Public Law 100259 {\$.557} March 22, 1988).

West Ouachita Public Transit will be responsible for initiating and monitoring Title VI activities, preparing required reports and other responsibilities as required by 23 Code of Federal Regulations, (CFR) 200 and 49 Code of Federal Regulation 21.


Manager


Date 6/6/23

Any individual, group of individuals or any that believes they have been discriminated against based on race, color, or national origin by the West Ouachita Public Transit may file a Title VI complaint by submitting the agency's Title VI complaint form.

For all Title VI matters, please contact:

West Ouachita Public Transit
1702 North 7th Street
West Monroe, LA 71291

Phone (318) 397-3299



participation in, be denied benefits, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

14. Cancellation and "No-Show" Policy

A "no-show" occurs when a rider who has a confirmed ride schedule does not use the transportation within five (5) minutes of the vehicles arrival.

If you reserve a ride and decide not to travel, you must call to cancel at least two hours before your requested travel time. Any cancellation received less than two hours before the scheduled pick up time will be considered a "no-show." If the first scheduled trip is logged as a "no-show," the return trip is automatically cancelled.

"No-Shows" are very costly to WOPT. Before you place a ride reservation, be certain that you plan to travel. Excessive "No-Shows" are considered an abuse of the system and will result in penalties and/or suspension of services. The following is WOPT "No-Show" Policy:

Your transportation is scheduled in the WOPT system to meet your specific needs. You will not be able to make last minute pick-up or return time changes. If you absolutely need to make a change, please call 397-3299 immediately. You will only be allowed two (2) "No-Shows." After this point, a review will be done regarding your excuse for missing rides. WOPT transportation has the right to decline your transportation rides. The Transit Manager will be informed and responsible for documenting all issues regarding "no shows" or last-minute cancellations.

One "No-Show" results in a Serious Warning

Two "No-Shows" will result in a one-week Suspension from WOPT

Six "No-Shows" will result in a two-week Suspension from WOPT

Any missed trip will be regarded as a "no-show", unless there are documented extenuating circumstances.

15. Rider Suspension Policy (Other than "No-Shows")

WOPT has made a commitment to provide quality public transportation services to anyone in the West Ouachita Parish who needs a ride. WOPT will make every reasonable effort to accommodate riders' various conditions. However, there are rare occasions where the service is abused by individual riders. When this occurs on a repeated basis, it may be necessary to deny service to those individuals.

Inappropriate Behavior or Criteria for Suspension of Service Include:

- Verbal or physical abuse or threats towards a WOPT employee or passenger.
- Behavior which represents a clear and present danger to an individual's health or safety or to others within the vehicle. Such behavior includes conduct

which is violent, seriously disruptive, or illegal. (Examples: Possession of illegal drugs; intoxication, or having an open container of alcohol on vehicle, unbuckling seatbelt during ride, causing driver distraction.)

- Rules require passengers to be ready 15 minutes before the scheduled pick up time as the vehicle has a 15-minute pick up window on either side of your scheduled time. Be prepared to leave when the vehicle arrives. Drivers are required to wait only five (5) minutes upon arrival. If you have not boarded within the five (5) minutes arrival time, you will be assessed a “no-show”.
- Trips, which are repeatedly cancelled less than two hours before the scheduled pick up time, may result in those trips being considered a “no-show”.
- Carrying of weapons
- Lacking good personal hygiene
- Annoying/harassment of other passengers or vehicle driver (verbal or behavioral)
- Listening to electronic devices without headphones
- Other violations of passenger rules, conduct, or responsibilities individually or in the aggregate, determined by the Director, as affecting the health or safety of passengers or WOPT employees, or determined to be unduly disruptive or otherwise of nature determined to be unacceptable.

The following procedure will be followed before denying any transportation for any individual. All communications to the individual will be in an appropriate accessible format.

- WOPT staff may immediately refuse service to an individual when necessary to protect the health and safety of other passengers or WOPT employees.
- The rider’s verbal notice will include an explanation of the policy rules, which the passenger has failed to follow. The WOPT staff will report each transit infraction to the Dispatcher or Manager. If the drivers’ verbal warning fails, the passenger will receive written details of the infraction and a written notice will be provided of any proposed action or suspension of service resulting from the infraction.
- Incidents, such as cursing, intoxication, restraint compliance, etc. will be documented.
- Except for an infraction involving behavior which presents a danger to the individual or others using WOPT, passengers who receive three (3) reported infractions and verbal warnings from drivers will be subject to suspension from transit service. The fourth notice will be a verbal or written warning of impending suspension of service following the next occurrence of the infraction by the Transit Manager.
- A passenger with more than three (3) reported infractions will receive a one (1) week suspension from service from the Transit Manager.
- If corrective action does not occur, final notice or other suspension of transit service details will be given by the Director to officially notify the individual of the suspension of service, and the date and duration of the suspension of service.

Appeals

Customers have the right to appeal any written notification they receive from WOPT relating to their eligibility. The customer must appeal the notification within 60 days of receipt of the notification. Appeals must be in writing and mailed to:

West Ouachita Public Transportation
Attn: Appeal
1702 N. 7th Street
West Monroe, LA 71291

WOPT will respond to all customers' appeals in writing within seven (7) days of the receipt of the appeal. If a customer chooses not to appeal the warning or the suspension notification letter, then sanctions will occur and become effective on the date stated in the notification letter.

A customer returning to service after a suspension will be placed on probation for six (6) months. During the probation period, sanctions are continued if necessary. Suspended customers completing a six-month probation period without subsequent suspension will have their record cleared of all previous "no-show" violations.

16. Closing Statement

The West Ouachita Public Transportation endeavors to serve the residents of Ouachita Parish by providing much needed transportation services. WOPT welcomes community support. We welcome questions and suggestions. All passengers are encouraged to complete an Annual Needs Assessment Survey available from any driver.

For WOPT to serve the community better, we work to constantly upgrade and improve our services. The public is always invited to call us to inquire about any of our services. We are here to serve the public, and no question is too big or too small!

WOPT would like to thank everyone that uses public transportation and encourage your continued support. Only by keeping transportation in the public eye can we hope to insure the future of public transit in our area.

WOPT would also like to acknowledge the donations given by stakeholders and local organizations to help us in our endeavor to provide mobility options for western Ouachita Parish residents.

For further information contact _____ West Ouachita Public Transportation, 1702 N. 7th Street, West Monroe, LA 71291, 318-397-3299.

Attachment 1

Passenger Comment Form

WEST OUACHITA PUBLIC TRANSIT CUSTOMER SURVEY FORM

*Please help us to serve you better!
Fill out this card and return it to your driver.*

1. How often do you use our service every month? _____

2. Why do you use public transit? (Please check all that apply.)

- ☐ I can't or don't know how to drive ☐ I save money
☐ I don't have a car or access to one ☐ I save time
☐ I prefer public transit ☐ I have special needs
☐ Other _____

3. Where do you take the bus? (Please check all that apply.)

- ☐ Health Care ☐ School ☐ Recreation ☐ Senior Center
☐ Shopping ☐ Work ☐ Public Service ☐ Other

4. How satisfied are you with each of these factors when riding the bus?

Not Satisfied Satisfied Very Satisfied

- | 1 | 2 | 3 | 4 | 5 | |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drivers know the transit system procedures |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Friendly, courteous assistance / service from the drivers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Drivers wear professional WOPT shirt and ID tag |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Safe and competent drivers |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Reliable buses that arrive as scheduled |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Clean, comfortable buses or vans |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Special needs equipment / accessibility / wheelchair |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Calling for transit scheduling- courteous customer service |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Acceptable service hours |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Affordable fares |

Additional Comments: _____

Rider's Name _____

Attachment 2

Initial Passenger Intake Form

West Ouachita Public Transportation and Passenger Emergency Contact Information

Date: _____
 First: _____ M. _____ Last: _____
 Address: _____ Apt/Lot #: _____
 City: _____ State: _____ ZIP: _____
 Home Phone #: _____ Cell Phone #: _____
 Age: _____ D.O. B: _____ Race: _____ Gender: _____
 Place of Employment: _____ Work Phone: _____
 Marital Status: _____ Doctor: _____
 Preferred Hospital: _____
 Medical Problems: _____
 Allergies: _____
 Medicare: _____ Medicaid: _____ Insurance: _____
 Next of Kin:
 Name: _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Home Phone #: _____ Cell Phone #: _____
 Place of Employment: _____ Work Phone #: _____
 Emergency Contact: _____
 Address: _____
 Home Phone #: _____ Cell Phone #: _____
 Place of Employment: _____ Work Phone #: _____
 Other Information: _____

Attachment 3 Charter Form

WOPT Special Transit Services Charter Policy

Requests for charter services are directed to the Transit Manager in the WOPT office for coordination and referral. Requests MAY BE referred to private charter operators in the geographic service area. Requests for transportation using unique equipment (handicapped-accessible) buses or vans are filled only if the equipment is not available from a private source and only if the requester's equipment is essential to the purpose of the charter trip. WOPT will also provide all requesters with a list of Transit operators and phone numbers in the parish. WOPT will provide the service only if the customer has determined that there is a driver who is willing and able to provide the service. Once the driver makes this commitment, a Special Services Charter Form is completed and signed by the customer and kept on file at WOPT. The form includes a statement that "there are no private charter operators willing and able to provide a handicapped-accessible buses or vans." A survey will be conducted annually with local charter operators to confirm the availability of accessible buses and vans.

The following guidelines apply to all charter or after-hours vehicle requests.

1. All requests for charter must be in writing and turned in two weeks prior to event.
2. Services for accessible vehicle requests will be provided in Ouachita Parish. Service is provided based on availability of drivers and/or vehicles. Vehicles are operated only by WOPT driver. The service area is limited to geographical boundaries. Special services are coordinated by the WOPT Transit managers upon approval by the Director of WOPT. Specifies about delivery of the special service are sent by operations to assign drivers.
3. Vehicles maybe provided seven days a week, but not to interfere with WOPT's service hours. WOPT's Special Service fare structure, will be as follows:

Standard Rate - \$25.00 per hour.

Longer routes and longer hours will follow cost allocation formula plus origination fee.

The hours of operation begin when the vehicle pull out of the garage and end when it returns. After normal operating hours (5:00 p.m.), and during large events, an additional fee may be added per person, per hour to cover staff (dispatch and/ or road supervisor) salary. Any parking costs, admission charges (for the driver or bus) are the responsibility of and are to be paid by the group requesting the service. Payment must be no later than one week after the event. Payment shall be forwarded to the WOPT Accounting Department. A copy of the check will be put in the customer file.

On occasion, due to capacity constraints during normal working hours, WOPT may contract. Rates are determined per DOTD annual cost allocations rates created for the event.

(d) Due to occasional equipment failure and the limited number of drivers and vans, WOPT maintains the option of substituting vehicles or drivers.

(e) Standees are not allowed. Smoking and alcohol consumption is not permitted on the bus. Damage to the bus caused by passengers, whether intended or accidental, will be billed to the group chartering the vehicle.

(f) A point of contact name and contact number shall be provided by the group requesting the service. The point of contact must be available on the day the service is provided. A sign with the group name should be provided by the group requesting the service and is put in the window each day of service by the point of contact.

(g) Special services data is documented by the driver and turned into WOPT manager the following day.

Name of individual or business: _____

Date and Time of Charter: _____

Purpose of Charter (description or details of charter including number of riders, size of fleet, number of drivers, and length of trip, etc.)

West Ouachita Senior Center/ Public Transit Director:

Signature _____ Date _____

Charter group or individual:

Signature _____ Date _____

Attachment 4

Wheelchair and Mobility Aid Regulations Form

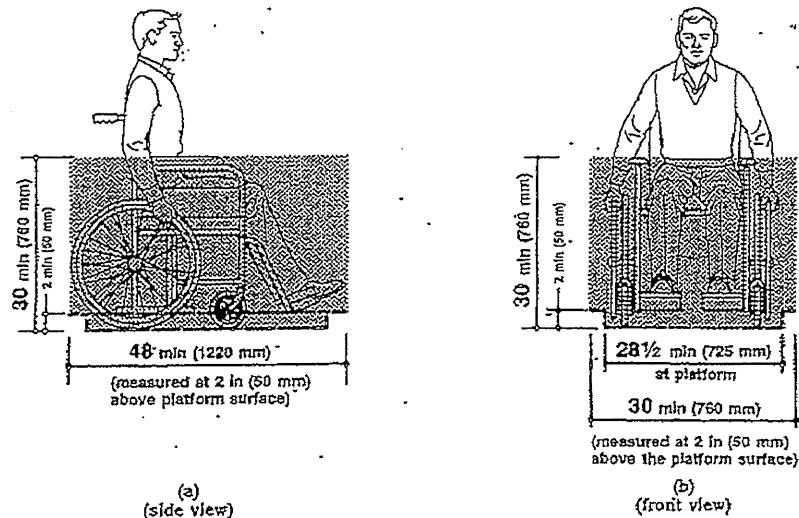


Fig. 1
Wheelchair or Mobility Aid Envelope

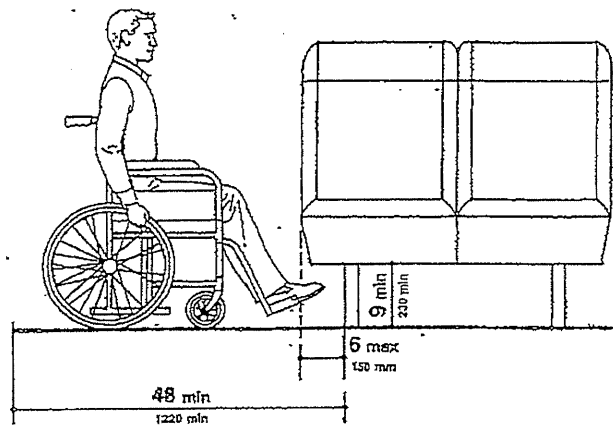


Fig. 2
Toe Clearance Under a Seat

Common wheelchairs and mobility aids means belonging to a class of three or four wheeled devices, usable indoors, designed for and used by persons with mobility impairments which do not exceed 30 inches in width and 48 inches in length, measured 2 inches above the ground, and do not weigh more than 600 pounds when occupied.

Attachment 4

Attachment 6

Passenger Disciplinary Form

WOPT Transit Rider Disciplinary Form

Name: _____

Date: _____

Offense Number: ____1 ____2 ____3

Action Taken: ____ Probation ____ Suspension ____ Dismissal ____ Other

Probation Start Date: _____

Probation End Date: _____

Nature of Incident:

____ Unexcused No Show
 ____ Excessive Tardiness
 ____ Violating Safety Rules
 ____ Destruction of Property

____ Leaving Van without Permission
 ____ Improper Conduct
 ____ Inappropriate Dress
 ____ Theft/Stealing

____ Insubordination
 ____ Fighting/Violence
 ____ Use of Drugs or Alcohol During Service
 ____ Transit Safety Violations

____ Behavior/Verbal/Overt which distract
 or harass driver/passengers/staff
 ____ Failure to follow disciplinary actions
 ____ Create unnecessary disruptions

1. ____ Eating or Drinking
2. ____ Disobeying Safety Rules
3. ____ Vehicle Safety Inspections
4. ____ Other: _____

Attachment 7 West Ouachita Public Transit Vehicle Agreement

West Ouachita Public Transit Vehicle Agreement

All drivers operating a WOPT vehicle will be responsible and accountable to:

- Possess a valid motor vehicle driver's license issued in Louisiana. This license must have the appropriate classification and any required endorsements needed for operating the vehicle(s) assigned to the operator.
- Be subject to a driver's license motor vehicle record check, and if such records show a suspension or revocation of driving privileges, the driver will not be authorized to operate a motor vehicle for WOPT.
- Operate WOPT vehicles for official WOPT business only.
- Operate motor vehicles in a safe manner always.
- Comply with all applicable state laws and regulations.
- Maintain vehicle in accordance with the maintenance schedule.
- Report moving violations to their Supervisor/WOPT Director.
- Report changes in their driver's licensing to the WOPT Supervisor.
- Accurately record and report vehicle mileage/ridership in accordance with procedures.
- Participate in required driver safety education and training programs.
- Require all occupants to use seat belts, child safety seats, booster seats, or other restraint devices always.
- Pay all moving/parking violation fines and fees.
- Keep automobile ID cards in vehicle glove box always, including current coverage.
- Refrain from towing or charging the battery of a WOPT vehicle.
- Alterations of vehicle or equipment is not permitted in any way.
- Deactivation of airbags is not permitted on any transit vehicle.
- Operation of a mobile tablet, computer, or cell phone is not permitted while vehicle is in motion.
- Transit managers are required to pull off the road to a safe location when making or receiving cell phone calls. Only WOPT related calls are to be made or received.
- Comply with all WOPT policies and procedures, including transport of passengers.

Operating privileges shall be revoked if:

- Driver does not adhere to responsibilities listed above.
- The driver's license is revoked, suspended, withdrawn, or denied.

- Driver refuses to undergo drug or alcohol testing in accordance with WOPT policies or as required by applicable state or jurisdiction laws.
- Operating outside the limitations of a restricted license.

In case of vehicle damage:

- Report any vehicle damage to your WOPT Supervisor/WOPT Director by the end of the day in which the incident occurred.
- Police reports, witness statements, or other pertinent documents should be obtained and forwarded to WOPT.
- The driver shall cooperate with representatives of WOPT including insurance company personnel and obtain written repair estimates from reputable shops or authorized dealerships, as instructed. If it becomes necessary to utilize another vehicle during repairs, the driver will be instructed as to the provisions for the alternate vehicle.
- Drivers should not make verbal or written statements concerning an incident during its immediate aftermath except to law enforcements officials or representatives of WOPT or its agents.

I, _____, have read and understand the WOPT Vehicle Agreement Policy established by WOPT. I agree to abide by the provisions of this policy. I understand that violation of this policy will result in disciplinary action, up to and including termination or employment.

Driver's Printed Name

Driver's Signature

Supervisor's Signature

Date

West Ouachita Public Transit

Comprehensive Emergency Management Plan

June 20, 2023

[Transit Provider]

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

(CEMP)

Effective Date: 6/20/23 Revision: _____ Supersedes: _____

Approved by: Dawlyn Jones Dawlyn Jones 6/20/23
 (Signature) (Print) (Date)

Primary Agencies:

Office of Emergency Preparedness
 Fire Department/Emergency Rescue
 Police Department

Support Agencies:

Department of Transportation and
 Development
 Parish Law Enforcement
 Parish Environmental Protection

1.0 INTRODUCTION

The authority for implementing this Comprehensive Emergency Management Plan (CEMP) resides with the [Transit Provider] as provided in the Louisiana Department of Transportation and Development (LADOTD) "Transit Bus Safety Standard ("Standard"). This Plan has been developed in cooperation with the LADOTD, Office of Public Transportation. The CEMP identifies the activities to be implemented at the request of the local Office of Emergency Preparedness (OEP), consistent with the Parish Emergency Management Plan.

1.1 Purpose

To provide for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people and materials.

1.2 Scope

- 1.2.1 Transportation resources may be obtained from public agencies, the private sector, and through volunteer resources. State and Federal resources may be available on a short-term basis. These resources shall be requested through the Office of Emergency Preparedness (OEP).
- 1.2.2 It is the policy of the [Transit Provider] that Parish & State Departments with transportation resources and support operations are responsible for restoring transportation systems under their control. Priorities shall be determined by the OEP.

2.0 POLICIES

It is the policy of the [Transit Provider] to assist in verifying the integrity of transportation routes within its service area and report any discrepancies to the OEP. The provision and coordination of transportation assistance will be prioritized by the OEP. Transportation services will be coordinated by the OEP in conjunction with Parish and State agencies.

3.0 SERVICE CONDITIONS

3.1 Emergency/Disaster Conditions and Hazards

Refer to the [Transit Provider] Vulnerability Analysis.

3.2 Planning Assumptions

It is most likely that damages to the transportation infrastructure will occur in the event of a significant disaster. The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts. Initial response may be difficult to coordinate but will improve with the gradual clearing of access routes. The demand on the transportation system for response and recovery activities will most likely exceed the capabilities of the Parish, thus requiring assistance from the State.

4.0 CONCEPT OF OPERATIONS

4.2 General

The [Transit Provider] will, within its own resources, provide for the coordination of transportation resources and the identification of emergency transportation routes for the movement of people and materials.

4.2 Organization

The OEP shall determine transportation priorities within the Parish and coordinate those priorities with the [Transit Provider]. The magnitude of the event will determine the need for Parish and State transportation assistance.

4.3 Procedures

Procedures are outlined in the Parish Comprehensive Emergency Management Plans.

5.0 [TRANSIT PROVIDER] RESPONSIBILITIES

5.1 Emergency Response Activities

The lead agency (determined in cooperation with OEP) for the movement of people in the Parish is the [Transit Provider]. A [Transit Provider] representative may act as the Transportation Coordinator for the movement of people in emergency operations.

The [Transit Provider] may provide a representative to the OEP, as necessary, for the coordination of transportation activities. The [Transit Provider] shall, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses, vans or other transportation vehicles at its disposal, upon request of the OEP.

The [Transit Provider] will respond to requests from the OEP to implement specific activities, including:

- Instituting Emergency Response Capabilities Audit
- Bomb Threat Procedures
- Developing/Expanding Emergency Telephone Directory
- Criminal Activity Report
- Emergency Action Plan
- Emergency Shutdown Procedures

5.2 Training and Exercises

Training will be conducted as required by, and coordinated with the OEP.

5.3 Modification and Update

The [Transit Provider] will revise this CEMP to reflect new practices, policies, and procedures received from the OEP. Revisions will be filed with DOTD.

6.0 RESOURCE REQUIREMENTS

Refer to the OEP Comprehensive Emergency Management Plan and Emergency Information System (EIS).

West Ouachita Public Transit

Preventive Maintenance Plan

June 20, 2023

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WOPT Maintenance Goals and Objectives

West Ouachita Public Transit seeks to obtain an overall goal of keeping the vehicles well maintained and servicing the community. Our objectives include:

- Maintaining flexibility for changes in route(s), schedule(s), environment, new technology, and other impacts;
- Maintaining chassis, body, and component manufacturers recommended maintenance practices;
- Systematic inspections, services, and repairs;
- Defect reporting;
- Maintaining the proper level of fiscal control; and,
- The proper management of parts, equipment, facilities, fleet, and personnel.

Maintenance should cover all vehicles and equipment operated by **West Ouachita Public Transit**. Manuals should be maintained for each type of vehicle and equipment being used by **West Ouachita Public Transit**.

Preventive Maintenance Inspections & Services

Introduction

Vehicle and component (e.g., handicapped access equipment) manufacturers manuals that recommend maintenance practices as well as specific guidance and instructions for troubleshooting, removal, overhaul, repair, and replacement of components. These manuals are an important part of the vehicle maintenance plan as they define specific maintenance intervals and provide critical information when the maintenance work is to be performed.

Preventive maintenance (PM) inspections and services should follow the recommended intervals (within 500 miles or 7 days) by the manufacturer, supplier, or builder. If preventive maintenance services are not being done per the guidelines of the manufacturer, supplier or builder, the agency may jeopardize any claim to a warranty.

Services eligible for warranty payment must be made by the appropriate personnel and filed with the manufacturer. Documentation of such services should remain in the vehicle file.

Documentation

Preventive maintenance (PM) inspections and services should be performed and documented per a schedule. All documentation should be kept through the life of the vehicle plus 3 years. Whenever a mechanic or tow truck is dispatched to a vehicle in service, documentation should be submitted to the office and placed in the vehicle file.

PM Inspections

Preventive maintenance (PM) inspections are scheduled to provide an opportunity to detect and repair damage or wear conditions before major repairs are necessary.

Each inspection will:

- Specify each item to be checked;
- Record repairs and the routine application of fluids;
- Indicate inspection interval (i.e., daily or weekly); and
- Contain a satisfactory/deficient standard for each item.

Portions of check lists and procedures may come from the manufacturer, the vendor, or West Quachita Public Transit. Refer to Appendix B for an example of a daily PM Inspection Checklist.

Identified defects

Identified defects should be reported to the project manager. Defects must be reviewed, and repair considered. Categories of repair include:

- **Safety Defect**
The vehicle cannot be released until the repairs are completed, except in case of an emergency. Safety cannot be compromised.
- **Mechanical Defect**
A defect that will worsen and increase cost. The vehicle cannot be released until the repairs are completed, except in case of an emergency.
- **Elective Mechanical Defect**
A defect that does not compromise safety, will not cause further damage if operated but needs to be corrected prior to the next PM cycle. Repair should be scheduled. Due to transportation costs and disruption to operations, this decision should not be made lightly.
- **Elective or Cosmetic Defect**
The defect will not compromise safety and will not cause further damage or cost as it is an aesthetic defect. This vehicle should be scheduled for an off-peak time in the future, as determined by management, or at the next scheduled PM service.

If the fleet experiences recurring defects, the Maintenance Director should check vehicle maintenance files, check manufacturers' recall notices, service bulletins, and campaigns.

PM Services

The manufacturer's recommended service schedule should be adhered to, within +/- 500 miles or 7 days. Many transit agencies will group PM services into different levels, the most commonly used are A, B, and C. Level A comprises the most basic and frequent level of PM services while level C consists of more complicated services performed less frequently.

Level A – Conducted at 5,000 miles' interval. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect, test, and lubricate vehicle lift.

Level B – Conducted at 10,000-mile intervals. Includes all items in level A. Check coolant, specific gravity, and ph.

Level C – Conducted at 30,000-mile intervals. All items in levels A and B, plus change fuel filter, replace air filter, and inspection of braking system.

Level D – Conducted at 48,000-mile intervals. All items in levels A, B, and C, plus inspection and repack of wheel bearings.

A recommended PM maintenance schedule based on cumulative mileage would follow a chart as such:

Preventive Maintenance Level – Schedule by Mileage

PM Level	Cum. Mileage	PM Description
A	5,000	
B	10,000	
A	15,000	
B	20,000	
A	25,000	
C	30,000	
A	35,000	
B	40,000	
A	45,000	
B	50,000	
A	55,000	
C	60,000	
A	65,000	
B	70,000	
A	75,000	
B	80,000	

Repeat the schedule.

PM MANAGEMENT BY EXCEPTION

There are many good reasons to vary a scheduled PM service. It will not necessarily hurt the vehicle to have the PM service performed off schedule and still allow **West Ouachita Public Transit** to manage its PM program to achieve its overall goal.

Management by exception allows flexibility in the PM program by authorizing the mechanic to make decisions on deleting or adjusting certain items listed on the PM schedule.

For example, if vehicle A comes in for level D service and per the vehicle's records, the front wheel bearings were inspected and repacked at the time of the last front brake job (only 1300 miles ago), s/he could then delete the requirement to repeat this service.

PRE-TRIP INSPECTIONS

An important aspect of preventive maintenance is the establishment of strong communication between drivers and management. An easy way to ensure and document this communication link is using the driver's daily vehicle inspection checklist.

Each vehicle should have blank copies of the checklist on-board for the drivers to conduct the inspection. The driver should identify any defects and report them to the program manager or dispatcher before driving the vehicle. If a problem arises during the shift, the driver should add comments to the checklist. All checklists are to be maintained in the vehicle's permanent file.

NOTE: When malfunctions and/or defects are detected which threaten safe operating performance, the vehicle will not be used to transport persons until defects are corrected.

The pre-trip inspection forms shall be legibly completed and signed by the vehicle driver. Pre-trip inspections should include as a minimum:

- Cleanliness – Properly maintained and free of loose articles.
- Lights and reflectors – High/low beams, taillights, turn signals,
- 4-way hazard flashers, marker lights, license plate light and reflectors should be cleaned as needed
- Brakes – Both foot and emergency brakes should be capable of effectively stopping or restraining the vehicle. Brake pedal should be firm after 1-2 inch free play on a single down stroke. No noises, vibration or steering changes should result from applying the brakes while moving.
- Horn – Gives an adequate and reliable warning signal.
- Windshield, washer, wipers and defroster – Surfaces must be clean and unobstructed, inside and outside. Washer reservoirs are to be filled as needed.
- Mirrors – All rear vision mirrors must be clean, properly adjusted and unobstructed. Outside mirrors must be mounted on both sides.

- Tires – Must be of adequate load capacity when vehicle is fully loaded. Tires shall be inflated to recommended pressures and compatible with each set (i.e., all radials or all bias ply; no mixed sets.) Tire wear surfaces and sidewalls shall be inspected daily for debris, damage, and wear. Tires shall be replaced prior to revealing the “wear bars” between the treads at the contact surface.
- Speedometer – Shall be operational and accurately record speed.
- Seat Belts –they must be in good operating condition and used by all passengers and drivers. Wheelchair passenger restraints and securement systems shall be fully operational.
- Doors – Capable of being opened, shut, and locked as required.
- Fluids – All fluid levels must be checked each Monday or the first day that vehicle it is drove and should be fueled and maintained at the manufacturers recommended operating levels. This includes engine coolant, oil, brake fluid, power steering fluid, transmission fluid and washer solvent.
- Wheelchair lifts – Check operating and structural condition by operating through two (1) complete cycles.
- Emergency Equipment – Should be present and operational:
 - Umbrella
 - Fire Extinguishers
 - First Aid Kits
 - Flashlight W/Batteries
 - Blood Borne Pathogens Clean-Up Kit
 - Reflective Triangle
 - Green light on camera system
 - Seatbelt cutter

Example of an Inspection Form is in Appendix.

Demand Responsive Repair and Vehicle Back Up

(a) Report required. Drivers should prepare a report in writing at the beginning of each day's work on each vehicle operated and the report shall cover at least the following parts and accessories:

- Tires
- Horn
- Windshield wipers
- Rear vision mirrors
- Emergency equipment
- Wheelchair lifts
- Fluid levels

(b) Report content. The report shall identify the vehicle and list any defect or deficiency discovered by or reported to the driver which would affect the safety of operation of the vehicle or result in its mechanical breakdown. If no defect or deficiency is discovered by or reported to the driver, the report shall so indicate. In all instances, the driver shall sign the report. Driver needs to sign the driver vehicle inspection report. If a driver operates more than one vehicle during the day, a report shall be prepared for each vehicle operated.

(c) Corrective action. Prior to requiring or permitting a driver to operate a vehicle, every transit agency shall repair any defect or deficiency listed on the driver vehicle inspection report which would be likely to affect the safety of operation of the vehicle.

(1) Every transit agency or its agent shall certify on the original driver vehicle inspection report which lists any defect or deficiency that the defect or deficiency has been repaired or that repair is unnecessary before the vehicle is operated again.

(2) Every transit agency shall maintain the original driver vehicle inspection report, the certification of repairs, and the certification of the driver's review for the life of the vehicle plus 3 years.

ADA Accessibility Equipment

Introduction

The American Disability Act (ADA), Title 49, CFR, Section 37.161, Subpart G requires that transportation services maintain the ADA features of their facilities and vehicles in operative condition. These ADA features, include, but are not limited to:

- Lifts and other means of access to vehicles;
- Securement devices;
- Signage or systems to aid communications with persons who have impaired vision or hearing.

Accessibility features must be repaired promptly if they are damaged or out-of-order. When an accessibility feature is out-of-order, **West Ouachita Public Transit** shall take reasonable steps to accommodate persons with disabilities who would otherwise use the feature.

ADA, Title 49, CFR, Section 37, 163 requires the establishment of regular and frequent maintenance checks of the lifts. The vehicle drivers must report, by the most immediate means available, any failure of a lift. If there is no available spare vehicle to take the place of a vehicle with an inoperable lift. **West Ouachita Public Transit** will contact a repair facility within **five days** from the date of discovery and schedule repairs as soon as possible.

ADA, Title 49, CFR, Section 37, 173 requires **all personnel to be trained to proficiency in the use of ADA equipment**, as appropriate to their duties.

Preventive Maintenance Plan

A preventive maintenance plan for ADA accessibility features should be in place; including a system of maintenance checks based on PM. Wheelchair lifts will be serviced at each scheduled maintenance. The ADA elements have been incorporated in the transportation program's regular maintenance plan.

Management of Fleet

Physical Inventory

West Ouachita Public Transit will conduct a physical inventory of capital items of value >\$1000 and of all vehicles and reconcile the results with its equipment records annually.

Vehicle History File

Each vehicle will have a written record documenting preventive maintenance, regular maintenance, inspections, lubrications, and repairs performed. A minimum of the following information will be maintained in the records:

- Identification of the vehicle
 - Year
 - Manufacturer
 - Make
 - Model
 - License number
 - Registration of ownership
- Date
- Mileage
- Description of each inspection, maintenance, repair, lubrication performed
- The name & address of any business performing an inspection, maintenance, lubrication, or repair

Fleet Life Plan

A fleet plan is an internal, working document that is updated annually. It covers a period of five (5) years. The fleet plan addresses replacement and expansion without regard to funding availability. The fleet plan is based on service needs and economic replacement life. It is used to project new equipment deliveries and disposal and helps to plan grant activities. It will serve to assist the Program Director to consider vehicle rehabilitation or replacement in lieu of extensive repair and constant unscheduled maintenance.

Other Policies

- No smoking - SMOKING IS PROHIBITED IN ALL FACILITIES. SIGNS WILL BE POSTED ACCORDINGLY.
- Emergency numbers - emergency phone numbers must be posted.

- **VEHICLE MOVEMENT** - when vehicles are being moved for any reason, including fueling, speed restrictions should be followed. Personnel should ask for assistance when backing a vehicle, wear seat belts, and drive with the service door closed. If anyone is on-board, they should be properly seated and not standing in the step well area. Personnel will not jump into or out of a vehicle.
- **TITLE VI SIGNS** – Title VI statements must be displayed in all buildings and vehicles.

Management of Personnel

Personnel Safety

The health and well-being of every employee is of vital importance. The active participation of each employee is mandatory in establishing a safe work environment. **West Ouachita Public Transit** will keep employees aware of required safety and health procedures and employees will be expected to comply with all prescribed guidelines and procedures.

Personnel Protective Equipment

Employees are required to wear all protective equipment at the proper times and in the proper environments. Failure to wear the required protective equipment should be cause for disciplinary action.

Lifting Technique

Use proper lifting techniques always when lifting objects. Bend the knees to utilize leg power and get into a proper position before lifting. Ask for assistance from fellow workers for heavy loads. Avoid twisting and awkward or jerky movements during a lift or while carrying an object.

Pre-Trip Inspection Form

Driver: _____

Date: _____

Vehicle Number: _____

Mileage: _____

Note:

All drivers must complete this Pre-Trip Inspection Form for a transit vehicle that is going to provide passenger transportation for the first time in a 24-hour period.

Operational

Item	Yes	No	N/A	Comment
Operational Equipment				
Pick up Money Bag from Front Office				
Radio Test Shows Active/Charged				
Check Water, Oil, & Other Fluid levels				
Windshield wipers				
Mirrors				
Service Brake/Parking Brake				
Warning Devices Horn/Back-up Alarm				
Turn Signals				
Hazard/Flasher Signals/Headlights				
Handrails/Stanchions				
Standee Line & Warning Signs				
Check Heat & Cooling System				
Step Well/Floors/Doors				
Tires				
Wheel Ramp/Lift				
Check Engine/Belts, & Hoses				
Round Strobe Light - Panic Button				
Safety & Emergency Equipment				
Emergency Exits/Signs/Inside Lights				
Driver/Passenger Seat Belt				
Fire Extinguisher/Accessibility				
Web Cutters				
Red Warning Reflectors				
Bloodborne Pathogen / First Aid Kit				
Cleanliness of Vehicle				
Driver Area				
Passenger Seats (clockwise form door)				
Floor				
Side Walls/Ceilings				
Dash				
A/C & Vents				
Exterior				
Glass Areas				

Driver Signature: _____

Appendix A

Post-Trip Inspection Form

Driver: _____

Date: _____

Vehicle Number: _____

Mileage: _____

When you leave your vehicle, you should check to see:

- _____ Parking brake is set and secure
- _____ All passengers have exited the vehicle
- _____ No passenger's personal property was left on board
- _____ All windows and hatches are closed
- _____ No signs of damage or vandalism are apparent inside or outside the vehicle
- _____ All paperwork and dispatch radio are returned to bus barn
- _____ Money bag turned in to front office

Remarks, observations, specifications of others:

NOTE:

Failure to complete the Post-Trip or inadequate/incomplete information may lead to a defective vehicle being placed in service.

Signatures
Driver _____

Supervisor _____

BREAKDOWN INFORMATION SHEET

1) Today's Date: _____ 2) Bus: _____

3) Time Called: _____ 4) Driver: _____

5) Location of Vehicle: Be specific – street address, cross street, highway marker

7) Reported Trouble: Ask specific questions and be as precise as possible.

10) Replacement vehicle _____ 11) Call received by: _____

TRANIST COORDINATOR'S REPORT

1) Time arrived at Bus: _____ 2) In-Service Repair Bus Exchange
 Towed

(Circle one)

3) Time Repair/Exchange Completed _____

4) Nature of Trouble _____

5) Remarks _____

Operator's Signature _____

Transit Director's Signature _____

West Ouachita Public Transit Defect Report

Bus: _____
Driver: _____

Date: _____
Please check (✓) all that apply.

<input type="checkbox"/>	Doors	<input type="checkbox"/>	W/C Lift	<input type="checkbox"/>	A/C or Heat	<input type="checkbox"/>	Exterior Lighting
<input type="checkbox"/>	Stick	<input type="checkbox"/>	No Power	<input type="checkbox"/>	Defroster	<input type="checkbox"/>	Headlights
<input type="checkbox"/>	Too fast	<input type="checkbox"/>	Deploy	<input type="checkbox"/>	No Heat	<input type="checkbox"/>	Taillights
<input type="checkbox"/>	Too Slow	<input type="checkbox"/>	Platform	<input type="checkbox"/>	No A/C	<input type="checkbox"/>	Turn Signals
<input type="checkbox"/>	Won't Close	<input type="checkbox"/>	Restraint	<input type="checkbox"/>	A/C Light	<input type="checkbox"/>	Flashers
<input type="checkbox"/>	Won't Open	<input type="checkbox"/>	Stow	<input type="checkbox"/>	Blowers	<input type="checkbox"/>	Clearance

<input type="checkbox"/>	Electrical	<input type="checkbox"/>	Suspension	<input type="checkbox"/>	Brakes	<input type="checkbox"/>	Body Damage
<input type="checkbox"/>	Dome Lights	<input type="checkbox"/>	Air Leak	<input type="checkbox"/>	Pull L/R	<input type="checkbox"/>	Bumpers
<input type="checkbox"/>	Gauges	<input type="checkbox"/>	Leans	<input type="checkbox"/>	Lock Up	<input type="checkbox"/>	Front End
<input type="checkbox"/>	Lamps	<input type="checkbox"/>	Won't Raise	<input type="checkbox"/>	Soft	<input type="checkbox"/>	Rear End
<input type="checkbox"/>	Horn	<input type="checkbox"/>	Kneeler	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Left Side
<input type="checkbox"/>	Chime	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Parking Brake	<input type="checkbox"/>	Right Side

<input type="checkbox"/>	Windows	<input type="checkbox"/>	Mirrors	<input type="checkbox"/>	Steering	<input type="checkbox"/>	Radio
<input type="checkbox"/>	Broken	<input type="checkbox"/>	Broken	<input type="checkbox"/>	Hard	<input type="checkbox"/>	Dead
<input type="checkbox"/>	Etched	<input type="checkbox"/>	Too Loose	<input type="checkbox"/>	Shimmies	<input type="checkbox"/>	Static
<input type="checkbox"/>	Won't Open	<input type="checkbox"/>	Too Tight	<input type="checkbox"/>	Excessive Play	<input type="checkbox"/>	Volume
<input type="checkbox"/>	Won't Close	<input type="checkbox"/>	Won't Adjust	<input type="checkbox"/>	Pulls Left	<input type="checkbox"/>	Won't Transmit
<input type="checkbox"/>	Cleaning	<input type="checkbox"/>	Spot Mirror	<input type="checkbox"/>	Pulls Right	<input type="checkbox"/>	Won't Receive

<input type="checkbox"/>	Engine	<input type="checkbox"/>	Engine	<input type="checkbox"/>	Transmission	<input type="checkbox"/>	Tires
<input type="checkbox"/>	Stop Light	<input type="checkbox"/>	Low Power	<input type="checkbox"/>	Transmission LT	<input type="checkbox"/>	Flat
<input type="checkbox"/>	Check Light	<input type="checkbox"/>	Won't Start	<input type="checkbox"/>	Won't Shift	<input type="checkbox"/>	Damaged
<input type="checkbox"/>	Overheats	<input type="checkbox"/>	Oil Leak	<input type="checkbox"/>	No Forward	<input type="checkbox"/>	Low Air
<input type="checkbox"/>	Smokes	<input type="checkbox"/>	Fuel Leak	<input type="checkbox"/>	No Reverse	<input type="checkbox"/>	Low Tread
<input type="checkbox"/>	Vibrates	<input type="checkbox"/>	Water Leak	<input type="checkbox"/>	Slips	<input type="checkbox"/>	Uneven Wear
<input type="checkbox"/>	Stalls	<input type="checkbox"/>	Noisy	<input type="checkbox"/>	Leaks	<input type="checkbox"/>	Loose Lugs

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Other Items			
<input type="checkbox"/>	Wipers	<input type="checkbox"/>	Accelerator	<input type="checkbox"/>	Sensitive Edge	<input type="checkbox"/>	Emergency Exits
<input type="checkbox"/>	Interior Dirty	<input type="checkbox"/>	Exterior Dirty	<input type="checkbox"/>	Graffiti	<input type="checkbox"/>	Interlock
<input type="checkbox"/>	Seats	<input type="checkbox"/>	Green Light on video Camera			Other (specify)	

Repair Action: _____

Return to service date: _____

Signature: _____

Appendix C

West Ouachita Public Transit Weekly Inspection Checklist

Bus: _____
Driver: _____

Odometer: _____
Date: _____

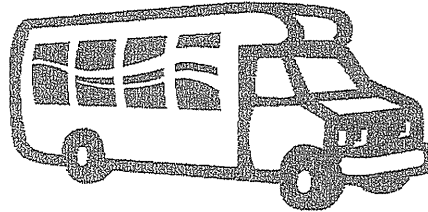
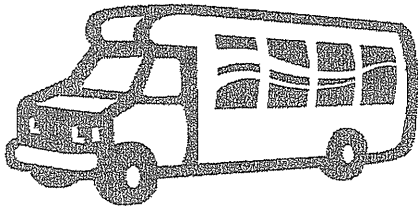
INTERIOR INSPECTION			EXTERIOR INSPECTION		
1	All Seats and Seat Belts		20	Exterior Body And Components	
2	Doors/ Hinges/Latches/locks		21	Tires / Wheels – Lug Nuts, Tire Pressure	
3	Flooring/Headliner/Side Panels		22	Access Doors/Emergency Doors	
4	Mirrors		23	Fuel Cap And Port	
5	Interior Lights		24	Engine Oil /Trans. Fluid Check	
6	Exterior Lights <ul style="list-style-type: none"> • Directional • Step/door • Emergency flashers • Clearance • Head lights • Panel lights • Tail lights • Back up lights • Brake lights 		25	Power Steering Fluid Level	
			26	Battery	
			27	Radiator Fluid Level	
			28	Belts/Hoses/Wiring`	
			29	Under hood/Exhaust System	
			30	Brakes/Brake Fluid/Brake Pedal	
			31	Parking Brake/Emergency Brake	
			32	Acceleration/Steering/Tracking	
			33	Suspension - Shocks/Springs	
			34	Water/Fluid Leaks	
7	Warning System/Horn/radio		35	Lift/Ramp	
8	Starter System/Automatic Choke/Backup Alarm		36	Wheelchair Lift/Ramp – Cycled Y/N - Smooth Operation?	
9	Windshield Wiper/ Washers/ Windshield		37	Interlock System Lift Fluid Levels	
10	Windows/Emergency Windows		38	4 Tie Downs Per Position	
11	AC/Heater/defroster – front /rear		39	4 Min. Safety Loop Strap Per Vehicle	
12	Gauges: Fuel/Oil/Volt/Temp		40	Other	
13	Roof Hatch		41	Fire Extinguisher/First Aid Kit/Safety Triangles	
14	Green light on video machine		42	Bloodborne Kits /Seat Belt Cutter	
15	Clean?		43	License Plate	
16	Required Stickers/posters displayed		44	Registration/Insurance	

ADDITIONAL COMMENTS:

Appendix D

Appendix E

Body Damage (Circle Damage Area(s))



APPENDIX F: PM SERVICE SCHEDULE

Preventive Maintenance Level – Schedule by Mileage

Last 5 digits of VIN _____

Date _____

PM Level	Cum. Mileage	PM Description	Date of Service	Comments--Note if Added Comments on Back
A	5,000			
B	10,000			
A	15,000			
B	20,000			
A	25,000			
C	30,000			
A	35,000			
B	40,000			
A	45,000			
B	50,000			
A	55,000			
C	60,000			
A	65,000			
B	70,000			
A	75,000			
B	80,000			

Repeat the schedule.

Level A – Conducted at 5,000 miles' interval. Change oil and filter, inspect tires, electrical system, service all fluid levels, lubricate chassis and doors, check A/C, hoses, fire extinguishers, belts, brakes, lights, test drive, body damage, etc. Inspect and test vehicle lift.

Level B – Conducted at 10,000-mile intervals. Includes all items in level A, plus check coolant, specific gravity, and ph.

Level C – Conducted at 30,000-mile intervals. All items in levels A and B, plus change fuel filter, perform complete engine tune-up, replace air filter, drain and refill differential lubricant and inspection of braking system.

Attachment 8

West Ouachita Public Transit

Annual Vehicle Evacuation Drill

West Ouachita Public Transit Transportation Department

1800 North 7h Street
West Monroe, LA 71291
(318) 397-3299
(318) 324-8750 Fax

Annual Vehicle Evacuation Drill

West Ouachita Public Transit requires that an emergency vehicle evacuation drill for riders/ drivers to be held annually.

The WOPT Driver shall conduct emergency evacuation drills under the supervision of the West Monroe Fire Department after the required preparation date has been set by the Director.

This is to certify that driver _____ has
held a vehicle evacuation drill on _____, 20____.
Month Day Year

Bus Driver

Date

Executive Director

Date

W.M. Fire Department Representative

Date

Safety and Drivers' Trainings

WOPT will conduct quarterly driver sensitivity and informative safety trainings each fiscal year. These trainings include:

- PASS
- Annual 60 minutes of Drug and Alcohol
- Defensive Driving
- CPR/First Aid
- Bloodborne Pathogens
- ADA/Sensitivity Training
- Vehicle Evaluation
- Others

West Ouachita Public Transit

Substance Abuse Management Policy

June 20, 2023

West Ouachita Public Transit
Substance Abuse Management Policy
In accordance with USDOT and FTA Regulations

West Ouachita Public Transit is dedicated to providing safe, dependable, and economical transportation service to its patrons. West Ouachita Public Transit employees are a valuable resource and it is our agency's goal to provide a safe, healthy and satisfying working environment, free of the potential dangers posed by a safety-sensitive employee's use of prohibited drugs or misuse of alcohol.

This policy is established to comply with the Federal Transit Administration regulations codified as 49 CFR Part 655, as amended and USDOT regulations codified as 49 CFR Part 40, as amended. ***Policy provisions authorized by West Ouachita Public Transit are italicized and bolded throughout this policy.*** All other policy provisions are implemented under the authority of the United States Department of Transportation (USDOT) and the Federal Transit Administration (FTA).

This policy is approved by: Staci Albritton Mitchell

Title of approving official: Mayor

Signature of approving official: Staci A. Mitchell

Date signed: 6/20/23

Policy effective date: 6/20/23

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8. Post-Accident Testing
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1. **Testing Program Background**

The Omnibus Transportation Employee Testing Act of 1991 (OTETA) directed the United States Department of Transportation (USDOT) to promulgate regulations outlining the procedures for transportation workplace drug and alcohol testing. The USDOT regulations titled, "Procedures for Transportation Workplace Drug and Alcohol Testing" are codified as 49 CFR Part 40. The regulations ensure uniform practices for specimen collections, laboratory analysis, medical review, result reporting and the Return-to-Duty process for violating employees. The regulations are applicable to safety-sensitive employees in transportation workplaces throughout the nation (transit, railroad, aviation, commercial drivers, etc.).

The OTETA also directed each transportation administration to craft industry-specific regulations that define which employees are subject to testing, the testing circumstances, policy statement requirements and training requirements, relevant to that industry. West Ouachita Public Transit is required to comply with both the USDOT regulations described above, as well as the Federal Transit Administration regulations "Prevention of Prohibited Drug Use and Alcohol Misuse in Transit Operations" which are codified as 49 CFR Part 655.

2. **Employee Applicability**

This policy and the USDOT/FTA testing program apply to all safety-sensitive West Ouachita Public Transit employees. The policy also applies to volunteers who are required to hold a Commercial Driver's License (CDL) and volunteers that receive remuneration in excess of actual expenses accrued while carrying out assigned duties. Adherence to this policy and the USDOT/FTA testing program is a condition of employment in a safety-sensitive position with West Ouachita Public Transit. All employees of West Ouachita Public Transit who perform, or could be called upon to perform, any of the following duties are defined as safety-sensitive employees:

1. Operate a public transportation vehicle, while in or out of service
2. Operate an ancillary vehicle when the vehicle requires a commercial driver's license
3. Control the movement of a public transportation vehicle
4. Perform maintenance on a vehicle or equipment used in public transportation
5. Carry a firearm as part of transit security detail

The West Ouachita Public Transit positions classified as safety-sensitive include:

- Example job title: Drivers
- Example job title: Dispatchers
- Example job title: Maintenance personnel and Maintenance Supervisor
- Example job title: Managers

3. **USDOT/FTA Prohibited Drug Classes**

Consumption of these drugs is prohibited at all times.

- Amphetamines
- Cocaine
- Marijuana
- Opioids

- CBD products containing THC
- Phencyclidine (PCP)

4. Pre-employment Drug and Alcohol Background Checks

In accordance with 49 CFR Part 40.25, West Ouachita Public Transit must make and document good faith efforts to perform drug and alcohol background checks for all applicants applying for a safety-sensitive position and all current employees applying for transfer into a safety-sensitive position. Testing information will be requested from each of the applicant's previous DOT covered employers during the two years prior to the date of application. West Ouachita Public Transit must obtain the applicant's written consent for the release of their drug and alcohol testing information from their previous DOT covered employers to West Ouachita Public Transit. Applicants refusing to provide written consent are prohibited from performing safety-sensitive functions for West Ouachita Public Transit.

Safety-sensitive applicants who have previously violated the USDOT testing program must provide documentation that they have successfully completed the USDOT's Return-to-Duty process with a DOT-qualified Substance Abuse Professional (SAP). Failure to provide satisfactory documentation will exclude the applicant from being hired or transferred into a safety-sensitive position with West Ouachita Public Transit.

5. Pre-Employment Testing

All applicants for safety-sensitive positions shall undergo a pre-employment urine drug test. West Ouachita Public Transit must receive an MRO-verified negative drug test result prior to the applicant's first performance of any safety sensitive function, including behind-the-wheel training.

If an applicant's pre-employment urine drug test result is verified as positive, the applicant will be excluded from consideration for employment in a safety-sensitive position with West Ouachita Public Transit. The applicant will be provided a list of USDOT-qualified Substance Abuse Professionals.

An employee returning from an extended leave period of 90 consecutive days or more, and whose name was also removed from the random testing pool for 90 days or more, must submit to a pre-employment urine drug test. West Ouachita Public Transit must be in receipt of a negative drug test result prior to the employee resuming any safety-sensitive function.

6. Random Testing

Safety-sensitive employees will be subject to random, unannounced testing. West Ouachita Public Transit will perform random testing in a manner that meets or exceeds the FTA minimum annual testing requirements, as amended. The selection of employees for random testing will be made using a scientifically valid method. All safety-sensitive employees will have an equal chance of being selected each time a random draw is performed. Random alcohol tests will be conducted just before, during or just after the employee's performance of a safety-sensitive

function. Random drug tests may be conducted anytime an employee is on duty, on call for duty or on standby for duty.

Once an employee is notified that they have been selected for a random test, they must proceed immediately to the testing location. Failure to proceed immediately may be deemed a refusal to test.

7. **Reasonable Suspicion Testing**

All safety-sensitive employees must submit to reasonable suspicion drug and/or alcohol testing when a supervisor or company official trained in detecting signs and symptoms of drug use and alcohol misuse has made specific, contemporaneous, articulable observations concerning an employee's appearance, speech, behavior and/or body odor. Reasonable suspicion testing for alcohol misuse will occur when observations are made just before, during, or just after the employee's performance of a safety-sensitive function. Reasonable suspicion testing for prohibited drugs may be conducted anytime an employee is on duty or on standby for duty and a trained supervisor has made the observations.

8. **Post-Accident Testing**

Fatal Accidents: Safety-sensitive employees must submit to post-accident drug and alcohol testing following an accident involving a public transportation vehicle that results in the loss of human life. In addition to a surviving operator of the vehicle, any other surviving, safety-sensitive employee whose performance could have contributed to the accident must also be tested.

Non-Fatal Accidents: All safety-sensitive employees whose actions cannot be completely discounted as a contributing factor must submit to post-accident drug and alcohol testing when a non-fatal accident meets one or more of the following thresholds:

1. An individual suffers bodily injury and immediately receives medical treatment away from the scene
2. One or more vehicles incurs disabling damage that requires the vehicle(s) to be towed away from the accident scene
3. If the public transportation vehicle is a rail car, trolley car, trolley bus or vessel and has been removed from service.

West Ouachita Public Transit officials will use the best information available at the scene, to determine if a safety-sensitive employee's performance can be completely discounted as a contributing factor to the accident.

Post-accident drug and alcohol tests will be conducted as soon as practicable following the accident. Any safety-sensitive employee involved in an accident must refrain from alcohol use for eight (8) hours following the accident or until the employee undergoes a post-accident alcohol test. Any safety-sensitive employee who leaves the scene of the accident without a

justifiable reason or explanation prior to submitting to drug and alcohol testing will be deemed to have refused the test. However, employees are not prohibited from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

9. **Urine Specimen Collections**

Urine specimen collections will be conducted in accordance with USDOT rule, 49 CFR Part 40, as amended. Collectors will be appropriately trained and qualified to perform urine specimen collections for USDOT covered employers. Urine specimen collectors will use the split-specimen collection method and will afford the donor (employee) the greatest degree of privacy permitted per 49 CFR Part 40, as amended. When an observed collection is required, the observer will be of the same gender as the donor (employee).

10. **Refusal to Submit to Urine Drug Testing**

The following actions constitute a "refusal to test" in accordance with 49 CFR Part 40, as amended:

- (1) Failure to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer (pre-employment testing not applicable).
- (2) Failure to remain at the testing site until the testing process is completed (after the process has been started)
- (3) Failure to provide a urine specimen for any drug test required by this part or DOT agency regulations
- (4) In the case of a directly observed or monitored collection in a drug test, fail to permit the observation or monitoring of your provision of a specimen
- (5) Failure to provide a sufficient amount of urine when directed, and it has been determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (6) Failure or decline to take an additional drug test the employer or collector has directed you to take
- (7) Failure to undergo a medical examination or evaluation, as directed by the MRO as part of the verification process, or as directed by West Ouachita Public Transit
- (8) Failure to cooperate with any part of the testing process (e.g., refuse to empty pockets when directed by the collector, behave in a confrontational way that disrupts the collection process, fail to wash hands after being directed to do so by the collector).
- (9) For an observed collection, failure to follow the observer's instructions to raise your clothing above the waist, lower clothing and underpants, and to turn around to permit the observer to determine if you have any type of prosthetic or other device that could be used to interfere with the collection process.
- (10) Possessing or wearing a prosthetic or other device that could be used to interfere with the collection process.
- (11) Admitting to the collector or MRO that you adulterated or substituted the specimen.

- (12) When the MRO verifies your drug test result as adulterated or substituted.

Refusing to submit to a USDOT/FTA required test is a violation of the USDOT/FTA testing program. Employees are required to be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals.

Per West Ouachita Public Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.

11. **Urine Specimen Analysis**

All specimens will be transported or shipped to a laboratory certified by the Department of Health and Human Services (DHHS). All specimens will be analyzed at the laboratory in accordance with 49 CFR Part 40, as amended. The procedures that will be used to test for the presence of prohibited drugs will protect the employee and the integrity of the drug testing process, safeguard the validity of the test results and ensure that the test results are attributed to the correct employee. Laboratory confirmed drug test results will be released only to a certified Medical Review Officer (MRO) for review and verification.

Negative-Dilute Specimens

Upon receipt of an MRO verified negative-dilute drug test result with creatinine levels greater than 5 mg/dl and less than 20 mg/dl, West Ouachita Public Transit will require applicants and employees to submit to a second urine collection per 49 CFR Part 40.197. The collection of the second specimen will not be conducted using direct observation procedures. The MRO verified result of the second urine drug test will be accepted by West Ouachita Public Transit as the final result and the test of record. ***West Ouachita Public Transit will apply this policy provision uniformly for all pre-employment and random urine drug tests reported by the Medical Review Officer to have creatinine levels greater than 5mg/dl but less than 20mg/dl (negative-dilute results).*** Once notified that a second collection is required, employees must proceed immediately for testing. An employee's failure to report immediately may be deemed as a refusal to submit to testing, which is a violation of the USDOT/FTA testing program. ***Per West Ouachita Public Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

12. **Role of the Medical Review Officer (MRO)**

The role of the Medical Review Officer is to review and verify laboratory confirmed test results obtained through a DOT-covered employer's testing program. When a non-negative drug test result is received, the MRO will communicate with the donor (employee) to determine if a legitimate medical explanation exists. When a legally prescribed medication has produced a non-negative result, the MRO will verify the prescription and report the result as "negative" to West Ouachita Public Transit. Medical conditions and other information obtained by the MRO during the interview with the donor will be maintained in a confidential manner. However, if the MRO believes that a medication prescribed to the donor may pose a significant safety risk, the MRO will require the donor to contact his/her prescribing physician and request that the

physician contact the MRO within 5 business days. The MRO and prescribing physician will consult to determine if the employee's medication use presents a significant safety risk. West

Ouachita Public Transit will be notified by the MRO when the outcome of the consultation results in a determination that the donor's medication use presents a significant safety risk. If the employee's prescribing physician fails to respond, the safety concern will be reported to West Ouachita Public Transit without consultation. Based on the MRO recommendation, West

Ouachita Public Transit may deem the employee medically disqualified from performing safety-sensitive functions. The MRO assigned to review and verify laboratory drug test results for West Ouachita Public Transit is:

Michael Brown – St. Francis Medical Center

2600 Tower Drive Suite 304 | Monroe, LA 71201

(318) 966-6324

13. **Consequence for MRO Verified Positive Drug Test**

When West Ouachita Public Transit is notified of an MRO verified positive drug test, or a test refusal due to adulteration or substitution; the violating employee will be immediately removed from safety-sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. Applicants will be excluded from hire and provided a list of DOT-qualified Substance Abuse Professionals. ***Per West Ouachita Public Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

14. **Split Specimen Testing**

As an important employee protection, split specimen collection procedures will be used for all USDOT/FTA urine collections. When an employee challenges an MRO verified result, he/she may request that the split specimen (bottle B) be tested at a different DHHS certified laboratory that conducted the test of the primary specimen (bottle A). Instructions for requesting the split specimen test will be provided by the Medical Review Officer during his/her interview with the donor (employee). In accordance with USDOT rule, West Ouachita Public Transit will ensure that the fee to process the split specimen test is covered, in order for a timely analysis of the split specimen. ***West Ouachita Public Transit may seek reimbursement for the cost of the split specimen test.***

15. **Alcohol Prohibition**

Safety-sensitive employees are prohibited from consuming alcohol while performing safety-sensitive functions, within (4) four hours prior to performing a safety sensitive function, or during the hours that they are on call or standby for duty. No safety-sensitive employee shall report for duty or remain on duty while having an alcohol concentration of 0.02 or greater. Safety-sensitive employees must not consume alcohol within eight (8) hours following an accident or until the employee submits to post-accident testing, whichever occurs first.

16. **Alcohol Testing**

All alcohol screening tests and confirmation tests will be performed in accordance with USDOT rule, 49 CFR Part 40. The procedures that will be used to test for alcohol misuse will protect the employee and the integrity of the testing process, safeguard the validity of the test results, and ensure the test results are attributed to the correct employee.

When an alcohol-screening test indicates a blood alcohol concentration (BAC) of 0.02 or greater, a confirmation test will be performed using an evidential breath-testing device listed on the USDOT/ODAPC webpage as an "Approved Evidential Breath Measurement Device". The

confirmed blood alcohol concentration (BAC) result will be transmitted by the technician to West Ouachita Public Transit in a confidential manner. A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.02 or greater but less than 0.04 will be removed from safety-sensitive duties for a period of at least (8) eight hours or until test results fall below 0.02.

17. **Consequence for a USDOT/FTA Confirmed Alcohol Violation**

A safety-sensitive employee who has a confirmed blood alcohol concentration (BAC) of 0.04 or greater has violated the USDOT/FTA testing program and will be removed from safety-sensitive duty and provided a list of DOT-qualified Substance Abuse Professionals. **Per West Ouachita Public Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.**

18. **Refusal to Submit to Alcohol Testing**

The following actions constitute a refusal to submit to an alcohol test:

- (1) Fail to appear for any test within a reasonable time, as determined by the employer, consistent with applicable DOT agency regulations, after being directed to do so by the employer.
- (2) Fail to remain at the testing site until the testing process is complete
- (3) Fail to provide an adequate amount of saliva or breath for any USDOT required alcohol test
- (4) Fail to provide a sufficient breath specimen, and the physician has determined, through a required medical evaluation, that there was no adequate medical explanation for the failure
- (5) Fail to undergo a medical examination or evaluation, as directed by the [Agency]
- (6) Fail to sign the certification at Step 2 of the ATF
- (7) Fail to cooperate with any part of the testing process.

Refusing to submit to a USDOT/FTA required test is a violation of USDOT/FTA testing program. Employees must be immediately removed from safety-sensitive duty and provided a list of USDOT-qualified Substance Abuse Professionals. ***Per West Ouachita Public Transit authority, violation of the USDOT/FTA testing program will result in termination of employment.***

19. **West Ouachita Public Transit Testing Program Contacts**

Designated Employer Representative (Drug & Alcohol Program Manager)

Vicki Hilbun/Director of Community Services: vhilbun@westmonroe.la.gov

Davlyn Jones/Manager: djones@westmonroe.la.gov

{318} 397-3299

Further information may be obtained from the USDOT's Office of Drug and Alcohol Policy and Compliance website: <https://www.transportation.gov/odapc> and the Federal Transit Administration's (FTA) website: <https://transit-safety.fta.dot.gov/DrugAndAlcohol/Default.aspx>

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM



SPECIMEN ID NO. 0000001

ACCESSION NO.

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

A. Employer Name, Address, I.D. No.	B. MRO Name, Address, Phone No. and Fax No.
C. Donor SSN, Employee I.D., or CDL State and No.	
D. Specify Testing Authority: <input type="checkbox"/> HHS <input type="checkbox"/> NRC Specify DOT Agency: <input type="checkbox"/> FMCSA <input type="checkbox"/> FAA <input type="checkbox"/> FRA <input type="checkbox"/> FTA <input type="checkbox"/> PHMSA <input type="checkbox"/> USCG	
E. Reason for Test: <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (specify) _____	
F. Drug Tests to be Performed: <input type="checkbox"/> THC, COC, PCP, OPI, AMP <input type="checkbox"/> THC & COC Only <input type="checkbox"/> Other (specify) _____	
G. Collection Site Address:	Collector Contact Info: Phone _____ Fax _____ Other _____

STEP 2: COMPLETED BY COLLECTOR (make remarks when appropriate). ☐ URINE ☐ ORAL FLUID

COLLECTION: <input type="checkbox"/> Split <input type="checkbox"/> Single <input type="checkbox"/> None Provided, Enter Remark.	
URINE: Collector reads urine temperature within 4 minutes. Temperature between 90° and 100° F? <input type="checkbox"/> Yes <input type="checkbox"/> No, Enter Remark <input type="checkbox"/> Observed, Enter Remark	
ORAL FLUID: Split Type: <input type="checkbox"/> Serial <input type="checkbox"/> Concurrent <input type="checkbox"/> Subdivided Each Device Within Expiration Date? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Volume Indicator(s) Observed	
REMARKS:	

STEP 3: Collector affixes seal(s) to bottle(s)/tube(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)

STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY TEST FACILITY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable federal requirements.		SPECIMEN BOTTLE(S)/TUBE(S) RELEASED TO:
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><input checked="" type="checkbox"/> Signature of Collector</p> <p>(PRINT) Collector's Name (First, MI, Last) _____</p> </div> <div style="width: 30%;"> <p>AM PM</p> <p>Date (Mo/Day/Yr) _____ Time of Collection _____</p> </div> </div>		
<div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><input checked="" type="checkbox"/> Signature of Accessioner</p> <p>(PRINT) Accessioner's Name (First, MI, Last) _____</p> </div> <div style="width: 30%;"> <p>Primary Specimen Seal Intact <input type="checkbox"/> YES <input type="checkbox"/> NO If NO, Enter remark in Step 5A.</p> </div> </div>		SPECIMEN BOTTLE(S)/TUBE(S) RELEASED TO:
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Primary/Single Specimen Device Expiration Date: _____ (Mo/Day/Yr)</p> </div> <div style="width: 45%;"> <p>Split Specimen Device Expiration Date: _____ (Mo/Day/Yr)</p> </div> </div>		

STEP 5A: PRIMARY SPECIMEN REPORT - COMPLETED BY TEST FACILITY

<input type="checkbox"/> NEGATIVE <input type="checkbox"/> DILUTE <input type="checkbox"/> REJECTED FOR TESTING <input type="checkbox"/> ADULTERATED <input type="checkbox"/> SUBSTITUTED <input type="checkbox"/> INVALID RESULT	
<input type="checkbox"/> POSITIVE for: _____ Analyte(s) in ng/mL	
REMARKS:	
Test Facility (if different from above): _____	
I certify that the specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable federal requirements.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> <p><input checked="" type="checkbox"/> Signature of Certifying Technician/Scientist</p> <p>(PRINT) Certifying Technician/Scientist's Name (First, MI, Last) _____</p> </div> <div style="width: 20%;"> <p>Date (Mo/Day/Yr) _____</p> </div> </div>	

STEP 5b: COMPLETED BY SPLIT TESTING LABORATORY

<input type="checkbox"/> RECONFIRMED <input type="checkbox"/> FAILED TO RECONFIRM - REASON _____ I certify that the split specimen identified on this form was examined upon receipt, handled using chain of custody procedures, analyzed, and reported in accordance with applicable federal requirements.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Laboratory Name</p> <p>Laboratory Address</p> </div> <div style="width: 40%;"> <p><input checked="" type="checkbox"/> Signature of Certifying Scientist</p> <p>(PRINT) Certifying Scientist's Name (First, MI, Last) _____</p> </div> <div style="width: 20%;"> <p>Date (Mo/Day/Yr) _____</p> </div> </div>	

<p>0000001 SPECIMEN A</p>	<p>Date (Mo/Day/Yr) _____</p> <p>Donor's Initials _____</p>	<p>PLACE OVER CAP</p>	
<p>0000001 SPECIMEN B</p>	<p>Date (Mo/Day/Yr) _____</p> <p>Donor's Initials _____</p>	<p>PLACE OVER CAP</p>	

COPY 1 - TEST FACILITY COPY

OMB No. 0930-0158

PRESS HARD - YOU ARE MAKING MULTIPLE COPIES

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM

SPECIMEN ID NO.

0000001

ACCESSION NO.

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

A. Employer Name, Address, I.D. No.

B. MRO Name, Address, Phone No. and Fax No.

C. Donor SSN, Employee I.D., or CDL State and No.

D. Specify Testing Authority: ☐ HHS ☐ NRC Specify DOT Agency: ☐ FMCSA ☐ FAA ☐ FRA ☐ FTA ☐ PHMSA ☐ USCGE. Reason for Test: ☐ Pre-employment ☐ Random ☐ Reasonable Suspicion/Cause ☐ Post Accident ☐ Return to Duty ☐ Follow-up ☐ Other (specify) _____F. Drug Tests to be Performed: ☐ THC, COC, PCP, OPI, AMP ☐ THC & COC Only ☐ Other (specify) _____

G. Collection Site Address:

Collector Contact Info: Phone _____

Fax _____

Other _____

STEP 2: COMPLETED BY COLLECTOR (make remarks when appropriate).

☐ URINE☐ ORAL FLUIDCOLLECTION: ☐ Split ☐ Single ☐ None Provided, Enter Remark.URINE: Collector reads urine temperature within 4 minutes. Temperature between 90° and 100° F? ☐ Yes ☐ No, Enter Remark ☐ Observed, Enter RemarkORAL FLUID: Split Type: ☐ Serial ☐ Concurrent ☐ Subdivided Each Device Within Expiration Date? ☐ Yes ☐ No ☐ Volume Indicator(s) Observed

REMARKS:

STEP 3: Collector affixes seal(s) to bottle(s)/tube(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)

STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY TEST FACILITY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable federal requirements.

X

Signature of Collector

AM

PM

(PRINT) Collector's Name (First, MI, Last)

Date (Mo/Day/Yr)

Time of Collection

SPECIMEN BOTTLE(S)/TUBE(S) RELEASED TO:

Name of Delivery Service

STEP 5: COMPLETED BY DONOR

I certify that I provided my specimen to the collector; that I have not adulterated it in any manner; each specimen bottle/tube used was sealed with a tamper-evident seal in my presence; and that the information provided on this form and on the label affixed to each specimen bottle/tube is correct.

X

Signature of Donor

(PRINT) Donor's Name (First, MI, Last)

Date (Mo/Day/Yr)

Email address: _____ Daytime Phone No. () _____ Evening Phone No. () _____ Date of Birth _____ (Mo/Day/Yr)

After the Medical Review Officer receives the test results for the specimen identified by this form, he/she may contact you to ask about prescriptions and over-the-counter medications you may have taken. Therefore, you may want to make a list of those medications for your own records. THIS LIST IS NOT NECESSARY. If you choose to make a list, do so either on a separate piece of paper or on the back of your copy (Copy 5). - DO NOT PROVIDE THIS INFORMATION ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE COPY 5 WITH YOU.

STEP 6: COMPLETED BY MEDICAL REVIEW OFFICER - PRIMARY SPECIMEN

☐ URINE☐ ORAL FLUID

In accordance with applicable federal requirements, my verification is:

☐ NEGATIVE ☐ POSITIVE for: _____☐ DILUTE☐ REFUSAL TO TEST because - check reason(s) below:☐ ADULTERATED (adulterant/reason): _____☐ SUBSTITUTED☐ OTHER: _____☐ TEST CANCELLED

REMARKS:

X

Signature of Medical Review Officer

(PRINT) Medical Review Officer's Name (First, MI, Last)

Date (Mo/Day/Yr)

STEP 7: COMPLETED BY MEDICAL REVIEW OFFICER - SPLIT SPECIMEN

In accordance with applicable federal requirements, my verification for the split specimen (if tested) is:

☐ RECONFIRMED for: _____ ☐ TEST CANCELLED☐ FAILED TO RECONFIRM for: _____

REMARKS:

X

Signature of Medical Review Officer

(PRINT) Medical Review Officer's Name (First, MI, Last)

Date (Mo/Day/Yr)

COPY 2 - MEDICAL REVIEW OFFICER COPY

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM

SPECIMEN ID NO.

0000001

ACCESSION NO.

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

A. Employer Name, Address, I.D. No.	B. MRO Name, Address, Phone No. and Fax No.
C. Donor SSN, Employee I.D., or CDL State and No. _____	
D. Specify Testing Authority: <input type="checkbox"/> HHS <input type="checkbox"/> NRC Specify DOT Agency: <input type="checkbox"/> FMCSA <input type="checkbox"/> FAA <input type="checkbox"/> FRA <input type="checkbox"/> FTA <input type="checkbox"/> PHMSA <input type="checkbox"/> USCG	
E. Reason for Test: <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (specify) _____	
F. Drug Tests to be Performed: <input type="checkbox"/> THC, COC, PCP, OPI, AMP <input type="checkbox"/> THC & COC Only <input type="checkbox"/> Other (specify) _____	
G. Collection Site Address: _____	Collector Contact Info: Phone _____ Fax _____ Other _____

STEP 2: COMPLETED BY COLLECTOR (make remarks when appropriate).

☐ URINE☐ ORAL FLUID

COLLECTION: <input type="checkbox"/> Split <input type="checkbox"/> Single <input type="checkbox"/> None Provided, Enter Remark.	
URINE: Collector reads urine temperature within 4 minutes. Temperature between 90° and 100° F? <input type="checkbox"/> Yes <input type="checkbox"/> No, Enter Remark <input type="checkbox"/> Observed, Enter Remark	
ORAL FLUID: Split Type: <input type="checkbox"/> Serial <input type="checkbox"/> Concurrent <input type="checkbox"/> Subdivided Each Device Within Expiration Date? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Volume Indicator(s) Observed	
REMARKS: _____	

STEP 3: Collector affixes seal(s) to bottle(s)/tube(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)

STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY TEST FACILITY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable federal requirements.

X

Signature of Collector

AM
PM

(PRINT) Collector's Name (First, MI, Last)

Date (Mo/Day/Yr)

Time of Collection

SPECIMEN BOTTLE(S)/TUBE(S) RELEASED TO:

Name of Delivery Service

STEP 5: COMPLETED BY DONOR

I certify that I provided my specimen to the collector; that I have not adulterated it in any manner; each specimen bottle/tube used was sealed with a tamper-evident seal in my presence; and that the information provided on this form and on the label affixed to each specimen bottle/tube is correct.

X

Signature of Donor

(PRINT) Donor's Name (First, MI, Last)

Date (Mo/Day/Yr)

Email address: _____ Daytime Phone No. () _____ Evening Phone No. () _____ Date of Birth _____ (Mo/Day/Yr)

After the Medical Review Officer receives the test results for the specimen identified by this form, he/she may contact you to ask about prescriptions and over-the-counter medications you may have taken. Therefore, you may want to make a list of those medications for your own records. THIS LIST IS NOT NECESSARY. If you choose to make a list, do so either on a separate piece of paper or on the back of your copy (Copy 5). - DO NOT PROVIDE THIS INFORMATION ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE COPY 5 WITH YOU.

STEP 6: COMPLETED BY MEDICAL REVIEW OFFICER - PRIMARY SPECIMEN

☐ URINE☐ ORAL FLUID

In accordance with applicable federal requirements, my verification is:

☐ NEGATIVE☐ POSITIVE for: _____☐ DILUTE☐ REFUSAL TO TEST because - check reason(s) below:☐ TEST CANCELLED☐ ADULTERATED (adulterant/reason): _____☐ SUBSTITUTED☐ OTHER: _____

REMARKS: _____

X

Signature of Medical Review Officer

(PRINT) Medical Review Officer's Name (First, MI, Last)

Date (Mo/Day/Yr)

STEP 7: COMPLETED BY MEDICAL REVIEW OFFICER - SPLIT SPECIMEN

In accordance with applicable federal requirements, my verification for the split specimen (if tested) is:

☐ RECONFIRMED for: _____☐ TEST CANCELLED☐ FAILED TO RECONFIRM for: _____

REMARKS: _____

X

Signature of Medical Review Officer

(PRINT) Medical Review Officer's Name (First, MI, Last)

Date (Mo/Day/Yr)

COPY 3 - COLLECTOR COPY

OMB No. 0330-0168

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM

SPECIMEN ID NO.

0000001

ACCESSION NO.

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

A. Employer Name, Address, I.D. No.	B. MRO Name, Address, Phone No. and Fax No.
C. Donor SSN, Employee I.D., or CDL State and No. _____	
D. Specify Testing Authority: <input type="checkbox"/> HHS <input type="checkbox"/> NRC Specify DOT Agency: <input type="checkbox"/> FMCSA <input type="checkbox"/> FAA <input type="checkbox"/> FRA <input type="checkbox"/> FTA <input type="checkbox"/> PHMSA <input type="checkbox"/> USCG	
E. Reason for Test: <input type="checkbox"/> Pre-employment <input type="checkbox"/> Random <input type="checkbox"/> Reasonable Suspicion/Cause <input type="checkbox"/> Post Accident <input type="checkbox"/> Return to Duty <input type="checkbox"/> Follow-up <input type="checkbox"/> Other (specify) _____	
F. Drug Tests to be Performed: <input type="checkbox"/> THC, COC, PCP, OPI, AMP <input type="checkbox"/> THC & COC Only <input type="checkbox"/> Other (specify) _____	
G. Collection Site Address: _____	Collector Contact Info: Phone _____ Fax _____ Other _____

STEP 2: COMPLETED BY COLLECTOR (make remarks when appropriate).

☐ URINE☐ ORAL FLUID

COLLECTION: <input type="checkbox"/> Split <input type="checkbox"/> Single <input type="checkbox"/> None Provided, Enter Remark.	
URINE: Collector reads urine temperature within 4 minutes. Temperature between 90° and 100° F? <input type="checkbox"/> Yes <input type="checkbox"/> No, Enter Remark <input type="checkbox"/> Observed, Enter Remark	
ORAL FLUID: Split Type: <input type="checkbox"/> Serial <input type="checkbox"/> Concurrent <input type="checkbox"/> Subdivided Each Device Within Expiration Date? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Volume Indicator(s) Observed	
REMARKS: _____	

STEP 3: Collector affixes seal(s) to bottle(s)/tube(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)

STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY TEST FACILITY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable federal requirements.

SPECIMEN BOTTLE(S)/TUBE(S) RELEASED TO:

X _____ Signature of Collector _____ (PRINT) Collector's Name (First, MI, Last)	AM PM	_____ Name of Delivery Service
/ / Date (Mo/Day/Yr)	Time of Collection	

STEP 5: COMPLETED BY DONOR

I certify that I provided my specimen to the collector; that I have not adulterated it in any manner; each specimen bottle/tube used was sealed with a tamper-evident seal in my presence; and that the information provided on this form and on the label affixed to each specimen bottle/tube is correct.

X _____ Signature of Donor	(PRINT) Donor's Name (First, MI, Last)	/ / Date (Mo/Day/Yr)
Email address: _____ Daytime Phone No. () _____ Evening Phone No. () _____ Date of Birth (Mo/Day/Yr)		
After the Medical Review Officer receives the test results for the specimen identified by this form, he/she may contact you to ask about prescriptions and over-the-counter medications you may have taken. Therefore, you may want to make a list of those medications for your own records. THIS LIST IS NOT NECESSARY. If you choose to make a list, do so either on a separate piece of paper or on the back of your copy (Copy 5). - DO NOT PROVIDE THIS INFORMATION ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE COPY 5 WITH YOU.		

STEP 6: COMPLETED BY MEDICAL REVIEW OFFICER - PRIMARY SPECIMEN

☐ URINE☐ ORAL FLUID

In accordance with applicable federal requirements, my verification is:

<input type="checkbox"/> NEGATIVE <input type="checkbox"/> POSITIVE for: _____	
<input type="checkbox"/> DILUTE	
<input type="checkbox"/> REFUSAL TO TEST because - check reason(s) below:	
<input type="checkbox"/> ADULTERATED (adulterant/reason): _____	<input type="checkbox"/> TEST CANCELLED
<input type="checkbox"/> SUBSTITUTED	
<input type="checkbox"/> OTHER: _____	

REMARKS: _____		
X _____ Signature of Medical Review Officer	(PRINT) Medical Review Officer's Name (First, MI, Last)	/ / Date (Mo/Day/Yr)

STEP 7: COMPLETED BY MEDICAL REVIEW OFFICER - SPLIT SPECIMEN

In accordance with applicable federal requirements, my verification for the split specimen (if tested) is:

<input type="checkbox"/> RECONFIRMED for: _____		<input type="checkbox"/> TEST CANCELLED
<input type="checkbox"/> FAILED TO RECONFIRM for: _____		
REMARKS: _____		
X _____ Signature of Medical Review Officer	(PRINT) Medical Review Officer's Name (First, MI, Last)	/ / Date (Mo/Day/Yr)

COPY 4 - EMPLOYER COPY

Paper CCF: Back of Copy 1-4
Electronic CCF: Separate Page

Public Burden Statement

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0158. Public reporting burden for this collection of information is estimated to average: 5 minutes/donor; 4 minutes/collector; 3 minutes/test facility; and 3 minutes/Medical Review Officer. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 5600 Fishers Lane, Room 15E57B, Rockville, Maryland, 20852.

FEDERAL DRUG TESTING CUSTODY AND CONTROL FORM

SPECIMEN ID NO.

0000001

ACCESSION NO.

STEP 1: COMPLETED BY COLLECTOR OR EMPLOYER REPRESENTATIVE

A. Employer Name, Address, I.D. No.

B. MRO Name, Address, Phone No. and Fax No.

C. Donor SSN, Employee I.D., or CDL State and No.

D. Specify Testing Authority: ☐ HHS ☐ NRC Specify DOT Agency: ☐ FMCSA ☐ FAA ☐ FRA ☐ FTA ☐ PHMSA ☐ USCGE. Reason for Test: ☐ Pre-employment ☐ Random ☐ Reasonable Suspicion/Cause ☐ Post Accident ☐ Return to Duty ☐ Follow-up ☐ Other (specify) _____F. Drug Tests to be Performed: ☐ THC, COC, PCR, OPI, AMP ☐ THC & COC Only ☐ Other (specify) _____

G. Collection Site Address:

Collector Contact Info: Phone _____

Fax _____

Other _____

STEP 2: COMPLETED BY COLLECTOR (make remarks when appropriate).

☐ URINE☐ ORAL FLUIDCOLLECTION: ☐ Split ☐ Single ☐ None Provided, Enter Remark.URINE: Collector reads urine temperature within 4 minutes. Temperature between 90° and 100° F? ☐ Yes ☐ No, Enter Remark ☐ Observed, Enter RemarkORAL FLUID: Split Type: ☐ Serial ☐ Concurrent ☐ Subdivided Each Device Within Expiration Date? ☐ Yes ☐ No ☐ Volume Indicator(s) Observed

REMARKS:

STEP 3: Collector affixes seal(s) to bottle(s)/tube(s). Collector dates seal(s). Donor initials seal(s). Donor completes STEP 5 on Copy 2 (MRO Copy)

STEP 4: CHAIN OF CUSTODY - INITIATED BY COLLECTOR AND COMPLETED BY TEST FACILITY

I certify that the specimen given to me by the donor identified in the certification section on Copy 2 of this form was collected, labeled, sealed and released to the Delivery Service noted in accordance with applicable federal requirements.

SPECIMEN BOTTLE(S)/TUBE(S) RELEASED TO:

X

Signature of Collector

AM

PM

(PRINT) Collector's Name (First, MI, Last)

Date (Mo/Day/Yr)

Time of Collection

Name of Delivery Service

STEP 5: COMPLETED BY DONOR

I certify that I provided my specimen to the collector; that I have not adulterated it in any manner; each specimen bottle/tube used was sealed with a tamper-evident seal in my presence; and that the information provided on this form and on the label affixed to each specimen bottle/tube is correct.

X

Signature of Donor

(PRINT) Donor's Name (First, MI, Last)

Date (Mo/Day/Yr)

Email address: _____ Daytime Phone No. () _____ Evening Phone No. () _____ Date of Birth (Mo/Day/Yr)

After the Medical Review Officer receives the test results for the specimen identified by this form, he/she may contact you to ask about prescriptions and over-the-counter medications you may have taken. Therefore, you may want to make a list of those medications for your own records. THIS LIST IS NOT NECESSARY. If you choose to make a list, do so either on a separate piece of paper or on the back of your copy (Copy 5). - DO NOT PROVIDE THIS INFORMATION ON THE BACK OF ANY OTHER COPY OF THE FORM. TAKE COPY 5 WITH YOU.

STEP 6: COMPLETED BY MEDICAL REVIEW OFFICER - PRIMARY SPECIMEN

☐ URINE☐ ORAL FLUID

In accordance with applicable federal requirements, my verification is:

☐ NEGATIVE ☐ POSITIVE for: _____☐ DILUTE☐ REFUSAL TO TEST because - check reason(s) below:☐ ADULTERATED (adulterant/reason): _____☐ SUBSTITUTED☐ OTHER: _____☐ TEST CANCELLED

REMARKS: _____

X

Signature of Medical Review Officer

(PRINT) Medical Review Officer's Name (First, MI, Last)

Date (Mo/Day/Yr)

STEP 7: COMPLETED BY MEDICAL REVIEW OFFICER - SPLIT SPECIMEN

In accordance with applicable federal requirements, my verification for the split specimen (if tested) is:

☐ RECONFIRMED for: _____☐ TEST CANCELLED☐ FAILED TO RECONFIRM for: _____

REMARKS: _____

X

Signature of Medical Review Officer

(PRINT) Medical Review Officer's Name (First, MI, Last)

Date (Mo/Day/Yr)

COPY 5 - DONOR COPY

OMB No. 0930-0158

Paper CCF: Back of Copy 5
Electronic CCF: Separate Page

Privacy Act Statement: (For Federal Employees Only)

Submission of the information on the Federal Drug Testing Custody and Control Form is voluntary. However, incomplete submission of the information, refusal to provide a specimen, or substitution or adulteration of a specimen may result in delay or denial of your application for employment/appointment or may result in removal from the federal service or other disciplinary action.

The authority for obtaining the specimen and identifying information contained herein is Executive Order 12564 ("Drug-Free Federal Workplace"), 5 U.S.C. Sec. 3301 (2), 5 U.S.C. Sec. 7301, and Section 503 of Public Law 100-71, 5 U.S.C. Sec. 7301 note. Under provisions of Executive Order 12564 and 5 U.S.C. 7301, test results may only be disclosed to agency officials on a need-to-know basis. This may include the agency Medical Review Officer (MRO), the administrator of the Employee Assistance Program, and a supervisor with authority to take adverse personnel action. This information may also be disclosed to a court where necessary to defend against a challenge to an adverse personnel action.

Submission of your SSN is not required by law and is voluntary. Your refusal to furnish your number will not result in the denial of any right, benefit, or privilege provided by law. Your SSN is solicited, pursuant to Executive Order 9397, for purposes of associating information in agency files relating to you and for purposes of identifying the specimen provided for testing. If you refuse to indicate your SSN, a substitute number or other identifier will be assigned, as required, to process the specimen.

Public Burden Statement

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0930-0158. Public reporting burden for this collection of information is estimated to average: 5 minutes/donor; 4 minutes/collector; 3 minutes/test facility; and 3 minutes/Medical Review Officer. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to SAMHSA Reports Clearance Officer, 5600 Fishers Lane, Room 15E57B, Rockville, Maryland, 20852.

West Ouachita Public Transit

Service Animal and Pet Policy

June 20, 2023

SERVICE ANIMALS AND PETS

Service animals are welcome aboard Valley Transit vehicles. A service animal is any guide dog, or other animal trained to perform tasks for an individual with a disability. Service animals are not pets.

Transit agency may ask:

1. If an animal is a service animal.
2. What tasks the animal has been trained to perform.

Transit agency **may not**:

1. Require a special ID card or harness for animal
2. Ask about the person's disability

They are working animals that are specially trained to provide assistance and must be under control of passenger at all times.

While the US Department of Transportation has not adopted a more specific definition of service animal, the US Department of Justice has provided a more specific definition of service animals to exclude "wild animals (including non-human primates born in captivity), reptiles, rabbits, farm animals (including miniature horses and pigs), ferrets, amphibians, and rodents."

DOJ also distinguishes between psychiatric service animals and comfort animals. Service animals do not include animals whose "sole function is to provide emotional support, comfort, therapy, companionship, therapeutic benefits, or promote emotional well-being"

Under control and well behaved are the defining characteristics. The care and supervision of a service animal is solely the responsibility of its owner. In addition, customers traveling with animals are subject to the same general rules that apply to all passengers; i.e., any damage or soiling caused by the animal is the responsibility of the customer. If an animal is not under control or if its behavior is disruptive or menacing, Valley Transit can refuse service or ask the person and animal to exit the vehicle. Service animals that are

disruptive, threatening or intimidating will be handled in a case-by-case discipline process.

Because of the small size of the mini-buses, other pets are not allowed on DIAL-A-RIDE unless they are small and can be transported in a suitable pet carrier. Your pet plus the kennel may weigh no more than 25 pounds. Please tell the customer service representative that you are bringing a pet to make sure there is room on the vehicle.

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE EXECUTION OF A COMMERCIAL LINE EXTENSION AGREEMENT WITH ATMOS ENERGY CORPORATION IN ORDER TO OBTAIN NATURAL GAS SERVICE TO THE SITE OF THE WEST MONROE SPORTS AND EVENTS COMPLEX; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, a Commercial Line Extension Agreement with Atmos Energy Corporation in order to obtain natural gas service to the site of the West Monroe Sports and Events Complex, all according to the terms and provisions of the proposed agreement is attached as Exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions, to further negotiate any and all further changes or amendments, and to execute any and all further documents she deems either necessary or proper to obtain the enhanced electrical service desired.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, this 20th day of June, 2023, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

COMMERCIAL LINE EXTENSION AGREEMENT

Project # 020.52118

THIS AGREEMENT is made this 6th day of June 2023, by and between ATMOS ENERGY CORPORATION, having offices in Baton Rouge, Louisiana (COMPANY), and City of West Monroe, 2305 N 7th St., West Monroe, La. 71291 (CUSTOMER).

In consideration of the mutual agreements herein contained, The COMPANY agrees to make such extensions and additions to its facilities as may be necessary in order to furnish natural gas service to the CUSTOMER at a mutually agreeable point on CUSTOMER'S premises located: 875 Constitution Dr., West Monroe, La., Ouachita Parish.

It is understood and agreed that all service shall be furnished and taken in accordance with COMPANY'S Standard Terms and Conditions for natural gas service and rate schedule, current copies of which have been given to CUSTOMER and by CUSTOMER's execution of this agreement acknowledges receipt of and acceptance of such terms, conditions, and rates.

It is further understood and agreed that the anticipated revenue, under COMPANY'S applicable rate schedules, from the service contemplated hereunder will not be sufficient to justify the necessary extension and additions to their facilities. Therefore, in consideration of COMPANY making such extensions of and additions to its facilities, CUSTOMER agrees to:

I. PAY The COMPANY:

- (a) A non-refundable contribution-in-aid-of construction of \$5,709.00 (service line), and/or,
- (b) A non-interest-bearing advance for construction of \$16,575.00 (main line extension); refundable as follows:

COMPANY agrees to refund to CUSTOMER the Annual Margin (defined as, monthly customer base charge and natural gas usage for the applicable twelve (12) month period in ccf's multiplied by COMPANY's then applicable commodity charge) derived from natural gas sales to each Premise furnished natural gas service from this line extension for each of the first three (3) years following the commencement of natural gas service to such Premise, provided that COMPANY shall not be obligated to make any such refund after a period of five (5) years following the "Completion of Construction" date of this Main Line Extension. During the term of this Agreement, COMPANY will review the actual consumption for each Premise at the end of each of the first three (3) twelve (12) month periods following the date on which such Premise was connected and issue CUSTOMER a refund for the Annual Margin received from each such Premise. COMPANY will conduct such review and make such refund as soon as reasonably practicable following each applicable twelve (12) month period. The term "Premise" shall mean a rentable unit within CUSTOMER's development which is connected to the main extension, which is the subject of this Agreement, which unit is capable of receiving natural gas service. The total amount refunded cannot exceed the amount of the Customer's original deposit.

DESCRIPTION OF SERVICES:

Beginning at Mane St, run approximately 300 feet of 4" P.E. natural gas main line along Constitution Dr and run approximately 250 feet of 2" P.E. along private unnamed street to serve West Monroe Indoor Sports Complex.

GENERAL PROVISIONS

I. No refund to CUSTOMER will be allowed for consumers or premises who or which are connected to a main extension which is a further extension of, or connected to the main extension defined in this agreement; and after the expiration of five (5) years from the "Completion of Construction" date hereof, no further refunds, as provided for in article I (b) shall be made by the COMPANY to CUSTOMER.

II. It shall be the responsibility of the CUSTOMER to notify the COMPANY of a Premise connected to the main extension defined in this agreement.

III. A bona fide Premise, as used herein, means a single original gas meter installation for a permanent rental unit in a commercial development.

IV. The COMPANY's obligation to construct the gas main extension provided for herein will be carried out with all reasonable expedition, subject to applicable laws, rules and regulations of governmental authorities and to any delay occasioned by force majeure or events or conditions of whatsoever nature reasonably beyond COMPANY'S control.

V. Title to all facilities, including pipes and appurtenances, connections thereto, and extensions thereof, and including the right to use, operate and maintain same, shall forever be and remain exclusively and unconditionally vested in the COMPANY, its successors and assigns.

VI. Should the COMPANY fail to obtain satisfactory rights-of-way at zero or nominal costs, CUSTOMER agrees to reimburse 100% of the right-of-way acquisition costs incurred by COMPANY or the project will be cancelled.

If this project is not completed within 6 months from the date hereof, the COMPANY retains the option to either increase the price estimates herein or to cancel this Agreement.

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____ MOTION BY: _____
SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE SUBMISSION OF AN APPLICATION BY THE CITY OF WEST MONROE, LOUISIANA, FOR A STATES’ ECONOMIC DEVELOPMENT ASSISTANCE PROJECT (SEDAP) GRANT FROM THE DELTA REGIONAL AUTHORITY FOR THE PROJECT “COTTON STREET (PINE STREET TO WOOD STREET) UTILITY IMPROVEMENT PROJECT”, INCLUDING A COMMITMENT FOR THAT PORTION OF THE PROJECT COSTS TO BE FUNDED BY THE CITY OF WEST MONROE; AND, IF AWARDED, TO ENTER INTO A GRANT CONTRACT AND TO EXECUTE ANY AND ALL FURTHER DOCUMENTATION EITHER NECESSARY OR APPROPRIATE TO ACCEPT THAT GRANT, AND THEREAFTER PROCEED WITH THAT PROJECT; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that the submission for a States’ Economic Development Assistance Program (SEDAP) grant from the Delta Regional Authority for the project “Cotton Street (Pine Street to Wood Street) Utility Improvement Project”, estimating the total project cost as \$611,000.00, with the requested grant amount being \$488,800.00 and committing to a contribution by the City of \$122,200.00 (20% of the total project cost); with that project being further described as improving water and sewer utilities along Cotton Street between Pine Street and Wood Street, which will increase utility capacity and reduce service disruptions to businesses, ensuring uninterrupted commerce; and noting the return on this investment will likely begin within months of completion, and further noting this investment will attract businesses and new development to the downtown area.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that if the grant is awarded, Staci Albritton Mitchell, as the Mayor of the City of West Monroe, Louisiana, is hereby further authorized to then enter into the Grant Contract with the Delta Regional Authority for the proposed project “Cotton Street (Pine Street to Wood Street) Utility Improvement Project”, and to execute any and all further documentation either necessary or appropriate to accept that grant, including any further commitment for that portion of the project costs to be funded by the City of West Monroe, and thereafter to proceed with that project, all according to the terms, conditions and provisions required of the formal grant agreement.

SECTION 3. BE IT FURTHER ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as the Mayor of the City of West Monroe, Louisiana, is hereby authorized on behalf of the City of West Monroe, Louisiana, to execute any and all documents determined by her to either necessary or desirable in connection with the application for the grant and, if awarded, in connection with the grant contract, and to thereafter further do and perform any and all other matters and take any and all other actions in order to fulfill all of the terms and conditions of any grant agreement awarded.

SECTION 4. BE IT FURTHER ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as the Mayor of the City of West Monroe, Louisiana, be and she is here designated and appointed the agent of the City of West Monroe, Louisiana, to conduct all negotiations and execute and submit all documents, including but not limited to the grant application, any commitment agreement and any amendments, and any reports which may be necessary or desirable as relates to the application for grant funding for the aforementioned project, as well as undertaking any and all efforts that could result in receipt of additional grant or other funding which could reduce the financial obligation of the City.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea and nay vote, passes and adopted this 20th day of June, 2023, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

Change Order**No. One (1)**Date of Issuance: June 5, 2023Effective Date: June 5, 2023

Project: Coleman Avenue Sewer Relocation	Owner: City of West Monroe	Owner's Contract No.: C000220
Contract: Coleman Avenue Sewer Relocation City Contract No. C000220	Date of Contract: May 4, 2023	
Contractor: Don M. Barron Contractor, Inc.	Engineer's Project No.: 22E055.00	

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

This change order provides for revisions to the gravity sewer alignment due to unforeseen conflicts with existing utilities along the originally proposed alignment. It also provides for a revised route for the relocated sewer force main based on the actual field identified location of the existing force main.

Attachments (list documents supporting change):

Attachment No. 1 – Change Order Summary

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 82,571.00[Increase] [Decrease] from previously approved
Change Orders No. N/A to No. N/A:\$ N/A

Contract Price prior to this Change Order:

\$ 82,571.00[Increase] [~~Decrease~~] of this Change Order:\$ 1,333.00

Contract Price incorporating this Change Order:

\$ 83,904.00**CHANGE IN CONTRACT TIMES:**Original Contract Times: ☐ Working days ☒ Calendar daysSubstantial completion (days or date): 45 days

Ready for final payment (days or date): _____

[Increase] [Decrease] from previously approved Change Orders
No. N/A to No. N/A:Substantial completion (days): N/AReady for final payment (days): N/A

Contract Times prior to this Change Order:

Substantial completion (days or date): 45 days

Ready for final payment (days or date): _____

[Increase] [Decrease] of this Change Order:

Substantial completion (days or date): N/AReady for final payment (days or date): N/A

Contract Times with all approved Change Orders:

Substantial completion (days or date): 45 days

Ready for final payment (days or date): _____

RECOMMENDED:

By: 
Engineer (Authorized Signature)Date: 6/5/23

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

By: 
Contractor (Authorized Signature)Date: 6/7/23

ATTACHMENT NO. 1
CHANGE ORDER NO. 1
COLEMAN AVENUE SEWER RELOCATION
CITY OF WEST MONROE CONTRACT NO. C002220
L&A, INC. PROJECT NO. 22E055.00
June 5, 2023

Item No.	Item Description	Unit Price	Units	Original Quantity	Revised Quantity	Amount Over/(Under)
1	Mobilization	\$2,600.00	Lump Sum	100%	100%	\$0.00
2	Bonds and Insurance	\$1,222.00	Lump Sum	100%	100%	\$0.00
3	10" PVC, C900 Sewer Force Main (Including Fittings) (Open Cut)	\$65.00	Lin. Ft.	446	351	(\$6,175.00)
4	10" PVC, SDR 35 Gravity Sewer Main (Open Cut) (0' - 6' Depth)	\$50.00	Lin. Ft.	342	349	\$350.00
5	10" PVC, SDR 35 Gravity Sewer Main (Directional Bore)	\$134.00	Lin. Ft.	35	0	(\$4,690.00)
6	Sanitary Sewer Manhole (0' - 6' Depth)	\$4,591.00	Each	2	4	\$9,182.00
7	Fill Abandoned 8" Gravity Mains with Flowable Fill	\$14.00	Lin. Ft.	276	235	(\$574.00)
8	Fill Abandoned 10" Gravity Mains with Flowable Fill	\$20.00	Lin. Ft.	224	261	\$740.00
9	Tie-Ins (Complete)	\$7,843.00	Lump Sum	100%	100%	\$0.00
10	Temporary Signs and Barricades	\$650.00	Lump Sum	100%	100%	\$0.00
11	Final Cleanup and Erosion Control	\$1,950.00	Lump Sum	100%	100%	\$0.00
12	Exploratory Excavations to Locate City Infrastructure	\$2,500.00	Lump Sum	0%	100%	\$2,500.00
Total =						\$1,333.00

ORIGINAL CONTRACT AMOUNT:

\$82,571.00

TOTAL INCREASE (DECREASE) OF PREVIOUS CHANGE ORDERS:

\$0.00

NET INCREASE (DECREASE) THIS CHANGE ORDER:

\$1,333.00

REVISED CONTRACT AMOUNT:

\$83,904.00

CHANGE ORDER**No. 3**
Dated: June 20, 2023**OWNER'S Contract No.: 000208** **ENGINEER'S Project No.: 215208****Project:****TUPAWEK ESTATES SIDEWALK PROJECT****CONTRACTOR: C W & W CONTRACTORS, INC.****Contract For: Sidewalk Construction** **Contract Date: December 13, 2022****To: C W & W CONTRACTORS, INC.**
Contractor**You are directed to make the changes noted below in the subject Contract:****City of West Monroe**

Owner

By: Staci Albritton Mitchell - Mayor
Dated: June 20, 2023**Nature of Changes:** As-built adjustments for final quantities.
Added retaining wall at 101 Comanche Circle to obtain ADA compliance.**Enclosures:** Change Order #3 Detail

These changes result in the following adjustments to the Contract Price and Contract Time:

Contract Price Prior to This Change Order: \$ 239,760.78**Net Increase Resulting from this Change Order: \$ 28,805.23****Current Contract Price Including this Change Order: \$ 268,566.01**

Contract Time Prior to This Change Order: 145 Days

Net Add Resulting from This Change Order: 0 Days

Current Contract Time Including This Change Order: 145 Days

The Above Changes Are Recommended:

S. E. HUEY CO.

Project Engineer

By:


Brad Anzalone, P.E.

Date:

6/20/23

The above Changes Are Approved As Recommended:

City of West Monroe

Owner

By:

Staci Albritton Mitchell - Mayor

Date:

The above Changes Are Accepted:

C W & W Contractors, Inc.

Contractor

By:

Glen Warren, President

Date:

Project: TUPAWEK ESTATES SIDEWALK PROJECT				Owner: CITY OF WEST MONROE, LA					
Job #: 215208		Change Order No. 3			Contract Date: December 12, 2022				
Date of Completion:		Amount of Contract:			Contract Days:				
Original: N/A		Current: \$239,760.78			Current: 145				
Revised: N/A		Revised: \$268,566.01			Revised: 145				
	Contract Items		Current:			Change Order No. 3			
Item No.	Item	Description	Unit	Quantity	Unit \$	Extension	Quantity	Difference	Extension
1	Clearing & Grubbing		LS	1	\$6,022.56	\$6,022.56	1	0	\$0.00
2	Removal of Concrete Walks and Drives		SY	279	\$37.52	\$10,468.08	337.4	58.4	\$2,191.17
3	Removal of Concrete Curbs		LF	20	\$15.06	\$301.20	20	0	\$0.00
4	Borrow (vehicular measurement) (select soils)		CY	24	\$29.96	\$719.04	24	0	\$0.00
5	Concrete Walk (4" Thick)		SY	865	\$97.82	\$84,614.30	901.9	37	\$3,609.56
6	Concrete Drive (6" Thick)		SY	220	\$94.15	\$20,713.00	235	15	\$1,412.25
7	Handicapped Curb Ramps		EA	8	\$1,410.69	\$11,285.52	8	0	\$0.00
8	Temporary Signs & Barricades		LS	1	\$5,305.95	\$5,305.95	1	0	\$0.00
9	Speed Bumps		EA	4	\$1,036.89	\$4,147.56	4	0	\$0.00
10	Mobilization		LS	1	\$10,008.74	\$10,008.74	1	0	\$0.00
11	Pedsetrian Signs w/Post		EA	4	\$312.12	\$1,248.48	4	0	\$0.00
12	Relocate Existing Signs		EA	5	\$289.91	\$1,449.55	5	0	\$0.00
13	Plastic Pavement Striping (24" width) (Thermoplastic 125 mil)		LF	160	\$31.21	\$4,993.60	160	0	\$0.00
14	Construction Layout		LS	1	\$8,114.97	\$8,114.97	1	0	\$0.00
15	Adjusting Water Valves and Meter Boxes		EA	3	\$459.19	\$1,377.57	3	0	\$0.00
16	Handrail		LF	52	\$306.11	\$15,917.72	52	0	\$0.00
17	Sidewalk Turndown		SY	29	\$124.77	\$3,618.33	29	0	\$0.00
18	Slab Sodding		SF	8000	\$1.25	\$10,000.00	11025	3025	\$3,781.25
19	Add maintenance aggregate to keep driveways open during construction.		TON	8	\$90.00	\$720.00	0	-8	(\$720.00)
20	Repair irrigation systems damaged during construction.		LS	1	\$5,000.00	\$5,000.00	1	0	\$0.00
21	Remove tree to reduce amount of retaining wall needed.		EA	1	\$500.00	\$500.00	1	0	\$0.00
22	Add retaining wall at beginning of project to achieve maintainable slope.		LF	200	\$142.00	\$28,400.00	330.5	130.5	\$18,531.00
23	Concrete Steps and Sidewall		LS	1	\$4,834.61	\$4,834.61	1	0	\$0.00
* - New Item			Project Cost Increase: \$28,805.23						
			Contract Amount: Current: \$239,760.78 Revised: \$268,566.01						

CERTIFICATE OF SUBSTANTIAL COMPLETION

OWNER'S Project No. 000208

ENGINEER'S Project No. 215208

Project: **TUPAWEK ESTATES SIDEWALK PROJECT**

CONTRACTOR: **C W & W Contractors, Inc.**

Contract For: **Sidewalk Improvements**

Contract Date: **December 13, 2022**

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof:

None specified.

To City of West Monroe
OWNER

And To C W & W Contractors, Inc.
CONTRACTOR

The Work to which this Certificate applies has been inspected by authorized representatives of **OWNER, CONTRACTOR** and **ENGINEER**, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

June 1, 2023
Date of Substantial Completion

A tentative list of items to be completed or corrected ("Punch List") may be attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of **CONTRACTOR** to complete all the Work in accordance with the Contract Documents. When this Certificate applies to a specified part of the Work the items in the tentative list shall be completed or corrected by **CONTRACTOR** within 45 days of the above date of Substantial Completion.

The date of Substantial Completion is the date upon which all guarantees and warranties begin, except as follows:

All work, no exceptions.

The responsibilities between **OWNER** and **CONTRACTOR** shall be as follows:

RESPONSIBILITIES:

OWNER: Normal operation and maintenance

CONTRACTOR: Provide a 1-year warranty of materials and workmanship.

The following documents are attached to and made a part of this Certificate:

Punchlist

ACCEPTED BY OWNER: City of West Monroe

By: _____
Staci Albritton Mitchell, Mayor

Date: June 20, 2023

EXECUTED BY ENGINEER: S. E. HUEY CO.

By: 
Brad Anzalone, P. E.

Date: June 20, 2023

The **CONTRACTOR** accepts this Certificate of Substantial Completion on _____, 20__

C W & W Contractors, Inc.
CONTRACTOR

BY: _____
Glen Warren, President

TUPAWEK ESTATES SIDEWALK PROJECT

C W & W CONTRACTORS, INC.

Final Inspection Punch List 6-1-2023

A final inspection of the work on the project was conducted at 10:15 am on the above date. Attending this inspection were Brad Anzalone (S.E. Huey Co.), Cullen Clark (S.E. Huey Co.), Wendell Fordham (S.E. Huey Co.), Gary Eldridge (City of West Monroe), Connor Williams (CW&W), and Colby Williams (CW&W).

All new sidewalks were in place and ready to be put into service. The following list was compiled to document items remaining to be addressed as part of the contract.

1. Remove caps at driveway joints throughout the project. (\$150)
2. Clean dirt/debris off sidewalk throughout the project. (\$300)
3. Add topsoil behind new sod at 101 Arapaho. (\$150)
4. Add topsoil and sod at each end of retaining wall at 101 Arapaho. (\$150)
5. Fix sprinkler wire at 101 Arapaho. Brad will contact Kurt McEnery for details and coordinate with C W & W regarding repairs. (\$1,000)
6. Fix sprinkler at 100 Comanche. Brad will contact Jane Hazard for details and coordinate with C W & W regarding repairs. (\$1,000)
7. Fix curb at 100 Comanche. (\$1,500)
8. Grind water valves down to be flush with sidewalk along 101 Comanche Circle. (\$400)
9. Reinstall water meter box at 206 Tupawek Drive. (\$150)
10. Adjust meter boxes at 301 & 303 Tupawek Drive. (\$200)
11. Water and fertilizer sod as needed to establish grass growth. (\$1,500)

Respectfully submitted,

S. E. HUEY CO.



Brad Anzalone, P. E.

CERTIFICATE OF SUBSTANTIAL COMPLETION

OWNER'S Project No. 000165

ENGINEER'S Project No. 209793

Project: **Highland Park Commercial Subdivision Infrastructure Improvements, Phase 1**

CONTRACTOR: **Merrick, LLC**

Current Contract For: **\$1,946,042.48**

Contract Date: **February 14, 2022**

This Certificate of Substantial Completion applies to all Work under the Contract Documents or to the following specified parts thereof: N/A

To City of West Monroe
OWNER

And To Merrick, LLC
CONTRACTOR

The Work to which this Certificate applies has been inspected by authorized representatives of **OWNER, CONTRACTOR and ENGINEER**, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on

June 20, 2023
Date of Substantial Completion

A tentative list of items to be completed or corrected may be attached hereto. This list may not be all-inclusive, and the failure to include an item in it does not alter the responsibility of **CONTRACTOR** to complete all the Work in accordance with the Contract Documents. When this Certificate applies to a specified part of the Work the items in the tentative list shall be completed or corrected by **CONTRACTOR** within 45 days of the above date of Substantial Completion.

The date of Substantial Completion is the date upon which all guarantees and warranties begin, except as follows: n/a

The responsibilities between **OWNER** and **CONTRACTOR** shall be as follows:

RESPONSIBILITIES:

OWNER: Normal operation and maintenance

CONTRACTOR: Attached punch list and subject to warranty inspection by Public Works Department.

The following documents are attached to and made a part of this Certificate: Final Punch List

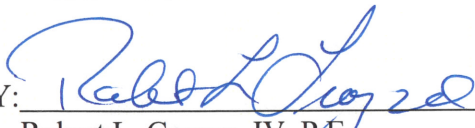
ACCEPTED BY OWNER: City of West Monroe

By: _____

Date: _____

EXECUTED BY ENGINEER:

S. E. HUEY CO.

BY: 
Robert L. George, IV, P.E.

Date: 6-20-23

The **CONTRACTOR** accepts this Certificate of Substantial Completion on _____, 2023

Merrick, LLC.
CONTRACTOR

BY: _____
Chad P. Juneau, President

FINAL PUNCH LIST
JUNE 14, 2023
HIGHLAND PARK COMMERCIAL SUBDIVISION
INFRASTRUCTURE IMPROVEMENTS, PHASE 1
CITY OF WEST MONROE

1. Contractor to remove and replace crack at the intersection of N. 7th Street and Entrance Drive 1\$5,000.00
2. Contractor to repair the flaking striping at the intersection of N. 7th Street and Entrance Drive 1\$2,000.00
3. Contractor to finish all striping at the Otis Street tie-in.....\$2,000.00
4. Contractor to remove concrete from the base of all street signage and all signage shall have a minimum 36" embedment depth with a bolted connection.....\$1,000.00
5. Contractor to raise sewer manhole number 1 to correct top elevation\$1,500.00
6. Contractor to inspect and seal manhole number 2\$500.00
7. Contractor to raise sewer manhole number 6 to correct top elevation\$1,500.00
8. Contractor to wash and clean out all sanitary sewer mains of dirt and debris.....\$2,500.00
9. Contractor to remove all silt fencing\$500.00
10. Contractor to repair failing patch in N. 7th Street at the Otis Street intersection from the 12" water main tie-in\$7,500.00
11. Contractor to check tracer wires at valve cluster beside Entrance Drive 1. The tracer wire on the valve going towards N. 7th heads down towards Otis Street when traced\$500.00
12. Contractor to grind down high spots in curb and gutter between station 26+00 to 27+99 to lessen the standing water\$2,000.00

\$26,500.00

STATE OF LOUISIANA

CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO ENTER INTO A PROFESSIONAL SERVICES CONTRACT WITH S.E. HUEY CO. FOR CERTAIN ENGINEERING SERVICES IN CONNECTION WITH THE PROJECT KNOWN AS “MCMILLAN ROAD PEDESTRIAN IMPROVEMENTS”, AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

SECTION 1. BE IT ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute on behalf of the City of West Monroe, Louisiana, a Contract For Engineering Services with S.E. Huey Co. for certain engineering services on the project known as “McMillan Road Pedestrian Improvements”, a copy of which contract is attached as Exhibit “A”.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Aldermen of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby further authorized to take any and all actions and to execute any and all further documents she deems either necessary or proper to negotiate, prepare, execute and carry out the activities arising out of the contract described above according to its terms and intent, including but not limited to such negotiations and modifications as she determines appropriate regarding the terms and conditions of the employment, the nature of the services performed and the manner of calculation of compensation for those services.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea or nay vote, this 20th day of June, 2023, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

**CONTRACT FOR ENGINEERING SERVICES
FOR MCMILLAN ROAD PEDESTRIAN IMPROVEMENTS**

THIS CONTRACT, made and entered into this _____ day of June 2023, by and between CITY OF WEST MONROE, hereinafter referred to as “OWNER” and S. E. Huey Co., Monroe, Louisiana, hereinafter referred to as “ENGINEERS”.

WHEREAS, the OWNER has been awarded a grant from LADOTD’s Safe Route to Public Places Program (hereinafter referred to as “PROGRAM”) for construction of new sidewalks along McMillan Road, from Bell Lane to Hilton Street; and

WHEREAS, the OWNER desires to engage ENGINEERS for design and preparation of plans and specifications of said project; and

WHEREAS, the ENGINEERS are agreeable to undertaking the engineering and related services as set forth in this contract.

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

The OWNER hereby employs and retains the ENGINEERS, and ENGINEERS agree to provide engineering services, as more fully provided below.

SCOPE OF WORK

The WORK consists of engineering design for construction of sidewalks along McMillan Road. The primary purpose of the project is to provide a safe corridor for residents of the adjacent neighborhoods to access the Ouachita Parish Public Library. Note: The ENGINEERS are performing the topographic and boundary surveys required for this project under separate arrangement.

SCOPE OF ENGINEERING SERVICES

The services to be performed by the ENGINEERS (“BASIC SERVICES”) are as follows:

- 1) Preparation of the construction plans and bid package in conformance with the PROGRAM requirements.
- 2) Attending any required meetings.
- 3) Assist the OWNER’S Responsible Charge in coordinating with LADOTD.

CONTRACT TIME

The WORK shall begin on or before the date of the PROGRAM pre-design meeting (to be determined by LADOTD) and shall progress expeditiously in accordance with the PROGRAM review schedule.

COMPENSATION

The OWNER shall pay and the ENGINEERS agree to accept, in full compensation for the services to be performed under this contract, fees as outlined below:

- A. ENGINEERING: The fee for the WORK described herein is \$87,500.00.
- B. SPECIAL SERVICES: All additional services required and authorized by the OWNER shall be billed hourly per the rates included in Exhibit "A", attached. All specialized consultant or laboratory fees shall be 100% reimbursable.
- C. CONSULTANT SERVICES: Third-party consultant services will be contracted and billed directly to the OWNER.

PAYMENT SCHEDULE

The foregoing fees for the Basic Services shall be paid to the ENGINEERS per invoice for each project contained in this contract. Invoices will be prepared not more frequently than once per month, based on the percentage of the fee expended for the engineering services completed to that billing date. Invoices shall be due and payable within 30 days following the date rendered.

DELAYS AND EXTENSIONS

The ENGINEERS will be given credit and extension of time for delays beyond their control, such as scope changes requested by OWNER and delays due to LADOTD reviews.

TERMINATION OR SUSPENSION

The terms of this contract shall be binding upon the parties hereto until the work has been completed and accepted by the OWNER and all payments required to be made to the ENGINEERS have been made; but this contract may be terminated under any or all of the following conditions:

- 1) By mutual agreement and consent of the parties hereto.
- 2) By the OWNER as a consequence of the failure of the ENGINEERS to comply with the terms, progress or quality of work in a satisfactory manner, as determined in the discretion of the OWNER, proper allowance being made for circumstances beyond the control of the ENGINEERS, or if for any other reason the OWNER shall determine it does not wish to continue with the project at this time.
- 3) By either party upon failure of the other party to fulfill its obligations as set forth in this contract.
- 4) By satisfactory completion of all services and obligations described herein.

In the event of termination or suspensions, payment shall be made to ENGINEERS for services provided prior to termination or suspension.

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of this Agreement the ENGINEERS shall comply with the applicable provisions of the Civil Rights Act, as amended, and with other applicable laws, regulations or orders issued by a Governmental Agency exercising jurisdiction over the ENGINEERS’ employment practices, or which are otherwise applicable to services rendered in conjunction with this project.

SUCCESSORS AND ASSIGNS

This contract shall be binding upon the successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the respective dates indicated below.

WITNESSES:

S. E. HUEY CO.

BY: _____
Robert L. George, IV

DATE: _____

WITNESSES:

CITY OF WEST MONROE

BY: _____
Mayor Staci Albritton Mitchell

DATE: _____

EXHIBIT “A”

SCHEDULE OF INVOICING RATES

January 2023

CLASSIFICATION	INVOICING RATE PER MAN HOUR
1. Engineering Services	
A. Principals – Design, Consultation & Reports	\$160.00
B. Senior Staff Engineers & Architects	\$155.00
C. Design Engineers	\$125.00
D. Engineering Interns/Technicians	\$120.00
E. Inspectors	\$ 90.00
F. Technical Assistant	\$ 90.00
2. Designer Services	
A. Senior Designers	\$120.00
B. Computer Aided Design/ Drafting	\$105.00
3. Clerical	\$ 75.00
4. Survey Services	
A. Registered Land Surveyor	\$145.00
B. Survey Technician	\$ 95.00
C. Survey Party of 1 Man per hour	\$160.00
D. Survey Party of 2 Men per hour	\$175.00
5. Other Costs	
Any authorized subconsultant costs will be billed at 100% of invoiced cost to ENGINEER. Travel, living, and out-of-pocket expenses for authorized out-of-town trips will be billed at actual cost.	

STATE OF LOUISIANA
CITY OF WEST MONROE

ORDINANCE NO. _____

MOTION BY: _____

SECONDED BY: _____

AN ORDINANCE TO AUTHORIZE THE MAYOR OF THE CITY OF WEST MONROE, LOUISIANA, TO APPLY FOR A GRANT UNDER THE FY24 FHWA RECREATIONAL TRAILS PROGRAM FOR LOUISIANA (“FRTPL”), AS ESTABLISHED BY CFDA 20.219, FOR THE PROJECT “TRENTON STREET RECREATIONAL TRAILS - OTIS ST. TRAILHEAD”; TO CERTIFY THAT PRIOR TO COMMENCEMENT OF ANY WORK ON THE PROJECT INCLUDED IN THE APPLICATION, THE CITY HAS OR WILL HAVE AVAILABLE AND SUFFICIENT FUNDS TO BUILD THE PROJECT (INCLUDING THE AGREED AMOUNT OF LOCAL MATCH), TO OPERATE THE PROJECT, AND TO MAINTAIN THE PROJECT; TO DESIGNATE THE MAYOR AS AGENT OF THE CITY TO CONDUCT ALL NEGOTIATIONS, EXECUTE AND SUBMIT ALL DOCUMENTS, INCLUDING BUT NOT LIMITED TO THE APPLICATION, LETTER OF COMMITMENT AGREEMENT, AMENDMENTS, PAYMENT REQUESTS, AND COMPLETION REPORT, WHICH MAY BE NECESSARY FOR THE COMPLETION OF THE AFOREMENTIONED PROJECT; AND TO OTHERWISE PROVIDE WITH RESPECT THERETO.

WHEREAS, the US Federal Government provides funds to the State of Louisiana for grants to state, local and non-profit organizations to acquire, develop and/or maintain motorized and non-motorized trails; and

WHEREAS, the FRTPL has been delegated the responsibility for the administration of the program within the state and setting up necessary procedures governing project application under the program; and

WHEREAS, those procedures require the applicant to officially certify the approval of the application before the submission of said application;

NOW, THEREFORE,

SECTION 1. BE IT ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized on behalf of the City of West Monroe, Louisiana, to apply for a grant under the FY24 FHWA Recreational Trails Program For Louisiana (“FRTPL”), as established by CFDA 20.219, for the project “Trenton Street Recreational Trails, - Otis St. Trailhead”, as more particularly described in Exhibit “A”, in the amount of \$100,000.00, including a local match of up to \$275,000.00, together with such other terms, conditions, and provisions as are or may be required in connection with the application for that grant or the receipt of that grant.

SECTION 2. BE IT FURTHER ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to certify that prior to commencement of any work on the project included in the application that the City of West Monroe, Louisiana has or will have available and sufficient funds to build the project (including the agreed amount of local match), to operate the project, and to maintain the project.

SECTION 3. BE IT FURTHER ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that the Mayor of the City of West Monroe, Louisiana, be and she is hereby designated as agent of the City of West Monroe, Louisiana, to conduct all negotiations, to execute and to submit all documents, including but not limited to the application, letter of commitment agreement, amendments, payment requests and completion report which may be necessary for the completion of the aforementioned project.

SECTION 4. BE IT FURTHER ORDAINED by the Mayor and Board of Alderman of the City of West Monroe, Louisiana, in regular and legal session convened, that Staci Albritton Mitchell, as Mayor of the City of West Monroe, Louisiana, be and she is hereby authorized to execute any and all further documents and authorize any and all other actions determined by her to be either necessary or desirable in connection with the application for the grant and compliance with its terms, conditions, and provisions.

The above Ordinance was read and considered by Sections at a public meeting of the Mayor and Board of Aldermen, in regular and legal session convened, voted on by yea and nay vote, this 20th day of June, 2023, the final vote being as follows:

YEA: _____

NAY: _____

NOT VOTING: _____

ABSENT: _____

ATTEST:

APPROVED THIS 20TH DAY OF
JUNE, 2023

CHRISTEN HEATH, CITY CLERK
CITY OF WEST MONROE
STATE OF LOUISIANA

STACI ALBRITTON MITCHELL, MAYOR
CITY OF WEST MONROE
STATE OF LOUISIANA

Project Name: **Trenton Street Recreational Trails - Otis St. Trailhead**

Agency/Program: FY24 FHWA Recreational Trails Program

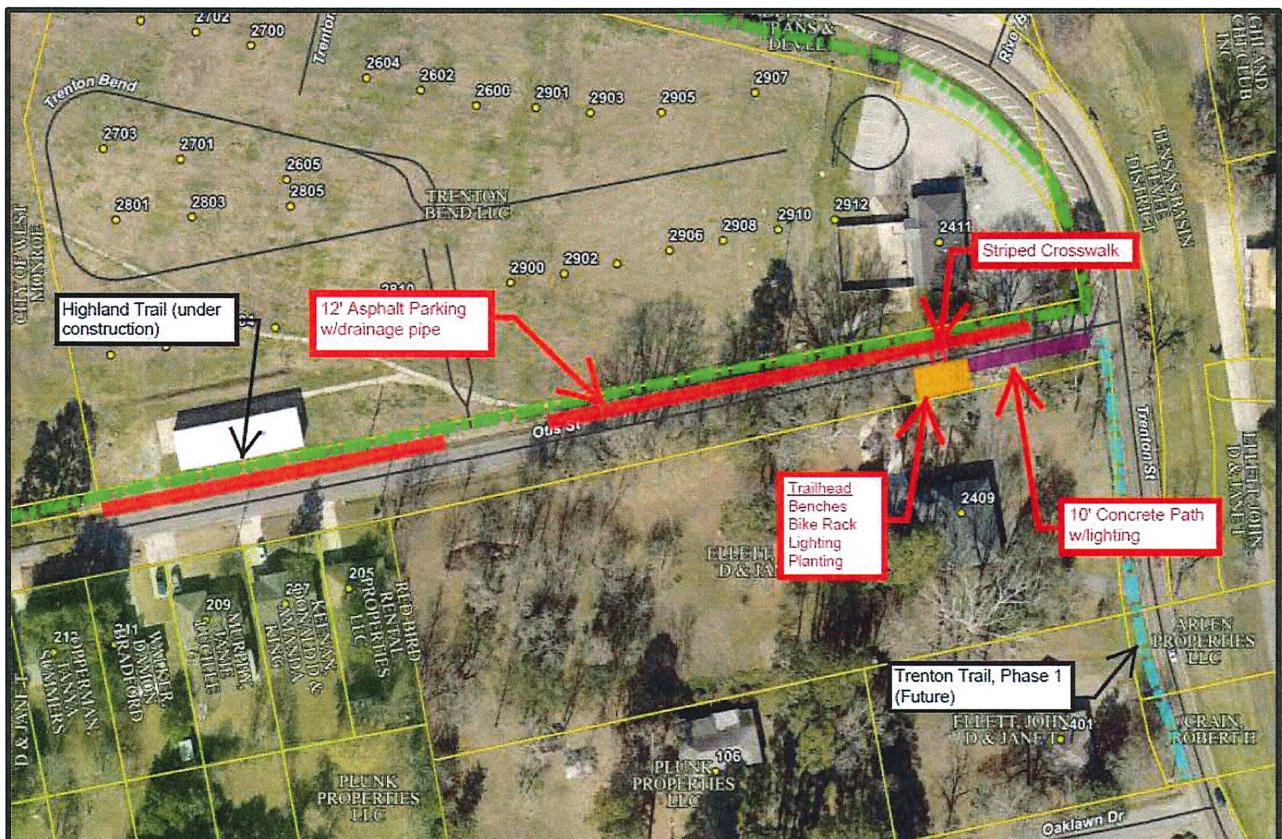
City Code: 000223

Description: This project consists of the construction of 150 feet of 10'-wide shared-use bicycle/pedestrian paths, a trailhead landing, and approximately 20 paved parking stalls along Otis Street. The project also includes 24" pipe and catch basins under the new parking area, a striped crosswalk, trail lighting, and new trees/plants at the trailhead.

Est. Cost: \$375,000

Request: \$100,000

City Match: \$275,000





INFRASTRUCTURE PROJECT UPDATE

June 20, 2023

UNDER CONSTRUCTION

Project	Description	Funding	Status
Tupawek Estates Sidewalks	Construction of sidewalk along Tupawek Drive to provide a safe corridor for pedestrians within the neighborhood.	City	Final inspection held June 1st. Contractor to complete punch list items.
Otis Street (Urban Systems)	Mill & Overlay, add bike/ped path.	Urban Systems (80/20)	Under Construction.
Natchitoches Street (Urban Systems)	Mill & Overlay, improve drainage, add bike lane.	Urban Systems (80/20)	Under Construction.
Highland Park Commercial Subdivision	Development of the east end of the golf course land to sell as commercial property.	DRA/City	Contractor addressing remaining items. Preparing for close-out.
DRA: Cypress/Slack Sanitary Sewer Improvements	Replacement of sanitary sewer lines in the vicinity of Cypress Street.	DRA/City	Under construction.
Arlington Place and Mallard Ave Water Main Replacement	Installation of new water main and connection of house services to provide more reliable water service.	CWEF/City	Construction to be completed this week.
La Watershed Initiative – Flood Acquisitions	\$5.2M awarded for Buyouts.	LWI	Waiting on LWI to begin program.
New Kiroli Road Bridge (North)	Replacement of bridge on Kiroli Road with box culverts.	Capital Outlay	Under construction. Park closed.
Constitution & Sh. Const. Dr. (Urban Systems) H.014689	Pulverize and rebuild road base and pavement.	Urban Systems (80/20)	Construction to begin at the end of July or beginning of August depending on Sports Complex schedule.
Industrial Park Drainage Improvements (EDA)	Drainage improvements including cross drains, piping, and ditches.	EDA/City	Under Construction.

Project Classifications

Transportation
Drainage
Water System
Sewer System
Quality-of-Life/Economic/Safety

Prepared by Robert L. George, IV, P.E.



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IN DESIGN			
Project	Description	Funding	Status
Kiroli Sidewalk Project	Install new sidewalks along Kiroli Road from Post Oak Apartments to Arkansas Road. Install pedestrian crossing at Kiroli Elementary.	DOTD TAP (80/20)	Pursuing additional funding from DOTDTAP.
Black Bayou Canal - 2016 Flood Damage Repairs	Public Assistance (PA) damage claims to the concrete canal.	FEMA/CDBG/ City	Pursuing additional funding via federal appropriations, EDA, and DRA.
Black Bayou Canal Improvements (HMGP)	Improvements including cleaning, widening, and armoring portions of the Black Bayou Canal south of I-20.	FEMA/City	Awaiting FEMA Phase 1 review comments.
Highland School Area Sidewalks	Construction of sidewalks along Arlene Street to provide a safe pedestrian route to school.	LaDOTD/City	Waiting on LaDOTD to schedule Plan-In-Hand Meeting.
Mane Street Rehabilitation Phase 2 (Urban Systems)	Mill & Overlay Mane Street from Downing Pines Rd to Interchange.	Urban Systems (80/20)	95% Preliminary submitted to LaDOTD. Funding delayed until Oct. 2023.
New Drago Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Drago LS. Design funded through LaDEQ. Seeking EDA funding for construction.	LaDEQ/City	Rate study contractor assigned. Property acquisition underway.
New Austin Sanitary Sewer Lift Station	New sanitary sewer lift station to replace Austin LS.	EDA/City	Environmental clearance/survey phase.
Arkansas Rd. (N. 7th St. to Trenton Street)	Mill, patch, and overlay (3,325LF). Fill in ditch. Add 10' path.	Urban Systems (80/20)	Utility relocation plans being put together for permitting.
North 7th Street (Hwy. 143) Restriping (5-Lane)	Restriping N. 7th from Cypress to Arkansas to add center turn lane for Highland Commercial Subdivision.	City	DOTD approval obtained.
North 7th Street Bicycle/Pedestrian Path (Arkansas Rd to Otis St)	Construction of 10' wide concrete path along the east side of North 7th Street.	FHWA Rec Trails Prog/City	Design 75% Lighting Specs for DOTD review. Environmental Review Complete.
LaDOTD Safe Routes to Public Places: McMillan Library Sidewalks	New sidewalk along McMillan Road, from Hilton Street to the library.	SRTTP	DOTD is conducting feasibility study. Surveying complete.
Downtown - Trenton/Wood Sewer	Sewer line improvements.	City	LDH permit approved.
Mid-City Drainage (Fed Approp/FEMA-PDM)	Drainage improvements between Trenton Street and Black Bayou Canal. (\$2.4m Award)	FEMA/City	Addressing RFI's (review comments).
Trenton Corridor Bike/Ped and Utilities (Fed Approp/LaDOTD)	Bury utilities and construct bike/ped path along Trenton St, from Otis St to Bridge St. (\$5.0m Award)	FEMA/City	Waiting on LaDOTD agreement.
Flanagan Street Water Main Replacement	Replacement of existing 4" W.M. along Flanagan with a 6" W.M.	CWEF/City	CWEF contract (CEA) executed and submitted. Ready to go out for pricing.

Project Classifications

Transportation
Drainage
Water System
Sewer System
Quality-of-Life/Economic/Safety

Prepared by Robert L. George, IV, P.E.



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JUNE 20, 2023
WEST MONROE CITY COUNCIL MEETING
ENGINEERING UPDATE
L&A, INC. PROJECT NO. 23E038.00

Kiroli Walk Trail Improvements – City Project No. C22002

- Measure additional areas for rehabilitation consideration
- Consult with contractor for pricing for rehab of additional areas
- Discuss with City for scope of work & pricing then decide steps to move forward

Sunshine Heights Drainage Improvements – City Project No. C22024

- State Project Manager kickoff meeting was held June 14.
- L&A to provide letter to State Project Manager outlining phases with scope of work & corresponding estimated costs
- L&A to provide proposal to City for surveying/engineering services contract to prepare plans & specs for Phase 1 which fits into the money that the State has allocated (\$500,000 Cash available for construction)

Coleman Avenue Sewer Relocation

- Under construction
- Force main is installed
- Awaiting manhole delivery for gravity installation

Kiroli Dog Park

- Researching property ownership north of the park project area for potential access to the construction area
- Consult with contractor on scope of work, access, and schedule
- Provide recommendation to City once items above are complete

Drainage Improvements Along Downing Pines Road

- L&A estimating construction costs for installing drainage structures along large open ditch along west side of Downing Pines Road from Interstate 20 to Mane Street and/or just beyond to existing enclosed ditch
- Potential project that the City is seeking grant funding

Natchitoches Street Cross Drain Replacement

- L&A provided surveying/engineering proposal for plans & specs for a cross drain replacement project on Natchitoches Street near its intersection with North 9th Street (provided same day as meeting)

Mane Street Cross Drain Repair

- L&A provided surveying/engineering proposal for plans & specs for a cross drain repair project on Mane Street near 620 Mane Street (JPS Equipment Rental)
(provided same day as meeting)