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www.cityoftallulah.org**



**City of Tallulah**  
**Office of the Mayor**  
Regular Council Meeting Agenda

Wednesday, February 15, 2023  
5:30 P.M., City Hall

**Charles M. Finlayson  
Mayor  
Joseph Scott  
District 1  
Lisa Houston  
District 2  
Carla Turner-Harris  
District 3  
Marjorie Day  
District 4  
Toriano Wells  
District 5**

1. Call to Order
2. Pledge of Allegiance & Prayer
3. Roll-Call
4. Public Comments on the Agenda
5. Approve Minutes of the January 26, 2023, Regular Meeting
6. Review of FY 21/22 City of Tallulah Audit
7. Approval of policies:
  - a. Ethics Policy
  - b. Information Technology/Business Continuity Policy
  - c. Collections Policy
  - d. Surety Bond/Theft Policy
  - e. Sexual Harassment Policy
  - f. Grievance Policy
  - g. Debt Policy
8. Tallulah Police Department:
  - a. Approve hiring of Courtney James as Tallulah Police Department Patrol Officer
  - b. Leasing of additional vehicle for Tallulah Police Department
9. Public Comments (please limit to three minutes)
10. Adjourn

**Special Accommodations**

*Any person needing reasonable accommodations to attend a public meeting held by the Tallulah City Council should contact Gerald Odom at 318-574-0964 three (3) days prior to the meeting date. If further information is needed, please contact Mr. Odom at the number listed above.*

**“This Institution is an Equal Opportunity Employer/Provider”**

# **City of Tallulah**

## **Ethics Policy**

Each **public servant** shall receive a minimum of one hour of education and training on the Code of Ethics during each year of his public employment or term of office. Additionally, each employee shall have to sign yearly that they have read and understand the company's ethics policy.

**Newly elected officials must receive training within 90 days of taking the oath of office.**

### **Enforcement**

Each political subdivision shall designate at least one person who shall provide information, notices, and updates to employees and officials of the political subdivision and assist the Board in any way necessary to fulfill the education requirements. (R.S. 42:1170). For the City of Tallulah, this person shall be the City Clerk.

- (1) Persons who are public servants solely because they are an uncompensated, volunteer fireman or an uncompensated, auxiliary or reserve law enforcement officer are exempt from the training.
- (2) Non-salaried employees of hospitals operated by a hospital service are exempt unless the employee is authorized to enter into contracts on behalf of the hospital for goods or services or the duties of the employee include the supervision of another public employee.
- (3) A former public servant whose public service in a calendar year lasted less than 90 days shall not be required to receive education and training.

## **General Ethics Prohibitions (RS 42:1111-1121)**

NOTE: The following is a synopsis of some of the key provisions of the Louisiana Code of Governmental Ethics. It is only a summary. For the official text of the provisions described below and for the text of other provisions of the Code, including information relative to exceptions to these general restrictions, refer to the Code at LSA R.S. 42:1101 et seq.

The Code of Governmental Ethics prohibits the:

- A. 1111A - Receipt of a thing of economic value from a source other than the governmental entity for the performance of official duties and responsibilities.
- B. 1111C(1)(a) - Receipt of a thing of economic value for the performance of a service substantially related to public duties or which draws on non-public information.
- C. 1111C(2)(d) - Receipt of a thing of economic value by a public servant for services rendered to or for the following: (1) persons who have or are seeking to obtain a contractual or other business or financial relationship with the public servant=s agency; (2) persons who are regulated by the public employee=s agency; or (3) persons who have substantial economic interests which may be substantially affected by the performance or nonperformance of the public employee=s official duties. These same restrictions apply to the public servant=s spouse and to any legal entity in which the public servant exercises control or owns an interest in excess of 25%.
- D. 1115 - Solicitation or acceptance of a thing of economic value as a gift from any of the persons listed in (C), above; however, the restrictions against the receipt of gifts from persons regulated by a public employee=s agency or from persons who may be substantially affected by his performance or nonperformance or his official duty applies only to Apublic employees@ and not to elected officials. In addition, elected officials are not allowed to solicit or accept any thing of economic value from paid lobbyists or their employers.
- E. 1115.1 - Giving of food and drink valued at over \$57 per single event to a public servant by one of the persons listed in subpart (C) or (A) above; however, this

restriction does not apply to a gathering held in conjunction with a meeting of a national or regional organization or a statewide organization of government officials or employees, or to a public servant of a post-secondary education attending a private fundraiser for the post-secondary institution.

F. 1111E - Receipt of a thing of economic value for assisting someone with a transaction with the agency of the public servant.

G. 1112 - Participation by a public servant in a transaction involving the governmental entity in which any of the following persons have a substantial economic interest: (1) the public servant; (2) any member of his immediate family; (3) any person in which he has an ownership interest that is greater than the interest of a general class; (4) any person of which he is an officer, director, trustee, partner, or employee; (5) any person with whom he is negotiating or has an arrangement concerning prospective employment; (6) any person who is indebted to him or is a party to an existing contract with him and by reason thereof is in a position to affect directly his economic interests. An elected official may participate in the debate and discussion of a matter which could violate this provision, but only if he discloses the nature of the conflict on the record of his agency prior to his participation in the debate and discussion, and prior to any vote taken on the matter. The elected official is not allowed to vote on the matter and he must recuse himself. R.S. 42:1120. Appointed members of boards and commissions may recuse themselves to avoid a violation of Section 1112. Unlike elected officials, they may not participate in the debate or discussion of the matter. They must recuse themselves from all participation. R.S. 42:1112D. Other public employees who are not sole decision makers can be disqualified from transactions that would violate this prohibition. A mechanism for disqualification is found in the rules promulgated by the Board. R.S. 42:1112C.

H. 1113 - Bidding on, entering into, or being in any way interested in any contract, subcontract or other transaction under the supervision or jurisdiction of the public servant's agency. This restriction also applies to the immediate family members of the public servant and to legal entities in which the public servant and/or his family members own an interest in excess of 25%.

- 1113B - Modification of the rule for appointed members of boards and commissions prohibits not only bidding on or entering into such contracts, subcontract and transactions, but also being in any way interested in them; also, reference to an interest exceeding 25% is changed to reference

legal entities in which the public servant or immediate family members have a substantial economic interest.

- § 1113D - Modification applicable to legislators prohibits a legislator, certain executive branch officials, their spouses or legal entities in which either owns an interest from entering into a contract or subcontract with any branch, agency, department or institution of state government, with a few exceptions.

I. 1116 - A public servant's use of the authority of his office to compel or coerce a person to provide himself or someone else with a thing of economic value that they are not entitled to by law or the use of the authority of his office to compel or coerce a person to engage in political activity. Also, a regulatory employee is prohibited from participating in any way in the sale of goods or services to persons regulated by his agency, if a member of his immediate family or if a business enterprise in which the regulatory employee or members of his immediate family own in excess of 25%, receives or will receive a thing of economic value by virtue of the sale.

J. 1117 - It is prohibited for a public servant or other person make a payment, give, loan, transfer, or deliver or offer to give, loan, transfer or deliver a thing of economic value to a public servant when the public servant is prohibited by the Ethics Code from receiving such a thing of economic value.

K. 1119 - Nepotism

(1) Members of the immediate family of an agency head may not be employed in the agency.

(2) Members of the immediate family of a member of a governing authority or the chief executive of a governmental entity may not be employed in the governmental entity. The term governing authority includes parish councils, police juries, school boards, town councils, boards of aldermen, etc.

(3) Note that the application of this restriction is not affected by whether the agency head, chief executive or governing authority member has authority over or actually participates in the hiring decision - such family members are simply ineligible for employment.

(4) Exceptions:

(a) persons employed in violation of this rule continuously since April 1, 6 1980;

(b) a person employed for one year prior to their family member becoming an agency head;

(c) employment of a school teacher who is a member of the immediate family of the superintendent or a school board member as long as the family member is certified to teach. Annual disclosure is required and forms are available from the Ethics Administration Program office. Pursuant to Act 1349 of the 1999 Regular Legislative Session, if the required disclosure is not timely filed, a late fee assessment of \$50 per day, with a maximum penalty of \$1,500, may be imposed;

(d) employment as a health care provider, of an immediate family member of a hospital service district board member or of a public trust authority board member as long as the hospital service district or the public trust authority has a population of less than 100,000 and the family member is a licensed physician or a registered nurse. Annual disclosure is required and forms are available from the Ethics Administration Program office. Pursuant to Act 1349 of the 1999 Regular Legislative Session, if the required disclosure is not timely filed, a late fee assessment of \$50 per day may be imposed, with a maximum penalty of \$1,500, or

(e) persons employed as volunteer firefighters.

L. 1121- Post Employment

(1) During the two year period following the termination of public service as an agency head or elected official, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with any transaction involving their former agency nor may they render any service on a contractual basis to or for their former agency.

(2) During the two year period following the termination of public service as a board or commission member, these individuals may not contract with, be employed in any capacity by, or be appointed to any position by that board or commission. The Board has interpreted Aboard or commission@ to include a collective body that shares responsibility for its actions. This would include school boards, police juries, boards of aldermen, a group of selectmen, a council, etc.

(3) During the two year period following the termination of public service as a public employee, these individuals may not assist another for compensation, in a transaction, or in an appearance in connection with a transaction involving the agency in which the former public employee participated while employed by the agency nor may the former public employee provide on a contractual basis to his former public employer, any service he provided while employed there.

## **Penalties**

**Any employee who may have committed an ethics violation shall be:**

- (1) Informed first of the potential violation.**
- (2) Informed that the violation shall be reported to the Louisiana Board of Ethics for further investigation.**
- (3) Should the potential violation prove true, the employee discipline shall follow the State of Louisiana penalties up to and including termination. State of Louisiana penalties include (but are not limited to):**

- a. The State Ethics Board has the authority to censure an elected official or other person within its jurisdiction and to impose a fine of not more than \$10,000 per violation; it does not have the authority to remove an elected official from office. R.S. 42:1153A
- b. The State Ethics Board has the authority to remove, suspend, reduce the pay or demote a public employee or other person and to impose a fine of not more than \$10,000 per violation. R.S 42:1153B
- c. The State Ethics Board has the authority to impose restrictions on a former public servant to prevent appearances before his former agency and to prohibit the negotiation for or entering into business relationships with his former agency. R.S. 42:1151B
- d. The State Ethics Board has the authority to rescind contracts, permits and licenses, without contractual liability to the public, whenever the Board finds that a violation has influenced the making of such contract, permit or license, and that such rescission is in the best interest of the public. R.S. 42:1152

- e. The State Ethics Board may order the payment of penalties if an investigation reveals that any public servant or other person has violated the Code to his economic advantage and penalties can include the amount of such economic advantage plus one half. R.S. 42:1155A
- f. The State Ethics Board is authorized to order the forfeiture of any gifts or payments made in violation of the Code. R.S. 42:1155B

### **Ethics Violations Reporting**

Any employee who believes that an ethics violation has occurred, shall be required to contact the City Clerk, Gerald Odom, at 318-574-0964 or in person. Once the Clerk has been contacted, an interview will be set up with the Mayor, the Clerk, the City Attorney and the employee. All pertinent information will be taken in the interview for the ensuing investigation and will be turned over to the Louisiana Board of Ethics.

Additionally, if an employee desires to report anonymously, that person should drop the information off, in the form of a letter addressed to Gerald Odom, in the employee drop box located at City Hall.

### **Ethics Monitoring (Semi-Annual Auditing)**

In January of every year, all employees shall attend a mandatory one (1) hour training of Louisiana Ethics. During this meeting, all employees shall be given the contact information for the City of Tallulah representative chosen to be the appointed company contact for ethics violations.

During the mandatory meeting, and during quarterly departmental meetings, all employees shall be asked:

1. Does the employee understand the company's established ethics policy?
2. Does the employee know the name and contact information of their Ethics Officer/Advisor or the person they can contact to report potential violations?
3. Does the employee know how to report potential ethical violations (in person and anonymously)?
4. Does the employee know there will be no retaliation for reporting a concern even if it turns out to be unsubstantiated?



**Ethics Reporting**

By February 15 of each year, the City of Tallulah shall prepare a report to be sent into the State of Louisiana which will show the number of sexual harassment violations, their reporting and investigative mechanisms. All outcomes will be included in the report.

**Campaign Finance**

An Elected official must receive at least one hour of Campaign Finance training during his term of office.

Each public servant (employee) shall have a completed copy of their ethics certificate at all times in their permanent employee file.

# City of Tallulah

## Information And Technology Disaster Recovery/Business Continuity Policy

The City of Tallulah Information Technology Disaster Recovery Plan is designated For Official Use Only. Only City of Tallulah representatives may distribute this document to individuals on a need-to-know basis. Distribution by other individuals without prior authorization is prohibited. This document contains sensitive information.

It is critical that Information Technology (IT) services used by the City of Tallulah operate effectively and without excessive interruption. This Information Technology Disaster Recovery/Business Continuity Policy establishes a comprehensive policy and procedural plan to recover the City of Tallulah Information Technology System quickly and effectively following a cyber security disruption.

### Emergency Points of Contact

City of Tallulah – Mayor Charles Finlayson, 318-474-0964 (office) 318-341-6161 (cell)

City of Tallulah – Yvonne Lewis, 318-574-0964 (office) 702-379-5464 (cell)

MicroSystems Contact	Office	Cell
Mike Donovan (primary)	601-638-0545	601-831-5888
Jessica Kean	601-638-0545	601-529-6988

### Employee Training

Each employee who operates a City of Tallulah computer shall attend an annual cybersecurity training. Training will include recognition of cyber intrusion methods and cybersecurity countermeasures to assist in preventing cyber attacks and protecting the City of Tallulah IT system.

### Critical Information Storage

Tallulah City Hall and Tallulah Police Department information is on the same server. Critical files saved on the server are backed up daily to Idrive online data backup center to ensure if interruption occurs, sensitive data is still retrievable.

Tallulah Water Service is on a separate server. Critical information is backed up daily by CSDC, the company which manufactures the software used by the Tallulah Water Service, to ensure sensitive data is retrievable.

### Critical Information Defense

Microsoft Windows Defender is installed on all City of Tallulah, Tallulah Police Department and Tallulah Water System computers for antivirus/antimalware. Employee training is especially important as almost 90% of viruses and other malware units come via email.

Windows Server Update Services is used to manage updates to all computers. The monthly backup reports from MicroSystems and CSDC shall also include the dates of updates to the system.

The plan will follow three main areas during a service interruption:

- o **Activation and Notification phase** to activate the plan, notify appropriate personnel and determine the extent of damage.
- o **Recovery phase** to restore City of Tallulah operations; and
- o **Reconstitution phase** to ensure that the City of Tallulah is validated through testing and that normal operations are resumed.

**Activation and Notification**

**FOR CITY HALL/POLICE DEPARTMENT/ADMINISTRATION**

- Mayor and Microsystems (IT Vendor) shall be notified of interruption.

**Emergency Contact**

City of Tallulah – Mayor Charles Finlayson, 318-474-0964 (office) 318-341-6161 (cell)

City of Tallulah – Yvonne Lewis, 318-574-0964 (office) 702-379-5464 (cell)

MicroSystems Contact	Office	Cell
Mike Donovan (primary)	601-638-0545	601-831-5888
Jessica Kean	601-638-0545	601-529-6988

- City of Tallulah administration and Tallulah Police Department will immediately shut down all computers. If the outage is expected to last longer than 4 hours, the City will notify citizens via social media and TextMyGov messaging system.
- MicroSystems will travel to Tallulah and conduct an onsite assessment of the Tallulah IT System to identify cause of disruption, determine extent of damage and notify City officials of timeframe for recovery.

**FOR TALLULAH WATER SYSTEM**

- Computer System Development Corporation (CSDC) shall be notified of interruption.

**Emergency Contact**

City of Tallulah – Mayor Charles Finlayson, 318-474-0964 (office) 318-341-6161 (cell)

City of Tallulah – Yvonne Lewis, 318-574-0964 (office) 702-379-5464 (cell)

CSDC – Jerry Drummond 337-436-7747 direct/cell 337-502-8875

- Tallulah Water Service will immediately shut down system and follow the directions of CSDC
- CSDC will begin remote assessment to identify cause of disruption, determine extent of damage and notify Tallulah Water System of findings and timeline for restoration

**Recovery Phase** – MicroSystems or CSDC will finalize their assessment and present their findings to appropriate City of Tallulah officials, detailing an approximate timeframe for the system to be operational. Upon approval of findings, MicroSystems and/or CSDC will begin working to restore the system.

**Reconstitution** – The affected system will be tested and validated as operational prior to returning operations to its normal state. Validation procedures may include functionality or regression testing, concurrent processing, and/or data validation. The system is declared recovered and operational by system owners upon successful completion of validation testing.

### **Recovery Declaration**

Upon successfully completing testing and validation, the Mayor will formally declare recovery efforts complete, and that the City of Tallulah IT System or Tallulah Water System is in normal operations. Where appropriate, notices will run on social media and TextMyGov messaging platform.

### **Data Backup**

As soon as reasonable following recovery, the system should be fully backed up and a new copy of the current operational system stored for future recovery efforts. This full backup is then kept with other system backups.

### **Event Documentation**

All recovery events shall be documented, including actions taken, problems encountered and best practices learned. Types of documentation that should be collected may include:

- Activity logs (including recovery steps performed and by whom, the time the steps were initiated and completed, and any problems or concerns encountered while executing activities)
- Identification of cause of interruption
- Functionality and data testing results
- Messaging Methods (i.e. social media, etc)

### **Test and Maintenance Schedule**

#### **City of Tallulah IT System:**

- The City of Tallulah IT System is backed up daily to Idrive online backup data center.
- City of Tallulah server is backed up to Idrive, which is located at a separate physical address from City Hall.
- The City of Tallulah IT Vendor, MicroSystems, shall test the back up system monthly to ensure files can be restored in case of an service interruption. After a service

interruption, the backup system will be tested, AFTER RESTORATION, to ensure back up materials can be accessed.

- Monthly reports of testing of backup system shall be sent to the City of Tallulah from MicroSystems and be filed at City Hall.

#### **Tallulah Water System**

- The Tallulah Water System is backed up daily to Idrive online backup data center (and located at a separate physical address from City Hall).
- The Tallulah Water System is backed up to Idrive, which is located at a separate physical address from City Hall.
- The Tallulah Water System IT Vendor, CSDC, shall test the back up system quarterly to ensure files can be restored in case of an service interruption. After a service interruption, the backup system will be tested, AFTER RESTORATION, to ensure back up materials can be accessed.
- Monthly reports of testing of backup system shall be sent to the Tallulah Water System from CSDC and be filed at the Tallulah Water Office.

# City of Tallulah

## Collections Policy

### Control Environment

The City of Tallulah shall establish and maintain an environment that sets a positive and supportive attitude toward internal control. This includes setting high standards for agency-wide ethical behavior and competence for the entity's employees, and communicating these standards to employees. It also means that management adheres to the same standards of ethical behavior and competence that they expect from employees. This Policy shall be preventive in nature (prevent errors and fraud from occurring) or detective in nature (detect errors and fraud that have occurred). Ideally, this policy is designed to ensure the custody, recording, and authorization of each type of transaction are divided between different employees.

### Collections Policy

All cash collected at the Tallulah City Hall, the Tallulah Water Department and the Tallulah Police Department shall be collected and deposited daily.

All customer transactions shall be issued a receipt (prenumber for City Hall and Police Department transactions).

A collections log has been created to log intake of ALL cash and ALL checks. Log asks for detailed information:

- a. For checks – Name check from, date of check, check number, check amount, date logged, date given to Deputy Clerk and date of deposit.
- b. For cash – Date of collection, amount of collection and date deposited.

In all cases all revenue taken in shall be collected by one employee and COUNTED and VERIFIED by another employee before deposit. No employee shall collect, verify and deposit incoming monies.

Due to the small staff size of the City of Tallulah front office staff, the Tallulah Water Department and the Tallulah Police Department, there may be instances where one employee is responsible for multiple transactions (collection and deposit, verifying and deposit, etc.). **Deposits can be made by either the collecting employee or the verifying employee but no employee shall collect, verify and deposit.**

Each deposit shall be accompanied by a deposit slip and a detailed document that identifies all monies for the deposit.

# **City of Tallulah**

## **Employee Surety Bond/Theft Policy**

The City of Tallulah expects that all employees will act honestly and with integrity during their work hours. The City of Tallulah explicitly will not tolerate any acts of theft in the workplace. Acts of theft will be met with employee discipline, up to and including, termination and legal actions.

For clarity, examples of types of theft include (but are not limited to):

- Monetary
- Physical goods or assets (tools, equipment)
- Intellectual property
- Utility theft (water, electricity, etc)
- Purchase of items via City of Tallulah Purchase Order for personal use

The City of Tallulah reserves the right to use video cameras and audio recording methods as well as software to identify and detect employee theft.

To prevent employees from false accusations, we will investigate all claims of theft or employee stealing, and discipline any employee making a false accusation.

Any employee who has knowledge of fraud or theft of City of Tallulah assets by any person or organization, including another employee, and does not report it to City of Tallulah officials or their Department Head may be subject to disciplinary action, up to and including termination of employment.

### **Reporting Theft**

Any employee who believes they are witness to another employee's theft should immediately notify their supervisor of the act. All suspected acts of theft will be investigated, no matter how small or seemingly insignificant. Supervisors will then contact the Mayor and/or the City attorney to advise them of the suspected theft.

Once the Mayor and/or City Attorney has been notified, the Mayor will notify the Chief of Police and an internal investigation will be launched. The affected employee shall be notified of the investigation and advised of his right to contact legal representation, if necessary.

The employee reporting the theft shall (1) remain anonymous and (2) be protected under applicable "whistle-blower" laws and shall not be subject to retaliation of any kind.

### **Consequences and Actions For Theft**

If the alleged act of theft is substantiated, the appropriate discipline shall be enacted, up to and including termination and legal action.

If the investigation proves that the theft did occur, restitution shall be asked for as a legal outcome. Additionally, court costs may also be asked for as part of restitution.

The submission of a resignation by an employee accused or suspected of fraud or theft will not preclude later disciplinary action, including restitution and legal action.

### **Roles and Responsibilities.**

Annually, (1) The Mayor will review the Theft Policy with Department Heads (2) Department Heads will speak to their respective employees to review the theft policy to address and help prevent acts of theft. The reviews shall include:

- Raising awareness of the policy to all new and existing employees
- Reviewing a confidential reporting procedure
- Enforcing all pieces of the policy including properly investigating claims of theft
- Disciplinary outcomes

### **Bond/Insurance**

The City of Tallulah shall acquire bond insurance (for theft) for the following positions. Each of these positions collects cash or checks and must be bonded:

Mayor (\$50,000)

City Clerk (\$50,000)

Deputy City Clerk (\$50,000)

Water Office Manager, Water Office Billing Clerk and Water Office Cashiers (\$50,000 Blanket Bond)

Councilperson who signs checks (\$50,000)

Police Department (six dispatchers and two clerical employees) \$50,000 (blanket)



# City of Tallulah

## Sexual Harassment Policy

Each **public servant** shall receive a minimum of one hour of education and training on Sexual Harassment during each year of his public employment or term of office. Training can be done in person or via the internet.

**Newly elected officials must receive training within 90 days of taking the oath of office.**

The City is committed to providing a work environment that is free of discrimination, harassment or any conduct that creates an intimidating, offensive or hostile environment. Any form of harassment or discrimination, whether based on race, color, religion, gender, pregnancy, childbirth, sexual orientation, sickle cell trait, national origin, age, marital status, disability, handicap, status as smoker of tobacco, or veteran status is prohibited. All supervisory or managerial personnel are responsible for taking proper action to end such behavior.

By definition, harassment is any unwanted attention or action prohibited by law by someone in the workplace that creates an intimidating, hostile, or offensive work environment, including sexual harassment.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when: (a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or, (b) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or, (c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment of or by any city employee, independent contractor, or volunteer is strictly prohibited.

Offensive conduct or harassment may take many forms, including but not limited to:

- Verbal Conduct – such as sexual innuendos, suggestive comments, epithets, derogatory jokes or comments, name calling, threats, sexual humor, slurs or unwanted sexual advances.
- Visual Conduct – such as leering, whistling, derogatory and/or sexually oriented posters, photography, cartoons, drawings, calendars, graffiti, electronic mail, or obscene gestures.
- Physical Conduct – such as assault, offensive touching, blocking of normal movement, brushing the body, coerced sexual activity, or interference with work.
- Threats, Demands or Expectations – to submit to sexual requests as a condition of employment status or preferential treatment.

The City disapproves of activity which falls within the definition of sexual harassment and will take appropriate action to end sexual harassment and/or prevent the recurrence of any such misconduct.

Employees who experience or observe conduct believed to be harassment are required to report the alleged act(s) immediately or as soon as possible. The procedure for responding to and reporting incidents of sexual harassment is as follows:

- (1) If a person's behavior makes an employee uncomfortable, the employee should feel free to immediately advise the person that, in the employee's opinion, the behavior is inappropriate and that the employee would like it stopped.
- (2) If the employee is not comfortable discussing the issue with the person, or if the person fails to respect an employee's request, the employee should report the incident to his or her supervisor, department head, or the Mayor. If, for any reason, the employee is uncomfortable reporting the conduct to any of these individuals, the employee may report the conduct to a supervisor or manager in another department with whom the employee is comfortable.

Whether or not a particular incident is sexual harassment requires a complete factual investigation and the City will conduct such investigations on all complaints in a manner so as not to cause any serious effect on innocent employees who either file a complaint and/or are the subject of a filed complaint.

Complaints of harassment will be investigated promptly and in as impartial a manner as possible, giving consideration to protect the rights and dignity of all involved individuals. The City will take all steps necessary to resolve the problem, up to and including termination.

The City will investigate by confidentially gathering information on all concerned parties. The City may consult its legal representative for assistance in determining whether conduct which has occurred does in fact constitute sexual harassment.

Employees will be subject to disciplinary action, up to and including termination, for the following: (1) violating the harassment policy; (2) knowingly providing false information in conjunction with an investigation of harassment or discrimination; (3) failing to take action to end and correct the discrimination or harassment if you are a supervisor or manager who has knowledge of harassment.

No employee shall be subject to retaliation in any form as a result of bringing a complaint or testifying or assisting in a grievance related to complaints of discrimination or harassment. Instances of retaliation should be reported to the employee's supervisor, department head, or to the Mayor. If the employee is uncomfortable reporting retaliation to any of these individuals, he or she may report the conduct to a supervisor or manager in another department with whom the employee is comfortable.

The City may make subsequent inquiries from time to time to ensure offensive conduct does not resume and/or that the subject of harassment has not suffered any retaliation. No retaliation of any kind will occur because an employee in good faith reports an incident of suspected harassment. The supervisor, or other person to whom the complaint was made, will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate any sexual harassment complaint.

If any party is not satisfied with the outcome of the investigation or the remedy provided, that person should inform the Mayor.

State and federal law provide administrative and judicial remedies which may be pursued by filing a complaint with the Louisiana Commission on Human Rights and the federal Equal Employment Opportunity Commission.

## **Enforcement**

Each political subdivision shall designate at least one person who shall provide information, notices, and updates to employees and officials of the political subdivision and assist the Board in any way necessary to fulfill the education requirements. (R.S. 42:343). For the City of Tallulah, that person shall be the City Clerk. In the event the matter involves the City Clerk, the designee shall be the Mayor.

An agency head shall require supervisors and any persons designated by the agency to accept or investigate a complaint of sexual harassment in his agency to receive additional education and training. For the City of Tallulah, that person shall be the City Clerk. In the event the matter involves the City Clerk, the designee shall be the Mayor.

C. Each agency head shall ensure that each public servant in the agency is notified of the agency's policy against sexual harassment and the mandatory training requirement on preventing sexual harassment. The agency head, or his designee, shall be responsible for maintaining records of the compliance of each public servant in the agency with the mandatory training requirement. Each public servant's record of compliance shall be a public record and available to the public in accordance with the Public Records Law.

D. Each agency head shall ensure that its policy against sexual harassment and its complaint procedure is prominently posted on its website or, if the agency does not have a website, that a notice on how to obtain the information is posted in a conspicuous location in each of the agency's offices.

### Exceptions:

- (1) Persons who are public servants solely because they are an uncompensated, volunteer fireman or an uncompensated, auxiliary or reserve law enforcement officer are exempt from the training.
- (2) Non-salaried employees of hospitals operated by a hospital service are exempt unless the employee is authorized to enter into contracts on behalf of the hospital for goods or services or the duties of the employee include the supervision of another public employee.
- (3) A former public servant whose public service in a calendar year lasted less than 90 days shall not be required to receive education and training.

### Required Reporting

- A. Each agency head shall compile an annual report by February first of each year containing information from the previous calendar year regarding his agency's compliance with the requirements of this Chapter including the number and

percentage of public servants in his agency who have completed the training requirements, the number of sexual harassment complaints received by his agency, the number of complaints which resulted in a finding that sexual harassment occurred, the number of complaints in which the finding of sexual harassment resulted in discipline or corrective action, and the amount of time it took to resolve each complaint. These reports shall be public record and available to the public in the manner provided by the Public Records Law.

City of Tallulah  
Policy Manual

**Problem Resolution/Grievance Procedure**

Effective Date: \_\_\_\_\_

The City of Tallulah is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the City of Tallulah supervisors and management.

The City of Tallulah strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with the City of Tallulah in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to the City Clerk.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. Employee presents problem to the City Clerk if problem is unresolved.
4. The City Clerk counsels and advises employee, assists in putting problem in writing, visits with employee's manager(s), if necessary, and directs employee to Manager for review of problem.
5. Employee present problem to Mayor in writing.
6. Mayor reviews and considers problem. Mayor informs employee of decision and forwards copy of written response to the City Clerk for employee's file. The Mayor has full authority to make any adjustment to resolve the problem.

However, this policy, in no way, infringes upon the Mayor's authority to supervise and direct the administrator and operation of all managed departments, other than the police department, under La. R.S. 33:404 (A)(1).

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment.

# DEBT MANAGEMENT POLICY

## CITY OF TALLULAH

The purpose of this debt policy is to establish a set of parameters by which debt obligations will be undertaken by the City of Tallulah.

The goal of the policy is to assist decision makers in planning, issuing, and managing debt obligations by providing clear direction as to the steps desired. Preemptive steps in this process include:

- a) Determination of the amount of funds to be indebteded;
- b) Number of years for pay-off. The amount of time should never exceed the life of the asset;
- c) Approximate interest rate expected for the endeavor;
- d) Agreement by the Mayor and City Council that a need exists for the loan;
- e) Determination as to how such indebtedness shall be financed;
- f) Legal counsel selection;
- g) City financial advisor selection.

Long term debt shall not be used for current operations. Long-term debt may be used for capital purchases or construction identified through the City's capital improvement plan. Short-term debt may be used for certain projects and equipment financing as well as for operational borrowing; however, the City will minimize use of short-term cash flow borrowing by maintaining adequate working capital for enterprise funds, cash for governmental funds, with close budget management. During the processing of the loan, the City shall submit a request for the funding to the Louisiana State Bond Commission and include city budgets (actual vs budget) of the top three funds which are: General Fund, Water Fund and Utility Fund.

If during the payment amortizations of the debt, it is deemed financially advantageous to refinance the loan, the City will refund the existing debt and issue new funding for the remainder. Again, the Bond Commission of The State of Louisiana must approve the financial transaction before it is activated.



Loan Counsel shall put before the Mayor and City Council the legal documents required for debt service. Subsequent ordinance to be adopted by the Council's decision will be introduced at a scheduled meeting, and the action taken will be to introduce the ordinance to the public along with an announcement of public hearing on the ordinance at a future meeting.

After public hearing, the council reconvenes, and council members adopt or reject the ordinance.

In order to maintain transparency through the loan process, the City shall:

- 1) Comply with legal requirements for notice and for public meetings.
- 2) Post notices in the customary and required posting locations including local newspapers, bulletin boards, and website.

This policy shall be reviewed, if necessary, each year by the City Council with approval of the annual budget. Any amendments to the policy shall be approved by the same process as the initial adoption of the policy which allows for public input.