

Alderman Templet,

Below is an update on ongoing projects that I believe fall under the scope of the Human & Community Services Committee.

- Cross-Connection Control Policy. We are continuing to notify customers who have not remitted their annual Backflow Prevention Device certification and sent a reminder to several commercial locations for completion of the survey to determine if their location warrants installation of the protection devices.
- Individual Sewage Treatment Units: We finalized the research necessary to identify the location and types of individual sewage treatment units we have within Town limits. The mayor was given the report showing the location of 194 homes that will need to be monitored to meet the requirements of the LA Sanitary Code and the Town's MS4 (Small Municipal Separate Storm Sewer Systems) permit. We are in the process of writing a procedure for addressing the monitoring of these locations and expect to begin notifications to customers by the end of this month.
- Water Grade: We are still waiting for LA Dept of Health to issue the grades for 2025.
- Sanitary Survey: La Dept of Health (LDH) completed a sanitary survey of the Town's water system on 02/19/2025. No monitoring & reporting violations were noted, no positive bacteriological samples for the past year, and no unresolved deficiencies. We do have some work that is needed on the Fire House Well so that we can update the monitoring plan for the system. We should have this work done within the next 30 days and a response sent to LDH. – THIS UPDATE WAS ALSO PROVIDED TO ALDERMAN BOUDREAUX AS HEAD OF THE PUBLIC WORKS DEPARTMENT.
  - There has been some mention of the need for a new secondary water source for the Town. This is a concern & the Town has been seeking funding for a new secondary well, but at this time, the Fire House Well passes LDH inspection as a secondary source as long as we complete the remedial work needed on the well.
- Town Policies: We have completed the compilation of policies found in the Town's records from previous administrations. These policies have been reviewed & updated as needed. We have also enacted several new policies that were needed for HR and Administrative duties. A copy of this policy booklet can be requested for your review (it is currently 138 pages; we continue to add policies as they become necessary).

If you would like information or an update on additional projects, please let me know.

Below is an update on the Law Enforcement Department processes and procedures under the Town's purview:

- On 02/05/2025, after Marshal Bonnet failed to provide any acceptable law enforcement policies after being tasked with this duty upon his return to work on 10/28/2024, the mayor

gave him an Unsatisfactory Performance Warning that required the completion of needed policies no later than the end of February 2025. Below are the policies that the Marshal completed to meet the requirements of the Warning Notice.

- The mayor met with him today to discuss needed revisions to the Juvenile Policy as it relates to how much responsibility our officers should take upon themselves when encountering a juvenile.
- We also made it clear that he needs to distribute & review the policies with all members of his department.
- He has been reminded that he needs to continue to write policies for all aspects of law enforcement so that we will have a comprehensive policy book for the Law Enforcement Department.
  - Use of Force Policy (completed 02/24/2025)
  - Traffic Enforcement Policy (completed 02/12/2025)
  - Pursuit Driving Policy (completed 02/26/2025)
  - Report Writing Policy (completed 02/13/2025)
  - Evidence Policy (completed 02/21/2025)
  - Juvenile Policy (submitted 02/28/2025 pending revisions)
- Marshal Bonnet was released by his doctor from light-duty restrictions on 02/27/2025.
- The Town completed & enacted a Shift & Paid Time Off Benefits Policy for the Law Enforcement Department that is applicable to all members, including the Marshal. The policy establishes a fourteen (14) day shift cycle with a minimum of eighty (80) hours of attendance for all full-time members of the department. It also establishes a Holiday Pay policy to fit with the shift schedules. The Marshal remains the party responsible for submission of the shift schedules to the Town so that we are aware of when officers should be present to respond to calls and enforce traffic laws.
- For February 2025, there were 10 citations.
- Officer Brown has been in mandatory training classes for the last month for Post Certification. The exam is scheduled for 05/01/2025.