

Ordinances 2004

Ordinance No. 04-2993, C.S.

An ordinance to approve preservation district overlay in the Hyer survey/ Cate addition area

Ordinance No. 04-2994, C.S.

An ordinance to revoke ordinance 2381 as amended from the code of ordinance regarding the public safety director

Ordinance No. 04-2995, C.S.

An ordinance to appropriate \$7,750 from general fund for the Marshal's Salary

Ordinance No. 04-2996, C.S.

An ordinance to amend the general fund budget and the capital projects budget by moving \$8000 in building department sidewalk funds account to Capitol Outlay Project South Pine Sidewalk Project

Ordinance No. 04-2997, C.S.

An ordinance to purchase 11 police units in the amount of \$31,348 and funds will come from \$231,223-police millage fund; \$40,124- court witness fee fund; and \$30,000- account awarded asset fund

Ordinance No. 04-2998, C.S.

An ordinance to approve the A.F.L.S service agreement in the amount of \$25,000 for the automated fingerprint identification system funds will come from court witness fee fund

Ordinance No. 04-2999, C.S.

An ordinance to abandon an unopened section of south elm street, approximately 50' wide by 312' in length, south of E. Louisiana St.

Ordinance No. 04-3000, C.S.

An ordinance for annexation request from industrial development board for annexation of 116 acres of land off Airport Road to be zoned H

Ordinance No. 04-3001, C.S.

An ordinance for annexation from Gordon Nettles/ Erwin Jenkins for 2.2 acres in Tranquility Place Subdivisions

Ordinance No. 04-3002, C.S.

An ordinance to transfer up to \$38,000 from Grant Match Fund to Recreation Department Family First Juvenile Project Fund

Ordinance No. 04-3003, C.S.

An ordinance to approve the lighting standard amendment

Ordinance No. 04-3004, C.S.

An ordinance to change the name of the criminal justice building to Leon Ford III Memorial Justice Building

Ordinance No. 04-3005, C.S.

An ordinance to rezone property from R-5 to B-1, 304 Old Covington Highway owned by Bradford Pear

Ordinance No. 04-3006, C.S.

An ordinance to amend ordinance 3000 for annexation of 116 acres off Airport Road

Ordinance No. 04-3007, C.S.

An ordinance to revoke the changing of the boundaries of the civil service board presentation for the police department and fire department to the geographic boundaries of the city

Ordinance No. 04-3008, C.S.

An ordinance to rezone property from R-5 to R-A located at 708 South Spruce St.

Ordinance No. 04-3009, C.S.

An ordinance to rezone property from R-11 to R-A 1421 Martins Drive, Philip Granziano

Ordinance No. 04-3010, C.S.

An ordinance to rezone property from R-11 and B-2 to R-5 and R-8, 1102-1105 General Jackson Dr

Ordinance No. 04-3011, C.S.

An ordinance to appropriate \$21,600 from liability claims account to purchase a new Ford Crown Victoria and equipment

Ordinance No. 04-3012, C.S.

An ordinance to appropriate \$50,000 from FY 2003-2004 general administration; grant match fund in order to apply for \$1000,000 Skate Park Grant from the state of Louisiana.

Ordinance No. 04-3013, C.S.

An ordinance declaring the wetlands assimilation project a public necessity

Ordinance No. 04-3014, C.S.

An ordinance to adopt the new product Farmer's Market rules and regulations

Ordinance No. 04-3015, C.S.

An ordinance to adopt the acorn arts market new product rules and regulations

Ordinance No. 04-3016, C.S.

An ordinance to approve cemetery rates

Ordinance No. 04-3017, C.S.

An ordinance to declare surplus and trade the John Deere Tractor for playground equipment for the soccer fields

Ordinance No. 04-3018, C.S.

An ordinance to rezone property from R-4 to R-S at 912 Natchez St owned by Carl Jackson

Ordinance No. 04-3019, C.S.

An ordinance adopting provisions for the use of city buildings by the public

Ordinance No. 04-3020, C.S.

An ordinance to approve lease of land at Hammond Airport

Ordinance No. 04-3021, C.S.

An ordinance to request the annexation of 22 acres by the Louisiana Medical Center

Ordinance No. 04-3022, C.S.

An ordinance to classify certain job positions for the city

Ordinance No. 04-3023, C.S.

An ordinance for the policy and procedures manual for city employees

Ordinance No. 04-3024, C.S.

An ordinance to adopt the 2004-2005 budget

Ordinance No. 04-3025, C.S.

An ordinance amending article III section 23-26 and section 23-27 solicitors

Ordinance No. 04-3026, C.S.

An ordinance amending chapter 23; article I,II and III; section 23-1 peddlers and hawkers

Ordinance No. 04-3027, C.S.

An ordinance to revise and re-enact ordinances

235,466,510,604,704,923,981,1033,2099,2169,2203,2304,2315,2397,2423, and 2687 pertaining to alcohol permits and regulations

Ordinance No. 04-3028, C.S.

An ordinance authorizing the purchase of property from John Grady to construct a street and associated drainage

Ordinance No. 04-3029, C.S.

An ordinance to adopt the Life Safety Code 2003 and Uniform Fire Code 2003

Ordinance No. 04-3030, C.S.

An ordinance to annex 21 acres for Louisiana Medical Center

Ordinance No. 04-3031, C.S.

An ordinance levying a tax on all taxable property within the corporate limits of the city of Hammond

Ordinance No. 04-3032, C.S.

An ordinance levying a tax on all taxable property within corporate limits not to exceed the prior year's maximum millage

Ordinance No. 04-3033, C.S.

An ordinance to zone property R5-S for a Bed and Breakfast as a condition at 300 N. Holly St.

Ordinance No. 04-3034, C.S.

An ordinance to adopt the updated building permit fee schedule

Ordinance No. 04-3035, C.S.

An ordinance to amend the downtown development district fiscal year 2004-2005 budget

Ordinance No. 04-3036, C.S.

An ordinance for the cooperative endeavor agreement between the city police department and the Parish Tangipahoa Sheriff Office

Ordinance No. 04-3037, C.S.

An ordinance to declare surplus a 1986 Ford Pumper and have funds from sale put back into millage account

Ordinance No. 04-3038, C.S.

An ordinance to declare surplus and donate police vehicle to the Springfield police department for us as a K-9 vehicle

Ordinance No. 04-3039, C.S.

An ordinance to amend the consolidation budget for correction in the amount of \$180,000 of property/liability charges in the insurance fund

Ordinance No. 04-3040, C.S.

An ordinance for landscaping, clearing, fill-urban forestry

Ordinance No. 04-3041, C.S.

An ordinance to add to section 8 definitions section of Hammond zoning ordinance 2769

Ordinance No. 04-3042, C.S.

An ordinance purchasing property located in section 24 for \$25,000

Ordinance No. 04-3043, C.S.

An ordinance amending ordinance 2958 concerning metal building facades and approval of building design standards within the downtown development district

Ordinance No. 04-3044, C.S.

An ordinance requiring a right of way use permit for culverting and paving public rights of way for parking by private parties

Ordinance No. 04-3045, C.S.

An ordinance authorizing the purchase of property from John Grady

Ordinance No. 04-3046, C.S.

An ordinance to provide funding for the Hewitt Road extension

Ordinance No. 04-3047, C.S.

An ordinance annexing the Garden District Subdivision

Ordinance No. 04-3048, C.S.

An ordinance to provide \$227,056 for the wireless system for police vehicles

Ordinance No. 04-3049, C.S.

An ordinance to rezone Forbes Farm LLC. Phase II from R-11 to R-8

ORDINANCE NO. 04-2993, C. S.

AN ORDINANCE TO APPROVE PRESERVATION DISTRICT OVERLAY IN THE HYER SURVEY/CATE ADDITION AREA

BE IT ORDAINED by the City of Hammond that:

Section 2.4 (19) HYER-CATE PRESERVATION DISTRICT

Mission Statement:

This District's mission is to preserve and to secure the single family residential character of the Historic Hyer-Cate neighborhood. The establishment of this District will foster a clearly defined community character, which strikes a balance between growth and preservation consistent with the historic nature valued by its residents.

The homes in this District have a number of diverse architectural styles. In order to continue to preserve the character and enhance the ambience of the District, individuals with plans for new home construction or *exterior* renovation must attempt to maintain the visual compatibility with other homes within the District, *particularly with those on the street and block in which the activity construction takes place.*

Structure:

The District shall be in the form of an overlay zone, in addition to and superseding the underlying zoning districts. Between this newly established overlay District and the underlying zoning district, the more restrictive regulations shall prevail. Current zoning classifications and zoning restrictions in the District will remain in effect. Upon adoption of this newly created overlay, a rezoning request will require a two-thirds (2/3) super majority vote from Hammond's City Council in order for a rezoning request to be approved.

District Boundaries:

The Overlay District is bounded on the north by West Dakota Street; bounded on the south by West Morris Street; bounded on the east by NW Railroad Avenue, and bounded on the west by a stream referred to as Arnold's Creek, including all residential properties but excluding properties zoned B-1, B-2, C-1, and C-2 within this area as per attached zoning map dated. (Exhibit A).

Properties on the exterior of these boundaries but facing the boundary lines are not included in this District. Said boundaries shall be reflected as an overlay zone on the Official Zoning Map of the City of Hammond.

Incentive Tool to be used:

The City of Hammond, aside from any penalties and fines outlined in the Zoning Ordinance, may also use the following incentive or condition to encourage compliance with the Overlay District guidelines. The incentive must *be recommended by the Building Department and* approved by a majority vote of the City Council only when an existing structure is being restored for use as a single family home and complies with the rules of this Overlay District.

- a) Endorsement (by the City Council) of the State's Restoration Tax Abatement Program benefits, providing for a 5 to 10 year freeze of property values at the pre-renovation or pre-construction levels, and provided that the minimum guidelines are met. A minimum of \$25,000 *per project/and per building permit obtained* must be spent of home restoration/renovation costs in order for this incentive to be used.

District Restrictions

1. As per Section 4.14 Zoning Ordinance with the exception being: One front yard of 25 feet in depth. At least forty five percent (45%) of the front yard, *not including public right of way*, shall be designated *and maintained* as green space.
2. No outdoor storage is permitted in *front, side or rear areas visible from the street*, except in enclosed areas such as a garage. This includes storage in the following areas: front or side porches, carports and breezeways, or storage on a trailer. *Boats on trailers will not be included in this prohibition.* Storage of brush, fence posts, crates, vehicle tires, vehicle bodies or parts, scrap metal, bed mattress or springs, water heater or other household appliances, damaged, stored or discarded

furniture and other household goods or items, material recovered from demolition, or other discarded objects (3) three feet or more in length shall not be allowed or permitted on the premises. ***Temporary storage of items that include trash, leaves, brush, and refuse, for not more than 7 days that are being discarded or removed from the premises, will not be in violation of this part.***

3. Section 3.1 of Zoning Ordinance "Fences, Shrubs and Buffer Zones" shall be enforced with the exception being: Upon adoption of the Overlay District, open wire or chain-linked fences shall be prohibited beyond the front building line of the principal dwelling on the site. Fences shall be permitted in front yard of structures within the Overlay District if they are wood, metal (***not chain link or barbed wire***), or masonry fences with a maximum height of four (4) feet.

Solid fences or those fences not meeting the above criteria shall not be permitted in the front yard of structures within the Overlay District, but may be deemed appropriate outside the front yard to serve portions of the side yard and the rear yard of the structure.

Conflict:

The more restrictive provisions of this section shall govern and take precedence over other provisions of any other ordinances or codes adopted by the City of Hammond, except that the health and safety regulations contained in the adopted Building and Fire Codes of the City of Hammond shall not be superceded.

No part of this ordinance is intended or to be construed to supersede the provisions of Section 9-2; Section 9-3.2; or Section 9-3.3 of the Code of Ordinances of the City of Hammond as they pertain to the various building codes adopted for the government of construction in the City of Hammond.

Non-Conforming Building and Properties

Legally non-conforming buildings and properties may continue to exist but may not be changed, enlarged, or upgraded unless they meet the requirements of Section 2.2 of the Hammond Zoning Ordinance entitled "Non-conforming Provisions" and the requirements of this section.

Variances

Variances from the provisions of this Section shall follow the same rules and procedures outlined in the Hammond Zoning Ordinance, Section 5.

Definitions - Reference Section 8.0 Code of Ordinances:

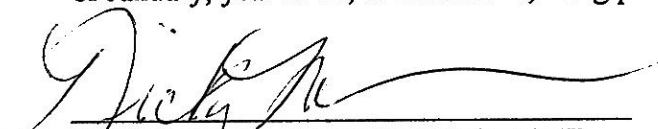
Add the following definition to the Zoning Ordinance, Section 8:


1) Green Space. Grass or vegetation such as; flower beds, trees, shrubs, or ground cover.

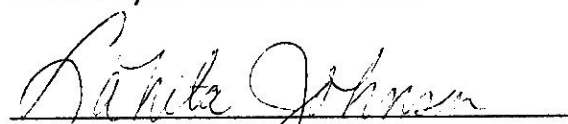
Violation and Penalty: See Section 7 of the Hammond Zoning Ordinance

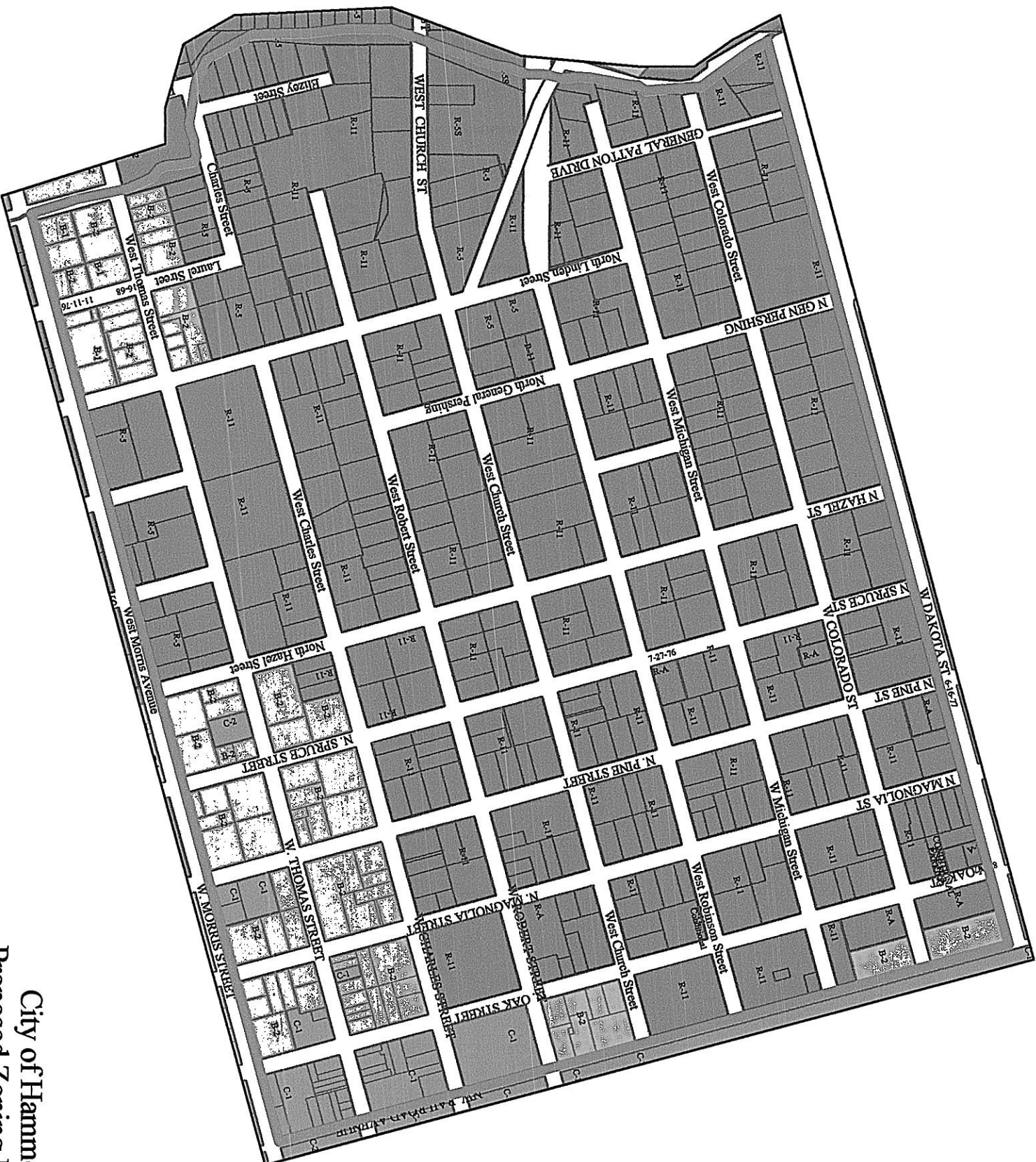
The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6th day of January, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON H. FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL



City of Hammond Proposed Zoning District

furniture and other household goods or items, material recovered from demolition, or other discarded objects (3) three feet or more in length shall not be allowed or permitted on the premises. ***Temporary storage of items that include trash, leaves, brush, and refuse, for not more than 7 days that are being discarded or removed from the premises, will not be in violation of this part.***

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Variances

Variances from the provisions of this Section shall follow the same rules and procedures outlined in the Hammond Zoning Ordinance, Section 5.

Definitions - Reference Section 8.0 Code of Ordinances:

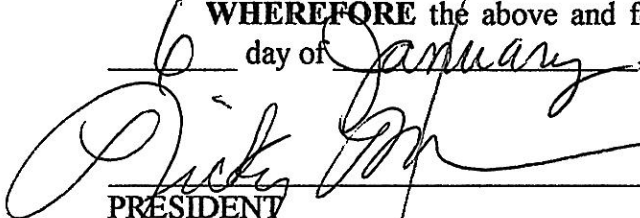
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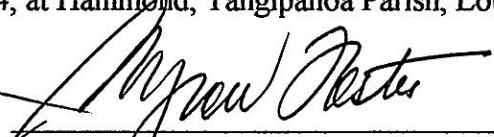
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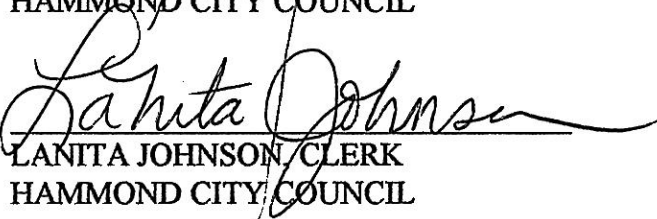
Violation and Penalty: See Section 7 of the Hammond Zoning Ordinance

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6 day of January, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON H. FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-2994, C. S.

**AN ORDINANCE TO REVOKE ORDINANCE NO. 2381, C. S. AS AMENDED FROM
THE CODE OF ORDINANCE REGARDING THE PUBLIC SAFETY DIRECTOR.**

BE IT ORDAINED by the City of Hammond that:

To revoke Ordinance No. 2381, C. S. as amended from the Code of Ordinance Section 2-33 regarding the Public Safety Director.

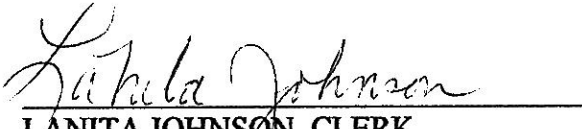
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NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL

HONORABLE MAYSON H. FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

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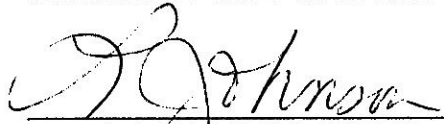
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NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

veto statement attached, council over road veto 2/3/04
HONORABLE MAYSON H. FOSTER
MAYOR, CITY OF HAMMOND



Mayson H. Foster
Mayor

VETO MESSAGE

To: Hammond City Council

Re: Veto Ordinance No. 04-2994


To the Council:

I have today chosen to veto the above numbered ordinance, "An ordinance to revoke ordinance No. 2381, C. S., as amended from the Code of Ordinance regarding the Public Safety Director."

It is my opinion that the office of Public Safety Director is one that could fill a need of coordination between the office of the mayor, the fire department, and the police department. It is in the best interests of the City of Hammond to maintain the flexibility of having such a position available.

I believe that there are sufficient checks and balances by action of the Hammond City Council in their review of the position of Public Safety Director. In order for any person to be confirmed for this position, several steps must be completed. A person must be selected by the mayor and nominated; the Council must budget the funds for the office; and ultimately the Council has the final authority on the approval of the person being nominated.

I have signed this Veto this 16th day of January, 2004, in Hammond, Louisiana, at 5:00 p.m in the Office of the Mayor.


Mayson H. Foster, Mayor

VETO MESSAGE

To: Hammond City Council

Re: Veto Ordinance No. 04-2994

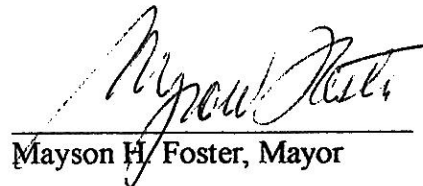
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I have signed this Veto this 16th day of January, 2004, in Hammond, Louisiana, at 5:00 p.m in the Office of the Mayor.


Mayson H. Foster, Mayor

ORDINANCE NO. 04-2995, C. S.

AN ORDINANCE TO APPROPRIATE \$7,750 FROM GENERAL FUND FOR THE MARSHAL'S SALARY

BE IT ORDAINED by the City of Hammond that:


To appropriate \$7,750 from general fund for the marshal's salary.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

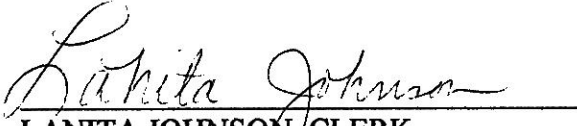
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6th day of January, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON H. FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-2996, C. S.

AN ORDINANCE TO AMEND THE GENERAL FUND BUDGET AND THE CAPITAL PROJECTS BUDGET BY MOVING \$8,000 IN BUILDING DEPARTMENT SIDEWALK FUNDS ACCOUNT #10028500 530129 TO CAPITAL OUTLAY PROJECT #30403 SOUTH PINE STREET SIDEWALK PROJECT."

BE IT ORDAINED by the City of Hammond that:

To amend the General Fund Budget and the Capital Projects Budget by moving \$8,000 in Building Department sidewalk funds account #10028500 530129 to Capital Outlay Project #30403 South Pine Street sidewalk project."

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

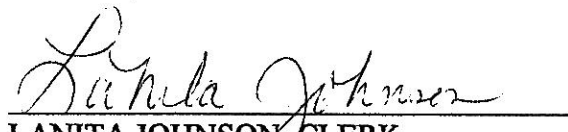
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NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



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MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-2997, C. S.

AN ORDINANCE TO PURCHASE 11 POLICE UNITS IN THE AMOUNT OF \$31,348.48 AND FUNDS WILL COME FROM \$231,223.86 – POLICE MILLAGE FUND; \$40,124.62 –COURT WITNESS FEE FUND; AND \$30,000 –ACCOUNT AWARDED ASSETS FUND


BE IT ORDAINED by the City of Hammond that:

To purchase eleven Police Units are to be purchased at a total cost of \$301,348.48.


\$231,223.86 will be utilized from account number 21020000-570000 – Police Millage
\$ 40,124.62 will be utilized from account number 803-104070- Court Witness Fee Fund
\$ 30,000.00 will be utilized from account number 205-104070- Court Awarded Assets Fund

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

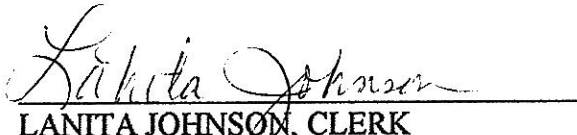
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PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON H. FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-2998, C. S.

AN ORDINANCE TO APPROVE THE A.F.I.S SERVICE AGREEMENT IN THE AMOUNT OF \$25,000 FOR THE AUTOMATED FINGERPRINT IDENTIFICATION SYSTEM FUNDS WILL COME FROM COURT WITNESS FEE FUND


BE IT ORDAINED by the City of Hammond that:

Approval of the A.F.I.S. Service Agreement to be obtained at a total cost of \$25,000.00.


\$25,000.00 will be utilized from account number 803-104070- Court Witness Fee Fund

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

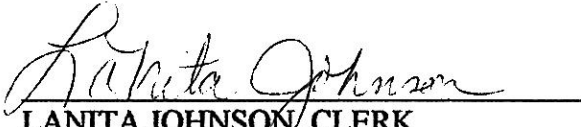
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ORDINANCE NO. 04-2999, C. S.

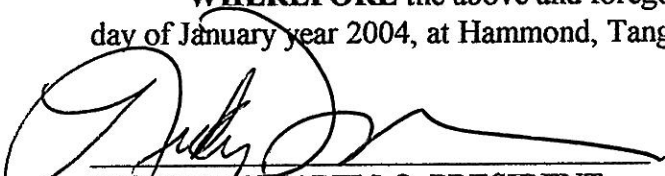
AN ORDINANCE TO ABANDON AN UNOPENED SECTION OF SOUTH ELM STREET, APPROXIMATELY 50' WIDE BY 312' IN LENGTH, SOUTH OF EAST LOUISIANA AVE.

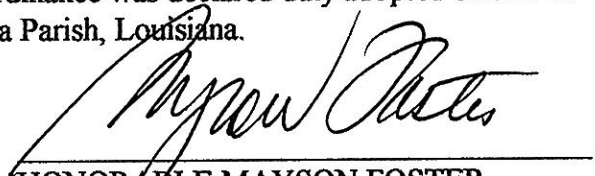
BE IT ORDAINED by the City of Hammond that:

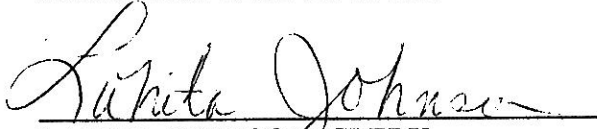
To abandon an unopened section of South Elm Street right of way, approximately 50 ft. wide by 312 ft. in length, south of East Louisiana Ave., the following: *The City of Hammond will retain a 20 ft. wide utility servitude through the length and center of this right of way.*

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 20th day of January year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL

HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND

LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3000, C. S.

AN ORDINANCE FOR ANNEXATION REQUEST FROM THE INDUSTRIAL DEVELOPMENT BOARD OF HAMMOND FOR ANNEXATION OF APPROXIMATELY 116 ACRES OF LAND OFF OF AIRPORT ROAD AND I-12 TO BE ZONED "H" INDUSTRIAL.; COUNCIL DISTRICT 3

BE IT ORDAINED by the City of Hammond that:

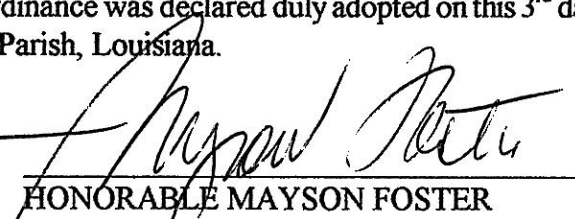
SECTION 1. ANNEXATION OF APPROXIMATELY 116 ACRES OF LAND OFF OF AIRPORT ROAD AND I-12 TO BE ZONED "H" INDUSTRIAL.; ANNEXATION WOULD BE PLACE WITHIN COUNCIL DISTRICT 3.

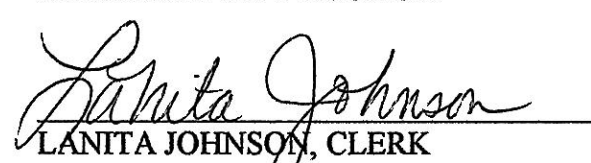
Beginning at the intersection (present Corporate limits) of the East right-of-way of Canadian National Railroad and the North right-of-way of Interstate 12 (hereafter "Point X"), which point is shown on the attached Exhibit 'A', thence easterly along the northerly right-of-way of Interstate 12 to a point, hereafter called Point 'Y', which point is shown on attached Exhibit 'B', also described as being located at 1729.32' North 03° 08' 35" West, 65.00' North 86° 51' 25" East, 310.77' North 06° 21' 31" West, 310.77' South 06° 24' 25" East, 174.46' South 33° 36' 16" East and 681.19' South 72° 37' 24" East of the Southwest corner of Section 33, Township 6 South, Range 8 East (hereafter referred to as "Point Y"); thence, North 00° 25' 00" West 443.08'; thence, South 89° 35' 00" West 531.64'; thence, North 06° 24' 52" West 120.94'; thence, North 49° 30' 24" West 60.00'; thence, South 89° 35' 00" West 180.14'; thence, North 06° 24' 52" West 60.34'; thence, North 89° 35' 00" East 696.56'; thence, North 00° 25' 01" West 303.18'; thence, North 89° 37' 42" East 515.49'; thence, South 04° 09' 23" East 1013.77'; thence, South 89° 28' 44" West 409.60'; thence, North 72° 37' 24" West 152.30' to Point Y, thence due South to the southerly line of the right-of-way line of Interstate 12, thence along said right-of-way westerly to the intersection of the southerly right-of-way of Interstate 12 and the west side of the I.C.G. railroad (Canadian National), thence westerly along said right-of-way to the east right-of-way of U.S. Highway 51(Business); thence north along the easterly line of right-of-way of U.S. Highway 51 (Business), to the intersection of the east right-of-way of U.S. Highway 51 (Business) and the northerly line of the right-of-way of Interstate 12, thence East along the North right-of-way line of Interstate 12, to point X. The tract herein described containing approx. 116 acres in all, located in Section 33, Township 6 South, Range 8 East, Tangipahoa Parish, Louisiana. See Attached Maps, Exhibit 'A' and Exhibit 'B'.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 3rd day of February, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3001, C. S.

**AN ORDINANCE FOR ANNEXATION FROM GORDON NETTLES/ ERWIN JENKINS
FOR 2.2 ACRES IN TRANQUILITY PLACE SUBDIVISION, SECTION 22, T6S, R7E
ZONED R-5, COUNCIL DISTRICT 5**

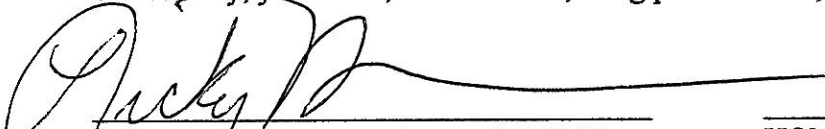
BE IT ORDAINED by the City of Hammond that:

**SECTION 1. ANNEXATION FROM GORDON NETTLES/ ERWIN JENKINS FOR 2.2
ACRES IN TRANQUILITY PLACE SUBDIVISION, SECTION 22, T6S, R7E ZONED R-
5; ANNEXATION WOULD BE PLACE WITHIN COUNCIL DISTRICT 5.**


POB is 1310.02' South and 3995.47' East of the Northwest corner of Section 22,
T6S-R7E; thence proceed S 89 Deg. 28' 10" W, 677.16'; N 01 Deg. 32' 02" W,
149.95'; N 89 Deg. 28' 10" E, 676.30'; S 01 Deg. 51' 35" E, 149.97' to the Point
of Beginning, containing approx. 2.33 Acres in Section 22, T6S-R7E, Tangipahoa
Parish, Louisiana. See attached Map Exhibit 'A'

The above and foregoing ordinance having been duly submitted to the Hammond City Council
in writing; introduced at a public meeting of the Hammond City Council discussed at the said public
meeting; after motion and second was submitted to the official vote of the Hammond City Council.


WHEREFORE the above and foregoing ordinance was declared duly adopted on this 3rd day
of February, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3002, C. S.

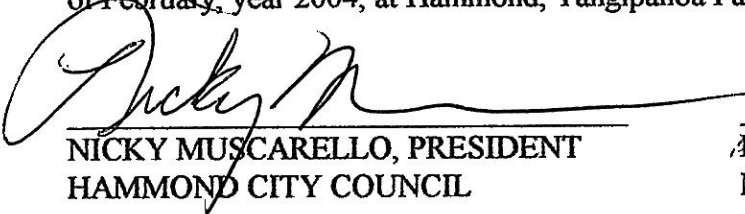
AN ORDINANCE TO TRANSFER UP TO \$38,411 FROM GRANT MATCH FUND TO RECREATION DEPARTMENT FAMILY FIRST JUVENILE PROJECT FUND

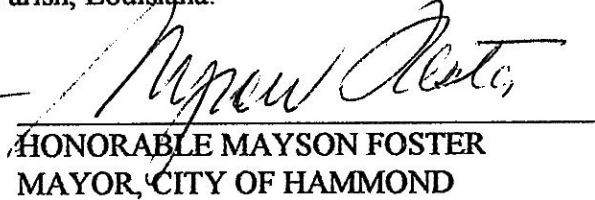
BE IT ORDAINED by the City of Hammond that:

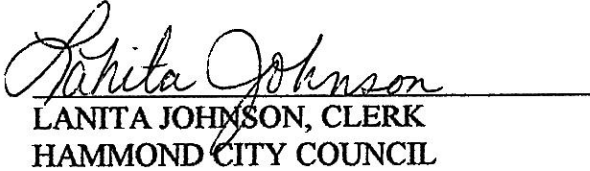
SECTION 1. TO TRANSFER UP TO \$38,411 FROM GRANT MATCH FUND TO RECREATION DEPARTMENT FAMILY FIRST JUVENILE PROJECT FUND, FUND WILL BE SPENT AS NEEDED.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 3rd day of February, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3003, C.S.

AN ORDINANCE TO APPROVE THE LIGHTING STANDARD AMENDMENT

BE IT ORDAINED by the City of Hammond that:

AN ORDINANCE TO APPROVE THE LIGHTING STANDARD AMENDMENT

4.16 UTILITIES

- (1) **LOCATION.** The Planning Commission may require that any or all utilities be placed underground or within specially designated servitudes. All utility locations, existing and proposed throughout the subdivision, shall be shown on the preliminary plans and added within special utility rights of way or servitudes, where required by the City.

Water and sewer lines shall be placed in the street right-of-way. Water meters shall be approximately 12" inside property line. Gas service lines shall be buried a minimum of 24 inches and must be outside of the public right of way or may be inside the public right-of-way with City approval only. On newly proposed subdivision streets, electric utility lines must be within a dedicated private utility right of way, unless approved otherwise by the City of Hammond

- (2) **EASEMENTS.** Unobstructed easements provided for private or municipal use shall be at least (15) feet wide and be either on rear lot lines or on side lot lines.

- (3) **STREET LIGHTING.** The object and scope of this section is to provide uniformity of standards for street lighting to be used and/or maintained by the City of Hammond. All street or park lighting, whether public or privately maintained, shall be pre-approved by the City of Hammond. All subdivision developers shall provide for proper street lighting as indicated below.

- (a) Lighting installed by private developers and by electric utility companies shall be indicated on final plat maps as part of final approval.
- (b) Aluminum or fiberglass street light standards shall be approximately 25-30 feet in length and shall be furnished with pole cap, anchor base bottom, and designed for mounting on concrete base with anchor bolts. All poles and light standards must be pre-approval from the City of Hammond Subdivision Review Committee (Building, Utilities and Street Departments) before agreeing upon the types of light standards used on proposed public or private streets. If mounted on utility company pole, service head shall be at least the height determined by the local utility company. Service disconnects shall be installed at every street light location or in another manner approved by the Hammond Utility Department.
- (c) Standard wattage shall be at least 175 watt, 120 volt, metal halide or high pressure sodium light bulbs. Bulbs shall be encased in an approved deflector head to direct light downward.

- (d) All wiring shall be of installed in non-rigid ¾"- 2" pipe, Schedule 40 PVC (below ground), copper wire installed a minimum of 24" underground. Schedule 80 PVC shall be used in above ground uses.
- (e) All wiring and underground work shall be installed before paving of streets to prevent street cuts.
- (f) **NOTICE BEFORE WORK IS CONCEALED.** Before any part of wiring is buried or concealed or placed in service, notice shall be given to the City's Utility Dept. office so that an inspector can inspect and approve such work before concealment.
- (g) **SERVICE EQUIPMENT.** The service equipment shall consist of a service entrance conduit fitting a 30 ampere weatherproof fuse switch/junction box of suitable size to connect service wires with underground feeder wires. Service equipment shall be properly grounded.
- (h) **SPACING OF STANDARDS.** There shall be one standard installed at each intersection, and spacing of standards shall not exceed 200 feet and shall not be less than 150 feet. Standards shall be at property lines between lots and street intersections where feasible.
- (i) All lighting shall be shielded so as to direct light downward only. Lighting shall also comply with Airport Ordinance # 820, relating to enhancing the visibility of pilots in aircraft.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.


The vote thereon was as follows:

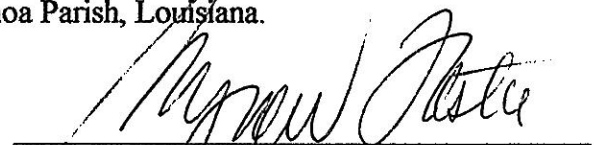
YEAS: LICCIARDI, JACKSON, MONTECINO, MUSCARELLO, AND WILSON

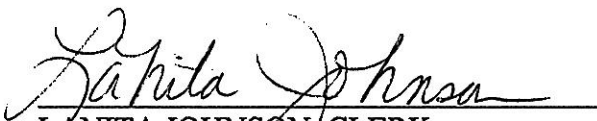
NAYS: NONE.

ABSENT: NONE.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 17th day of February, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON H. FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3004, C.S.

AN ORDINANCE TO CHANGE THE NAME OF THE CRIMINAL JUSTICE BUILDING TO LEON FORD III MEMORIAL JUSTICE BUILDING

BE IT ORDAINED by the City of Hammond that:

**TO CHANGE THE NAME OF THE CRIMINAL JUSTICE BUILDING TO LEON FORD
III MEMORIAL JUSTICE BUILDING.**

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.


The vote thereon was as follows:

YEAS: LICCIARDI, JACKSON, MONTECINO, MUSCARELLO, AND WILSON


NAYS: NONE.

ABSENT: NONE.

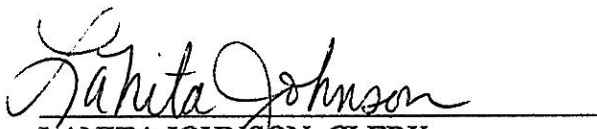
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 17th day of February, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON H. FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3005, C. S.

AN ORDINANCE TO REZONE PROPERTY FROM R-5 TO B-1, 304 OLD COVINGTON HIGHWAY OWNED BY BRADFORD PEAR, INC./EDSON

BE IT ORDAINED by the City of Hammond that:

Name of Property owner(s) : Bradford Pear, Inc./Edson

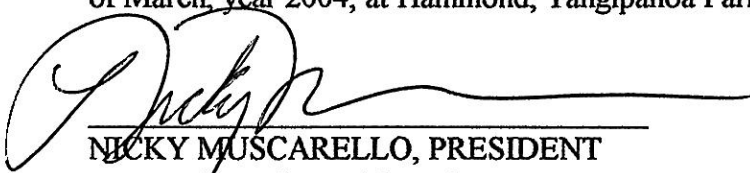
Property bounded: Subject property bounded or belonging to: On the north by A. McGehee; on the south by 1306 S. Holly St., Inc; on the west by Henry Thomas and Edward Newsom; and on the east by Ross Property Management

Property address or description: 304 Old Covington Highway, Hammond

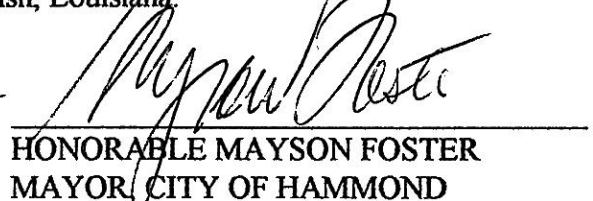
The property is presently zoned "R-5 Residential" and the request is "B-1" Business/Apartment zoning.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

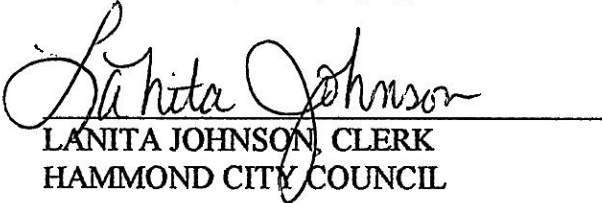
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 2nd day of March, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



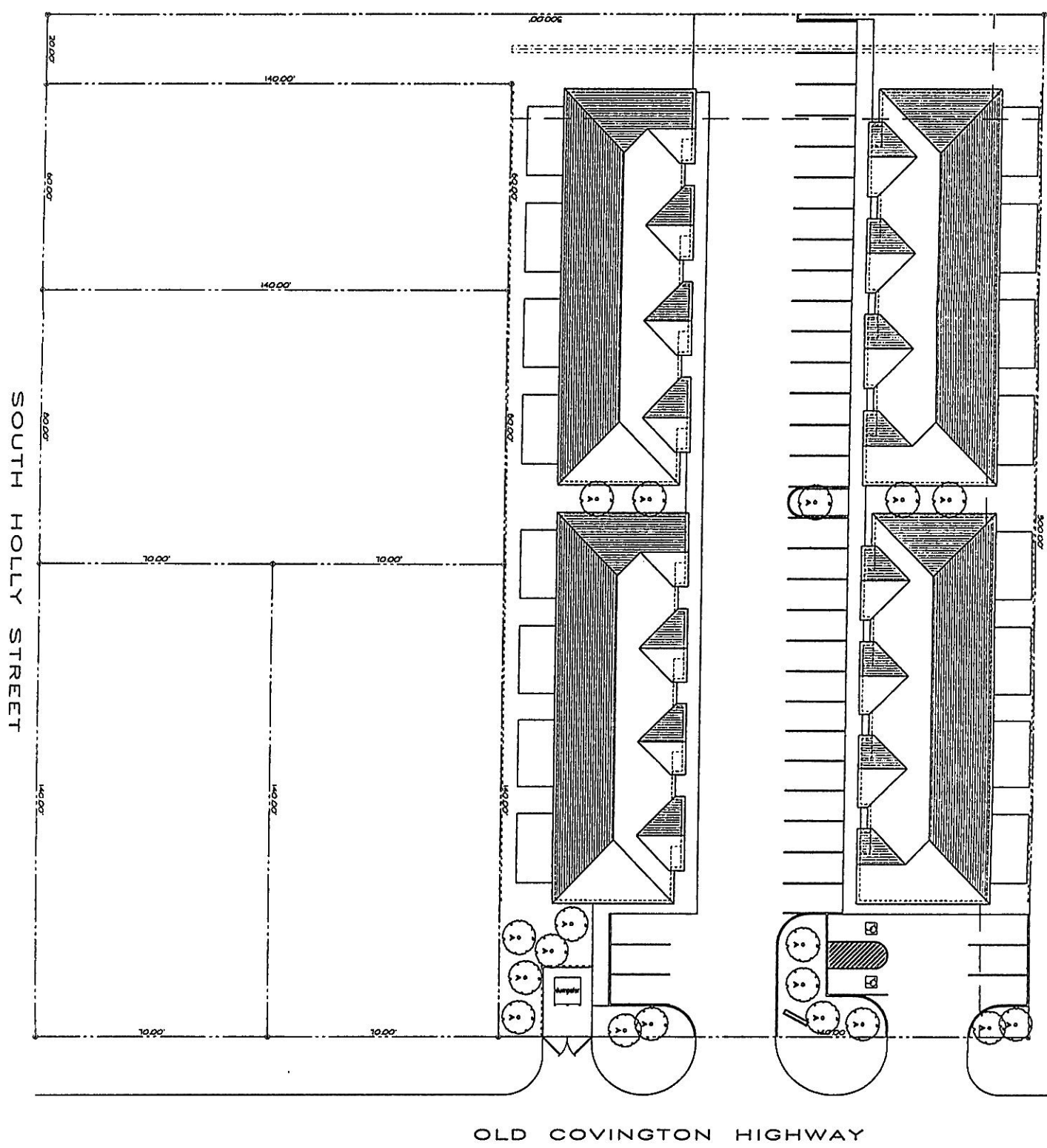
HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

1/32-11-2

NOTICE TO PROCEED
 (1) (WE) ACCEPT THE PRELIMINARY
 DESIGN DRAWING(S) (AS PRESENTED)
 (WITH REVISIONS AS SHOWN) AND
 FURTHER AUTHORIZE THE BUILDING
 DEPARTMENT TO PROCEED WITH
 CONSTRUCTION DOCUMENTS I AM
 AWARE THAT ANY CHANGES MADE
 AFTER THIS APPROVAL WILL BE
 THE BUILDING DESIGNER'S AGREEMENT.
 CLIENT _____ DATE _____
 DONALD E. CORLE, M.A.S.D. _____ DATE _____



ORDINANCE NO. 04-3006, C. S.

AN ORDINANCE TO AMEND ORDINANCE NO. 04-3000, C. S. FOR ANNEXATION OF APPROXIMATELY 116 ACRES OF LAND OFF OF AIRPORT ROAD AND I-12 TO BE ZONED "H" INDUSTRIAL.; COUNCIL DISTRICT 3,

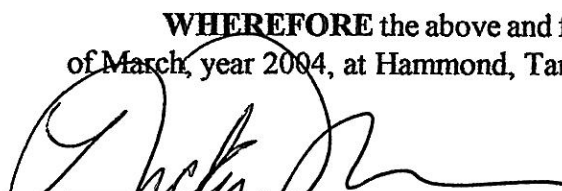
BE IT ORDAINED by the City of Hammond that:

CORRECTED DESCRIPTION:

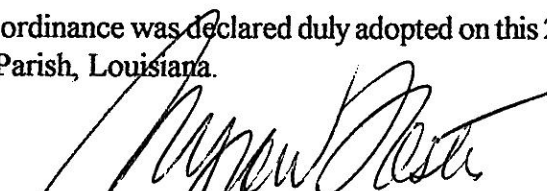
Beginning at the intersection (present Corporate limits) of the East right-of-way of Canadian National Railroad and the North right-of-way of Interstate 12 (hereafter "Point X"), located in Section 36, T6S – R7E; which point is shown on the attached Exhibit 'A', thence easterly along the northerly right-of-way of Interstate 12 to a point, hereafter called Point 'Y', through Sections 31, 32, 33 of T6S – R8E; which point is shown on attached Exhibit 'B', also described as being located at 1729.32' North 03° 08' 35" West, 65.00' North 86° 51' 25" East, 310.77' North 06° 21' 31" West, 310.77' South 06° 24' 25" East, 174.46' South 33° 36' 16" East and 681.19' South 72° 37' 24" East of the Southwest corner of Section 33, Township 6 South, Range 8 East (hereafter referred to as "Point Y"); thence, North 00° 25' 00" West 443.08'; thence, South 89° 35' 00" West 531.64'; thence, North 06° 24' 52" West 120.94'; thence, North 49° 30' 24" West 60.00'; thence, South 89° 35' 00" West 180.14'; thence, North 06° 24' 52" West 60.34'; thence, North 89° 35' 00" East 696.56'; thence, North 00° 25' 01" West 303.18'; thence, North 89° 37' 42" East 568.49'; thence, South 04° 09' 23" East 1013.77'; thence, South 89° 28' 44" West 409.60'; thence, North 72° 37' 24" West 152.30' to Point Y, thence due South to the southerly line of the right-of-way line of Interstate 12, thence along said right-of-way westerly to the intersection of the southerly right-of-way of Interstate 12 and the west side of the I.C.G. railroad (Canadian National), thence westerly along said right-of-way to the east right-of-way of U.S. Highway 51(Business); thence north along the easterly line of right-of-way of U.S. Highway 51 (Business), to the intersection of the east right-of-way of U.S. Highway 51 (Business) and the northerly line of the right-of-way of Interstate 12, thence East along the North right-of-way line of Interstate 12, to point X. The tract herein described containing approx. 116 acres in all, located in Sections 31, 32, 33 of T6S – R8E, Tangipahoa Parish, Louisiana. See Attached Maps, Exhibit 'A' and Exhibit 'B'.

in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

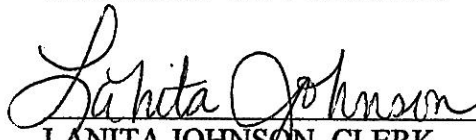
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 2nd day of March, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO.

AN ORDINANCE TO APPROVE PRESERVATION DISTRICT OVERLAY IN THE HYER SURVEY/CATE ADDITION AREA

BE IT ORDAINED by the City of Hammond that:

Section 2.4 (19) HYER-CATE PRESERVATION DISTRICT

Mission Statement:

This District's mission is to preserve and to secure the single family residential character of the Historic Hyer-Cate neighborhood. The establishment of this District will foster a clearly defined community character, which strikes a balance between growth and preservation consistent with the historic nature valued by its residents.

The homes in this District have a number of diverse architectural styles. In order to continue to preserve the character and enhance the ambience of the District, individuals with plans for new home construction or *exterior* renovation must attempt to maintain the visual compatibility with other homes within the District, *particularly with those on the street and block in which the activity construction takes place.*

Structure:

The District shall be in the form of an overlay zone, in addition to and superseding the underlying zoning districts. Between this newly established overlay District and the underlying zoning district, the more restrictive regulations shall prevail. Current zoning classifications and zoning restrictions in the District will remain in effect. Upon adoption of this newly created overlay, a rezoning request will require a two-thirds (2/3) super majority vote from Hammond's City Council in order for a rezoning request to be approved.

District Boundaries:

The Overlay District is bounded on the north by West Dakota Street; bounded on the south by West Morris Street; bounded on the east by NW Railroad Avenue, and bounded on the west by a stream referred to as Arnold's Creek, including all residential properties but excluding properties zoned B-1, B-2, C-1, and C-2 within this area as per attached zoning map dated. (Exhibit A).

Properties on the exterior of these boundaries but facing the boundary lines are not included in this District. Said boundaries shall be reflected as an overlay zone on the Official Zoning Map of the City of Hammond.

Incentive Tool to be used:

The City of Hammond, aside from any penalties and fines outlined in the Zoning Ordinance, may also use the following incentive or condition to encourage compliance with the Overlay District guidelines. The incentive must *be recommended by the Building Department and* approved by a majority vote of the City Council only when an existing structure is being restored for use as a single family home and complies with the rules of this Overlay District.

- a) Endorsement (by the City Council) of the State's Restoration Tax Abatement Program benefits, providing for a 5 to 10 year freeze of property values at the pre-renovation or pre-construction levels, and provided that the minimum guidelines are met. A minimum of \$25,000 *per project/and per building permit obtained* must be spent of home restoration/renovation costs in order for this incentive to be used.

District Restrictions

1. As per Section 4.14 Zoning Ordinance with the exception being: One front yard of 25 feet in depth. At least forty five percent (45%) of the front yard, *not including public right of way*, shall be designated *and maintained* as green space.
2. No outdoor storage is permitted in *front, side or rear areas visible from the street*, except in enclosed areas such as a garage. This includes storage in the following areas: front or side porches, carports and breezeways, or storage on a trailer. *Boats on trailers will not be included in this prohibition.* Storage of brush, fence posts, crates, vehicle tires, vehicle bodies or parts, scrap metal, bed mattress or springs, water heater or other household appliances, damaged, stored or discarded

ORDINANCE NO. 04-3007, C. S.

AN ORDINANCE TO REVOKE CHANGING THE BOUNDARIES OF THE CIVIL SERVICE BOARD REPRESENTATION FOR THE HAMMOND POLICE DEPARTMENT AND THE HAMMOND FIRE DEPARTMENT" TO THE GEOGRAPHIC BOUNDARIES OF THE CITY OF HAMMOND

BE IT ORDAINED by the City of Hammond that:

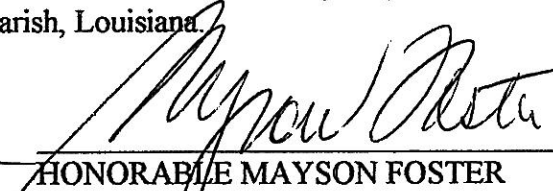
To Revoke changing the Boundaries of the Civil Service Board representation for the Hammond Police Department and the Hammond Fire Department" to the geographic boundaries of the City of Hammond.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

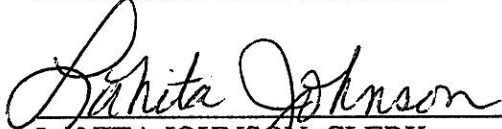
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 2nd day of March, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

David Mitchell

NEW BUSINESS:

1. Adoption of Ordinance No. _____, C.S. to approving a conditional use for Vicent S. DePaula, 607 W. Morris.

It was moved by Osa Williams and seconded by Nicky Muscarello to adopt Ordinance No. 99-2648, C.S. to approve conditional use for Vicent S. DePaula, 607 W. Morris. The floor was opened for public hearing. Alan Levith questioned zoning vs conditional use. City Attorney read from the Zoning Book Section 6.4 – Protest Petitions. (A protest petition may be presented opposing a proposed amendment (rezoning). The protest petition must be presented to the Planning and Zoning Commission's secretary at least one week (7) days in advance of the Council meeting at which time there is to be a public hearing on proposed amendment. When a protest change (this protest being duly signed and acknowledged by the owners of 20% or more, either of the areas of land (exclusive of streets and alleys) included in a proposed change or within an area determined by lines drawn parallel to and 200 feet distant from the boundaries of the district proposed to be changed) is filed, the protest change can only be approved by a 4/5 majority vote of the City Council. (R. S. 33:4725).

Bobby DePaula spoke in favor of this change. Ms. Chauvin, 608 W. Robert, Paula Emile, Don Bankston, Ken Ross, 610 W. Thomas; B J Chauvin; Linda Ross, 610 W. Thomas and also questioned the advertisement; Raymond Pierce, 711 W. Thomas spoke in opposition. Councilman Licciardi stated that his position changed on this matter and will vote in opposition to this change. Nicky Muscarello asked Licciardi if compromised and want to do what's best for the city. Mr. Licciardi stated that he thinks what's best for the city is for the representative to listen to its constituents. Jerry Correjolles said regarding the petitions submitted of the 24 listed they are within 300 feet and property owners and on the other one only 14 listed was within the area that lives out of town and for this change. Mr. Correjolles said secondly, need to listen to constitute and the Zoning Board appointed by this council who voted twice to deny. Councilman Muscarello stated that the petitions need to be checked because on Ms. Scale's there were three per household and for Mr. DePaula only one per household signed. Councilwoman Brown stated that she will stand by her initial vote. After a very lengthy discussion Ms. Brown called for a vote. The voting on this motion was as follows:

YEAS: OSA WILLIAMS, NICKY MUSCARELLO, and LAVANNER BROWN.

NAYS: JERRY CORREJOLLES, and TONY LICCIARDI.

(Muscarello stated that this vote was approved by the majority of the council so as far as his concern it passed) City Attorney Ron Macaluso said it did not pass because it needed a 4/5 vote to pass.

CORRECTIONS FROM 11/2/99

Nicky Muscarello stated that on page 2 of the minutes regarding the voting for the conditional use for Vincent DePaula it should read that this ordinance was approved by a 2/3 vote. It was moved by Nicky Muscarello and seconded by Osa Williams to approve the minutes of October 19, 1999 with corrections. The voting on this motion was as follows:

YEAS: OSA WILLIAMS, NICKY MUSCARELLO, and LAVANNER BROWN.

NAYS: JERRY CORREJOLLES, and TONY LICCIARDI.

AND THIS MOTION WAS APPROVED.

ORDINANCE NO. 04-3008, C.S.

AN ORDINANCE TO REZONE PROPERTY FROM R-5 TO R-A, OWNED BY VICTOR CENALES, LOCATED AT 708 SOUTH SPRUCE STREET

BE IT ORDAINED by the City of Hammond that:

SECTION 1. TO REZONE THE FOLLOWING DESCRIBED PROPERTY:

Name of Property owner(s) : Victor Cenales.

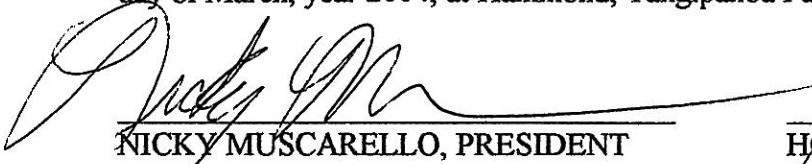
Property bounded: Subject property bounded or belonging to: On the north by Carol Spann and Mildred Short; on the south by Gladys Mitchell and Lydia Adams ;on the west by Eddie Robinson.; and on the east by Aldrich Seals and Sylvester Coleman.


Property address or description: 708 S. Spruce St., Hammond

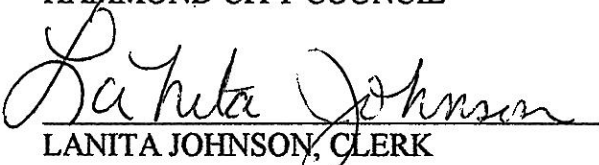
The property is presently zoned "R-4" and the request is for an R-A Apartment Zone .

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 16th day of March, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND

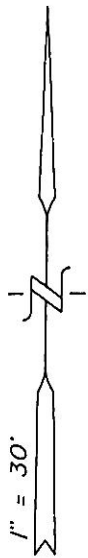

LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

HIDB Annexation with Interstate 12

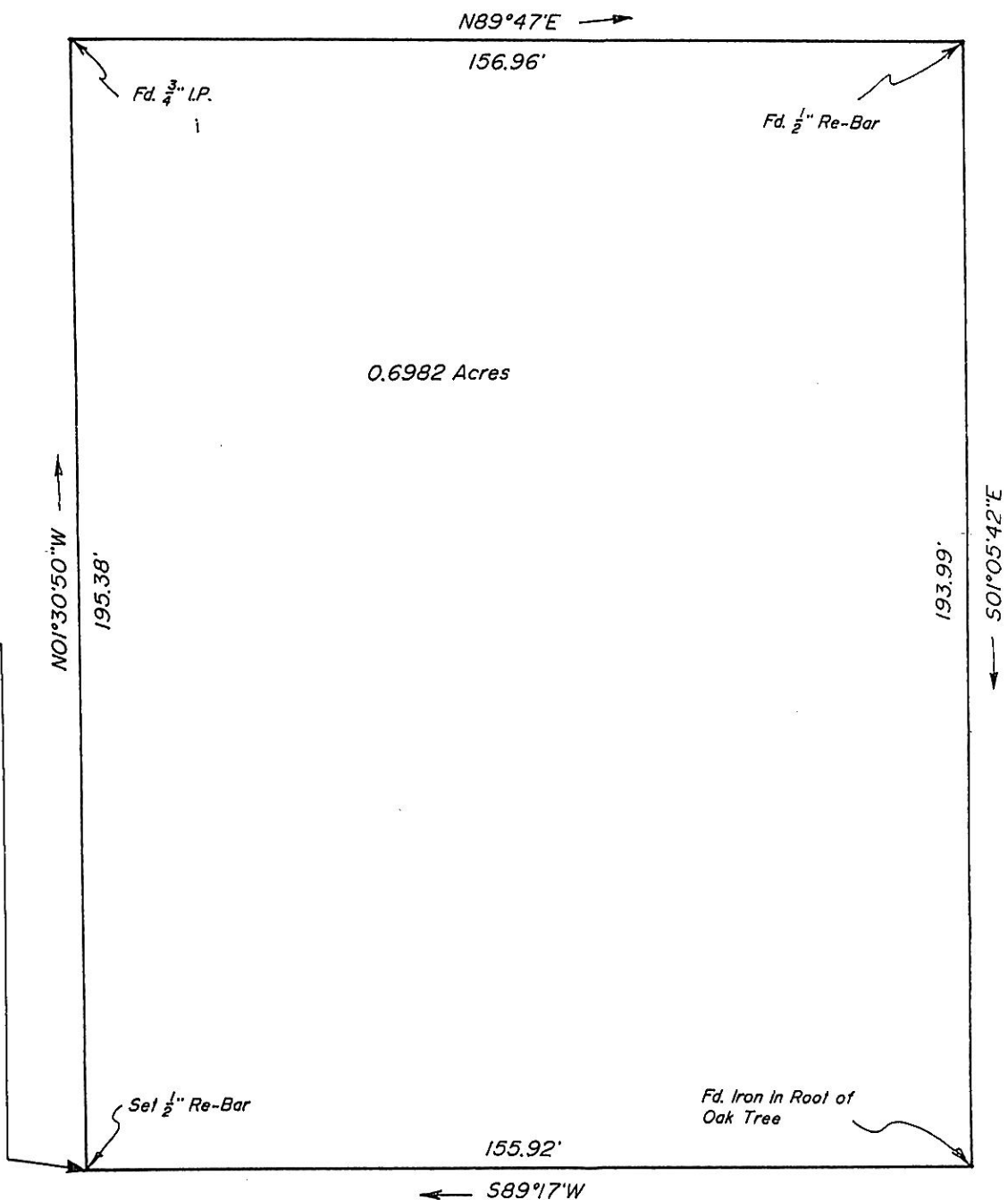
Beginning at the intersection (present Corporate limits) of the East right-of-way of Canadian National Railroad and the North right-of-way of Interstate 12 (hereafter "Point X"), located in Section 36, T6S – R7E; which point is shown on the attached Exhibit 'A', thence easterly along the northerly right-of-way of Interstate 12 to a point, hereafter called Point 'Y', through Sections 31, 32, 33 of T6S – R8E; which point is shown on attached Exhibit 'B', also described as being located at 1729.32' North 03° 08' 35" West, 65.00' North 86° 51' 25" East, 310.77' North 06° 21' 31" West, 310.77' South 06° 24' 25" East, 174.46' South 33° 36' 16" East and 681.19' South 72° 37' 24" East of the Southwest corner of Section 33, Township 6 South, Range 8 East (hereafter referred to as "Point Y"); thence, North 00° 25' 00" West 443.08'; thence, South 89° 35' 00" West 531.64'; thence, North 06° 24' 52" West 120.94'; thence, North 49° 30' 24" West 60.00'; thence, South 89° 35' 00" West 180.14'; thence, North 06° 24' 52" West 60.34'; thence, North 89° 35' 00" East 696.56'; thence, North 00° 25' 01" West 303.18'; thence, North 89° 37' 42" East 568.49'; thence, South 04° 09' 23" East 1013.77'; thence, South 89° 28' 44" West 409.60'; thence, North 72° 37' 24" West 152.30' to Point Y, thence due South to the southerly line of the right-of-way line of Interstate 12, thence along said right-of-way westerly to the intersection of the southerly right-of-way of Interstate 12 and the west side of the I.C.G. railroad (Canadian National), thence westerly along said right-of-way to the east right-of-way of U.S. Highway 51(Business); thence north along the easterly line of right-of-way of U.S. Highway 51 (Business), to the intersection of the east right-of-way of U.S. Highway 51 (Business) and the northerly line of the right-of-way of Interstate 12, thence East along the North right-of-way line of Interstate 12, to point X. The tract herein described containing approx. 116 acres in all, located in Sections 31, 32, 33 of T6S – R8E and Section 36 of T6S – R7E, Tangipahoa Parish, Louisiana. See Attached Maps, Exhibit 'A' and Exhibit 'B'.

Plat of Survey of Land in Sec. 23 T
City of Hammond, La.

*Plat map for
Martin
Alfonse - Graziano
Reynolds*



P.O.B. is N89°50'E 643'; S01°13'W 1299.23'
and N89°17'E 150' from the N/W Cor. of
Sec. 23 T65R7E



This survey was performed by myself and meets
the Minimum Standards of Practice requirements
for a class C survey.

[Signature]
2/9/04

ORDINANCE NO. 04-3009, C. S.

**AN ORDINANCE TO REZONE PROPERTY FROM R-11 TO R-A, 1421
MARTENS DRIVE, LENA ALFONSO/PHILIP GRAZIANO**

BE IT ORDAINED by the City of Hammond that:

REZONES THE FOLLOWING DESCRIBED PROPERTY:

Name of Property owner(s)/Applicant: *Lena Alfonso/Philip Graziano.*


Property bounded: Subject property bounded or belonging to: On the north by Graziano and James Brooks; on the south by Rose Dorsa ;on the west by Lena Alfonso and John Alfonso.; and on the east by Phil Graziano and Louis Alfonso.

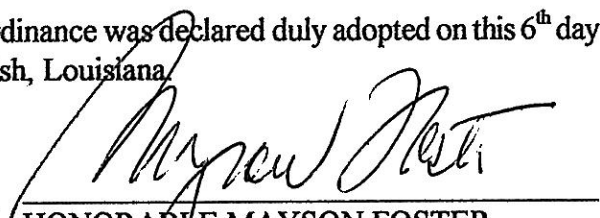
Property address or description: *1421 Martens Drive. Hammond*
The property is presently zoned "R-11" and the request is for an R-A apartment zone

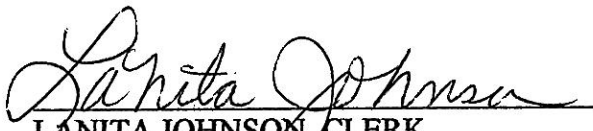
As per attached plot map for 1421 Martens Drive, Hammond

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6th day of April, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

Joanna	1415 Martens Dr	01-24-87	47
Sharon Bailey	1416 Martens Dr.	01-17-88	21
Carl Bailey	1416 Martens Dr.	12-28-81	20
Sam Binkley	1418 Martens Dr	5/23/71	32
C. HESS BINKLEY	1418 MARTENS DRIVE	12/27/68	35
Helen Riley	1413 Martens Dr	7/24/46	57
Kathy Braden	1413 Martens Dr	10/29/70	33

ADDENDUM

NAME	ADDRESS	DATE	
Gwen Short	1311 Western Ave	02/14/22	82
Gabriella Ray	1307 Western Ave	06/29/39	70
Barbara Jay	1307 Western Ave	01-27-35	69
Ella Mortensen	3 Oakley Dr.	11-21-32	71
Sam & Mortensen	3 Oakley Dr	6-16-31	73
Augustine Lohme	8 Oakley Dr.	5-14-	
Mary J. Fregues	7 Oakley Dr.	4/20/39	
John Lohme	1203 EAST 17th ST	11/14/5	63
Bradley	1305 Western	3/17/04	37
Mary Lou	1209 Western Ave	5/2-06/48	
Tiffany Long	2707 Rue St. Martin A	3/17/03	
Henry Allen	1800 Hwy 190 E	3/17/04	
Mary Jackson	220 N Main St. (Bldg)	3/17/04	
Laurin Falk	1904 N. Oak St.	3/17/04	
Mike Williams	1400 HECK'S PK.	3/17/04	
Augustine Lohme	1405 Western Ave	3/17/04	
Harold Lohme	1405 Western Ave	3/17/04	
John Lohme	1405 Western Ave	3/17/04	
Mary Heleniak	1 Longleaf Drive	3/17/04	
Charles Gargall	103 Elm Dr		
J. F. Nesten	1150 Elm Dr	3-18-04	
Marion Morgan	112 Cherry Dr		
EARL WILSON	113 SHERIDAN DR	3-18-04	
Benjamin Brown	116 Cherry Dr	3-18-04	
Steven Binkley	122 Cherry Dr	3-18-04	
Thomas & Helen Leckler	125 Cherry Dr.	3-18-04	

P. 2 of 3

Hammond City Council Members
Hammond, LA

, 200

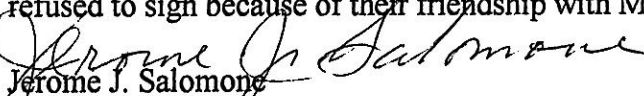
Dear Hammond City Council Members:



Please find attached to this letter an attachment relative to our opposition to the Lena Alfonso/Philip Graziano rezoning request between Nashville Street and Martens Drive. Notice that we have added 45 names to the original 27 listing given to you on March 9, 2004.

Seventy-two (72) residents in the area are opposed to the proposed rezoning. We do not want the rezoning to occur!

Mr. Muscarello introduced this ordinance because, **IN HIS WORDS**, James Brooks, whose property is adjacent to the rezoning request, was in favor of the project. That is not the case! James Brooks' signature is on the attached petition on Page 2. Brooks is against rezoning. And so is every resident on Martens Drive except one family which refused to sign because of their friendship with Mr. Graziano.



Jerome J. Salomone
1400 Martens Drive
Hammond, LA
542 8083

cc: Mayor Foster

Added since 3/17/04

3/9/04

Hammond City Council Members
Hammond, LA

Dear Hammond City Council Members:

A request for rezoning of property was approved at the last meeting of the City of Hammond Zoning Commission. The description of that property is as follows:

Name of Property Owner Applicant: Lena Alfonso/Philip Graziano

Property bounded: Subject property bounded or belonging to: On the north by Graziano and James Brooks; on the south by Rose Dorsa; on the west by Lena Alfonso; and on the east by Philip Graziano.

Property address or description: 1602 Nashville/1421 Martens Drive, Hammond, LA.

The property is presently zoned "R-11" and the request is for an R-A apartment zone

We the undersigned residents live in this neighborhood and are opposed to changing the existing zoning designation. This neighborhood has increasingly been transformed into more-and-more apartments over recent years and this single family residential neighborhood is now on the brink of being completely threatened by apartments.

Respectfully submitted.

Name and age	Address		
Joe & Louie	1401 MARTENS DRIVE	1-24-23	71 AGE
Betty Louie	1401 Martens Drive	12-30-25	78
Conna Porter	1402 Martens Drive	2-11-56	47
Jeff Dumas	1406 Martens Drive	5-5-67	36
Shirley Whitehead	1406 Martens Drive	4-17-76	27
Rose Marie Alfonso	1412 Martens Drive	1-12-31	75
Lena Alfonso	1412 Martens Dr.	2-1-21	83
Charles Serna	1414 Martens Dr.	1-16-46	56
Francisco X. Serna	1410 Martens Dr.	4-25-22	82
Ernesto Serna	1417 MARTENS DR.	4-2	
Joe Serna	1407 MARTENS DR.	3-24-54	49
Kathy Carter	1407 MARTENS DR.	4-8-54	49
Paul O. Porter	1402 MARTENS DR.	5-3-56	47
Bernice R. Porter	1402 MARTENS DR.	6-22-27	76
Sheri N. Porter	1402 MARTENS DR.	2-03-80	24
Donna Salomone	1407 MARTENS DR.	02/13/34	77
Russella Salomone	1403 Martens Dr.	6-17-34	69
MARK MA	1415 Martens Dr.	12-11-51	52
Maing White	1405 MARTENS DR.	6-23-67	36
John R. White	1405 Martens Drive	9-13-61	42
Frankie X. Serna	1409 Martens Dr.	6/16/46	57

P 1 of 3

Hayley Mathern 222 N. Morrison Blvd.
 Deborah Howell 12153 Hwy 190 Hammond, La
 Jenda Clamilton 1404 Martens Dr. Hammond La 70401
 Richard H. 1404 Martens Dr. Hammond, La 70401
 Jennifer Williams 1404 Martens Dr. Hammond LA 70401
 Carolyn's Dunnington 1309 Western Ave Hammond, La 70401
 Even Dunnington 1309 Western Ave Hammond, La 70401
 Jason Hayes 1303 Western Ave Hammond LA 70401
 Lewis A. Alfonso 1417 Martens owner agent Lewis A. Alfonso

Name	Address	Date
Edmund Schuck	114 Elm Dr. Hammond	3/21/04
Maryann J. Williams	118 Elm Dr. Hammond	3/21/04
Deborah J. Williams	118 Elm Dr. Hammond	3/21/04
Chance Fitts	108 Elm Dr. Hammond	3-21-04

Name	Address	Date
April G. Landry	1408 Pecan	3/22/04
Kathryn R. Blomquist	1508 Pecan	3/20/04
Bekky Gilliam	1510 Pecan	3-20-04
Jean Carver	1512 Pecan	3-20-04
Ed Walling	1414 Pecan	3-20-04
Ernie Huber	2 Ford Drive	3/20/04
Oriel Bailey	1416 Pecan	3/20/04
Jane McWilliams	1404 Pecan	3/21/04

ALFONSO CONSTRUCTION
P.O. BOX 5431
SPANAWAY WA 98387
(253) 847-9524 FAX (253) 847-9524

DATE: 28 MAR 04
TO: LOUIS ALFONSO 985-345-1983
FROM: Louis Alfonso
PAGES: 1

Dear uncle Lou,

I hope this helps take care of what you need.
I will probably be heading that way soon,
depending on Dad's outcome with the test they
are doing.

28 MAR 04

TO WHO IT MAY CONCERN, THIS LETTER
AUTHORIZES, LOUIS ALFONSO (MY UNCLE), TO
REPRESENT ME AT MEETINGS CONCERNING
ZONE CHANGES AND DEVELOPMENT NEAR
TO AND/OR BORDERING PROPERTY OWNED BY
ME ON MARTIN DR., HAMMOND, LA. HE IS
ALSO GIVEN THE AUTHORITY TO SIGN ON
MY BEHALF CONCERNING THESE MATTERS.

SINCERELY

Louis A. Alfonso
LOUIS A. ALFONSO

Reasoning Petition

1. Cathy Tijerino 110 College Dr. Hammond 70401
2. Jane Hemstet 107 College Dr. Hammond 70401
3. Kent P. Hemstet 107 College Dr. Hammond 70401

Ans H W Lcy 105 Dep 201

- front 4/11
5. Danny Acosta 113 College Dr. Hammond 70401
 6. Amy Acosta 113 College Dr. Hammond 70401
 7. James P. Knight 114 College Dr. Hammond 70401
 8. Jack W Knight 114 College Dr. Hammond 70401
 9. Catherine R Grelley 111 College Dr. Hammond 70401
 10. Gene P. McDonald 109 College Dr. Hammond 70401
 11. Betty McDonald 109 College Dr. Hammond, 70401

by J. J. Salomone
4/6/84 Submitted

ORDINANCE NO. 04-3010, C. S.

AN ORDINANCE TO REZONE PROPERTY FROM R-11 AND B-2 TO R-5, AND R-8, 1100, 1102-1105 GENERAL JACKSON DRIVE AND AN EAST PORTION OF 1106-1107 GENERAL JACKSON DRIVE

BE IT ORDAINED by the City of Hammond that:

REZONES THE FOLLOWING DESCRIBED PROPERTY:

Name of Property owner(s): RAM, Inc. / Jimmy Meyer Construction

Property bounded: Subject property bounded or belonging to: On the north by Francis Ragusa, et.al; on the south by Immanuel Baptist Church; on the east by property belonging to the Gillans, the Carvers, the Bloomquists, and the Milburns; and on the west by the Sandifers and the Anzalones.

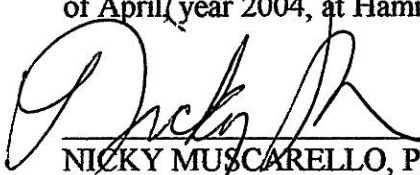
Property address or description: 1100, 1102- 1105 General Jackson and an east portion of 1106/1107 General Jackson Dr., Hammond

As per attached plot map

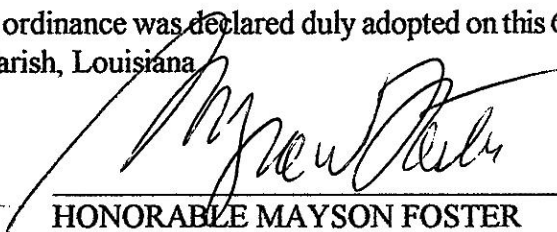
The property is presently zoned "R-11 and B-2" and the request is for "R-5" and R-8 residential zoning.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

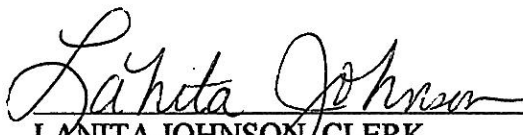
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6th day of April, year 2004, at Hammond, Tangipahoa Parish, Louisiana



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



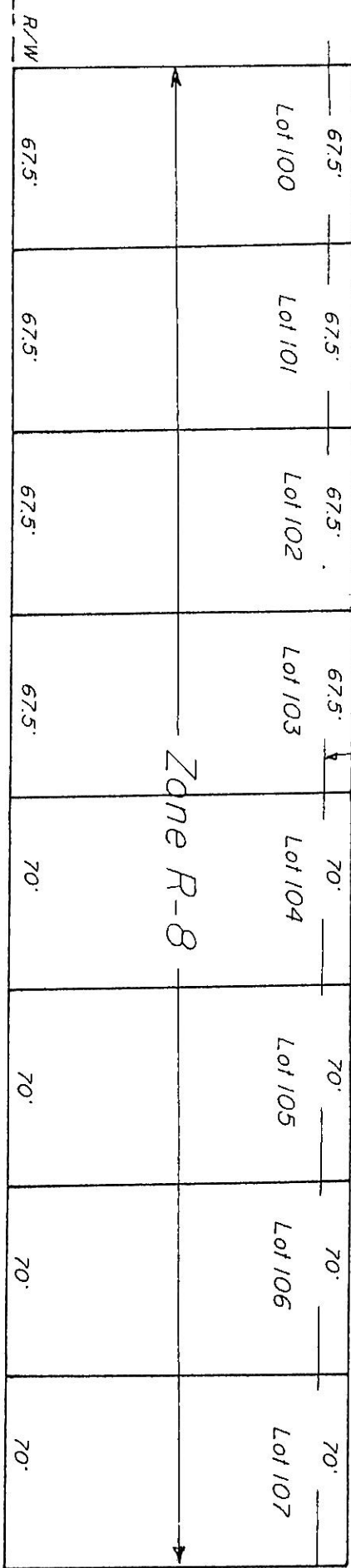
LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL



Map of the Re-Subdivision of Lots 20, 21, 22, 23, 24, 25, 27, 28, 29, 30 and 31 into Lots 100 through 114 of French Quarter Sub. in Sec. 23 T6SR7E City of Hammond, La.

Not an actual ground survey.
Map made from Map of Record of French Quarter Subdivision.

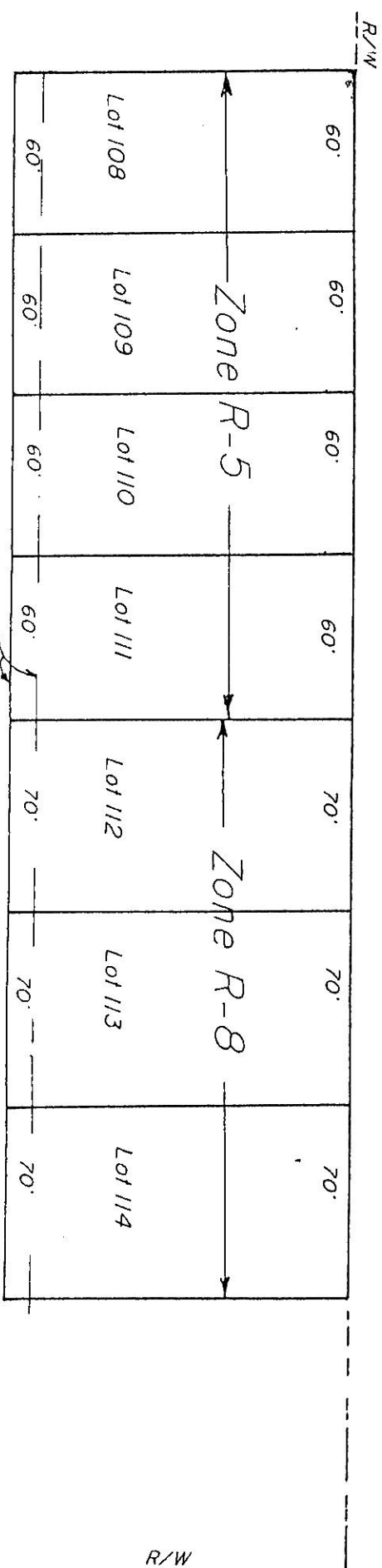
Gilbert Sullivan
3/3/04



General Jackson Drive

50'

Pecan Street

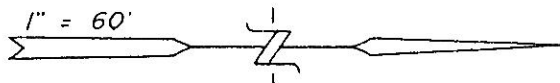


Planning Commission Chairman

Date

Owner

Date



ORDINANCE NO. 04-3011, C. S.

**AN ORDINANCE TO APPROPRIATE \$21,600.00 FROM COURT WITNESS FEE
OR INSURANCE FUND ACCOUNT TO PURCHASE A NEW
FORD CROWN VICTORIA AND EQUIPMENT**

BE IT ORDAINED by the City of Hammond that:

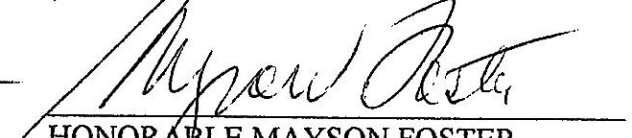
**TO APPROPRIATE \$21,600.00 FROM COURT WITNESS FEE OR INSURANCE FUND
ACCOUNT TO PURCHASE A NEW FORD CROWN VICTORIA AND EQUIPMENT**

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

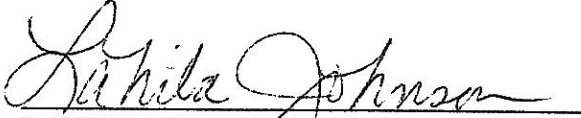
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6th day of April, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3012, C. S.


AN ORDINANCE TO APPROPRIATE \$50,000 FROM FY 03-04 GENERAL ADMINISTRATION: GRANT MATCH FUND (10015800-560634) IN ORDER TO APPLY FOR \$100,000 SKATE PARK GRANT FROM THE STATE OF LOUISIANA. THE \$50,000.00 APPROPRIATION SHALL BE TRANSFERRED TO THE CAPITAL PROJECT-RECREATIONAL IMPROVEMENT: RECREATIONAL SKATE PARK ACCOUNT (42050000-570197-10319)


BE IT ORDAINED by the City of Hammond that:


To appropriate \$50,000 from FY 03-04 General Administration: Grant Match Fund (10015800-560634) in order to apply for \$100,000 Skate Park Grant from the State of Louisiana. The \$50,000.00 appropriation shall be transferred to the Capital Project-Recreational Improvement: Recreational Skate Park Account (42050000-570197-10319)

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6th day of April, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

CITY OF HAMMOND

ORDINANCE NO. 04-3013, C.S.

AN ORDINANCE DECLARING THE WETLANDS ASSIMILATION PROJECT OF THE CITY OF HAMMOND A PUBLIC NECESSITY AND AUTHORIZING THE ACQUISITION BY THE CITY OF HAMMOND OF THE NECESSARY PROPERTY AND RIGHTS OF WAY AND OTHER PROPERTY RIGHTS REQUISITE TO THE PROJECT EITHER ON AN AMICABLE BASIS OR THROUGH THE USE OF THE EXPROPRIATION PROCESS, IF NECESSARY.

BE IT ORDAINED by the City of Hammond City Council that:

Section 1: This Council hereby declares the Wetlands Assimilation Project of the City of Hammond (the "Project") to be a public necessity.

Section 2: The public purpose to be served by Project is to provide for the benefit, health and safety of the citizens of Hammond through the clean, healthy, safe and efficient disposal and management of wastewater discharge.

Section 3: The property necessary for the Project contains approximately 132.283 acres in sections 29 and 30, Township 7 South, Range 8 East, Tangipahoa Parish described on the attached exhibit "A" and is shown on the survey of Stanley K. Turner, Professional Land Surveyor dated December 31, 2003, revised March 25, 2004 a copy of which is attached hereto as Exhibit "B"; together with certain rights of way along and through the Canadian National Railroad East right of way in sections 30 and 42, Township 7 South, Range 8 East, Tangipahoa Parish described on the attached Exhibit "C" and is shown on the survey of Stanley K. Turner, Professional Land Surveyor, dated January 27, 2004 and revised March 25, 2004, a copy of which is attached as Exhibit "D" (all collectively referred to as the "Property").

Section 4: Accordingly, Mayson Foster, Mayor of the City of Hammond is authorized to acquire on behalf of the City of Hammond such Property, rights of way, servitudes, construction servitudes, and other property rights as are found to be necessary and equitable under sound engineering standards to provide for the Project; and the Mayor is authorized to do so on an amicable basis or by the proper use of the power of expropriation granted under applicable state law in pursuing said Property, rights of way and other property rights.

Section 5: All ordinances or resolutions or parts thereof in conflict herewith are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Hammond City Council, discussed at a public hearing of said Council and was submitted to an official vote of the Hammond City Council.

On motion of Montecino and seconded by Wilson, the foregoing ordinance was hereby declared adopted on this 20th day of April 2004, by the following roll call vote:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Not Voting</u>
Curtis Wilson	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Tony Licciardi	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
Willie Jackson	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
Kathy Montecino	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Nicky Muscarello	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

ORDINANCE NO. 04-3014, C. S.

AN ORDINANCE TO ADOPT THE NEW PRODUCT FARMER'S MARKET RULES AND REGULATIONS

BE IT ORDAINED by the City of Hammond that:

NEW PRODUCT FARMERS' MARKET APPLICATION FORM

The primary goal of the Farmers' Market is to provide a convenient and enjoyable location for approved vendors to sell their products as efficiently as possible.

To accomplish this goal, restrictions must be placed on the types of goods offered, and on the level of supply of certain goods.

Not being accepted, as a vendor is not necessarily a negative reflection of the applicant or the product offered; as the Hammond Farmers' Market grows, and as demand for goods increases, an application once rejected may be reviewed and accepted in the future.

Food Fair

Rules and Regulations

I. MARKET OBJECTIVE

The objective of the Hammond Downtown Development District Cate Square Farmers' Market Food Fair is to support the development of a local agricultural economy which will foster stewardship of our land and our people by: assisting new entrepreneurs, who sell food and farm-related products which make use of locally-grown ingredients gain entry into the local market; and bringing people together from throughout the Hammond area.

II. ELIGIBILITY REQUIREMENTS

All persons who actually produce the fruits, vegetables, plants, herbs, flowers, eggs, baked goods, jellies, jams, honey, and/or other products that they intend to sell in the Hammond Downtown Development District Farmers' Market.

III. GENERAL RULES

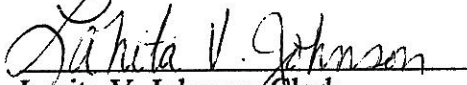
A. Definition of Vendor and

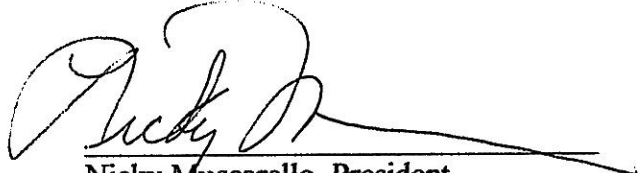
Farm/Production Facility: All products sold must be grown or otherwise produced by the vendor. "Vendor" shall be defined as the producer of goods sold and shall include the spouse, siblings, children, parents, and employees of the applicant who assist in cultivation and/or production at the same property listed in the application under the "names of farm/production facility". Produce grown or produced at a location not listed in the application is not eligible to be sold. The development of grower cooperatives is encouraged, in which case farmers may sell limited amounts of produce from neighboring farms at the discretion of the Market Coordinator. In this case, the address of each farm participating in the cooperative and the name of each farmer should be included on the application. The resale of items purchased by the vendor shall not be permitted except in the case of ingredients required by those producing prepared products such as jams or jellies and other products.

B. Permitted Items for Sale: Items

allowed for sale shall include fruits, vegetables, berries, nuts, plants, herbs, flowers, cut flowers, baked goods (see special rules regarding baked good), eggs, honey, jams, jellies, wine not to be consumed on site, and other products. Items not permitted include fresh meat, live poultry and other livestock. "Farm crafts" may be allowed at the discretion of the Market Coordinator and are defined as those crafts, which have been traditionally produced on the farm using farm products. These crafts include candles, soaps, hand-dyed yarns (from local cotton and wool), and woven goods from local materials. In order for the market to ensure an appropriate product mix, vendors are permitted to sell only the items that the Market Advisory Committee approves them to sell. Vendors who want to introduce new products

ATTEST:


Lanita V. Johnson, Clerk
Hammond City Council


Nicky Muscarello, President
Hammond City Council

INTRODUCED: April 6, 2004

PUBLISHED: April 13, 2004

ADOPTED: April 20, 2004

DELIVERED TO MAYOR: April 21, 2004

APPROVED BY MAYOR:  April 23, 2004

RECEIVED FROM MAYOR: April 23 2004

must contact the Market Coordinator before doing so. The Market Advisory Committee has ultimate approval authority. The Market Advisory Committee has ultimate application review and approval authority. All vendors shall allow representatives, including parish Cooperative Extension agents, to inspect their production facilities at any time, with or without notice, to ascertain that products sold are being grown or otherwise produced on-site so as to maintain the integrity of a producer-only or growers' market. Vendors who wish to claim that their produce is organic must provide proof under the Louisiana Certified Organic Program.

C. New Vendor and New Product

Review: The Review Committee will meet once a month to select new vendors and new products from existing vendors. In some cases a sample of your product will be requested for tasting. Products should be submitted in the form they are expected to be sold; that is, with packaging, labeling, etc., in place.

D. Health Regulations: All vendors

participating in the Hammond Downtown Development District Market Cate Square Food Fair must comply with the sanitary rules and regulations of the Parish and State Health Departments. All food must be elevated off the ground by at least 6 inches, fresh (not last week's produce on sale today), and grown in accordance with all local, state and federal regulations. Farmers who are found to be in violation of state and federal pesticide control laws are subject to immediate expulsion from the Hammond Cate Square Farmers' Market Food Fair. Moreover, value-added products, such as baked-goods, jams, jellies, and other products must be produced in accordance with state health regulations, which in some cases may require state-approved commercial kitchens.

E. Market Coordinator Duties: The

Market Coordinator's duties include:

- management of the Hammond Downtown Development District Cate Square Farmers' Market Food Fair;
- collection and forwarding of rents or fees;
- recording of attendance;
- liaison between the Hammond Downtown Development District and approved vendors;
- resolution of minor disputes on behalf of the Hammond Downtown Development District;
- and to inform, in writing, the Hammond Downtown Development District Board of Directors and Market Advisory Committee of any known or alleged violations of the guidelines.

All decisions made by the Market Coordinator are subject to review and revision by the Market Advisory Committee and/or the Hammond Downtown Development District Board of Directors.

F. Weekly Rent: All approved

applicants who sell goods in the Hammond Downtown Development District Farmers' Market Food Fair are required to pay rent for the space, which they use. This rent shall be paid to the Hammond Downtown Development District prior to the opening of the Market. Rents due from each approved vendor shall be collected by the Market Coordinator, who shall be responsible for the recording of all rent due and all rent paid. The Market Coordinator shall forward all payments to the Hammond Downtown Development District. The Market Coordinator's records of rent due and rent paid shall be open for inspection at all times.

G. Hold-Harmless Clause and Insurance: All authorized vendors participating in the Hammond Downtown Development District Farmers' Market Food Fair shall be individually responsible to the Hammond Downtown Development District for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of its servant, agents, and employees, and all vendors hereby agree to indemnify and save the Hammond Downtown Development District harmless from any loss, costs, damages, and other expenses, including attorney's fees, suffered or incurred by the Hammond Downtown Development District by reason of the vendors' negligence or that of its servants, agents and

employees; provided that the vendors shall not be responsible nor required to indemnify the Hammond Downtown Development District for negligence, its servants, agents, and employees. Because no insurance is provided to participants in the Hammond Farmers' Market Food Fair, each vendor must carry his/her own product liability insurance and must be prepared to present it in the market. At the request of the City of Hammond, proof of both product and vehicle liability insurance should accompany your application to sell at the Market.

H. Market Location: The Hammond Farmers' Market is open every Saturday from 8am to 12noon, and is located in Cate Square Park, in downtown Hammond. The Hammond Farmers' Market is open **Rain or Shine**, and dependable vendor turnout is critical to establishing a dependable customer turnout.

I. Space Assignment: The Market Coordinator shall assign spaces on or before market day. Vendors can display produce on tables facing the public or on a table or on the back of a vehicle, but not on the ground (with the exception of live plants). Canopies and umbrellas are allowed. Canopies and umbrellas, as well as vehicles, tables, and merchandise, are not to extend into the space of another vendor unless such has agreed to by both parties and the Market Coordinator. Fees are determined on a per space basis. Any expansion beyond one space into any part of another will require that rent be paid for the whole of that additional space. Space assignment is made at the discretion of the Hammond Farmers' Market Director. No guarantee is made that a space will be reserved indefinitely for a vendor. The location determined for the vendor by the Director is not subject to dispute.

J. Time for Set-Up: Vendors are responsible for setting up their displays and keeping their space(s) clean. Set-up is to be completed 15 minutes before beginning of Market.

K. Cleanup: All vendors shall clean up their areas at the end of each Market day. Vendors shall be responsible for the cleanliness of their selling area. All vendors agree to bring a broom and trashcan and keep the Market area free of any debris generated by Market activity. Vendors shall not use public trash receptacles for disposal of produce boxes and unsold produce.

L. Pricing, Weights, and Measures: Each vendor will operate as an individual entity and, as such, each vendor is responsible for setting his/her own prices. Weights and measures are expected to be in accordance with all applicable local, state, and federal rules and regulations.

M. Signage: All signage shall be pre-approved by the Market Coordinator.

N. Labeling: All vendors are expected to label clearly all products, as necessary, in accordance with all applicable local, state, and federal rules and regulations.

O. Method of Production and Product Quality Claims: Though vendors selling at the market are acting as individual business entities, claims made by individual vendors may be perceived by customers to be backed by the market as a whole. For this reason, claims of specific production practices, and claims that products have specific nutritive or other health benefits, must be supported by analyses or studies, or methods of analysis, which are recognized by state or federal government agencies for purposes of certification. For example, under existing state and federal law only certified organic growers may claim to use organic growing methods. As there is no state or federal certification program for those making "pesticide-free" and related claims, vendors may not make such claims until a program is established by an official state or federal agency.

P. Sales Tax: Each vendor will operate as an individual business entity and as such, each vendor is responsible for collecting his/her own sales tax, where applicable. Whereas farmers selling their own produce directly to consumers are exempt from sales taxes, value-added producers (i.e. bakers, preserve-makers) may be required to pay sales and other taxes

Q. Miscellaneous: No firearms. No alcoholic beverages (except those for legal sale).

IV. NON-PROFIT ORGANIZATIONS

Non-profit organizations with missions related to farming, gardening, conservation, education, youth and/or nutrition are invited to participate in the Market.

V. VIOLATIONS

A. Complaints: Any complaint against any vendors regarding the origination of produce or goods, or any other matter, must be directed to the attention of the Marketing Director.

B. Vendor/Customer Conflicts: Any conflict, or potential conflict, which may arise between a vendor and a customer must be brought to the attention of the Market Coordinator for resolution, and should further action need to be taken, to the Executive Director of the Hammond Downtown Development District and its Market Advisory Committee.

C. Sole Discretion: When the Market Coordinator and the Market Advisory Board, in their sole discretion, determine that a vendor has violated any provision of these guidelines, a vendor may receive a warning, temporary suspension, or expulsion from the Hammond Farmers' Cate Square Market Food Fair.

D. Market Coordinator's Suspension

Authority: The Market Coordinator shall have the authority to warn or temporarily suspend a vendor for the next market day, based on the Market Coordinator's personal observation of a violation of the guidelines.

E. Cancellation of Application: The Hammond Downtown Development District reserves the right to cancel the approval of any vendor's application at any time if and when the Hammond Downtown Development District finds said vendor in violation of any of the aforementioned guidelines and eligibility requirements. In addition to expulsion from the market, any vendor found not to be growing the fruits and vegetables he or she sell at the market may be reported to local and state authorities. State statute allows for fines and imprisonment.

VI. RENT SCHEDULE

A. Fee Assessment: \$10.00 per space per Saturday, with a minimum of two Saturdays paid for in advance. This fee will be due by Saturday for the following Saturday's Market.

B. The strength of any farmers' market is the presence of a number of vendors with a diversity of products. When you sell at the market, you are operating a small business. As with any business, your customers must be able to count on your regular presence. Similarly, for this farmers' market to be a success, and for your business to be a success, you must be able to count on the regular attendance of other vendors and they must be able to count on you. **Continuity and reliability are critical!** Exceptions to the rule are illness, accidents, family, and crop crises, and other instances deemed to be a legitimate emergency by the Market Coordinator. Vendors should inform the Market Director by Wednesday, (3 days before the Market) if they **will not** be participating that Saturday. Call (985) 542-3471.

VII. MODIFICATIONS

The Hammond Downtown Development District Board of Directors reserves the right to revise the Hammond Cate Square Farmers' Market Food Fair Rules and Regulations at any time as deemed appropriate.

Remember the Seven Commandments:

I. Remember the mission of the Market. This Market has a clear and explicit mission which is meant to develop local agriculture which is good for our land and our people, help our area family farmers, help incubate new owner-operated businesses, and to bring people

together from all walks of life.

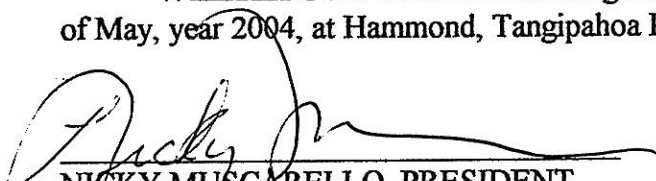
- II. You must grow it, or otherwise produce it, to sell it.**
- III. No surprises.**
If you are going to have a change in product or otherwise deviate from your normal operation, please let the Market Coordinator know. We will be glad to work with you.
- IV. You must stay for your allotted time.**
- V. Volume; provide enough to sell for your allotted time.**
- VI. When in doubt, talk to the Market Coordinator.**
- VII. Work together.**


For more information, please contact:

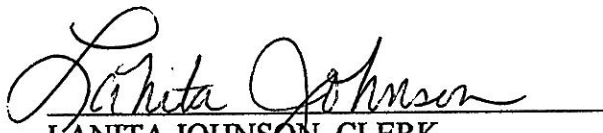
**Wayne Howes, Manager; Downtown Development District; DDD Cate Square Farmers' Market, P.O. Box 2788, Hammond, LA 70404, Office #: (985) 543-3215
Fax #: (985) 543-3219**

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 4th day of May, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3015, C. S.

AN ORDINANCE TO ADOPT THE ACORN ARTS MARKET NEW PRODUCT RULES AND REGULATIONS

BE IT ORDAINED by the City of Hammond that:

ACORN ARTS MARKET NEW PRODUCT APPLICATION FORM

The primary goal of the Acorn Arts Market is to provide a convenient and enjoyable location for approved vendors to sell their products as efficiently as possible.

To accomplish this goal, restrictions must be placed on the types of goods offered, and on the level of supply of certain goods.

Not being accepted, as a vendor is not necessarily a negative reflection of the applicant or the product offered; as the Acorn Arts Market grows, and as demand for goods increases, an application once rejected may be reviewed and accepted in the future.

Rules and Regulations

I. GENERAL RULES

A. Definition of Vendor and

Farm/Production Facility: All products sold must be created otherwise made by the vendor. The resale of items purchased by the vendor shall not be permitted.

B. Permitted Items for Sale: Vendors

who want to introduce new products must contact the Market Coordinator before doing so. The Market Advisory Committee has ultimate application review and approval authority. In order for the market to ensure an appropriate product mix, vendors are permitted to sell only the items that the Market Advisory Committee approves them to sell.

C. New Vendor and New Product

Review: The Review Committee will meet once a month to select new vendors and new products from existing vendors. In some cases an example of your work will be requested for viewing. Products should be submitted in the form they are expected to be sold; that is, with packaging, labeling, etc., in place.

D. Market Coordinator Duties: The

Market Coordinator's duties include:

- management of the Hammond Downtown Development District Acorn Arts Market;
- collection and forwarding of rents or fees;
- recording of attendance;
- liaison between the Hammond Downtown Development District and approved vendors;
- resolution of minor disputes on behalf of the Hammond Downtown Development District;
- and to inform, in writing, the Hammond Downtown Development District Board of Directors and Market Advisory Committee of any known or alleged violations of the guidelines.

All decisions made by the Market Coordinator are subject to review and revision by the Market Advisory Committee and/or the Hammond Downtown Development District Board of Directors.

E. Weekly Rent: All approved

applicants who sell goods in the Hammond Downtown Development Acorn Arts Market are required to pay rent for the space, which they use. This rent shall be paid to the Hammond Downtown Development District prior to the opening of the Market. Rents due from each approved vendor shall be collected by the Market Coordinator, who shall be responsible for the recording of all rent due and all rent paid. The Market Coordinator shall forward all payments to the Hammond Downtown Development District. The Market Coordinator's records of rent due and rent paid shall be open for inspection at all times.

F. Hold-Harmless Clause and Insurance: All authorized vendors participating in the Hammond Downtown Development District Acorn Arts Market shall be individually responsible to the Hammond Downtown Development District for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of its servant, agents, and employees, and all vendors hereby agree to indemnify and save the Hammond Downtown Development District harmless from any loss, costs, damages, and other expenses, including attorney's fees, suffered or incurred by the Hammond Downtown Development District by reason of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the Hammond Downtown Development District for negligence, its servants, agents, and employees. Because no insurance is provided to participants in the Acorn Arts Market, each vendor must carry his/her own product liability insurance and must be prepared to present it in the market. At the request of the City of Hammond, proof of both product and vehicle liability insurance should accompany your application to sell at the Market.

G. Market Location: The Acorn Arts Market is open the first Saturday of each month from 8am to 12noon, and is located in Cate Square Park, in downtown Hammond. The Acorn Arts Market is open **Rain or Shine**, and dependable vendor turnout is critical to establishing a dependable customer turnout.

H. Space Assignment: The Market Coordinator shall assign spaces on or before market day. Canopies and umbrellas are allowed. Canopies and umbrellas, as well as vehicles, tables, and merchandise, are not to extend into the space of another vendor unless such has agreed to by both parties and the Market Coordinator. Fees are determined on a per space basis. Any expansion beyond one space into any part of another will require that rent be paid for the whole of that additional space. Space assignment is made at the discretion of the Acorn Arts Market Director. No guarantee is made that a space will be reserved indefinitely for a vendor. The location determined for the vendor by the Director is not subject to dispute.

I. Time for Set-Up: Vendors are responsible for setting up their displays and keeping their space(s) clean. Set-up is to be completed 15 minutes before beginning of Market.

J. Cleanup: All vendors shall clean up their areas at the end of each Market day. Vendors shall be responsible for the cleanliness of their selling area. All vendors agree to bring a broom and trashcan and keep the Market area free of any debris generated by Market activity.

K. Pricing, Weights, and Measures: Each vendor will operate as an individual entity and, as such, each vendor is responsible for setting his/her own prices.

L. Signage: All signage shall be pre-approved by the Market Coordinator.

M. Labeling: All vendors are expected to label clearly all products, as necessary, in accordance with all applicable local, state, and federal rules and regulations.

N. Sales Tax: Each vendor will operate as an individual business entity and as such, each vendor is responsible for collecting his/her own sales tax, where applicable.

O. Miscellaneous: No firearms. No alcoholic beverages (except those for legal sale).

IV. NON-PROFIT ORGANIZATIONS

Non-profit organizations with missions related to the arts, are invited to participate in the

ORDINANCE NO. 04-3015, C. S.

AN ORDINANCE TO ADOPT THE ACORN ARTS MARKET NEW PRODUCT RULES AND REGULATIONS

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B. Permitted Items for Sale: Vendors

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Review: The Review Committee will meet once a month to select new vendors and new products from existing vendors. In some cases an example of your work will be requested for viewing. Products should be submitted in the form they are expected to be sold; that is, with packaging, labeling, etc., in place.

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Market Coordinator's duties include:

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- collection and forwarding of rents or fees;
- recording of attendance;
- liaison between the Hammond Downtown Development District and approved vendors;
- resolution of minor disputes on behalf of the Hammond Downtown Development District;
- and to inform, in writing, the Hammond Downtown Development District Board of Directors and Market Advisory Committee of any known or alleged violations of the guidelines.

All decisions made by the Market Coordinator are subject to review and revision by the Market Advisory Committee and/or the Hammond Downtown Development District Board of Directors.

E. Weekly Rent: All approved

applicants who sell goods in the Hammond Downtown Development Acorn Arts Market are required to pay rent for the space, which they use. This rent shall be paid to the Hammond Downtown Development District prior to the opening of the Market. Rents due from each approved vendor shall be collected by the Market Coordinator, who shall be responsible for the recording of all rent due and all rent paid. The Market Coordinator shall forward all payments to the Hammond Downtown Development District. The Market Coordinator's records of rent due and rent paid shall be open for inspection at all times.

F. Hold-Harmless Clause and Insurance: All authorized vendors participating in the Hammond Downtown Development District Acorn Arts Market shall be individually responsible to the Hammond Downtown Development District for any loss, personal injury, deaths, and/or any other damage that may occur as a result of the vendor's negligence or that of its servant, agents, and employees, and all vendors hereby agree to indemnify and save the Hammond Downtown Development District harmless from any loss, costs, damages, and other expenses, including attorney's fees, suffered or incurred by the Hammond Downtown Development District by reason of the vendors' negligence or that of its servants, agents and employees; provided that the vendors shall not be responsible nor required to indemnify the Hammond Downtown Development District for negligence, its servants, agents, and employees. Because no insurance is provided to participants in the Acorn Arts Market, each vendor must carry his/her own product liability insurance and must be prepared to present it in the market. At the request of the City of Hammond, proof of both product and vehicle liability insurance should accompany your application to sell at the Market.

G. Market Location: The Acorn Arts Market is open the first Saturday of each month from 8am to 12noon, and is located in Cate Square Park, in downtown Hammond. The Acorn Arts Market is open **Rain or Shine**, and dependable vendor turnout is critical to establishing a dependable customer turnout.

H. Space Assignment: The Market Coordinator shall assign spaces on or before market day. Canopies and umbrellas are allowed. Canopies and umbrellas, as well as vehicles, tables, and merchandise, are not to extend into the space of another vendor unless such has agreed to by both parties and the Market Coordinator. Fees are determined on a per space basis. Any expansion beyond one space into any part of another will require that rent be paid for the whole of that additional space. Space assignment is made at the discretion of the Acorn Arts Market Director. No guarantee is made that a space will be reserved indefinitely for a vendor. The location determined for the vendor by the Director is not subject to dispute.

I. Time for Set-Up: Vendors are responsible for setting up their displays and keeping their space(s) clean. Set-up is to be completed 15 minutes before beginning of Market.

J. Cleanup: All vendors shall clean up their areas at the end of each Market day. Vendors shall be responsible for the cleanliness of their selling area. All vendors agree to bring a broom and trashcan and keep the Market area free of any debris generated by Market activity.

K. Pricing, Weights, and Measures: Each vendor will operate as an individual entity and, as such, each vendor is responsible for setting his/her own prices.

L. Signage: All signage shall be pre-approved by the Market Coordinator.

M. Labeling: All vendors are expected to label clearly all products, as necessary, in accordance with all applicable local, state, and federal rules and regulations.

N. Sales Tax: Each vendor will operate as an individual business entity and as such, each vendor is responsible for collecting his/her own sales tax, where applicable.

O. Miscellaneous: No firearms. No alcoholic beverages (except those for legal sale).

IV. NON-PROFIT ORGANIZATIONS

Non-profit organizations with missions related to the arts, are invited to participate in the

ORDINANCE NO. 04- 3016, C. S.

AN ORDINANCE TO APPROVE CEMETERY RATES FOR THE CITY OF HAMMOND

BE IT ORDAINED by the City of Hammond that:

Lot prices in Holly Gardens and Greenlawn Cemeteries will be as follows:

AT THIS TIME NO LOTS ARE AVAILABLE IN GREENLAWN

Single Lot in section A will remain the same no increase	\$375.00
Single Lot in section B, C, D, E, & F will increase for City Residents	\$475.00
Single Lot in Section B, C, D, E, & F will increase for outside City Residents	\$575.00
Babyland Lot will remain the same (no increase)	\$187.50

Mausoleum

Crypts will remain the same as below.

Singles (Top)	E	\$1,500.00
	D	\$1,600.00
	C	\$1,700.00
	B	\$1,800.00
Abby (2)	A	\$3,200.00
Doubles (Top)	E	\$3,000.00
	D	\$3,200.00
	C	\$3,400.00
	B	\$3,600.00
(4)	A	\$4,200.00

Crypts in front (Brown Granite) \$2,000.00 each

Interior Crypts are \$100.00 more than the exterior crypts. All Perpetual Care Fees will remain the same with no increase.

Greenlawn & Holly Gardens Perpetual Care (Pd at the time of Burial) 150.00

Cremation Perpetual Care (Paid at the Time of Burial) 150.00

Babyland Perpetual Care (Paid at the Time of Burial) 75.00

Any Mausoleum Burial Fee (Paid at the Time of Burial)

Crypts A & B 135.00

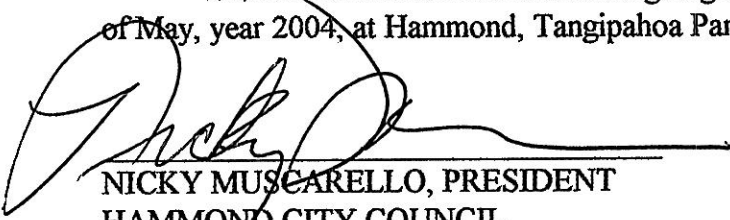
Crypts C, D & E 145.00

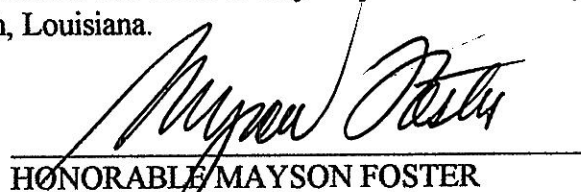
At the time of death if purchasing a plot, add perpetual fee. If plot was pre purchased just the perpetual fee is due. If the purchase is a pre-need just the lot price is due.

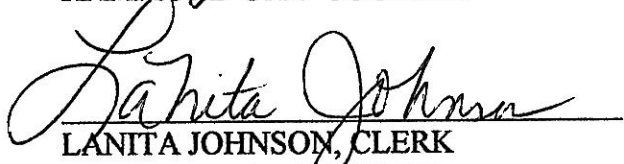
"FEES EFFECTIVE MAY 1, 2004"

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 4th day of May, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04- 3017, C. S.


“AN ORDINANCE TO DECLARE SURPLUS AND TRADE THE JOHN DEERE TRACTOR MODEL #310B RUBBER TIRE BACKHOE, UNIT 174, ASSET #1087, VIN#T0310BA388879 FOR PLAYGROUND EQUIPMENT TO BE LOCATED AT THE CITY OF HAMMOND SOCCER FIELDS”

BE IT ORDAINED by the City of Hammond that:


TO DECLARE SURPLUS AND TRADE THE JOHN DEERE TRACTOR MODEL #310B RUBBER TIRE BACKHOE, UNIT 174, ASSET #1087, VIN#T0310BA388879 FOR PLAYGROUND EQUIPMENT TO BE LOCATED AT THE CITY OF HAMMOND SOCCER FIELDS.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

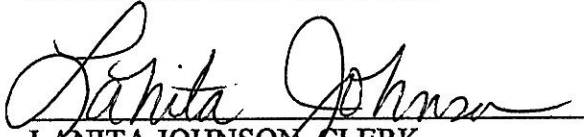
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 4th day of May, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04 3018, C. S.

"AN ORDINANCE TO REZONE PROPERTY FROM R-4 TO R-S AT 912 NATCHEZ STREET OWNED BY CARL JACKSON"

BE IT ORDAINED by the City of Hammond that:

TO REZONE THE FOLLOWING DESCRIBED PROPERTY:

Name of Propertyowner(s) : Carl Jackson.


Property bounded: Subject property bounded or belonging to: On the north by Regina Miller; on the south by George Clayton; on the east by O.P. Welders; and on the west by Mary Davis.

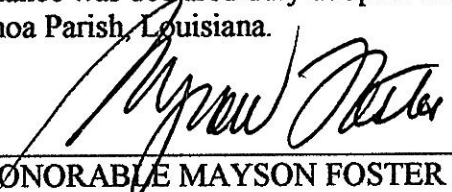
Property address or description: 912 Natchez St., Hammond

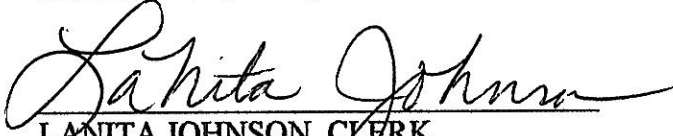
The property is presently zoned "R-4". Request is to rezone to "R-S" for mobile home placement.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 4th day of May, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

CITY OF HAMMOND
ORDINANCE NO. 04-3019, C. S.

**AN ORDINANCE ADOPTING PROVISIONS FOR THE USE OF CITY
BUILDINGS BY THE PUBLIC**

BE IT ORDAINED by the Hammond City Council that:

Section 1: The Hammond city council declares that any organization, group or individual desiring to use space in any building owned by the city of Hammond, except as provided herein, must do so for a public use only and shall enter into a written agreement on a form approved by the Mayor and consistent with the provisions set forth herein.

Section 2: The city and other public agencies shall have a priority of use in the scheduling of activities in city buildings. Public agencies shall pay no fee for the use of space in city buildings.

Section 3: The fee for the use of space in city buildings by non-profit organizations shall be Thirty-Five dollars (\$35.00) for up to two hours of use and Fifty Dollars (\$50.00) for up to four hours of use. The fee for the use of space in city buildings by organizations, groups or individuals other than non-profit organizations shall be Fifty Dollars (\$50.00) per hour with a required minimum fee of One Hundred Dollars (\$100.00).

Section 4: The city council chambers and appurtenant rooms shall be used by the city, other public agencies and non-profit organizations only. Reservations for the use of this building shall be made through the city council office.

Section 5: The Mayor is authorized to execute a lease agreement on behalf of the city for the use of the building at 217 East Thomas Street by a non-profit organization for the support, promotion and coordination of cultural activities in the City of Hammond and surrounding parishes. The agreement may provide for the payment of all maintenance and operating expenses of the building by the non-profit organization in lieu of a fee.

Section 6: The use of the courtroom for the Seventh Ward Court shall be with the prior approval of the clerk of court of the Seventh Ward court.

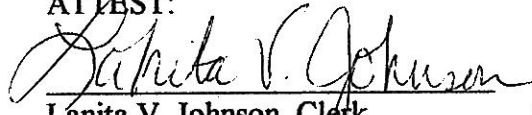
Section 7: The term "public agencies" as used in this ordinance shall mean any agency, office or department of a federal, state, parish or municipal government or a state political subdivision.

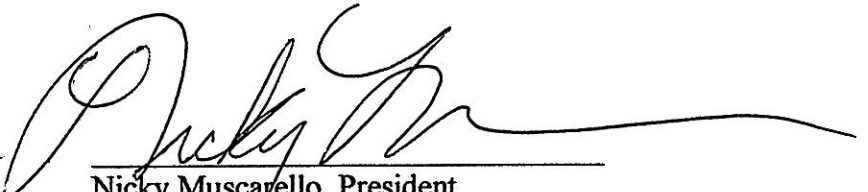
Section 8: The term "non-profit organization" as used in this ordinance shall mean those organizations recognized by Internal Revenue Service as a non-profit organization under the regulations of 501 (C) (3) of the internal revenue code. This ordinance having been submitted in writing, having been introduced at a public meeting of the Hammond city council, discussed at a public hearing of said Council and was submitted to an official vote of the Hammond city council.

On motion of Tony Licciardi and seconded by Curtis Wilson, the foregoing ordinance was hereby declared adopted on this 18th day of May, 2004, by the following roll call vote:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Not Voting</u>
Curtis Wilson	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Tony Licciardi	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Willie Jackson	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Kathy Montecino	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Nicky Muscarello	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

ATTEST:


Lanita V. Johnson, Clerk
Hammond City Council


Nicky Muscarello, President
Hammond City Council

INTRODUCED: May 4, 2004

PUBLISHED: May 7, 2004

ADOPTED: May 18, 2004

DELIVERED TO MAYOR: May 19, 2004

APPROVED BY MAYOR:


5-19, 2004

RECEIVED FROM MAYOR: 5-19, 2004

ORDINANCE NO. 04-3020, C. S.

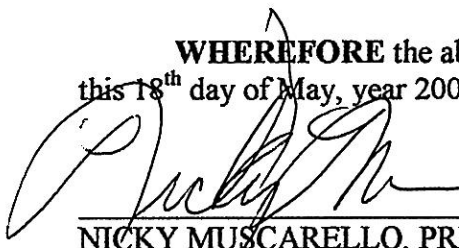
AN ORDINANCE TO APPROVE LEASE OF LAND AT THE HAMMOND AIRPORT TO MR. ENNIS MIDYETT

BE IT ORDAINED by the City of Hammond that:

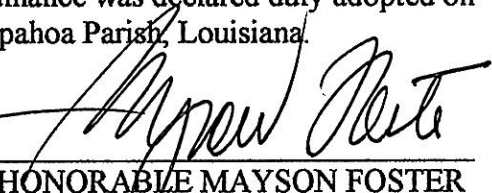
SECTION 1. Approval of lease of land at the Hammond Airport to Mr. Ennis Midyett. (The only bid responded to public bid 2004-53. This bid is for \$810.00 annually for the term of up to ten 10 years).

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

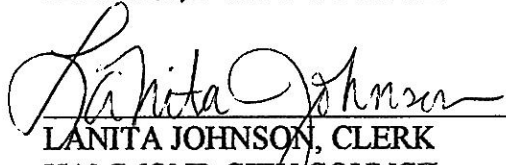
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 18th day of May, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3021, C. S.

"AN ORDINANCE TO REQUEST FOR ANNEXATION OF APPROXIMATELY 22 ACRES LOCATED AT THE SOUTHEAST QUADRANT OF THE INTERSECTION OF INTERSTATE 12 AND AIRPORT EXIT (HOOVER ROAD) BY LOUISIANA MEDICAL CENTER, LLC"

BE IT ORDAINED by the City of Hammond that:

SECTION 1. APPROVAL OF TO REQUEST FOR ANNEXATION OF APPROXIMATELY 22 ACRES LOCATED AT THE SOUTHEAST QUADRANT OF THE INTERSECTION OF INTERSTATE 12 AND AIRPORT EXIT (HOOVER ROAD) BY LOUISIANA MEDICAL CENTER, LLC"

SECTION 2. Property described as follows: That certain tract of land located in Section 33, T6S, R8E, Tangipahoa Parish, Louisiana more particularly described as follows:

Commencing at the Southwest corner of Section 33, T6S, R8E; thence North 89° 52' 48" East 30.62' to the point of beginning; thence, North 02° 25' 55" West 274.94'; thence, North 87° 45' 53" East 20.04'; thence, North 00° 27' 50" West 370.30'; thence, North 33° 17' 34" East 191.87'; thence, North 72° 32' 20" East 717.84'; thence, South 89° 57' 01" East 191.46'; thence, South 02° 46' 59" East 1020.39'; thence, South 89° 52' 48" West 1311.77' to the POINT OF BEGINNING of the tract herein described containing 21.224 Acres in all.

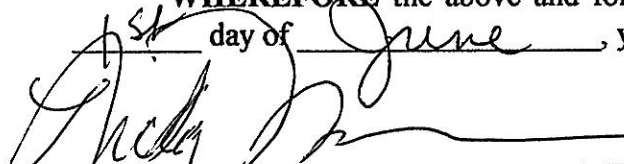
All as more fully shown on survey of Mark Thomas Chemay, Registered Professional Land Surveyor, dated April 29, 2004, and signed on May 11, 2004, an original of which is attached hereto and made a part hereof.

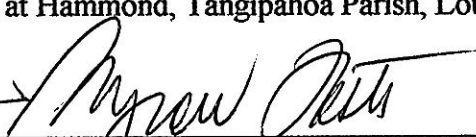
SECTION 3. SAID PROPERTY WILL BE LOCATED WITHIN COUNCIL DISTRICT III.

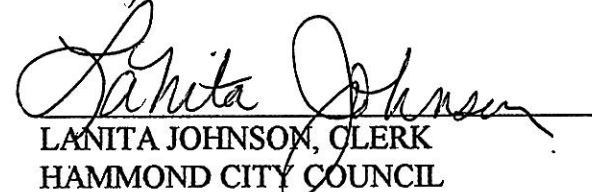
SECTION 4. SAID PROPERTY WILL BE ZONED AS 'C'.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 15th day of June, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3022, C. S.

**“AN ORDINANCE TO CLASSIFY THE FOLLOWING POSITIONS:
STAFFING AND BENEFITS ADMINISTRATOR PAY GRADE 118;
COMPENSATION AND EMPLOYEE RELATIONS ADMINISTRATION PAY GRADE 121;
ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF ADMINISTRATION PAY GRADE 125”**

BE IT ORDAINED by the City of Hammond that:

TO CLASSIFY THE FOLLOWING POSITIONS:

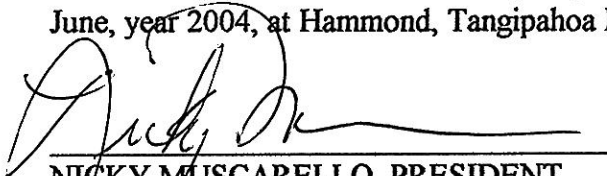
STAFFING AND BENEFITS ADMINISTRATOR PAY GRADE 118;

COMPENSATION AND EMPLOYEE RELATIONS ADMINISTRATION PAY GRADE 121;


**ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF ADMINISTRATION PAY
GRADE 125**

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

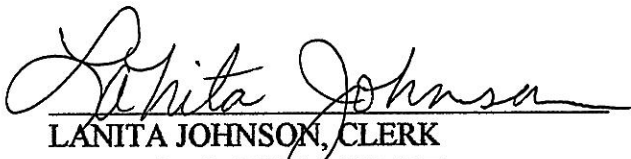
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 1st day of June, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE 04-3023, C. S.
PERSONNEL POLICIES AND PROCEDURES
MANUAL FOR CITY EMPLOYEES

Effective June 1, 2004

The Honorable Mayson H. Foster, Mayor

Martis Jones, Director of Administration

The Honorable Nicholas Muscarello, Council President

The Honorable Curtis Wilson, Council Vice President

The Honorable Willie Grant Jackson, Councilman

The Honorable Anthony Licciardi, Councilman

The Honorable Kathy Montecino, Councilwoman

INTRODUCTION

Role of Administration

As the final authority in the executive operation of City government, in the event this manual or any provision in it is uncertain or unclear, the interpretation of this manual by the Mayor shall control. Headings and titles are used for the convenience of the reader, and shall not be construed to limit the application of the text of a rule to the subject matter contained in the heading or title.

Rules of Interpretation

Unless otherwise indicated, all policies contained in this manual supersede all others previously issued and approved. In those instances where a department may have followed policies, work standards and/or guidelines that differ from the official City policy, the policies contained herein shall govern, except where Federal or State Law, local Civil Service Rules or the Home Rule Charter dictate otherwise. Rules which specifically include one group of employees do not necessarily exclude the remainder, nor does a rule excluding one group of employees necessarily include the remainder. Activities prohibited for an individual are also prohibited if conducted through another person.

INTRODUCTION

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* * *

Retirement is defined a separation from employment and the associated retirement benefits from one of the sponsored retirement plans including the Firefighters Retirement System, The Police Officers Retirement System or the Municipal Employees Retirement System und the terms for retirement of those plans.

* * *

CHAPTER 1

GENERAL EMPLOYEE RELATIONS

Rule I-1 Administrative Authority

- A. The final authority for personnel management rests with the Mayor.
- B. The Director of Administration, as designated by the Mayor, has the authority to direct and supervise the day to day management of all City departments, offices, and agencies of the City.
- C. The Director of Personnel is directly responsible for keeping all Department Heads informed of the latest developments in the area of equal employment opportunity and personnel administration.
- D. Each Department Head is responsible for administering the provisions of these rules and policies to his or her department.
- E. Some departments within the City have established additional policies and procedures which are unique to that department or are otherwise more stringent. These procedures have been reviewed by the Director of Administration and approved by the Mayor, and a copy has been filed with the Administration. However, no such policy shall create any new or additional monetary obligation on the part of the city to any employee or employees, nor shall such policies and/or procedures conflict with any policy or procedure contained herein.

Rule I-2 Chain of Command

- A. The Chain of Command for the City of Hammond shall be designated by the Mayor and posted at 310 East Charles Street, Hammond, Louisiana.
- B. Every employee, upon receipt of this manual, is presumed to know the applicable chain-of-command that pertains to him or her. Except where otherwise specifically stated in this manual, no employee may violate the chain of command.

Rule I-3 Description of Employees

Employees of the City shall be described in one of the following categories:

- D. No employee may use any Communication System(s) or Communications Equipment to store or communicate directly or indirectly any solicitation to others for purposes that include any causes or organizations outside the auspices of City government.
- E. No employee except those specifically authorized to do so by the Mayor or his designee may use any communication System(s) or Communications Equipment to attempt to or to access an e-mail account other than one assigned to the employee.
- F. No employee may use any Communication System(s) or Communications Equipment to transmit directly or indirectly any City records to unauthorized persons or organizations.
- G. No employee may use any Communication System(s) or Communications Equipment to conduct or to attempt to conduct any illegal or unethical activity or any activity that could adversely affect the interests of the City of Hammond.
- H. Employees assigned to use e-mail and/or other forms of electronic communication for communication shall be held to the same level of responsibility as those using non-electronic forms of communication.
- I. No employee shall intentionally create any false record or enter any information incorrectly in Communication System(s) or Communications Equipment.
- J. Department Heads may establish security protocols for the transmission of sensitive or confidential information via e-mail or storing such information in Communication System(s) or Communications Equipment. All employees shall strictly follow the security protocols established by his or her department head.
- K. No employee may use Communication System(s) or Communications Equipment to directly or indirectly copy and/or transmit documents, software, images, or other information protected by copyright without express written authorization from the copyright holder.
- L. Employees may make local, non-charged telephone calls for personal business during lunch or "break" periods only.
- M. Emergency calls regarding illness, injury or injury to family members, changed family plans, or calls for similar reasons, may be made at any time. Incoming calls of an urgent and personal nature shall be directed to the employee. Otherwise, no employee may use the City's long distance telephone service for personal use, including the use of communication of fax lines.
- N. No employee may accept "collect" calls except those from a City employee on official business, or as otherwise directed by a superior ranking employee or official.
- O. No employee may use city postage meters for personal mail.
- P. No employee may use the password of another to access any Communication System(s) or Communications Equipment unless specifically authorized or directed to do so by their Department Head, the Director of Administration, or the Mayor.

- B. Each Department Head may establish additional written rules pertaining to behavior with Customers.

Rule I- 8 Distributions and Solicitation

- A. Solicitation of funds or any thing of value for any private or personal purpose whatsoever by an employee of another employee ~~during the working time of either employee~~ for any reason is prohibited without the approval of the department head at any time.
- B. No employee shall be required to make any contribution nor may any employee be penalized in any way in connection with his or her employment according to his or her response to a solicitation.
- C. Distribution of advertising materials, handbills or other literature by City employees is prohibited in all working areas and public areas at all times except as authorized by the administration.
- D. Solicitation or distribution by non-employees is prohibited on City premises at all times except as authorized by the administration.

Rule I-9 Driver's License & Driving Record

- A. Employees whose job duties require operation of a motor vehicle shall present and maintain a valid driver's license at all times and shall also maintain a driving record acceptable to our insurer.
- B. Any employee subject to Rule I-9A. shall immediately, but in no instance later than 24 hours, report any changes in his or her driving record to the department head, who shall immediately notify the personnel department.
- C. The department head may require employees subject to Rule I-9A. to submit a copy of his or her driving record to the department head at any time.

Rule I-10 Employee Relations

- A. Each employee is responsible for meeting quality, service, and cost standards as established by his or her Department Head, or by the Director of Administration or the Mayor.

Rule I-11 Employment at Will

No employee of the City of Hammond shall be employed except as employment at will. The City reserves the right to end any individual employment relationship at any time, within the constraints of applicable Federal and State laws, and local ordinances.

Rule I-12 [reserved]

Rule I-13 Government and Political Activity

- A. Non-Partisan Position Of The City. No employee shall infringe upon the right of any other employee to vote for or against any candidates, or proposition.
- B. The City shall not endorse or contribute to any political candidate, party, or cause. No employee shall represent otherwise.

CHAPTER 2

RECRUITMENT AND SELECTION

Rule II-1 Appointing ~~Appointment~~ Authority

- A. Except as otherwise provided by the City Charter, the appointing authority for all city positions shall be the Mayor.
- B. Whenever an emergency exists, the Mayor or his designee may immediately appoint and/or employ for a temporary designated term needed personnel without regard to normal recruitment and selection requirements and procedures.
- C. All positions shall be designated as Regular Full-Time, Temporary Full-Time, Regular Part-Time, or Temporary Part-Time.

Rule II-2 Applications for Employment

- A. Applications for non-civil service employment shall only be submitted to the Personnel Department.
- B. No person applying for with employment with the City of Hammond shall make any false statement of material fact on any employment application or other employment document submitted to the City.
- C. [reserved]
- D. The City of Hammond shall comply with all applicable federal and state laws and regulations pertaining to accommodations for individuals with disabilities to participate in our application process.
- E. Applications for employment shall expire after a period of 180 days following submission to the City. All active files of applicants shall be maintained by the Personnel Department and may be reviewed in the search for new employees.
- F. All internal and external applicants shall apply within the stated deadline of the job posting notice in order to be considered for the position.

Rule II-3 Credit Investigation for certain employees

- A. The City of Hammond reserves the right to require pre- and post-employment credit checks on any or all employees whose job function requires direct access to City revenues or other valuable city assets.

Rule II-8 Job Posting

- A. Application By Current City Employees Subject to Rule II-10A., when possible, job openings may be filled by promotions or transfer of qualified persons from within the City of Hammond when internal candidates and external candidates are equally qualified. All advertised vacancies shall be posted for all present employees to see.
- B. Job Opportunity Announcement. When job openings are posted, the *Job Opportunity Announcement* shall state the job title, grade of pay, job description, and minimum qualifications and instructions for applying. Employees who wish to apply for a posted position shall meet the standards outlined in the Promotions and Transfers policy.
- C. External Applicants. Nothing herein shall be construed to prevent the City from seeking and/or hiring external applicants for employment with the City.
- D. Procedure. The following steps are designed to insure uniformity of Personnel Practices and compliance with various employment laws. These steps shall be followed before the job posting process can proceed:
- i) The Mayor or the Director of Administration shall approve requests for additional staff prior to any new job being advertised or posted.
 - ii) A Department Head requesting additional or replacement employees shall submit a *Personnel Requisition Form* to the Personnel Department identifying the position and the need of the position to the City. ~~The need for temporary employees shall be requested at least seven calendar days in advance. The need for permanent employees shall be requested at least thirty calendar days in advance.~~
 - iii) A complete Position Job Description Questionnaire (PDQ) shall be included with all *Personnel Requisition Forms*, including the following:
 1. a complete job description outlining all job duties and responsibilities
 2. applicable qualifications
 3. salary range
 4. performance standards.Requirements shall be specific and numeric whenever possible. For example: typing speed, computer software knowledge, special licenses, etc. If the JDQ has not been written or it is not current, the Personnel Department shall complete the JDQ with the Department Head requesting the additional staff prior to advertisement and posting.
 - iv) The Personnel Department shall then prepare, post and/or advertise a *Job Opportunity Announcement* stating the opening and closing dates of the application process.
 - v) No city employees may be considered for a posted job without first submitting a completed *Request for Transfer/Promotion Form* to Personnel.

- C. Testing/Screening. Applicants for certain positions may be required to fill out a standard screening instrument, to take a written test, or to take a skills test as a condition of being considered for employment as may be determined from time to time by the Personnel Department and/or Administration. The City makes reasonable accommodations for persons with disabilities to participate in testing and screening.
- D. Interviews. Applicants may be the subject of a personal interview by at least two persons. The City makes reasonable accommodations for persons with disabilities to participate in the interview process.
- E. Guidelines For Filling Classified Position Vacancies. Hiring and promotion of a current employee who is an employee of either the Fire or Police departments, shall be consistent with the laws and regulations of the State of Louisiana pertaining to Civil Service, of the Hammond Municipal Fire and Police Civil Service board and other conditions the City may require from time to time which are not inconsistent therewith.
- F. Procedures For Filling Classified Positions:
- i) Selection of Applicants to be Invited for Interview: The Director of Personnel shall make a determination of the number of applicants to be notified of vacancies, based on the following criteria:
 1. On a minimum ratio of 3 candidates to 1 vacancy, prospective candidates shall be selected from the current Eligibility List, as approved by the Civil Service Board.
 2. A minimum of 75% of the total number to be invited shall be applicants with final test scores of between 81 and 100.
 3. A maximum of 25% of the total number to be invited may be applicants with final test scores of between 76 and 80.
 - ii) Notification of Interview Schedule: The Director of Personnel or the designated person shall contact all selected candidates, in writing, or by oral communication properly documented to ascertain their interest in being invited for an interview. ~~A deadline of seven (7) business days shall be provided for a response (in writing, in person or by telephone) to be received by the Personnel Office.~~
 - iii) Criteria for Selection: All candidates shall have successfully taken the test for the appropriate class for which a vacancy exist, and have had said test score been approved by the Civil Service board. Otherwise, the City may devise objective and subjective selection criteria from time to time which are not inconsistent with the laws and regulations of the State of Louisiana or with Hammond Municipal Fire and Police Civil Service Board rules.
 - iv) Selection Review Committee:
 1. The Selection Review Committee shall consist of the Director of Personnel, The ~~the Director of Public Safety or other~~ the person designated by the Mayor, and the Chief of the department (Fire or Police) or designee(s), where the vacancy exists.

- i) It is imperative that the Mayor have the ability to offer an appropriate salary to a candidate that is not constrained by any existing pay and classification plan. Therefore, the following positions in City government, all of which are "EXEMPT" /Non-Classified status, are covered by these guidelines:

1. Director of Administration
2. ~~Director of Public Safety~~
2. Director of Personnel
3. Finance Director ~~Financial Information Officer~~
5. ~~Assistant City Attorney/ In House Attorney~~
4. Recreation Director
5. Water and Sewer Superintendent
8. Streets Superintendent
9. Parks and Grounds Superintendent
10. Building Official
11. Data Processing Manager
12. City Planner
13. Purchasing Agent
14. Accounting Supervisor
15. Utility Billing Supervisor
16. Revenue Supervisor
17. Executive Assistant to the Mayor
18. Garage Supervisor
19. Airport Director
20. Grants Administrator

ii) Procedures:

1. Selection of candidates to fill a vacancy in any of the positions listed in subparagraph i) above shall be at the sole discretion of the Mayor. The Personnel Department shall be responsible for conducting any applicable background checks to determine the accuracy of information furnished by the candidate under consideration. The Personnel Department shall report to the Mayor the results of any applicable background check.
2. In the instance of filling ~~filing~~ an appointive position that requires council confirmation, the Mayor shall submit the name and background sketch of the nominee and proposed salary at a meeting of the City Council.
3. Determination of the starting salary to be offered a candidate for any position covered by subparagraph i) above shall be at the sole discretion of the Mayor, in conjunction with recommendations made by the Director of Administration and the Director of Personnel.

J. Post-Offer Psychological Screening (Police Officers Only).

- i) All finalists for civil service police positions to whom an offer of employment is made shall be required to take one or more psychological screenings designated by the City of Hammond. The entire screening shall be administered by a licensed clinical psychologist selected by the City of Hammond and a confidential written report shall be submitted to the Director of Personnel.

- ii) Any offer for such a job shall be made subject to the applicant's sufficient performance in the post-offer physical examination.
 - iii) The City may designate a physician to conduct said examination.
 - iv) The City pays the cost of the post-offer physical.
 - v) Information from pre-employment physicals shall be stored in confidential files in the Personnel Department.
 - vi) Applicants for such a job shall be asked to state in writing if they can perform the essential requirements of the job, with or without accommodation.
 - vii) Applicants for such a job shall be asked to demonstrate their ability to perform the essential requirements of the job, or discuss accommodations required for them to do so.
 - viii) When applicants describe the need for accommodation, they shall be asked to provide documentation of the necessity of and the appropriateness of the particular accommodation.
- N. Post-Offer Drug Screenings. The City shall require individuals to whom employment is offered to submit to and pass a post-offer drug screening. All job offers shall be subject to the applicant's passing the drug screening. The City may designate its physician to conduct the examination. The City pays the cost of the post-offer drug screening. Information from post-offer drug screenings shall be stored in confidential files in the Personnel Department.
- O. References. References provided by the candidate shall be checked by the Personnel Department on all candidates to whom job offers shall be made BEFORE the job offers are made. An unfavorable reference may constitute cause for rejection of the candidate by the City.

Rule II-11 Reduction in Force (RIF)

- A. The City of Hammond reserves the right to reduce the size of its work force because of financial reasons, ~~due to~~ lack of work and/or other reasons that may be necessary in the sole discretion of the Mayor. The Mayor may elect to reduce the size of the work force equally across all departments, across all non-civil service employees, or according to the Order of Layoff described herein. Where ever possible reductions in force should be accomplished through natural attrition.
- B. Order Of Layoff. The allocations among the departments of the number, positions, or categories of employees to be subjected to the RIF shall be directed toward those departments, positions or categories that are in whole or part:

department, or to retain an employee whose overall performance is demonstrably superior to the next most senior employee.

- v) Upon selection, the Department Head shall, prior to any disclosure of the names of those to be subject to the RIF, submit the names of the selected employees to the Mayor through the Director of Administration and shall further submit such supporting documentation as shall be required by the Mayor.
- vi) The Mayor shall review the propriety of the selections under the standards provided in this section and under other applicable laws and regulations. No names shall be released until the Mayor has completed the review.
- vii) After the review of the selections by the Mayor or his designee, the Department Head shall personally contact each employee selected for RIF to explain the necessity for the RIF, the selection process, and all benefits to be provided those subject to the RIF.
- viii) There shall be no exceptions granted a department from a scheduled RIF allocation once made. In the event of exceptional hardship, as when a department is losing several positions and a substantial percentage of its work-force, and where excessive effect upon its efficiency and productivity may result, a delay in the selection of one position may be granted by the Mayor not to exceed thirty days.
- ix) An employee subjected to the RIF shall have the same procedural appeal steps available as provided for employee grievances; however, no time extensions shall be granted to extend the final separation date. The sole issue subject to review by the appeal shall be alleged improper application by the Department Head of the selection standards provided for an RIF.
- x) An employee subject to the RIF shall, upon the employee's request, have the option for re-employment in the same position or category in the department for a period of one year after the effective date of the RIF. This option is contingent on the department subsequently having a vacant, funded position which the Department Head desires to and is allowed to fill, and is contingent upon the employee maintaining qualifications for the positions. Reinstatement of positions which were the subject of an RIF within the year following the RIF shall occur in the reversed order the RIF. In such event, the Mayor, or his designee shall cause notice of the unfilled vacancy to be mailed by certified mail to the last known address of the employee. The notice shall be effective when mailed and the burden is on the employee to arrange for mail forwarding or such other efforts as the employee feels necessary to assure receipt of the notice. If it is determined that such position shall be filled, after notification, the employee shall give written notice of his or her desire to accept re-employment within fifteen days after the date of the notice and be able to report for duty within thirty days after the date he or she notifies the City of a desire to accept re-employment, or their re-employment shall terminate. Employees separated by the RIF may apply with all other applicants to any other vacant position(s) with the City to be filled, where they are qualified, but as to those positions, shall have no right or preference to such other positions.

regular full-time position during that year, their seniority shall be reinstated based on the period of service existing upon the date terminated.

xii) ~~Non-civil service~~ Employees are ~~not~~ entitled to accumulated sick leave pay at termination in the case of a RIF.

xiii) The Personnel Department shall inform employees terminated through RIF of their rights regarding withdrawal or continued investment with the MERS (Municipal Employees Retirement System).

xiv) Employees may apply to the Louisiana Job Service to determine eligibility for unemployment compensation.

- E. Benefits Upon Recall. Employees who are recalled from RIF prior to one year following the RIF shall accrue benefits effective the day they return to work, and shall accrue leave at the same rate as when the employee was terminated. Determination of years of service shall at return be calculated based on years of service prior to termination.
- F. Failure To Report At Recall. Employees who do not report to work from RIF on the day scheduled are considered to have declined an offer of re-employment, and shall not then be considered for re-employment unless the absence is an excused absence arranged in advance, or because an emergency prevented the employee from reporting to work.
- G. Unemployment After RIF. In the event of a RIF, the City shall make its best efforts to cooperate with employees in obtaining unemployment insurance benefits.
- H. Civil Service Provisions. Notwithstanding any of the above Rule, the City shall comply with any and all applicable statutes and local civil service rules as it may pertain to reductions in force.

Rule II-12 Re-Hire and Reinstatement of Seniority

~~In consideration for a former employee resuming employment with the City, the Mayor shall have the discretion to offer as an inducement the awarding of seniority, vacation and sick leave benefits different from that contained in other provisions of this Manual to persons filling these positions listed in II-10H.i).~~

- C. Auditing And Reporting Evaluating the Equal Opportunity Compliance Program is the primary responsibility of the Director of Personnel, whose responsibilities include functioning as the Equal Opportunity Officer. However, those duties are shared by all levels of management. The City's Personnel Services Report shall be one of the primary sources used for the auditing of City staffing. The auditing and reporting system which is administered by the Director of Personnel, shall be utilized to measure the status, visibility, and effectiveness of the Equal Opportunity Compliance Program. The Director of Personnel shall undertake, at least annually ~~quarterly~~, a review of city staffing by analysis of data measured in the following formats for race, color, sex, age, disability, etc.: employee distribution by job classification, average employee salary, and changes in workforce composition. The results of this analysis shall be presented in a narrative form to both the Mayor and the City Council, with appropriate recommendations and action steps for addressing either the under-utilization and/or under-representation of specific groups. Written follow-up with the affected cost center managers (Department Heads) shall be provided within two (2) weeks of the completion of the analysis. On an annual basis, the Director of Personnel shall undertake a review of employee distribution by departments for submission of the EEO-4 Report. This analysis shall be completed using the latest data submitted by each Department Head and by comparing this data with the latest available computerized fiscal and personnel records.
- D. Dissemination Of Policy The City's Equal Opportunity Compliance Program includes procedures for the dissemination of this policy. The primary objective of this aspect of the program is to ensure awareness and understanding of the Policy by all employees, prospective employees, and the general public including minority, female, and community-based organizations. Internal dissemination is accomplished through bulletin board display of the Policy; placing of EO Posters in conspicuous places; and issuance of the policy to employees in this Manual. External communication of the Policy if requested is extended to, but not limited to labor organizations, employee associations; job applicants; community-based organizations; vocational rehabilitation and handicapped referral agencies; older worker referral agencies; and veterans groups.
- E. Discrimination Complaint Procedures It is the policy of the City of Hammond that no individual shall be denied services and/or any terms and conditions of employment because of that person or persons' race, color, national origin, age, sex, religion, and/or disability, except where age, sex, disability, etc. constitutes a bona-fide occupational qualification necessary for the performance of the job. In addition, no individual shall be intimidated, threatened, coerced, or otherwise discriminated against because he/she has filed a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing. All complaints of discrimination shall be filed in writing, using the City's Complaint Information Form, within 60 days of the date of the alleged discriminatory act. Such formal complaint shall be signed, and include the name, addresses and telephone numbers of the complainant and the individual(s) who committed the alleged violation; a description of the act(s) considered to be a violation; and other pertinent information which may assist in the resolution of the complaint; and the remedy sought. Forms for this purpose may be obtained from the Personnel office. Receipt of the complaint shall be

- i) The Personnel Department shall review the personnel process to determine whether present procedures assure careful, thorough and systematic consideration of the job qualifications of known disabled and Vietnam era veteran applicants. (Only that portion of the military record relevant to a specific job qualification can be considered.)
 - ii) The Personnel Department shall review all physical or mental job qualification requirements to be sure they are relevant to the essential functions of the job and consistent with business necessity and safe job performance.
 - iii) The Personnel Department shall make reasonable accommodations for the physical and mental limitations of disabled veterans unless undue hardship would result.
 - iv) The Personnel Department shall not reduce the agreed upon salary of a veteran because of any disability income, pension or other benefit he/she might receive as a result of their military service; this would exclude benefits received as a result of injury on the job.
 - v) The Personnel Department shall make every effort to actively recruit and publicize employment policies externally.
 - vi) The Personnel Department shall communicate the City's Affirmative Action policy relative to veterans to executive, management, supervisory and all other employees to get their understanding and support.
- C. Anyone alleging violation of Rule III-5 shall contact the Director of Personnel in person or at ~~504/542-3400~~ 985-542-3575.

- B. Orientation To The City. The Personnel Office is responsible for orienting new employees to the City, to compensation and benefits issues, and to the expectations of employees. As a part of the orientation, new employees shall receive and sign for a copy of the Employee Handbook.
- C. Orientation To The Job. The new employee's immediate supervisor shall orient the employee to the job and to the internal and external working relationships for the job responsibilities. The purposes of this orientation are to provide the employee with the standards for success on the job, to assist the employee in succeeding, review safety precautions, and to give feedback to the employee on performance against the standards for success.

Rule IV-3 Professional Licenses and Certifications

- A. Proper orientation of new employees is critical to their success. Managers and supervisors are expected to develop a plan for the success of each employee, and to work with the employee in carrying out the plan. Employees whose jobs require a professional license or certification shall present documentation of their license or certification prior to their employment.
- B. The City shall pay the cost of obtaining and maintaining required employee licenses or certifications in a current status. Copies of required licenses or certifications shall be provided by the employee for inclusion in the personnel files. Employees whose jobs require licenses or certifications shall meet the requirements for maintaining them in current status, and shall notify their supervisors of all changes in the status of their license or certification. This policy is for professional licenses and certifications only. This policy does not apply to driver's licenses.

Rule IV-4 Professional Memberships

The City shall pay the cost of employee's membership fees in professional organizations which are required for an employee's present job in the employee's job description. The costs paid under this paragraph shall be limited to annual membership fees or regular meeting fees for the professional organization, excluding food and drink. Approval for membership shall be approved by The Director of Administration or The Mayor.

Rule IV-5 Training

- A. Reimbursement Of Training Expenses. The City may require employees assigned to certain departments to enter into a contractual agreement for the reimbursement of expenses associated with job-related training provided and paid for by the City. Such an agreement shall be initiated as part of the pre-employment process.
- B. Obligation To Continue Employment--Police. All new Police Officer-Recruits may be required to agree to remain continually employed by the City of Hammond in the classified service following completion of their in-service field training for a period of time to be determined by the Chief of Police and the Personnel Director. In the event that an employee breaks such an agreement by leaving the employ of the City prior to the contract period, the employee shall be required to pay on demand, all or a portion (whichever is applicable) of

CHAPTER 5

COMPENSATION AND BENEFITS

Rule V-1 Absence Without Leave

An employee failing to report for duty or remain at work as scheduled without proper notification or authorization shall be considered absent without leave and shall not be paid for the time away from work and may be subject to disciplinary action.

Rule V-2 Administrative Absence with Pay

With the approval of the Mayor, Department Heads may grant an employee administrative absence with pay for the purpose of attending a professional conference, convention, training activity, legislative proceeding, or civic function or meeting, or for the purpose of coordinating with governmental, public, and private agencies and entities in the interest of the City. Application for all such leaves should be made at least ten (10) days prior to the activity.

Rule V-3 Authorized Leave of Absence

- A. Except as otherwise mandated by civil service law and local civil service rules, in the event a regular, full-time employee requests to be temporarily released from the duties of his or her job with the City for a qualified reason, but does not wish to formally resign, the employee may be granted a leave without pay for a minimum of twenty (20) working days and a maximum of one hundred-twenty (120) working days. A qualified reason shall be illness of the employee, illness of the employee's immediate family, a call to active military service, or training in a field that is related to the position held and provided at an approved and accredited institution of higher learning.
- B. In the event the employee's position still exists at the end of the leave period referred to herein, the employee shall be reinstated to the position he or she vacated. If the position does not exist, the employee shall be appointed to the first available vacant position for which the employee is qualified at the same pay grade. If no such position exists, the employee shall be placed on layoff status governed by the City's Reduction In Force (RIF) policy.
- C. Procedures. Requests for authorized leave of absence shall only be considered if such request is made in writing, setting forth the reason for the leave, the date on which the leave is to begin, and the date on which active employment with the City shall resume. Applications are to be submitted to the employee's supervisor or Department Head, who shall then forward it to the Director of Administration through the Director of Personnel for

- B. Approval. All awards given in the name of the city shall be approved in advance by the Mayor, his designee, or the Department Head.
- C. Types Of Awards. Awards may in the form of pins or plaques, oral or written commendations, or other items selected by the Mayor or his designee. Copies of commendations shall be kept permanently in the personnel records of the employee.
- D. Service Awards. Each year, the City of Hammond honors its long-term employees by presenting service awards at an annual city function. Service awards shall be given to an employee having completed ten, fifteen, twenty, and twenty-five years of service. The awards are:
- | | |
|----------------|------------------------------|
| Bronze | Ten Years of Service |
| Silver | Fifteen Years of Service |
| Gold | Twenty Years of Service |
| Gold with Ruby | Twenty-five Years of Service |
| Diamond | Thirty Years of Service |
| Platinum | Thirty-five Years of Service |
- E. Procedures. Department Heads and Supervisors shall review the details of awards with the Mayor through the Director of Administration in advance of any announcement of the award. Supervisors who wish to sponsor friendly competition among employees shall review the details of the competition with their immediate supervisors and obtain approval before announcing the competition from the Mayor.

Rule V-5 Bad Weather and Administrative Leave

- A. In the event an employee perceives weather conditions present a danger were the employee to attempt to arrive at work, the employee shall communicate with the employee's supervisor or department head. If the supervisor or department head concurs, the employee may be allowed to either arrive at work later than usual if conditions improve, or may be relieved from work responsibilities for the day. If an employee is allowed to take a partial or an entire date off, and said time is not otherwise completed in the same pay cycle, the employee shall be charged with vacation or compensatory time. An employee who fails to report to work or to contact his supervisor by the beginning of his regularly scheduled work period may constitute an unexcused absence for both disciplinary and pay purposes. Tardiness or partial-day absence in times of severe weather conditions may be excused for disciplinary purposes if the supervisor can reasonably verify commuting difficulty consistent with the period of tardiness or absence.
- B. Pay For Reporting To Closed Office. In the event inclement weather is apparent or imminent, employees are required to monitor local media and to be available by telephone for notification of city office or facility closures. In the event no notification is made in advance and a non-exempt employee reports for work, such an employee shall receive a minimum of two (2) hours of straight time pay. Non-exempt employees who so report to work may be asked to perform other available work for the day, or for a shorter period, in which case the employee is obligated to do so.

- F. Payment Of Insurance Premium During Other Unpaid Leave Of Absence. Employees who are on an unpaid leave of absence may continue insurance coverage by paying the entire cost of the coverage. They shall pay their portion by check or cash prior to the date established by the Director of Administration.
- G. Waiting Period For Eligibility. Employees shall be employed by the City of Hammond for thirty (30) days to be eligible for the City's insurance coverage. After completion of the thirty (30) day waiting period, the employee shall become eligible for coverage on the 1st day of the month following such completion (e.g. start work on April 3, coverage becomes effective June 1).
- H. Benefits/Rules Summary. The Personnel Department shall supply each employee with a Benefits/Rules Summary as a part of employee orientation, receipt of which shall be acknowledged in writing by the employee. This document shall summarize some of the benefits and expectations of employment. A signed copy shall be maintained in the employee's folder in the Personnel Department. Each employees shall retain a copy for their records.
- I. Terminating Employees. Employees who terminate their employment with the City of Hammond may elect to continue insurance coverage at their own expense within the provisions of the insurance plan and subject to applicable law.
- J. Retirement. The City of Hammond participates in mandatory retirement programs for regular full-time employees. The provisions and restrictions of these retirement programs shall be governed by the respective retirement systems. The amount of the employee deduction and the City's contribution may vary depending on current retirement system policies, and budgetary constraints. Full-time employees shall become eligible for the retirement program immediately upon being hired by the City, except where otherwise stated in this Manual.
- K. Seniority Accrual. During the Probationary ~~Introductory~~ Period, no seniority rights shall vest in an employee. However, after completion of the Introductory Period, seniority shall be credited retroactively to the date of hire. For non-classified employees, seniority shall reflect length of employment beginning on the date on which an employee began work (Anniversary Date).
- L. Personnel Office Authority. The Personnel Department is the primary authority regarding the existence of or procedure for obtaining benefits.

Rule V-7 Paid Bereavement Time Off

Except as modified by civil service law and local civil service rules, the following governs paid bereavement time off for city employees:

- A. The City shall grant twenty-four (24) working hours of paid time off per instance to permanent employees to attend the funeral and take care of related matters upon the death of an immediate family member. For purposes of this policy, immediate family shall mean one of the following persons: spouse, parent, child, grandchild, brother or sister.

- ~~C. Grant Pay. Time actually worked as part of a formal grant that has been received by the City and allocated for a specific purpose, and which time has been documented in accordance with the regulations of the granting agency shall be paid at one and one half times (i.e. "time and a half") the normal rate of pay. It shall be the responsibility of the grant administrator to provide the Accounting/Payroll department with sufficient documentation to justify payment of grant pay. Grant pay shall not be approved until, in the opinion of the Accounting Supervisor, all documentation is deemed sufficient and in keeping with generally accepted accounting procedures. (Redo to indicate overtime)~~
- C. Grant Pay. The city may from time to time receive grants for extra work for employees. Calculation of rates of pay shall be based on normal calculated rates, and overtime may be paid if the employee works greater forty hours per week.
- D. Witness Pay. If an employee is required to attend criminal court proceedings outside their normal work hours, he or she shall be granted a minimum of two (2) hours of pay at the overtime rate.
- E. Supplemental Pay. Eligible Police and Fire department personnel may receive additional pay provided by the State of Louisiana exclusive of and in addition to compensation provided by the City of Hammond.

Rule V-10 Ending Shifts Early

When conditions in the sole judgment of the City require it, the City may end shifts early and send employees home. When hourly employees are sent home early under this policy, they shall be paid for the time actually worked or a minimum of four(4) hours, whichever is the greater.

Rule V-11 Family and Medical Leave

- A. The Family and Medical Leave Act requires employers to provide up to twelve(12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons for each twelve(12) months of employment. The Personnel Department shall be responsible for advising employees of their ability to qualify for Family and Medical Leave. To this end, the Personnel Department shall cause to be continually posted the notice Your Rights Under the Family and Medical Leave Act of 1993 or any successor document outlining the rights and obligations of employees and employers under the Act.
- B. Reservation Of Rights The City of Hammond reserves the right to evaluate and determine whether requests for leave pursuant to the Family and Medical Leave Act qualify. Employees shall provide thirty (30) days advance notice of foreseeable need for such leave. The City shall refer to the regulation, the notice, and other publications from the Department of Labor to comply with the Act, and shall provide employees with a copy of each document, if desired. The procedures below outline our process for compliance with the Act.
- C. Job Protection And Benefits. Upon return to work from Family and Medical Leave, employees shall be returned to the same or an equivalent job and shall not lose any

xi) Provide the required status reports.

xii) Review status reports as needed with employee to determine if leave may be shortened or extended.

xiii) Document the amounts of leave for purposes of complying with the Act and for determining eligibility for future leave.

E. Payroll Office Obligation: In the event an employee qualifies under the Family and Medical Leave Act, the payroll office shall pay the employee portion of medical and other insurance as scheduled, or notify Personnel if payment shall not be made.

F. Employee Obligation. In the event an employee qualifies under the Family and Medical Leave Act, the employee shall be responsible for confirming the date of return in advance as follows:

i) One day in advance if leave is less than five days;

ii) Three days in advance if leave is from six to ten days; and

iii) Five days in advance if leave is more than ten days.

Furthermore, the employee shall provide documentation from health care provider of employee's ability to perform the essential functions of the job.

G. Moonlighting. Any employee who works additional hours at another employment must submit such work for approval to the Director of Personnel, the Director of Administration, or to the Mayor. No civil service employee shall work any duty in a location where alcohol beverages are the primary sales.

Rule V-12 Group Insurance

A. During orientation the Personnel Department shall advise every new employee of the various coverages available. Upon termination of employment with the City or loss of eligibility to remain covered under the various coverages provided, the Personnel Department shall advise the employee that the employee and any eligible dependents may have the right to continued coverage under COBRA regulations for a limited period of time at the employee's expense. Any rights under COBRA do not affect the conversion privilege as stated in the insurance policy.

B. Life Insurance Beneficiary Designation. Regular full-time employees of the City may be offered coverage under the City's Group Life Insurance policy. The employee shall be responsible for designating the beneficiary by submitting the appropriate documents to the Personnel Department.

C. Termination Of Insurance. The City reserves the right to limit or terminate any insurance coverage at any time.

Presidential Election	Tuesday following the 1 st Monday in November (Every 4 yrs.)
Veterans Day	November 11
Thanksgiving	4th Thursday in November
Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

- I. If a designated holiday falls on Saturday, it shall be observed on the preceding Friday. If a designated holiday falls on Sunday, it shall be observed on the following Monday, unless specifically changed by the Mayor. Notice of such change shall be provided to all employees by the Director of Personnel. If Christmas falls on Saturday, both the preceding Thursday and Friday shall be holidays; if Christmas falls on a Sunday, both the preceding Friday and the following Monday shall be holidays. If Christmas falls on a Monday, the preceding Friday shall be a holiday. With respect to all shift personnel, the actual date of the holiday shall be used for holiday compensation purposes.
- J. The City of Hammond shall make reasonable accommodations for other religious practices or beliefs not included in the preceding list of holidays. Employees approved for this accommodation may take compensatory time off, vacation time, or time off without pay. Employees requesting accommodation for time off for religious practices not recognized as an official holiday may make arrangements with their Department Head. Requests shall be made at least ten(10) working days in advance. ~~so that work schedules can be arranged.~~ The decision to allow scheduling for this accommodation of leave time shall be at the discretion of the Department Head.

Rule V-14 Jury Duty

- A. Employees who are involuntarily summoned to serve on jury duty shall be excused from work for the time required under the summons, upon their delivery of a copy of the involuntary summons.
- B. Hours Of Service. To be eligible for pay under this policy, the summons shall require employees to serve on jury duty during their regularly scheduled working hours.
- C. Documentation. Employees shall provide documentation of the time spent as a juror, and documentation of the amounts of pay received. This documentation is issued by the Court. Supervisors shall be notified within forty-eight (48) hours of the employee's receipt of the jury summons.
- D. Early Release. Employees who are released early from jury duty whether a full day or half-day shall report to work if released with greater than three (3) hours remaining in the work day. ~~or shall be excused from reporting to work by their supervisor.~~

of the City. Overtime hours earned all other times shall be paid as overtime pay unless agreed to otherwise by the employee and the department head.

- C. Accrual Rates For Compensatory Time. Accrual and payment of compensatory time shall be in accordance with, but shall not exceed, mandates contained in the Fair Labor Standards Act.
- D. Use Of Compensatory Time. Final approval of use of all K-time shall be given by the supervisor. Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of pay for the final 3 years of employment, or the final regular rate received by the employee, whichever is greater.

Rule V-18.2. Other Pay Policies

- A. Leave Time. Leave time taken during the work week period does not count as actual time worked in the calculation of overtime.
- B. On-Call Pay And Call Back Pay. Payment of "on call" pay and/or "call back" pay shall be in accordance with, but shall not exceed, mandates contained in the Fair Labor Standards Act.
- C. Use of Leave on City Holidays. City employees exercising any paid leave, which leave extends both before and after a City Holiday, shall be paid for the City Holiday without expending paid leave for that Holiday.

Rule V-19. Payroll Practices

- A.
 - i) Payroll checks for hourly employees and salaried employees are distributed at the time set by The Mayor, currently every two weeks. ~~every two weeks.~~ Payroll checks shall be distributed to Department Heads, to employees, or to whom he/she has designated in writing including direct deposit. The Accounting Office is responsible for distributing paychecks. Payroll checks not delivered to employees by the end of the employees' next regularly scheduled work shift are to be returned to the Accounting Office. All undelivered paychecks shall be placed under lock. Employees who are not scheduled to work on paydays may pick up their paychecks from their supervisors.
 - ii) All time sheets containing any leave whatsoever shall include documentation with the time sheet at the time of submission to payroll. No Department Head shall submit any timesheet containing leave hours unless documentation is included. Leave hours shall not be paid unless documentation accompanies the time sheet in which the leave hours are notated.
- B. Time Paid. Pay checks are distributed as follows:
 - i) With certain exceptions, all employees are paid every other Thursday for services performed for the two (2) week period ending the previous Sunday at 12:00 midnight. With certain exceptions, the payroll work week begins on Monday at 12:01 a.m. and

deductions that the employee has personally authorized in writing to the Accounting Office at the City's discretion. The City is not obligated to recognize any assignments of wages or funds by its employees or their agents, unless directed to do so through the legal system. Employees shall be responsible for reporting any change in name, address, telephone number, marital status or number of exemptions shall be reported to his or her supervisor or to the Payroll Clerk immediately, to ensure proper credit for tax purposes.

- F. Docking From Wages. Wages of non-exempt employees who are tardy or absent from work shall be docked for the time not worked. Each department head is responsible for maintaining accurate attendance records, including lateness and absenteeism. Docking of pay shall not prevent the City from imposing additional disciplinary action.
- G. Wage Assignments. Whenever the city is ordered by a court to make deductions from an employee's paycheck, the payroll department shall make its best efforts to notify the affected employee in advance. According to the Federal Wage Garnishment Act, three(3) or more garnishments may be cause for dismissal.
- H. Payment Of Final Check. Upon separation from the City, with the exception of retirement, all employees shall receive a final check which shall include payment for all outstanding hours worked, any unused K-time hours, and any unused vacation hours. Terminating employees shall be paid for their accumulated vacation leave up to the maximum allowed. City employees may accrue unused vacation leave up to a maximum of 360 hours for civil service employees and 280 hours for non-classified employees. An employee does not have the right to take vacation leave until he or she has satisfactorily completed the introductory period. Terminating employees who have voluntarily resigned receive their final pay on the next scheduled payday for the pay period in which termination occurs. Employees subject to a reduction in force shall also receive payment for any vested sick leave benefits.
- I J. Withholding Final Check For City Property. The terminating employee shall be required to return all items and equipment belonging to the City of Hammond before his or her final paycheck is released. A written notice of verification of returned City-owned property shall be submitted by the Department Head or Supervisor to the Director of Personnel. Final checks shall only be issued by the Payroll office upon receipt of written notification from the Director of Personnel that all City-owned property distributed to the separating employee had been returned or accounted for. The final check shall be forwarded to the Director of Personnel for distribution.
- J.K. Portability Of Benefits With Transfer To Civil Service Position. Employees who move from a general government, non-civil service position to a civil service position shall be considered to have terminated their general government position. All accrued vacation, sick, holiday, and compensatory leave time from this position shall be transferred to the new position. Employees who move from a non-civil service overtime eligible position to a non-civil service overtime exempt position shall be allowed to take or shall be paid, at the Department Head's discretion, for all accrued compensatory leave and holiday leave. Sick leave and vacation leave balances shall be transferred to the new position.

Qualifying employees shall receive their regular straight time pay up to the maximum accrued at the time of illness. Paid sick leave time accrued by qualifying employees may be used for the following:

- i) bona-fide illness of self, including but not limited to visiting doctors, dentists or other practitioners in their offices;
- ii) Tending to a non-elective serious health condition suffered by the employee's spouse, child, parent, or sibling. If another person can attend to the needs of an ill family member, the employee is expected to fulfill his or her duties as an employee of the City.
- iii) family medical leave

- B. Accrual Rate. Qualifying employees accrue sick leave at a rate of 3.6923 hours per two-week pay period. i.e. 96 hours or 12 days per year. Although employees may not use paid sick leave during the employee's introductory period, the employee shall continue to accrue sick leave during that period which may be used at the successful conclusion of the introductory period. Part-time and temporary employees do not accrue paid sick leave. Furthermore, sick leave shall not accrue during any bi-weekly pay period during which an employee is on leave without pay, suspended, or otherwise absent without leave for more than one (1) working day during said bi-weekly pay period.
- C. Accrual Rules For Classified Employees. While state law may allow for greater number of days of sick leave for classified employees, each classified employee will accumulate sick leave according to the above formula. Classified employees utilizing the sick leave benefit will be charged first against any accrued days and then against other allowable days under state law. In no case will the sick leave benefit be greater than the number of days allowable under state law.
- D. Using Paid Sick Leave, Documentation To Return to Work. Employees seeking to use paid sick leave to be absent from work on one and one day only shall contact his/her supervisor no later than 60 minutes from the time of his/her scheduled time to report for work. If advance notice is possible prior to the calendar day the employee desires to use paid sick leave, the employee shall complete the appropriate Leave Request Form as soon as reasonably practical. Employees who seek paid sick leave on more than one work day may be required by his or her department head to provide a physician's statement of treatment and certification of the employee's illness and the employee's ability to return to work. At its option, the City may require employees returning from any length of sick leave to be examined by its physician.
- E. Guidelines For Employees Returning To The Workplace Following Period Of Illness. An employee who has been absent from his/her job function due to illness and/or injury, may, at the discretion of the employee's Department Head, the Personnel Director, or the Director of Administration be examined by a physician selected by the City to determine if the illness, injury or any other condition which prevented the employee from being at work has been eliminated.

- i) No employee while using paid sick leave, shall operate a City owned vehicle assigned to him/her.
 - ii) No employee while using paid sick leave, shall engage in any "off-duty" employment including serving as a volunteer with the Hammond Fire Department, or as a reservist with the Hammond Police Department.
 - iii) No employee shall be allowed to use paid sick leave if the illness or medical condition results from an elective medical procedure; a self-inflicted injury, illness or medical condition of any kind, illegal use of drugs or alcohol, or injury, illness or medical condition incurred while preparing to, committing, fleeing, or disposing of evidence of a misdemeanor or felony.
 - iv) No employee shall be allowed to use paid sick leave for an illness, injury or medical condition otherwise compensable by workers' compensation. In such event, applicable state statutes shall govern compensation of the employee.
- I. Accumulation, Retirement and Termination. If an ~~non-classified~~ employee does not use sick leave accrued up through December 31 of any given year, such unused balances shall be carried over and added to that which he/she accrues in the following year. An employee may accrue a maximum of one hundred eighty (180) working days or 1440 hours. At the time of retirement from the City, ~~non-classified~~ employees shall be paid for any unused sick leave at the straight time rate of pay earned at the time of separation. ~~Classified employees, in accordance with current state Civil Service law, including, but not limited to Rule 12:1B.(5) of Civil Service Board rules, shall not receive payment for any sick leave balances remaining at the time of separation.~~ Terminating employees, other than in the case of a reduction in force (RIF) or at the time of retirement, are not paid for accrued and unused sick days, regardless of whether their termination was voluntary or involuntary. However, the City shall honor policies not specified in this section and which are mandated by statute or federal laws governing all municipal employees.
- J. Exhaustion. When an employee has used all accumulated paid sick leave, but has vacation leave accumulations available for use, upon request by the employee, he/she may be permitted to use vacation leave for sick leave purposes, subject to the provisions, conditions and limitations set forth in these policies.
- K. Donation. No donations of accumulated paid sick leave time among employees eligible to accrue paid sick leave may be provided ~~for by the Mayor at his or her discretion. In the event said donation is provided for, the Mayor, through the Personnel Director, shall establish rules and regulations governing said donation.~~

Rule V-22.1 Extended Sick Leave Policy For Non-Classified Employees

- A. In addition to the paid sick leave granted in Rule V-22, the City on a case by case basis may provide a one-time extended sick leave compensation of a maximum of forty (40) working days in any ~~two (2)~~ five (5) calendar year period to individual full-time employees who have completed their Introductory Period and whose non-elective medical and health

Rule V-24 Travel

- A. Payment of travel expenses is intended to be and shall be solely for travel performed by employees and elected and appointed officials of the City on Official City Business. A *Travel Expense Report* shall be submitted to the Department Head prior to reimbursement to the employee. Travel shall be approved in advance by Department Heads and Administration at least 10 days in advance using a the most recent Travel Request Form. Travel by Department Heads shall ~~may~~ be approved by the Mayor or The Director of Administration. All advance travel pay requests shall be approved by the Mayor or the Director of Administration prior to the issuance of checks. In the event that a City official travels with their spouse to a conference or on official City business, the City shall not pay any expense for the spouse.
- B. Use Of Personal Auto. The rate of reimbursement for employees utilizing their personal vehicles shall be at the rate reflected by the most recent published Internal Revenue Service allowance on the basis of the shortest practical route between points.
- C. Use Of Common Carrier. An employee on official city business traveling by mode of common carrier is entitled to a transportation allowance equal to the cost of the transportation. Receipts or other supporting evidence are required for passage on airlines, trains or bus.
- D. Use Of Rental Car. When authorized, the City shall pay auto rental charges. Unless otherwise authorized, the rental car shall be of the most economical variety. Purchased gas and oil used in rental cars shall normally be reimbursed provided receipts are submitted. Rental cars ~~may~~ shall be filled with gasoline prior to returning them to the rental car establishment if the establishment shall charge more to refill the car than it would cost the employee to re-fill the car.
- E. Meal Allowance. Meal allowances shall be provided to accommodate for meals and other incidental expenses not provided for during a scheduled event. ~~Meal allowances shall be provided at a flat rate not to exceed \$40.00 per day.~~ The calendar day (midnight to midnight) is the unit for computing the meal allowance. For a fractional part of the day, at the beginning or ending of a continuous travel period, the 6 hour periods shown below are each considered to be considered as one quarter ($\frac{1}{4}$) of a calendar day.

<i>1st Quarter</i>	<i>2nd Quarter</i>	<i>3rd Quarter</i>	<i>4th Quarter</i>
12:01 a.m. to 6:00 a.m.	6:01 a.m. to 12:00 p.m.	12:01 p.m. to 6:00 p.m.	6:00 p.m. to 12:00 a.m.

Compensation of meal allowances shall be on a quarter-day basis; the initial quarter to be that in which travel begins and the final quarter to be that in which travel ends. For authorized trips not involving overnight accommodations or less than 24 hours, the City shall reimburse for meals, including gratuities, according to the following maximum limitations:

~~Employees that are disabled due to~~ Pregnancy leave may be are granted pregnancy disability leave up to twenty-six (26) weeks, which includes all days taken under the Family and Medical Leave Act. The actual length of the leave is determined by the employee's physician's certification of disability and of the ability to return to work. Employees who are granted unpaid pregnancy disability leave shall be returned to the same or similar jobs at the same rate of pay at the time the leave was granted, unless business necessity requires other actions. Employees that do not return to work upon expiration of the leave are terminated.

Rule V-27 Vacation

- A. Accrual. Regular full-time employees are eligible to accrue and use paid vacation time. Employees appointed to temporary positions are not eligible to accrue or use vacation time with pay. Regular full-time employees earn paid vacation on the basis of length of continuous employment service by accruing hours for each pay period.
- B. Accumulation. Accrued Vacation time for non-classified employees may be accumulated from year to year, up to a maximum of 120 hours over the number of hours accrued in that year. Any hours earned after the maximum is reached shall be deemed forfeited. Accrued vacation time for civil service employees may be accumulated from year to year with no maximum.
- C. Schedule. Accrual and accumulation of vacation time for civil service employees shall be governed by applicable state law and local civil service rules. Vacation time for non-civil service employees after one(1) year of service is accrued and accumulated according to the following schedule:

<i>Years of Service</i>	<i>Accrual Rate (Hours)</i>	<i>Total Accrual (Hrs)</i>	<i>Maximum accumulation per Year (hours)</i>
0-1 year	1.5385	40	160
1-4 years	3.0769	80	200
4-9 years	4.6154	120	240
9 + years	6.1538	160	280

- D. Scheduling. Use of vacation shall be scheduled by the Department Head, taking into account the wishes of the employee to the extent the work load permits. If during the scheduling of various employees' vacation dates, two employees request the same vacation dates, and both employees cannot be scheduled for the same dates due to department workload, the employee with the longest length of service shall be given the first opportunity to accept or refuse the requested vacation dates. Vacations may not be rescheduled after approved, without the Department Heads authorization. When an official paid holiday occurs during a vacation period, an additional day off shall be allowed.
- E. Usage. Consistent with applicable law, the Administration may, from time to time, require usage of vacation leave in designated increments. Employees who are entitled to more than 10 days of vacation in a year shall not take more than 10 consecutive days of vacation

Rule V-29 Work Week and Work Hours

- A. All work schedules for City departments are to be approved by the Mayor or the Director of Administration and may vary between departments.
- B. A time keeping system for all City employees has been established to ensure accurate recording of time worked. Each employee is responsible for the accuracy of his or her time card/sheet. In the event an error is made on a card or time sheet, the employee is responsible for notifying his or her supervisor of the error. The supervisor has the discretion to make a correction, which shall be initialed by the employee. ~~No employee may punch in more than six (6) minutes before his or her scheduled starting time nor more than six (6) minutes after his or her scheduled quitting time without a supervisor's prior approval.~~
- C. No one may record hours worked on another's time card or pay sheet. Tampering with another's time card is cause for disciplinary action, including possible dismissal, of both employees.
- D. Work Shifts. The number of shifts and the beginning and ending times for each shift shall be established and changed as needed to ensure efficient operations.
- E. Assignment To Work Week And Shift Schedules. Department Heads and Supervisors shall assign employees to work weeks and to work shifts at the department head and or supervisor's discretion. Employees may be regularly scheduled to work a regular schedule during work weeks, or may be scheduled to work any days and shifts within a work week, consistent with operational needs and with applicable laws and regulations.
- F. Guidelines For Exempt Employees Time Recordation. The following shall govern the accounting of time by exempt employees:
 - i) Exempt employees shall not be required to give specific account for the number of hours actually worked on their bi-weekly time sheets. However, a time sheet shall be submitted to cover each pay period, recording the use of any sick and/or vacation leave hours taken.
 - ii) Should it be found that an exempt employee has either abused his or her discretion with regard to working time or has neglected the employee's responsibilities with the City, or that assigned subordinate staff are not able to make reasonable contact with a department head or decision maker in the event of an emergency, the exempt employee may be subject to disciplinary action.
 - iii) It shall be the responsibility of the exempt employee to notify the Director of Administration or his or her immediate supervisor of any absence from the usual work site of a duration of four(4) or more consecutive hours during the work day.
 - iv) Non-work related absence of an exempt employee for eight (8) consecutive hours in a regular work day, shall be assigned to the applicable leave category.

disciplinary action form. Such signature would only indicate awareness of disciplinary action in process, not an admission of guilt or agreement.

- B. When written notice of warning, suspension, or termination is given to the employee, a copy shall be placed in the employee's personnel file. Procedures for record keeping of civil service employee disciplinary actions shall be determined by the Fire Chief and Chief of Police for his or her respective department.
- C. Discipline is restricted to the following actions:
 - i) Face to Face oral admonishment and warning made in such terms that the employee clearly understands it to be a warning
 - ii) A written memo retained in the employee's personnel file
 - iii) Leave without pay
 - iv) Demotion
 - v) Dismissal
- D. Time Limits On Disciplinary Actions. Disciplinary actions dated more than thirty-six (36) months earlier than the date of any one disciplinary action shall not be part of the City of Hammond's progressive discipline process.
- E. The City of Hammond specifically reserves the right to pursue applicable civil and criminal action against any employee in addition to executing disciplinary action.

Rule VI-4 LEVEL ONE OFFENSES

- A. Generally. The following rules, if violated, may result in a written reprimand for the first violation. A subsequent Level One violation within thirty-six (36) months is grounds for suspension or demotion as a Level Two offense.
- B. Absenteeism and Tardiness. No employee shall fail to arrive at work on time unless otherwise excused by the employee's supervisor.
- C. Sleeping And Inattention. No employee shall sleep, be inattentive, loiter or loaf on the job.
- D. Solicitation/Distribution. No employee shall solicit another employee during the working time of either employee. No employee shall distribute advertising materials, handbills or other literature in any working area at any time. Solicitation and distribution by non-employees is prohibited on city premises at all times.
- E. Conflict Of Interest. No employee shall fail to timely disclose any relationship, employment or belief that may foreseeably hinder or otherwise interfere with the employee's job performance or exercise of authority or discretion regarding acting in the best interest of the City of Hammond while on the job.
- D. Leaving Work Area. No employee shall leave his or her designated work area during regular working hours without permission from the employee's Supervisor or Department Head.

- F. Gifts & Gratuities. No employee shall accept any thing of value including gifts and/or gratuities of any kind from a customer, citizen, vendor or supplier for the performance or non-performance of official duties.
- G. Misuse of City Property. No employee shall use any equipment, vehicles or other property of vendors, other employees, or the City for any purpose except that for which the employee is specifically authorized. No employee shall fail to maintain equipment in the employee's care in proper working order.
- H. Conflict. No employee shall engage in any conversation or exchange with another employee during the course of work which can foreseeably disturb or alarm the public or which can foreseeably cause a disruption in work flow.
- I. Disorderly Conduct. No employee shall use obscene or abusive language toward any supervisor, employee, citizen or other person. No employee shall display indifference or rudeness towards a supervisor, employee, citizen or other person.
- J. Multiple Offenses. No employee shall commit more than one Level Two offense in any thirty-six (36) month period. Each subsequent Level Two offense committed in the same thirty-six (36) month period shall constitute a Level Three offense.

Section VI-4.2. LEVEL THREE OFFENSES

- A. Generally: The following rules if violated, may result in disciplinary action up to and including termination. These are considered to be *Level Three* offenses and are of such a serious nature that a first occurrence may warrant an employee's termination.
- B. Violation of City Policy. Willful violation of any City policy or ordinance; any deliberate action that is extreme in nature and is obviously detrimental to the City's efforts to operate effectively.
- C. Serious Violation of Security or Safety Rules. Willful violation of security or safety rules, or willful failure to observe safety rules or the City's safety practices; failure to wear required safety equipment; tampering with the City's equipment or safety equipment.
- D. Negligence that Endangers the life or safety of self or another. No employee shall engage in or commit any act that could foreseeably endanger the life or safety of the employee or another person while on the job, while in the custody care or control of city property or equipment, or while otherwise representing the City as a City employee or official.
- E. Substance Abuse. Includes but is not limited to the following: Intoxication on the job, illegal use of drugs or narcotic, depressant, stimulant, hallucinogen or cannabinoids while on or off the job, commission of a criminal offense involving illegal drugs or alcohol, violation of the City's Drug and Alcohol Policy, Chapter VII.
- F. Theft. The taking or unauthorized possession of anything of value belonging to another, including the City of Hammond, with the intent to permanently deprive the owner of the thing.

- R. Theft of Long Distance Calls. No employee shall use the City's telephone system for personal long distance calls without prior authorization, unless said call specifically and directly pertains to an emergency regarding illness or injury or injury to family members, or calls for similar reasons.
- S. Theft through use of Fuel Card. No employee may use a City of Hammond fuel card for personal purposes, nor may any employee falsify mileage records or reports for reimbursement or remuneration of any kind.
- T. Cooperation with law enforcement. Employees of the City of Hammond shall co-operate with any and all law enforcement officials in the investigation of malfeasance or suspected thefts and in the prosecution of any persons charged with malfeasance or theft.
- U. Other Circumstances. Any provision of this manual for which there is no specific penalty stated shall constitute a Level Three offense.

Rule VI-4.3 Demotions

- A. A demotion is an assignment to a lower paying job classification and a work assignment within the lower classification with generally lesser responsibilities. Employees may be demoted due to failure to perform the duties of their present jobs, lack of a suitable job at their pay levels, reorganization, lack of work, or because of the City's need to manage the work force.
- B. If applicable, a written notice of demotion shall be given to the employee which describes the deficiency or the infraction involved and which states the likely consequences of further unsatisfactory performance or conduct. The demotion shall be permanently noted in the employee's official personnel file, but the employee shall not be disqualified from consideration for later advancement.

Rule VI-5 Grievance Procedures for non civil service employees

- A. Grievance Defined. A grievance is a written allegation of improper application or misapplication of policy, regulation or procedure of the City or department for whom the non-civil-service employee works which has personally affected the employee. Grievances of Civil Service employees are governed under the state civil service laws. Matters between employees of different departments shall not be addressable through the grievance procedure and shall be resolved through the employee's chain of command within his or her department.
- B. General provisions. Any employee may submit a written grievance to his or her Department Head using the official form provided for this purpose. The grievance form must be submitted within five (5) working days after the cause of the grievance arises or becomes known. A grievance not brought forward by the employee within these time limits shall not be considered timely and shall be void.

Rule VI-7 Performance Standards and Evaluations

- A. Supervisors shall formally evaluate their employees' overall job performance against their job requirements at least every twelve (12) months. Special evaluations may be made if authorized by the Mayor. The purposes of the evaluation are: to communicate the level of job performance to employee; to identify the employee's job-related strengths; to identify employee's job-related developmental needs; and to review employee's compensation level.
- B. Review With Employees. Department Heads shall review and discuss the performance evaluations with their employees, and employees shall be given an opportunity to note their comments on the evaluation. Employees shall be provided copies of their performance evaluation reports if requested.
- C. Americans With Disabilities Act. If, at the time of the performance evaluation review in Rule VI-7B., the employee believes or has reason to believe the employee has a disability for which the employee may need accommodation, the employee shall notify the Department Head at the time of the performance evaluation review or within seventy two (72) hours thereafter. No department head or supervisor shall make any representation or commitment to the employee regarding accommodations.
- E. Probationary Employee Performance. Probationary employees shall be evaluated immediately prior to the completion of their six (6) month probation as detailed herein.

Rule VI-8 Promotions, Transfers and Adjustments for Non-Classified employees

- A. A promotion is defined as the assumption of job duties and responsibilities that are greater in character and scope than in the previous job. For purpose of salary administration, a promotion occurs when the new job is of a higher pay grade than the prior job. To be eligible for promotion or transfer, employees shall meet all the requirements listed below.
- B. Eligibility. Employees shall have received a satisfactory score in their most recent evaluation to be eligible for promotion or transfer. Employees with prior disciplinary records may not be eligible for promotion or transfer unless it is approved by the Department Head.
- C. Procedures. The Personnel Department shall be responsible for posting the procedure for applying for a promotion or transfer to open positions with the notice of the open position.
- D. Promotion Guidelines. All vacant non-classified positions shall be announced to the entire City workforce, unless exempted by the Mayor. Those employees who meet the minimum qualifications for the posted position who desire consideration shall be required to complete and submit an "Application for Posted Position" form created by the Personnel Department by the posted deadline.
- E. Approval Process. Approval of promotions and/or transfers shall be based on the minimum qualifications met by the candidate; individual ability as determined by any applicable aptitude test(s); candidate's past performance in their current position; and

- A. Employees may be suspended from work with or without pay for an indefinite period of time, in order for the Department Head to investigate incidents that would warrant discipline. The suspension of an employee requires the advance approval of the Mayor.
- B. Employees suspended during an investigation shall cooperate fully in the investigation, and shall otherwise be on call of the City during normal working hours. Failure to cooperate or to be on call shall constitute Insubordination.

Rule V-12
[reserved]

Rule VI-13 Resignation: Employment at will

- A. Employment with the City of Hammond is employment at will. Employment at will shall mean that either the City or any employee has the right to terminate the employment relationship at any time.
- B. Return of City Property. Resigning employees shall return all of the City's files, information, equipment, keys, and all other City property in their possession. Unless prohibited by law, employees shall not receive final pay and final reimbursement of expenses, if applicable, until all items of property have been returned. The value of any items of City property issued to a City employee and that is lost or damaged shall be deducted from the final pay check.
- C. Benefits upon Resignation. Employee benefits cease on the effective date of an employee's resignation. The benefit plans published from time to time define the terms and conditions, if any, for resigning employees to receive benefits due or to continue benefits coverage at their own expense.
- D. Prior to an employee's final day at work, every employee shall submit to an Exit Interview scheduled by the Director of Personnel.

Rule VI-14 Probationary Period

- A. For regular full-time and part-time employees, the first six (6) months of employment or re-employment are the employee's Probationary Period. Employees in this Probationary Period are probationary employees. Temporary employees are in a Probationary Period their entire tenure with the City.
- B. Progress During The Probationary Period. Employees may be terminated at any time during the probationary period. Employees, other than temporary employees, who successfully complete the probationary period become regular employees.
- C. Interim Evaluations. Department Heads shall communicate to employees regarding their job performance throughout the probationary period using the Performance Evaluation Form. Department Heads shall formally evaluate new employees at the end of two (2) months and at the end of four (4) months of employment. Employees who are not performing satisfactorily at the end of their first four (4) months of employment shall be

- G. Fire Arms Or Deadly Weapons. No employee shall possess firearms or other dangerous weapons as defined herein while in City owned vehicles or on business for the City unless they are so authorized.

Rule VI-16 Work Standards

- A. The citizens of Hammond deserve and shall receive from all employees at all times courtesy and respect. No one is exempt from this rule.
- B. When in the course of a normal workday a city employee comes into contact with a member of the public, that employee's demeanor shall be one of sincere attention and friendliness. Each employee is expected to handle themselves in a professional manner and shall at all times exhibit a desire to accommodate or assist anyone with a need to contact a city employee.
- C. Any contact that requires follow-up action, such as returning a telephone call after finding out an answer to a question, shall be handled in a timely manner. All telephone calls/messages that require return calls shall, if possible, be handled within the hour and in all circumstances shall be no later than the next working day. All unsuccessful attempts to return calls shall be documented.
- D. Those employees that are required to wear uniforms shall maintain those uniforms in a clean and repaired manner and shall not substitute non-approved clothing as part of the uniform. All such requests for substitutions shall receive approval from the Department head - with the exception of the Fire and Police departments, prior to implementation or wearing of the proposed substitution garment including head wear and shoes.

- ii) Re-entrance employee examinations.
 - iii) Annual employee physical.
 - iv) Part of an overall search and inspection of the City's premises.
 - v) When there is reasonable suspicion of an employee's intoxication.
 - vi) When an employee is found in possession of suspected illegal or unauthorized drugs or paraphernalia.
 - vii) Following an accident or near-miss incident.
 - viii) When required by the City.
 - ix) Random sampling.
- F. All employees ~~holding safety and security sensitive positions~~ shall be subject to random drug testing. Employees shall be notified of their being selected for random testing. The Mayor, Director of Administration, or a designated representative to include the Department Head, Supervisor, Personnel Director and/or members of the Personnel Department shall notify employees of random selection. When contacted, the employee shall report for the test. If an employee who has been randomly selected is unable to report manner as the original list. The City shall make reasonable efforts to contact employees before 10:00 a.m. the day of the drug test. If an employee fails to show for testing, the Department Head shall be notified and the employee shall make immediate arrangements to take the test independently. ~~The employee shall be required to visit the City's physician or another designated facility for testing upon returning to work.~~ Should the employee refuse to complete the test, The City may take such personnel action as it deems fit, including termination.
- G. All drug testing results shall be kept in strict confidence with access limited to a need-to-know basis. The results shall not be made a part of the normal personnel file. Any other information pertaining to an employee violating this policy shall also be confidential with access limited to a need-to-know basis.

Rule VII-2 Consequences of Violation of Drug Abuse Policy

- A. Any person found in violation of this policy shall be subject to immediate involuntary termination.
- B. Should such termination occur, the employee shall be eligible to be paid all wages accrued to the date of termination, accrued vacation pay, and accrued compensatory time earned. Sick pay shall be paid based on the policy set forth in "Sick Pay Benefits" Rule V-22 or other applicable policy.

Rule VII-10 Visitors

Employees shall not receive visitors during work hours and on city premises or work sites without advance approval from their Department Head. If another person visits the premises in the attempt to visit an employee, the employee shall immediately notify a supervisor or Department Head.

advance to allow for effective dissemination. Final approval and necessary revisions shall be the responsibility of the Public Information Officer. Announcements which affect more than one city department shall be coordinated with the other department heads by the Public Information Officer.

- E. The only official spokesperson for the Administration is the Mayor, the Public Information Officer, the Director of Administration and anyone that may be designated by either of the above named.
- F. The person who has been designated as Public Information Officer for the Fire and Police departments ~~by the Director of Public Safety~~, or in his or her absence, by the respective department heads, shall be authorized to release information relative to the routine operation of those departments. This includes routine information about arrests, fires and other reported similar incidents and occurrences.
- G. All requests for one-on-one interviews – whether on or off the record – or other public appearances shall be directed to the Public Information Officer.
- H. Dissemination of information to the public in the event of emergency conditions caused by a disaster shall be made without delay to all available media sources. Notification shall be made by the highest-ranking department official or his/her designee as quickly and as often as necessary to ensure the health and safety of all citizens.

Rule VIII-5
[RESERVED]

Rule IX-3 City Property

- A. Use of city property by fire and police employees shall be governed by the employee's departmental manual.
- B. No employee shall remove any item of the City's property from the City's premises except as required to do their jobs as stated in the employee's job description or as otherwise mandated or authorized by the employee's Department Head.
- C. Non-civil service employees on leave of any kind or who otherwise shall be absent for no less than one hundred twenty (120) hours or three (3) weeks shall be required to turn in all assigned equipment, including vehicles and keys.
- D. It shall be the responsibility of the Department Head to ensure that all assigned city-owned equipment and property are accounted for. Certification to this effect shall be made in writing and sent to the Payroll office, prior to the release of any payroll checks covering leaves of absence.

Rule IX-4 [Reserved]**Rule IX-5 Defensive Driving**

Any employee involved in a vehicular accident while driving a City vehicle, whether at fault or not, may be required to enroll in a defensive driving course.

Rule IX-6 [Reserved]**Rule IX-7 [Reserved]****Rule IX-8 Identification for non fire or police employees**

- A. The Personnel Department shall issue all current full-time employees an identification badge which shall bear a color photograph of the employee, their employee number, name, department to which assigned, and functional title.
- B. Each employee shall display said badges openly and face up by being clipped to outside pockets of shirt/blouse or jacket lapels, or on belts worn on external clothing. Unless otherwise exempted in this policy, identification badges are to be worn at all times during regular working hours, or while on official business representing the City.
- C. All identification badges issued by the City of Hammond remain the property of the City of Hammond. Upon separation from the employ of the City, all badges shall be turned in to the Personnel Department.
- D. No employee shall refuse to provide to a citizen the employee's name and department to which that employee is assigned when asked.
- E. Each employee shall display the City ID Badge as required herein or otherwise carry said badge on the employee's person at all times.

- E. ~~Department Heads~~ Supervisors of employees working in atmospheres immediately dangerous to life and health contaminants which are likely to have adverse delayed effect on the health of the employee shall have respiratory protective devices issued to each such employee and shall order and direct said employees on their proper use and in the manner intended by the manufacturers.
- F. ~~Department Heads~~ Supervisors of employees working in areas where equipment operation or the movement of heavy materials or construction situations could cause injury to the feet shall have protective footwear issued to each such employee and shall order and direct said employees on their proper use and in the manner intended by the manufacturers.
- G. ~~Department Heads~~ Supervisors of employees working in areas where work-site operations could cause injury to the hands shall require protective gloves be worn by all employees and shall order and direct said employees on their proper use and in the manner intended by the manufacturers.
- H. ~~Department Heads~~ Supervisors of employees exposed to vehicular traffic on alleys, roads, streets, or highways shall require outer garments marked with or made from reflectorized or high visibility material be worn by all such employees, and shall order and direct said employees on their proper use and in the manner intended by the manufacturers.
- I. ~~Department Heads~~ Supervisors of employees working in an overhead position which may require use of both hands and when there is a danger of falling shall require safety belts, lifelines, and lanyards be worn by all such employees, and shall order and direct said employees on their proper use and in the manner intended by the manufacturers.
- J. ~~Department Heads~~ Supervisors of employees working over or near water where the danger of drowning exists shall have life jackets or buoyant work vests provided to all such employees, shall order and direct said employees on their proper use and in the manner intended by the manufacturers.

Rule IX-12 Restricted Areas

No employee shall enter any of the City's facilities or other designated areas which are clearly marked restricted to authorized personnel only.

Rule IX-13 Safety

- A. Department Heads shall be authorized to establish rules for safety of employees and for the safeguarding of City equipment and for otherwise conducting work in a safe manner, including the authority to require attendance at safety meetings.
- B. **PERSONAL SAFETY.** Employees who feel that any person or persons pose(s) a threat to their safety shall notify their Department Head or other management person immediately. If a Department Head or other management person is not available, employees shall call the Mayor or Police Department.

Rule IX-14 **[reserved]**

motor vehicle or of the employee's failure to comply with the driving prerequisites stated above.

- D. Supervisors shall record in writing any report of unsafe vehicles/equipment reported to them by an employee.
- E. The Department Head shall notify the Personnel Department of any change in status of an employee's driver's license.
- F. No employee shall alter, repair, or in any way change, add to, or remove any parts or accessories of any City-owned or leased property without the permission of his or her Department Head.

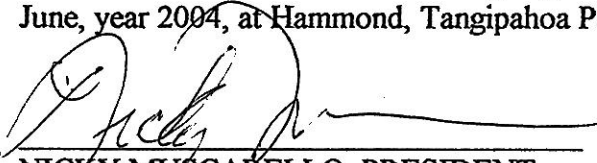
Rule IX-17
[reserved]

Rule IX-18 Work Restrictions due to Age

- A. The City of Hammond does not discriminate on the basis of age in its employment decisions and practices. However the City of Hammond shall require all persons who are offered employment to provide proof of age when required for compliance with applicable labor laws and to determine benefits eligibility.
- B. No person under 18 years of age shall be employed in any position or activity prohibited by Child Labor Laws.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 1st day of June, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

Rule X-4 Forms

All forms required in this Manual and/or approved for use in the operation of City government, are subject to revision or cancellation.

Rule X-5 Legal Representation and Use of the City Attorney's Office

- A. Any employee of the City of Hammond served with any legal document in the course and scope of their employment shall immediately advise the Director of Administration and the City Attorney's office. These documents include, but are not limited to a Petition, Answer, Request for Production of Documents, Request for Admissions, Interrogatories, subpoena or other similar documents.
- B. The employee served shall cooperate with the City Attorney's office in ensuring that requests for copies of records are made available as soon as possible, as approved by the City Attorney.
- C. As directed by the City Attorney or his designee, the employee shall make his or herself available for any meetings, deposition(s), and/or court appearance(s) as deemed appropriate or necessary in the defending of the City's interests.
- D. Any employee, whether department head or otherwise, who feels that they may have a need for utilizing the services of the City Attorney's office in their capacity as an employee of the City of Hammond, shall secure the approval of the Director of Administration prior to making contact with the City Attorney.
- E. Nothing herein shall be construed to limit or deny access of a Department Head to any full-time legal counsel that may be employed by the City.

Rule X-6 Operational Procedures Manual

All operations procedures manuals developed by City departments, shall follow a format prescribed by the Administration. Prior to its implementation, all such manuals are to be submitted to the Director of Administration for review and comment. The Mayor shall have final approval of any departmental manual. A copy of all approved department manuals shall be delivered to the Mayor's office.

Rule X-7 Use of City-Owned Assets to Benefit Not-for Profit Agencies


It is not the intent of the city administration to prohibit the use of City assets or employees for not-for-profit organizations. City assets may be used in conjunction with a function or service, including but not limited to Police or Fire volunteer services, churches, organized charities operating legally under the laws of the State of Louisiana and in concert with other State, Federal, or Parish agencies, while performing public service or charity (not-for-profit) type duty. Such use shall be approved by the Mayor or his/her designee.

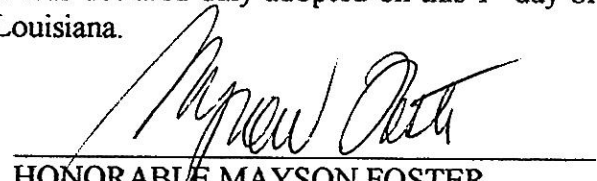
Rule X-8

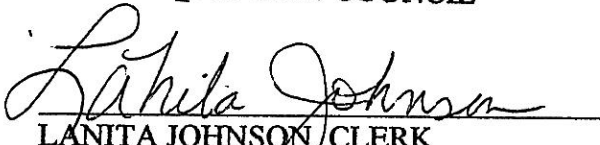
[reserved]

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 1st day of June, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE 04-3024, C.S.

ADOPT THE 2004-05 BUDGET

Fund Number	General Fund	Sales Tax Fund	Downtown Develop Fund	Fire Millage Fund	Police Millage Fund	Hazmat Fund	Police Education Fund	Sales Tax II Bond Fund	Certi Indebt Fund	Capital Projects Fund	Water & Sewer Fund	W&S Bond Fund	Insurance Fund	Witness Fund	Count
	100	203	207	209	210	211	213	307	325	420	610	625	710	803	
Beginning Fund Balance	\$1,147,000	\$0	\$44,000	\$362,000	\$35,600	\$9,300	\$27,500	\$1,174,000	\$116,800	\$0	\$490,000	\$415,000	\$919,000	\$106,000	
Revenues:															
Taxes		\$11,800,000	\$127,500												
Licenses & Permits															
Intergovernmental		\$830,800													
Charges and Fees		\$881,650													
Fines and Forfeits		\$315,000													
Interest Earnings		\$10,000	\$0	\$3,000	\$400	\$100	\$300	\$11,000	\$500			\$6,000	\$14,000	\$2,400	\$15,385
Miscellaneous Revenues		\$132,000													
Total Revenues	\$6,446,450	\$11,810,000	\$127,500	\$3,000	\$400	\$100	\$2,800	\$11,000	\$500	\$0	\$3,933,500	\$6,000	\$1,258,959	\$17,785	
Transfers In	\$10,775,000			\$247,900	\$247,900	\$0	\$0	\$756,000	\$187,260	\$60,000	\$0	\$710,000	\$0	\$0	\$0

Expenditures:																												
Council	\$205,500		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Mayor	\$318,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Accounting	\$499,900		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Purchasing	\$210,900		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Garage	\$173,900		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Legal	\$164,400		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Personnel	\$188,900		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Data Processing	\$282,500		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
General Administration	\$1,550,580		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Insurance	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Police Department	\$5,676,362		\$0		\$0		\$51,000		\$247,000		\$9,000		\$5,000		\$0		\$0		\$0		\$0		\$0		\$1,140,000		\$23,700	
Fire Department	\$3,355,178		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Building Department	\$942,140		\$60,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Streets	\$1,526,197		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Grounds	\$839,417		\$24,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Sanitation	\$710,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Airport	\$305,320		\$5,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Recreation	\$679,502		\$100,000		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Downtown	\$0		\$0		\$135,100		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
Water & Sewer	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$2,980,545		\$0		\$0		\$0	
Capital Expenditures	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$60,000		\$420,000		\$0		\$0		\$0	
Debt Service	\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0		\$0	
** Total Expenditures **	\$17,628,696		\$189,000		\$135,100		\$51,000		\$247,000		\$9,000		\$5,000		\$782,953		\$185,916		\$60,000		\$3,400,545		\$723,064		\$1,140,000		\$23,700	

Transfers Out:	\$683,060	\$11,591,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$710,000	\$0	\$0	\$0
Ending Fund Balance	\$56,694	\$30,000	\$36,400	\$561,900	\$36,900	\$400	\$25,300	\$1,158,047	\$118,644	\$0	\$312,955	\$407,936	\$1,037,959	\$100,085

This ordinance having been submitted in writing, having been introduced at a public meeting of the hammond city council, discussed at a public hearing of said Council and was submitted to an officia

Mayson Foster, Mayor

NICKY MUSCARELLO, PRESIDENT

LANITA V. JOHNSON, CLERK

\$12,984,060

\$3,883,219

I vote of the Hammond City Council. The president declared this Ordinance adopted.

From: Nick Camelo
Sent: Thursday, June 17, 2004 9:42 AM
To: Lanita Johnson
Subject: CONSOLIDATED BUDGET

	General Fund 100	Sales Tax Fund 203	Downtown Develop Fund 207	Fire Millage Fund 209	Police Millage Fund 210	Hazmat Fund 211	Police Education Fund 213	Sales Tax II Bond Fund 307	Certi Indebt Fund 325
Fund Number	100	203	207	209	210	211	213	307	325
Beginning Fund Balance	\$1,147,000	\$0	\$44,000	\$362,000	\$35,600	\$9,300	\$27,500	\$1,174,000	\$116,800
Revenues:									
Taxes	\$3,048,000	\$11,800,000	\$127,500						
Licenses & Permits	\$1,229,000								
Intergovernmental	\$830,800								
Charges and Fees	\$881,650						\$2,500		
Fines and Forfeits	\$315,000								
Interest Earnings	\$10,000	\$10,000	\$0	\$3,000	\$400	\$100	\$300	\$11,000	\$500
Miscellaneous Revenues	\$132,000								
Total Revenues	\$6,446,450	\$11,810,000	\$127,500	\$3,000	\$400	\$100	\$2,800	\$11,000	\$500
Transfers In	\$10,775,000			\$247,900	\$247,900	\$0	\$0	\$756,000	\$187,260
Expenditures:									
Council	\$205,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Mayor	\$318,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accounting	\$499,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Purchasing	\$210,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Garage	\$173,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Legal	\$164,400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Personnel	\$188,900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Data Processing	\$282,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
General Administration	\$1,550,580	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Police Department	\$5,676,362	\$0	\$0	\$0	\$247,000	\$0	\$5,000	\$0	\$0
Fire Department	\$3,355,178	\$0	\$0	\$51,000	\$0	\$9,000	\$0	\$0	\$0
Building Department	\$942,140	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Streets	\$1,526,197	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Grounds	\$839,417	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sanitation	\$710,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Airport	\$305,320	\$5,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Recreation	\$679,502	\$100,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Downtown	\$0	\$0	\$135,100	\$0	\$0	\$0	\$0	\$0	\$0
Water & Sewer	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Capital Expenditures	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Debt Service	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$782,953	\$185,916
** Total Expenditures **	\$17,628,696	\$189,000	\$135,100	\$51,000	\$247,000	\$9,000	\$5,000	\$782,953	\$185,916
Transfers Out:	\$683,060	\$11,591,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Ending Fund Balance	\$56,694	\$30,000	\$36,400	\$561,900	\$36,900	\$400	\$25,300	\$1,158,047	\$118,644

Capital Projects Fund 420	Water & Sewer Fund 610	W&S Bond Fund 625	Insurance Fund 710	Court Witness Fund 803	Totals
\$0	\$490,000	\$415,000	\$919,000	\$106,000	\$4,846,200
					\$0
					\$14,975,500
					\$1,229,000
					\$830,800
	\$3,897,000		\$1,244,959		\$6,026,109
				\$15,385	\$330,385
	\$4,500	\$6,000	\$14,000	\$2,400	\$62,200
	\$32,000				\$164,000
\$0	\$3,933,500	\$6,000	\$1,258,959	\$17,785	\$23,617,993
					\$0
\$60,000	\$0	\$710,000	\$0	\$0	\$12,984,060

\$0	\$0	\$0	\$0	\$0	\$205,500
\$0	\$0	\$0	\$0	\$0	\$318,000
\$0	\$0	\$0	\$0	\$0	\$499,900
\$0	\$0	\$0	\$0	\$0	\$210,900
\$0	\$0	\$0	\$0	\$0	\$173,900
\$0	\$0	\$0	\$0	\$0	\$164,400
\$0	\$0	\$0	\$0	\$0	\$188,900
\$0	\$0	\$0	\$0	\$0	\$282,500
\$0	\$0	\$0	\$0	\$0	\$1,550,580
\$0	\$0	\$0	\$1,140,000	\$0	\$1,140,000
\$0	\$0	\$0	\$0	\$23,700	\$5,952,062
\$0	\$0	\$0	\$0	\$0	\$3,415,178
\$0	\$0	\$0	\$0	\$0	\$1,002,140
	\$0	\$0	\$0	\$0	\$1,526,197
\$0	\$0	\$0	\$0	\$0	\$863,417
\$0	\$0	\$0	\$0	\$0	\$710,000
\$0	\$0	\$0	\$0	\$0	\$310,320
\$0	\$0	\$0	\$0	\$0	\$779,502
\$0	\$0	\$0	\$0	\$0	\$135,100
\$0	\$2,980,545	\$0	\$0	\$0	\$2,980,545
\$60,000	\$420,000	\$0	\$0	\$0	\$480,000
\$0	\$0	\$723,064	\$0	\$0	\$1,691,933
\$60,000	\$3,400,545	\$723,064	\$1,140,000	\$23,700	\$24,580,974
\$0	\$710,000	\$0	\$0	\$0	\$12,984,060
\$0	\$312,955	\$407,936	\$1,037,959	\$100,085	\$3,883,219

Totals

\$4,846,200
\$0
\$14,975,500
\$1,229,000
\$830,800
\$6,026,109
\$330,385
\$62,200
\$164,000
\$23,617,993
\$0
\$12,984,060

\$205,500
\$318,000
\$499,900
\$210,900
\$173,900
\$164,400
\$188,900
\$282,500
\$1,550,580
\$1,140,000
\$5,952,062
\$3,415,178
\$1,002,140
\$1,526,197
\$863,417
\$710,000
\$310,320
\$779,502
\$135,100
\$2,980,545
\$480,000
\$1,691,933
\$24,580,974

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

The motion to adopt this ordinance was made by JACKSON and was seconded by LICCIARDI.

The vote thereon was as follows:

YEAS: 1) WILSON
 2) LICCIARDI
 3) JACKSON
 4) MONTECINO

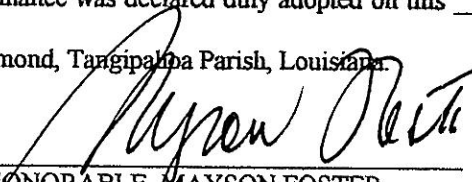
NAYS: 1) none
 2) _____

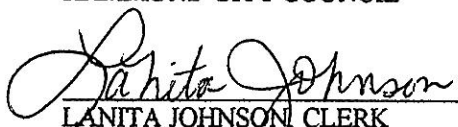
NOT VOTING: 1) none
 2) _____

ABSENT: 1) Muscarello
 2) _____

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 15th day of June, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3025, C.S.

“AN ORDINANCE AMENDING ARTICLE III. SECTION 23-36 AND SECTION 23-37 SOLICITORS

BE IT ORDAINED by the City of Hammond that Hammond Code Chapter 23, Article III, Section 23-36 and Section 23-37 shall be amended to read as follows:

Sec. 23-35. Definition.

A "solicitor" within the meaning of this article is defined to be any person who, as owner, agent or employee, engages in the business of going from house to house offering to sell, or by any other means offering to sell within the city, for future delivery, any goods, wares or merchandise, or services to be performed in the future: or for the making, manufacturing or repairing of any article whatsoever for future delivery, provided that this section shall apply only to solicitors who demand or receive payment or deposit of money in advance of final delivery. (Ord. No. 100, C.S., § 1, 10-7-24)

Cross reference-Rules of construction and definitions generally, 1-2.

Sec. 23-36. License-Required; fees.

It shall be unlawful for any person to act as a solicitor, within the meaning of this article, without first furnishing a bond, as hereinafter provided for, and securing a license from the **city tax collector or designee** to do so, for which he shall pay, if traveling on foot, quarterly the sum of **sixty dollars, \$60.00**. (Ord. No. 100, C.S., § 2, 10-7-24)

Sec. 23-37. Same-Application; bond.

- (a) Any person desiring to engage in business as a solicitor within the city shall make application therefore to the **city tax collector or designee** stating the name and address of the applicant, the name and address of the person, firm or corporation which he represents, and the kind of goods offered for sale, or the kind of services to be performed.
- (b) Such application shall be accompanied by a bond in the penal sum of **one thousand five hundred dollars, \$1,500.00** executed by a surety company ***** < authorized to do business in Louisiana in a form approved by the city> ***** Any person aggrieved by the action of any such solicitor shall have a right of action on the bond for the recovery of money or damages, or both.
- (b) Such bond shall remain in full force for a period of ninety (90) days after the expiration of any such license, unless sooner released by the *****<city>*** tax collector**. (Ord. 100, C.S., § 3, 10-7-24)

Sec. 23-28. Aggrieved parties' rights under bond

Any person aggrieved by the action of any solicitor licensed under this article shall have a right of action on the bon, submitted by the solicitor with his license application, for the recovery of money or damages, or both. (Ord. No. 100, C.S., § 3, 10-7-24)

Sec. 23-39. Orders to be in writing; copy to purchaser.

All orders taken by solicitors licensed under this article shall be in writing, in duplicate, stating the terms thereof and the amount paid in advance, and one copy shall be given to the purchaser. (Ord. No. 100, C.S., § 4, 10-7-24)

Sec. 23-40. Violations; penalty.

Any person, whether acting for himself or for another, who shall engage in or attempt to engage in the business of soliciting within the corporate limits of the city without first furnishing bond and securing a solicitor's license in the manner provided in this article, and in addition thereto paying the license tax due the city for engaging in such business, shall be deemed guilty

of a misdemeanor, and, upon conviction, shall be subject to punishment as provided in section 1-8 of this Code. (Ord. No. 100. C.S., § 5, 10-7-24)

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

The motion to adopt this ordinance was made by Ricciardi and was seconded by Montecino.

The vote thereon was as follows:

YEAS:

- 1) Wilson
- 2) Ricciardi
- 3) Jackson
- 4) Montecino
- 5) _____

NAYS:

- 1) none
- 2) _____

NOT VOTING:

- 1) none
- 2) _____

ABSENT:

- 1) Muscarello
- 2) _____

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 15th day of

June, year 2004, at Hammond, Tangipahoa Parish, Louisiana

Nicky Muscarello
NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL

Mayson Foster
HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND

Lanita Johnson
LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3026, C.S.
“AN ORDINANCE AMENDING CHAPTER 23;
ARTICLE I, II, AND III; SECTION 23-1
PEDDLERS AND HAWKERS

Chapter 23

PEDDLERS AND HAWKERS

Art. I.	In General, §§ 23-1–23-5
Art. II.	Itinerant Vendors, §§ 23-16–23-34
Art. III.	Solicitors, §§ 23-35–23-40

ARTICLE I. IN GENERAL

Sec. 23-1. Entering private residences or property or businesses without invitation for solicitation purposes, etc., declared nuisance; exception.

BE IT ORDAINED by the City of Hammond that Hammond Code Chapter 23, Article I, Section 23-1, sub-paragraph (a) shall be amended to read as follows:

(a) The practice of going in and upon private residences or businesses in the city by solicitors, peddlers, hawkers, itinerant merchants, and transient vendors of merchandise without having **first obtained a lawful permit issued by the City of Hammond Tax Collector or his designee**, or having been requested or invited to do so by the owner or owners, occupant or occupants of said private residences or businesses, for the purpose of soliciting money or orders for the sale of goods, wares, and merchandise and/or for the purpose of disposing of, peddling or hawking the same, is hereby declared to be a nuisance and is hereby prohibited.

(b) Whoever violates this section shall be punished as provided in section 1-8 of this Code of Ordinances. (Ord. No. 260, C.S., § 1, 10-9-51; Ord. No. 510, C.S., § 7, Art. 83, 9-5-67)

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

The motion to adopt this ordinance was made by MONTECINO and was seconded by LICCIARDI.

The vote thereon was as follows:

YEAS:	1) WILSON
	2) LICCIARDI
	3) JACKSON
	4) MONTECINO
	5)

NAYS: NONE

NOT VOTING: NONE

ABSENT:

- 1) Muscarello
- 2) _____

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 15th
day of June, year 2004, at Hammond, Tangipahoa Parish, Louisiana.

Curtis Wilson
NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL

Mayson Foster
HONORABLE, MAYSON FOSTER
MAYOR, CITY OF HAMMOND

Lanita Johnson
LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3027, C.S.

**AN ORDINANCE TO REVISE AND REENACT
ORDINANCES 235, 466, 510, 604, 704, 923, 925, 981, 1033, 2099, 2169
2203, 2304, 2315, 2376, 2397, 2423, and 00-2687, OF THE HAMMOND CODE,
CHAPTER 5, PERTAINING TO ALCOHOL PERMITS AND REGULATIONS,
AND TO REVISE AND REENACT ORDINANCE NO. 2381 PERTAINING TO
THE DUTIES OF THE DIRECTOR OF PUBLIC SAFETY**

BE IT ORDAINED by the City of Hammond that Hammond Code Chapter 5, Article 11, Section 5-20 and 5-21 shall be amended and re-enacted to read as follows:

Sec. 5-20. Applications - Generally; submission to procedure.

Each application shall contain a printed statement, signed by the applicant, that the applicant stipulates and agrees to be bound by and governed by the provisions of Sec. 5-33, et seq. as it relates to suspension and revocation of alcohol permits, and, if applicable to provide the documentation upon demand as required in Sec. 5-2(3). Applications shall be mailed or delivered to the city within twenty-four hours of the mailing or delivering of the state application to the commissioner in Baton Rouge at the state capitol. If the applicant fails to do so, the City may deny the application. Payment of the application/license fee shall be remitted after the approval of the council.

The Collector shall present all existing licenses and permits to the Council for renewal on or before the first meeting in the month of October each year. The Council shall no later than the first meeting in the month of November each year approve each renewal unless facts exist as provided in this section to deny said renewal application and/or license.

The Collector's office shall forthwith notify an applicant and the alcohol permit board of review in writing in the event of the denial of approval of the renewal by the Council. A renewal form shall accompany the submission of the license fee, which shall be submitted to the collector's office no later than December 1st of each year, or the next business day thereafter if said date falls upon a weekend or holiday.

Sec. 5-21. Same -- Penalties for late filing.

Should any retail dealer or wholesale dealer to whom a permit has been issued under this article fail to file his application for renewal of the permit for an ensuing year on or before the first day of ~~December~~ of each year, the application may be denied without notice or hearing and the applicant's right to do business suspended, or a penalty may be imposed of five (5) per cent of the amount due for the permit applied for, plus an additional five (5) per cent per month thereafter without notice of hearing, or both.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

The motion to adopt this ordinance was made by JACKSON and was seconded by LICCIARDI.

The vote thereon was as follows:

YEAS:	1)	WILSON
	2)	LICCIARDI
	3)	JACKSON
	4)	MONTECINO

ABSENT:

- 1) Muscarello
- 2) _____

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 15th
day of June, year 2004, at Hammond, Tangipahoa Parish, Louisiana.

Curtis Wilson
NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL

Mayson Foster
HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND

Lanita Johnson
LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

CITY OF HAMMOND
ORDINANCE NO. 04-3028, C.S.

AN ORDINANCE AUTHORIZING THE PURCHASE OF PROPERTY FROM JOHN AND CATHERINE GRADY ("GRANTOR") BY THE CITY OF HAMMOND TO CONSTRUCT A STREET AND ASSOCIATED DRAINAGE, SEWER AND WATER UTILITIES AND ASSOCIATED APPURTENANCES FOR USE BY THE PUBLIC, AS PER THE CONSTRUCTION PLANS FOR "PALMETTO STREET IMPROVEMENTS FOR THE CITY OF HAMMOND", PREPARED BY T. C. SPANGLER, JR., P.E.

BE IT ORDAINED by the City of Hammond City Council that:

Section 1: This Council hereby declares that certain property owned by John and Catherine Grady ("Grantor") is necessary to facilitate the construction of a street and associated drainage, sewer, and water utilities and associated appurtenances for the City of Hammond (the "Project") and that the Project is a public necessity.

In consideration for the sale for appraised amount of \$5,000 of certain property by Grantor to the City for the Project, Grantor will be allowed to tie-in to the street and/or public utilities in the future to conform with City specifications, without payment to the City of any driveway permit fees or similar fees and Grantor shall allow the City's contractor to clear and/or remove natural and/or abandoned manmade obstructions to facilitate the work, provided that the resulting debris is covered, hauled off, or otherwise disposed of..

In consideration for the sale of property, City agrees to hold the Grantor harmless for any and all relocation costs of the street and utility improvements required as a result of a City or state project, including re-alignment of the street, and/or lowering, encasing or re-routing the utilities as necessary to conform with design requirements of any new City (or state) project. The City (or state) shall absorb and pay all costs associated with said relocation.

Section 2: The public purpose to be served by Project is to provide safe streets and necessary and desirable utilities for the citizens of Hammond.

Section 3: The property necessary for the Project and to be sold by Grantor to the City is described as follows:

Legal Description of
Palmetto Street Extension
City of Hammond
[11 August 2004]

One (1) parcel dedicated to the City of Hammond, LA, for use as a street right-of-way, located in Section 35, Township Six South (T-6-S), Range Seven East (R-7-E), City of Hammond, Parish of Tangipahoa, State of Louisiana, and containing 0.136 acres (\pm), to-wit:

Beginning at a point which is the northwest corner of the intersection of Palmetto Street and Natchez Street (i.e., the west R/W of Natchez Street and the north R/W of Palmetto Street), proceed along the west R/W of Natchez Street N 00°03'57"W, 41.00'; thence S 87°32'19"W, 74.00'; thence S 76°35'24"W, 147.80'; thence S 00°03'57"E, 4.00', to the existing north R/W of Palmetto Street; thence along the north R/W of Palmetto Street N 89°52'50"E, 217.75', back to the Point of Beginning, containing 5,937.80 square feet (\pm), or 0.136 acres (\pm) and located in Section 35, T-6-S, R-7-E, City of Hammond, Parish of Tangipahoa, State of Louisiana.

Section 4: Accordingly, Mayson Foster, Mayor of the City of Hammond is authorized to acquire on behalf of the City of Hammond the Property together with associated rights of way, servitudes, construction servitudes, and other property rights as are found to be necessary and equitable under sound engineering standards to provide for the Project; and the Mayor is authorized to do so by acceptance of an act of sale under the terms recited herein.

Section 5: All ordinances or resolutions or parts thereof in conflict herewith are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Hammond City Council, discussed at a public hearing of said Council and was submitted to an official vote of the Hammond City Council.

On motion of Jackson and seconded by Licciardi, the foregoing ordinance was hereby declared adopted on this 15th day of June, 2004, by the following roll call vote:

	<u>Yea</u>	<u>Nay</u>	<u>Absent</u>	<u>Not Voting</u>
Curtis Wilson	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Tony Licciardi	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Willie Jackson	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Kathy Montecino	<u>✓</u>	<u> </u>	<u> </u>	<u> </u>
Nicky Muscarello	<u> </u>	<u> </u>	<u>✓</u>	<u> </u>

ATTEST:

Lanita V. Johnson
Lanita V. Johnson, Clerk
Hammond City Council

Nicky Muscarello
Nicky Muscarello, President
Hammond City Council

Raymond R. R. R.

INTRODUCED: June 1, 2004

PUBLISHED: June 4, 2004

ADOPTED: June, 2004

DELIVERED TO MAYOR: June 16, 2004

APPROVED BY MAYOR: June 16, 2004

RECEIVED FROM MAYOR: June 17, 2004

ORDINANCE NO. 04-3029, C.S.

AN ORDINANCE TO ADOPT THE CITY OF HAMMOND LIFE SAFETY CODE 2003 AND UNIFORM FIRE CODE 2003

BE IT ORDAINED by the City of Hammond

Sec. 14-29. Life Safety Code adopted; penalties.

(a) *Adoption.* The city council does hereby adopt for its use NFPA 101, the Life Safety Code, 2003 edition and the Uniform Fire Code 2003. A copy of the Life Safety Code, NFPA 101, 2003 edition and the Uniform Fire Code 2003, shall at all times be available for public inspection and use in the city hall.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

The motion to adopt this ordinance was made by Montecino and was seconded by Jackson.

The vote thereon was as follows:

YEAS: 1) WILSON
 2)
 3) JACKSON
 4) MONTECINO
 5) MUSCARELLO

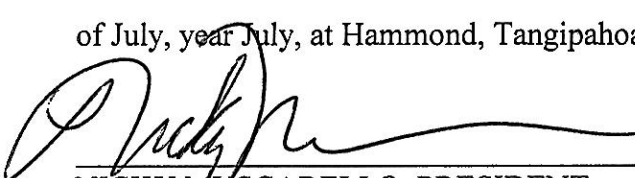
NAYS: NONE

NOT VOTING: NONE


ABSENT: 2) LICCIARDI

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6th day

of July, year July, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3030, C. S.

“AN ORDINANCE TO ANNEX 21.224 ACRES IN SECTION 33, T6S, R8E, LOUISIANA MEDICAL CENTER, L.L.C. AS PER SURVEY OF MARK THOMAS CHEMAY, REGISTERED PROFESSIONAL LAND SURVEYOR, DATED APRIL 29, 2004, SIGNED MAY 11, 2004 FOR TRACTS A & B, TO BE ZONED AS “C-3” COMMERCIAL, INCLUDED IN CITY COUNCIL DISTRICT III.”

BE IT ORDAINED by the City of Hammond that:

SECTION 1. To annex 21.224 acres in Section 33, T6S, R8E, Louisiana Medical Center, L.L.C. as per survey of Mark Thomas Chemay, Registered Professional Land Surveyor, dated April 29, 2004, signed May 11, 2004 for tracts A & B, to be zoned as “C-3” Commercial, included in City Council District III.

SECTION 2. Property described as follows: That certain tract of land located in Section 33, T6S, R8E, Tangipahoa Parish, Louisiana more particularly described as follows:

Commencing at the Southwest corner of Section 33, T6S, R8E; thence North 89° 52' 48" East 30.62' to the point of beginning; thence, North 02° 25' 55" West 274.94'; thence, North 87° 45' 53" East 20.04'; thence, North 00° 27' 50" West 370.30'; thence, North 33° 17' 34" East 191.87'; thence, North 72° 32' 20" East 717.84'; thence, South 89° 57' 01" East 191.46'; thence, South 02° 46' 59" East 1020.39'; thence, South 89° 52' 48" West (311.77') to the POINT OF BEGINNING of the tract herein described containing 21.224 Acres in all. *1036.45' long*

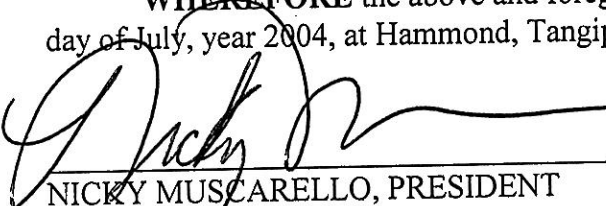
All as more fully shown on survey of Mark Thomas Chemay, Registered Professional Land Surveyor, dated April 29, 2004, and signed on May 11, 2004, an original of which is attached hereto and made a part hereof.

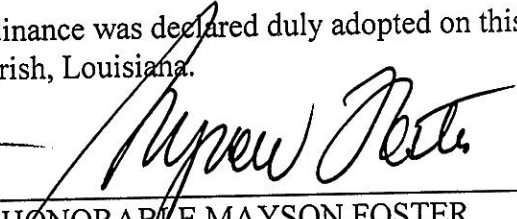
SECTION 3. SAID PROPERTY WILL BE LOCATED WITHIN COUNCIL DISTRICT III.

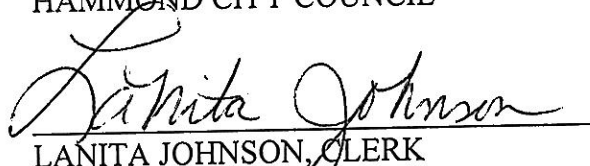
SECTION 4. SAID PROPERTY WILL BE ZONED AS “C-3”.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6th day of July, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND

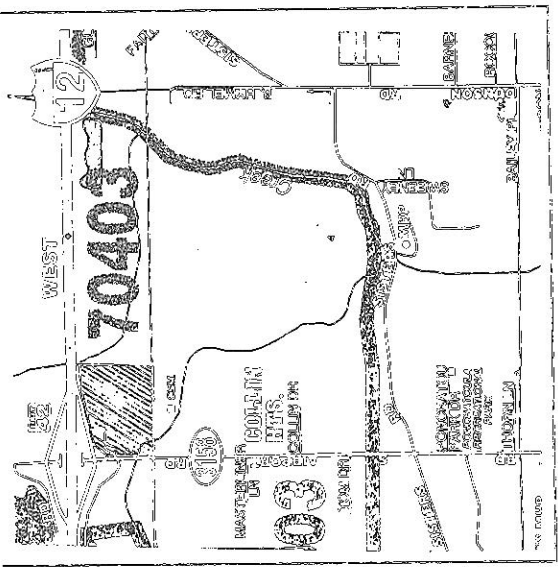
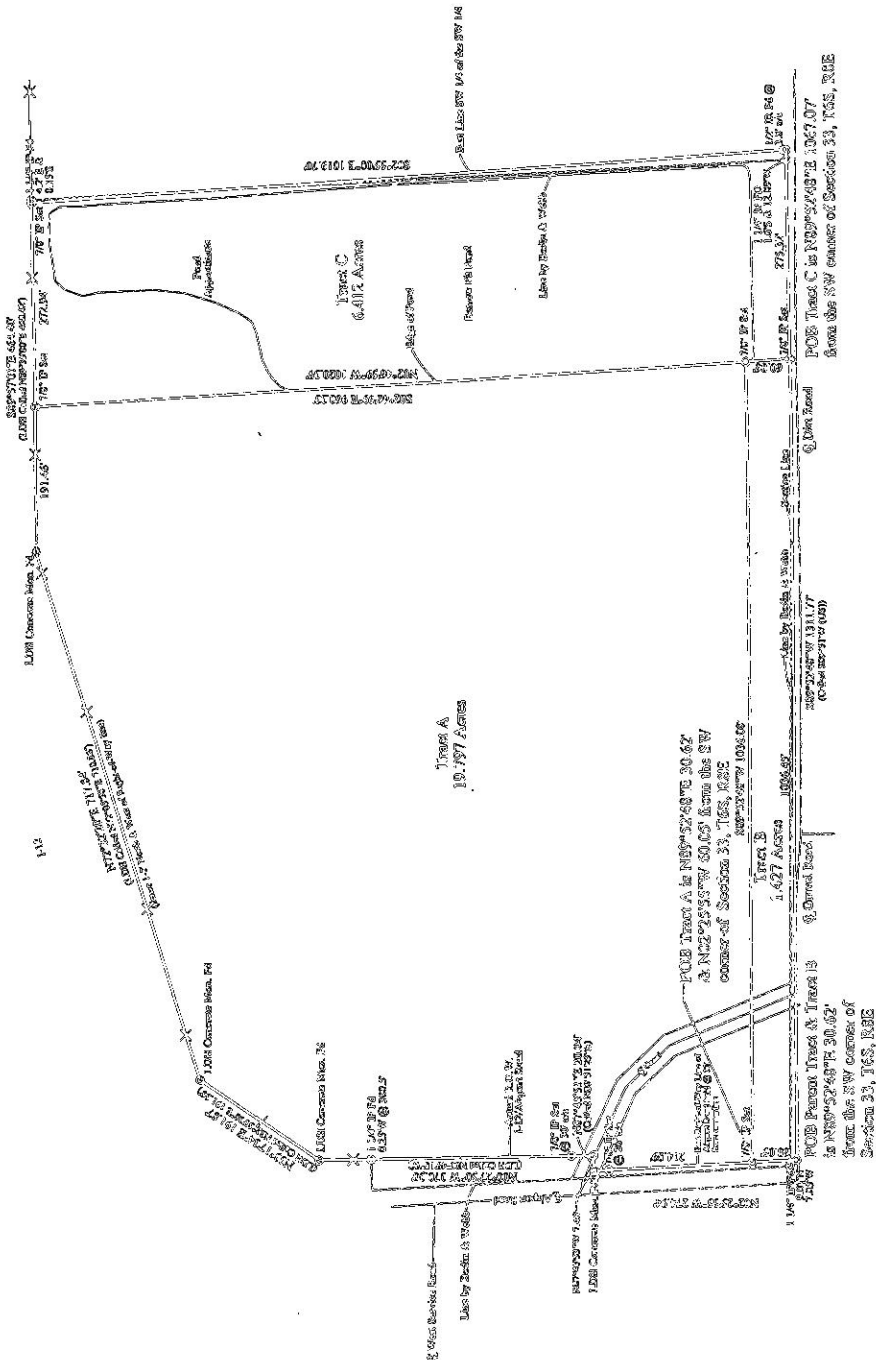

LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

04-3030C.S.

Notes:

- 1) Discrepancies listed in survey of record by Smith & Webb dated August 27, 1958 in regard to the location of the North Line of Section 33, the East Line of the Southeast 1/4 of the Southeast 1/4 of Section 33, and the Right-of-Way boundary of the 1:121/2 per cent Road Interchange, all of which are shown / controlling boundary lines.
- 2) 1:1/2 Airport Road Interchange Right-of-Way as per OGD 315 9437.
- 3) 60' Parish Right-of-Way held for Airport Road South of canal.
- 4) Easements determined by Solar Observation.

I certify that this plan represents an actual ground survey made by me and conforms to the requirements for the Minimum Standards for Property Surveys as found in Louisiana Administrative Code Title 46:XXI, Chapter 25 for a Class C survey.



Tangipahoa Parish Planning Commission
Miss Patricia Engstrom
3) Subdivision Name: Physicians Group
2) Location: Airport Road
3) Total Acres: 27.816
4) Total Lots: 3

APPROVED _____ DATE _____
PAIRED ENGINEER _____ DATE _____
HEALTH REPRESENTATIVE _____ DATE _____

Physicians Group, LLC
Minor Subdivision
Scale: 1" = 200'
Drawn By: L.G.
Revised Date:
Section 33, T.6S., R.8E.
Tangipahoa Parish, Louisiana



Center Annexation June 2004

ORDINANCE NO. 04-3031, C.S.

AN ORDINANCE LEVYING A TAX ON ALL TAXABLE PROPERTY
WITHIN THE CORPORATE LIMITS OF THE CITY OF HAMMOND
FOR THE YEAR 2004

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HAMMOND,
LOUISIANA AT IT'S REGULAR SESSION HELD ON THE 6TH DAY OF JULY 2004.

SECTION 1. BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE
CITY OF HAMMOND, IN LEGAL SESSION DULY CONVENED THAT THE TAX
COLLECTOR OF THE CITY OF HAMMOND, LOUISIANA IS HEREBY ORDERED
AND INSTRUCTED TO ASSESS, LEVY, AND COLLECT THE FOLLOWING
ADJUSTED MILLAGE RATES FOR THE YEAR 2004:

GENERAL FUND
(5207001)

ADJUSTED LEVY
8.51 MILLS

FIRE & POLICE
(5207002)

ADJUSTED LEVY
9.41 MILLS

ON THE DOLLAR ON ASSESSED VALUATION OF ALL TAXABLE PROPERTY,
WHETHER REAL, PERSONAL OR MIXED WITHIN THE CORPORATE LIMITS OF
THE CITY OF HAMMOND, LOUISIANA FOR THE PURPOSE OF RAISING
REVENUE.

BE IT FURTHER ORDAINED THAT THE ASSESSOR OF TANGIPAHOA PARISH
SHALL EXTEND UPON THE ASSESSMENT ROLL FOR THE YEAR 2004 THE
TAXES HEREIN LEVIED, AND THE TAX COLLECTOR OF TANGIPAHOA
PARISH SHALL COLLECT AND REMIT THE SAME TO THE CITY OF
HAMMOND IN ACCORDANCE WITH LAW.

MOTION WAS MADE BY MONTECINO, DULY SECONDED BY JACKSON ON
THIS 6TH DAY OF JULY 2004.


ADOPTED THE FOREGOING WAS REQUIRED BY PARAGRAPH (b) OF
SECTION 23 OF ARTICLE VII OF THE 1974 LOUISIANA CONSTITUTION, AND
PARAGRAPH B OF SECTION 1705 OF TITLE 47 OF THE LOUISIANA REVISED
STATUTES OF 1950, THE VOTING WAS AS FOLLOWS:

YEAS: MUSCARELLO, WILSON, JACKSON AND MONTECINO.

NAYS: NONE.

ABSENT: LICCIARDI.

AND THIS MOTION WAS APPROVED.



NICKY MUSCARELLO,
PRESIDENT OF THE COUNCIL



MAYSON FOSTER, MAYOR



LANITA V. JOHNSON
CLERK OF THE COUNCIL

INTRODUCED:

June 15, 2004

PUBLISHED:

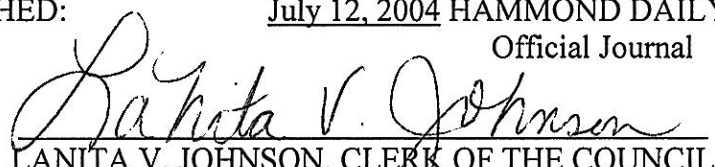
June 18, 2004 HAMMOND DAILY STAR
Official Journal

ADOPTED:

July 6, 2004

PUBLISHED:

July 12, 2004 HAMMOND DAILY STAR
Official Journal



LANITA V. JOHNSON, CLERK OF THE COUNCIL

ORDINANCE NO. 04-3032, C.S.

AN ORDINANCE LEVYING A TAX ON ALL TAXABLE PROPERTY WITHIN THE CORPORATE LIMITS OF THE CITY OF HAMMOND FOR THE YEAR 2004, NOT TO EXCEED THE PRIOR YEAR'S MAXIMUM MILLAGE RATE

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HAMMOND,
LOUISIANA AT IT'S REGULAR SESSION HELD ON THE 6TH DAY OF JULY 2004.

SECTION 1. BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE
CITY OF HAMMOND, IN LEGAL SESSION DULY CONVENED THAT THE TAX
COLLECTOR OF THE CITY OF HAMMOND, LOUISIANA IS HEREBY ORDERED
AND INSTRUCTED TO ASSESS, LEVY, AND COLLECT THE FOLLOWING
ADJUSTED INCREASED MILLAGE RATES NOT IN EXCESS OF THE PRIOR
YEAR'S MAXIMUM RATES FOR THE YEAR 2004:

	ADJUSTED LEVY	2004 MAXIMUM LEVY
GENERAL FUND (5207001)	8.51	9.04
FIRE & POLICE (5207002)	<u>9.41</u>	<u>10.00</u>
TOTAL	18.51	19.04

ON THE DOLLAR ON ASSESSED VALUATION OF ALL TAXABLE PROPERTY,
WHETHER REAL, PERSONAL OR MIXED WITHIN THE CORPORATE LIMITS OF
THE CITY OF HAMMOND, LOUISIANA FOR THE PURPOSE OF RAISING
REVENUE. WHEN COLLECTED, THE REVENUES FROM SAID TAXES SHALL
BE USED ONLY FOR THE SPECIFIC PURPOSES FOR WHICH SAID TAXES
HAVE BEEN LEVIED.

SECTION 2. BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE
CITY OF HAMMOND, IN LEGAL SESSION DULY CONVENED THAT A TAX OF
19.04 MILLS ON THE DOLLAR OF ASSESSED VALUATION OF ALL TAXABLE
PROPERTY, WHETHER REAL, PERSONAL, OR MIXED, WITHIN THE
CORPORATE LIMITS AND THE SAME IS HEREBY ASSESSED FOR THE YEAR
2004 TO BE DISTRIBUTED AS FOLLOWS:

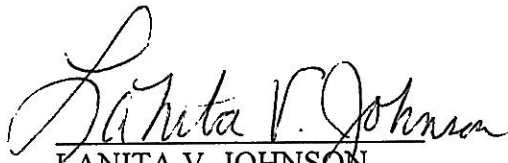
GENERAL FUND	9.04 MILLS
FIRE & POLICE	10.00 MILLS


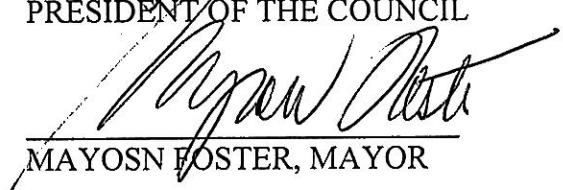
FIRE AND POLICE MILLAGE RATE ARE HEREBY DEDICATED TO
ACQUIRING, OPERATING AND MAINTAINING POLICE AND FIRE
PROTECTION SERVICES, FACILITIES AND EQUIPMENT AND PAYING
POLICE AND FIRE DEPARTMENT SALARIES.

MOTION WAS MADE BY MONTECINO, DULY SECONDED BY WILSON
ON THIS 6TH DAY OF JULY 2004.

ADOPTED THE FOREGOING WAS REQUIRED BY PARAGRAPH (b) OF
SECTION 23 OF ARTICLE VII OF THE 1974 LOUISIANA CONSTITUTION, AND
PARAGRAPH B OF SECTION 1705 OF TITLE 47 OF THE LOUISIANA REVISED
STATUTES OF 1950, THE VOTING WAS AS FOLLOWS:

YEAS: MUSCARELLO, WILSON, JACKSON AND MONTECINO.
NAYS: NONE.
ABSENT: LICCIARDI.
AND THE MOTION WAS APPROVED.


LANITA V. JOHNSON
CLERK OF THE COUNCIL

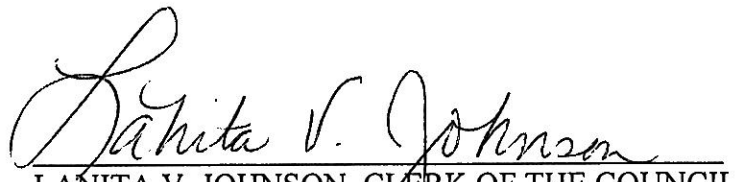

NICKY MUSCARELLO
PRESIDENT OF THE COUNCIL

MAYOSN FOSTER, MAYOR

INTRODUCED: June 15, 2004

PUBLISHED: June 18, 2004 HAMMOND DAILY STAR
Official Journal

ADOPTED: July 6, 2004

PUBLISHED: July 12, 2004 HAMMOND DAILY STAR
Official Journal


LANITA V. JOHNSON, CLERK OF THE COUNCIL

ORDINANCE NO. 04-3033, C. S.

AN ORDINANCE TO ZONE PROPERTY "R-5S" AND THE REQUEST IS FOR "R-5S BED AND BREAKFAST RESIDENCE AS A CONDITION, 300 N. HOLLY ST., OWNED BY LEONA COLLINS."

BE IT ORDAINED by the City of Hammond that:

THE FOLLOWING DESCRIBED PROPERTY "R-5S" AND THE REQUEST IS FOR "R-5S BED AND BREAKFAST RESIDENCE AS A CONDITION, 300 N. HOLLY ST., OWNED BY LEONA COLLINS."

SECTION 1. Name of Property owner(s) Leona Collins

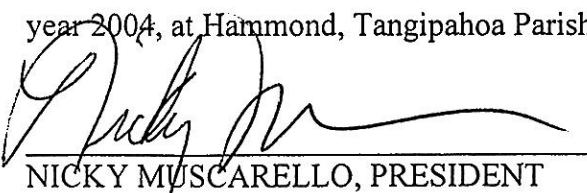
SECTION 2. Property bounded: Subject property bounded or belonging to: On the north by Lee Collins; on the south by Patti Pitzer; on the east by property belonging to the Fallers; and on the west by the John Church.


SECTION 3. Property address or description: 300 N. Holly St., Hammond

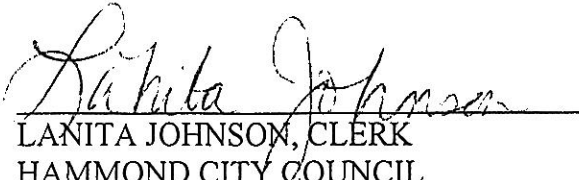
SECTION 4. The property is presently zoned "R-5S" and the request is for "R-5S bed and breakfast residence as a condition.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6th day of July, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3034, C. S.

“AN ORDINANCE TO ADOPT THE UPDATED BUILDING PERMIT FEE SCHEDULE”

BE IT ORDAINED by the City of Hammond that:

CITY OF HAMMOND
PERMIT & LICENSE FEES as of 7/19/04

NOTE: Failure to receive a City approved building, sign, fence, land clearing and/or fill permit or other required permit before beginning a job will result in doubling of the appropriate permit fee collected by the City. In addition, the City may require removal of work begun, fines, and halting of work. Building permits must be displayed or available to City staff on a construction site.

CERTIFICATE OF OCCUPANCY

Residential (include single-family, duplex, & multi-family).\$ 50.00
Commercial.....\$ 100.00

CHURCH.....\$.15 per sq. ft.

COMMERCIAL CONSTRUCTION-NEW *\$.15 per sq. ft.

COMMERCIAL PARKING & OVERLAYS\$50.00per lot, plus \$.01 per
sq. ft.
(Minimum \$50.00)

COMMERCIAL RENOVATION *:

\$0 - \$10,000\$ 50.00
\$10,000 and above\$50.00plus \$5.00 per thousand
above \$10,000

*SCHOOLS, INSTITUTIONAL, DUPLEX, MULTI-FAMILY, & NON-PROFIT INCLUDED IN COMMERCIAL CONTRACTOR'S LICENSE:

New Contractor's License Fee (When not LA St licensed).....\$ 150.00
Renewal Fee.....\$ 75.00
Delinquent License Fee.....\$ 35.00 after March 1st
Revival Fee\$ 50.00

(Note: Plus yearly renewal fee for license not renewed within the current year following the expiration of license. Any license not renewed for 2 consecutive years will require a new application.)

CONTRACTOR TEST\$ 25.00 each test

DEMOLITION:

Commercial.....\$ 100.00
Residential.....\$ 25.00

DRAINAGE PIPE/DRIVEWAY (culvert).....\$ 25.00

DUMPSTER:

Renewal.....\$ 5.00
First Dumpster\$ 20.00
Additional Dumpsters\$ 5.00 each
Renewal.....\$ 15.00

ELECTRICAL PERMIT (also see electrical schedule)

Residential Administrative Fee.....\$ 50.00 (*plus permit fee based
Commercial Administrative Fee\$ 100.00 on # of panels)

FENCE

Residential.....\$ 10.00
Commercial.....\$ 50.00

LOT/LAND CLEARING PERMIT.....\$ 25.00

MECHANICAL PERMIT

Residential Administrative Fee.....\$ 50.00 (*plus permit fee based
Commercial Administrative Fee.....\$ 100.00 on a/c load)

MOBILE HOME\$.08 per sq. ft.

PLUMBING PERMIT (also see plumbing schedule):

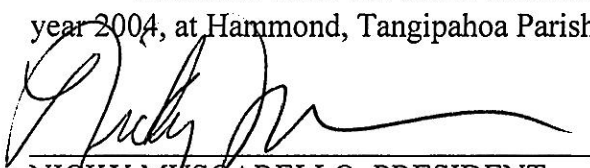
Residential Administrative Fee.....	\$ 50.00	plus fee schedule
Commercial Administrative Fee.....	\$ 100.00	plus fee schedule
Fixture Fee	\$ 3.00	per fixture
Floor Drain.....	\$ 1.00	per drain
Sewer Impact Fee.....	\$ 50.00	per water closet
Sewer Inspection Fee	\$ 25.00	
PORTABLE BUILDING PERMIT (if approved).....	\$ 100.00	not incl mobile home
Residential portable storage sheds	\$ 25.00	
RE-INSPECTION FEE.....	\$ 50.00	per inspection
RESIDENTIAL-SINGLE FAMILY-NEW CONSTRUCTION	\$.08	per sq. ft.
RESIDENTIAL-MULTI-FAMILY-NEW CONSTRUCTION	\$.15	per sq. ft. plus \$50 plan review fee
RESIDENTIAL RENOVATION:		
\$0 - \$10,000	\$ 30.00	
\$10,000 and above	\$ 30.00	plus \$5.00 per thousand above \$10,000
REZONING, CONDITIONAL ZONING & INITIAL ZONING:		
Single Lot.....	\$ 120.00	
Block or Area	\$ 250.00	
SIDEWALK USE PERMIT	\$ 25.00	
SIGNS:		
Political Campaign Deposit (refundable).....	\$ 200.00	
Permanent	\$ 50.00	
Temporary.....	\$ 25.00	
SUBDIVISION APPROVAL & LAND DEVELOPMENT:		
Preliminary Review (and in-house adm)	\$50.00(+ \$2.00 for	each lot or building)
Final Review	\$ 250.00 (+\$3.00 for	each lot or building)
SWIMMING POOL (in-ground only)	\$ 25.00	
WEEKEND INSPECTION (per inspection)	\$ 50.00	
ZONING VARIANCE REQUEST.....	\$ 25.00	
SUBDIVISION ORDINANCE BOOK	\$ 20.00	
ZONING ORDINANCE BOOK (with signage and landscape rules).....	\$ 25.00	


Building permits are not required for the following:

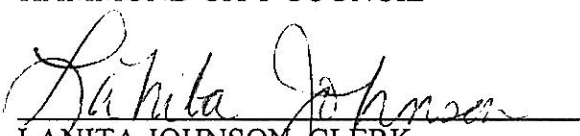
- *reroofing of single family homes when no structural change takes place*
- *interior and exterior painting of single family homes*
- *minor repairs of buildings, slabs, driveways, patios, sidewalks in which labor and material do not exceed \$2000 and which no structural changes or additions take place*

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 6th day of July, year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3035, C. S.

AN ORDINANCE TO AMEND DOWNTOWN DEVELOPMENT DISTRICT FISCAL YEAR 2004-2005 BUDGET

BE IT ORDAINED by the City of Hammond that:

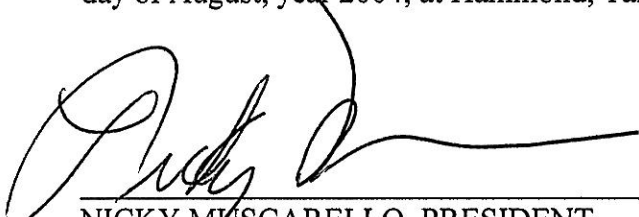
TO INCLUDE THE FOLLOWING ACCOUNTS OMITTED ON THE CONSOLIDATED
BUDGET.

FARMER'S MARKET REVENUE ACCOUNT	2070100-460191	\$7,600.00
FARMER'S MARKET MANAGEMENT ACCOUNT	20775100-560902	\$7,600.00

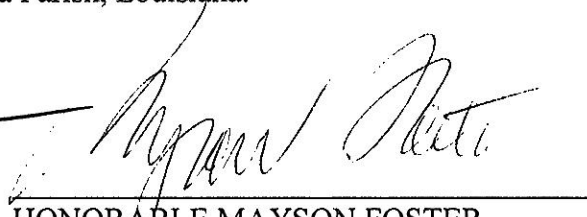
THESE ACCOUNT WERE ESTABLISHED BY ORDINANCE IN 2003-2004.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

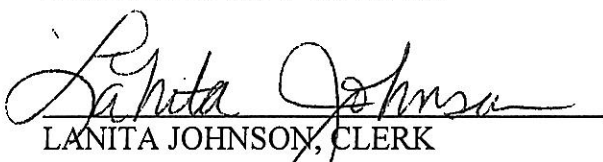
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 3rd day of August, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3036, C. S.

AN ORDINANCE FOR A COOPERATIVE ENDEAVOR AGREEMENT BETWEEN THE CITY OF HAMMOND POLICE DEPARTMENT AND THE PARISH OF TANGIAPHOA SHERIFF OFFICE TO DECLARE AS SURPLUS AND AUTHORIZING THE DONATION OF BALLISTIC VESTS WHICH IS IN THE BEST INTEREST OF THE HAMMOND POLICE DEPARTMENT TO AIDE IN PUBLIC SAFETY THROUGH THE USE OF SURPLUS BALLISTIC VESTS.

WHEREAS, the City of Hammond Police Department has found that it has no present or future proposed use of ballistic vests and,

WHEREAS, the City of Hammond Police Department (Roddy Devall) wishes to declare this property surplus, and

WHEREAS, the City of Hammond desires to donate to the Tangipahoa Parish Sheriff's Office (Daniel H. Edwards, Sheriff)

THEREFORE, be it ordained that the above described property shall be and is hereby declared surplus and donated to the Tangipahoa Parish Sheriff's Office.

BE IT FURTHER ORDAINED, that the Mayor of the City of Hammond shall be and is hereby authorized to execute any documents necessary ownership of the above described property to the aforementioned.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

The motion to adopt this ordinance was made by Licciardi and was seconded by Montecino.

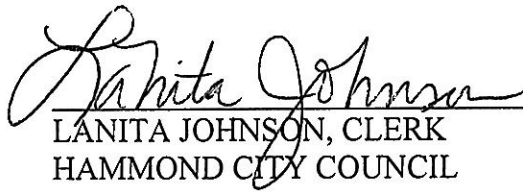
The vote thereon was as follows:

YEAS: WILSON, LICCIARDI, JACKSON, MONTECINO AND MUSCARELLO.

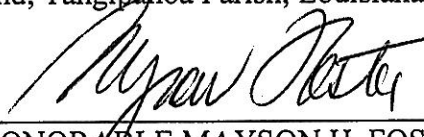
NAYS: NONE.

ABSENT: NONE.

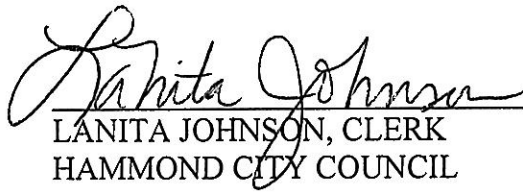
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 17th day of August, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON H. FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 00-3037, C.S.

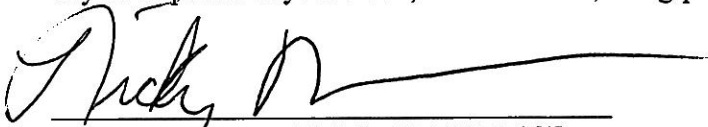
**AN ORDINANCE TO DECLARE SURPLUS A 1986 FORD PUMPER SER.
#1FDYD804GVA34878, ASSET #01103, CITY #218 AND HAVE FUNDS FROM SALE
OF VEHICLE PUT BACK INTO MILLAGE ACCT. #20925000**

BE IT ORDAINED by the City of Hammond that:

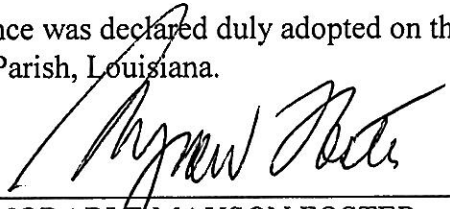
Declare surplus a 1986 ford pumper ser. #1fdyd804gva34878, asset #01103, city #218 and have funds from sale of vehicle put back into millage acct. #20925000.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

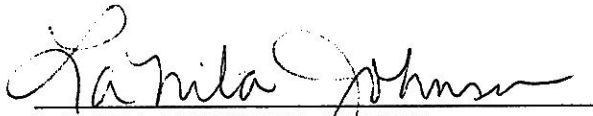
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 7th day of September year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04- 3038, C.S.

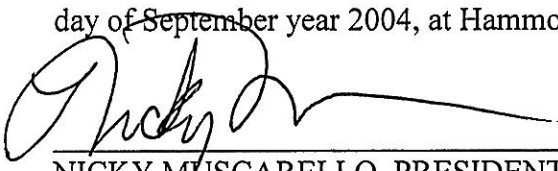
**AN ORDINANCE TO DECLARE SURPLUS AND DONATE POLICE VEHICLE TO
THE SPRINGFIELD POLICE DEPARTMENT FOR USE AS A K-9 VEHICLE ALONG
WITH ONE ALUMINUM K-9 KENNEL; VEHICLE #2FALP74WOVX139656**

BE IT ORDAINED by the City of Hammond that:

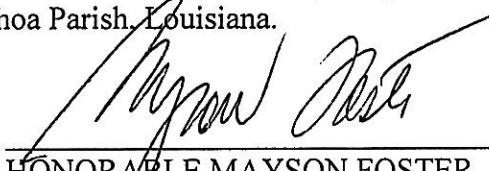
Declare surplus and donate police vehicle to the Springfield Police Department for use as a K-9 vehicle along with one aluminum K-9 kennel; vehicle #2FALP74WOVX139656.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

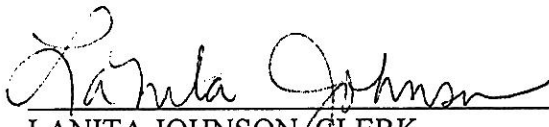
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 7th day of September year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3039, C.S.


**AN ORDINANCE TO AMEND CONSOLIDATED BUDGET FOR CORRECTION IN
THE AMOUNT OF \$180,180 OF PROPERTY/LIABILITY CHARGES IN THE
INSURANCE FUND**

BE IT ORDAINED by the City of Hammond that:

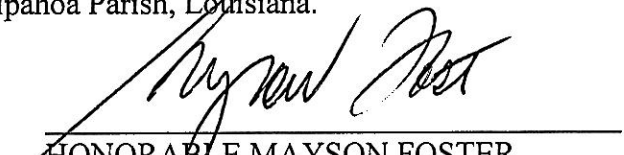
To amend Consolidated Budget for correction in the amount of \$180,180 of Property/Liability Charges in the Insurance Fund.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.


WHEREFORE the above and foregoing ordinance was declared duly adopted on this 7th day of September year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

CITY OF HAMMOND
ORDINANCE NO. 04-3040, C.S.
LANDSCAPING, CLEARING, FILL – URBAN FORESTRY

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HAMMOND, LOUISIANA AT ITS REGULAR SESSION HELD ON THE **21ST DAY OF SEPTEMBER 2004**.
REQUIREMENT FOR LANDSCAPE PLANS AND MAINTENANCE PROVISIONS, STREET TREE GUIDELINES, AND UPDATE ON THE CREATION OF THE URBAN FORESTRY COMMITTEE.

1. PURPOSE AND INTENT:

The purpose of this ordinance is to promote the health, safety, and welfare of the existing and future residents of the City of Hammond and its environment, by establishing minimum standards for the protection and enhancement of natural plant communities, natural features, and continued maintenance of those areas and landscaped areas with the City of Hammond for the following purposes:

- A. **Environmental Quality**- To improve environmental quality by recognizing the numerous beneficial effects of landscaping and protection of the forest canopy.
- B. **Aesthetics**- To improve the aesthetic appearance of commercial, industrial and residential areas through landscape design which incorporates protection and maintenance of living plant materials and other site developments in ways that harmonize and enhance the natural and built environment, while enhancing public health and safety.
- C. **Land Values**- To maintain and increase the value of land and community economic image by requiring a minimum amount of landscaping to be incorporated into development, thus becoming itself a valuable capital asset.
- D. **EPA mandate**- To comply with the Environmental Protection Agency and DEQ mandates to reduce non-point pollution of streams and waterways.

2. ADVISORY COMMITTEE APPOINTED

The Mayor shall appoint an advisory committee on urban forestry and landscaping which shall serve to advise the City on issues concerning public trees, landscaping, planning, removal, planting and maintenance. The Mayor shall solicit recommendations from the City Council and interested civic organizations for the appointments of advisory committee members.

All committee members shall serve at the pleasure of the Mayor. The Advisory Committee shall be composed of not less than 11 persons and no more than 17. Failure to participate in committee meetings shall be just cause to be removed from such committee. The City Council shall recommend to the Mayor the appointments of a horticulturist, one forester, one utility company representative and one contractor or developer.

3. LAND CLEARING, AND LAND FILLING REQUIREMENTS

The following requirements apply to all Land Clearing and Land Filling operations in all zoning districts and for commercial, multi-family and industrial building sites, building project or sites, public or private, that require a building permit in the City of Hammond, regardless of location. This does not include the clearing of a single subdivision lot *or conforming residential lot* for a single-family house that is not within an "A" flood zone.

A. LAND CLEARING /FILL PERMIT:

Prior to the cutting, clearing, or removal of any plant material, or the filling of a lot with soil or other fill material, a *Land Clearing / Fill Permit* shall first be obtained from the City of Hammond Building Department. The following minimum information shall be provided to the City.

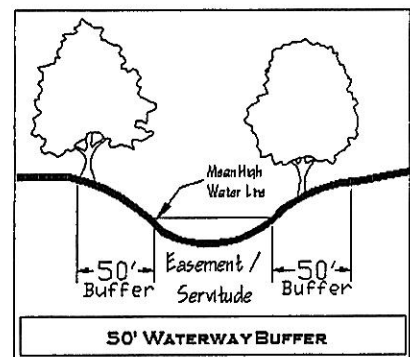
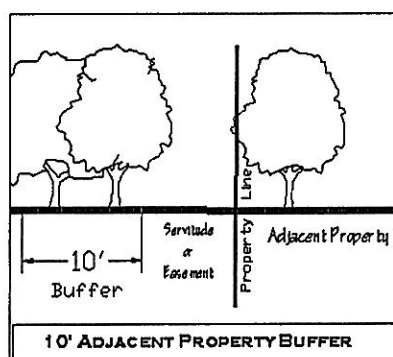
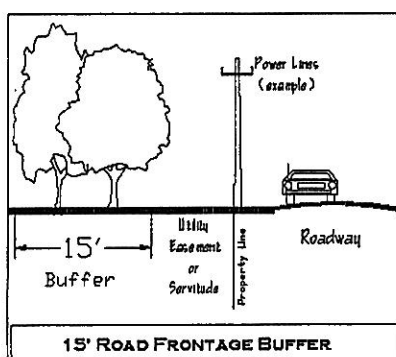
- Name, address, phone number and contact person of contractor and property owner.
- Adequate legal description of property.
- Authorization of property owner to begin clearing or filling.

- Site Plan of property, showing any buildings on the site, area to be cleared or filled and location of green buffer areas where required.
 - Estimated starting date and completion date of work.
 - Erosion control measures and Best Management Practices (BMP) measures to be taken to keep soil from eroding into streets, drainage areas, and neighboring properties.
- i) **Permit Issued:** Upon concurrence with the licensed Arborist and Building Official from the City, a Land Clearing / Fill Permit shall be issued by the Building Department within seven (7) days of submittal of a permit and all required information by the owner or his representative. The permit shall be valid for no more than six (6) months.
 - ii) **Pre-Inspection by City:** At least three working days prior to beginning work, the owner or his representative shall request a pre-condition and pre-clearing inspection from the City Building Department and the designated State licensed Arborist. After notification by the owner, the City shall schedule a meeting within three days with the owner or his representative prior to the contractor beginning work. No work is to begin until representatives from these departments meet with the owner or his representative on site.
 - iii) **Post Inspection:** The Building Inspector and/or his designee shall inspect the clearing site during and after completion of work from compliance with City regulations and to inspect for any damage to culverts, roadways, drainageways, etc.

B) LAND CLEARING REQUIREMENTS:

The requirements of this Section shall be met by all parties engaged in land clearing when a tract or parcel of land is being prepared for development, or is being changed from an agriculture, open, developed, undeveloped, or forestry use to a residential subdivision, commercial, multi family, or industrial use. This does not include the clearing of a single lot not *exceeding 2 acres in size* for one single-family house.

- i) **Permit Required:** A permit from the Hammond Building Department is required prior to commencement of land clearing operations. All commercial, multi-family and industrial building sites, building projects, or renovations projects or sites, public or private, that require a building permit in the City of Hammond, regardless of location shall first obtain a *Land Clearing / Land Filling Permit* from the Hammond Building Department prior to commencement of construction. An erosion control plan shall be included to indicate the owner/developers plans for reducing erosion on the site after clearing.
- ii) **Land Clearing Operation:** All land clearing operations shall be on site unless written permission is obtained to work within public areas and neighboring properties. The access roadway shall be of sufficient strength to allow access by construction vehicles and shall be maintained during land clearing operation so that it is not allowed to become rutted. All drainage areas and public roads must be properly restored before a land clearing applicant or contractor leaves the site. All public rights of way, public properties, existing and recognized natural drainage, and engineered drainage shall be restored to pre-existing conditions with the cessation of the land clearing activity. Access roadways for land clearing operations may be cleared.
- iii) **Damage to Public Property:** In the event a land clearing operation causes damage to City of Hammond public property resulting in the City having to take corrective action, the City will present the invoice to the responsible party of record and/or have the responsible party rectify the damages to the site or by payment to the City.
- iv) **Tree Buffers:** The following requirements for tree buffer areas are mandatory. Additional buffers may be required as part a valid building permit that would show approved green buffers in addition to those required below. All buffers required shall be exclusive of all easements, servitude and or rights of way within the property, excepting Consolidated



Drainage Board numbered laterals (may include drainage servitudes of at least 50 feet in width on either side of drainage way).

1. Waterways – Fifty (50) feet in width along both banks of natural streambeds, riverbanks and drainage canals *maintained by the Parish* and measured from the mean high water line (does not include roadside drainage ditches, man-made or natural swales).
2. Adjacent Property – Ten (10) foot width along the adjacent property line. (See Zoning Ordinance for other buffer requirements)
3. Road Frontage – Fifteen feet width along the existing public road frontage (*not including access ways*) or railroads. In the case of new subdivisions, all Road Frontage Tree Buffer requirements shall apply to all roadways existing and those proposed for development.

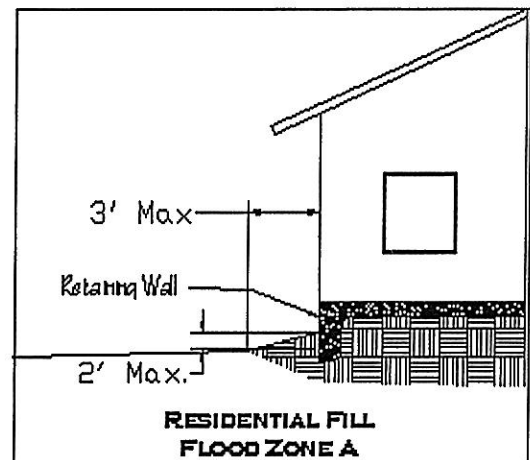
It shall be unlawful to place soil, rubbish, or other material such that trees so maintained in the buffers become diseased, stressed or dies as a result.

- vi) **Tree Preservation Requirements:** All healthy trees of twelve (12) inches in diameter (and 8" for live oaks) measured four and one half (4-1/2) feet above the ground (dbh) or more that are in the tree buffer as defined above, shall be preserved. All trees in buffer zones required to be preserved by this ordinance shall be indicated on the approved building permit plan indicating the location, variety and size in caliper inches measured in diameter at breast height (dbh). *Decisions on the final determination of healthy tree status shall be determined by the City's Arborist, prior to development.*

C. LAND FILLING REQUIREMENTS:

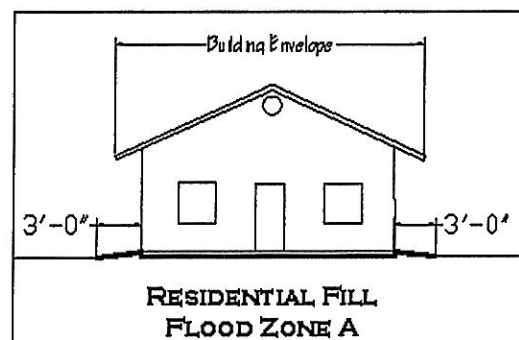
The requirements of this Section shall be met by all parties engaged in the placement of fill material on land when a tract or parcel of land is being prepared for development, or is being changed from an agriculture, open, developed, undeveloped, or forestry use to a residential subdivision, commercial, multi family, or industrial use. i) **Residential Fill**

Requirements: Fill for Individual single family residential lots located in Flood Zone A, shall be limited to the area under the building envelope and shall extend no more that three feet from any foundation or concrete slab for lots 60 ft wide and less or five feet for lots wider than 61 feet (*or as determined reasonable by the City Building Official, based upon the size of the lot versus the proposed building*). Fill for properties without an approved building permit shall first receive a Land Clearing / Fill Permit from the Building Department as per the above section and only be allowed to place the minimum amount of fill necessary to achieve positive drainage on the site through a combination of cut and fill work.



(1) **Foundation Fill Requirements:**

Where concrete slab construction is used, fill for a foundation in excess of 24 inches in height measured from existing grade and on lots measuring 60 feet or less in width, shall be retained in a concrete retaining wall.



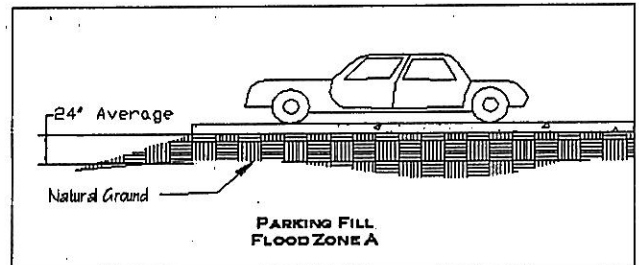
(2) **Landscape Fill Requirements:** Fill for

a sub-base for landscaping (*where required by this ordinance and not including single family houses*) shall be of a material suitable for landscaping and drainage. Soil excavated for foundations may be used for landscape fill, but caution should be exercised so as not to damage existing trees on site. When in the opinion of the Hammond Arborist excessive fill is used on the site, the contractor shall be required to remove the fill prior to building occupancy.

ii) **Multi Family, Commercial, Industrial Fill Requirements:** Land being prepared for development by filling or is being changed from an agriculture, open, developed, undeveloped, or forestry use to a residential subdivision, commercial, multi family, or industrial use shall first receive a Land Clearing / Fill Permit from the Building Department as per the above section be allowed to place fill on the site as follows:

(1) **Fill With Building Permit:** Fill placed on sites with an approved building permit or a work order issued for subdivision construction shall follow the fill requirements set forth in the permit. In Flood Zone A, fill material for parking areas may be placed to a maximum average height of twenty-four (24) inches above the existing property grade. Fill material for building foundations in excess of 24 inches above existing property grade shall be retained in a concrete retaining wall. This would not prohibit excavating existing soil material to achieve a suitable foundation.

(2) **Fill Without Building Permit:** Fill for properties without an approved building permit or work order issued for subdivision construction shall first receive a Land Clearing / Fill Permit from the Building Department as per the above section and only be allowed to place the minimum amount of fill necessary to achieve positive drainage on the site through a combination of cut and fill.



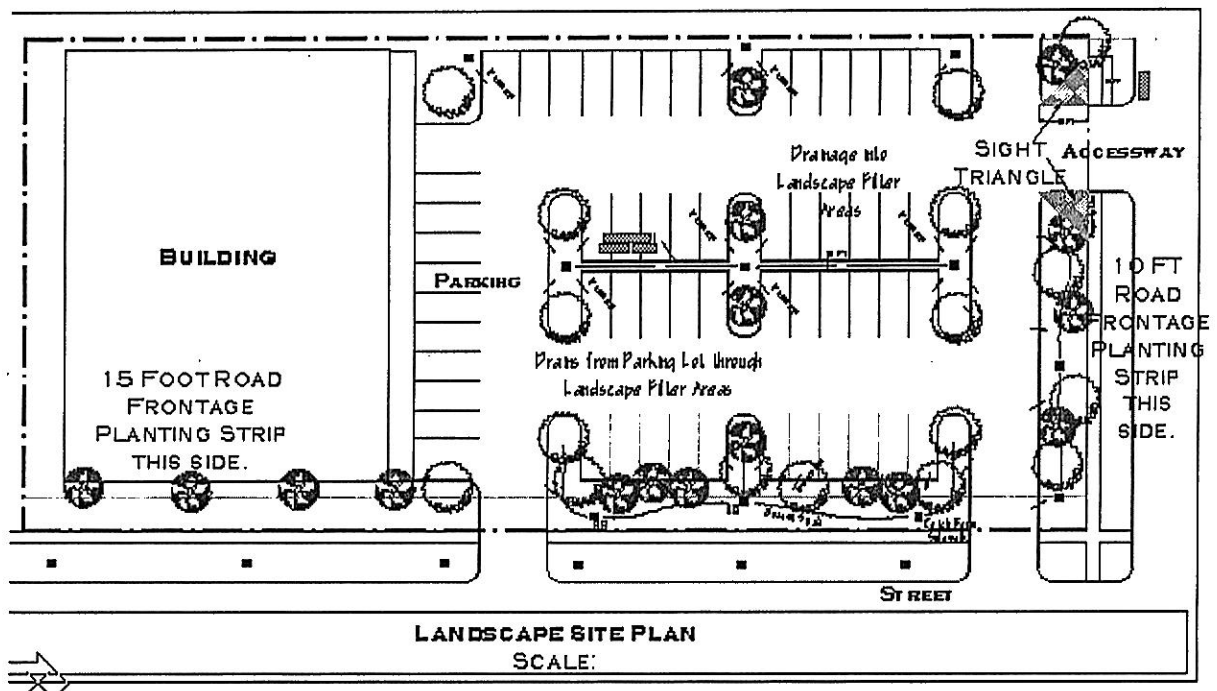
(3) **Flood Zone B&C:** There are no fill requirements in areas designated as Flood Zone B & C.

Erosion and drainage control measures must be shown on all site plans or building plans for new projects or exterior rehabilitation projects in which erosion of soil is a concern to the City or drainage run-off or drainage changes could impact upon a neighbor's property.

4. **LANDSCAPE REQUIREMENTS:**

Landscape guidelines apply to all new commercial, multi-family and industrial building sites, building project, or renovation projects or sites, public or private, in the City of Hammond, regardless of location. Property or business owners only applying for maintenance improvements on their property, such as a repainting, repair or re-roofing of their property, are not required to comply with these requirements. These landscape guidelines shall apply to those existing properties where new construction or additions take place or where there is substantial renovation that exceeds routine maintenance and that requires submission of plans to the State Fire Marshal (*see definition * at end of this document*). This includes new or renovated parking lots.

A. **Landscape Plan Required:** A landscape plan, prepared in accordance with the provisions of this ordinance, shall be submitted to the City Building Department/City Planner for review and approval before any construction takes place and before any Building Permit is issued. Said plan will be drawn to scale by a licensed landscape architect, licensed landscape contractor according to state law, or by the owner or developer with all irrigation, fill, plant type and planting methods clearly shown on the plan. Such plan will become a part of the Building Permit Application file and will be considered part of the building and site approval permit. The owner/applicant, along with the Building Department and City Planner, shall sign the landscape plan when it is approved by the City and will install the improvements in accordance with the plan.



B. Landscape Work: Landscape work shall be completed as part of the total construction package and must be in place at final inspection of the building/or site by the City Building Inspector, *or as approved by the Building Official no more than 90 days after final inspection and based upon written explanation and guarantee from property owner*). Site and landscaping improvements not installed according to the approved landscape plan will prevent City approval of the applicant's occupancy of the building and site. In addition, the City may take an enforcement action provided by Sections 4G and 6 of this Ordinance.

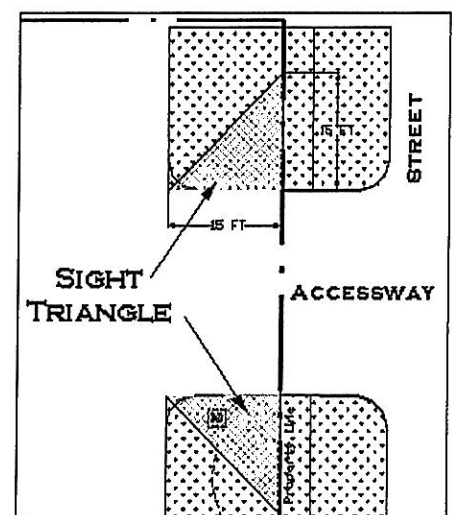
C. Irrigation System: All landscape plans must include a proposal for automatic irrigation watering of the landscaping in order to keep the landscaping well maintained.

D. Maintenance: All required plantings shall be maintained in a healthy condition and shall be routinely examined and protected during construction. Plant materials required to be planted and indicated on the site plan that die, or become diseased during or after construction (*see note ***), are to be replaced with the same type and size of plant material originally specified on the landscape plan.

E. Visibility at Intersections and Access ways: All plantings shall conform to City standards and be located so as not to cause an obstruction to motorists. A sight triangle measuring 15 feet along the property line by a depth of 15 shall be established at accessways. No sight obstructions over 30 inches shall be allowed in this sight triangle.

F. Hammond Historic District Excluded: Property located within those areas of the federally recognized Hammond Historic District zoned C-1 shall not be subject to the provisions of this Section.

G. Enforcement: Landscaping work shall be completed as part of the total construction package and be in place at final inspection of the building, parking and utilities



The City Building Official's office has the authority to issue stop work orders on any unapproved work or non-permitted project. Any person violating any provision of this ordinance, or who fails to comply with any said requirement, shall be punishable by a fine of not to exceed five hundred dollars (\$500) per day the offense continues without resolution, in addition to the tree mitigation requirements below. The mitigation requirement of this ordinance shall apply to violations of the Land Clearing / Land Filling and Landscape Requirements Sections of this ordinance. Building permits and City water service may be withheld to properties and projects not complying with landscaping and clearing requirements. Mitigation action must take place if an owner/developer, or applicants have violated this ordinance.

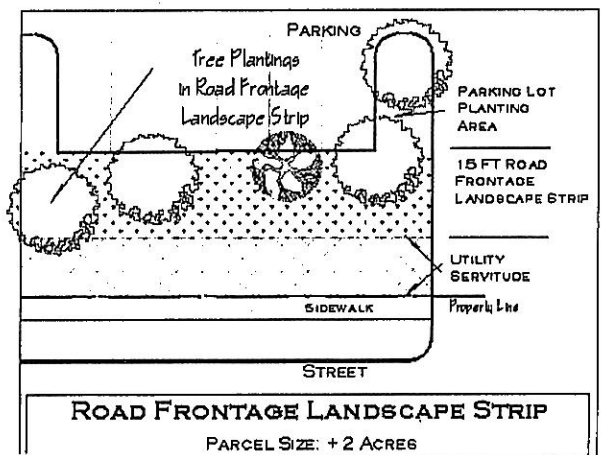
H. Road Frontage Landscape Strip Requirements:

Road Frontage Landscape Strip is defined as a front yard landscaping easement of at least 15 feet wide adjacent to and along all public roadways in all commercial and multifamily

zoning districts. Such easement will remain private property and shall immediately adjoin the public road right of way. This easement must be planted with approved tree species and shrubs planted in a manner that will provide a slight buffer from the front parking.

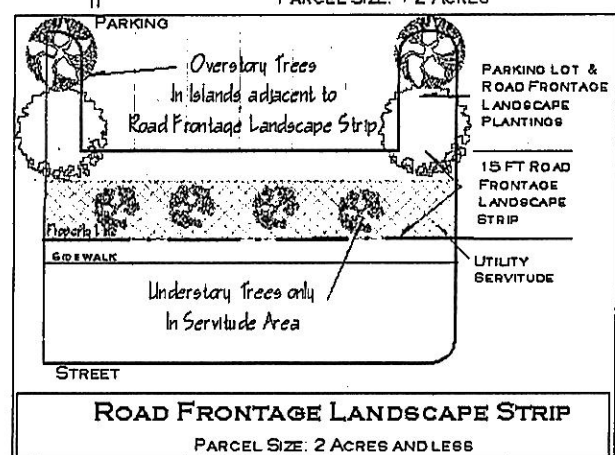
(i) **Exception:** When a corner property faces onto any two public streets, a ten (10) foot wide Road Frontage Landscape Strip will be required on the one side street in addition to the front fifteen (15) foot Road Frontage Landscape Strip requirement.

(ii) **Parcels greater than two acres:** For parcels in excess of two (2) acres, the Road Frontage Landscape Strip shall be exclusive and in addition to any easements, servitude and or rights of way within the property.



(iii) **Parcels two acres or less:** For parcels two (2) acres or less, the Road Frontage Landscape Strip may include any easements, servitude and or rights of way within the property.

- 1) Fifty percent of trees planted in easements or servitudes shall be understory type B plantings that do not interfere with overhead objects such as power lines.
- 2) Understory *type B* trees shall include but are not limited to Drake and Chinese Elms, Crape Myrtles, Wax Myrtle, Holly, River Birch, Southern Crabapple or any species approved by the Hammond City Building Department

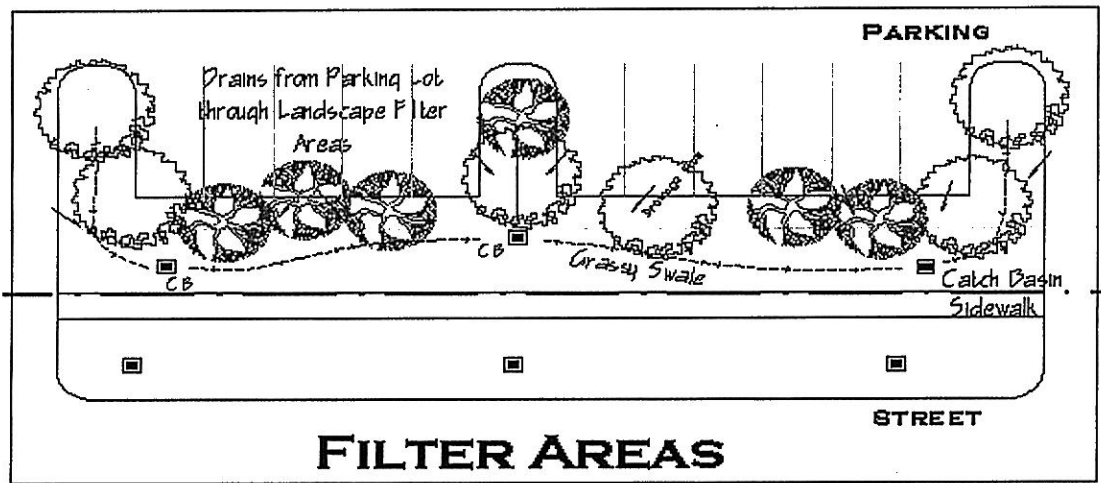


- 3) The remaining fifty (50) percent of trees required by this section shall be overstory type A trees and shall be planted in landscaped islands immediately adjacent to the easement. (See Appendix for approved Type A and Type B tree listings).

- i) **Tree Preservation Requirements:** All healthy trees (*as determined by licensed City arborist*) of twelve (12) inches in diameter measured four and one half (4-1/2) feet above the ground (dbh) or more that are in the Road Frontage Landscape Strip as defined above shall be preserved. All trees required to be preserved by this ordinance shall be indicated on the approved building permit plan indicating the location, variety and size in caliper inches measured diameter breast high (dbh). Vehicle access points may be cleared however.
- ii) **Tree Planting Requirements:** There shall be a minimum of one (1) overstory tree, two (2) inches in diameter, a minimum of twelve (12) feet in height for every fifteen (15) linear feet of road frontage. Credit will be given on a one to one basis for existing overstory trees preserved and protected in the tree buffers/road frontage landscape strip along the roadways. Trees shall be planted within the Road Frontage Landscape Strip as defined above.
- iii) **Shrub Planting Requirements:** Where parking lots are constructed adjacent to roads, a continuous screen of evergreen shrubs a minimum of three feet in height shall be planted to screen the parking from the roadway.
- iv) **Existing Property Requirements:** These Landscape and Tree Planting Requirements shall apply to those existing properties where there is *substantial renovation requiring a building permit and Fire Marshall approval (see note *)*. Credit may be given for the required Roadway Frontage Landscape Strip plantings for those trees planted in landscaped islands adjacent to the Road Frontage as approved by the City Building Department.
- v) **Tree Species:** Swamp Red Maple, Nuttall Oak, Shumard Oak, Live Oak, Pin Oak, White Oak (except Water Oak), Willow Oak, Bald Cypress, River Birch, Sweet Gum, Tulip Poplar, or other pre-approved *type A* overstory species. No more than 50 percent of the

total trees planted shall be the same or substantially the same species in one development project.

vi) **Best Management Practices (BMP):** Where possible, and at the discretion of the City Building Department, a portion of the drainage from the parking areas shall be drained through swales in the Road Frontage Landscape Strip to include deep rooted perennial ornamental grasses.



vii) **Building Occupancy:** Plantings required by this ordinance shall be in place at the time the building is to be occupied or by approval by the Building Official of written requests for extensions of no more than 90 calendar days (after occupancy inspection) guaranteeing completion of the landscape improvements by the propertyowner.

viii) **Access:** There shall be a maximum of one (1) two way or two (2) one way access ways for every 150 linear feet of road frontage or major fraction thereof. Two-way accessways shall be no wider than 35 feet and a one-way accessway shall be no wider than 15 feet. Accessways are allowed to be located within the Road Frontage Landscape Strip.

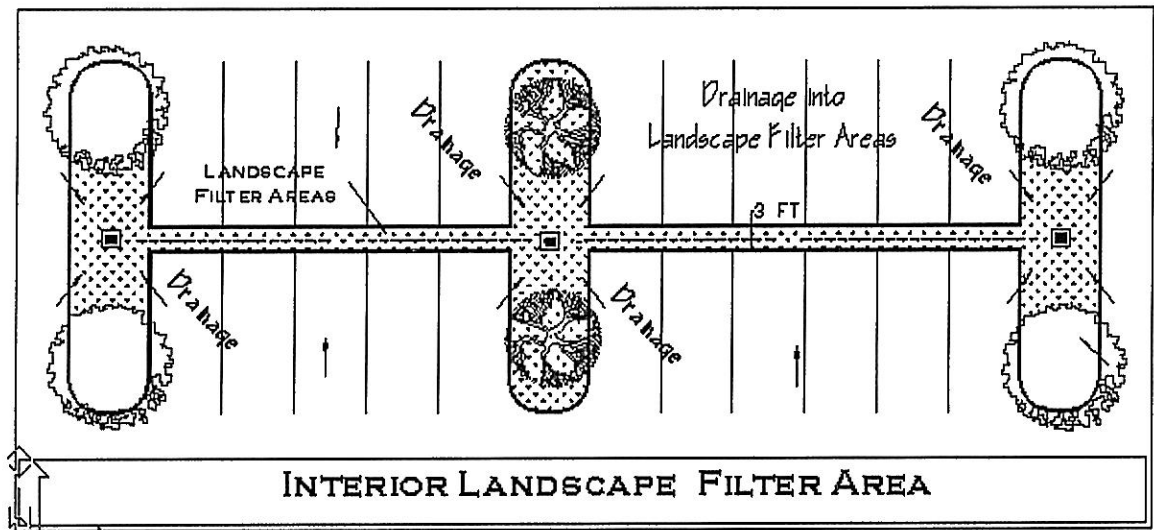
ix) **Tree Protection:** During construction and clearing operations in connection with a building permit, all trees scheduled for protection by this ordinance shall be protected with a barrier fence extending along the edge of the Road Frontage Landscape Strip.

I. Interior Landscaping and Parking Lot Requirements:

i) **Tree Planting Requirements:** There shall be a minimum of one (1) overstory tree, two (2) inches in diameter, a minimum of twelve (12) feet in height immediately after planting for every nine (9) parking spaces provided. Credit will be given on a one to one basis for existing overstory trees preserved and protected in the parking areas. Trees shall be planted within the parking area and spaced no more than one hundred feet (100) apart.

ii) **Tree Planting Areas:** There shall be a minimum of 360 square foot planting area provided for each tree required by this Section. Each planting area shall have a minimum wide dimension of 18 feet (approx. size of two parking spaces).

iii) **Landscape Filter Area:** Where feasible, based upon lot size, site conditions, and parking requirements, parking tiers shall be separated by a minimum three (3) feet of landscape filter areas. Landscape filter areas are to include a groundcover and landscape material that will achieve 100 percent coverage when mature. Examples include solid sod, monkey grass, liriope, Japanese ardesia, Asian jasmine, or iris. Care should be taken to reduce washing of soil and mulch in filter areas until permanent groundcover is established.



- iv) **Existing Property Requirements:** The Tree Planting Requirements of this section shall apply to all existing properties that require a building permit for substantial improvements (see note*). Existing developed parking lots may elect to use other Best Management Practices (BMP's) instead of the Landscape Filter Areas to filter urban runoff. The Hammond City Building Department and Utilities Supervisor shall approve all urban runoff filtering prior to the issuance of a building permit.
- v) **Tree Species Approved:** Swamp Red Maple, Nuttall Oak, Shumard Oak, Live Oak, Pin Oak, White Oak (except Water Oak), Willow Oak, Bald Cypress, River Birch, Sweet Gum, Tulip Poplar, or other pre-approved type A overstory species (see Appendix).
- vi) **Best Management Practices (BMP):** Parking lots shall be designed so as to drain the parking areas through the Landscape filter areas dividing the parking tiers to filter urban runoff. Parking spaces that exceed the minimum number required by the Hammond Zoning Ordinance are not required to be hard surfaced but must be approved on the site plan.
- vii) **Minimum required:** These are minimum requirements for plantings. However, a property owner or developer may provide additional landscaping as per their needs or in relation to other City requirements.

5. **LIVE OAK PROTECTION REQUIREMENTS:**

All live oaks measuring eight (8) inches in diameter breast high (dbh) or more within the City of Hammond shall be protected as follows:

- A. **Tree Removal:** A clearing permit shall first be obtained from the Building Official's office prior to cutting, clearing or removing Live Oak Trees.
- B. **City Review:** The applicant for the permit must state in writing that such activity will enhance the health, safety and welfare of the public, or otherwise benefit the public interest and that there are no other alternatives to removing the live oaks. The City Building Department, in concurrence with the City of Hammond State-licensed arborist, is empowered to issue or deny the permit, within 30 days of the date of the application, based upon review of the site and material submitted. The Building Department may adjust setbacks and parking requirements to facilitate the preservation of a live oak regulated by this section. The live oak tree will only be removed as a last resort when all other efforts to save the tree (s) by re-design of the building placement and site plan have failed. If a live oak tree is to be removed, replacement of the tree shall be according to the Mitigation Requirements as set forth below in Section 6.
- C. **Cause Harm:** It shall be unlawful for any person to intentionally cause permanent harm to Live Oak trees covered by this provision.
- D. **Utility Work:** Exception to the Live Oak Protection Requirements is that trim work that shall be performed by utility companies within the provision as per Ordinance #2085 C.S. "Public Tree/Urban Forestry" and specifications as so prescribed.
- E. **Live Oak Protection:** During construction and clearing operations in connection with a building permit, all Live Oak trees scheduled for protection by this ordinance shall be protected with a barrier fence extending to the outside edge of the tree drip line to protect the tree roots during construction. This barrier fence shall be maintained during construction.
- F. **Tree Mitigation Requirements:** Live Oak trees eight (8) inches in diameter or greater measured dbh removed for any reason shall be mitigated according to Section 6, Tree Mitigation Requirements below.

6. **TREE MITIGATION REQUIREMENTS:**

- A. **Tree Mitigation Requirements:** Where a violation of the above Sections 2 through 5 above occurs, Tree Mitigation Requirements shall be complied with prior to the issuance of a building permit or other work order by the city to continue construction after a stop work order is issued.
- B. **Permit Fine:** Failure to submit and receive City approved for a land-clearing permit before any clearing takes place will result in fine not to exceed twice the cost of the permit, in addition submittal of a mitigation plan and withholding any City building permits and water taps for that site (A mitigation plan must be submitted and approved first). Fines of up to

\$500 per tree violation for *land clearing required by this Ordinance without a permit* shall also be charged by the City *and* mitigation payments shall be made to the City approved mitigation fund along with a replanting plan submitted to the City. Violation letters or misdemeanor summons to the property owners, developers, or their representatives shall be issued by Building Department personnel or by law enforcement personnel. Personal delivery or certified mail may be used for delivery of violation notices and misdemeanor summons.

- C. Stop Work Order:** If anyone is found to be in violation of Sections 2 through 5 of this ordinance as stated above, the Hammond Building Department shall issue a Stop Work order for all work deemed to be in violation. The following mitigation items shall be required to be submitted to the Hammond Building Department prior to continuation of work.
- i) Existing Conditions Plan:** Submittal of a detailed plan of the existing site indicating the location and size of the trees required to be preserved by this ordinance that were on the site prior to commencement of operations.
 - ii) Re-planting Plan Required:** Submittal of a detailed tree re-planting mitigation plan to the Building Department to include the following:
 - (1) On site Mitigation:** For each caliper inch of tree cut in violation of this ordinance or that dies as a result of improper filling there shall be replaced an equal number of caliper inches of trees of the same species to be re-planted in the area (or in another City approved area) of the violation. Trees shall be a minimum of 2 inches caliper and 12 feet tall immediately after planting.
 - (2) Off site Mitigation:** If in the opinion of the City's licensed Arborist (designated by the City) the City would be better served by planting a portion of the required mitigation trees off site, tree replacements may be planted by the permittee on other approved sites in the City of Hammond. At a minimum, off site plantings shall equal the minimum number of trees and *caliper inches required by Section 4 of this ordinance and item (1) above*.
 - (3) Payment in Lieu of Planting:** If in the opinion of the City's licensed Arborist the City would be better served by allowing the owner to place a mitigation payment in an amount equal to the replacement cost (as determined by the City *using estimates from wholesale nurseries*) of the trees required to remedy this violation in an account to be used for urban forestry needs in the community according to an approved City Urban Forestry Plan *or planting plan*. At a minimum, on-site plantings shall equal the minimum number of trees and caliper inches required by Section 3 of this ordinance and item (1) above. Credit shall be given to the number of caliper inches of trees planted on site.
 - (4) Occupancy:** If in the opinion of the Hammond Building Department and the City Arborist it is determined that re-plantings should be delayed due to seasonal weather conditions and *building occupancy is requested by the owner or tenant*, plantings may be deferred to a more appropriate time of no more than 90 days after the violation has occurred, based upon written assurance by the property owner(s) that the approved work will be completed and approvals given by the Building Official. The re-planting program must be completed in accordance with the approved replanting plan and within 90 days of the date of the clearing violation.
 - iii) Mitigation Payment:** Submittal of a mitigation payment to the City approved non-profit or public mitigation fund to be used for approved tree planting and landscaping improvements along public streets, public parks, and public places within the City of Hammond. The amount of the payment will be determined by the following:
 - The total number of trees including total caliper inches of trees required to be preserved by this ordinance that were removed from the site.
 - Per caliper inch cost to replace trees not scheduled for planting on site or off site. Cost breakdown is to include the cost to purchase plants, transportation and installation costs. Plant materials costs estimates will be made from an average of three locally licensed nursery wholesale operation estimates. All estimates shall be approved by the City Building Department and City approved State licensed Arborist.

- iv) The Building Department and City's designated staff shall be responsible for monitoring, gathering documentation, and enforcement of this section of the Ordinance.

6. CONFLICTING PROVISIONS:

In the case where any provision of this ordinance, or a portion thereof, is found to be in conflict with the provision of any other ordinance, or portion thereof, or of any code of the City of Hammond which establishes a lower standard for regulating and controlling the City's forestry, clearing and landscaping standards, the provision of this ordinance shall prevail.

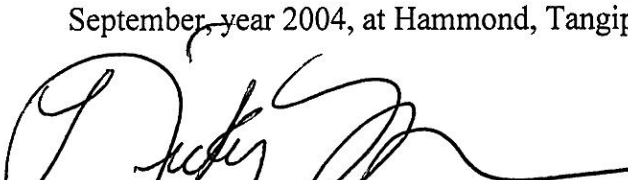
NOTES:

* Refers to substantial renovation or improvements that meet State Revised Statute RS 40:1574, Part 1574, part C and must be submitted to the State Fire Marshall. Part C states that *"if within any 12 month period, alterations or repairs costing in excess of 50 percent of the then physical value of the building are made to an existing building, such building shall be made to conform to the requirements of the code for new construction."* Buildings meeting this standard and, based upon the appraised building value from the Parish Assessor tax rolls, shall also meet the requirements of this Ordinance.


** Certain provisions of this ordinance relating to the guaranteeing of the health and maintenance of trees and shrubbery during and after construction shall not supercede the provisions of the State legislated Home Warranty Act effective on August 15th, 2004

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 21st day of September, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3041, C.S.

AN ORDINANCE TO ADD TO SECTION 8 "DEFINITIONS" SECTION OF HAMMOND ZONING ORDINANCE 01-2769

BE IT ORDAINED by the City of Hammond that:

TO ADD TO SECTION 8 "DEFINITIONS" SECTION OF HAMMOND ZONING
ORDINANCE 01-2769 THE FOLLOWING DEFINITIONS:

Attached Accessory Apartment: An attached apartment unit that is accessory to the primary living unit or main structure on the lot and which must share a common unpierced wall from the ground to the bottom of the common roof and must share a common roof with the primary living unit or main structure on the lot. Such accessory unit may be no larger than one half the size of the primary living unit on the lot and must have independent exterior access to the unit.

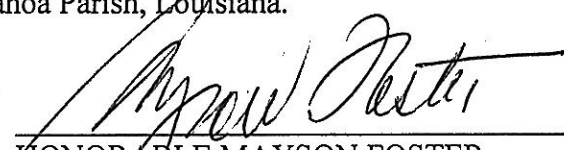
Adjacent: Shall mean any portion or part of a building, lot or property that is "next to" or "across the street" from a subject building, lot, or property. (replaces existing definition)

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

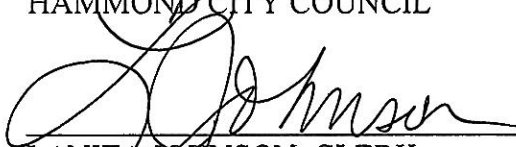
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 21st day of September year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3042, C.S.

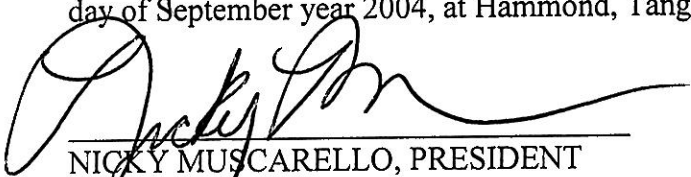
AN ORDINANCE PURCHASING PROPERTY LOCATED IN SECTION 24, T6S, R7E, PARISH OF TANGIPAHOA, AS DEPICTED IN THE PLAT OF SURVEY DATED AUGUST 8, 1996, BY ROY C. EDWARDS, JR., P. L. S., HEREIN ATTACHED BY REFERENCE, FOR A PRICE TO BE \$25,000 FOR THE CITY OF HAMMOND.

BE IT ORDAINED by the City of Hammond that:

To purchase property located in Section 24, T6S, R7E, Parish of Tangipahoa, as depicted in the Plat of Survey dated August 8, 1996, by Roy C. Edwards, Jr., P. L. S., herein attached by reference, for a price to be \$25,000 for the City of Hammond.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

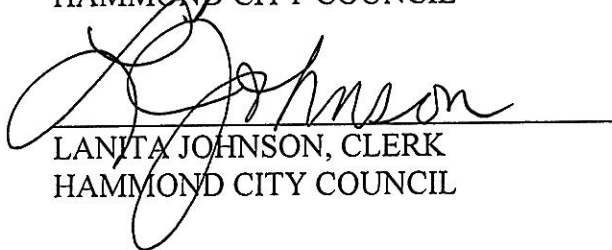
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 21st day of September year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

SURVEY

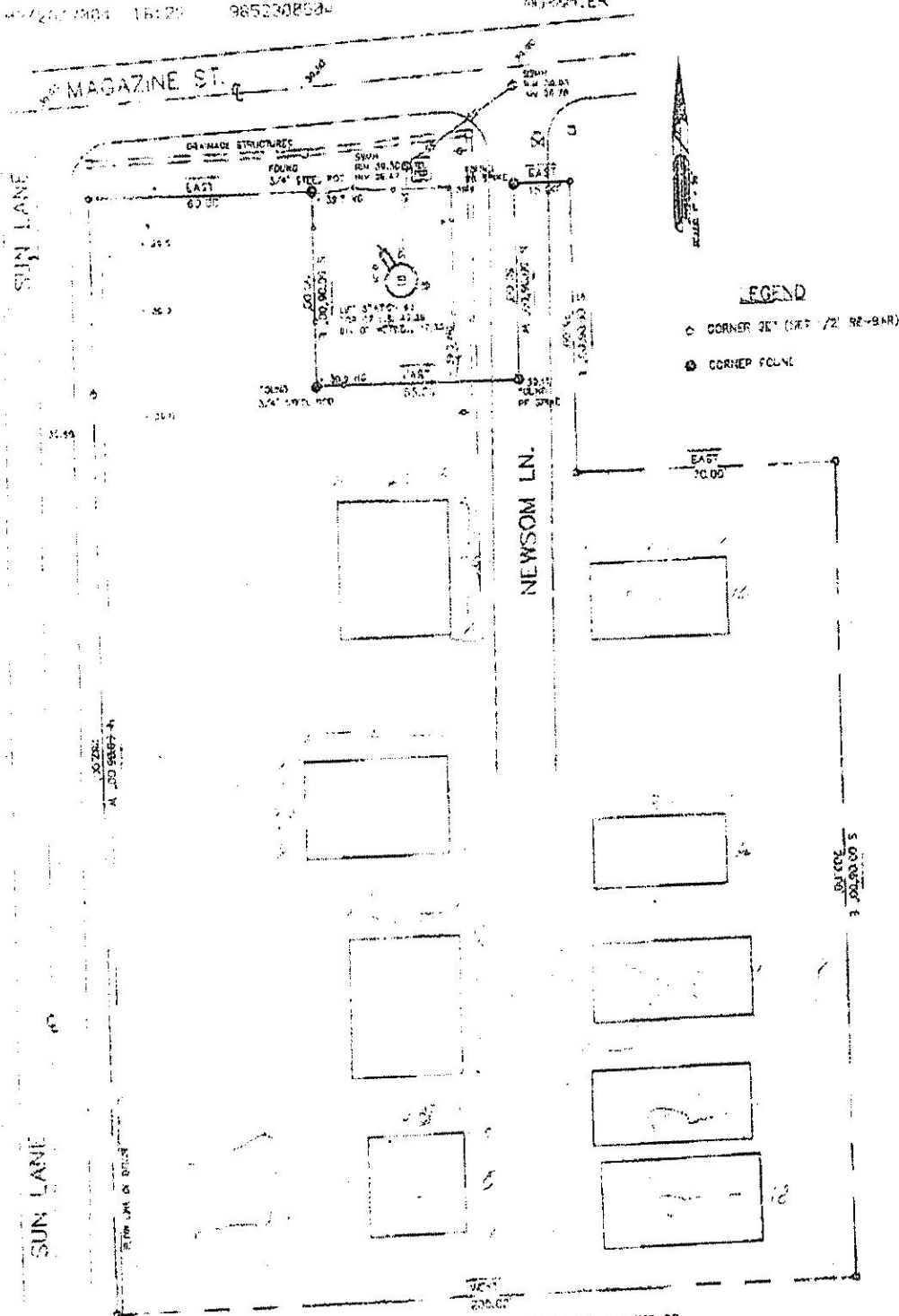
05-27-2004 FRI 10:24 FAX 985 626 4116 MURPHY APPRAISAL-MANDE

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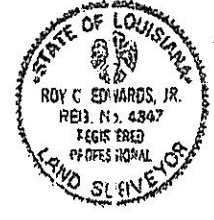
MURPHY

PAGE 02



AN ACTUAL GROUND SURVEY WAS MADE OF A CERTAIN PIECE OR PARCEL OF LAND SITUATED IN SECTION 24, T8S-R7E, PARISH OF TANGIPAHOLA, STATE OF LOUISIANA. I CERTIFY THAT THIS PLAT REPRESENTS AN ACTUAL GROUND SURVEY MADE ON THE GROUND ON THE DATE SHOWN HEREON AND THAT NO VISIBLE ENCROACHMENTS EXIST IN EITHER DIRECTION ACROSS ANY OF THE PROPERTY LINES, AND IS IN ACCORDANCE WITH THE APPLICABLE STANDARDS OF PRACTICE FOR A CLASS "C" SURVEY. THIS PERMETER SURVEY SHALL NOT CONSTITUTE A LEGAL OPINION OF TITLE, AND WAS MADE SOLELY ACCORDING TO THE INFORMATION PROVIDED TO THE SURVEYOR.

[Signature]
ROY C. EDWARDS, JR., P.L.S.



ORDINANCE NO. 04-3043, C.S.

“AN ORDINANCE AMENDING ORDINANCE #03-2958 CONCERNING METAL BUILDING FACADES and APPROVAL OF BUILDING DESIGN STANDARDS WITHIN THE DOWNTOWN DEVELOPMENT DISTRICT (*amendments shown in italic letter below*)

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HAMMOND, LOUISIANA AT ITS REGULAR SESSION HELD ON SEPTEMBER 21, 2004 THAT...

A. The minimum facade requirements for newly constructed, enlarged, or renovated metal clad buildings, located within *the City limits of Hammond (exclusive of item B below)*, and used for commercial or institutional purposes, be amended to include the requirement that non-metal siding be used on at least 80 percent of the exterior facade (measured by square footage and not including windows) area for all sides of the building, and that

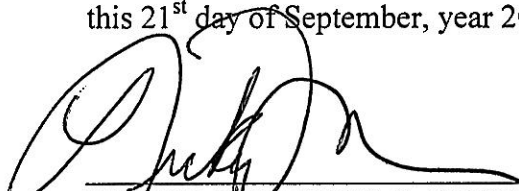
B. This requirement shall not include areas of the City approved as industrial zones for industrial uses, or buildings within the federally recognized Hammond Historic District, *seasonal temporary buildings* or temporary construction trailers used for a period not to exceed 12 continuous months, and that

C. The City of Hammond Building Department will coordinate with and consult any adopted design guidelines passed by the Downtown Development District (DDD) before approving building permits within the DDD boundaries. The DDD may appoint a design representative or sub-committee to review and approve the architectural design of building plans before building permits are issued.

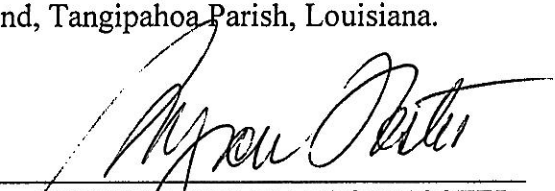
D. If the Building Department, the DDD, or an applicant for a building permit, disagree with the requirements necessary to approve a building permit for building construction, addition, or renovation, an appeal may be made to the Hammond Planning and Zoning Commission for final administrative approval.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.


WHEREFORE the above and foregoing ordinance was declared duly adopted on this 21st day of September, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE 04-3044, C.S.

AN ORDINANCE REQUIRING RIGHT OF WAY USE/CONSTRUCTION PERMITS FOR CULVERTING AND PAVING PUBLIC RIGHTS OF WAY FOR PARKING BY PRIVATE PARTIES

BE IT ORDAINED by the City of Hammond City Council that:

Section 1: The City Council hereby recognizes the need to control unapproved filling, culverting, graveling, and paving of public rights of way for private use that may be in conflict with City uses, policies, or procedures relating to public rights of way. The City Council thereby declares it in the public interest and welfare to require that City approval and building permits be obtained before private parties cover, culvert, or close in roadside ditches and/or pave, gravel or intend to make use of public rights of way for purposes of changing drainage or parking vehicles.

Section 2: Before such action takes place, the propertyowner or his/her representative must apply for a building permit (drainage or culvert permit if it is only crossing the right of way) from the Building Department of the City of Hammond and pay appropriate permit fees. The application must include attachments which provide site plan information and construction materials to be used. In order for the application to be approved it must be signed by the Building Official, the City Streets Superintendent, the Water and Sewer Superintendent, and the Police Chief or his representative.

Section 3: It is not the policy of the City of Hammond to encourage use of public rights of way for residential or commercial parking. Such parking should be constructed on private property. City review officials, in approving the permit application, must agree that there is a compelling need for the right of way to be used for additional parking and that better alternatives on private property are not available. In addition, the parking and closing of ditches must not present an added drainage problem to the City or to the neighboring propertyowners. Parking created in this manner on public right of way is considered public and cannot be reserved for private use. If the City deems it is in its own interest to pave the parking or to cover the ditches, it may do so at its own expense or share such expense with the private applicant for such.

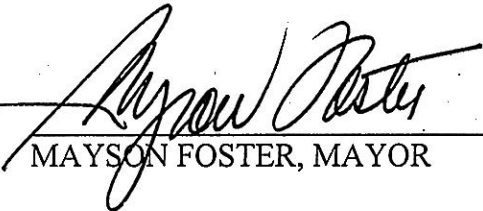
The motion to adopt this Ordinance was made by Licciardi and seconded by Montecino.

The vote thereon was as follows:

YEAS 4 NAYS 0 ABSENT WILSON

Wherefore, the above and foregoing ordinance was declared duly adopted on this 5th day of October 2004.


NICKY MUSCARELLO, PRESIDENT


MAYSON FOSTER, MAYOR


LANITA V. JOHNSON, COUNCIL CLERK

CITY OF HAMMOND
ORDINANCE NO. 04-3045, C.S.

AN ORDINANCE AUTHORIZING THE PURCHASE OF PROPERTY FROM JOHN AND CATHERINE GRADY ("GRANTOR") BY THE CITY OF HAMMOND TO CONSTRUCT A STREET AND ASSOCIATED DRAINAGE, SEWER AND WATER UTILITIES AND ASSOCIATED APPURTENANCES FOR USE BY THE PUBLIC, AS PER THE CONSTRUCTION PLANS FOR "PALMETTO STREET IMPROVEMENTS FOR THE CITY OF HAMMOND", PREPARED BY T. C. SPANGLER, JR., P.E.

BE IT ORDAINED by the City of Hammond City Council that:

Section 1: This Council hereby declares that certain property owned by John and Catherine Grady ("Grantor") is necessary to facilitate the construction of a street and associated drainage, sewer, and water utilities and associated appurtenances for the City of Hammond (the "Project") and that the Project is a public necessity.

In consideration for the sale for appraised amount of \$5,000 of certain property by Grantor to the City for the Project, Grantor will be allowed to tie-in to the street and/or public utilities in the future to conform with City specifications, without payment to the City of any driveway permit fees or similar fees and Grantor shall allow the City's contractor to clear and/or remove natural and/or abandoned manmade obstructions to facilitate the work, provided that the resulting debris is covered, hauled off, or otherwise disposed of..

In consideration for the sale of property, City agrees to hold the Grantor harmless for any and all relocation costs of the street and utility improvements required as a result of a City or state project, including re-alignment of the street, and/or lowering, encasing or re-routing the utilities as necessary to conform with design requirements of any new City (or state) project. The City (or state) shall absorb and pay all costs associated with said relocation.

Section 2: The public purpose to be served by Project is to provide safe streets and necessary and desirable utilities for the citizens of Hammond.

Section 3: The property necessary for the Project and to be sold by Grantor to the City is described as follows:

**Legal Description of
Palmetto Street Extension
City of Hammond
[11 August 2004]**

One (1) parcel dedicated to the City of Hammond, LA, for use as a street right-of-way, located in Section 35, Township Six South (T-6-S), Range Seven East (R-7-E), City of Hammond, Parish of Tangipahoa, State of Louisiana, and containing 0.136 acres (\pm), to-wit:

Beginning at a point which is the northwest corner of the intersection of Palmetto Street and Natchez Street (i.e., the west R/W of Natchez Street and the north R/W of Palmetto Street), proceed along the west R/W of Natchez Street N 00°03'57"W, 41.00'; thence S 87°32'19"W, 74.00'; thence S 76°35'24"W, 147.80'; thence S 00°03'57"E, 4.00', to the existing north R/W of Palmetto Street; thence along the north R/W of Palmetto Street N 89°52'50"E, 217.75', back to the Point of Beginning, containing 5,937.80 square feet (\pm), or 0.136 acres (\pm) and located in Section 35, T-6-S, R-7-E, City of Hammond, Parish of Tangipahoa, State of Louisiana.

Section 4: Accordingly, Mayson Foster, Mayor of the City of Hammond is authorized to acquire on behalf of the City of Hammond the Property together with associated rights of way, servitudes, construction servitudes, and other property rights as are found to be necessary and equitable under sound engineering standards to provide for the Project; and the Mayor is authorized to do so by acceptance of an act of sale under the terms recited herein.

Section 5: All ordinances or resolutions or parts thereof in conflict herewith are hereby repealed.

This ordinance having been submitted in writing, having been introduced at a public meeting of the Hammond City Council discussed at a public hearing of said Council and was submitted to an official vote of the Hammond City Council.

The motion to adopt this ordinance was made by Jackson and was seconded by Licciardi.

The vote thereon was as follows:

YEAS: JACKSON, MONTECINO, MUSCARELLO, AND LICCIARDI.

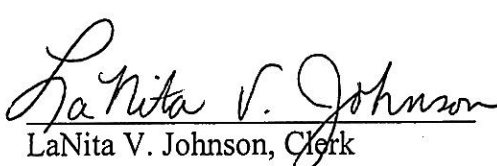

NAYS: NONE

ABSENT: WILSON.

ABSENT: NONE

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 5th day of October, year 2004, at Hammond, Tangipahoa Parish, Louisiana.

ATTEST:

 _____ LaNita V. Johnson, Clerk Hammond City Council	 _____ Nicky Muscarello, President Hammond City Council
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INTRODUCED: September 21, 2004

PUBLISHED: September 24, 2004

ADOPTED: October 5, 2004

DELIVERED TO MAYOR: October 5, 2004

APPROVED BY MAYOR: October 7, 2004

RECEIVED FROM MAYOR: October ____, 2004



ORDINANCE NO. 04-3046, C.S.

AN ORDINANCE TO PROVIDE FUNDING FOR
THE HEWITT ROAD EXTENSION

BE IT ORDAINED by the City of Hammond City Council that:

SECTION 1. TO PROVIDE FUNDING FOR THE HEWITT ROAD EXTENSION
ARE AS FOLLOWS:

Transfer \$20,000 from Project No. 10304 Bridge Improvements FY 2002/2003 to Hewitt Road Extension
Project No. 10510;

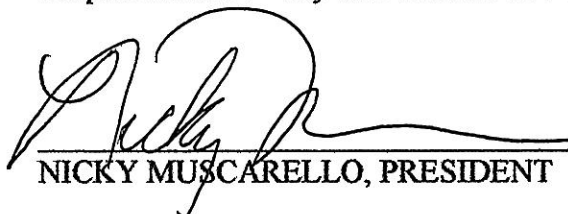
Transfer \$15,000 from Project No. 10433 Street Improvements FY 2003/2004 to Hewitt Road Extension
Project No. 10510;

Transfer \$25,000 from Project No. 10425 Pipe Cleaning to Hewitt Road Extension Project No. 10510;

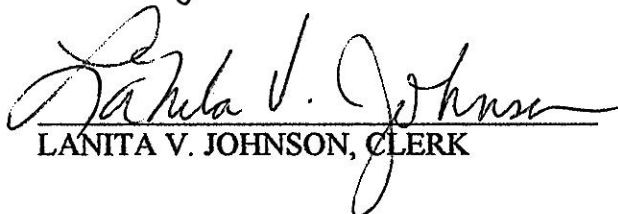
Transfer \$64,000 from Project No. 10425 Drainage Improvements FY 2003/04 to Hewitt Road Extension
Project No. 10510;

Total Transfers \$124,000 to Hewitt Road Extension Project No. 10510.

The president of the council declared the above and foregoing ordinance was duly
adopted on this 7th day of December 2004.


NICKY MUSCARELLO, PRESIDENT


MAYSON FOSTER, MAYOR


LANITA V. JOHNSON, CLERK

ORDINANCE NO. 04-3047, C.S.

"AN ORDINANCE ANNEXING OF GARDEN DISTRICT SUBDIVISION OWNED BY CIRCLE G DEVELOPERS FOR RESIDENTIAL PROPERTY OF APPROX. 8 ACRES LOCATED OFF OF SOUTH RANGE ROAD AND REQUESTED IS R-5S ZONING, COUNCIL DISTRICT II"

BE IT ORDAINED by the City of Hammond that:


SECTION 1. TO ANNEX GARDEN DISTRICT SUBDIVISION OWNED BY CIRCLE G DEVELOPERS FOR RESIDENTIAL PROPERTY OF APPROXIMATELY 8 ACRES LOCATED OFF OF SOUTH RANGE ROAD AND THE REQUESTED ZONING IS R-5S, TO THE PLACED WITHIN THE CITY COUNCIL DISTRICT II.

SECTION 2. SAID ANNEXATION PROPERTY IS DESCRIBED AS FOLLOWS:

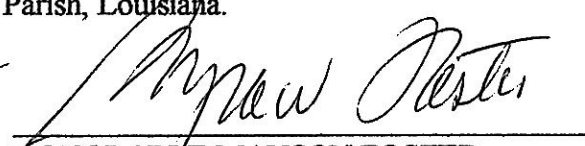
Begin at a point which is 828.68' North and 190.00' East of the Southwest Corner of Section 30, T6S-R8E; Thence proceed North a distance of 80.00'; Thence West a distance of 150.00'; Thence North a distance of 250.00'; Thence East a distance of 1014.12'; Thence South a distance of 330.00'; Thence West a distance of 864.12'; Returning to the POINT OF BEGINNING and containing 7.42 Acres, all located in Section 30, T6S-R8E, City of Hammond, Tangipahoa Parish, Louisiana

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.


WHEREFORE the above and foregoing ordinance was declared duly adopted on this 7th day of December, year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3048, C.S.

AN ORDINANCE TO PROVIDE FUNDING IN THE AMOUNT OF \$227,056.94 FOR THE WIRELESS SYSTEM FOR POLICE VEHICLES TO TRANSFER \$61,525.67 FROM 210325050-POLICE MILLAGE; TRANSFER \$68,807.45 FROM 205325050-COURT AWARDED ASSETS; TRANSFER \$37,489.10 FROM 803325050-COURT WITNESS FEE; TRANSFER \$25,000.00 FROM 213325050-EDUCATION & TRAINING; TRANSFER \$23,409.00 FROM 81320000-LLEBG (PLUS A LOCAL GRANT MATCH OF \$2,601); TRANSFER \$10,305.00 FROM 8132000057000040302-LLEBG; TRANSFER \$427.21 FROM 8132000054016730304-LLEBG; TRANSFER \$93.51 FROM 8132000054016740302-LLEBG

BE IT ORDAINED by the City of Hammond that:

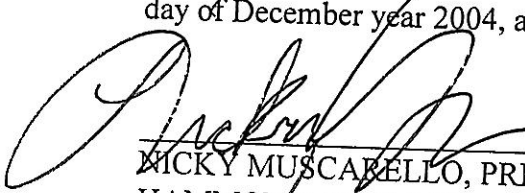
TO PROVIDE FUNDING IN THE AMOUNT OF \$227,056.94

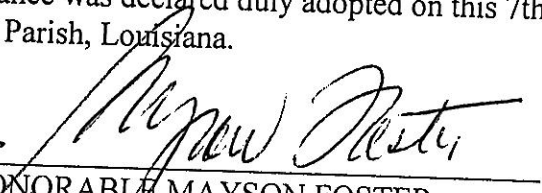
FOR THE WIRELESS SYSTEM FOR POLICE VEHICLES

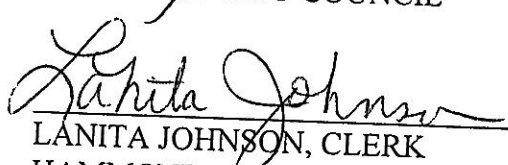
TO TRANSFER \$61,525.67 FROM 210325050-POLICE MILLAGE;
TRANSFER \$68,807.45 FROM 205325050-COURT AWARDED ASSETS;
TRANSFER \$37,489.10 FROM 803325050-COURT WITNESS FEE;
TRANSFER \$25,000.00 FROM 213325050-EDUCATION & TRAINING;
TRANSFER \$23,409.00 FROM 81320000-LLEBG (PLUS A LOCAL GRANT MATCH OF \$2,601);
TRANSFER \$10,305.00 FROM 8132000057000040302-LLEBG;
TRANSFER \$427.21 FROM 8132000054016730304-LLEBG;
TRANSFER \$93.51 FROM 8132000054016740302-LLEBG

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

WHEREFORE the above and foregoing ordinance was declared duly adopted on this 7th day of December year 2004, at Hammond, Tangipahoa Parish, Louisiana.


NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL


HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND


LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL

ORDINANCE NO. 04-3049, C. S.

AN ORDINANCE TO REZONE FORBES FARM, LLC, PHASE II FROM R-11 AND R-8 TO R-4 AND R-8 AS PER LOT LAYOUT SHOWN IN PROPOSED FINAL SUBDIVISION PLAN MAP DATED 11-4-04

BE IT ORDAINED by the City of Hammond that:

SECTION 1. TO REZONE FORBES FARM, LLC, PHASE II.

SECTION 2. REZONE FROM R-11 AND R-8 TO R-4 AND R-8 AS PER LOT LAYOUT SHOWN IN PROPOSED FINAL SUBDIVISION PLAN MAP DATED 11-4-04 (see attached map).

SECTION 3. SAID REZONING IS BOUNDED BY:


Property bounded: Subject property bounded or belonging to: On the north by Kenneth Mitchell, Ruth Smith, Suzanne Calloway, Laci Talley, Joyce Forbes, Clarence Herman, Bobby Turner, and Lela Coon; on the south by Forbes Farm LLC and a drainage canal; on the east by James Fournet, James Fagan, and Alice Herman; and on the west by Wright Warner and Claude Ladner.

Property address or description: 37.8 acres surrounded by a drainage canal on the south, E.. Park Ave. on the east, and Fern Street on the west.

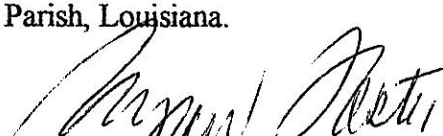
The property is presently zoned "R-8 and R-11". Request is to rezone to "R-4 and R-8" single-family lots.

The above and foregoing ordinance having been duly submitted to the Hammond City Council in writing; introduced at a public meeting of the Hammond City Council discussed at the said public meeting; after motion and second was submitted to the official vote of the Hammond City Council.

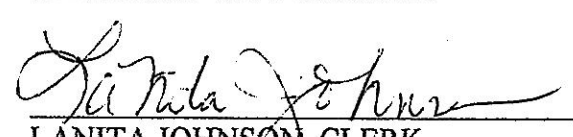
WHEREFORE the above and foregoing ordinance was declared duly adopted on this 7th day of December year 2004, at Hammond, Tangipahoa Parish, Louisiana.



NICKY MUSCARELLO, PRESIDENT
HAMMOND CITY COUNCIL



HONORABLE MAYSON FOSTER
MAYOR, CITY OF HAMMOND



LANITA JOHNSON, CLERK
HAMMOND CITY COUNCIL