

**Zachary Home Rule Charter
City of Zachary, LA
Council Chambers, 4700 Main Street
Tuesday, September 19, 2023, 6:00 P.M.**

A. CALL TO ORDER

Mr. Kline called the meeting to order at 6:00 p.m., on Tuesday August 15, 2023, at the Zachary City Hall located at 4700 Main Street, Zachary, LA.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Mr. Kline offered the invocation and pledge of allegiance.

C. OPENING PROCEDURES

1. ROLL CALL

PRESENT

Billy Kline
Adam Kwentua
Emily Harr
John Hopewell
Brandon Noel

ABSENT

Ben Cavin
Darin David

2. READING OF CITY POLICY RELATIVE TO OPEN MEETINGS

An opportunity for public comment shall be observed before a vote is taken on any agenda item. Once recognized by the presiding officer, the person afforded the floor, shall identify the agenda item upon which he or she wishes to provide comment and shall limit his or her comments to matters that are strictly relevant to that agenda item. Commentary shall not exceed three (3) minutes per person. No dialogue between Zachary Home Rule Charter board members and the public shall be permitted at these meetings, except to clarify the nature of questions and/or comments. The presiding officer reserves the right to limit and/or terminate any commentary when deemed necessary or outside of public decorum.

3. CHANGES/ADDITIONS TO AGENDA

D. READING OF THE MINUTES

1. Approval of minutes from the August 15, 2023, meeting, and approve them as written.

The motion was made by Commissioner Harr

The motion was seconded by Commissioner Kline

To approve the minutes of the August 15, 2023, meeting, and approve them as written.

Commissioner Harr noted that item E1 regarding Section 3-06 should be struck through in its entirety.

YEAS: Hopewell, Kline, Noel, Harr, Kwentua
NAYS: None
ABSENT: David, Cavin
ABSTAINED: None

E. OLD BUSINESS

1. Completion of Review of prior sections previewed.

The Commission reviewed Article IV Administration Section 4-03 City Attorney.

The motion was made by Commissioner Hopewell

The motion was seconded by Commissioner Harr

To approve the change in Article IV Administration Section 4-03 City Attorney as follows:

Section 4-03. - City Attorney and Assistant City Attorney(s).

A. The City Attorney shall be an attorney licensed to practice in the courts of Louisiana with at least five (5) years' experience in the practice of law.

B. At the first regular meeting of the City Council elected at a regular municipal election, the Mayor, subject to confirmation by the Council shall appoint a City Attorney. The City Attorney shall be a ~~municipal-public~~ officer and shall serve at the discretion of the Mayor. The City Attorney shall serve as chief legal adviser to the Mayor, council and all departments, offices and agencies, and shall oversee the representation of or represent the City in all legal proceedings and shall perform any other duties as prescribed by the Mayor, this charter, or by ordinance.

C. Any assistant City Attorney(s) shall be licensed to practice in the courts of Louisiana with at least five (5) years' experience in the practice of law. Any assistant City Attorney(s) shall serve under the direction and supervision of the City Attorney, but shall be appointed by the Mayor, subject to confirmation by the Council, and shall serve at the discretion of the Mayor.

D. Special legal counsel may be employed by the City only by written contract after appointment by the Mayor and the advice and consent of the Council.

The Commission reviewed Article IV Administration Section 4-04 City Prosecutor.

The motion was made by Commissioner Noel

The motion was seconded by Commissioner Kline

To approve the change in Article IV Administration Section 4-04 City Prosecutor as follows:

YEAS: Hopewell, Kline, Noel, Harr, Kwentua
NAYS: None
ABSENT: David, Cavin
ABSTAINED: None

Section 4-04. - City Prosecutor and Assistant City Prosecutor.

A. The city prosecutor shall be an attorney licensed to practice in the courts of Louisiana with at least five (5) years' experience in the practice of law.

B. The city prosecutor shall have charge of all criminal matters prosecuted by the City.

C. The city prosecutor may be recommended by the city attorney and shall be appointed by the mayor upon the advice and consent of the council and serve at the discretion ~~pleasure~~ of the mayor.

D. Any assistant city prosecutor(s) may be recommended by the city attorney, and shall be appointed by the mayor upon the advice and consent of the council and serve at the pleasure of the mayor. Any assistant city prosecutor(s) shall serve under the direction and supervision of the city prosecutor. ~~To promote independent function, prevent potential conflict, and to provide for resolution of conflicts, any assistant city prosecutor(s) shall not be a member of the same firm as the city prosecutor nor be associated professionally with him or her in any way. The city prosecutor and any assistant city prosecutor(s) are charged with and shall abide by the rules of professional conduct applicable to attorneys practicing in Louisiana.~~

E. No special city prosecutor shall be employed by the City except by written contract after appointment by the mayor and the advice and consent of the council.

The motion was made by Commissioner Noel

The motion was seconded by Commissioner Kline

To approve the change in Article IV Administration Section 4-04 To read City Prosecutor & Assistant City Prosecutor.

YEAS:	Hopewell, Kline, Noel, Harr, Kwentua
NAYS:	None
ABSENT:	David, Cavin
ABSTAINED:	None

Mr. James Graves was present to speak in favor of the amendment.

The Commission reviewed Article IV Administration Section 4-05 Chief Financial Officer.

The motion was made by Commissioner Harr

The motion was seconded by Commissioner Noel

To approve the change in Article IV Administration Section 4-05 Chief Financial Officer as follows:

YEAS:	Hopewell, Kline, Noel, Harr, Kwentua
NAYS:	None
ABSENT:	David, Cavin
ABSTAINED:	None

Section 4-05. – Chief Financial Officer.

At the first regular meeting of the City Council elected at a regular municipal election, the Mayor, subject to confirmation by the Council shall appoint a Chief Financial Officer who shall serve as chief financial adviser to the Mayor, Council and all departments, offices and agencies. The Chief Financial Officer shall be a public officer and shall serve at the discretion of the Mayor. The duties of the Chief Financial Officer shall be directed by the Mayor and may include, but are not limited to, the following:

- 1) Collect and have custody of all monies of the City from whatever source; and
- 2) Assist the Mayor in the preparation of the operating budget and capital improvement program; and

- 3) Maintain a record of indebtedness and have charge of the payment of the principal and interest on such indebtedness; and
- 4) Ascertain that funds are available for payment of all contracts, purchase orders and any other documents which incur financial obligation for the City and that such documents are in accordance with established procedures; and
- 5) Disburse all funds from the City treasury as authorized; and
- 6) Administer a uniform central accounting system for all City departments using nationally accepted standards where applicable; and
- 7) Prepare a monthly statement of revenues and expenditures to show the financial condition of the City; and furnish all other such financial information as requested by a member of the council.
- 8) Perform billing and collection for City-owned utilities; and
- 9) Invest all idle City funds, as permitted by law as a prudent fiduciary; and
- 10) Do and perform such other actions as may be directed by the Mayor.

The Commission reviewed Article IV Administration Section 4-02 Chief Administrative Officer.

The motion was made by Commissioner Harr

The motion was seconded by Commissioner Kline

To approve the change in Article IV Administration Section 4-02 Chief Administrative Officer as follows:

YEAS:	Hopewell, Kline, Noel, Harr, Kwentua
NAYS:	None
ABSENT:	David, Cavin
ABSTAINED:	None

Section 4-02. Chief Administrative Officer.

A. The Chief Administrative Officer shall be subject to the same domiciliary requirements as provided by this charter for department heads. The Chief Administrative Officer shall be appointed by the Mayor, subject to confirmation by the council, and shall serve at the discretion of the Mayor. In addition to the supervision of all departments, offices, and agencies, the duties of the Chief Administrative Officer shall be directed by the Mayor and may include, but are not limited to, the following:

- (1) Provide general administrative services; and
- (2) Procure all personal property, materials, supplies and services required by the City under a central purchasing system for all departments in accordance with applicable state law, council policy and administrative requirements; and
- (3) Coordinate, direct and be responsible for preparing all intergovernmental grant applications on behalf of the City and keeping City departments, offices and agencies informed of all relevant local, state and federal programs; and

(4) Maintain an inventory of all City property, movable and immovable; and

(5) Do and perform such other actions as may be directed by the Mayor.

B. The Chief Officer ~~shall~~ may also assist the Chief Financial Officer, with the following:

(1) Perform billing and collection for City-owned utilities; and

(2) Invest all idle City funds, as permitted by law as a prudent fiduciary; and

(3) Collect and have custody of all monies of the City from whatever source; and

(4) Assist the Mayor in the preparation of the operating budget and capital improvement program; and

(5) Maintain a record of indebtedness and have charge of the payment of the principal and interest on such indebtedness; and

(6) Ascertain that funds are available for payment of all contracts, purchase orders and any other documents which incur financial obligation for the City and that such documents are in accordance with established procedures; and

(7) Disburse all funds from the City treasury as authorized; and

(8) Administer a uniform central accounting system for all City departments using nationally accepted standards where applicable.

F. NEW BUSINESS

1. Review, Discussion, and approval of Home Rule Charter proposed changes. Commissioner Kline spoke and requested commissioners to review Article IV Sections 4-06, 4-07,4-08,4-09,4-10,4-11, and Article V Section 5-0 for discussion at the next meeting.

G. REPORT OF THE CHAIRMAN

H. ADJOURNMENT

The meeting was adjourned at 7:24 p.m.

CERTIFICATION

Dana LeJeune, Clerk of City Council
CITY OF ZACHARY
PARISH OF EAST BATON ROUGE
STATE OF LOUISIANA

William Kline, Chairman

I, Dana LeJeune, do hereby certify that I am the duly appointed and acting Clerk of the City Council for the City of Zachary, Parish of East Baton Rouge, Louisiana.

I further certify that the above and foregoing is a true and correct copy of the minutes of the regular meeting of the Zachary Home Rule Charter Commission of the City of Zachary, Louisiana, held on Tuesday, September 19, 2023, a proper quorum being there and then present.

Dana LeJeune, Clerk of the City Council

