

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

**A. CALL TO ORDER**

Mr. Kline called the meeting to order at 6:01 p.m., on Tuesday December 19, 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 – arrived at 6:07 p.m.

Brandon Noel

Ben Cavin

Emily Harr

Darin David – arrived at 6:14 p.m.

ABSENT

Hopewell

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

The motion was made by Commissioner Kline

The motion was seconded by Commissioner Harr

To amend the agenda to add the minutes of the October 17, 2023 meeting to the agenda.

YEAS: Kline, Noel, Harr, Cavin

NAYS: None

ABSENT: Hopewell, Kwentua, David

ABSTAINED: None

**D. READING OF THE MINUTES**

1. Approval of minutes from the October 17, 2023, meeting, and approve them as with corrections as noted.

The motion was made by Commissioner Cavin

The motion was seconded by Commissioner Harr

To approve the minutes of the October 17, 2023 meeting and approve them as written.

YEAS: Kline, Noel, Harr, Cavin

NAYS: None

ABSENT: Hopewell, Kwentua, David

ABSTAINED: None

Approval of minutes from the November 29, 2023, meeting, and approve them as with corrections as noted.

The motion was made by Commissioner Cavin

The motion was seconded by Commissioner Noel

To approve the minutes of the November 29, 2023 meeting and approve them as written.

YEAS: Kline, Noel, Harr, Cavin

NAYS: None

ABSENT: Hopewell, Kwentua, David

ABSTAINED: None

Commissioner Kwentua arrived at 6:07 p.m.

Commissioner David arrived at 6:14 p.m.

**E. OLD BUSINESS**

1. Completion of Review of prior sections previewed.

The Commission reviewed Article IV Administration Section 4-07, 4-08, 4-09, 4-10, and 4-11.

The motion was made by Commissioner Cavin

The motion was seconded by Commissioner Kwentua

To approve the Article IV Administration Section 4-07, 4-08, 4-09, 4-10, and 4-11 without any changes.

YEAS: Kline, Noel, Harr, Cavin, Kwentua, David

NAYS: None

ABSENT: Hopewell

ABSTAINED: None

**F. NEW BUSINESS**

1. Review, Discussion, and approval of Home Rule Charter proposed changes.

The Commissioners reviewed Article V Financial Procedures Section 5-02 Operating Budget Preparation and adoption.

The motion was made by Commissioner Kline

The motion was seconded by Commissioner Noel

To adopt Article V Financial Procedures Section 5-02 Operating Budget Preparation and

adoption with the changes as follows:

- A. At least sixty (60) days prior to the beginning of each fiscal year, the mayor shall submit to the council a proposed operating budget in the form required by this ~~charter~~ Section 5-03. At the meeting of the council at which the operating budget is submitted, the council shall order a public hearing on it and shall cause to be published in the official journal, at least ten (10) days prior to the date of such hearing, the time and place thereof, ~~a general summary of the proposed budget~~ and the times and places where copies of the proposed budget are available for public inspection. At the time and place so advertised, the council shall hold a public hearing on the budget as submitted. ~~The proposed budget shall be finally adopted no later than the second to last regular meeting of the current fiscal year. If the budget has not been finally adopted by that date, the budget as submitted to the council by the mayor shall become effective. Upon final adoption, the budget shall be in effect for the ensuing fiscal year and copies shall be filed with the clerk of the council.~~ The budget as finally adopted shall be reproduced and sufficient copies shall be made available for the use of all offices, departments and agencies of the City, and for the use of interested persons.
- B. The budget as finally adopted shall be reproduced and sufficient copies shall be made available for the use of all offices, departments and agencies of the City, and for the use of interested persons.
- C. If, at the end of any fiscal year, the appropriations necessary for the support of the political subdivision for the ensuing fiscal year have not been made, then fifty percent of the amounts appropriated in the appropriation ordinance or resolution for the last completed fiscal year shall be deemed reappropriated for the several objects and purposes specified in such appropriation ordinance or resolution.

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

The Commissioners reviewed Article V Financial Procedures Section 5-03 The Operating Budget Document.

The motion was made by Commissioner Kline

The motion was seconded by Commissioner Harr

To adopt Article V Financial Procedures Section 5-03 The Operating Budget Document. with the changes as follows:

The operating budget for the City government shall present a complete financial plan for the ensuing fiscal year and shall consist of at least three (3) parts as follows:

Part I shall contain: (1) a budget message prepared by the mayor, which shall outline the proposed fiscal plan for the City and describe significant features of the budget for the forthcoming fiscal period; and (2) a general budget summary which, with supporting schedules, shall show the relationship between total proposed expenditures and total

anticipated revenues for the forthcoming fiscal period and which shall compare these figures with corresponding actual figures for the last completed fiscal year and estimated figures for the year in progress.

Part II shall contain: (1) detailed estimates of all proposed expenditures, showing the corresponding estimated expenditures for each item for the current fiscal year and the actual figures for the last preceding fiscal year with explanations of increases or decreases recommended; (2) detailed estimates for all anticipated revenues and other income showing the corresponding estimated revenue or income for each item for the current fiscal year and actual figures for the last preceding fiscal year with explanations of increases or decreases; (3) delinquent taxes for current and preceding years, with the estimated percentage collectible; (4) statement of the indebtedness of the City, showing debt redemption and interest requirements, debt authorized and ~~un-issued~~ unissued, and conditions of the sinking funds; and (5) such other information as may be requested by the council. The total of proposed expenditures shall not exceed the total of estimated revenues.

Part III shall contain a proposed complete draft of the appropriation ordinance. All appropriations shall be by department and/or program.

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

The Commissioners reviewed Article V Financial Procedures Section 5-09 Facsimile Signatures.

The motion was made by Commissioner Harr

The motion was seconded by Commissioner Kline

To adopt Article V Financial Procedures Section 5-09 Facsimile Signatures with the changes as follows:

Article V Financial Procedures Section 5-09 ~~Facsimile~~ Electronic Signatures.

~~Facsimile~~ Electronic signatures are authorized for negotiable instruments and multiple certificates of indebtedness in those cases where an official is required by law to sign.

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

**NOTE:**

Pursuant to the **Uniform Electronic Transactions Act** (La. R.S. 9:2601 et. seq), an electronic signature satisfies any legal requirement of a signature. La. R.S. 9:2607. Likewise, if the law requires a signature to be notarized, the requirement is satisfied by the electronic endorsement of the notary.

The Commissioners reviewed Article VII General Provisions Section 7-01 Legal Process.

The motion was made by Commissioner Harr

The motion was seconded by Commissioner Kline

To adopt Article VII General Provisions Section 7-01 Legal Process with the changes as follows:

Legal process against the City shall be served upon the mayor or in his/her absence upon the ~~presiding officer of the council.~~ Mayor's Absence or Disability in accordance with Article III Section 3-06.

YEAS: Kline, Noel, Harr, Cavin, Kwentua, David

NAYS: None

ABSENT: Hopewell

ABSTAINED: None

The Commissioners reviewed Article VII General Provisions Section 7-02 Conflict of Interest.

The motion was made by Commissioner Noel

The motion was seconded by Commissioner Kline

To adopt Article VII General Provisions Section 7-02 Conflict of Interest as follows:

~~A. No privilege, rebate, reduced rate of any other thing of value may be directly or indirectly solicited or received by an officer, official or employee of the City from any person, firm or corporation doing business with the City.~~

~~B. Any city officer or employee who has a substantial financial interest, direct or indirect or reason of ownership of stock in any corporation, in any contract with the City or in the sale of any land, material, supplies or services to the City or to a contractor supplying the City shall make known that interest and shall be prohibited from voting and otherwise participating in the capacity of a City officer or employee in making of such sale or in the making or performance of such contract.~~

~~C. Any City officer or employee who willfully violates the requirements of this section shall be guilty of malfeasance in office or position and shall forfeit the office or position. Violation of this section, with the knowledge express or implied of the person or corporation contracting with or making a sale to the City shall render the contract or sale void.~~

### **Section 7-03. 7-02 - Code of Ethics.**

### **Section 7-04. 7-03 - Amending or Repealing the Charter.**

YEAS: Kline, Noel, Harr, Cavin, Kwentua, David

NAYS: None

ABSENT: Hopewell

ABSTAINED: None

The Commissioners reviewed Article VII General Provisions Section 7-07 Bonding of Officers.

The motion was made by Commissioner Noel

The motion was seconded by Commissioner Kline

To adopt Article VII General Provisions Section 7-07 Bonding of Officers as follows:

All elected ~~official~~ officials of the City shall take an oath of office before entering upon the duties of their offices ~~before entering upon the duties of their offices.~~ The oath may be

administered by any person qualified by law to do so.

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

The Commissioners reviewed Article VII General Provisions Section 7-09 Council Confirmation of Mayoral Appointments.

The motion was made by Commissioner Noel

The motion was seconded by Commissioner Kline

To adopt Article VII General Provisions Section 7-09 Council Confirmation of Mayoral Appointments as follows:

The mayor shall submit the names of all appointees requiring council confirmation to the council for ~~their revisions and~~ consideration not later than the next regular meeting held, after appointment. The council shall act on the matter of confirmation not later than sixty (60) days after receipt from the mayor of notification of appointment. Should the council fail to act within the prescribed time, confirmation shall be deemed to have been given.

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

**At this time Commissioner Harr announced her resignation the board.**

**G. REPORT OF THE CHAIRMAN**

**H. ADJOURNMENT**

The meeting was adjourned at 7:07 p.m.

**CERTIFICATION**

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

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**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, October 17, 2023, a proper quorum being there and then present.

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**Dana LeJeune, Clerk of the City Council**