

**Zachary Home Rule Charter  
City of Zachary, LA  
Council Chambers, 4700 Main Street  
Tuesday, August 15, 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

Billy Kline  
Emily Harr – Present at 6:05 p.m.  
John Hopewell  
Brandon Noel  
Ben Cavin  
Darrin David – Present at 6:23 p.m.  
ABSENT  
Adam Kwentua

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 July 18, 2023, meeting, and approve them as written.

The motion was made by Commissioner Hopewell

The motion was seconded by Commissioner Noel

To approve the minutes of the July 18, 2023, meeting, and approve them with correction as noted.

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

**E. OLD BUSINESS**

1. Completion of Review of prior sections previewed.

The Commission reviewed Article III Executive Branch Section 3-06 Mayor's Absence or Disability.

Commissioner Kline opened the PUBLIC HEARING at 6:15 p.m. There being no one to speak in favor or against the proposed changes, Commissioner Kline closed the PUBLIC HEARING at 6:16 p.m.

The motion was made by Commissioner Harr

The motion was seconded by Commissioner Kline

To approve the change in Article III Executive Branch Section 3-06 Mayor's Absence or Disability as follows:

## Section 3-06. - Mayor's Absence or Disability

- A. During the temporary absence of the mayor from the City the mayor may designate the chief administrative officer or other appointed City employee as his/her representative by a letter filed with the city clerk.
- B. If the mayor is physically absent from the City for a period of 180 consecutive days, the council shall have the authority upon the favorable vote of a majority of its authorized membership to declare the office of the mayor vacant.
- C. Whenever the mayor transmits to the clerk of the council a written declaration stating an inability to discharge the powers and duties of the office, and until the mayor transmits to the clerk of the council a written declaration to the contrary, such powers and duties shall be discharged by the chief administrative officer as acting mayor.
  1. If the chief administrative officer is unable to discharge the powers and duties of the office of the mayor, such powers and duties shall be discharged by ~~an appointee of the council~~ a department head appointed by the council.
  2. Should the mayor be unable to discharge the powers and duties of the office for a period exceeding 180 consecutive days, the council shall have the authority upon the favorable vote of a majority of its authorized membership to declare the office of mayor vacant due to disability.
- D. Whenever a panel of three (3) qualified medical experts, designated by resolution adopted by the favorable vote of at least a majority of the authorized membership of the council, transmits to the clerk of the council its written declaration that the mayor is unable to discharge the powers and duties of the office, the chief administrative officer shall immediately assume said powers and duties of the office as acting mayor. The chief administrative officer shall serve as acting mayor until a panel of three (3) qualified medical experts, designated by resolution adopted by the favorable vote of a majority of the authorized membership of the council, transmits to the clerk of the council its written declaration that the mayor's inability has ended or the office is declared vacant.
  1. If the chief administrative officer is unable to discharge the powers and duties of the office of the mayor, such powers and duties shall be discharged by ~~an appointee of the council~~ a department head appointed by the council.

2. Should the mayor be unable to discharge the powers and duties of the office for a period exceeding 180 consecutive days, the council shall have the authority upon the favorable vote of a majority of its authorized membership to declare the office of mayor vacant due to disability.

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

Commissioner Hopewell swore in Commissioner David at 6:25 p.m.

**F. NEW BUSINESS**

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

The Commission reviewed Article IV Administration Section 4-01 General Provisions.

Commissioner Kline opened the PUBLIC HEARING at 6:55 p.m. Mayor McDavid was present to ask if “the removal” is included in the proposed changes. Don Charlet, was also present to speak. There being no one else to speak in favor or against the proposed changes, Commissioner Kline closed the PUBLIC HEARING at 7:08 p.m.

The motion was made by Commissioner Harr

The motion was seconded by Commissioner Kline

To approve the change in Article IV Administration Section 4-01 General Provisions as follows:

**Section 4-01. - General Provisions.**

~~A. Except as otherwise provided by this charter all departments, offices, and agencies shall be under the direction and supervision of the Mayor, and the heads of all departments created by or under this charter, including the city attorney, shall be appointed by the mayor, subject to confirmation by the council, and shall serve at the pleasure discretion of the mayor.~~

~~B. All persons appointed as the head of a department created by or under this charter shall be legally domiciled and shall reside within the City while serving in such capacity. Persons not residing within the City at the time of appointment shall be given a period of six (6) months from the date of council confirmation to comply with requirement.~~

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

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

The motion was made by Commissioner Hopewell

The motion was seconded by Commissioner Noel

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

## Section 4-02. ~~Chief Administrative Officer~~ Chief Administrative Officer.

The ~~chief administrative officer~~ Chief Administrative Officer shall be subject to the same domiciliary and residency requirements as provided by this charter for department heads. The ~~chief administrative officer~~ Chief Administrative Officer shall be appointed by the ~~mayor~~ Mayor, subject to confirmation by the council, and shall serve at the ~~discretion~~ pleasure of the ~~mayor~~ Mayor. ~~Subject to the direction of the mayor, the chief administrative officer shall supervise all departments, offices, and agencies of the City and perform such other actions as may be directed by 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) 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
- (8) 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
- (9) 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
- (10) Maintain an inventory of all City property, movable and immovable; and
- (11) Perform billing and collection for City-owned utilities; and
- (12) Invest all idle City funds, as permitted by law as a prudent fiduciary; and
- (13) Provide general administrative services; and
- (14) Do and perform such other actions as may be directed by the Mayor.

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

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

The Commission voted unanimously for Commissioner Harr to clean up section 4-03 and to repropose at the next meeting.

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

**G. REPORT OF THE CHAIRMAN**

**H. ADJOURNMENT**

The meeting was adjourned at 7:39 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, August 15, 2023, a proper quorum being there and then present.

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