

Chapter 2

ADMINISTRATION\*

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ARTICLE I. IN GENERAL

**Sec. 2-1. Conflict of interest prohibited.**

It shall be unlawful for the mayor, any selectman or any other officer or employee of the town to violate any of the provisions of the Louisiana Code of Governmental Ethics stated in R.S. 42:1101 et seq. Violation of this section shall be a misdemeanor and shall also be grounds for removal from office.

(Code 1964, § 2-15)

*State law reference*—Governmental ethics, R.S. 42:1101 et seq.

**Sec. 2-2. Purchasing procedure.**

All purchases by the town shall be made only upon written order or requisition signed by the mayor or his designee.

(Code 1964, § 2-13)

**Secs. 2-3-2-20. Reserved.**

*\*Cross references*—Any administrative ordinances or resolutions saved from repeal, § 1-5(2); administration of fair housing, § 5-233; cemeteries, Ch. 6; administration of flood damage prevention regulations, § 8-36 et seq.; planning, Ch. 13; taxation, Ch. 15.

*State law reference*—Administration of municipalities generally, R.S. Title 33.

**ARTICLE II. MAYOR AND SELECTMEN\***

**Sec. 2-21. Order of business.**

The order of business for the mayor and selectmen shall be as follows:

- (1) Roll call;
- (2) Approval of the minutes of the preceding meeting;
- (3) Petitions and communications;
- (4) Reports of officers, boards and committees;
- (5) Unfinished business;
- (6) New business;
- (7) Adjournment.

(Code 1964, § 2-2)

**Sec. 2-22. Mayor may call meetings, compel attendance of selectmen and officers.**

The mayor shall have the authority to call meetings of the mayor and selectmen and to compel the attendance of the selectmen and officers.

(Code 1964, § 2-3)

**Sec. 2-23. Mayor to sign ordinances and minutes.**

It shall be the duty of the mayor to sign all ordinances, rules and regulations of the mayor and selectmen and to sign the minutes of each meeting.

(Code 1964, § 2-6)

**Sec. 2-24. Mayor to place matters before selectmen.**

It shall be the duty of the mayor to place before the selectmen for their action all matters properly presented to him by any selectman.

(Code 1964, § 2-7)

**Sec. 2-25. Force and effect of process issued by mayor.**

All warrants, summons and executions for the enforcement of the payment of fines, forfeitures, costs and penalties issued by the mayor shall have the same force and effect in law as though issued by officers having authority to issue process for the payment of debts.

(Code 1964, § 2-4)

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\***Charter references**—Term of office of mayor and selectmen; number; compensation, § 3; vacancy in office of mayor or selectmen, § 4; authority of mayor and selectmen, § 5; powers of mayor and selectmen specified, § 16.

**Sec. 2-26. Power of mayor to compel attendance and testimony of witnesses.**

The mayor shall have the same power as courts of the state for compelling the attendance and testimony of the witnesses.

(Code 1964, § 1-10)

**Sec. 2-27. Jurisdiction of mayor over bonds in predecessor's name.**

The jurisdiction of the mayor shall extend to the collection of all bonds given in his predecessor's name when they have been declared defaulted by the mayor and selectmen.

(Code 1964, § 2-5)

**Sec. 2-28. Compensation of mayor.**

The compensation of the mayor, commencing July 1, 1999, and thereafter, shall be twenty-four thousand dollars (\$24,000.00) per year, payable monthly.

(Ord. No. 832, § I, 5-10-99)

**Sec. 2-29. Board of selectmen districts; boundaries.**

The boundaries of each of the Town of Homer, Louisiana Board of Selectmen Districts are hereby established utilizing Town of Homer corporate limits, visible features, and extensions of visible features, all of which are recognized by the U. S. Census Bureau, as follows:

**DISTRICT 1:**

The boundaries of District 1 are described as follows:

Beginning at the intersection of the center rights-of-way of Beardsley Avenue and East Main Street, proceed thence due west to the main tracks of the Louisiana & Northwest Railroad, proceed thence southerly, thence southwesterly along the main tracks of the Louisiana & Northwest Railroad to its intersection with the center right-of-way of South Sixth Street, proceed thence westerly along South Sixth Street to its intersection with the center right-of-way of U.S. Highway 79, proceed thence southwesterly along U.S. Highway 79 to its intersection with the center right-of-way of Ferguson Street, proceed thence southerly along Ferguson Street to its intersection with the center right-of-way of Pearl Street, proceed thence westerly along Pearl Street to its intersection with the center right-of-way of U.S. Highway 79, proceed thence southwesterly along U.S. Highway 79 to its intersection with the center right-of-way of Starlight Street, proceed thence northerly, thence westerly along Starlight Street to its intersection with the center right-of-way of Mayfield Street, proceed thence northerly along Mayfield Street to its intersection with the center right-of-way of Pearl Street, proceed thence westerly along Pearl Street to its intersection with the center right-of-way of Martin Luther King Drive, proceed thence southerly along Martin Luther King Drive to its intersection with the center right-of-way of Lawhorn Street, proceed thence westerly along Lawhorn Street to its intersection with the center right-of-way of Memphis Street, proceed thence northerly along Memphis Street to its intersection with the center right-of-way of Arthur Street, proceed thence westerly along Arthur Street to its

intersection with the western corporate limits of the Town of Homer, proceed thence southerly, thence westerly, thence northerly, thence westerly, thence southeasterly, thence westerly, thence northerly, thence southwesterly, thence southerly, thence easterly, thence northerly, thence easterly, thence southerly, thence easterly, thence southwesterly, thence westerly, thence southerly, thence easterly, thence northerly, thence easterly, thence northeasterly, thence easterly, thence southerly, thence easterly, thence southerly, thence easterly, thence northerly, thence easterly along the corporate limits of the Town of Homer to its intersection with the center right-of-way of Beardsley Avenue (Louisiana Highway 146), proceed thence northerly, thence northwesterly along Beardsley Avenue to its intersection with the center right-of-way of East Fifth Street, proceed thence southerly along East Fifth Street to its intersection with the center right-of-way of Clover Street, proceed thence westerly along Clover Street to its intersection with the center right-of-way of Owens Street, proceed thence northerly along Owens Street to its intersection with the center right-of-way of Beardsley Avenue, proceed thence westerly along Beardsley Avenue to its intersection with the center right-of-way of East Fourth Street, proceed thence northerly along East Fourth Street to its intersection with the center right-of-way of Gill Street, proceed thence westerly along Gill Street to its intersection with the center right-of-way of East Third Street, proceed thence southerly along East Third Street to its intersection with the center right-of-way of Beardsley Avenue, proceed thence westerly along Beardsley Avenue to its intersection with the center right-of-way of East Main Street, the point of beginning.

#### DISTRICT 2

The boundaries of District 2 are described as follows:

Beginning at the intersection of the center rights-of-way of West Sixth Street and Dutchtown Road, proceed thence easterly to the westernmost end of the center right-of-way of Curry Street, proceed thence easterly along Curry Street to its intersection with the center right-of-way of Washington Street, proceed thence southerly along Washington Street to its intersection with the center right-of-way of Hudd Street, proceed thence westerly, thence southerly along Hudd Street to its intersection with the center right-of-way of South Fourth Street, proceed thence westerly along South Fourth Street to its intersection with the center right-of-way of Scott Street, proceed thence southerly along Scott Street to its intersection with the center right-of-way of Wafer Street, proceed thence easterly along Wafer Street to its intersection with the center right-of-way of Anna Street, proceed thence southerly along Anna Street to its intersection with the center right-of-way of Nunley Street, proceed thence easterly along Nunley Street to its intersection with the center right-of-way of Washington Street, proceed thence northerly along Washington Street to its intersection with the center right-of-way of Lodge Street, proceed thence easterly along Lodge Street to its intersection with the center right-of-way of West Fourth Street, proceed thence southerly along West Fourth Street to its intersection with the center right-of-way of U.S. Highway 79, proceed thence southwesterly along U.S. Highway 79 to its intersection with Ferguson Street, proceed thence southerly along Ferguson Street to its intersection

with the center right-of-way of Pearl Street, proceed thence westerly along Pearl Street to its intersection with the center right-of-way of U.S. Highway 79, proceed thence southwest-erly along U.S. Highway 79 to its intersection with the center right-of-way of Starlight Street, proceed thence northerly, thence westerly along Starlight Street to its intersection with the center right-of-way of Mayfield Street, proceed thence northerly along Mayfield Street to its intersection with the center right-of-way of Pearl Street, proceed thence westerly along Pearl Street to its intersection with the center right-of-way of Martin Luther King Drive, proceed thence southerly along Martin Luther King Drive to its intersection with the center right-of-way of Lawhorn Street, proceed thence westerly along Lawhorn Street to its intersection with the center right-of-way of Memphis Street, proceed thence northerly along Memphis Street to its intersection with the center right-of-way of Arthur Street, proceed thence westerly along Arthur Street to its intersection with the western corporate limits of the Town of Homer, proceed thence northerly, thence westerly, thence northwesterly, thence northeasterly, thence southeasterly, thence southwest-erly, thence easterly, along the corporate limits of the Town of Homer to its intersection with the center right-of-way of Lewis Street, proceed thence northerly along Lewis Street to its intersection with the center right-of-way of Dutchtown Road, proceed thence easterly along Dutchtown Road to its intersection with the center right-of-way of West Sixth Street, the point of beginning.

### DISTRICT 3

The boundaries of District 3 are described as follows:

Beginning at the intersection of the center rights-of-way of West Sixth Street, and Dutchtown Road, proceed thence easterly to the westernmost end of the center right-of-way of Curry Street, proceed thence easterly along Curry Street to its intersection with the center right-of-way of Washington Street, proceed thence southerly along Washington Street to its intersection with the center right-of-way of Hudd Street, proceed thence westerly, thence southerly along Hudd Street to its intersection with the center right-of-way of South Fourth Street, proceed thence westerly along South Fourth Street to its intersec-tion with the center right-of-way of Scott Street, proceed thence southerly along Scott Street to its intersection with the center right-of-way of Wafer Street, proceed thence easterly along Wafer Street to its intersection with the center right-of-way of Anna Street, proceed thence southerly along Anna Street to its intersection with the center right-of-way of Nunley Street, proceed thence easterly along Nunley Street to its intersection with the center right-of-way of Washington Street, proceed thence northerly along Washington Street to its intersection with the center right-of-way of Lodge Street, proceed thence easterly along Lodge Street to its intersection with the center right-of-way of West Fourth Street, proceed thence northerly along West Fourth Street to its intersection with the center right-of-way of North Main Street, proceed thence westerly along North Main Street to its intersection with the center of the westernmost lane of Park Drive, proceed thence northerly, thence northwesterly, thence easterly along the westernmost lane of Park Drive to its intersection with the center right-of-way of East College Street, proceed thence northerly along East

College Street to its intersection with the center right-of-way of Edgewood Drive, proceed thence northwesterly along Edgewood Drive to its intersection with the center right-of-way of Johnson Road, proceed thence northerly, thence northwesterly along Johnson Road to its intersection with the northern corporate limit of the Town of Homer, proceed thence westerly, thence southerly, thence westerly, thence southerly, thence easterly, thence southerly, thence westerly, thence southerly, thence easterly along the corporate limits of the Town of Homer to its intersection with Dutchtown Road, proceed thence easterly along the center right-of-way of Dutchtown Road to its intersection with West Sixth Street, the point of beginning.

#### DISTRICT 4

The boundaries of District 4 are described as follows:

Beginning at the intersection of the center rights-of-way of Beardsley Avenue and East Main Street, proceed thence due west to the main tracks of the Louisiana & Northwest Railroad, proceed thence southerly, thence southwestly along the main tracks of the Louisiana & Northwest Railroad to its intersection with the center right-of-way of South Sixth Street, proceed thence westerly along South Sixth Street to its intersection with the center right-of-way of U.S. Highway 79, proceed thence southwestly along U.S. Highway 79 to its intersection with the center right-of-way of West Fourth Street, proceed thence northerly along West Fourth Street to its intersection with the center right-of-way of North Main Street, proceed thence westerly along North Main Street to its intersection with the center of the westernmost lane of Park Drive, proceed thence northerly, thence northwesterly, thence easterly along the westernmost lane of Park Drive to its intersection with the center right-of-way of East College Street, proceed thence northerly along East College Street to its intersection with the center right-of-way of Edgewood Drive, proceed thence northwesterly along Edgewood Drive to its intersection with the center right-of-way of Johnson Road, proceed thence northerly, thence northwesterly along Johnson Road to its intersection with the northern corporate limit of the Town of Homer, proceed thence easterly, thence northerly, thence westerly thence northwesterly, thence southwestly, thence northwestly, thence northeasterly, thence northerly, thence easterly, thence southerly, thence southeasterly, thence southwestly, thence southeasterly, thence easterly, thence southwestly, thence easterly, thence southerly, thence easterly along the corporate limits of the Town of Homer to its intersection with tracks of the Louisiana & Northwest Railroad, proceed thence southeasterly along the tracks of the Louisiana & Northwest Railroad to their intersection with the center flow channel of Beaver Branch, proceed thence easterly along Beaver Branch to its intersection with U.S. Highway 79, proceed thence southerly along U.S. Highway 79 to its intersection with the tracks of the Louisiana & Northwest Railroad, proceed thence southeasterly along the tracks of the Louisiana & Northwest Railroad to their intersection with the center right-of-way of North Main Street, proceed thence westerly along North Main Street to its intersection with the center right-of-way of East Third Street, proceed thence southerly along East Third Street to its intersection with the center right-of-way of Beardsley Avenue, proceed thence westerly along Beardsley Avenue to its intersection with East Main Street, the point of beginning.

## DISTRICT 5

The boundaries of District 5 are described as follows:

Beginning at the intersection of the center rights-of-way of Beardsley Avenue and East Fifth Street, proceed thence southerly along East Fifth Street to its intersection with the center right-of-way of Clover Street, proceed thence westerly along Clover Street to its intersection with the center right-of-way of Owens Street, proceed thence northerly along Owens Street to its intersection with the center right-of-way of Beardsley Avenue, proceed thence westerly along Beardsley Avenue to its intersection with the center right-of-way of East Fourth Street, proceed thence northerly along East Fourth Street to its intersection with the center right-of-way of Gill Street, proceed thence westerly along Gill Street to its intersection with the center right-of-way of East Third Street, proceed thence northerly along East Third Street to its intersection with the center right-of-way of North Main Street, proceed thence easterly along North Main Street to its intersection with the main tracks of the Louisiana & Northwest Railroad, proceed thence northeasterly, thence northerly, thence northwesterly along the main tracks of the Louisiana & Northwest Railroad to its intersection with U.S. Highway 79, proceed thence northerly along U.S. Highway 79 to its intersection with the center flow channel of Beaver Branch, proceed thence westerly along Beaver Branch to its intersection with the main tracks of the Louisiana & Northwest Railroad, proceed thence northwesterly along the main tracks of the Louisiana & Northwest Railroad to its intersection with the northern corporate limit of the Town of Homer, proceed thence easterly, thence northerly, thence westerly, thence northerly, thence westerly, thence northerly, thence easterly, thence southerly, thence easterly, thence southerly, thence southwesterly, thence southeasterly, thence southerly, thence westerly along the corporate limits of the Town of Homer, to its intersection with the center right-of-way of Beardsley Avenue (Louisiana Highway 146), proceed thence northerly, thence northeasterly along Beardsley Avenue to its intersection with the center right-of-way of East Fifth Street, the point of beginning.

(Ord. No. 848, § 1, 12-3-01)

**Secs. 2-30—2-40. Reserved.**

## ARTICLE III. OFFICERS\*

## DIVISION 1. GENERALLY

**Secs. 2-41—2-60. Reserved.**

\***Charter references**—Appointment, etc., of treasurer, clerk, assessor, collector and marshal, § 7; oath of office, § 8; bonds of officers, § 9; duties of treasurer, § 10; duties of clerk, § 11.

DIVISION 2. CLERK\*

**Sec. 2-61. To attend meetings of mayor and selectmen.**

It shall be the duty of the clerk to attend all meetings of the mayor and selectmen, unless excused by them.

(Code 1964, § 2-10)

**Sec. 2-62. To keep financial records.**

It shall be the duty of the clerk to keep complete records of the finances of the town.

(Code 1964, § 2-11)

**Secs. 2-63—2-85. Reserved.**

DIVISION 3. POLICE CHIEF†

**Sec. 2-86. To execute orders of mayor.**

It shall be the duty of the police chief to promptly execute all orders given to him by the mayor.

(Code 1964, § 2-12)

**Secs. 2-87—2-100. Reserved.**

ARTICLE IV. DEPARTMENTS

**Secs. 2-101—2-120. Reserved.**

ARTICLE V. BOARDS, COMMISSIONS AND COMMITTEES

**Secs. 2-121—2-140. Reserved.**

ARTICLE VI. EMPLOYEES

**Sec. 2-141. Municipal employees' retirement system.**

(a) *Policy declared.* It is hereby declared to be the policy and purpose of the town to extend the provisions of R.S. 33:7151 et seq., to eligible officers and employees of the town. In pursuance of such policy, and for such purpose, the officers and employees of the town shall take such action as may be required by applicable state laws or regulations. The coverage of eligible officers and employees shall be retroactive to October 1, 1956.

\***Charter reference**—Duties of clerk, § 11.

**Cross reference**—Clerk designated as tax collector, § 15-2.

†**Charter references**—Appointment, etc., of marshal, § 7; marshal to be elected, § 15.



(b) *Agreement authorized.* The mayor is hereby authorized and directed to execute an agreement with the board of trustees of the municipal employees' retirement system to secure coverage of eligible officers and employees as provided in this section.

(c) *Withholdings.* Withholdings from salaries or wages of officers and employees for the purposes provided in this section are hereby authorized to be made in the amounts and at such times as may be required by the board of trustees in accordance with R.S. Title 33, Chapter 18, and shall be paid over to the board of trustees in such amounts and at such times as are designated by state laws and regulations of such agency.

(d) *Employer contributions.* Employer contributions and assessments for administrative expenses shall be paid from amounts appropriated for such purposes to the board of trustees in accordance with applicable state laws and regulations of the board of trustees.

(e) *Records and reports.* The town clerk shall maintain such records and submit such reports as may be required by applicable state laws or regulations of the board of trustees.  
(Code 1964, § 2-16)

**State law reference**—Municipal employees' retirement system, R.S. 33:7151 et seq.

**Sec. 2-142. Social security for officers and employees.**

(a) *Policy declared; duty of officers and employees; coverage.* It is hereby declared to be the policy and purpose of the town to extend the provisions of R.S. 42:1001 et seq., providing social security to eligible officers and employees of the town. In pursuance of such policy, and for such purpose, the officers and employees of the town shall take such action as may be required by applicable state or federal laws or regulations. The coverage of eligible officers and employees shall be retroactive to January 1, 1951.

(b) *Agreement authorized.* The mayor is hereby authorized and directed to execute an agreement with the state public employees board to secure coverage of eligible officers and employees as provided in this section.

(c) *Withholdings.* Withholdings from salaries or wages of officers and employees for the purposes provided in this section are hereby authorized to be made in the amounts and at such times as may be required by applicable state and federal laws and regulations, and shall be paid over to the public employees board, a state agency, in such amounts and at such times as are designated by state laws and regulations of such agency.

(d) *Employer contributions.* Employer contributions and assessments for administrative expenses shall be paid from amounts appropriated for such purposes to the state agency in accordance with applicable state laws and regulations of said agency.

(e) *Records and reports.* The town clerk shall maintain such records and submit such reports as may be required by applicable state and federal laws or regulations.  
(Code 1964, § 2-17)

**State law reference**—Old age and survivors' insurance, R.S. 42:1001 et seq.