

MINUTES OF A REGULAR MEETING OF THE MAYOR AND COUNCIL OF THE CITY OF GONZALES,
STATE OF LOUISIANA, TAKEN ON MONDAY, MAY 12, 2025, 5:30 P.M.,
AT CITY HALL, 120 S. IRMA BLVD, GONZALES, LA 70737.

MEMBERS PRESENT:

Timothy “Tim” Riley, Mayor
Councilwoman Cynthia Gray James
Councilman Tyler Turner

Councilwoman Terri Lambert
Councilman Eddie Williams, Jr.
Councilman Kirk Boudreaux

MEMBERS ABSENT: None

ALSO PRESENT:

Matt Percy, City Attorney
Chief Sherman Jackson, Gonzales PD

Terri Delatorre, Administrative Secretary

Final Vote on Ordinance No. 4260:

ORDINANCE INTRODUCED
APRIL 28, 2025
ORDINANCE # 4260

AN ORDINANCE AMENDING THE CODE OF ORDINANCE, CHAPTER 2 – ADMINISTRATION.
ARTICLE V. PERSONNEL RULES AND PROCEDURES.
DIVISION 5. ABSENCES FROM WORK.

Sec. 2-212. Leave system.

(a) Leave (excluding Fire and Police Departments):

- (1) *Eligibility for leave.* Permanent and probationary status employees shall earn leave. Daily attendance and leave records must be maintained for employees eligible to accrue leave.
- (2) *Formula for earning leave.* The formula for earning leave shall be based on a full-time work schedule, and the credit shall be recorded at the close of each pay period as follows:

a. Each full-time city employee whose work week averages forty (40) hours per week or two thousand eighty (2,080) hours annually shall be credited with ten (10) hours leave for each one-month period worked.

b. Employees serving a probationary period shall accrue leave but will not be eligible to use leave until completing six (6) months of continuous employment.

c. Employees transferred or promoted shall retain leave time.
- (3) [Accrual schedule.] After initial six (6) month accrual, employees will accrue 4.61 hours of Leave each pay period and 4.75 hours of Leave on the pay period in which the anniversary date falls.

(b) Vacation.

- (1) *Eligibility for vacation.* Permanent and probationary status employees shall earn vacation.
- (2) *Procedure for earning vacation.* The procedure for earning vacation shall be based on a full-time work schedule, and the credit shall be awarded each full-time employee as follows:

After an employee has worked continuously for twelve (12) months they shall be eligible for vacation as follows:

Years of service worked	Total hours credited to full-time employees working an average 40-hour week or 2,080 hours per year.
1—7	80
8—14	120
15 and over	160

- (3) [When credited.] Vacation hours shall be credited to the employee on the anniversary date of full-time employment.
- (4) [Seniority.] Vacation preference will be governed by seniority.
- (5) *Reinstatement of vacation upon returning from separation.* Upon returning to full-time status with the City of Gonzales after a separation, an employee with at least ten (10) years of prior service will be allowed credit for such time served in the calculation of vacation leave only.

(c) *Procedure for use of leave and vacation.* Leave and vacation may be taken by the employee provided a request is submitted to the supervisor prior to the absence. For unplanned absences of one (1) day or less or for unplanned absences due to illness, notice to the supervisor must be given immediately and the request must be submitted within twenty-four (24) hours of the employee’s return. All deposits to and withdrawals from leave and vacation accounts will be properly recorded and all records will be maintained by the payroll department. Nonemergency leave and vacation shall be taken in a responsible manner and should not unduly interfere with the regular performance of one’s job responsibilities. The supervisor may reject any request for leave if such request would result in the understaffing of any department on a particular day.

(d) *Tardiness.* Late arrivals and early departures during regular business hours must be immediately assigned to leave or vacation; a request must be submitted within twenty-four (24) hours. All tardiness will be charged in fifteen-minute increments. Habitual late arrivals will result in disciplinary action against the employee.

(e) *Abuse.* Unauthorized leave beyond available leave balances shall be automatically dedicated [deducted] from the employee’s salary and a leave reprimand shall be noticed to the employee. Misuse of the leave system may result in disciplinary action against the employee.

(f) *Lunch hour.* Lunch hour for all employees is one (1) hour taken between the hours of 11:00 a.m. and 2:00 p.m. Any time taken in excess of the one (1) hour will be charged to leave.

(h) *Major medical leave.* Major medical leave may be authorized by the mayor/chief of police for cases of potentially disabling medical conditions, or similar life-threatening conditions, for an employee or immediate family member, including a spouse or child, or an employee’s hospitalization or related outpatient services for serious injury or illness or surgical procedures. Such leave shall require the advance approval of the mayor/chief of police and must include a written statement from the attending physician stating that such leave is medically necessary to the health of the employee and that the employee is unable to perform any of their normal work duties or responsibilities. Major medical leave is intended for serious and extensive medical services and does not include common ailments or illnesses for which leave should normally be used.

(i) *Transfer of personal time.*

An employee may transfer any portion of his/her unused leave or vacation time earned to another employee within a current calendar year for the purpose of a medical or family emergency for the receiving employee.

The time transferred can only be made on an equal per hour equity basis. The time donated by an employee earning less per hour than the donee shall be adjusted to the hourly rate of pay of the donee. Time donated by an employee earning an hourly rate equal to or greater than the donee, shall be transferred on an hour for hour basis.

All transfers of time must be authorized by both, donor and donee as well as employee’s supervisor and the mayor.

All transfers shall be irrevocable and used by donee within the calendar year donated.

(Ord. of 11-24-80, § 6.02; Ord. of 7-27-81; Ord. No. 2211, 1-25-93; Ord. No. 2648, 9-25-00; Ord. No. 2721, 3-18-02; Ord. No. 2841, 12-12-05; Ord. No. 2906, 2-11-08; Ord. No. 2966, 2-14-11; Ord. No. 4067, 8-13-18; Ord. No. 4171, 4-25-22)

Sec. 2-218. Payment of accrued leave and major medical leave.

An employee with less than ten(10) years who separates from the city due to voluntary or involuntary termination will be paid for unused vacation up to 160 hours.

All employees who are vested ten (10) years or more of service) at the time of voluntary or involuntary termination will be paid twenty-five (25) percent of accrued major medical leave in addition to a maximum of 160 hours of vacation for a maximum of 340 hours.

Upon retirement, any accrued vacation hours remaining after payment of accrued hours may be converted to retirement service credit.

Sec. 2-219. – Fire Department Leave system.

(a) *Sick Leave:*

Per Louisiana Revised Statute 33:1995, Full-time Employees of the Fire department shall be entitled to full pay during sickness or incapacity not brought by his own negligence or culpable indiscretion for a period not less than fifty-two weeks.

(b) *Vacation:*

- (1) Per Louisiana Revised Statute 33:1996, after a full-time fire department employee has worked consecutively for twelve (12) months, they shall be eligible for and earn vacation as follows:

Years of service worked	Totals hours credited to Fire Dept Full-Time Employee working an average 40-hour week or 2080 hours per year	Totals hours credited to Fire Dept Full-Time Employee working an average 56-hour week or 2,880 hours per year.
1-10	200	288
11-15	240	336
16 and over	280	384

- (3) [When credited.] Vacation hours shall be credited to the employee at the start of each year in January based on the actual years of service the employee has as of January 1. If an employee reaches 12 months continuous employment after January 1, vacation entitled will be credited to the employee on a pro-rated basis based on their anniversary date.
- (4) *Reinstatement of vacation upon returning from separation.* Upon returning to full-time status with the City of Gonzales after a separation in service, an employee with at least ten (10) years of prior service will be allowed credit for such time served.

(c) *Procedure for use of Sick Leave and Vacation:* The procedure for use of leave and vacation for employees of the fire department shall be governed by rules and regulations made by the Fire Chief.

(d) *Major medical leave.* For employees of the fire department, major medical leave may be authorized by the mayor for cases of potentially disabling medical conditions, or similar life-threatening conditions, for immediate family members only, including a spouse or child, or an employee’s hospitalization or related outpatient services for serious injury or illness or surgical procedures. Such leave shall require the advance approval of the mayor/chief of police and must include a written statement from the attending physician stating that such leave is medically necessary to the health of the employee’s immediate family member and that the employee is unable to perform any of their normal work duties or responsibilities.

(e) *Transfer of vacation:*

An employee may transfer any portion of his/her unused leave or vacation time earned to another employee within a current calendar year for the purpose of a medical or family emergency for the receiving employee.

The time transferred can only be made on an equal per hour equity basis. The time donated by an employee earning less per hour than the donee shall be adjusted to the hourly rate of pay of the donee. Time donated by an employee earning an hourly rate equal to or greater than the donee, shall be transferred on an hour for hour basis.

All transfers of time must be authorized by both donor and donee as well as the Fire Chief and the Mayor.

All transfers shall be irrevocable and used by donee within the calendar year donated.

(f) Leave without Pay

- (1) All instances of leave without pay must be approved by the fire chief.
- (2) An employee granted leave without pay status will be required to use all vacation time hours accrued. Employees absent from work without available vacation or sick leave shall be charged leave without pay.
- (3) An employee on leave without pay status shall not be eligible for overtime or compensation time within the pay period which leave without pay was charged.
- (4) An employee who has excessive leave without pay absences not pre-approved by the fire chief shall be issued disciplinary action following the disciplinary procedure.

(g) *Payment of accrued vacation and major medical leave.*

For full-time employees of the fire department who work an average of 2080 hours per year who separate from the city due to voluntary or involuntary termination will be paid a maximum of 340 hours. These hours are comprised of twenty-five (25) percent of accrued major medical leave and the remainder from accrued vacation hours. Remaining accrued vacation hours shall be converted to retirement service credit.

For full-time employees of the fire department who work an average of 2080 hours per year who separate from the city due to voluntary or involuntary termination will be paid a maximum of 396 hours. These hours are comprised of twenty-five (25) percent of accrued major medical leave and the remainder from accrued vacation hours. Remaining accrued vacation hours shall be converted to retirement service credit.

Upon retirement, any accrued vacation hours remaining after payment of accrued hours may be converted to retirement service credit.

YEAS: Councilwoman Cynthia Gray James, Councilman Tyler Turner, Councilwoman Terri Lambert,
Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: NONE

ABSENT: NONE

ORDINANCE ADOPTED: MAY 12, 2025

Final Vote on Ordinance No. 4261:

ORDINANCE INTRODUCED
April 28, 2025
ORDINANCE # 4261

CITY OF GONZALES 2024-2025 BUDGET AMENDMENT 03
AN ORDINANCE AMENDING THE CAPITAL OUTLAY BUDGET,

These changes to the budget are necessary due to uncertainties existing at the time the original budget was created.

That the Fiscal Year 2024- 2025 Budget is hereby amended as follows:

Fund	Department	Account Name	G/L Account No.	2024-2025 BUDGET	Amendment	2024-2025 Amended Budget	Explanation
Capital Outlay	Streets & Drainage	Street Dept Equipment	04-5-17-20-014	684,679	100,000	784,679	Tractor W/ Boom Attachment

YEAS: Councilwoman Cynthia Gray James, Councilman Tyler Turner, Councilwoman Terri Lamber,
Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: NONE

ABSENT: NONE

ORDINANCE ADOPTED: May 12, 2025

Motion by Councilman Tyler Turner, seconded by Councilman Eddie Williams, Jr., to approve the minutes of a Public Hearing of the Mayor and City Council taken on April 28, 2025.

YEAS: Councilwoman Cynthia Gray James, Councilman Tyler Turner, Councilwoman Terri Lambert
Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: NONE

ABSENT: NONE

Motion by Councilman Tyler Turner, seconded by Councilman Kirk Boudreaux, to approve the minutes of a Regular Meeting of the Mayor and City Council taken on April 28, 2025.

YEAS: Councilwoman Cynthia Gray James, Councilman Tyler Turner, Councilwoman Terri Lambert
Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: NONE

ABSENT: NONE

Motion by Councilman Kirk Boudreaux, seconded by Councilman Tyler Turner, to approve Mayor’s recommendation to appoint Allen V. Davis & Associates as the City Attorney.

YEAS: Councilwoman Cynthia Gray James, Councilman Tyler Turner, Councilwoman Terri Lambert
Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: NONE

ABSENT: NONE

Motion by Councilman Kirk Boudreaux, seconded by Councilman Tyler Turner, to approve a Special Event Permit for Miller West, with MPS Riders, to have an event at Buffalo Wild Wings in Gonzales on Saturday, June 14, 2025, from 4:00 pm – 11:00 pm.

YEAS: Councilwoman Cynthia Gray James, Councilman Tyler Turner, Councilwoman Terri Lambert
Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: NONE

ABSENT: NONE

Motion by Councilman Kirk Boudreaux, seconded by Councilman Eddie Williams, Jr., to approve a Special Event Permit for Daphne Hernandez, with OnPath Federal Credit Union, to have a grand opening event on Saturday, June 21, 2025, from 9:00 am -1:00 pm, at the OnPath Gonzales Branch, 915 W. Hwy. 30.

YEAS: Councilwoman Cynthia Gray James, Councilman Tyler Turner, Councilwoman Terri Lambert
Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: NONE

ABSENT: NONE

Motion by Councilman Kirk Boudreaux, seconded by Councilman Eddie Williams, Jr., to approve a Citizen Petition request for the City of Gonzales to set speed bumps on N. Janice.

YEAS: Councilwoman Cynthia Gray James, Councilman Tyler Turner, Councilwoman Terri Lambert
Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: NONE

ABSENT: NONE

Motion by Councilman Kirk Boudreaux, seconded by Councilman Eddie Williams, Jr., to table adoption of the updated Building Permit Fee Schedule until a future council meeting.

YEAS: Councilman Tyler Turner, Councilwoman Terri Lambert, Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: Councilwoman Cynthia Gray James

ABSENT: NONE

Motion by Councilman Kirk Boudreaux, seconded by Councilman Eddie Williams, Jr., to approve the Pool Management Agreement between the City of Gonzales and Sela Aquatics.

YEAS: Councilwoman Cynthia Gray James, Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: Councilman Tyler Turner, Councilwoman Terri Lambert

ABSENT: NONE

Motion by Councilman Kirk Boudreaux to introduce Ordinance No. 4274: an Ordinance to approve the annexation of Parcel 3448800, for Brittany Point, LLC, owned by Doug Diez, being 55.14 acres, Section 34-9-3, located on the north side of Hwy. 30, currently addressed as 42320 La Hwy. 30, Gonzales, LA 70737.

Mayor Riley invited anyone to come forward who wished to speak regarding the annexation.

Vince Diez, Jr., 1406 Coontrap Road, Gonzales, came forward to speak in favor of the annexation.

Joel Robert, 7217 La 44, Gonzales, came forward to speak in favor of the annexation.

Alsie Dunbar, 1101 S. Jacqueline, Gonzales, came forward to speak in favor of the annexation.

Paula Cartwright, 2516 S. San Francisco Avenue, Gonzales, came forward to share her perspective on the annexation, clarifying that she’s neither for it or against it.

Maurice Baudy, 1712 E. Evergreen Street, Gonzales, came forward to speak in opposition to the annexation.

James Smith, 2124 S. San Francisco Avenue, Gonzales, came forward to speak in opposition to the annexation.

Public Hearing and final vote on this foregoing amendment to be taken at the City Council meeting scheduled for June 9, 2025, at 5:30 pm.

Motion by Councilman Kirk Boudreaux to introduce Ordinance No. 4262: an Ordinance amending the City of Gonzales Planning and Development Map by rezoning 2.96 acres identified as Parcel 3271036 from Zone C-1 to Zone C-2 for VINCE DIEZ PROPERTIES INC, currently addressed as 1406 N. Coontrap Road, Gonzales, LA 70737.

Public Hearing and final vote on this foregoing amendment to be taken at the next City Council meeting scheduled for May 27, 2025, at 5:30 pm.

Motion by Councilman Kirk Boudreaux to introduce Ordinance No. 4263: an Ordinance amending the City of Gonzales Planning and Development Map by rezoning 5.98 acres identified as Parcel 2870800 from Zone R-8 to Zone C-2 for VINCE DIEZ PROPERTIES INC, currently addressed as 630 W. New River Street, Gonzales, LA 70737.

Public Hearing and final vote on this foregoing amendment to be taken at the next City Council meeting scheduled for May 27, 2025, at 5:30 pm.

Motion by Councilman Kirk Boudreaux to introduce Ordinance No. 4264: an Ordinance amending the City of Gonzales Planning and Development Map by rezoning 0.49 acres identified as Parcel 2613600 from Zone R-8 to Zone C-2 for VINCE DIEZ PROPERTIES INC, currently addressed as 1526 N. Coontrap Road, Gonzales, LA 70737.

Public Hearing and final vote on this foregoing amendment to be taken at the next City Council meeting scheduled for May 27, 2025, at 5:30 pm.

Motion by Councilman Kirk Boudreaux to introduce Ordinance No. 4265: an Ordinance amending the City of Gonzales Planning and Development Map by rezoning 2.00 acres identified as Lot C-5-B of Parcel 20037493 from Zone R-3-M25 to Zone B1 for Stoa Group, located in Waters at Conway.

Public Hearing and final vote on this foregoing amendment to be taken at the next City Council meeting scheduled for May 27, 2025, at 5:30 pm.

Motion by Councilman Tyler Turner, seconded by Councilman Kirk Boudreaux, to adopt Resolution No. 2981: A

Resolution to Support an Application for Kennedy Heights Subdivision Sidewalks and to Authorize the Mayor of the City of Gonzales to Execute all Agreements for the Project.

YEAS: Councilwoman Cynthia Gray James, Councilman Tyler Turner, Councilwoman Terri Lambert
Councilman Eddie Williams, Jr., Councilman Kirk Boudreaux

NAYS: NONE

ABSENT: NONE

A Public Hearing will be held at 5:30 pm, on Monday, June 9, 2025 at City Hall, 120 S. Irma Blvd., Gonzales, to consider adoption of the 2025 property tax millage rates.

There being no further business to come before the City Council and upon a motion duly made and seconded, the Meeting was adjourned.

Timothy “Tim” Riley, Mayor

ATTEST:

Brandon Boylan, City Clerk

11326681, 5/22/25, Ad Cost \$470.40