

CHAPTER 2

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Article A. Governing Authority

Section 2.1 Governing Authority named

The governing authority of the town is the Livonia Town Council.  
(Resolution adopted 9/9/97)

Section 2.2 Meetings of town council

The regular town council meeting will be held on the second Monday of each month, at 6:30 p.m., at the Livonia Town Hall, 3111 LA Hwy 78, Livonia, Louisiana, beginning July, 2006. (Ordinance 3 adopted 1/15/60; Ordinance 116 adopted 12/12/00; Ordinance 2006-164 adopted

June 12, 2006)

Section 2.3 Special meetings; notice; business

A. Special meetings of the council may be called for the transaction of business at the instance of the mayor or a majority of the council members, provided that notice of such a special meeting must specify in detail the objects and purposes for which it is called and must be signed by the officers calling the meeting. The notice must be in writing and hand delivered to the mayor and the council members at least twenty-four (24) hours prior to the hour fixed in the call for the meeting. In all cases, the mayor and any member of the council may waive notice of the special meeting in writing.

B. No business, except such as is specified in the call for the special meeting, shall be transacted at any special meeting except by unanimous consent of the council.  
(Ordinance 3 adopted 1/5/60)

Section 2.4 Quorum

In all cases, it shall require a majority of the council to constitute a quorum.  
(Ordinance 3 adopted 1/5/60)

Article B. Town Officials

Section 2.11 Town elections; terms

A. Commencing in 1988, and every four (4) years thereafter, election of the elected officials of this town shall be held concurrently with congressional elections in accordance instance of the mayor or a majority of the council with R.S. 18:402(B).

B. Commencing in 1988, elected officials of this town shall take office on the first day of January following their election and shall hold office for four (4) years.  
(Ordinance 56 adopted 12/3/85)

Section 2.12 Salaries of officials

A.(1) The salary of the mayor shall be one thousand (\$1,000) dollars per month.

(2) Compensation for each special meeting attended shall be twenty-five (\$25) dollars.  
(Ordinance 67 adopted 3/7/89; Ordinance 75 adopted 11/5/91; Ordinance 90 adopted 12/13/94; Ordinance 108 adopted 5/12/98; Ordinance 2007-171 adopted March 12, 2007)

B. The compensation of each member of the council is five hundred (\$500) dollars per

month effective April 1, 2007, and twenty-five (\$25) dollars for each special meeting attended. (Ordinance 75 adopted 11/5/91; Ordinance 108 adopted 5/12/98; Ordinance 2007-172 adopted March 12, 2007)

C.(1) The salary of the chief of police shall be four thousand four and 00/100 (\$4,004.00) dollars per month, effective January 1, 2008.

(2) The salary of the chief of police increases five (5%) per cent, effective January 1, 2009.

(3) The salary of the chief of police increases three (3%) per cent, effective January 1, 2010.

(4) The Town Council of Livonia hereby increases the current annual salary of the chief of police two hundred (\$200) dollars, effective February 22, 2011.

(5) The Town Council of Livonia hereby increases the current annual salary of the chief of police three (3%) per cent, effective January 1, 2012.

(6) The Town Council of Livonia hereby increases the current annual salary of the chief of police, fifty (50) cents per hour, effective January 1, 2013.

(7) The Town Council of Livonia hereby increases the current annual salary of the chief of police, three (3%) per cent, effective January 1, 2015.

(8) The Town Council of Livonia hereby increases the current annual salary of the chief of police, four (4%) per cent, effective January 1, 2016.

(6) The Town Council of Livonia hereby increases the current annual salary of the chief of police, one dollar (\$1.00) per hour, effective January 1, 2017.

(Ordinance 150 adopted 12/3/03; Ordinance 2004-152 adopted 3/8/04; Ordinance 2004-155 adopted 12/13/04; Ordinance 2005-159 adopted 12/12/05; Ordinance 2006-160 adopted 3/13/06; Ordinance 2007-170 adopted 3/12/07; Ordinance 2007-173 adopted 12/10/07; Ordinance 2008-18 adopted 12/8/08; Ordinance 2010-188 adopted 1/11/10; Ordinance 2011-196 adopted 2/14/11; Ordinance 2011-205 adopted 12/12/11; Ordinance 2012-212 adopted 12/17/12; Ordinance 2014-221 adopted 12/18/14; Ordinance 2016-230 adopted 1/11/16; Ordinance 2016-233 adopted 12/12/16)

D.(1) The salary of the clerk shall be two thousand three hundred ninety-four and 13/100 (\$2,394.13) dollars per month effective April 8, 2002 who shall receive an annual increase of three (3%) percent of salary on January first of each year. In addition, the clerk shall receive an

increase of three (3%) of salary effective March 9, 2004. The salary of the clerk increases by one (\$1.00) dollar per hour, effective March 14, 2006; increases four (4%) per cent effective January 15, 2008; increases five (5%) per cent effective January 1, 2009; increases three (3%) per cent, effective January 1, 2010.

(2) The Town Council of Livonia hereby increases the current annual salary of the municipal clerk two hundred (\$200) dollars, effective February 22, 2011.

(3) The Town Council of Livonia hereby increases the current annual salary of the municipal clerk three (3%) per cent, effective January 1, 2012.

(4) The Town Council of Livonia hereby increases the current annual salary of the municipal clerk fifty (50) cents per hour, effective January 1, 2013.

(5) The Town Council of Livonia hereby increases the current annual salary of the municipal clerk three (3%) per cent, effective January 1, 2015.

(6) The Town Council of Livonia hereby increases the current annual salary of the municipal clerk five and 57/100 (5.57%) per cent, effective January 19, 2016.

(7) The Town Council of Livonia hereby increases the current annual salary of the municipal clerk one dollar (\$1.00) per hour, effective January 1, 2017.

(Ordinance 119 adopted 1/8/01; Ordinance 126 adopted 4/10/01; Ordinance 132 adopted 12/10/01; Ordinance 137 adopted 3/11/02; Ordinance 138 adopted 4/8/02; Ordinance 145 adopted 12/9/02; Ordinance 2004-151 adopted 3/9/04; Motion adopted 11/11/04; Ordinance 2006-161 adopted 3/13/06; Ordinance 2008-175 adopted 1/14/08; and Ordinance 2008-185 adopted 12/8/08; Ordinance 2010-189 adopted 1/11/10; Ordinance 2011-197 adopted 2/14/11; Ordinance 2011-206 adopted 12/12/11; Ordinance 2012-213 adopted 12/17/12; Ordinance 2014-222 adopted 12/8/14; Ordinance 2016-231 adopted 1/11/16; Ordinance 2016-234 adopted 12/12/16)

### Section 2.13 Transactions involving town elected officials

A. The mayor or a member of the town governing authority (“elected official”), or a legal entity in which the elected official has a controlling interest, may enter into a transaction under the supervision or jurisdiction of the town only pursuant to this Section.

B. The elected official must immediately recuse himself from acting in his governmental capacity in any matter affecting the transaction and file quarterly affidavits concerning such recusal with the town clerk and with the Board of Ethics. The affidavit shall set out the name and address of the elected official, the name and population of the town, and a description of all such transactions that occurred during the preceding quarter. The affidavit shall be filed with the

town clerk and the Board of Ethics on or before the end of the month following the expiration of the quarter.

C. After recusal, purchase requisitions or orders regarding the transaction must be signed by the town clerk and payment for the transaction must be made by check signed by the town clerk or treasurer and the mayor or a member of the council who is not involved in the transaction.

D. Any individual transaction of two hundred fifty (\$250) dollars or less is not subject to Subsection E unless all transactions involving the elected official exceeds two thousand five hundred (\$2,500) dollars in the aggregate within the calendar year.

E. (1) Any transaction in excess of two hundred fifty (\$250) dollars but less than two thousand five hundred (\$2,500) dollars shall be made by obtaining telephone quotations with written confirmation or facsimile quotations from at least three (3) vendors with the town, the parish, or within a fifty (50) mile radius of the town. If the quotation submitted by the elected official or legal entity in which he has a controlling interest, is the lowest received by the town, the transaction is authorized. However, in the case of an emergency, no quotation shall be required, provided the elected official recuses himself from the transaction and files an affidavit, as provided in Subsection B, within three (3) days of the occurrence of the transaction.

(2) "Emergency", for the purposes of this Subsection, means an unforeseen mischance involving the destruction of property or the injury of life or the threat of such destruction or injury requiring immediate action in the form of construction or repair.

F. An elected official, or legal entity in which he has a controlling interest, may enter into a transaction with the town in excess of two thousand five hundred (\$2,500) dollars only after written invitations are sent to at least three (3) bona fide qualified bidders, other than the elected official or his legal entity, and only upon advance approval by the Board of Ethics. In such case, the bid process shall be in accordance with R.S. 38:2212(A)(1)(a).  
(Ordinance 102 adopted 4/8/97)

## Article C. Mayor's Court

### Section 2.21 Adoption of rules

The court may adopt rules for the conduct of proceedings before it, not in conflict with law, this Code, or other ordinance.

### Section 2.22 Court costs

The presiding officer of the mayor's court may, in his discretion, assess court costs, over

and above any amount required by state law, against any criminal defendant, for each criminal charge for which the defendant is convicted, an amount not in excess of thirty (\$30) dollars.  
(Ordinance 67 adopted 9/9/88)

Section 2.23 Community service

The presiding officer of the mayor's court may, in his discretion, in lieu of any authorized penalty, order any criminal defendant, for each criminal charge for which the defendant is convicted, to perform community service, such service not to exceed the time for which the defendant could be sentenced to imprisonment.  
(Ordinance 110 adopted 2/9/99)

Article D. Officers

Section 2.31 Clerk

The clerk shall keep sufficient and proper records of all ordinances and the minutes of all meetings of the mayor and council and shall be official custodian of all books, documents, and records of the town.  
(Ordinance 2 adopted 1/5/60)

Section 2.32 Tax collector

The town marshal shall be tax collector who shall collect all taxes and licenses for the town.  
(Ordinance 2 adopted 1/5/60)